

# MINUTES

from the meeting of the Middleton Grange School Board

**Monday, 27 November 2023**

5.00 pm – 10.08 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, Luke Noble, Rebekah Immanuel, Karen Winder, Geoff Robson, David Gillon, Jacob Verd, Chris Hannen, Tony Kan
<b>In attendance</b>	Jenny Addison (DP Staffing), Hillary Carley (Minute Secretary)
<b>Apologies</b>	Mike Vannoort
<b>Devotions</b>	Jenny Addison. 1897 <i>The boiling frog</i> apologue. Mat 5: 13-16 We are to be in the world, but not of it. We are to balance grace and truth, but not dilute or taint the Gospel by being tolerant of worldly things. We are to preserve the school's special character by being aware of what is around us and trusting in Biblical Truth.

Jenny Addison ka inoi / prayed.

## 2. PRIORITY AGENDA ITEMS

None.

## 3. ADMINISTRATION MATTERS

### 3.2 CONFIRMATION OF PREVIOUS MINUTES

<b>Motion</b>	'That the Minutes of the meeting of 30 October 2023 be accepted as a true and accurate record of the meeting.'
<b>Moved</b>	Mel Hikuroa, Presiding Member

**CARRIED**

### 3.3 ACTIONS & RECOMMENDATIONS

Updated

### 3.4 ADMINISTRATION

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

## 4. GOVERNANCE

### 1. NAG 1 CURRICULUM

#### 1. ANALYSIS OF VARIANCE / TERM 3

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

#### 1. STRATEGIC PLAN 2024 – 2025 AND ANALYSIS OF VARIANCE (AOV)

Following discussion the following was noted and the Strategic Plan 2024-2025 will be discussed further at the next meeting.

#### **Actions**

**AGREED**

- Review the AOV reporting format ongoing.
- Final draft Goals to be presented at the next meeting.

## 2. INTERNATIONAL BOARD OF ADVISORS (IBOA)

### 1. JAPAN MARKETING TRIP 2023

Noted

### 2. MARKETING PLAN 2024

- Outcomes from the 2023 Marketing Plan activities have been reviewed.
- Staff visiting these counties continues to be important in building relationships.
- Italy is a new market being introduced to the Marketing Plan in 2024.
- There is no conflict of interest with the husband of the IC Director accompanying her to Italy/Germany as he will be 'paying his own way'.

**Motion** 'To adopt the IC Marketing Plan 2024'  
**Moved** Mel Hikuroa, Presiding Member

**CARRIED**

## 3. INTERNAL REVIEW EVALUATION

Updated / Work in progress.

## 4. SCHOOL RECORDS POLICY

**Motion** 'To adopt the School Records Policy with the formatting change'  
**Moved** Mel Hikuroa, Presiding Member

**CARRIED**

## 3. NAG 3 PERSONNEL

### 1. APPOINTMENTS / RESIGNATIONS

Covered in Principal's Strategic report.

### 2. STAFF MORNING TEA

The Board are invited to attend the staff morning tea on 1 December provided by the Board in thanks for their mahi.

## 4. NAG 4 PROPERTY & FINANCE

### 1. PROPERTY COMMITTEE

**Motion** 'To accept the Minutes of the Property Committee meeting of  
14 November 2023 and any recommendations contained therein.'  
**Moved** Chris Hannen                      Seconder    Luke Noble

**CARRIED**

### 2. FINANCE

#### 1. CAPEX 2024

The motion was approved via email as agreed at the previous meeting.

**Motion** 'The capital budget for 2024 is approved to a maximum of \$150,000'  
**Moved** Mel Hikuroa, Presiding Member

**RATIFIED**

#### 2. FINANCE COMMITTEE & DRAFT BUDGET 2024

The Draft 2024 Budget will be presented to the Finance Committee in mid-December following which it will be circulated to the Board.

