

MINUTES

from the meeting of the Middleton Grange School Board

Monday, 7 August 2023

7.00 pm – 9.34 pm



All reports taken as read

Middleton Grange School |

1. WELCOME

- Present** Mel Hikuroa (Presiding Member), Craig Utting (Acting Principal), Paul Owens, Andy Milne, Chris Hannen, Geoff Robson, Rebekah Immanuel, Tony Kan, Karen Winder, David Gillon
- In attendance** Jenny Addison (DP Staffing), Hillary Carley (Minute Secretary)
- Apologies** Mike Vannoort, Luke Noble, Logan King
- Devotions** Karen Winder: Ps 27: 1-5 Our desire is to dwell in the house of the Lord and gaze upon 'The beauty of the Lord' forever, to seek him and view all things through his eyes always.
- Karen Winder ka inoi / prayed.

2. PRIORITY AGENDA ITEMS

None

3. ADMINISTRATION MATTERS

3.1 PRIOR LEAVE

Geoff Robson will be overseas from 10 September through early October 2023.

- Motion** 'To approve the Prior Leave application of Geoff Robson for all Board and Board Committee meetings from 10 September through early October 2023'
- Moved Mel Hikuroa, Presiding Member **CARRIED**

3.2 CONFIRMATION OF PREVIOUS MINUTES

- Motion** 'That the Minutes of the meeting of 26 June 2023 be accepted as a true and accurate record of the meeting.'
- Moved Mel Hikuroa, Presiding Member **CARRIED**

3.3 ACTIONS & RECOMMENDATIONS

Updated

3.4 ADMINISTRATION

Correspondence; Declaration of Interests, Board Dates and Devotions.
Declaration of interests / updated.

4. GOVERNANCE

1. NAG 1 CURRICULUM

i. HEAD OF SCHOOL REPORTS – TERM 2 2023

- Action** **AGREED**
Middle School Report : Yvette Hodge and Andrew O'Neill to be invited to attend a board meeting to report on Sabbatical and Relationships & Sexuality Education (RSE).

- **International College** : The Director of International College has managed the challenge of catering effectively for international college students during the recent strikes and staff shortages well; and it is encouraging to see a local church willing to invest in the lives of our international college students. A proposal to establish a Boarding Facility has been set aside following investigation.

ii. **ANALYSIS OF VARIANCE – TERM 2 2023**

- **Strategic Goal 3 Building Partnerships** The importance of missions and service opportunities in our local community as well as overseas was noted.

iii. **CURRICULUM REVIEW**

Work on the NZ Curriculum Refresh and Review is ongoing and discussions will continue at the Board Hui.

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

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

- [Ko Wai Tatou](#) /

b. **STRATEGIC PLAN 2024 – 2026, INCLUDING NELS**

Initial meeting held on 7 August 2023 with discussions to continue at upcoming Hui.

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

Noted

d. **BOARD HANDBOOK**

Chris Hannen, Paul Owen, Andy Milne and Mark Larson will meet on 16 August to progress this.

e. **UNIFORM SURVEY**

- **SUMMARY**

The Uniform Sub Committee and Uniform Board Committee to review and bring recommendations to the Board Hui with a view to reporting to parents by the end of the year. **AGREED**

f. **OVERSEAS TRAVEL**

- **CHECKLIST**

A recommendation that Language trips and sports trips do not require a missions/service component unless a genuine opportunity is available was deferred.

- **SPAIN 2024**

Following Board approval in April 2023 the following recommendation was made, however, a new proposal was requested.

Motion 'That the Spain trip 2024 collaborate with Hillview Christian School and St Andrews College to ensure its viability.

Not moved

NOT CARRIED

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

- **IBOA MEETING**

Motion 'To approve the IBOA Minutes of the 27 July 2023 and any recommendations therein'

Moved

David Gillon

Seconded Rebekah Immanuel

CARRIED

- **IC NUMBERS 2023**

We thank the Lord for International College students continuing to arrive for short term trips, long-term study and for the interest in enrolments for 2024.

h. **INTERNAL REVIEW EVALUATION**

Updated

i. **PHYSICAL RESTRAINT POLICY & PROCEDURES**

All teaching staff undertook Professional Learning & Development (PLD) in the Ministry of Education (MOE) Physical Restraint training on 25 July 2023, prior to the February 2024 deadline.

Motion 'To adopt the Physical Restraint Policy'

Moved Chris Hannen Seconded Karen Winder

CARRIED

j. **WELLBEING (DRAFT) POLICY**

Deferred.

Motion 'To adopt the Wellbeing Policy'

Not moved

NOT CARRIED

3. **NAG 3 PERSONNEL**

a. **APPOINTMENTS / RESIGNATIONS**

Covered in Principal's Strategic report.

4. **NAG 4 PROPERTY & FINANCE**

a. **PROPERTY COMMITTEE**

No meeting.

b. **FINANCE**

i. **FINANCE COMMITTEE**

Motion 'To accept the Minutes of the Finance Committee meeting of 31 July 2023 and any recommendations contained therein'

Moved Chris Hannen Seconded Andy Milne

CARRIED

5. **NAG 5 HEALTH & SAFETY**

a. None

6. **NAG 6 LEGISLATIVE COMPLIANCE**

a. **STUDENT BOARD MEMBER ELECTION 2023**

The Student Board Member Election will take place on 14 September 2023 with the Returning Officer to be appointed prior to 14 August 2023.

