

MINUTES

from the meeting of the Middleton Grange School Board

Monday, 26 June 2023

7.00 pm – 10.22 pm



All reports taken as read

Middleton Grange School |

1. WELCOME

Present	Mel Hikuroa (Presiding Member), Mike Vannoort (Principal), Paul Owens, Andy Milne Chris Hannen, Luke Noble, Logan King, Geoff Robson, Rebekah Immanuel, Tony Kan Karen Winder
In attendance	Craig Utting (Associate Principal), Hillary Carley (Minute Secretary), Elsa Wright (Observer)
Apologies	David Gillon
Devotions	Geoff Robson prayed: Ps 46 'Be still and know that I am God.' God is with us. He strengthens and helps us. '1 John 4: 'Love one another for love comes from God.' Our confidence in Christ comes from an assurance of the truth found in the cross.

Craig Utting ka inoi / prayed.

2. PRIORITY AGENDA ITEMS

None

3. ADMINISTRATION MATTERS

3.1 **PRIOR LEAVE** None

3.2 **CONFIRMATION OF PREVIOUS MINUTES**

Motion 'That the Minutes of the meeting of 15 May 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. CURRICULUM REVIEW

- Report submitted outlining the future direction of Curriculum that has prayerfully considered:
current courses offered that may be withdrawn, new courses that may be offered, number of
standards and credits available, pre-requisites, pathways etc.
- Racism is covered in the Social Studies Curriculum, as well as Christian Studies where students learn
about what the Scriptures say about diversity.
- Review for further discussion at Board Hui, August 2023.

AGREED

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

- August Board Hui discussion topic

AGREED

2. STRATEGIC PLAN 2024 – 2026, INCLUDING NELP

- Commencement in Term 3 2023
- Sub Committee to consider process, prepare survey, goals, priorities while considering National Education Learning Priorities (NELPs). Sub-committee to include: Mike Vannoort, Mel Hikuroa, Tony Kan, Chris Hannen

AGREED

3. UNIFORM SURVEY

- The survey has been sent to parents, Year 7-13 students and the staff community, closing on Wednesday, 28 June 2023.
- It was agreed the original Uniform Group Sub Committee reconvene with delegated authority to summarise survey responses and feedback to the August Hui before preparing feedback to the parent community.
- It was agreed the summary report be made available to the Proprietors.

AGREED

AGREED

4. INTERNATIONAL BOARD OF ADVISORS (IBOA)

85.92 FTE

5. INTERNAL REVIEW EVALUATION

Updated

6. PHYSICAL RESTRAINT POLICY

- Training videos will be available from the Ministry of Education in Term 3.
- Answers to the questions raised on the Draft Physical Restraint Policy to be circulated and a motion to adopt the Policy to be passed by email as soon as possible.

AGREED

Motion 'To adopt the Physical Restraint Policy'

NOT MOVED

7. HEALTH CONSULTATION

Deferred until the Strategic Plan 2024-2026 is complete and the National Education and Learning Priorities (NELPs) are finalised by the MOE.

8. BOARD COMMITTEE TERMS OF REFERENCE

- **Finance Committee** No change recommended.
- **Property Committee** Recommended changes updated to Delegations Policy
- **Health & Safety** No change recommended
- **Uniform** No change recommended
- **International College** Fit for purpose with one change being:
'Meeting Schedule : Minimum once per term'

Motion 'To adopt the above Board Committee Terms of Reference for 2023'

Moved Mel Hikuroa, Presiding Member

CARRIED

9. BOARD COMMITTEE CHAIR 2023

- **Finance Committee** Tony Kan
- **Property Committee** Craig Utting (7 Feb & 4 Apr); Paul Owens (9 May onwards)
- **Health & Safety** Dean McKenzie
- **Uniform** Ruth Velluppillai
- **International College** Colleen Steyn

Motion 'To approve the above Board Committee Chairs for 2023'

Moved Mel Hikuroa, Presiding Member

CARRIED

3. NAG 3 PERSONNEL

1. APPOINTMENTS / RESIGNATIONS

Covered in Principal's Strategic report.

4. NAG 4 PROPERTY & FINANCE

1. PROPERTY COMMITTEE

Deferred until Term 3.

