

MINUTES

from the meeting of the Middleton Grange School Board

Monday, 3 April 2023

7.00 pm – 10.45 pm



All reports taken as read

Middleton Grange School |

1. WELCOME

Present	Mel Hikuroa (Presiding Member), Mike Vannoort (Principal), Paul Owens, David Gillon Chris Hannen, Luke Noble, Logan King, Geoff Robson, Rebekah Immanuel, Tony Kan Andy Milne, Karen Winder
In attendance	Craig Utting, Ruth Velluppillai, Tony Kendrew, Christine Buckley, Hillary Carley
Apologies	None
Devotions	Logan King: Ps 36: 9 <i>In thy light we shall see light</i> As Christian teachers and staff live their lives, in their speech, listening, responding and engaging with students, it shines the light of Christ - leading students to consider, think and respond, and ultimately towards Christ. Praise God! Christine Buckley prayed.

2. PRIORITY AGENDA ITEMS

1. SENIOR COLLEGE ANNUAL REPORT 2022

Ruth Velluppillai was thanked for her report and leadership of the Senior College.

- We give thanks for all that has been achieved in spite of the ongoing impact of Covid: including results which are above both the National Average and Decile 9 schools. This is a tribute to staff who selflessly provide additional tutoring and support; and Deans and the Counsellors for their ongoing pastoral care of students around attendance and wellbeing.
- The inaugural Year 11 camp was a great success contributing to smooth transitioning at that level.

Challenges

- Student wellbeing, increased pastoral needs and inadequate resourcing of outside health agencies.
- Increasing numbers of students requiring Learning Centre support with limited resourcing.

David Gillon prayed

2. MIDDLE SCHOOL ANNUAL REPORT 2022

Tony Kendrew, who commenced in the DP Middle School role in Term 4 2022, was thanked for compiling and presenting the 2022 report.

- Exciting opportunity to consider future developments in the Middle School.
- Good results in Year 8-10 literacy directly attributable to *Write That Essay*.
- Introduction of *Te Haerenga / The Right Journey* at Year 10 has been a wonderful opportunity for encouragement and social stability, as well providing space for parents and students to talk and pray together.
- *NZ Histories* has already been integrated into the Year 7 and 8 programme and is now being integrated into Year 9 and 10 without the need to drop other Curriculum.

Challenges

- The academic levels of the 50% of students arriving from outside of Middleton Grange School and transitioning into Year 7.
- Increasing behavioural issues in Middle School. Re-establishing of routines and expectations that were negatively impacted during Covid is expected to address some of these issues.
- Large increasing in English Language Learners.

Tony Kan prayed

3. PRIMARY SCHOOL ANNUAL REPORT 2022

Christine Buckley, commenced as DP Primary School in Term 1 2023, and was thanked for compiling and presenting the 2022 report.

- The *Mana Ake / Stronger for Tomorrow* programme is having a positive impact on our students, parents and community. The school is able to tailor the programme offered.
- Assessment in Literacy and Numeracy and other areas continues to be reviewed.
- English Language classes have been provided for parents.
- Every student is valued including their language, culture and heritage, and this is supported with the eg Cultural Heritage Day.

Challenges

- Increasing numbers of English Language Learners and parents with no English.

Craig Utting prayed for Ruth, Tony and Christine who left the meeting at 7.48 pm.

3. ADMINISTRATION MATTERS

3.1 PRIOR LEAVE None

3.0 CONFIRMATION OF PREVIOUS MINUTES

Motion 'That the Minutes of the meeting of 20 February 2023 be accepted as a true and accurate record of the meeting.'

Moved Mel Hikuroa, Presiding Member

CARRIED

3.1 MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING

Updated

3.2 ADMINISTRATION

Correspondence; Declaration of Interests, Board Dates and Devotions – Noted

- Correspondence was received from the parent community regarding discipline in the middle School. School systems and processes are under review.

4. GOVERNANCE

1. NAG 1 CURRICULUM

1. HEAD OF SCHOOL REPORTS / TERM 1 2023

Noted

2. NAG 2 STRATEGIC PLANNING, SELF REVIEW AND REPORTING TO PARENTS

1. ANNUAL REPORTS 2022

a. HEAD OF SCHOOL ANNUAL REPORTS 2022

See 2 / Priority Agenda Items

b. CURRICULUM AREA ANNUAL REPORTS 2022 / SUMMARISED REPORTS

Curriculum Leaders and Senior Leaders were thanked for their mahi in preparing and reviewing these reports which were presented in summarised form.

