

# MINUTES

## For the meeting of the **Middleton Grange School Board** **Monday, 8 December 2025**

6.00 pm / SLT Meeting Room

### Welcome & Devotion

**Present** Mel Hikuroa (Chair), Gregg Le Roux, Chris Hannen, Chris Murray, David Gillon, Geoff Wallis,  
Kerryn Malcolm, Matt Vannoort, Tony Kan

**In attendance** Hillary Carley (Minute Secretary)

**Prior Leave** None

**Apologies** Rebekah Immanuel, Eden Mackey

**Devotion** Chris Hannen: Board members reflected on the Statement of Special Character and Psalm 36: 5-9. The aim of the statement being that staff and students understand what we believe, who we are, how that is worked out in the school and curriculum context, all in the knowledge of God and his abundance, life and light.

Chris ka inoi / prayed

Reports taken as read.

**Special Topics** **None**

### Actions

*Ongoing actions / items added by agreement*

See Readings below

1. None

### Administration

1. **ADMINISTRATION**

- a. **MINUTES**

- i. **Motion**

That the Minutes of the meeting of 3 November 2025 be accepted as a true and accurate record of the meeting.

**MOVED** Mel Hikuroa, Presiding Member

**CARRIED**

- b. **DEVOTIONS**

Kerryn Malcolm, 16 February 2026

- c. **BOARD**

i. **REGISTER OF INTERESTS**

Updated

ii. **BOARD TRIENNIAL ELECTIONS**

1. **STUDENT ELECTION RESULTS**

Eden Mackey elected as Student Trustee. Mel Hikuroa will induct Eden before the next meeting.

iii. **PRESIDING & DEPUTY PRESIDING MEMBER 2026**

- Board Members encouraged to prayerfully consider their availability for the above roles that will be elected at the first meeting (February) in 2026.
- Mel Hikuroa stated she would be willing to be nominated for Presiding Member.
- Chris Hannen stated he would be willing to be nominated, but prefer someone else took on the Deputy Presiding Member role.

• **BOARD COMMITTEES**

- Property Committee - one or two additional Board Members are being sought
- Health & Safety Committee - one additional Board Member is being sought

d. **INTERNAL REVIEW**

Updated

e. **Board Handbook**

[2025 Board Handbook - Final](#)

## Discussion

*Where any actions are required See Readings*

1. **OUTSTANDING RECOMMENDATIONS**

Updated

2. **STRATEGIC PLAN**

a. **AIP 2024-2025**

- The full year Annual Implementation Plan has been updated
- SG1A: Christian Studies continues across the school as business as usual / best practice.
- SG 1B: Graduate Profile was amended to Capacity and Utilisation / roll growth.
- SG 2A: Staff Induction - complete. Now extended to include Middle Leaders. Included in new Strategic Plan
- SG2B: PLD-NELPs - as of November 2025 NELPs have been removed as a legislative requirement.
- SG 3A: Parent engagement / Marketing / SCD
  - Principal to actions this as management Business As Usual action
  - Back to Strategic Plan if required in the future
- SG 3B: Family induction - CEN will co-ordinate Pastor and CEN Principal meetings in 2026
- The Strategic Plan 2024-2025 has been successfully completed with rationale for areas partially completed whilst noting the following actions:

**Action**

- SG3A: Parent Engagement / Marketing / Special Character Donation (SCD)
  - Principal to bring a report to the 2026 Board Hui including recommendations
- SG3B: Family Induction
  - Principal to consider best format, agenda items for start of year parent meetings

b. **STRATEGIC PLAN 2026-2028**

Gregg Le Roux was thanked for this thinking, collaboration and recommendations whilst developing the Strategic Plan with the Board.

