

MINUTES

For the meeting of the **Middleton Grange School Board** **Monday, 30 March 2026**

6.00 pm - 9.29 pm

Papers taken as read

Present	Mel Hikuroa (Chair), Gregg Le Roux (Principal) , Chris Hannen, Chris Murray, Geoff Wallis, Kerryn Malcolm, Matt Vannoort, Tony Kan, Eden Mackey, David Gillon, Rebekah Immanuel, Carolyn Childs
In attendance	Dean McKenzie (DP School Management) Hillary Carley (Minute Secretary)
Prior Leave	
Apologies	
Welcome	Carolyn Childs, Proprietor Member.
Devotion	David Gillon. The names of God are many and reveal his character, nature and attributes. The name of Jesus is powerful and should bring change to your life. David ka inoi / prayed

Special Topics

1. ANNUAL REPORTS 2025 - HEAD OF SCHOOLS AND FACULTY

Dean McKenzie, Deputy Principal School Management

- a. **Trends in Education**
Mandatory Assessment and Reporting to parents; Primary Assessment Y1-10; Ministry Expectations and Issues; New Assessment coming
- b. **Primary Achievement**
Measured against standardised score; Strong Results comparatively; Discrepancy at top end - issues understood.
- c. **Middle School Achievement**
Y7-10 Maths/Reading/Writing - Positive; Y9 looks strong at top end; Co-reqs show positive achievement;
No evidence of areas of concern slightly better than 2024
- d. **Senior College Achievement**
Year 11: Good engagement; Better preparation for Year 12; Still being adjusted to meet expectations
—
huge undertaking
Year 12: Very strong results, increases in all measures, endorsements overall increased; 65.7 % endorsed
Year 13: Results in line with expectation; An increase in both level achievement and UE; 61.1% Endorsed
- e. **Achievement Analysis**
 - The achievement across all subjects analysed; All students who did not gain UE and did not gain Level 3 achievement scrutinised; reasons understood.

- Maintain Improved process for tracking; Changed process of subject selection for 2026; Implement new reporting and assessment for Years 0-10

f. **Head of Faculty Reports**

- i. **Process**
Every Faculty Leader met with by the DP School Management, with every course, every standard and every level of achievement scrutinised; Questions asked, plans put in place.
- ii. **Christian Studies**
13CHR much improved 14+ 35-69%; Greater rigour, more engagement; Year 11/12 full courses delivering high results
- iii. **English**
Achievement in line with expectation; A greater concentration on students meeting 14+ credits at Year 13 68- 84%.
- iv. **Languages**
Achievement levels in Spanish strong; Achievement in Te Reo improved; More guidance needed in writing standard – work on for 2026;
- v. **Mathematics & Statistics;**
Achievement levels strong; Mathematics and Statistics- slight drop in Year 13 14+
- vi. **Physical Education**
Achievement levels show at Level 3 very strong; Level 2 Achievement now more consistent across standards
- vii. **Science**
Achievement levels strong particularly in Biology. Achievement in Physics slightly below other science areas
- viii. **Social Science**
13BUS results much improved consistent teacher 0 credit 44% - 3%; 13Classics and 13 History tail no longer present.
- ix. **Technology**
Achievement levels mixed. Digital technology particularly strong, Food & Nutrition much improved; Digital Visual Communication improved but more work needed; Numbers in Year 13 Hard Materials continues to be low.
- x. **The Arts**
Achievement levels in Art significantly better with new staff; Music numbers growing results positive; Drama strong at top level, Year 13 externals better, but still work to do.

g. **Discussion**

- All gaps and any issues including around eg for each individual At Risk and early leaving student, are aware of and understood.
- A number of students benefit by leaving school before the end of Year 13 as their best individual pathway.
- Ongoing considerations include two week Timetable review; AI in assessment; Special Character; Government mandated device use (assessment) v best practice, costs and security;
- Dean was thanked for his thorough report

h. **Action**

- Board Member delegates to attend Head of Faculty meetings to thank them personally for their mahi.

Administration

1. **ADMINISTRATION**

a. **MINUTES**

Motion 1

That the Minutes of the meeting of 16 February 2026 be accepted as a true and accurate record of the meeting.

Moved Mel Hikuroa, Presiding Member

CARRIED

Motion 2

That the Minutes of the Special Board meeting of 6 March 2026 (Uniform) be accepted as a true and accurate record of the meeting.

