

MINUTES

For the meeting of the **Middleton Grange School Board** **Monday, 4 August 2025**

6.00 - 7.30 pm / SLT Meeting Room

Welcome & Devotion

Present	Mel Hikuroa (Chair), Craig Utting (Acting Principal), Rebekah Immanuel, Andy Milne, Chris Hannen, Nick Pomare, Sisilia Misa, David Gillon, Karen Winder, Tony Kan, Geoff Robson
In attendance	Jenny Addison (Associate Principal) Hillary Carley (Minute Secretary) Sam Lu (Observing)
Prior Leave	None
Apologies	Alexis O'Connell
Devotion	Andy Milne: Ps 1: 1-6 Beware of small compromises that can lead to a steady slide into sin and drifting into mocking. The righteous man delights in God's Word, renews his joy and bears fruit that glorifies God. We live through Jesus Christ within us and are blessed. Andy ka inoi / prayed

Special Topic

Tonga Missions and Service trips students will now attend the next meeting.

Actions

Ongoing actions / items added by agreement

See Readings below

1. None

Administration

1. ADMINISTRATION

a. MINUTES

Motion: That the Minutes of the meeting of 19 May 2025 be accepted as a true and accurate record of the meeting.

Moved Mel Hikuroa, Presiding Member

CARRIED

b. DEVOTIONS

15 September 2025 - Karen Winder

c. BOARD

i. BOARD ELECTIONS

13 Parent nominations have been received. The closing date is noon Wednesday, 6 August.

Current Board Members will remain in office until the new Board assume the office with effect from the 3 November 2025 Board meeting.

Action / Agreed

A 'meet the candidate' opportunity will be made available for nominees to which current Board Members will be asked to attend. Date and time to be confirmed.

ii. BOARD DATES / TERM 4

Confirmed as:

- Monday, 3 November
- December, 8 November

Action

- Confirm which events Board Members will need to be available for in Term 4.

iii. DECLARATION OF INTERESTS

Updated

Tony Kan arrived at 6.15 pm

a. INTERNAL REVIEW

i. Media Communication Policy

Mel Hikuroa and Geoff Robson to review.

ii. Student Search & Retention Policy

Nick Pomare and Karen Winder to review and audit that the policy is in use.

b. Board

To be updated with Principal Appointment Process Documents once reviewed In Committee.

[2025 Board Handbook - Final](#)

FYI

Discussion

Where any actions are required See Readings

1. OUTSTANDING RECOMMENDATIONS

a. SG 1B / Roll Growth

Richard Vanderpyl will assist Craig Utting, Acting Principal, Dean McKenzie, DP School Management, and Chris Hannen with data collection that is projecting positively for 2026.

2. STRATEGIC PLAN

a. 2024 - 2025

Ongoing

b. AIP ANALYSIS OF VARIANCE

Analysis of Variance will come to the second meeting of each term.

c. 2026 - 2028

The Strategic Plan consultation will be confirmed in a few weeks.

3. COMMITTEES

a. IBOA

Options

- Craig Utting confirmed that International College students, and Domestic students, enrolled from the start of each year are able to select from the full range of options.
- International College Students, and Domestic students, who commence after the start of any year have a more limited number of options to select from.
- It is not feasible to retain places in various options for students who commence after the start of the year as that would limit choice for those enrolled from the start of the year.

4. POLICIES

a. TREATY OF WAITANGI POLICY

- The next draft of the updated policy is to be emailed to the whanau community for feedback.
- Thanks was extended to all those involved in the development of this policy and the work undertaken.

b. CURRICULUM POLICY

- Consideration to be given to the need for a specific Curriculum Policy outside of the Delegations Policy.

Action / Agreed

- Working Group of Mel Hikuroa, Tony Kan and Karen Winder and Craig Utting, to undertake determine if a Curriculum Policy is required and what it would achieve, who would be responsible and how often it should be reviewed.

5. ACTING PRINCIPAL'S STRATEGIC REPORT

a. HEAD OF SCHOOL REPORTS TERM 2 2025

It was noted these reports are a valuable tool for socialising trends with the Board.

Primary School Term 2 Report

- Production - In Term 3 written specifically for Middleton Grange School by Stu Duval.

Middle School Term 2 Report

- Sport - There is work being undertaken to determine the best avenues for travelling sports for Middle School students to provide the best opportunity to rigorous competition alongside logistics and cost.
- Mental Health - Continued increase in mental health challenges for students who are encouraged to visit our Counselling staff who work well with students and their whanau.