- Renamed Strategic Plan 2026
- There is no Ministry of Education requirement to have a strategic plan for 2026
- NELPs are no longer a focus requirement
- SG1: Maintain high academic outcomes - the Board acknowledges the work being undertaken
- SG2: Biblical application - may continue into next Strategic Plan
- SG3: Strengthening within the CEN - strategically important

**Action**

- Senior Leadership Team to develop the Actions presented in the Draft Strategic Plan 2026
- Actions to be circulated to the Proprietor for feedback
- Comprehensive review at the 2026 Board Hui to inform the next Strategic Plan

3. **POLICIES / PROCEDURES**

a. **Delegations Policy**

- Panel have yet to review the Committee sections in the new year.
- 1.15: Interim clause whilst the Curriculum Policy is finalised providing the Board with the ability to approve any major changes to Curriculum that have a long term impact, resourcing or strategic shift.

b. **Search & Retention Policy**

- The policy includes procedural elements
- Discussion was held regarding the potentially ambiguous nature of the phrases 'decency and sensitivity' and 'dignity and privacy' when conducting a student search, however, it was agreed to retain them as they are direct quotes from the Education & Training Act 2020. It was noted that 'dignity' is person specific.
- The requirement for a Senior Leader to be present when a search is conducted provides consistency.

**Action**

- Evaluation document to be circulated to Senior Leadership Team for review.

c. **Attendance Policy**

- Attendance is Government priority but a Policy not currently required
- Middleton Grange School Attendance Management Plan (AMP) (Management procedures) are required and in place, requiring periodic review by the Board.
- The Attendance Officer appointment has been a significant investment and benefit in this area

**Action**

- The Board delegate managing of the AMP to the Principal. / **AGREED**
- Principal to report to the Board on the AMP implementation during 2026.

4. **COMMITTEES**

a. **Finance Committee**

- BLAST Afterschool programme write off is due to their inability to pay rent.
- An different afterschool provider - Legacy - has been approved and continues to provide the afterschool care service to our parents.

b. **Property Committee**

- Board to ratify Cyclical Maintenance Schedule 2026

## 5. FROM THE PRINCIPAL ...

### a. Principal's Strategic Report

#### Strategic Goals

- i. Building strong relationships between Middleton Grange School and Church Pastors.
  - ii. Student Achievement report development and reporting to the Board  
School
  - i. Attendance now reports on the individual student rather than daily school wide attendance. Middleton Grange year to date attendance for Years 1-9 students averages 79.3%. The MOE target is 80% by 2030.
- b. **Attendance Dues 2027**
- Agreed to the increase to \$1,850 pa per student from 2027
  - Proprietor will continue to seek ways to provide a Christian education for those families unable to afford it
- c. **Treaty of Waitangi Statement**  
The Treaty of Waitangi statement to the school community
- Amended and approved by the Board
  - All the Christchurch Christian Schools have similar statements being send to their communities.

#### Action

The updated Treaty of Waitangi statement be sent to the school community on behalf of the Board.

### d. Attendance Policy

See Discussion above.

### e. Year 11 Certificate / Report

- Deferred to next meeting
- Any questions to be forwarded to the DP Senior College prior to the next meeting
- The Year 11 Certificate was to allow for greater learning opportunities / time for students
- To provide time for building relationships at the start of the year between Year 11 Christian Education Network (CEN) cohort students coming into Middleton Grange School

#### Recommendations

- Consideration to be given to any surveys such as the Year 11 Certificate that are sent to the parent community have a 'control' group invited by the Board and that the Board respond directly to parents, thus encouraging higher participation rates.
- Key outcome for reporting to the Board is tracking the success of Year 11 students at NCEA Level 2.
- Rationale for removal of Christian Studies, a key Strategic Plan Goal, having been removed from the exam schedule.

#### Actions

- Seek student voice feedback including on wellbeing and attendance now that there is no Student Board Member report presented at each Board Meeting. Management to recommend best avenue for this. Trial for one year.
- Deputy Principal Head of Senior College to attend February meeting

## 6. STUDENT TRUSTEE REPORT

No Student Board member present

## 7. QUESTIONS RAISED OR DISCUSSION RAISED FROM THE Readings

## Motions

See Readings for any relevant papers

### 1. ADMINISTRATION

Minutes - above

### 2. STRATEGIC PLAN

To adopt the Strategic Plan 2026-2028

**MOVED** Mel Hikuroa, Presiding Member

**CARRIED**

### 3. COMMITTEES

#### a. Finance Committee

##### i. Minutes

To accept the Minutes of the Finance Committee meeting of 30 October 2025, 13 November 2025 and 1 December 2025 any recommendations contained therein

**MOVED** Chris Hannen

Seconder Tony Kan

**CARRIED**

##### ii. Learning Centre / Ratify email motion of 2 December 2025

To temporarily increase the Learning Centre Board funding from \$43,407 (2025) to \$98,941 for 2026, an increase of \$55,534, while we await potential future income opportunities, including the investigation of an ORS unit, or another sustainable solution.

