

# MINUTES

from the meeting of the Middleton Grange School Board

**Monday, 8 April 2024**

6.00 – 9.44 pm



All reports taken as read

Middleton Grange School |

## WELCOME & DEVOTION

<b>Present</b>	Mel Hikuroa (Presiding Member), Mike Vannoort (Principal), David Gillon, Andy Milne, Rebekah Immanuel, Karen Winder, Geoff Robson, Jacob Verd, Chris Hannen, Tony Kan,
<b>Welcome</b>	Nick Pomare (new Staff Board Member)
<b>In attendance</b>	Craig Utting (Associate Principal), Hillary Carley (Minute Secretary), Andrew O'Neill (Relationships & Sexuality Education), Phil Shaw (Guest)
<b>Apologies</b>	Paul Owens (Prior Leave)
<b>Devotion</b>	Chris Hannen. Ps 27 'One thing'. Seek the Kingdom and His righteousness above all else and everything else will fall into place.

Chris Hannen ka inoi / prayed.

## DISCUSSION TOPIC

### Relationship & Sexuality Education (RSE)

Andrew O'Neill, Curriculum Leader Health & PE

- Good, positive and supportive feedback was received from a parent community survey regarding RSE.
- The parent community is surveyed every two years.
- The refreshed Ministry of Education RSE Guidelines (Years 1-8 and Years 9-13) will not now, as of 2024, be introduced into schools in the foreseeable future.
- Year 7-10 Sex Ed programme is developed and updated age appropriately as society and the law changes.
- The Programme and its dedicated teachers aim to also assist parents in providing students with consistent messaging and conversation from a Biblical perspective.
- Ideal is consistency of programmes at all Christian Education Network (CEN) Schools.

### Challenges

- Student transitions at Years 7, 9, 11
- Development of Year 11-13 programme

Rebekah Immanuel prayed for Andrew O'Neill who left the meeting at 6.45 pm.

## ADMINISTRATION

<b>Confirmation of Minutes</b>	See Motions
<b>Board Hui</b>	Friday 9 – Saturday 10 August 2024
<b>Declaration of Interest</b>	Interests Register to be reviewed.

## BUSINESS / GOVERNANCE

### Actions

1. **2024 COMMITTEE REPRESENTATIVES**  
Deferred until completion of Delegations Policy review.

## 2. BOARD HUI DATES

Confirmed as: Friday, 9 – Saturday, 10 August 2024

## 3. WORKING GROUP

### a. Working Group

Terms of Reference : review Board Delegations, Board agenda and papers structure, reporting schedule and content templates and to provide recommended changes to the Board for its consideration.

### b. Delegations Policy

Deferred.

### c. Board Agenda

Feedback sought to changes made by Working Group.

### d. Next Steps

Our next steps are to consider an annual work plan/schedule for the board and review our reporting templates.

## Discussion

### 1. STRATEGIC PLAN 2024 – 2025

#### ANNUAL IMPLEMENTATION PLAN (AIP) / STRATEGIC GOAL (SG)

- Agreements made to only Term 2 Timeframe comments.

**AGREED**

**SG 1A** *To prioritise the delivery of Scripture and Christian Studies across the school with resourcing, staffing and timetabling.*

**SG 1B** *To implement a Graduate Profile framework*

**SG 2A** *To deliver a high-quality induction programme for all staff*

**SG 2B** *To offer Professional Learning and Development (PLD) on understanding the National Education Learning Priorities (NELP) through our Special Character*

**SG 3A** *To increase the level of parent engagement by strengthening a culture of connection and support from the parent community*

**SG 3B** *To establish an induction programme for Middleton Grange School families*

#### DISCUSSION

##### SG 1A

- Responsibility: 'Why?' = Governance / 'How?' = Management.
- Mission Statement: to 'assist' parents, not to be a replacement for parental input in this area.
- Specialist Christian Studies teachers: or otherwise, and training required.
- Staffing & Timetable: Impacts at Years 9-13.
- Funding: for Christian Studies teachers comes from Special Character Donations (SCD).
- Increased SCD: Promote Christian Studies programme and funding need to parent community.

Phil Shaw (Guest) arrived 6.56 pm

##### SG 2A

- The programme has been updated, is comprehensive, accessible and fit for purpose.

##### SG 2B

- PLD in place with sufficient capacity for all teaching staff to complete.

## DECISIONS / ACTIONS

AGREED

### SG 1A

- Explore having specialist Christian Studies teachers.
- Review Year 1-3 programme resources.
- Consider wider consultation.
- Scenarios
  - 1. Status Quo Not an option
  - 2. Optional at Year 11-13 Not an option
  - 3. Timetable Increase Senior Leadership Team (SLT) to provide detailed work and recommendations for Scenarios 3. 4. & 5, and implementation date, by end of Term 2
  - 4. Timetable Decrease
  - 5. Timetable TBC

### SG 1B

- Board Working Group to collaborate with Heads of Schools to confirm key Profile Attributes
- Link to 'Character, Excellence, Service' for the Glory of God / Vision & Mission Statements / CST Founding document

### SG 2A

- Include transitions between different areas of the school
- Checklist

### SG 3A

- Determine best ways to showcase who we are and what differentiates Middleton Grange from other schools.
- Appoint a Marketing position to assist promoting the school.

