

# MINUTES

from the meeting of the Middleton Grange School Board

**Monday, 15 May 2023**

7.00 pm – 10.18 pm



All reports taken as read

Middleton Grange School |

## 1. WELCOME

<b>Present</b>	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
<b>In attendance</b>	Craig Utting, Hillary Carley
<b>Apologies</b>	Karen Winder
<b>Devotions</b>	Tony Kan: Matt 7: Judgement begins with the Lord. Respect God's gifts and ensure to define ourselves by our covenant relationship with him, in holiness. Tony Kan ka inoi / prayed.

## 2. PRIORITY AGENDA ITEMS

### 1. CURRICULUM REVIEW

Craig Utting reported that the review aims to:

- Clarify and come to a shared understanding of what is included in Curriculum at Middleton Grange School.
- The review will include but not be limited to: eg academic subjects including assessments, compulsory subjects, Christian Studies, sports, cultural, performance, EOTC, service and mission etc; impact on staff and students; Ko Wai Tatou document; Strategic changes; Collaboration for seamless transitions from Years 1-13; Creation of Graduate Profiles at selected points throughout the school.

Paul Owens left the meeting at 7.18 pm

Discussion

- Timetable and staffing implications.
- Consultation.
- Gifted and challenged students.
- Board Hui discussion topic.

## 3. ADMINISTRATION MATTERS

### 3.1 PRIOR LEAVE None

### 3.2 CONFIRMATION OF PREVIOUS MINUTES

**Motion** 'That the Minutes of the meeting of 3 April 2023 be accepted as a true and accurate record of the meeting.'

**Moved** Mel Hikuroa, Presiding Member

**CARRIED**

### 3.3 MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING

Updated

### 3.4 ADMINISTRATION

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

## 4. GOVERNANCE

### 1. NAG 1 CURRICULUM

1. Refer Principals report.

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

#### 1. KO WAI TATOU / EXPLORING THE WHY, THE WHAT AND THE HOW OF TEACHING AT MGS

- See OneNote
- Hui discussion topic

#### 2. ANALYSIS OF VARIANCE / TERM 1 2023

Noted.

#### 3. ATTENDANCE

Attendance for Year 11-13 students during Term 4 2022 appears low or incomparable to other terms or schools because of the varying ways that Student Management Systems (SMS) treat students.

#### 4. UNIFORM SURVEY

- The Uniform Sub Committee have finalised the survey which is now being forwarded to staff, parent and student focus groups for 'testing' prior to release.
- An explanatory email, to receive Board approved via email, will be circulated to the school community before the release of the survey.

**AGREED**

#### 5. BOARD HANDBOOK

Presiding Member to review.

#### 6. INTERNATIONAL BOARD OF ADVISORS (IBOA)

##### • MINUTES

**Motion** 'To accept the Minutes of the IBOA Committee meeting of 11 May 2023 and any recommendations contained therein'

Moved David Gillon Seconded Chris Hannen

**CARRIED**

##### • IC NUMBERS 2023

80 FTE

#### 7. INTERNAL REVIEW EVALUATION

Updated

#### 8. TRAVEL FOR INTERNATIONAL COLLEGE POLICY

For annual review alongside the school Travel Policy.

**AGREED**

**Motion** 'To adopt the Travel for International College Policy'

Moved Mike Vannoort Seconded David Gillon

**CARRIED**

#### 9. STAFF WELLBEING POLICY

Draft presented for further review.

**AGREED**

#### 10. **PRINCIPAL APPRAISAL / PROFESSIONAL GROWTH CYCLE (PGC)**

Verbal update from Andy Milne. Review ongoing.

- The Principal's of Middleton Grange School, Bethlehem College, KingsWay School, Hamilton Christian School and Elim School are developing a joint Professional Growth Cycle framework / programme.
- Principal's will set goals and actions, be mentored and visit other schools meeting with stakeholders, Presiding Members etc as part of this ongoing programme.
- The implementation of this in a timely fashion is important.

**AGREED**

#### 11. **POLICY REVIEW AND AUDIT TEMPLATE**

Deferred until the National Education and Learning Priorities (NELP) come into effect replacing the National Administration Guidelines (NAG).

#### 12. **BOARD COMMITTEE TERMS OF REFERENCE**

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

**AGREED**

#### 13. **BOARD COMMITTEE CHAIR 2023**

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

**AGREED**

### 3. **NAG 3 PERSONNEL**

#### 1. **APPOINTMENTS / RESIGNATIONS**

Covered in Principal's Strategic report.

### 4. **NAG 4 PROPERTY & FINANCE**

#### 1. **PROPERTY COMMITTEE**

**Motion** 'To accept the Minutes of the Property Committee meeting of 4 April 2023 and any recommendations contained therein'.

Moved Mel Hikuroa, Presiding Member

**CARRIED**

#### 3. **FINANCE**

##### 1. **AUDITED ACCOUNTS 2021**

These continue to be in the process of completion following the delays from the Auditor last year which the MOE are aware of. Website to be updated advising of this delay.

**ACTION**

##### 2. **FINANCIAL STATEMENTS 31 MARCH 2023**

Thanks was given for these results.

