

# MINUTES

from the meeting of the Middleton Grange School Board

**Tuesday, 19 September 2023**

5.00 pm – 8.22 pm



All reports taken as read

Middleton Grange School |

## 1. WELCOME

<b>Present</b>	Mel Hikuroa (Presiding Member), Craig Utting (Acting Principal), Paul Owens, Andy Milne, Chris Hannen, Luke Noble, Rebekah Immanuel, Tony Kan, Karen Winder,
<b>Welcome</b>	Jacob Verd (Incoming Student Board Member)
<b>In attendance</b>	Logan King (Outgoing Student Board Member) Jenny Addison (DP Staffing), Hillary Carley (Minute Secretary)
<b>Apologies</b>	Mike Vannoort, Geoff Robson, David Gillon
<b>Outgoing Student Member</b>	Logan King thanked the Board for what he has learnt during his time on the Board both in Governance, but also in the growing of his faith. He has been appreciated understanding what happens 'behind the scenes' and whilst initially disappointed at not being appointed to a different role, was grateful that he ended up being in the 'right place' as Student Board Member.

Mel Hikuroa ka inoi / prayed for Logan.

<b>Devotions</b>	Luke Noble: Ps 27 When we are caught in the middle of a battle, eg school staff / school community / MOE / society – we need not fear, as our hope is found in the Lord and we can be confident that he will keep us safe in the day of trouble as we seek his wisdom.
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Luke Noble ka inoi / prayed.

## 2. PRIORITY AGENDA ITEMS

None.

## 3. ADMINISTRATION MATTERS

### 3.1 CHANGE TO 11 DECEMBER 2023 MEETING DATE

Mel Hikuroa will be away from 3 December 2023 and requested that the last meeting of the year be brought forward to 27 November 2023.

**AGREED**

### 3.2 CONFIRMATION OF PREVIOUS MINUTES

**Motion** 'That the Minutes of the meeting of 7 August 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

None

### 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

The Senior Leadership Team (SLT) are updating this document.

#### b. STRATEGIC PLAN 2024 – 2025

The Strategic Priorities and goals were developed at the August Board Hui. The Board will conduct a survey with the parent community and the Acting Principal will run focus groups with staff. Ongoing.

#### c. CHARTER 2024

There is no requirement for a school Charter going forward with the introduction of National Education and Learning Priorities (NELPs).

#### d. BOARD HANDBOOK

Deferred to October.

#### e. OVERSEAS TRAVEL

##### a. SPAIN 2024

The proposed Spain trip for 2024 will not now take place.

##### b. RATIONALE FOR OVERSEAS TRIPS

- Recommendation that the *expectation* for intentional and deliberate missions and service being a part of overseas trips, be replaced with *unless a genuine and authentic opportunity can be included in the trip* eg sports, language trips.
- Missions and service is an integral part of our Christian expression.
- Not all students on non-mission specific trips eg sports, identify as Christian.
- Service opportunities may be available before or after a trip.

##### Action

- Update Overseas Trips checklist and present to next Board meeting to include  
- Missions, or service, or an explanation as to why neither is appropriate.

**AGREED**

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

Sept meeting deferred

#### g. INTERNAL REVIEW EVALUATION

Updated

##### a. CHILDREN'S ACT POLICY

**Motion** 'To adopt the Children's Act Policy  
**Moved** Mel Hikuroa, Presiding Member

**CARRIED**

##### b. CHILD PROTECTION PROCEDURE

**Motion** 'To adopt the Child Protection Board Procedure'  
**Moved** Mel Hikuroa, Presiding Member

**CARRIED**

## Deferred

### 'To adopt the Bullying Prevention Procedure'

**d. EQUAL OPPORTUNITY POLICY**

**'To adopt the Equal Opportunity Policy'**

Mel Hikuroa, Presiding Member

### 3. NAG 3 PERSONNEL

Covered in Principal's Strategic report.

#### 4. NAG 4 PROPERTY & FINANCE

- The Student Property Committee to be promoted once again.