2. FINANCE

1. FINANCE COMMITTEE

Motion	'To accept the Minutes of the Finance Committee meeting of 29 May 2023 and any recommendations contained therein		
Moved	Tony Kan	Seconded	Chris Hannen
			CARRIED

2. AUDITED ACCOUNTS 2021 & 2022

- Following delays by the Auditor (see third bullet point) the 2021 audited accounts were finally received on 2 June 2023 and the Annual Report will be uploaded to the website.
- We continue to wait for the 2022 audited accounts to be released.
- The following advice was received: *School auditors are still facing many challenges in getting audits completed on time so your auditor may have missed the 31 May reporting deadline. If you provided your draft financial statements to your auditor by 31 March, [MGS met this deadline] but your auditor was unable to complete the audit on time [they were unable to meet the deadline], they will not ask you to disclose a breach of the statutory deadline in your financial statements and will not report a breach in their audit report.*
- The Board thanked Paul Hartstonge, Business Manager, for his mahi in preparing these accounts.
- Thanks was given to the Lord for ongoing results that are better than projected.

5. NAG 5 HEALTH & SAFETY

1. None

6. NAG 6 LEGISLATIVE COMPLIANCE

1. ROLL RETURN JULY 2023

Complete.

2. BOARD CODE OF CONDUCT

A code of conduct for all state and state integrated board members has been issued by the Minister of Education and came into effect on 21 June 2023. Deferred to next meeting.

3. ENROLMENT SCHEME

a. DRAFT ENROLMENT SCHEME & REVISED CATCHMENT MAP

Verbal update / In Committee

4. TEACHER UNION STRIKE ACTION

Industrial action has continued with: strike action; suspension of strike action; resumption of strike action; bans on internal relief, meetings and extra-curricular activities; etc resulting in rostering home for students and much disruption to teaching and learning for staff and students. Industrial action was lifted in time for a Paid Union Meeting (PUM) on 28 June and the outcome of arbitration is awaited.

7. GENERAL

1. MINORITY GROUPS / BULLYING / RACISM

- Experiences of students in various minority / marginalised groups are being sought, however, the PPTA industrial action has delayed completion of the work on this.
- Positive messaging and expectations are actively promoted in assemblies etc by Senior Leaders.

2. OPEN DAYS 2023

Open Days were held on 16 and 18 May 2023 with approximately 500 attendees and a number of parents unable to attend due to session number restrictions. This year students led many of the tour groups and this was very successful.

3. ENROLMENTS FOR 2024

Enrolment applications closed for Year 7-13 2024 students on 9 June with approximately 310 applications for approximately 170 places. Year 1-6 2024 applications close on 17 August 2023.

4. CHRISTIAN SCHOOLS' TRUST (CST)

1. ATTENDANCE DUES COLLECTION POLICY

- A discussion was held regarding the request that CST Boards consider the policy to enable clear and consistent messaging around the process of payment of attendance dues from 2024 onward.
- Grace, truth and mercy are to be held in balance in all dealings with parents.
- Consider ways to grow the Hardship Fund to assist families in need.

AGREED

5. CHRISTIAN EDUCATION NETWORK (CEN)

1. MINUTES 23 MAY 2023

Noted

2. GENDER

The CEN request for collaboration on Gender ideology response was noted.

6. ASSOCIATION OF INTEGRATED SCHOOLS (AIS)

1. MGS – AIS REPRESENTATIVE

Chris Hannen appointed as Middleton Grange AIS Representative.

AGREED

2. CONFERENCE 2023

4-5 September 2023.

3. AGM 2023

Noted

7. CRITICAL FRIENDS

- In 2006 a mutual accountability network was established between the Principals of Middleton Grange School, Bethlehem College, Tauranga, and Pacific Hills Christian School, Sydney, to hold each other accountable for the mission and direction – particularly Special Character delegations and performance - of the respective schools.
- Annual visits paused during the Covid-19 pandemic with a request from Pacific Hills Christian School to resume visits from 2024.
- Dr Ted Boyce and Gavin Neale of Pacific Hills Christian School visited Middleton Grange School on Thursday, 23 June 2022 meeting with the Principal and members of the Board who were available.

Discussion

- Pros and cons of continuing and honouring this Critical Friends relationship.
- The useful and alternative perspectives; accountability; ideas; strengthening and protection of beliefs and values offered by this relationship.