**Motion** 'To accept the Minutes of the Finance Committee meeting of  
22 November 2023 and any recommendations contained therein.'  
**Moved** Mel Hikuroa, Presiding Member

**CARRIED**

### 3. PRINCIPAL'S WELLBEING FUND

The Principals wellbeing fund of \$6000 was unspent for 2023.

**Motion** 'The Principal's Wellbeing Fund of \$6,000 for 2023 be carried over to 2024.'

Moved Mel Hikuroa, Presiding Member

**CARRIED**

### 2. DELOITTE SUCCESSOR LETTER

The letter was signed by the Presiding Member in readiness for transferring to Nexair auditors.

## 5. NAG 5 HEALTH & SAFETY

None

## 6. NAG 6 LEGISLATIVE COMPLIANCE

### 1. PRESIDING MEMBER & DEPUTY PRESIDING MEMBER

Board Members to give prayerful consideration to their availability for election to these positions which will be elected at the first meeting in 2024.

### 2. DESTRUCTION OF RECORDS / ACCOUNTING

**Motion** 'To approve the destruction of routine physical documentation records for the accounting period 2015.'

Moved Mel Hikuroa, Presiding Member

**CARRIED**

### 3. DESTRUCTION OF RECORDS / ENROLMENT

This does not include the original enrolment form which is retained by the school.

**Motion** 'To approve the destruction of physical 2016 student enrolment and leaving documentation but excluding the original enrolment form.'

Moved Mel Hikuroa, Presiding Member

**CARRIED**

## 7. GENERAL

### 1. OVERSEAS TRIPS

#### Actions

**CARRIED**

- Reformat the Overseas Checklist for future trips to ensure each question is fully answered and for greater understanding of the missions component of such trips.
- Checklist to be submitted to the Board to ensure sufficient time for consideration before trip planning needs to commence.
- Invite the trip leaders to a future Board meeting.

### 1. TONGA 2024

**Motion** 'To approve the overseas trip to Tonga in 2024 subject to completion of all RAMS'

Moved Mel Hikuroa, Presiding Member

**CARRIED**

### 2. CAMBODIA 2024

**Motion** 'To approve the overseas trip to Cambodia in 2024 subject to completion of all RAMS'

Moved Mel Hikuroa, Presiding Member

**CARRIED**

## 2. SCHOOL THEME 2024

To be confirmed but will be around the fruit of the Spirit - 'Joy'.

## 3. UNIFORM COMMITTEE

### • Action

**AGREED**

A discussion will be held at the next meeting to determine any need to re-frame the Uniform Committee and altering the Delegations Policy accordingly.

## 1. PROPOSED UNIFORM CHANGES

### Action

**CARRIED**

- Following the Uniform consultation Mel Hikuroa and Karen Winder to draft communications to the parent community.

**Motion** 'To adopt the Uniform Changes as proposed by the Uniform Committee'

Moved Mel Hikuroa, Presiding Member

**CARRIED**

Against David Gillon

## 2. UNIFORM COMMITTEE MEETING

**Motion** 'To adopt the Minutes of the Uniform Committee meeting of 31 October 2023 and any recommendations contained therein.'

Moved Mel Hikuroa, Presiding Member

**CARRIED**

## 3. UNIFORM SUPPLIER

The Board wished to acknowledge and extend their thanks to Ruth Velluppillai and Paul Hartstonge for their significant mahi during the negotiations in working towards the change of uniform supplier.

**Motion** 'That approval be given to the Middleton Grange School Uniform Committee to move supply of uniform from Argyle to New Zealand Uniforms (NZU) immediately.'

Moved Mel Hikuroa, Presiding Member

**CARRIED**

## 4. SELF REVIEW - BOARD MEETING & PRESIDING MEMBER

A brief survey will be emailed to Board Members following the meeting.

## 5. CHRISTIAN EDUCATION NETWORK (CEN)

Following discussion the 1. and 2. and 4. below were deferred to the February 2024 meeting.

