

MINUTES

For the meeting of the **Middleton Grange School Board** **Monday, 7 April 2025**



6.00 pm - 10.00 pm

Welcome & Devotion

Present	Mel Hikuroa (Chair), Mike Vannoort, Rebekah Immanuel, Andy Milne, Chris Hannen Tony Kan, Geoff Robson, Karen Winder, Nick Pomare, Sisilia Misa, Alexis O'Connell (Incoming Board Member)
In attendance	Dean McKenzie, DP School Management Paul Owens, Proprietor Board Member (Outgoing Board Member) Hillary Carley (Minute Secretary)
Apologies	None
Outgoing Board Member	Paul Owens was thanked for his service on the Board including his: legal knowledge and advice; considered contribution to discussions; wisdom, respect and honour in all interactions including with parents, and his calm, quiet and humble manner. Paul was prayed for before leaving the meeting at 6.11 pm.
Incoming Board Member	Alexis O'Connell, Proprietor Board Member, and previous Head of English, was welcomed to the Board.
Devotion	Sisilia Misa , Phil 4: 6-7; Ps 55: 22; Matt 11: 28. We all give glory to God, however, we are not immune to challenges at times. God invites us to surrender our concerns to him. We do not need to allow worry to overshadow hope. Give thanks. Rest in him and he will give us peace. Sisilia ka inoi / prayed

Special Topic

1. REPORTING

Dean McKenzie, DP School Management, spoke to the updated annual reports that now start to look through a governance 'lens' and are growing a culture of summative assessment leading to Professional Development.

- Special Character
 - This will be a focus area during 2025 aiming to provide specific actions going forward.
 - Special Character is enbibed throughout the curriculum and school
- Year 1-10 reporting and assessment
 - Challenges with easTTLE (within school testing) v PAT testing (national cohort testing). A new assessment tool that will report on the comparative progress of the child being created by the Ministry is receiving resistance from the Union.
 - Whilst other schools around New Zealand have struggled with Co-Requisite achievement at Years 9 and 10 Middleton Grange School results compare very strongly nationally, including for PATs.
- Years 11-13
 - Middleton Grange School results compare strongly nationally at Levels 1 - 3.
 - Year 13 saw a drop in Level 3 achievement and UE entrance, however, multiple reasons including subject choice, staffing issues, staff sickness, students remaining at school and being 'passengers' contribute to this.

- Going forward consideration to be given to suitability of courses, improved tracking of student progress and subject selection guidance will be put in place.
- Head of Faculty Reports
 - Dean McKenzie reviewed every 2024 report, every course and every standard to understand variances and make suitable recommendations going forward.
 - English – Overall good results but something to watch Y13 students not achieving 14+ Credits towards UE, slightly higher % than expected
 - Science - Strong participation in Biology; Physics, with only four standards, is slightly below but has students choosing this that are not strong in science.
 - Technology - variable results; strong results in Digital; low numbers taking Hard Materials as students not seeking vocational trades
 - Arts - painting - strong; music - low numbers with strong results; drama - good internal results
 - Christian Studies - good range of achievement; no entry criteria so has a long tail
 - PE & Health - Y13 good achievement; Y12 inconsistent results so significant course redesign for 2025, however, well prepared for Level 3.
 - Social Sciences - excellent achievement; engaged students; no entry criteria so again long tail
 - Languages - Spanish - excellent results; Te Reo - excellent external results; no entry criteria but course redesigned for 2025 and entry criteria applied
- Discussion
 - Introduction of BYOD have neither negatively or positively impacted results. No evidence either way
 - AR2 reporting document - is now a 'continual reflection' document.
 - Trend analysis, including recommendations, will continue throughout 2025.
 - Christian Studies being brought into subject lines has reduced the chance of subject choice clashes.
 - MGS Year 11 Certificate
 - Resulted from a request from Head of Faculties
 - Level 1 content did not prepare students well for Level 2, the MGS Year 11 Certificate prepares them well for Level 2.
 - Students are not negatively impacted in transition between schools by the MGS Year 11 Certificate, in fact the opposite they are better prepared for level 2
 - Credits
 - Students are encouraged complete the entire course, including externals, however, some continue to chose not to if they have obtained sufficient Credits / Endorsement before externals begin.
 - Strategic discussions to be encouraged between Deans, Whanau Teacher, student and parent to ensure students obtained 14+ Credits to achieve UE.
 - Assessment
 - NZQA investigate any significant variances between internal and external results.
 - Course content - analysis of long term tracking of the quality of content (rather than teach to assessment) suggested, this should sit with faculty leaders
 - Faculty Heads ensure Year 9 - 10 content is fit for purpose leading into Years 11-13.
 - Feedback
 - Head of Faculties are happy to answer any questions via email or in person if there are many questions.

Action / Agreed

- Further discussion on reporting at the next meeting with Board Members to submit questions to Dean McKenzie.
- Board to write to Head of Faculties acknowledging their appreciation for the template, consistency across reporting and thanks for their mahi.