Senior College Term 2 Report

- Special Character - Additional comments regarding the Christian character of these students would be valuable.
- *Karakia* and *Prayer* - It was confirmed that these words are used interchangeably and use of both aids monitoring of trends.
- AI - Suggestion that a discussion paper about the challenges, trends and mitigation of AI be developed.

International College Term 2 Report

- Student body - Additional information on student progress, who is enrolled and how they are managing and special character detail would be valuable.

b. TE HAERENGA PROGRAMME

- Thanks for extended for the comprehensive report that shows a challenge to delivery due to the new 10 day timetable.

- This is an important programme for delivery of our Health curriculum and is complimentary to the Scripture programme.

Action / Agreed

- Report on Timetable challenges including positives and negatives in connection to the Strategic Goal of the school.

c. 10 DAY TIMETABLE

- The timetable will remain a 10 day timetable during 2026 whilst a full review is undertaken following the first year of implementation.

Feedback from students

- Year 12 & 13 students (and most staff) is that they are appreciative of having only 1 period after lunch.
- Students are generally not in favour of a long morning tea and short lunch.

Action / Agreed

- Provide a review of the revised timetable to the February 2026 meeting including but not limited to: risks, concerns, mitigation, costs, pros and cons, student and staff voice and recommendations.

6. INTERNAL REVIEW

Reviewed and updated

7. QUESTIONS RAISED OR DISCUSSION RAISED FROM THE Readings

8. ANY OTHER BUSINESS

a. CO-REQUISITES

It was noted that Co-Requisite results around 20% higher than nationally. Thanks was given for these outstanding results.

Motions

See Readings for any relevant papers

a. ADMINISTRATION

i. Board Elections 2025 - Staff

To appoint Ben Knowles, Property & Facilities Manager, as Returning Officer for the Staff Board Member Elections 2025

Ratified / The motion approved by email on 23 July 2025

ii. Board Elections 2025 - Student

To appoint Ben Knowles, Property & Facilities Manager, as Returning Officer for the Student Board Member Elections 2025

Ratified / The motion approved by email on 23 July 2025

b. COMMITTEES

i. IBOA Committee

To accept the Minutes of the IBOA Committee of 19 June 2025 and any recommendations contained therein

Moved David Gillon

Seconder Rebekah Immaneu

CARRIED

ii. **Finance Committee**

To accept the Minutes of the Finance Committee of 28 July 2025 and any recommendations contained therein

Moved Chris Hannen

Seconded Tony Kane

CARRIED

c. **POLICIES**

i. **FINANCE POLICIES**

a. **ASSET MANAGEMENT POLICY**

To adopt the Asset Management Policy

Moved Mel Hikuroa, Presiding Member

CARRIED

d. **ACTING PRINCIPAL'S STRATEGIC REPORT**

i. **OVERSEAS TRAVEL - 2026**

a. To approve the Tonga Service and Missions trip 2026 subject to the completion of all RAMS.

b. To approve the Cambodia Service and Missions trip 2026 subject to the completion of all RAMS.

Moved Mel Hikuroa, Presiding Member

CARRIED

ii. **ACTING PRINCIPAL'S STRATEGIC REPORT**

a. **UNIFORM**

To accept the changes made to the school uniform as advised.

Moved Mel Hikuroa, Presiding Member

CARRIED

b. That the Acting Principal's Strategic Report be accepted.

Moved Mel Hikuroa, Presiding Member

CARRIED

e. **CEN / HEADS OF AGREEMENT**

The Draft 2025 Heads of Agreement and Appendices re 2025 Enrolment Schemes is for review by the Board and to be ratified by the CEN at their meeting on 17 August 2025.

The following edits have been made:

- Principle #5: This Heads of Agreement will ordinarily be reviewed triennially
- The link to the appendix containing the new enrolment schemes has been removed.

Ratified Mel Hikuroa, Presiding Member

CARRIED

Correspondence

1. [Holy Family Parish Enrolment Scheme Amendment Support](#)
2. [Canterbury Adventure Race - Helpers Needed](#)
3. [NZEI - Paid Union Meeting](#)
4. [Wharenui School 3591 - letter to schools August 2025](#)

Student Board Member

Sisilia Misa asked Board Members to pray for Senior College students who are preparing for assessments and upcoming preliminary exams; and for protection etc for those travelling for tournament week.

Sam Lu and Sisilia Misa left the meeting, that closed in prayer, at 7.00 pm.

Public Excluded

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)

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.’

Moved Mel Hikuroa, Presiding Member

CARRIED

Next Meeting

Date	15 September 2025
Devotion	Karen Winder
Discussion Topic	
Prior Leave	

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