

# MINUTES

from the meeting of the Middleton Grange School Board

**Monday, 19 February 2024**

7.00 – 9.41 pm



All reports taken as read

Middleton Grange School |

## 1. WELCOME

<b>Present</b>	Mel Hikuroa (Presiding Member), Mike Vannoort (Principal), Paul Owens, Andy Milne, Rebekah Immanuel, Karen Winder, Geoff Robson, Jacob Verd, Chris Hannen, Tony Kan
<b>In attendance</b>	Craig Utting (Associate Principal), Hillary Carley (Minute Secretary), Christine Buckley (Cambodia Trip), Tim Lalahi (Tonga Trip), Emily Roentgen (Guest)
<b>Apologies</b>	David Gillon
<b>Prayer</b>	Chris Hannen opened the meeting in prayer.

## 2. PRIORITY AGENDA ITEMS

### 1. CAMBODIA TRIP 2024 / CHRISTINE BUCKLEY

A group of 25 students (selected from 38 expressions of interest), plus staff and parent help, will leave for a missions and service trip to Cambodia in December 2024 supported by Partnership Cambodia. Staff will work alongside students throughout the planning process encouraging them to listen to God and also help prepare them for what they will experience in Cambodia. Amongst other things students will teach local children English through scripture, share testimonies and write personal reflections. It has been encouraging to hear and witness the faith development of students who have previously attended a missions and service trip to Cambodia.

### 2. TONGA TRIP 2024 / TIM LALAH

A group of 20 students (selected from 55 expressions of interest), plus staff and parent help will leave for a missions and service trip to Tonga in July 2024. Students will work with Tupou High School who have a long history with Middleton Grange School, as well as visit other schools, disabled centres for adults and children, hospitals and churches. At these venues students will sing, perform, give testimonies, offer practical help and support. They will write personal reflections and through the planning stages learn what missionaries must do to support themselves eg how to fundraise. This is the fourth missions trip to Tonga led by Tim Lalahi.

Karen Winder ka inoi / prayed, then Christine Buckley and Tim Lalahi left the meeting at 7.40 pm.

### 3. ELECTION OF BOARD PRESIDING MEMBER

Mel Hikuroa vacated the Chair, suspended the normal meeting and asked Hillary Carley, Minute Secretary, to call for Board Presiding Member and Deputy Presiding Member nominations.

Mel Hikuroa accepted the nomination for Board Presiding Member.

Nominator	Tony Kan	Seconder	Karen Winder	<b>ACCEPTED</b>
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### ELECTION OF BOARD DEPUTY PRESIDING MEMBER

Andy Milne accepted the nomination for Board Deputy Presiding Member

Nominator	Chris Hannen	Seconder	Tony Kan	<b>ACCEPTED</b>
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Mel Hikuroa and Andy Milne were congratulated on their appointments, and Mel Hikuroa resumed Chair of the meeting as Presiding Member.

### 4. STATEMENT OF BELIEF

Board members signed their Statement of Belief records.

### 5. CODE OF ETHICS

Board members will sign the updated Code of Ethics at the next meeting.



## 5. BOARD

### a. ELECTION PRESIDING & DEPUTY PRESIDING MEMBER

See 2.3.

### b. 2024 HANDBOOK

Updated Handbook available on OneNote.

### c. CODE OF CONDUCT

Noted

### d. 2024 COMMITTEE REPRESENTATIVES

- |                               |  |
|-------------------------------|--|
| a. <b>Finance</b>             | Tony Kan, Andy Milne, Chris Hannen           |
| b. <b>Property</b>            | Chris Hannen, Paul Owens, Staff Rep TBC      |
| c. <b>Health &amp; Safety</b> | Chris Hannen, Staff Rep TBC                  |
| d. <b>IBOA</b>                | David Gillon, Geoff Robson, Rebekah Immanuel |
| e. <b>Uniform</b>             | Mel Hikuroa, Karen Winder,                   |
| f. <b>CEN Rep</b>             | Mel Hikuroa                                  |
| g. <b>AIZ Representative</b>  | Chris Hannen                                 |

### e. BOARD COMMITTEE TERMS OF REFERENCE

Board Committees will submit update/confirmed Terms of Reference to the full Board. The motion to adopt these will be deferred until all Board Committee Terms of Reference have been received.

### f. BOARD COMMITTEE CHAIR

Board Committees will seek ratification of the Committee Chair by the full Board. The motion to adopt will be deferred until all Board Committee Chairs have been notified.

### g. BOARD HUI 2024

Confirm date

### h. BY-ELECTION - CASUAL STAFF MEMBER

#### a. RETURNING OFFICER

Due to Luke Noble's resignation from the Board due to taking Refreshment Leave during 2024 the Board agreed the following motion via email in December 2023.

**Motion** 'To appoint Ben Knowles as Returning Officer for the Casual Staff Board Representative vacancy.'

Moved Presiding Member, Mel Hikuroa

**RATIFIED**

#### b. STAFF BY-ELECTION

The newly appointed staff Board Member will take office from 26 February 2024.