### 1. CEN Board Terms of Reference.

### 2. 2023 CEN Memorandum of Agreement.

### 3. 2024 CEN Budget.

Noted

### 4. Appointment Committee Mandate

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

#### 1. STRATEGIC PLANNING

See Governance

### 3. NAG 3 PERSONNEL

#### 1. STAFF CHANGES 2024

Noted

#### 2. APPOINTMENTS

Internal appointments in addition to these listed.

All internal and external appointments have followed correct Board procedures.

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).

Noted

### 4. NAG 4 PROPERTY & FINANCE

- See Governance

### 5. NAG 5 HEALTH & SAFETY

#### 1. SEARCH & RETENTION REGISTER

In-Committee as appropriate

### 6. NAG 6 LEGISLATIVE COMPLIANCE

#### 1. STAND DOWN & SUSPENSIONS

In Committee / Noted

### 7. GENERAL

#### 1. DEVOTIONS & WORSHIP

We continue to be blessed each week with staff members sharing devotions or leading us in worship each Wednesday and praying together on Friday mornings. It is a good opportunity for the whole staff to fellowship together.

## 2. END OF YEAR ACTIVITIES

### 1. NEW PARENT SPECIAL CHARACTER EVENING

This evening was held on Monday, 20 November 2023 with over 260 new parents attending.

### 2. SPORTS AWARDS

This was another great occasion on 2 November 2023 acknowledging the achievement of our students.

### 3. Y13 GRADUATION DINNER

300 students and parents are booked in for the Year 13 Graduation dinner. This is a worthy event to celebrate their leaving Middleton Grange and I thank Ruth Vellupillai and her team for their work in organising it.

### 4. MIDDLE & PRIMARY SCHOOL

#### i. Y7-10 PRIZEGIVING

This will be held on 14 December 2023 and is another great opportunity to acknowledge out staff and students for their work throughout the year.

#### ii. YEAR 1-6 FINAL ASSEMBLY

The Primary School conclude their year with an end of year assembly to which parents are also invited.

### 5. STAFF

#### i. SOCIAL

The Social Committee have organised an opportunity for staff to join together for PaintBall, a social event offsite and 'Angels & Mortal's – blessing another staff member with a gift.

#### ii. FAREWELLS

There will be an opportunity for staff to acknowledge and farewell their colleagues who are leaving on various occasions in the last week or so of the term.

## 3. ALUMNI

### 1. 10 year reunion – Class of 2013

This event was organised by alumni Sophie Te Awa (Barnett), Mark James, Sophie Hagen (Peterson), and Ben MacGregor - the Head students of 2013. It was held in The Grange Foyer on Saturday, 4 October 2023 with approx. 100 attendees (including children). Mike Vannoort, Principal, thanked everyone their attendance and for remaining connected. Many travelled to Christchurch for this event, including someone coming over from Germany!

## 4. ANY OTHER BUSINESS

### 1. ACTING PRINCIPAL

The Board thanked Craig Utting, Acting Principal, for his work during the Principal's absence on medical leave, acknowledging this to be a significant load. They also thanked Jenny Addison and Hillary Carley. The Board assured staff of their prayer support and confidence that God is faithful.

### 2. Motion Moved

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

**CARRIED**

## 6. STUDENT BOARD MEMBER REPORT

Jacob Verb spoke to his written report highlighting activities throughout the school including: Spirit Week; exams; inter-class talent shows; market day etc all resulting in good morale among students. Jacob encouraged Board members to continue to uphold students in prayer, that they would not regress over the holiday break; that the 2024 leaders would fit well into their roles and that those who are leaving school in 2023 can find their independence well and be proud of the Gospel as they embark into a non-Christian world.

Tony Kan ka inoi / prayed for the students.

Jacob Verd left the meeting at 9.20 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 10.08 pm
- 19 February 2024 Devotions TBC

Signed \_\_\_\_\_

Date \_\_\_\_\_