Nick Pomare prayed for Dean McKenzie who was thanked for his report and level of analysis provided. He left the meeting at 7.22 pm.

Actions

1. BOARD TRIENNIAL ELECTIONS 2025

a. Returning Officer

Karen Winder exhausted all options for a returning officer in-house before exploring options provided through external providers. The main two providers are My School Election NZ and Schooled with her recommendation being Schooled, even though they are more expensive, as it is simpler, online and has better reviews. Motion below.

Action / Agreed

Karen Winder to proceed with registering Middleton Grange School with Schooled for the 2025 Triennial Board Elections.

Administration

1. ADMINISTRATION

a. MINUTES

Motion:

That the Minutes of the meeting of 17 February 2025 be accepted as a true and accurate record of the meeting with the following amendment: Present ~~Rachel~~ Rebekah Immanuel.

Moved Mel Hikuroa, Presiding Member

CARRIED

b. DEVOTIONS

19 May 2025 / Alexis O'Connell

c. BOARD

i. PROCESSES

Deferred from previous meeting

ii. BOARD EMAIL ADDRESSES

- Cyclone best practice recommendation that all Board Members use @middleton.school.nz email addresses for Board businesses.

Action / Agreed

- Further clarification to be sought from Cyclone
- Defer and / or trial
- Cyclone to assist set up on Board Member devices if proceed with this.

iii. BOARD TRIENNIAL ELECTION

- Photos were taken of Board Members following the meeting

Action / Agreed

- Board Members (all) to updated / write profiles of up to 100 words

iv. BOARD COMMITTEES

CHAIR 2025

Confirmed as:

- IBOA: Colleen Steyn

- Property Committee: Chris Hannen
- Finance Committee: Tony Kan
- Health & Safety Committee: Chris Hannen

TERMS OF REFERENCE

- IBOA: Amendment in Motions
- Property Committee: No change
- Finance Committee: No change
- Health & Safety Committee:
 - Committee Membership confirmed to include: 2 Board Members; Staff Board member and Principal
 - Karen Winder to join H&S Committee

PERSONNEL

- Paul Owens, having resigned from the Board, will no longer participate in Property or Health & Safety Committees.

Action / Agreed

- Update Delegations Policy with H&S Committee amendment above.
- The Property Committee, and possibly the H&S Committee, will be one Board Member down and will be reviewed following the Board Triennial Elections in September 2025.

v. BOARD HUI DATE

Confirmed as evening of Friday, 25 - and day time of Saturday, 26 July 2025.

vi. BOARD PERFORMANCE REVIEW

Action / Agreed

- To be conducted at the end of Term 2 / holidays
- Someone other than Presiding and Deputy Presiding Member to run the review
- To be anonymous

d. Board [Handbook](#)

FYI

Discussion

1. ATTENDANCE DUES 2026

- The Christian School's Trust, Proprietor, plan to maintain Attendance Dues for 2026 at the 2025 fee level of \$1,800.
- Should there be unforeseen economic events that result in an increase in interest rates and other costs, the proprietor reserves the right to increase attendance dues later this year.

2. REPORTING

- **Faculty Summaries - Annual Report 2024**
See Special Topic above.
- **Head of School - Annual Report 2024 & Term 1 Report 2025**
 - i. **International College**
Greater focus on Special Character and the whole school to be included ongoing.
Investigate reasons for financial constraints preventing 24/7 appointment.
 - ii. **Senior College**
The Year 11 Big Day Out is a great event for enabling tūrangawaewae amongst the cohort.

There is an increased number of Year 13 students remaining at school longer rather than going into the workforce. They can have a lack of certainty about their next steps.

iii. **Middle School**

Challenges - provide reasons and solutions ongoing.

Consider seeking parental support for project funding to provide activities for Middle School students during breaks.

Great progress being made in the Christian Studies area.

Methodology of easTTle reporting issues with a resultant inflation of results at Years 7-9 in Reading/Writing.

Actions / Agreed

- Te Haerenga student / parent survey feedback to the Board
- Include Te Reo results as longitudinal reporting

3. **STRATEGIC PLAN 2024 - 2025**

a. **2025 STRATEGIC GOALS**

Actions / Agreed

- **International College**
Concerns around student capacity and CEN roll growth to be addressed.
- **SG 1B: Graduate Profile**
 - Remove from 2025 Goals / defer to next draft strategic plan.
 - Short term goal to be provided to next meeting.
 - Board to provide Senior Leadership Team with clear guidance in this area in 2026
- **SG 3A: Marketing / PR Communications**
Follow up proposal. (Mel)
- **SG 3B: Parent Induction for new MGS families**
 - Review feedback from parent evening and formulate next steps around what can be a) added; b) grow; c) develop.
- **Strategic Priority / Students - Responsive Christ-Centered Curriculum**
Approved with the removal of the Graduate Profile.

4. **POLICIES**

a. **DELEGATIONS POLICY**

One amendment to the Health & Safety Committee noted above, and agreed to review again in 2026.