- Messaging to the parent community around the significance of the arts, drama, music, entertainment, languages, as being one of the largest employers, in addition to the transferable skills learnt in these areas, continues to be of high importance.

- Continued importance of incorporating Special Character into the curriculum.
- Ongoing monitoring of boys performance recommended, however, the success of the Year 11 Boys English class that has seen good results in greater numbers of passes at Merit and Excellence, was noted.

c. **ENGLISH LANGUAGE LEADER REPORT 2022**

Noted

d. **COUNSELLING & WELLBEING ANNUAL REPORT 2022**

In Committee

2. **UNIFORM SURVEY**

The draft Uniform Survey 2023 was reviewed with additional recommendations suggested. The Parent, Student and staff surveys will be finalised, confirmed by the Board via email, and ready for implementation in early Term 2 2023.

3. **INTERNATIONAL BOARD OF ADVISORS (IBOA)**

a. **INTERNATIONAL COLLEGE (IC) POLICIES**

- Fees - IC fees will increase for 2024 and 2025
- IC Travel and Expenditure Policy (new policy). Confirmation was provided that expenditure will not exceed that approved in the annual Marketing Plan.

Motion	‘To adopt the International College Policies as approved by the IBOA’	
Moved	Mel Hikuroa, Presiding Member	CARRIED

Motion	‘To approve the IBOA Minutes of 30 March 2023 and any recommendations therein.’	
Moved	Mel Hikuroa, Presiding Member	CARRIED

b. **IC NUMBERS 2023**

76.75 FTE

4. **INTERNAL REVIEW EVALUATION**

Updated

5. **SPECIAL CHARACTER REVIEW / CST**

7-9 MARCH 2022

In Committee.

6. **TRAVEL EXPENDITURE POLICY**

Deferred

7. **DELEGATIONS POLICY**

The recommendation from SPANZ re Closure of the school delegations, deferred to next review.

8. **TREATY OF WAITANGI POLICY**

Parama Moon, Curriculum Leader Māori, is running a Professional Learning Group (PLG) in Term 2 looking at the Treaty and its connection to Middleton Grange School.

Recommendation	The review is deferred until the above PLG is completed	AGREED
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9. **VOLUNTARY DONATION BOARD PROCEDURES**

Deferred (Finance Committee)

10. SCHOOL DOCS

- Following a review of our current systems versus SchoolDocs, it was agreed that our processes are currently fit for purpose.
 - A recommendation for standardising our policy review and audit template to be presented to the next meeting.
- AGREED**

11. BOARD COMMITTEE TERMS OF REFERENCE

The motion to adopt these will be deferred until all Board Committee Terms of Reference have been received.

12. BOARD COMMITTEE CHAIR 2023

The motion to adopt will be deferred until all Board Committee Chairs have been notified.

13. OVERSEAS TRAVEL PROPOSAL / SPAIN

Motion 'To approve the Overseas Travel Trip / Spain 2024 with the following conditions:
- the missions component is agreed with Senior Leadership
- completion of the Overseas Checklist for Board approval and signature'

Moved Mel Hikuroa, Presiding Member
Abstain Chris Hannen

CARRIED

Actions

AGREED

- Review the missions component of major overseas trips
- Review selection process regarding outstanding enforceable debt to the school and Proprietor

3. NAG 3 PERSONNEL

1. APPOINTMENTS / RESIGNATIONS

Covered in Principal's Strategic report.

4. NAG 4 PROPERTY & FINANCE

1. PROPERTY COMMITTEE

Next meeting 4 April 2023.

2. FINANCE COMMITTEE / 31 DECEMBER 2022 & DRAFT BUDGET 2023

- Thanks was given for another improved end of year actual result than forecasted budget, however, the importance of the requirement for strategies to return to surplus and granary was noted.
- The budget was noted as being 'worst case'.
- A review to determine the causes contributing to the structural deficit is underway by the Finance Committee.