### 5. **NAG 5 HEALTH & SAFETY**

1. None

### 6. **NAG 6 LEGISLATIVE COMPLIANCE**

#### 1. **CHARTER 2023**

The Charter 2023 has been submitted to the Ministry of Education.

#### 2. **ANNUAL REPORT 2021 AND 2022**

Both remain outstanding due to auditor delays. However, it was agreed to delegate approval to the Finance Committee Chair on approval of the audited accounts as the full Board has previously reviewed all other sections of the Annual Reports.

. AGREED

3. **SECLUSION ROOMS**

Review ongoing.

4. **ENROLMENT SCHEME**

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

Verbal update / In Committee

5. **TEACHER UNION STRIKE ACTION**

The Board Presiding Member and staff were notified of the particulars of ongoing strike action, following which communications were sent to the parent community.

7. **GENERAL**

1. **TERM DATES 2024**

Approved.

2. **SENIOR STAFF EXIT INTERVIEWS**

One Exit interview has been undertaken, two remaining to be done.

3. **CHRISTIAN EDUCATION NETWORK (CEN)**

None

4. **DASHBOARD INDICATORS**

Noted.

5. **PRINCIPAL'S STRATEGIC REPORT**

1. **NAG 1 CURRICULUM**

1. **NCEA**

- **MATHS AND LITERACY STANDARDS PRIORITISED**

New Maths and literacy standards will be made an educational priority by delaying other changes to NCEA and the national curriculum. Middleton Grange is on track to offer a revised NCEA Level 1 in 2024.

2. **LITERACY / NUMERACY**

- Teachers and principals have called for more time to implement the changes.
- The new Literacy and Numeracy standards are a part of wider changes to NCEA that come in response to concerns secondary school students don't have basic reading and writing skills.
- Middleton Grange will also be supporting our contributing schools, Hillview, Aidanfield and Emmanuel Christian Schools with these assessments.

3. **NZ CURRICULUM (NZC) REFRESH**

- At Middleton Grange we are continuing to focus our Professional Learning & Development (PLD) with the NZC refresh and NCEA review

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

### 1. **STRATEGIC PLANNING**

#### a. **UNIFORM SURVEY**

See Governance

#### b. **HEALTH CONSULTATION**

Further work will be done on the health consultation and Strategic direction of the school later in the year, in order to support the new Strategic Plan for the next 3 years, which will include the NELP.

### 2. **ASSESSMENT AND REPORTING**

- a. Assessment and Reporting is undergoing a review during 2023 to ensure it remains fit for purpose.

### 3. **ATTENDANCE TERM 1 2023**

Deferred to next Meeting

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

#### a. **EVALUATION PARTNER**

Meeting deferred.

## 3. **NAG 3 PERSONNEL**

### 1. **APPOINTMENTS**

Noted

### 2. **VACANCIES**

Noted

### 3. **RESIGNATIONS**

Noted

### 4. **SABBATICAL & LEAVE APPLICATIONS**

Noted

## 4. **NAG 4 PROPERTY & FINANCE**

- See Governance

## 5. **NAG 5 HEALTH & SAFETY**

### 1. **SEARCH & RETENTION REGISTER**

In-Committee as appropriate

## 2. STAFF WELLBEING

Various activities have been undertaken to support staff and relief teachers.

## 3. COVID UPDATE

Covid continues to create challenges and expense for the school due to staff absences and continued government isolation requirements.

## 6. NAG 6 LEGISLATIVE COMPLIANCE

### 1. STAND DOWN & SUSPENSIONS

In Committee / See p57

## 7. GENERAL

### 1. PRODUCTION – SHREK

23 – 29 June 2023

### 2. INTERNATIONAL COLLEGE (IC)

Recent marketing has been undertaken at ICEF ANZA Expo in Perth (Principal), and England and Germany (IC Director).

### 3. PPTA / NZEI RE: INDUSTRIAL ACTION

See Governance 6.5.

### 4. STAFF PROFESSIONAL LEARNING & DEVELOPMENT (PLD)

Noted. In 2023 Professional Learning Groups (PLG) will continue with more differentiation and are targeted towards specific areas of interest amongst the staff.

### 5. NEW ZEALAND ASSOCIATION OF CHRISTIAN SCHOOLS (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.

### 6. 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 the many successful events happening around the school, many of which continue to help create a sense of ‘togetherness’ amongst the students eg: House Singing; Y11 Market Week; Careers Expo, The Fridge Radio visit to Auckland Life FM; Rock Night and coming up Formal and Open Days. The Social Culture Plan (SCD) is an important document in helping students understand requirements for their behaviour. To gather student voice Logan was directly asked for comment on both racism and bullying in the school. He commented that racism is minimal but is present at times, it is student to student and that it is immediately put down and dealt with. He felt international students received the most racist negativity.

Mel Hikuroa prayed and Logan King and Craig Utting left the meeting at 9.14 pm.

7 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

8. NEXT MEETING

- David Gillon closed the meeting in prayer at 10.19 pm
- Monday, 26 June 2023 / Devotions Geoff Robson

Signed

Date