Motion 'To appoint Ben Knowles, Property & Facilities Manager, as Returning Officer for the Student Board Member Elections 2023.'

Moved Paul Owens Seconded Karen Winder

CARRIED

b. **YEAR 7-13 ENROLMENTS 2024**

Offers for placement at Middleton Grange School in 2024 have been issued to successful parents.

c. **YEAR 1 - 6 ENROLMENTS 2024**

Close Friday, 17 August 2023

d. **BOARD CODE OF CONDUCT**

Review scheduled for 16 August.

e. **ENROLMENT SCHEME**

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

Verbal update / In Committee

f. **TEACHER UNION STRIKE ACTION**

Outcome of arbitration is anticipated to be received early August.

7. **GENERAL**

a. **CHRISTIAN SCHOOLS' TRUST (CST)**

i. **ATTENDANCE DUES COLLECTION POLICY**

Ongoing.

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

None

c. **ASSOCIATION OF INTEGRATED SCHOOLS (AIS)**

i. **CONFERENCE 2023**

Wellington / 4-5 September 2023. Craig Utting, Acting Principal, will attend.

d. **CRITICAL FRIENDS**

Motion

'To continue the Critical Friends relationship'

Moved

David Gillon

Seconded Tony Kan

CARRIED

e. **DASHBOARD INDICATORS**

Noted

5. **PRINCIPAL'S STRATEGIC REPORT**

1. **NAG 1 CURRICULUM**

1. **NCEA**

The NCEA review is ongoing, however, was impacted by the PPTA industrial action. Discussions continue around Level 1 2024 and Achievement Standards 2023 that may be reduced in some subjects due to the industrial action and remote learning.

2. **LITERACY / NUMERACY**

Co-requisite assessments for Year 10 students have taken place with Middleton Grange also being the NZQA provider for Aidanfield, Emmanuel and Hillview Christian Schools.

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

Ongoing, with designated CENCOL and within school Professional Learning & Development (PLD) opportunities.

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

1. STRATEGIC PLANNING

See Governance

2. ASSESSMENT AND REPORTING

Primary School Three Way Conferences have been held and Year 7-13 Reports issued.

3. EDUCATION REVIEW OFFICE (ERO)

a. EVALUATION PARTNER

Jacqueline Woods will visit towards the end of August to check on progress with ERO plans and goals.

3. NAG 3 PERSONNEL

1. APPOINTMENTS

Noted

2. RESIGNATIONS

Noted

3. 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

Noted

3. COVID UPDATE

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

4. PHYSICAL RESTRAINT TRAINING

All teaching staff have undertaken PLD in the Physical Restraint MOE training, a requirement for completion by February 2024.

6. NAG 6 LEGISLATIVE COMPLIANCE

1. STAND DOWN & SUSPENSIONS

In Committee / See p39

7. GENERAL

1. MENTORING / COACHING

Amongst other opportunities the principal is currently mentoring / coaching an ex Deputy Head Boy of Middleton Grange who is now studying at Laidlaw College; and is involved in a Growth Culture PLD programme for Executive Leadership.

2. BLAST – AFTER SCHOOL CARE PROGRAM

The BLAST programme has commenced with no issues reported. The DP Primary School will review the programme termly/ongoing to ensure the programme maintains Special Character requirements. **AGREED**

3. SC PRODUCTION – SHREK

This outstanding production was held between 23 – 29 June 2023. Thanks to all of the staff, students and parents involved.

4. HONG KONG PRINCIPAL'S VISIT

On Thursday, 3 August a group of 34 principals representing Kindergarten, Primary School, High School and Education Department staff from Kowloon Tong Alliance Church (KTAC) schools from Hong Kong, led by Richard Vanderpyl, previous Principal visited the school. They were greeted with a Mihi Whakatau following which they were given a presentation covering areas such as the history of Middleton Grange, the distinctive features of our school and Christian education including professional development for staff, protecting the Special Character in an ever changing society before visiting classrooms throughout the school. It is a privilege to share in Christian Education with brothers and sisters in Christ from across the world.

5. INTERNATIONAL COLLEGE (IC)

There continue to be short term groups attending during 2023 with strong interest in Middleton Grange from students overseas.

6. PPTA / NZEI RE: INDUSTRIAL ACTION

Currently in arbitration.

7. STAFF PROFESSIONAL LEARNING & DEVELOPMENT (PLD)

Noted.

8. CANTERBURY ADVENTURE RACE

This community fundraiser is to be held on Saturday 19 August 2023 in the North Canterbury area. A special note of thanks goes to Rod Thompson, ex Head of Primary School, for his support and leadership.

9. NEW ZEALAND ASSOCIATION FOR CHRISTIAN SCHOOLS (NZACS)

- **CHRISTIAN SCHOOLS' CONFERENCE – JUNE 2023**

This event was a great success with over 500 teachers attending from Christian schools around NZ with excellent keynote speakers and workshops available.

- **AGM**

24 August 2024.

10. ANY OTHER BUSINESS

Motion
Moved

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

CARRIED

6. STUDENT BOARD MEMBER REPORT

Logan King was an apology for the meeting so no verbal update provided.

8 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 9.34 pm
- Board Hui
 - Friday, 25 August 2023 Devotions Paul Owens
 - Saturday, 26 August 2023 Devotions Tony Kan
- 18 September 2023 Devotions Luke Noble

Signed _____

Date _____