Motion 'To approve the Final Budget 2023 with a deficit of \$(356,400)'
Moved Mel Hikuroa, Presiding Member

CARRIED

Motion 'To accept the Minutes of the Finance Committee of 29 March 2023 and any recommendations contained therein'.
Moved Mel Hikuroa, Presiding Member

CARRIED

5. NAG 5 HEALTH & SAFETY

1. HEALTH & SAFETY

Motion 'To accept the Minutes of the Health & Safety Committee of 14 March 2023 and any recommendations therein'
Moved David Gillon Seconded Mike Vannoort **CARRIED**

2. PHYSICAL RESTRAINT

In Committee as required

Motion 'To authorize the following staff to use physical restraint as per the Physical Restraint Policy and Procedures:
Senior Learning Centre Staff
Kathy McAuley
Sheryl Buckner
Georgette Janssen
Mandy Lubbers
Joanne Smith
Primary Learning Centre Staff
Susan Meredith
Claire Bosma
Sport
Chris Goldsbury
Mike Vannoort
Moved Seconded Tony Kan **CARRIED**

6. NAG 6 LEGISLATIVE COMPLIANCE

1. CHARTER 2023

Motion 'To adopt the 2023 Charter'
Moved Mel Hikuroa, Presiding Member **CARRIED**

2. ROLL RETURN – 1 MARCH 2023

Submitted to the Ministry as required showing a total 1 March 2022 roll of 1371:
1268 Domestic and 103 International College (includes Kwangsung Dream School students for Term 1)

3. ENROLMENT SCHEME

- a. **DRAFT ENROLMENT SCHEME & REVISED CATCHMENT MAP**
Deferred

4. NZSTA CONFERENCE 2023

21-23 July 2023, Energy Events Centre, Rotorua. Registrations to open in March 2023.
<http://www.nzstaconference.co.nz/>

5. TEACHER UNION STRIKE ACTION

The PPTA and NZEI strike on Thursday, 16 March 2023 and PPTA strike on Wednesday, 29 March 2023 were noted. Notification is being received that there will be PPTA rolling strikes early in Term 2 with the NZEI going to another ballot early in Term 2.

7. GENERAL

1. SENIOR STAFF EXIT INTERVIEWS

Verbal update – deferred.

2. CHRISTIAN EDUCATION NETWORK (CEN)

i. MINUTES / 14 MARCH 2023

Noted

ii. CEN BUDGET

Following the agreement at the 20 February 2023 meeting that the CEN Representative be delegated all financial decisions including budget setting excluding levy increase, it was agreed to amend this to

‘an increase of levy up to \$5,000 after which it is to be a full Board decision’. **AGREED**

3. DASHBOARD INDICATORS

Noted

5. PRINCIPAL'S STRATEGIC REPORT

1. NAG 1 CURRICULUM

1. NCEA

a. NCEA REVIEW

Review and development of courses continues including consultation with key stakeholders as part of this process.

- b. There continues to be ongoing frustration from Principals and teachers about the NCEA review and the lack of up to date and accurate information about the Achievement Standards and Assessments for Levels 1-3 available for teachers. This feedback has been given to the MOE and we are waiting to hear their response.

2. LITERACY / NUMERACY

Middleton Grange has signed up to assess the Literacy and Numeracy co-requisites in 2023 with our Year 10 students

3. NZ CURRICULUM (NZC) REFRESH

Kahui Ako Professional Learning & Development (PLD) on the NZC Refresh was held on Tuesday, 21 March 2023.

2. NAG 2 STRATEGIC PLANNING, SELF REVIEW AND REPORTING TO PARENTS

1. STRATEGIC PLANNING

The principal attended a Ministry of Education (MOE) online workshop on the new / revised School Planning and Reporting guidelines for 2024 which will replace school Charters with Strategic Plans.

2. **ASSESSMENT AND REPORTING**

- a. PPTCs (Parent, Pupil, Teacher Conferences) will be held for Year 7-13 students the end of Term 1 to reflect on the learning from term 1 and discuss next steps, changes required for term 2.
- b. In 2023 a review of our current assessment and reporting procedures will commence.

3. **ATTENDANCE**

Deferred

4. **EDUCATION REVIEW OFFICE (ERO)**

a. **EVALUATION PARTNER**

The Principal met with Jacqueline Woods, Evaluation Partner, on 22 February 2023 to review our Evaluation Plan with the focus on supporting English Language Learner (ELL) students and teachers in Years 2-6, and Attendance.

