

# MINUTES

## For the meeting of the **Middleton Grange School Board** **Monday, 3 November 2025**

### Welcome & Devotion

<b>Present</b>	Mel Hikuroa (Chair), Gregg Le Roux, Chris Hannen, Chris Murray, David Gillon, Geoff Wallis, Kerryn Malcolm, Matt Vannoort, Rebekah Immanuel, Sisilia Misa
<b>In attendance</b>	Craig Utting (Associate Principal) Tim Lalahi, Tonga Service & Missions Trip Anne Mackechnie, Kirsten Russell, SENCO Learning Centre Peter Collier, Scripture & Christian Studies Karen Winder, Andy Milne, Nick Pomare, Previous Board Members Hillary Carley (Minute Secretary)
<b>Prior Leave</b>	None
<b>Apologies</b>	Tony Kan, Board Member Geoff Robson, Previous Board Member
<b>Prayer</b>	Previous Board Members present were thanked for their contribution to the Board particularly in the following areas: Karen: Passion for Christian Education and Special Character Andy: Financial governance and complaints Nick: Critical thinking following 20 years at Middleton Grange School and congratulations for his new appointment as Deputy Principal to Hillview Christian School. Previous Board members then prayed for the incoming Board Members . Chris Hannen prayed and Karen, Andy and Nick left the meeting at 6.21 pm.
<b>Devotion</b>	Given after Special Topics. Chris Hannen: Board members were asked to reflect on the Statement of Special Character and Psalm 36: 5-9 for further discussion at the next meeting. The aim is that staff and students understand God and his abundance, life and light.  ka inoi / prayed

Reports taken as read.

### Special Topics

#### 1. **Tonga Services & Missions Trip Group**

Tim Lalahi, staff member; Sisilia Misa, student. A group of 16 girls were selected to attend this trip that was the 5th one led by Tim Lalahi. The preparations during the year prior to the trip are especially important for the students as they become future looking focus on how they may serve God in their future. Preparations included: regular meetings; team bonding; songs; language; testimonies journaling etc. In Tonga students served in a local kindy, community school, church, hospital where they were encouraged to pray for patients, mangrove planting, beach clean-up and building cleaning as well as touring the island and recreational time. God graciously intervened in some student inter-personal struggles that were unknown before the trip and as a result much spiritual growth was evident. The team trusts God for the long term impacts on the students that may not yet be known and for him to help them sustain regular habits to help them grow in their faith. A highlight for students was the joy and generosity of locals giving from their limited resources and a greater understanding of joy and simplicity and gratitude for what they have.

Rebekah Immanuel prayed and Tim Lalahi left the meeting at 6.52 pm.

## 2. Learning Centre

- Anne Mackechnie and Kirsten Russell, SENCOs reported that the Learning Centre is both complex and far reaching within the school.
- It has a great team of Learning Assistants (Teacher Aides) who are passionate and experts in their fields,
- Structured Literacy supports are provided by Learning Assistants as well as Anne and Kirsten who also provide intervention teaching from their administrative hours.
- Students are considered holistically, ie educationally, socially, emotional and spiritually.
- The numbers of students requiring Learning Centre support continues to increase dramatically with greater intensity and reduced resourcing. 55% increase since 2017; 295 students in 2025; 320 students in 2026.
- ORS (Ongoing Resourcing Scheme) students total 7 in 2025, however, 26 students are at ORS level in 2026 but do not meet the high threshold to access (limited) funding.
- Evidence based programmes are provided, however, do not meet the needs.
- **Immediate needs**

Due to loss of RTLB bulk funding Y11-13; need for ongoing and increased Behaviour Support role; Senior College in class support; Tier 2 student intervention the immediate needs are:

- Tier 1 - 3.0 additional hours Learning Assistant (total 47 hours pw);
- Tier 2 - 29.0 additional hours Learning Assistant (total 29 hours pw);
- Tier 3 - 26.6 additional hours Learning Assistant hours (total 26.6 hours pw)
- Total = 58.6 additional Learning Assistant hours pw
- **Long Term vision**
  - Intervention teacher years 7-10
  - Holistic Student Support Hub
  - Sensory garden
  - ORS Unit application