### SG 3B

- Review recommendations

## 2. ATTENDANCE DUES 2025

The Christian Schools' Trust letter for the Middleton Grange School community regarding increased Attendance Dues was accepted and deemed clear in its rationale.

## 3. QUESTIONS RAISED OR DISCUSSION RAISED FROM THE READING

None

## Motions

All Minutes, reports and readings taken as read.

### 1. Minutes of Previous Meeting

That the Minutes of the meeting of 19 February 2024 be accepted as a true and accurate record of the meeting.

Moved Mel Hikuroa, Presiding Member

CARRIED

### 2. IBOA

To accept the Minutes of the International Board of Advisors (IBOA) meeting of 28 February 2024 and any recommendations contained therein.

Moved Mel Hikuroa, Presiding Member

CARRIED

### 3. Property

To accept the Minutes of the Property Committee meeting of 21 March 2024 and the recommendations contained therein

Moved Mel Hikuroa, Presiding Member

CARRIED

#### 4. Health & Safety

a. To accept the Minutes of the Health & Safety Committee meeting of 19 March 2024 and the recommendations contained therein

b. To adopt the Health & Safety Policy

Moved Mel Hikuroa, Presiding Member

**CARRIED**

#### 5. Physical Restraint

To authorize the following staff to use physical restraint as per the Physical Restraint Policy and Procedures:

**Senior Learning Centre Staff** Kathy McAuley

Sheryl Buckner

Georgette Janssen

Mandy Lubbers

Joanne Smith

**Primary Learning Centre Staff**

Susan Meredith

Claire Bosma

**Sport**

Brittany Lilburne

Moved

Mike Vannoort

Secunder

Geoff Robson

**CARRIED**

#### 6. Principal's Strategic Report

##### a. Enrolment Procedures

To adopt the Enrolment Procedures with the following amendment:

- The Board will consult with the Proprietor as necessary on cases where determination is difficult. The Proprietor considers that this includes cases where a student from a Christian Education Network (CEN) -member school is determined by the Board to not meet preference criteria and the contributing CEN school is questioning this determination.

Moved Mel Hikuroa, Presiding Member

**CARRIED**

##### b. 60th Anniversary Celebrations

To approve an alcohol exemption (wine and beer) for the evening of Friday, 18 October 2024 during 60<sup>th</sup> anniversary celebrations

Not Moved

**NOT CARRIED**

##### c. Principal's Report

That the Principals report be accepted

Moved Mel Hikuroa, Presiding Member

**CARRIED**

### Outstanding Actions, Recommendations, Internal Review

1. Updated.

#### 2. Principal Appraisal

The Board Handbook on page 8 states that we must have an effective principal's appraisal process.

a. Union changes led to a move to Professional Growth Cycles (PGC) for Principal appraisal.

b. The PGC framework was reviewed to consider it is fit as a replacement to our previous appraisal process. It holds value in peer review and professional growth however, does not provide any role accountability or measure for the Board as employer.

c. Resolve Consulting Ltd, as part of the Board governance review, recommended retaining external formal appraisal either annually or biannually. The Principal agreed to this.

d. The NZSTA have been sought regarding best practise and current requirements. Their advice is that the move to PGC's limits the ability to appropriately support, develop and monitor principal performance. They see appraisals continuing to be necessary but by agreement with the principal post union changes.

e. Upon review it is agreed that to meet the requirements of page 8 of the Board Handbook the Principal will continue to engage with their PGC and that an external review will be undertaken this year and again as appropriate.

##### f. Recommendation

To minute this appropriately and resolve this action.

**AGREED**

### 3. **Wellbeing Policy**

It was agreed this would become a procedural document.

**AGREED**

## **Correspondence**

### 1. **Gideon Bibles**

Gideon NZ was thanked for the provision of 500 bibles for all Christian Studies classes.

## **BUSINESS / STUDENT REPORT**

Jacob was thanked for his report, content and its layout. In addition to the Heads of Schools, he was encouraged to liaise with the Student Leadership groups across the school.

Nick Pomare prayed for Jacob and the school's student body.

## **BUSINESS / PRINCIPAL'S REPORT**

Noted.

## **READINGS**

1. **Student Report**
2. **Principal's Strategic Report**
3. **Strategic Plan and Annual Implementation Plan**
4. **Board Committee Minutes**
  - a. IBOA
  - b. Property
  - c. Health & Safety
5. **Annual Reports 2023**
6. **Christian Education Network (CEN)**
  - a. Minutes 12 March 2024

## **NEXT MEETING**

Date	20 May 2024
Devotions	Tony Kan
Discussion Topic	Andrea Gort, Sabbatical Report

Signed \_\_\_\_\_ Date \_\_\_\_\_