- Financial commitment and adding of another 'layer'.
- Consideration of benefits of relationships with other Australian Christian Schools.
- The new Professional Growth Cycle (PGC) initiative between five Year 1-13 New Zealand Christian Schools that may offer a similar review perspective.
- Continue discussion next meeting.

8. DASHBOARD INDICATORS

Noted.

5. PRINCIPAL'S STRATEGIC REPORT

1. NAG 1 CURRICULUM

1. NCEA

- Work continues to progress on NCEA for 2023, however with the ongoing industrial action it is likely that many Senior College subjects / courses will reduce assessments by one Achievement Standard throughout the year.
- Due to ongoing industrial action, NCEA preparation work for 2024 Level courses is on hold with most, if not all, NCEA Level 1 courses offering a maximum of 15 credits (internal and external) for the year.

2. LITERACY / NUMERACY

- Literacy and numeracy co-requisite assessments for Year 10 students took place from 12-16 June for the first time.
- Middleton Grange School is also the NZQA provider school for the Christian Education Schools (CEN) Aidanfield, Emmanuel and Hillview Christian Schools.
- All assessments went well, which is very pleasing to hear.

3. NZ CURRICULUM (NZC) REFRESH

- The CENCOL Kahui Ako held an NZC refresh across schools meeting on Tuesday 13 June for Year 1-10 teachers of Social Science.

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

1. STRATEGIC PLANNING

See Governance

2. ASSESSMENT AND REPORTING

- Primary teachers held 3-way conferences on Tuesday and Thursday 20 and 22 June.
- Secondary teachers have been preparing mid-year reports for Year 7-13 students to be published online at the end of term 2.
- Parent Pupil Teacher Conferences (PPTCs) will be held at the start of term 3.
- The Assessment and Reporting review/audit is on hold due to the DP School Management being on sick leave.

3. EDUCATION REVIEW OFFICE (ERO)

a. EVALUATION PARTNER

No further update since previous due to industrial action.

3. **NAG 3 PERSONNEL**

1. **APPOINTMENTS**

Noted. We are thankful for the blessing of applications for virtually all vacancies in a climate where many schools are receiving 0 or 1 application for vacancies, in this current climate of significant teacher shortages, teachers leaving the profession and difficulty in attracting new teachers to the profession.

2. **RESIGNATIONS**

Noted.

3. **SABBATICAL & LEAVE APPLICATIONS**

In Committee / 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**

- A number of teaching and support staff continue to struggle with poor health and wellbeing.
- The Senior Leadership Team (SLT) have picked up significant additional work since week 2, term 2 due to staff sickness causing additional stress during an already busy time.
- MOE changes including NCEA review, NZC refresh, Literacy / Numeracy Co-requisites, and the NZEI & PPTA industrial action continue to affect staff wellbeing and teacher workload in a negative way.
- Student wellbeing and behaviour issues continue to add to staff workload and pressures.
- The staff social committee organised a social events: Joes Garage on Friday 2 June and a staff mufti day, theme of Double Denim, and a staff end of term morning tea, which was greatly appreciated.
- SLT continue to monitor staff wellbeing and look for ways to support staff where / as possible.
- Principal wellbeing – discuss in-committee.

Discussion

- Management of teaching and support staff shortages, extended sick leave, student wellbeing etc.

3. **STUDENT WELLBEING / BEHAVIOUR**

- The principal and Head of School (HOS) have spoken at assemblies and cohort group meetings in support and promotion of positive messaging and behaviour expectations re: bullying and harassment.
- The Social Culture Plan values of Belonging, Honour and resilience are central to this.
- There have been increases in incidents of anti-social student behaviour which are being monitored and managed. Parents are involved quickly where / when possible, to assist with this process.

Discussion

- How best to manage education being the school's responsibility and wellbeing being a parental responsibility.
- Student attendance is encouraging in a climate where attendance can be poor.

4. COVID UPDATE

- Covid continues to have a presence at school with a small number of ongoing cases for both students and staff.

6. NAG 6 LEGISLATIVE COMPLIANCE

1. STAND DOWN & SUSPENSIONS

In Committee / See p39

7. GENERAL

1. PACIFIC HILLS CHRISTIAN SCHOOL, SYDNEY

The Principal has held regular Zoom meetings with Ted Boyce from Pacific Hills Christian School. See Governance.