### Observations

- Any Learning Support needs identified in a Year 1 student should decrease need over time.
- Increased Learning Support needs from all schools, including Christian Education Network (CEN) contributing schools.
- Challenge to identify best programmes amongst CEN schools due to time pressures.
- SENCOs meet regularly with CEN staff to obtain early data and transition information.
- Individual meetings held with parents (30 at Middle School; Senior College underway).
- Challenge transitioning at Year 11, identifying Senior College subject choices and pathways for some Learning Centre students / confronting for parents = lot of time and resourcing.
- Parents identify Christian education as having supportive Learning Centers placing additional pressure on limited resources.
- There is a need to adequately support and build staff capacity so that they can confidently work with Learning Centre students in the classroom.
- Schools are required to be 'accessible for all students' and each school must progress through the tiered support model for each student. Invariably effective school supports put in place during the process mean funding cannot then be accessed. Funding is only available from Years 1-10.
- Parents are requesting visibility on the school website to promote Learning Centre / ORS.
- ORS Unit - barriers may include Special Character implications.

Chris Hannen prayed and then Anne Mackechnie and Kirsten Russell left the meeting at 7.36 pm.

### Discussion

- *Declaration of interest* - Mel Hikuroa's husband and daughter work in the Learning Centre and Mel abstained from any vote.
- There was no fundamental opposition to the Learning Centre's 'immediate needs' request.
- Learning Centre support has been a high priority for the Board over a number of years and the request is to be realistically considered.
- Special Character / Special Character Donations (SCD)

- Matt 25: 40 *'Truly I tell you, whatever you did for one of the least of these brothers and sisters of mine, you did for me'*
- \$400,000 (approx) per year received (of possible \$600,000 (approx) per year
- Parent communications confirm SCD supports the Learning Centre
- Learning Centre investment
  - \$140,000 per year - external provision
  - \$36,000 per year - school Board contribution
  - 1.0 FTE Staffing

### **Actions**

- Recommendation from the Finance Committee as to how to support the Learning Centre for 2026 taking into account budget and/or capital release implications .
- Recommendation for long term funding at the next meeting.

Peter Collier arrived at 8.00 pm.

### **1. SG1A / Update on Scripture & Christian Studies**

- Peter Collier. 2025 has been the first year of the Scripture & Christian Studies Faculty.
- Peter thanked the Board for their investment in the Scripture & Christian Studies faculty, noting that real change has been observed during the year.
- There have been positive changes achieved in the programme as a result of the timetable changes.
- 1 Peter 1- the Word of the Lord is eternal and it is an amazing privilege to be able to teach God's Word that he continually gives life to. Amos 8:11 - Judgement and the worst famine *'a famine of hearing the words of the Lord'*.
- Special Character is a whole school enterprise, but particularly so in the Christian Studies faculty,
- Praise God that we are seeing signs of a quiet revival amongst our students. We thank God for other initiatives  
eg Whakaora and that students want to hear more about Jesus!
- It is challenging to find capable, well qualified, theologically sound teaching staff with a good Christian character.
- The Thinking Faith subscription programme that parents are charged for, is excellent and provides investment in a child's eternal value.
- Future investment in a 'Gap Year' programme would be an endorsement of the ministry occurring in student lives

### **Action**

- Investigation into Special Character Donation (SCD) collection and expenditure and effective communication to parents.

Kerryn Malcom prayed and Peter left the meeting at 8.32 pm.

### **Actions**

*Ongoing actions / items added by agreement*

See Readings below

1. None

### **Administration**

#### **1. ADMINISTRATION**

- a. ELECTION OF BOARD PRESIDING & DEPUTY PRESIDING MEMBER**

**Ratified**

- Presiding Member, Mel Hikuroa, elected at the 24 September 2025 special meeting
- Deputy Presiding Member, Chris Hannen, elected at the 24 September 2025 special meeting

**b. MINUTES**

**i. Motion**

That the Minutes of the meeting of 15 September 2025 be accepted as a true and accurate record of the meeting.

**Moved** Mel Hikuroa, Presiding Member

**CARRIED**

**ii. Ratified**

The Minutes of the special meeting of 24 September 2025 that were confirmed via email.

**Moved** Chris Hannen

Seconder Rebekah Immanuel

**CARRIED**

**c. DEVOTIONS**

8 December 2025 / Chris Hannen

**d. BOARD**

**i. BOARD CODE OF ETHICS / STATEMENT OF BELIEF**

Signed by new Board Members.

**ii. REGISTER OF INTERESTS**

Updated

**iii. BOARD PROCESSES**

Reviewed

**Motion**

To amend the Board processes as follows:

- Late items to be raised ~~at the start of~~ prior to the meeting ~~under General Business~~, and the Presiding Member will determine if this will be discussed at the meeting or deferred. Where possible minor items will be discussed at the meeting.
- ~~Associate Principal~~ A Senior Leader may be invited to a Board Meeting, with speaking rights, ~~at the discretion of the Principal~~ as a guest ~~from 2026~~.