Moved Mel Hikuroa, Presiding Member

CARRIED

b. **DEVOTIONS**

Confirm for next meeting / 11 May 2026 - Chris Murray

c. **Board Hui**

Board Members completed the Board Hui Poll.

d. **BOARD COMMITTEES 2026 CHAIR**

- IBOA: Colleen Steyn
- Property Committee: Chris Hannen
- Finance Committee: Tony Kan
- Health & Safety Committee: Next Meeting
- Uniform: Christine Buckley

e. **BOARD COMMITTEES TERMS OF REFERENCE**

- IBOA: Confirmed no change
- Property Committee: No change
- Finance Committee: No change
- Health & Safety Committee: Next Meeting
- Uniform: Next Uniform Committee meeting

f. [REGISTER OF INTERESTS](#)

g. [Internal Review](#)

Updated

h. **Board Handbook**

[2026 Board Handbook - Final](#)

Discussion

Where any actions are required See Readings

1. **OUTSTANDING RECOMMENDATIONS**

Updated

a. **Two Week Timetable Review**

- Curriculum allocation change is based on new Ministry of Education guidance.

- Meetings have been held with the Heads of Faculty (HOF) to discuss thoughts, pros and cons and will continue with HOF and all staff, after which Senior Leadership Team (SLT) will make a recommendation.
- Richard Vanderpyl is assisting with the process.

b. Attendance Management Plan (AMP)

- Advice has been sought on the correct coding for Year 11-13 during exam leave / exam / finishing.
- The correct code that will be used in 2026, being 'X' "*Student is absent studying offsite preparing for exams.* NB: Time allocated to this code is not included in Ministry attendance calculations."

c. Fundraising / Canterbury Adventure Race

- Rod Thompson, the previous administrator for this event, has considered that there is currently no one within the school community who could adequately take over leadership of this highly specialised event.
- A suggestion for fundraising included a sponsored 'Walk-a-Thon'.

Action

- Presiding Member to write a letter of thanks to Rod Thompson for his leadership of the Canterbury Adventure Race and the significant contribution this has made to the school's fundraising.

d. Reporting / Student Voice

- Each Head of School to identify an area of focus to gather student voice on.
- Include as part of Termly reporting to the Board (Term 2 onwards).
- Student voice to form part of the school review work done during Terms 2 and 3 - informing Strategic Plan

2. STRATEGIC PLAN 2025

a. SG3B: Parent Induction

- Year 7-10 : Aiming to combine evenings into one night for parents and to strongly encourage attendance. To include focus on: connection, engagement, Whānau Teacher contact.
- Year 11: A strong message of our Year 11 evening continuing with improvements
- Y12/13: Consider webinar type presentation for parents around NCEA etc.

3. STRATEGIC PLAN 2026 and ANNUAL IMPLEMENT PLAN 2026

Noted

4. POLICIES / PROCEDURES

a. Concerns or Complaints Policy & Procedures

Recommendation agreed: to accept final draft and SLT work on flow charts, to have the policy reviewed by some key stakeholders eg staff, NZSBA. See Motions.

5. FROM THE PRINCIPAL ...

a. Overseas Trips

i. Cambodia & Tonga 2026

- Concerns were raised around the effect of current global conflict in the Middle East, and the threat of this widening further, on overseas trips.
- Cambodia: Families are currently making contributions towards the deposit for the upcoming trip.
- Tonga: Currently proceeding as planned.

Actions

- Cambodia: A recommendation on the final date / trigger that would cancel the Cambodia trip before parents lose any finances to be reported back to the Board.
- The Principal should obtain the support of Health & Safety Committee Board Members should he require support in reviewing RAMS for overseas trips.

ii. **Spain 2027**

Action

- Following discussion it was agreed that the budget be identified and opportunities for service and mission be explored in the trip along with a risk analysis in the current climate for reporting to the next meeting.

b. **Official Information Act (OIA)**

The Principal was thanked for his mahi around understanding the requirements of OIA requests.

c. **Special Character**

The Principal was thanked for Special Character feedback throughout his report.

Correspondence

a. **Attendance Dues 2027**

Confirmed at \$1,840 per annum per student.

b. **OIA Request**

Outward correspondence to R Cunliffe.

c. **Prayer Space Request**

The principal to pick up a discussion with the Proprietor and come back to the Board with a recommendation if appropriate.

d. **Enrolment Scheme Amendment / Christ the King**

Action

To write in support the proposed Enrolment Scheme Amendment for Christ the King (Burnside)

Motions

See Readings for any relevant papers

1. **ADMINISTRATION**

Minutes - above

2. **OUSTANDING ACTIONS**

i. **Timetable Review**

Ratify Email Motion The Board approve the Principal contract support from Richard Vanderpyl as required for this review.

Moved Mel Hikuroa, Presiding Member

CARRIED

3. **COMMITTEES**

i. **Uniform Committee**

Motion 1

That the Uniform Committee approve the proposed new PE T-shirt as the final design and garment for implementation, including

- The use of Shield One as the selected Crest/Shield and
- The watermark positioned with an opacity of 30% as presented in the final design draft.

Ratify Motion approved at the online Special Meeting of the Board on 30 March 2026.

