

MINUTES

from the meeting of the Middleton Grange School Board

Tuesday, 30 October 2023

5.00 pm – 9.38 pm



All reports taken as read

Middleton Grange School |

1. WELCOME

Present	Mel Hikuroa (Presiding Member), Craig Utting (Acting Principal), Paul Owens, Andy Milne, Luke Noble, Rebekah Immanuel, Karen Winder, Geoff Robson, David Gillon, Jacob Verd
In attendance	Jenny Addison (DP Staffing), Hillary Carley (Minute Secretary)
Apologies	Mike Vannoort, Chris Hannen, Tony Kan
Devotions	Daid Gillon. Continually hold up the shield of faith. Have faith in the faithfulness, love and care of God. David Gillon ka inoi / prayed.

2. PRIORITY AGENDA ITEMS

None.

3. ADMINISTRATION MATTERS

3.2 CONFIRMATION OF PREVIOUS MINUTES

Motion	'That the Minutes of the meeting of 19 September 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.

1. Correspondence / Strategic Plan

Encouragement from the parent community to allocate both more time and face to face meetings during the Strategic Plan consultation process.

2. Late Correspondence / St Thomas' Maximum Roll Increase

Motion	'To support the 70 student spaces roll increase request of St Thomas of Canterbury College.'		
Moved	Craig Utting	Seconder	Mel Hikuroa

AGREED

3. Prior Leave Request

Paul Owens May 2024.

APPROVED

4. Declaration of Interest

Andy Milne to establish if any conflict arising from change of Auditor to Nexair.

AGREED

4. GOVERNANCE

1. NAG 1 CURRICULUM

a. HEAD OF SCHOOL REPORTS / TERM 3

The Board acknowledged the:

- Exceptional Special Character theme within each report.
- Genuine momentum within the bi-cultural journey encompassed through eg the Kapa Haka Competition.
- Fragility of students and the continued difficulty in accessing early intervention services.

b. ANALYSIS OF VARIANCE / TERM 3

Deferred to next meeting.

c. MOE NCEA WORKSHOP

Chris Hannen and Rebekah Immanuel attended this workshop. The Year 7-10 Pasifika student and parent community was subsequently invited to a meeting held on Tuesday, 17 October 2023.

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

1. STRATEGIC PLAN 2024 – 2025

- Work in progress.
- Strategic Plan Group to re-convene to finalise Goals.

AGREED

2. SPECIAL CHARACTER DONATION (SCD)

- Analysis of collection data trends underway.
- Consider writing acknowledgement / thank you letters to families who make the SCD
- Continue to communicate the need for the SCD

3. BOARD HANDBOOK

Motion 'To accept the Board Handbook and to include the Delegations Policy in the appendices'

Moved Andy Milne Seconded David Gillon

CARRIED

4. OVERSEAS TRAVEL CHECKLIST

Motion 'To accept the amended Overseas Travel Checklist'

Moved Karen Winder Seconded Geoff Robson

CARRIED

5. INTERNATIONAL BOARD OF ADVISORS (IBOA)

- Thanks to the Lord was given for the additional 10 FTE students above budget in 2023.
- The increasing demand for International Baccalaureate (IB) by overseas parents was noted.

Motion 'To adopt the IBOA Minutes of 19 October 2023 and any recommendations therein.'

Moved Geoff Robson Seconded Rebekah Immanuel

CARRIED

6. INTERNAL REVIEW EVALUATION

Work in progress

1. BULLYING PREVENTION PROCEDURE

Motion 'To adopt the Bullying Prevention Procedure with the following amendment:
- Student Bullying Prevention Procedure'

Moved Presiding Member, Mel Hikuroa

CARRIED

2. CONCERNS OR COMPLAINTS BROCHURE

No change required.

Motion 'To approve the Concerns or Complaints Brochure'

Moved Presiding Member, Mel Hikuroa

CARRIED

3. NAG 3 PERSONNEL

a. APPOINTMENTS / RESIGNATIONS

Covered in Principal's Strategic report.

4. NAG 4 PROPERTY & FINANCE

1. PROPERTY COMMITTEE

Next meeting 14 November 2023.

2. FINANCE

a. ANNUAL REPORT 2022

The finalised audited accounts were received from the auditors and the Annual Report uploaded to the website on 10 October 2023.

b. FINANCE COMMITTEE

- The Finance Committee next meet on 31 October 2023.

Action

- It was agreed to approve the Capital Expenditure 2024 maximum budget via email.

c. FINANCIAL STATEMENTS 30 SEPTEMBER 2023

Noted

d. PRINCIPAL WELLBEING FUND MOTION

There has been no expenditure made this year to the Principal's Wellbeing Fund.

5. NAG 5 HEALTH & SAFETY

1. None

6. NAG 6 LEGISLATIVE COMPLIANCE

a. STAFF BOARD MEMBER -

Luke Noble, Staff Board Member, has been granted Refreshment Leave for 2024.

Action

AGREED

- Consult staff on agreement to Luke Noble continuing as Staff Board Member during 2024.

b. STUDENT BOARD MEMBER ELECTION 2023

Results were presented with Jacob Verd, being the successful candidate.

7. GENERAL

1. UNIFORM

a. UNIFORM RECOMMENDATIONS

- The recommendations were not approved.