**AGREED**

To accept the Minutes of the Property Committee meeting of 29 August 2023 and any recommendations contained therein'

Chris Hannen

## Secunder

Luke Noble

**CARRIED**

i. **PRESIDING MEMBER EXPENSES**

**'To reimburse the Presiding Member for the 25 August 2023 Board Hui dinner Uber bill'**

Andy Milne

## Secunder

Tony Kan

**CARRIED**

## 5. NAG 5 HEALTH & SAFETY

a. None

## 6. NAG 6 LEGISLATIVE COMPLIANCE

Complete.

- 4 nominations were received for the Student Board Member Election that took place on 14 September 2023.

- Jacob Verd, the successful candidate attended the September Board Meeting.
- Thanks to Logan King for his tenure on the Board and his insightful contribution. We wish him the Lord's blessing as he leaves Middleton Grange at the end of this year.
- Thanks was extended to Ben Knowles, Returning Officer, for his efficiency in overseeing this process.

c. **BYLAWS 2024**

- i. Cellphones – A ban on cellphone use in the school from 2024 has been recommended following investigation by the Senior Leadership Team of current cellphone use in the school. The Board are fully supportive of this change.
- ii. These have been updated for 2024.

**Motion** 'To adopt the 2024 ByLaws as presented with the following amendments:

- 3.8 'racism ~~discrimination of any form;~~
- 9.3 'Cell phones can be used discreetly for urgent messages via texting or calling ~~for the first TEN minutes of interval and the first TEN minutes of lunchtime.~~  
Cellphones cannot be used at any time during the school day.
- 3.8.1 'racism ~~discrimination of any form;~~

Moved Mel Hukuroa, Presiding Member

**CARRIED**

d. **ISOLATION ROOMS**

The review has been completed and the May 2023 report to the Board updated. Senior Leaders are confident the spaces are used appropriately, with parents being notified and students given options of location when removed from class.

**Action** Discipline process documentation to be updated to reflect changes.

**AGREED**

7. **GENERAL**

a. **UNIFORM**

Moved In Committee.

**AGREED**

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

i. **ATTENDANCE DUES COLLECTION POLICY**

Ongoing.

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

None

d. **DASHBOARD INDICATORS**

- i. Finance Committee to continue conversation on increasing Special Character Donation payments.

e. **NEXT MEETING**

Request to change the date for the final Term 4 meeting (Dec 11<sup>th</sup>).

## 5. PRINCIPAL'S STRATEGIC REPORT

### 1. NAG 1 CURRICULUM

#### 1. MANAGING NATIONAL ASSESSMENT

- Current practice exemplary with only minor suggestions for improvement. My thanks to Janet Dixon and Dean McKenzie for their outstanding work.

#### NCEA

- NCEA level 1 standards for 2024 are finalised with staff continuing to prepare new resources and teaching programmes.

#### 2. LITERACY / NUMERACY

- All Year 10 students sat the Literacy and Numeracy co-requisites.
- Students achieved significantly above national results: 78% achieved Numeracy. 72.4% Reading and 75.6% Writing. [62.6% Literacy]

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

- All teaching staff are actively engaged in professional development re the new curriculum. The Kahui Ako are also providing opportunities for staff engagement and collaboration.

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

#### 1. STRATEGIC PLANNING

See Governance

#### 2. ASSESSMENT AND REPORTING

- a. Nothing to report

#### 3. EDUCATION REVIEW OFFICE (ERO)

##### a. EVALUATION PARTNER

Our Evaluation Partner, Jacqueline Woods, has deferred the Term 3 visit until Term 4 when she will review progression data on ESOL students and the ways in which teachers have been supported working with these students.

### 3. NAG 3 PERSONNEL

#### 1. MIKE VANNOORT, PRINCIPAL

Mike underwent surgery on 31 August 2023.

#### 2. BEREAVEMENT

On behalf of the Board, we extend our condolences to:

- **CHRIS HANNEN – PROPRIETOR CEO**  
Chris' mother went to be with her Lord and Saviour on Tuesday, 5 September.
- **JUDY McLEAN**  
Judy's husband went to be with the Lord on Friday, 8 September following a long illness. Approximately 20 staff attend the funeral on Monday, 11 September.

### 3. **APPOINTMENTS**

Noted

### 4. **RESIGNATIONS**

Noted

### 5. **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**

- The staff Social Committee put on another Friday afternoon event at Joe's Garage on 8 September. It was attended by a good number of staff who enjoyed this time of fellowship in a relaxed environment.