**Moved** David Gillon

Seconder Kerryn Malcolm

**CARRIED**

**1. AI in Education**

- Staff to only use the protected / ringfenced Middleton Grange School CoPilot platform.
- The Board should embrace AI which is a useful tool and is the world students are engaging with.

**Recommendation**

- If AI is utilised in any report submitted to the Board it must be referenced as such and have a final 'human' check.
- The school AI procedure currently in development to be viewed by the Board and will be used to develop a Board policy.

iv. **BOARD COMMITTEES**

1. **Property Committee**

The Property Committee, and H&S Committee are one Board Member down and this will be reviewed at the February 2026 meeting.

v. **BOARD TRIENNIAL ELECTIONS**

1. **PARENT ELECTION**

Results noted.

2. **STUDENT ELECTION**

Results due at the end of this week.

e. **BOARD MEETING DATES 2026**

Noted

f. **INTERNAL REVIEW**

Updated

- Student Search & Retention Policy / Kerry Malcolm, David Gillon, Jenny Addison
- Enrolment Scheme Policy / Gregg Le Roux, Geoff Wallis
- Delegations Policy / Gregg Le Roux, Mel Hikuroa
- AI Policy / Dean McKenzie, Kerryn Malcolm

g. **NZSBA MEMBERSHIP**

Confirmed by the Presiding Member post meeting.

h. **Board Handbook**

Updated with Exit Interview questions

## Discussion

*Where any actions are required See Readings*

1. **OUTSTANDING RECOMMENDATIONS**

Updated

2. **STRATEGIC PLAN**

a. **2026 - 2028 STRATEGIC PLAN**

Development of the plan continues following the Special Meeting of the Board on 24 September 2025.

### Action

Management to develop Annual Plans for discussion at December 2025 Board meeting.

3. **POLICIES / PROCEDURES**

a. **Concerns or Complaints Procedures / Draft**

Deferred to next meeting

4. **PRINCIPAL'S STRATEGIC REPORT**

- Gregg Le Roux was welcomed into the Principalship of Middleton Grange School.
- Feedback on the shape and content of the report is welcomed.

- The Principal was thanked for a full, thorough report that gave an understanding of what is happening in the school space.
- Recommendation the report contains information on what is 'coming up' in the Curriculum.
- Head of School Reports
  - Board Members appreciated seeing the unified reporting format.
  - Primary School Report - add Learning Centre section
  - Service - elements within the school seem nominal, however, the Year 11 certificate service elements are an example of service being prioritised.

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

None

## Motions

See Readings for any relevant papers

### 1. ADMINISTRATION

#### i. Returning Officer

To ratify the motion approved by email on 5th Sept regarding approving Ben Knowles as returning officer for the student representative to the board.

**Moved** Mel Hikuroa, Presiding Member

**CARRIED**

### 2. COMMITTEES

#### i. IBOA Committee

##### 1. Marketing Plan 2026

To approve the Marketing Plan 2026.

**Moved** David Gillon

Seconder Geoff Wallis

**CARRIED**

### 3. POLICIES

#### i. Delegations Policy

To adopt the Delegations Policy until the February 2026 meeting of the Board

**Moved** Mel Hikuroa, Presiding Member

**CARRIED**

### 4. FINANCE

#### i. Board Presiding Member Reimbursement

To approve reimbursement to Mel Hikuroa, Presiding Member, for the provision of morning tea for staff, of \$196.20 from Frozen Direct

**Moved** Chris Hannen

Seconder David Gillon

Abstain Mel Hikuroa

**CARRIED**

### 5. PRINCIPAL'S STRATEGIC REPORT

i. **Bylaws 2026**

To adopt the Bylaws 2026 with the following amendment:

10.1 Every student shall wear school uniform as detailed in the Uniform Code Guidelines. Including that the website is similarly updated.

**Moved** Geoff Wallis  
Seconded Chris Murray

**CARRIED**

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

**Moved** Mel Hikuroa, Presiding Member

**CARRIED**

## Correspondence

See Correspondence section

1. Noted

## Student Board Member

Verbal update. Sisilia Misa asked that the Board uphold the Senior College students currently taking their NCEA exams and for those students who will be completing their time at Middleton Grange School.

Matt Vannoort closed the public part of the meeting in prayer and Sisilia Misa left the meeting at 9.17 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	8 December 2025
Devotion	Chris Hannen
Discussion Topic	

Prior Leave

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