2. MASH – BLAST - AFTER SCHOOL CARE PROGRAM

- Following discussion with stakeholders it was decided to terminate the MASH contract.
- The current MASH manager for Middleton Grange has submitted a proposal to continue working at Middleton Grange with their own after school care programme called BLAST (Building lives around sound truth) that is supportive of the school's Special Character.

Discussion

- Scope of educators to provide after school provision for parents.
- After school provision arose from parental need / seeking out of a suitable programme.
- Value for parents, including staff, particularly on eg Teacher Only Days, holidays

Action

- To agree to the BLAST afterschool programme being offered onsite to Middleton Grange School families with the condition that the programme content be approved in advance term by term.

AGREED

3. THE CANTERBURY ADVENTURE RACE

This event was held in 2020, 2021 and 2022 and co-run by Middleton Grange School and Crazy Kea Events raising approx. \$45,000 for the school to date. The 2023 Adventure Race is planned for Saturday, 19 August involving participation from the school community, use of the school's Public Liability Insurance and adherence to Christchurch City Council, Waimakariri DC and Ecan Health and Safety requirements for public spaces, parks, reserves, and forests.

Motion 'To support The Canterbury Adventure Race 2023, co-run by Middleton Grange School and Crazy Kea Events, subject to appropriate Health & Safety plans being in place.'

Moved Mel Hikuroa, Presiding Member

CARRIED

4. STAFF DEVOTIONS

My thanks to Geoff Robson who presented a devotion to staff on 14 June encouraging them that in counting the cost as we live out our faith, we will then reap the rewards that God bestows upon his people.

5. WORLD VISION – 40 HOUR FAMINE

The Fridge Radio raised \$2,178 for World Vision with their 40 Hour Famine drive and collectibles auction. My thanks to all involved with this initiative.

6. **MIDDLETON GRANGE PARENT GROUP**

Raised \$873 from a Movie night with 190 children dressed in pyjamas and / or onesies. The funds will go towards the Primary Library and other projects.

7. **PRODUCTION – SHREK**

23 – 29 June 2023.

8. **INTERNATIONAL COLLEGE (IC)**

An International Food Fair was held on Tuesday 13 June with over 15 different food stalls. This was a great success and was enjoyed by students and staff alike.

9. **PPTA / NZEI RE: INDUSTRIAL ACTION**

See Governance

10. **STAFF PROFESSIONAL LEARNING & DEVELOPMENT (PLD)**

- See previous Board paper for PLD update.
- NZACS Conference is on from Thursday 29 June – Saturday 1 July, with over 500 teachers attending from Christian schools across NZ.

11. **OTHER**

- **ERIC DUNLOP – 2ND PRINCIPAL OF MIDDLETON GRANGE SCHOOL**
Eric, Principal/Rector of Middleton Grange School in the 1960's and 70's, died peacefully on 19 May 2023, age 96 years.
- **LORDNA LAMBE VISIT**
Lordna visited the school for half a day to observe a Christian School.

12. **ALUMNI**

- The latest Alumni newsletter has been published.

13. **NEW ZEALAND ASSOCIATION OF CHRISTIAN SCHOOLS (NZACS)**

- **TERM 2 2023 NEWSLETTER**
See OneNote

14. **ANY OTHER BUSINESS**

Motion
Moved

'That the Principals report be accepted.'
Mel Hikuroa, Presiding Member

CARRIED

6. STUDENT BOARD MEMBER REPORT

Logan King reported on the current events including: Shrek Production; World Vision fundraising and The Fridge Radio support once again of the 40 Hour Famine; Senior College Formal that was a great evening of celebration with a majority of the Year 12 & 13 cohorts participating; House Singing; Shakespeare Festival; basketball, netball and volleyball sporting achievements; Christian Focus Day with a focus on Justice on Wheels and Special Character. Year 7-13 students have expressed gratitude at being given the opportunity to participate in the current Uniform Survey and express their own opinions. The PPTA strikes following on from Covid lockdowns etc and resulting in the continued reduction in school teaching and learning time, has resulted in the number of NCEA credits on offer being affected, and has been 'tough' on students, many of whom are falling behind. Most students, however, appear to be philosophical about this and are working their way through these difficulties.

Rebekah Immanuel ka inoi / prayed and Logan King and Elsa Wright left the meeting at 8.49 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

- The meeting closed in prayer at 10.39 pm
- Saturday, 5 August 2023 / Devotions Karen Winder

Signed _____ Date _____