

MINUTES

For the meeting of the **Middleton Grange School Board** **Monday, 29 June 2026**

6.00 pm / Kahika Centre

Welcome & Devotion

Present	Mel Hikuroa, Presiding Member, Gregg Le Roux, Chris Hannen, Chris Murray, Geoff Wallis, Matt Vannoort, Tony Kan, Kerryn Malcolm, Eden Mackey, Carolyn Childs, David Gillon, Rebekah Immanuel
In attendance	No SLT Hillary Carley, Minute Secretary
Prior Leave	Lateness: Chris Hannen (6.59 pm)
Apologies	
Devotion	Matt Vannoort: Eph 2: 1-10 - 'but by grace': What we are saved from. How we are saved. What we are saved for. Encouragement to do the good works that he has created for us to do. Matt ka inoi / prayed

Special Topic

1. **Special Character Review Preparation / Practising Faith in Learning School Evaluations**

- The Proprietors were thanked for their financial support of this important review.

Dimension One: Foundational Identity

The extent to which the school's written mission and Statement of Faith clearly articulate its foundations and convictions, and function as authoritative, living principles that intentionally shape all dimensions of school life.

Holding to the primacy of Scripture, foundational documents include The Christian Schools' Trust Deed, the School's Integration Agreement, Statement of Faith, and any other principal documents that shape the school's approach to Christian education

i. **Deepening Understanding**

How does the substance of the school's foundational documents provide a coherent, intellectually robust framework for a distinctively Christian approach to education that is capable of shaping all academic disciplines, as well as the ceremonial, relational, and pastoral activities?

- **Foundational Principles of Curricula (FPCs)**

- Encouragement for Board to make reference to this document in decision making.
- New teachers at Middleton Grange are made aware of the FPCs as a foundational document.
- Teachers struggle to interpret the FPCs for day to day teaching purposes.
- Recommendation that the FPCs be reworked / 'modernised'
- **Integration Agreement**
 - Enrolment interviews are a key gateway for entry into the school
 - Drives understanding of Preference and Non Preference applications
 - Informs many ongoing decisions
 - Special Character informs appointing / not appointing a teacher.
- **Vision & Mission Statements**
 - Head of School reports have their format based on these.
 - They shape for Strategic Plan.
 - Inform the changing curriculum.
- **Statement of Belief / Code of Conduct**
 - Deliberate yearly action for Board to sign both these documents and staff to sign the Statement of Belief.
- **Education & Training Act**
 - Preference determination is based on a 'connection' to the school's Special Character.
 - The Christian Schools' Trust (CST), Proprietor, have provided specific and clear language is used in order to determine this practically.

Action

- Add the CST Preference enrolments document to the Board OneNote.

ii. Self-Examination

To what degree is there alignment between the proprietors, school board and principal in a common understanding of the substance of the school's foundational documents and its impact on the school's approach to Christian education?

- **Enrolments**
 - Foundational documents inform the enrolment process.
- **Board**
 - There are many joint training projects, including with the Christian Education Network (CEN).
 - The Board consists of Proprietor representatives providing great alignment by relationship rather than documents.
 - Consistency across all Proprietor schools, with awareness of any changes - subtle or substantial - and with differences mostly aligning.
- **The Middleton Way (formerly Kowai Tatou)**
 - Requires alignment across school, management and Proprietor

iii. Practice

In what ways are the foundational documents actively used in the life of the Trust, the school board, and school practice?

- Documents are referenced in the staff induction programme
- Documents inform appointments, enrolments and Strategic Planning.

- The Proprietor Strategic Plan aligns to the school's Strategic Plan.
- Founders Day - opportunity to annually remember the school's origin story, forming identity and providing for connection.
- Policy formation - referring back to Special Character (one reason SchoolDocs is not utilised for school policies).
- They are the school's 'whakapapa'.