## 6. FINANCE

### a. FINANCE COMMITTEE

#### a. DRAFT BUDGET 2024

The draft budget was accepted by the Board Finance Committee on 14 December 2023.

#### b. MINUTES

- The mahi of the Senior Leadership Team, Business Manager and International College in continuing to rebuild the school finances following the impact of covid and resulting reduction in international student numbers was acknowledged.

- The support of the International College by the Finance Committee during covid restrictions was also acknowledged.

**Motion** 'To accept the Minutes of the Finance Committee meeting of 13 December 2023 and any recommendations contained therein.'

Moved Christ Hannen                      Seconder                      Mike Vannoort                      **CARRIED**

**b. AUDIT ENGAGEMENT LETTER 2023**

The Auditor General has appointed Nexia Audit Christchurch under Section 32 and 33 of the Public Audit Act 2001 to carry out the 2023 annual audit.

**c. PROPRIETOR ATTENDANCE DUES 2025**

The Christian Schools' Trust are consulting regarding an increase in Attendance Dues by \$100 to \$1,800 per annum for 2025. The potential impact of increased Attendance Dues on some families was noted.

**d. SPECIAL CHARACTER**

Deferred

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

**a. CEN Board Terms of Reference.**

The Board ratified the CEN Board Terms of Reference 2023.

**RATIFIED**

**b. 2023 CEN Memorandum of Agreement.**

The Board ratified the CEN Memorandum of Agreement 2024-2040

**RATIFIED**

**c. 2024 CEN Budget.**

Authority for CEN budget approval by CEN reps has been approved by all boards.

**8. STAFF PROFESSIONAL LEARNING & DEVELOPMENT (PLD) 2024**

Noted

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

**a. SOUTH KOREA MARKETING TRIP REPORT 2023**

Noted

**b. IC NUMBERS 2024**

111.9 FTE as at February 2024

**c. KWANSUNG DREAM SCHOOL (KSD)**

40 KSD school students arrived on Friday, 26 January 2024 for Term 1.

**10. INTERNAL REVIEW EVALUATION**

Work in progress / noted / updated.

**11. APPOINTMENTS / RESIGNATIONS**

Covered in Principal's Strategic report.

**12. PROPERTY COMMITTEE**

The first Property Meeting of the year is scheduled for 21 March 2024.



4. **ATTENDANCE TERM 4 2023**  
Good parental support is resulting in good attendance figures.
5. **SCHOLARSHIPS 2023**  
Noted with thanks to the teachers leading these programmes.
6. **ISOLATION ROOMS / TIME OUT FOR STUDENTS**  
This concludes the review into the use of isolation/seclusion rooms with changes made to terminology and choices being given to students for spaces used.
7. **CHRISTIAN EDUCATION NETWORK (CEN) TECHNOLOGY**  
We welcomed 206 CEN students (up from 165 in 2020) for technology in 2024 which leaves only 2-3 spaces available in these classes due to the increase in CEN rolls. This situation is under review and monitoring.
8. **END OF YEAR ACTIVITIES 2023**  
Board members attended a morning tea; a coffee van was available for staff on Friday, 1 December, and an end of year bbq provided on the last day of the year.
9. **START OF YEAR ACTIVITIES 2024**  
The year started positively with two Teacher Only Days, Year 13's at camp, the Founders' Day Mihi Whakatau, Year 11 Big Day Out and a planned Family Fun Day picnic and BBQ was postponed due to the weather. A new staff induction day was introduced and we are thankful to God for His provision of quality Christian teachers. Parent evenings for Y7-8, Y9-10, Y11, Y12-13 were also offered and well supported. A staff social activity is planned for later this term.
10. **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.
11. **STAFF PLD**  
Year 9-13 teaching staff participated in ELL PLD on Monday 12 February.
12. **BIBLES**  
The Gideons have donated the school with 500 ESV bibles (Old and New Testament) valued at approx. \$10,000.
13. **SEARCH & RETENTION REGISTER**  
In-Committee as appropriate
14. **STAND DOWN & SUSPENSIONS**  
In Committee. See p61
15. **APPOINTMENTS**  
Noted / All internal and external appointments have followed correct Board procedures.
16. **RESIGNATIONS**  
Noted
17. **PERSONNEL**
  - a. Finance Department  
Business Manager on medical leave from January until 22 February 2024 and the two Finance Assistants both off with Covid in Week 1.
18. **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

19. **ALUMNI**

The 60<sup>th</sup> MGS Anniversary is planned for 18-19 October 2024. Planning is well underway for this event with a 'Save the Date' sent to alumni at the end of 2023. Regular alumni newsletters continue to be issued.

20. **ANY OTHER BUSINESS**

b. **Principal 'Return to Work Plan**

I would like to thank the board for their support during my absence from school last for medical reasons, and for their support of Craig Utting, the Acting Principal during this time.

Geoff Robson closed the meeting in prayer at 9.41 pm.

<b>Motion</b>	<i>'That the Principals report be accepted.'</i>			
Moved	Mike Vannoort	Seconded	Paul Owens	<b>CARRIED</b>