**MOVED** Gregg Le Roux

Seconder Tony Kan

**CARRIED**

##### iii. Budget (Interim) 2026

To accept the interim Budget 2026 that will aim for a breakeven result (ie \$0 loss), including increased Learning Centre investment for 2026. This provides sufficient authority for the school to operate until March 2026 when the final budget will be drafted and ratified following confirmation of bulk funding and 31 December 2025 results.

**MOVED** Chris Hannen

Seconder Tony Kan

**CARRIED**

##### iv. CAPEX 2026

To approve a Capital Expenditure budget of \$275,000 for 2026 and that any urgent capital item requests be brought to the Finance Committee as required.

**MOVED** Chris Hannen

Seconder Tony Kan

Abstain Chris Murray

**CARRIED**

##### v. Debtor Write Off / Blast After School Holiday Programme

To write off the Blast After School Holiday Programme outstanding debt of \$1,835.86 (inc GST).

**MOVED** Chris Hannen

Seconder Tony Kan

**CARRIED**

#### 4. Property Committee

##### a. Minutes

To accept the Minutes of the Property Committee meeting of 27 November 2025 and any recommendations contained therein.

NB: The *Cyclical Maintenance Schedule* has been approved by the Property Committee in conjunction with the 2026 budget.

**MOVED** Chris Hannen

Seconder Gregg Le Roux

**CARRIED**

#### 5. Health & Safety Committee

To accept the Minutes of the Health & Safety Committee meeting of 28 November 2025 and any recommendations contained therein.

**MOVED** Chris Hannen

Seconder Chris Murray

**CARRIED**

#### 6. POLICIES

##### a. Creative Commons Policy

To adopt the Creative Commons Policy

**MOVED** Tony Kan

Seconder Chris Hannen

**CARRIED**

##### b. Attendance Policy

i. To adopt the Attendance Policy

ii. That the Attendance Policy be shared with Christian Education Network (CEN) Principals

**MOVED** Mel Hikuroa, Presiding Member

**CARRIED**

##### c. Delegations Policy

To adopt the Delegations Policy until February 2026 when the audit and review will be completed, with the following amendments:

- 1.12: **Signature Signing** of any formal or legal agreement which is in the name of the School must involve the Board.
- 1.16.4: All Senior Teaching and Support Staff Positions: Retain Head of Sport.

**MOVED** Matt Vannoort

Seconder Gregg Le Roux

**CARRIED**

##### d. Search & Retention Policy

To adopt the Search & Retention Policy 2025

**MOVED** Kerryn Malcolm

Seconder David Gillon

**CARRIED**

#### 7. PRINCIPAL'S STRATEGIC REPORT

##### a. Treaty of Waitangi

That the Board approve the Treaty of Waitangi statement be circulated to the school community (staff and parents) in response to recent Government changes regarding the Treaty.

**MOVED** Mel Hikuroa, Presiding Member

**CARRIED**

b. **Attendance Dues 2027**

To support the increase of Attendance Dues to \$1,850 per annum from 2027 as proposed by the CST

**MOVED** Mel Hikuroa, Presiding Member  
**CARRIED**

c. That the Principal's Strategic Report be accepted.

**MOVED** Gregg Le Roux  
Secondar Chris Hannen  
**CARRIED**

## Correspondence

See Correspondence section

1. None

## Student Board Member

Verbal update

Gregg Le Roux closed the public part of the meeting in prayer at 8.37 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**

Gregg Le Roux closed the meeting in prayer at 9.47 pm.

## Next Meeting

Date 16 February 2026  
Devotion Kerry Malcolm  
Discussion Topic  
Prior Leave

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