Moved Kerryn Malcolm

Seconder Geoff Wallis

CARRIED

Motion 2

That the Uniform Committee approve the proposed PE shorts design options as final, comprising:

- Shorts Options A - a looser, baggier-style short
- Shorts Options B - A bike-short, under-short paired with a lightweight over-short.

Ratify Motion approved at the online Special Meeting of the Board on 30 March 2026 with the following amendment: "with the shield and school name on both shorts and 1cm length added to the bike short outer layer"

Moved David Gillon

Seconder Eden Mackey

CARRIED

ii. **Health & Safety Committee**

To accept the Minutes of the Health & Safety Committee meeting of 28 November 2025 and 9 March 2026 and any recommendations contained therein with the following amendment:

- 28 November 2025: 1. Open in prayer Chris Hannen ~~delegated to~~ asked Gregg
- 28 November 2025: 8. Members of the public freely accessing site In both cases the member of the public was there with ~~criminal~~ questionable intent.

Moved Chris Hannen

Seconder Gregg Le Roux

CARRIED

iii. **IBOA Committee**

To accept the Minutes of the International Board of Advisors Committee meeting of 19 March 2026 and any recommendations contained therein with the amendment below:

- a. It is recommended that the International College tuition fee be increased from \$18,500 to \$19,000, effective from 2027, and that an additional Proprietor's fee of \$500 be introduced.
- b. The Proprietor Property Levy to be charged at \$500 per annum per student or pro rata thereof. ~~This Proprietor's fee would be charged to all students enrolling at Middleton for longer than one~~

~~term, calculated at a term rate of \$125. Students enrolling for any period beyond a full term (for example, one term and three weeks) would be charged the one term rate.~~

- c. The Proprietor's fee would increase incrementally on an annual basis, with the intention of eventually covering the full cost of the Proprietor's fee, ensuring a fair and sustainable contribution from international students toward proprietor-related costs.

Moved Gregg Le Roux

Seconded Chris Hannen

CARRIED

iv. **Finance Committee**

To accept the Minutes of the Finance Committee meeting of 24 March 2026 and any recommendations contained therein being:

- a. To adopt the Credit Card Policy

- b. To adopt the Copyright Policy

Moved Tony Kan

Seconded Chris Hannen

CARRIED

v. **Property Committee**

To accept the Minutes of the Property Committee meeting of 19 March 2026 and any recommendations contained therein.

Not Moved

Defer to next meeting

4. **POLICIES & PROCEDURES**

i. **Concerns or Complaints Policy and Procedures**

To adopt the draft Concerns or Complaints Policy and Procedures and that the Principal consult staff and school the community for feedback.

Moved Tony Kan

Seconded David Gillon

CARRIED

ii. **Copyright Policy**

To adopt the Copyright Policy

Moved Tony Kan

Seconded Rebekah Immanuel

CARRIED

iii. **Credit Card Policy**

To adopt the Credit Card Policy

Moved Chris Hannen

Seconded Geoff Wallis

CARRIED

5. **PRINCIPAL'S STRATEGIC REPORT**

i. **Overseas Travel - Spain 2027**

To approve the Spanish Language & Culture trip 2026 subject to the completion of all RAMS

Not Moved

Deferred to next meeting

ii. **Staffing / Head of Middle School**

To approve the Head of Middle School appointment panel to include the following people (Gregg Le Roux- Principal, Mel Hikuroa - Presiding Member, Chris Hannen - Proprietor Member, Kerryn Malcolm - Parent Board Member, Jenny Addison - DP Staffing, Ben Townshend - Year 7-8 Learning Team Lead). Any changes to the panel to be at the Principal's discretion with notification to the Board.

Moved Mel Hikuroa, Presiding Member

CARRIED

iii. **That the following Principal's Strategic Report be accepted**

- 16 February 2026

- 30 March 2026

Moved Mel Hikuroa, Presiding Member

CARRIED

Student Board Member

Eden Mackey: Overlooking the board papers and going through the first term, everything's been going well so far. There's nothing specific to report, and I don't really have anything else to add or say at the moment. It's been nice to have events on at lunchtime every now and then such as just dance, as it brings all us students together.

I think going into the holidays it would be great to pray that everyone's able to get the rest they need to recharge for next term. Also praying that the introduction to term two is smooth, as assessments start to feel a little bit more heavier and stressful nearing exam times.

I think that it would be awesome to pray for the overall mental health and wellbeing of the students and teachers, in particular for those who are feeling stressed, overwhelmed or burnt out.

Carolyn Childs prayed for the student body, particularly those coping with assessments.

Eden Mackey and Dean McKenzie left the meeting at 8.15 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 its resolution. 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

There was a prayer time following which the meeting closed at 9.29 pm

Next Meeting

Date

11 May 2026

Devotion
Discussion Topic
Prior Leave

Chris Murray

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