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

### 1. **STAND DOWN & SUSPENSIONS**

In Committee / See p45

## 7. **GENERAL**

### 1. **ACTING PRINCIPAL**

The Acting Principal attended a South Island Christian School Principal's meeting on Wednesday, 13 September visiting Tasman Bay Christian School and Nelson Christian Academy.

### 2. **INTERNATIONAL COLLEGE (IC)**

We continue to experience considerable demand for places at Middleton Grange.

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

The area school teachers' collective agreement (2023 – July 2025) has been ratified.

### 4. **CANTERBURY ADVENTURE RACE**

Held on Saturday 19 August 2023, led by our former Head of Primary School, Rod Thompson and raising approximately \$22,000 for the school. To date this event has raised approximately \$76,000. Thanks go to Rod and his team of staff and volunteers for putting this event in place that not only serves the school whanau but also the wider community.

5. **WORLD VISION (WV) – 40 HOUR FAMINE**

Middleton Grange was one of New Zealand / Aotearoa's top performing secondary schools in the 2023 WV 40 hour famine gaining us a place at the World Vision Senior Scholarship Summit, where a current Year 12 student (to be identified) may attend three days of global education, leadership development and social action training in 2024.

6. **MUFTI DAY**

The school raised \$1198 for Open Doors.

7. **STUDENTS**

- **Head Students for 2024**

Ethan Wong – Head Boy

Libby Jordan – Head Girl

Sam Burgess – Deputy Head Boy

Jedi Immanuel – Deputy Head Girl

- **Haka Competition**

Won by Bowen House – a fantastic event with excellent participation from all involved.

- **National Samoan Speech Competition – Y12**

1<sup>st</sup> – Moa Sakalia Tuiloma

- **NZ Team / Singapore Cup & SE Asia Cup Aesthetic Group Gymnastics**

Eleasha Chan, Y12

- **Winter Tournament**

A number of teams competed in their respective Tournaments with varying success. Special congratulations to the Junior Girls Basketball team who came second in the premier grade.

- **RockQuest National Finalist** - Flynn Adamson, Y13, represented the school this past weekend.

8. **ALUMNI**

Newsletter #5 2023 [Alumni Newsletter #5 \(hail.to\)](#)

9. **NEW ZEALAND ASSOCIATION FOR CHRISTIAN SCHOOLS (NZACS)**

- Congratulations to the Craig Utting (Associate Principal) who has been reappointed to the NZACS Executive for the next three years.
- NZACS will be holding a Leaders' conference from July 4<sup>th</sup> – 6<sup>th</sup> 2024 in Taupo.

10. **ASSOCIATION OF PROPRIETORS OF INTEGRATED SCHOOLS (APIS)**

School & Policy Updates Term 3 Issue 2 2023 - See OneNote.

11. **BLAST – AFTER SCHOOL CARE PROGRAM**

Christine Buckley has confirmed the programme is fully supportive of the school's special character. As per August meeting. DP – HOPS review programme each term and report to BOT if any concerns.

12. **ANY OTHER BUSINESS**

- **MOE - NCEA CHANGE WORKSHOP**

Tony Kan and Rebekah Immanuel to attend this workshop in October.

**AGREED**

**Motion**

*'That the Acting Principals report be accepted.'*

Moved

Mel Hikurao, Presiding Member

**CARRIED**

## 6. STUDENT BOARD MEMBER REPORT

Logan King thanked the Board for being supportive of him during his time on the Board. Tony Kan will meet with Jacob Verd to induct him into Board processes.

Jacob Verd left the meeting at 6.44 pm

## 7 IN COMMITTEE

<b>Motion</b>	‘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.’
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Moved	Mel Hikuroa, Presiding Member	<b>CARRIED</b>
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<b>Motion</b>	‘That the meeting move back into public session.’	<b>CARRIED</b>
Moved	Mel Hikuroa, Presiding Member	

## 8. NEXT MEETING

- The meeting closed in prayer at 10.15 pm
- 30 October 2023 Devotions David Gillon

Signed \_\_\_\_\_ Date \_\_\_\_\_