Action

- Add key documents to the appendix of the Board Handbook.
- Consider allowing time at Board meetings to review parts of the key documents.

iv. Narrative

Reflecting on the importance of institutional memory and tradition: who currently serve as the key storytellers? What core narratives and traditions are they communicating, and to which audiences? What confidence is there that these stories are faithfully preserving the foundational identity?

- Ensure traditions continue to ensure the story continues and does not get lost.
- Anniversary celebrations eg 40th, 50th, 60th with videos.
- Celebration of Peter van Rij tenure as Chair over 42 years providing advice as both Proprietor and lawyer.
- Consider a third Middleton Grange School book to recall more recent stories.
- Be aware that 'mission drift' can occur in the third generation of a Christian school.
- Principal and proprietor to faithfully tell the stories.
- School Hymn - We Rest on Thee and School Prayer are familiar, known and provide a history and richness.
- School Haka builds a sense of unity, although the translation (English) may not be known.
- Start of Year Teacher Only Days provide a reminder of who we are and where we have come from.
- Founders Day
- Devotions

Action

- Consider inviting ex-teachers to a Teacher Only Day so that staff can meet those who served before, build connections and share anecdotes, including modern stories.

Administration

1. ADMINISTRATION

a. MINUTES

- That the Minutes of the meeting of 11 May 2026 be accepted as a true and accurate record of the meeting.

Moved Mel Hikuroa, Presiding Member

CARRIED

- That we adjust the 30 March 2026 minutes and remove the names of panel members for the Deputy Principal Head of Middle School appointment into the In Committee minutes.

Moved Mel Hikuroa, Presiding Member

CARRIED

b. DEVOTIONS

Confirm for next meeting / 10 August 2026 - Eden Mackey

c. BOARD COMMITTEES

i. HEALTH & SAFETY COMMITTEE

- Chair : Chris Hannen
- Terms of Reference : Accepted for 2026. Will be reviewed for 2027.

d. REGISTER OF INTERESTS

Updated

e. INTERNAL REVIEW

Updated

f. Board Handbook

Update : [Handbook](#)

g. Board Elections - student Member

Returning Officer to be appointed at next meeting.

Discussion

Where any actions are required See Readings

1. OUTSTANDING RECOMMENDATIONS

Updated

2. STRATEGIC PLAN 2026

a. ANNUAL IMPLEMENTATION PLAN (AIP) 2026

Update next meeting

3. COMMITTEES

a. Finance Committee / Frequency of reporting to the Board

- Members of the Finance Committee supported both reporting at every meeting and quarterly reporting to the Board to ensure adequate assurance, visibility, and accountability.
- Management finance sub-committee meet monthly and would bring to the attention of the Finance Committee any concerns or deviation from the budget.

Actions

- Principal and Finance Committee Chair to meet monthly regarding the financial position of the school.
- Finance Chair, Tony Kan, to write a one page paper explaining how Board Members should interpret finance reports and commentary.

Chris Hannen arrived at 6.59 pm.

Motion

That at each Board Meeting the last set of completed accounts be tabled unless there is more than one meeting per month and they were tabled at the previous meeting. The financial pack is to include:

- Business Manager summary (half page)
- End of Month Financial Statements
- 'Granary' position
- Banked Staffing

4. POLICIES & PROCEDURES

a. Concerns or Complaints

- The draft Student and Parent flowchart is currently out for wider consultation with stakeholders.
- It was noted that the staff member making of the decision will determine whether the complaint is serious or if it is in fact a concern.

Action

- Remove the Matthew 18 scripture and replace with '*Please note that Middleton Grange School operates as per the Scriptural principles outlined in the Concerns or Complaints Policy*'
- Add the draft Student and Parent flowchart to the website.

b. Delegations Policy

The Uniform and Health & Safety Committees are currently reviewing the Terms of Reference to ensure they remain fit for purpose.

5. FROM THE PRINCIPAL ...

a. Strategic (Planning) Roadmap 2026

- The proposed Kaitiaki Stewardship group comprising of staff and Board Members will provide strategic thinking to the September Board Hui.