3. **NAG 3 PERSONNEL**

1. **APPOINTMENTS**

Noted

2. **VACANCIES**

Note

3. **RESIGNATIONS**

Noted

4. **SABBATICAL & LEAVE APPLICATIONS**

As per Delegations Policy / 3.

The principal has Board Delegation to approve all staff leave (other than the Principal >5 days).

4. **NAG 4 PROPERTY & FINANCE**

- See Governance

5. **NAG 5 HEALTH & SAFETY**

1. **SEARCH & RETENTION REGISTER**

In-Committee as appropriate

2. **STAFF WELLBEING**

This continues to be an area of focus and priority

3. **COVID UPDATE**

Covid continues to linger in our community with the Government requirement stand-down of 7 days continuing to be a frustration.

6. NAG 6 LEGISLATIVE COMPLIANCE

1. STAND DOWN & SUSPENSIONS

In Committee / P 142

7. GENERAL

1. SECONDARY SCHOOL LIBRARY UPDATE & SUMMER READING PROGRAMME

Noted. Thanks was extended to the new Libraries Manager, Becky Howie, and the rest of the staff for their informative report and leadership during the extensive library upgrade.

2. ASSOCIATION OF INTEGRATED SCHOOLS (AISNZ)

Noted

3. INTERNATIONAL COLLEGE BBQ

Held on Monday, 6 March for students, staff and whanau to come together to fellowship.

4. PPTA / NZEI RE: INDUSTRIAL ACTION

Teachers and Principals are seeking the Government to increase staffing and funding to schools and kindergartens. If negotiations continue to stall, there could be further disruption in term 2 with rolling strikes, year levels being rostered home, no meetings after school, and staff non-contacts not being able to be used for relief purposes.

5. SCHOOL VISITS

Mike Vannoort, Craig Utting, Associate Principal, and Tony Kendrew as the new Deputy Principal Middle School, visited to KingsWay School, Elim Christian College & Albany Jnr High School in Auckland on 2 -3 March 2023.

6. POLYFEST

After a two-year COVID-19 induced hiatus, Canterbury Polyfest returned on 18 March 2023 including Middleton Grange School.

7. STAFF PROFESSIONAL LEARNING & DEVELOPMENT (PLD)

Noted

8. NEW ZEALAND ASSOCIATION OF CHRISTIAN SCHOOLS (NZACS) CONFERENCE 2023

NZACS Conference 2023 will be in Christchurch from 29 June – 1 July (end of Term 2). These days will be Teacher Only Days (TODs) on Thursday and Friday with Saturday morning being a call-back day.

9. ANY OTHER BUSINESS

Motion

Moved

'That the Principals report be accepted.'

Mel Hikuroa, Presiding Member

CARRIED

6. STUDENT BOARD MEMBER REPORT

Logan King updated the Board on a busy start to 2023. Many fun activities that have aided celebration and 'togetherness' have managed to occur after the previous covid disruptions eg Polyfest; Fia Fia night; Sports; Musical; Shakespeare Regionals; Waitangi History trip; fundraising opportunities for Radio Lollipop and GEMS School in Bangladesh; the Teacher Union strikes; Noho Marae etc which has all encouraged enthusiasm throughout the cohorts. The Christian Focus Day was an opportunity for Year 13s to hear how people incorporate their faith into their work and life outside of school. Students appeared to enjoy this. Logan said that days like this good and important.

Paul Owen prayed and Logan King left the meeting at 9.43 pm pm.

2. IN COMMITTEE

Motion	'That the public be excluded from the following part/s of the proceedings of this meeting namely Agenda item 7.1. The grounds are that the matter is one of personnel and the reason is to protect the privacy of the individual/s. This motion is proposed to comply with S48 of the Local Government Official Information and Meetings Act 1987 and the special requirements when moving to exclude the public.'	
Moved	Mel Hikuroa, Presiding Member	CARRIED
Motion	'That the meeting move back into public session.'	
Moved	Mel Hikuroa, Presiding Member	CARRIED

3. NEXT MEETING

- Mel Hikuroa closed the meeting in prayer at 10.45 pm
- Monday, 15 May 2023 / Devotions - tbc

Signed _____

Date _____