Actions

AGREED

- Uniform Committee to reconvene to reconsider recommendations.
- Uniform Committee to include correct number of Board members in accordance with the Delegations Policy.

b. UNIFORM SUPPLIER

- The Senior Leadership Team and Finance Committee endorse the proposal to change uniform supplier.

Actions

AGREED

- Ensure fabric is 'blue' based (not yellow based).
- Uniform Committee to submit updated proposal for Finance Committee approval.

Motion

'To delegate authority to the Presiding Member to action the change of uniform supplier from Argyle to NZ Uniforms on agreement of the updated Proposal by the Finance Committee and Senior Leadership Team.'

2. CHRISTIAN SCHOOLS' TRUST (CST)

a. ATTENDANCE DUES COLLECTION POLICY

The parent community has been advised of the updated CST policy.

3. CHRISTIAN EDUCATION NETWORK (CEN)

None

4. DASHBOARD INDICATORS

Noted

5. NZ ASSOCIATION FOR CHRISTIAN SCHOOLS

Whiteboard / Term 4 2023 – Noted.

a. FLOURISHING LEADERSHIP CONFERENCE / JULY 2024

4-6 July 2024

6. ASSOCIATION OF CHRISTIAN SCHOOLS

Newsletter / Term 3 2024 – Noted

AIS Conference 2024 / 8-10 September

5. PRINCIPAL'S STRATEGIC REPORT

1. NAG 1 CURRICULUM

1. NCEA / LITERACY & NUMERACY / MANAGING NATIONAL ASSESSMENT / REFRESH

This remains a focus for all staff for the remainder of the year.

2. PERFORMING ARTS AWARD EVENING

This was held on 18 September and was an outstanding event celebrating the achievements of students engaged in the Performing Arts. My thanks to the staff who made this evening that honoured the gifts and talents of our students possible.

3. CREATED TO SOAR / ART CURRICULUM

Once again the Art Curriculum created a wonderful display of art from our Senior Students. My thanks to these staff also for their work in organising this event.

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

1. STRATEGIC PLANNING

See Governance

3. NAG 3 PERSONNEL

1. BEREAVEMENT

On behalf of the Board, we extend our condolences to staff who have suffered recent bereavement and also acknowledge:

- **FORMER PRINCIPAL - DICK OLIVER -- 5.8.1933 – 16.9.23**

Dick passed away on 16 September at the age of 90 with his funeral held at Orakei Baptist Church, Auckland, on 22 September 2023. Dick was Principal from June 1983 until August 1992.

2. APPOINTMENTS

Noted

3. RESIGNATIONS

Noted

4. 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).

5. ACTING PRINCIPAL

The Acting Principal confirmed he was feeling supported in the absence of the Principal..

4. NAG 4 PROPERTY & FINANCE

- See Governance

5. NAG 5 HEALTH & SAFETY

1. SEARCH & RETENTION REGISTER

In-Committee as appropriate

2. COVID

We have seen increasing absences from both students and staff due to Covid in recent weeks. The current recommendation is for 5 days isolation.

3. STAFF WELLBEING

- **ACS TOUR GROUP**

A tour group of delegates from Associated Christian Schools (ACS) from Australia were due to visit the school on 20 September. However, this day was cancelled due to the reduction in Senior Leadership capacity with the Principal being on medical leave, and staff generally being overcommitted. Whilst it was disappointing not to be able to network with ACS staff, it was the correct decision to make as staff were very grateful for this course of action.

6. NAG 6 LEGISLATIVE COMPLIANCE

1. STAND DOWN & SUSPENSIONS

In Committee

7. GENERAL

1. INTERNATIONAL COLLEGE (IC)

- **SOUTH KOREA MARKETING TRIP / ACTING PRINCIPAL**

During the term break and first week of term 4, I visited Korea including KwangSung Dream School (KDS) whose Year 10 cohort of students attended Middleton Grange for Term 1 2023 and will once again for Term 1 2024. The students spoke fondly of their time at Middleton Grange and some are still wearing the Middleton Grange uniform!

2. RUTH VELLUPPILLAI, SPECIAL ASSEMBLY

Jenny Addison. DP Staffing, organised a surprise farewell Senior College assembly for Ruth Velluppillai on Friday, 13 October..

3. CHRISTIAN SCHOOLS' TRUST (CST) PROPRIETORS

It was wonderful to join with the CST in honouring Keith Spragg, Business Manager, in his CST farewell event on 19 September. Keith served Middleton Grange School for many years commencing as Burser in January 1989 until he moved to take up the Business Manager role for the CST in October 2011.

4. SENIOR COLLEGE PRIZEGIVING

This was held at Christs College on 24 October and was another great celebration of student achievement. My thanks to Ruth Velluppillai and her staff who organised this event.

5. STUDENTS

6. ANY OTHER BUSINESSs

- **Motion**
Moved

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

CARRIED

6. STUDENT BOARD MEMBER REPORT

Jacob Verb reported that students continue to be supportive of and benefit from Whanau Time; the Prize Giving went very well and encouraged Board Members to pray for students who are preparing for upcoming exams. Karen Winder ka inoi / prayed for the students.

Jacob Verd left the meeting at 8.34 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 9.38 pm
- 27 November 2023 Devotions Jenny Addison

Signed _____ Date _____