See High Risk Activities below.

b. **TREATY OF WAITANGI POLICY**

The intent of the policy is to look at how Middleton Grange School meets its Treaty of Waitangi obligations and how they impact the school. Following discussion about placement of the guiding principles and the audit schedule, note the following:

Action / Agreed

Rework the policy and review via email.

c. **CONCERNS OR COMPLAINTS POLICY**

Goeff Robson was thanked for his mahi in reworking this policy to date. Discussion followed including on Non-Disclosure Agreements.

Action / Agreed

Continue to rework the policy and review via email or back to the next Board meeting

5. OUTSTANDING RECOMMENDATIONS

a. OVERSEAS TRIPS

Updated Overseas Trip Checklist was noted.

b. WORKING GROUP TEMPLATE

The updated template was noted and approved.

c. ATTENDANCE DUES 2026

The Christian Schools' Trust (CST) is planning to maintain attendance dues for 2026 at the 2025 fee level, that is, \$1,800.

There is no planned increase of attendance dues for 2026. Should there be unforeseen economic events that result in an increase in interest rates and other costs, the proprietor reserves the right to increase attendance dues later this year however, at this stage, key economic indicators seem to be pointing to a continued easing of inflationary pressure.

6. PRINCIPAL'S STRATEGIC REPORT

Noted

a. HIGH RISK ACTIVITIES

- Overseas trips - approved by the Board.

Action / Agreed

- The Ministry of Education Management Guide for EOTC Activity Types are followed.
- Add to Delegations Policy that the Board delegate approval of EOTC to management, whilst retaining approval of overseas and high risk activities.

7. INTERNAL REVIEW

No update required.

8. STUDENT TRUSTEE REPORT

- Review the change and consider if the report should/may be reinstated to best represent the student voice - Deferred
- Sisilia said that following a full meeting, she would simply say students are looking forward to the term break.

Motions

a. ACTIONS

i. Board Triennial Elections 2025

To accept Karen Winders proposal to use Schooled for the Board Triennial Elections in September 2025

Moved Mel Hikuroa, Presiding Member
CARRIED

b. DISCUSSION

i. **Overseas Trips Checklist**

To adopt the updated Overseas Travel Checklist.

Moved Mel Hikuroa, Presiding Member

CARRIED

c. **COMMITTEES**

i. **IBOA Committee**

To accept the Minutes of the IBOA Committee of 6 March 2025 and any recommendations contained therein including the following amendment to the Delegations Policy / IBOA Terms of Reference:

- Meeting Schedule

~~Plan for two each term with the minimum of once per term~~

Meet once per term unless the need arises for an additional meeting

Moved Mike Vannoort

Seconded Rebekah Immanuel

CARRIED

ii. **Health & Safety Committee**

To accept the Minutes of the Health & Safety meeting on 7 March 2025 and any recommendations contained therein.

Moved Chris Hannen

Seconded Mike Vannoort

CARRIED

iii. **Finance Committee**

i. That the 31 December 2024 Financial statements be accepted.

ii. That the Budget 2025 with a planned surplus of \$2,909 be accepted.

iii. To approve up to a maximum of \$50,000 towards an HR adviser / independent contractor appointment, term time only, until 12 December 2025.

Moved Tony Kan

Seconded Andy Milne

CARRIED

d. **POLICIES**

i. **DELEGATIONS POLICY**

To adopt the Delegations Policy for 2025 with the following amendment:

- EOTC / That the Board delegate approval of EOTC to management, whilst retaining approval of overseas and high risk activities.

Moved Mel Hikuroa, Presiding Member

CARRIED

ii. **TREATY OF WAITANGI POLICY**

To adopt the Treaty of Waitangi Policy 2025 together with the audit schedule.

NOT MOVED

iii. **CONCERNS OR COMPLAINTS POLICY**

To adopt the Concerns of Complaints Policy with the following amendments

NOT MOVED

e. **CORRESPONDENCE**

Noted

f. PRINCIPAL'S STRATEGIC REPORT

i. PRINCIPAL'S STRATEGIC REPORT

That the Principal's Strategic Report be accepted

Moved Mel Hikuroa, Presiding Member

CARRIED

Move to Public Excluded / In Committee

Motion

'That the public be excluded from the following part/s of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under [section 48\(1\)](#) of the Local Government Official Information and Meetings Act 1987 for the passing of is resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Disciplinary matters	Protect the privacy of individuals	S48(1)(a)(ii)
Enrolment scheme matters	To enable the board to deliberate in private	S48(1)d)

This resolution is made in reliance on [section 48\(1\)\(a\)](#) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by [section 7](#) of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public.'

Moved Mel Hikuroa, Presiding Member

CARRIED

Motion 'That the meeting move back into public session.'

CARRIED

Moved Chris Hannen, Deputy Presiding Member, Chair

Next Meeting

Date	19 May 2025
Devotion	Alexis O'Connell
Discussion Topic	
Prior Leave	Karen Winder (May) / Approved Dec 2024

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