Agreed

- The board accepted the strategic planning roadmap, as presented in the Principal's Strategic Report.

b. Monitoring and evaluating student's progress and achievement

- To ensure good quality progress, achievement and assessment information is obtained across the whole school, Years 1-13.
- Data to go to the Board on a regular basis.
- Consider ways to communicate and assist parents with engaging and understanding assessment reporting.

Actions / Agreed

- That the Principal investigates and implements broader and more regular approaches to monitoring and evaluating student progress, to strengthen the school's ability to track achievement and inform teaching and learning programmes.
- That the Principal develops and presents a draft Curriculum Policy for Board consideration by the end of 2026. The Middleton Way (formerly Kowai Tatou) feeds into the Curriculum Policy.

c. Learning Centre

- A qualifying statement on how the Learning Centre mitigate challenges, including next steps, have been discussed with the Principal.

- Add to the report what is working well with the additional funds provided by the Board.

d. **Matthew Sampson**

School staff donated \$1,200 to the family.

Action

The Board will send flowers to Matthews family.

e. **Senior Leadership Team (SLT) in Term 3 2026**

- With the SLT cover provided in Term 2 for the Associate Principal's sabbatical (which has now become a vacancy), the Acting Head of Primary School will return to his Assistant Head of Primary School role in Term 3.
- There is adequate SLT cover for Term 3.

f. **DP Head of Middle School**

Verbal Update In Committee

Motions

See Readings for any relevant papers

1. **ADMINISTRATION**

Minutes - above

2. **BOARD ELECTIONS - STUDENT**

No motion to move. Defer to next meeting.

3. **OUTSTANDING ACTIONS**

None this meeting

4. **COMMITTEES**

i. **Health & Safety Committee**

To accept the Minutes of the Health & Safety Committee meeting of 16 June 2026 and any recommendations contained therein.

Moved Chris Hannen

Seconder Chris Murray

CARRIED

ii. **Property Committee**

To accept the Minutes of the Property Committee meeting of 18 June 2026 and any recommendations contained therein.

Moved Chris Hanne

Seconder Matt Vannoort

CARRIED

iii. **Finance Committee**

1. **Minutes**

To accept the Minutes of the Finance Committee meeting of 22 June 2026 and any recommendations contained therein.

Moved Tony Kan

Seconder Chris Hannen

CARRIED

2. **Budget 2026**

That the Budget 2026 be accepted

Moved Chris Hannen

Seconded Tony Kan

CARRIED

iv. **IBOA Committee**

To accept the Minutes of the IBOA Committee meeting of 25 June 2026 and any recommendations contained therein.

Moved David Gillon

Seconded Gregg Le Roux

CARRIED

5. **POLICY & PROCEDURE**

i. **Finance POLICY**

That the Finance Policy be adopted by the Board

Moved Chris Hannen

Seconded Geoff Wallis

CARRIED

6. **PRINCIPAL'S STRATEGIC REPORT**

i. **Staffing Vacancies / Deputy Principal Head of Middle School**

That the board approve the Deputy Principal Head of Middle School appointment panel as suggested in the Principals Report.

Not Moved

Moved to In Committee

ii. **Term Dates 2027**

To ratify the Term dates for 2027

Moved Kerryn Malcolm

Seconded Eden Mackey

CARRIED

iii. **Bylaws**

To accept the following amendment to the School Bylaws:

- 3.4. Students are not to take, use, share or alter images or recordings of any staff member, student, or member of the school community, without the express knowledge and permission of that person

Moved Gregg Le Roux

Seconded Matt Vannoort

CARRIED

iv. **That the Principal's Strategic Report be accepted**

Moved Gregg Le Roux

Seconded Mel Hikuroa

CARRIED

Student Board Member

Eden asked the Board to pray for students and staff to have a good term break noting that the 11 week term has been hard on everyone. Give thanks that the International College Culture Day was really well supported.

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 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

The meeting closed in small group prayer at 10.24 pm

Next Meeting

Date	10 August 2026
Devotion	Eden Mackey
Discussion Topic	
Prior Leave	

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