

MINUTES

For the meeting of the **Middleton Grange School Board** **Monday, 4 November 2024**

6.00 pm / SLT Meeting Room (Main Reception)

Welcome & Devotion

Present	Mel Hikuroa (Presiding Member), Craig Utting (Acting Principal), David Gillon, Tony Kan, Paul Owens, Andy Milne, Sisilia Misa, Geoff Robson, Nick Pomare, Rebekah Immanuel. Karen Winder. Chris Hannen,(arrived 7.53 pm)
In Attendance	Dean McKenzie, DP School Management Jenny Addison, Acting Associate Principal Hillary Carley (Minute Secretary)
Welcome	Sisilia Misa, incoming Student Board Member
Apologies	Mike Vannoort - Principal (surgery)
Devotion	Craig Utting: Gal 5: 22-26 The true meaning of joy is found only in Jesus Christ.

Craig ka inoi / prayed.

Special Topic

1. REPORTING & ASSESSMENT

Dr Dean McKenzie, Deputy Principal School Management

- The Board have a responsibility to monitor assessment and the Working Group has met with Dean who has reviewed the current reporting and assessment processes.
- NCEA internal moderation (grades) is moderated by NCEA and any variances to external grades is required to be explained.
- Management work to understand the complex variances in junior assessment reporting seen at the Curriculum (e-asTTle - an online assessment tool) and national levels (Progressive Achievement Tests - PAT). In addition to internal teacher led assessment, other resources are available and utilised for Years 1-8.

Use of assessment measures outside of New Zealand, eg OECD, are challenging.

- The current system has a focus on compliance and accountability with little potential to help develop a culture of professional learning, or enact change within faculty areas, or aid reflection through an evidence-based cycle of inquiry.
- Establishment of this change in 'culture' is critical in order that data use for overall school improvement can occur.
- In consultation with the Board Working Group curriculum reporting forms have been redesigned in line with the above and with a focus on actions taken or to be taken in the future.
- With the information these reports provide the Board can be reassured that through their analysis that management understand both the data and future plans, and that the reports provide the information the Board require.
- Head of Faculties report on every standard from every teacher and continually develop ways to both improve content delivery and move students over the 'boundary' into the next credit line.
- Year 7-13 end of year comparative data would be available for the Board at the end of Term 1 annually.

- Next steps will include reporting by Learning Team Leaders in Years 1-6.
- Student achievement challenges include student transitions at Years 4, 7, 9 and 11.
- Confidence in whole school achievement can be found in observing results at NCEA level.

Dean was thanked for his report and Nick Pomare prayed.

Actions

Ongoing actions / items added by agreement

1. None

Administration

1. ADMINISTRATION

- a. **MINUTES / 23 September 2024**
Received and accepted as a true and accurate record.
- b. **DEVOTIONS / 9 December 2024**
Confirmed / Mel Hikuroa.

Discussion

Where any actions are required

1. PRINCIPAL'S STRATEGIC REPORT

- a. **STRATEGIC PLAN 2024 – 2025**
ANALYSIS OF VARIANCE / ANNUAL IMPLEMENTATION PLAN TERM 3 2024

i. Annual Goals 2025

Last chance for Board members to forward any recommendations to Craig Utting.

ii. SG 1A: Prioritise Scripture / Christian Studies

- Peter Collier, newly appointed Head of Faculty, has been overseeing the programme for the past year and was able to present his thoughts on the programme during the recent interview process.
- There is a desire to see biblically 'literate' students graduating from Middleton Grange School

Actions / AGREED

- Board with Management (Mel, Craig) to consider strategic input into any programme redesign.
- Peter Collier to be invited to December meeting.
(NB: As the focus will be on Year 11 programme with Shane McConnell attending - defer Peter until Feb/Apr 2025?)

iii. SG 1B - Graduate Profile

- September 2024: Working Group of Mel Hikuroa, Nick Pomare, Chris Hannen and Karen Winder to develop Graduate Profile further including determining: Who the Graduate profile is for? What we want to achieve? And for what purpose?
- Final Graduate Profile to be brought to next meeting

iv. SG 2A: Staff Induction

- Management consider how to best equip new staff coming into the school with background information, and share institutional knowledge from staff leaving.

i. **SG 3A: Marketing / PR Comms**

- Purpose is to ensure school community is aware of / celebrate the value they already have at Middleton Grange School.
- Joel Tempero's videography work for the 60th anniversary was outstanding.
- Middleton Grange School Foundation to provide longevity and connection.
- Communications (written and visual) to make connection between marketing the school and the Special Character Donation (SCD).

Action / AGREED

- Board to provide a brief to the marketing firm.
- Confirm who will draft the brief on behalf of the Board

ii. **SG 3B: Induction for new MGS families**

- Draft submitted to the September meeting.

Action / AGREED

- Final draft to be presented to December meeting.

a. **NCEA CHANGE PROGRAMME / LITERACY & NUMERACY**

- Staff have been preparing the new Year 11 Middleton Grange school Certificate for 2025.

Action / AGREED

- Invite Shane McConnell, DP Senior College, to the next meeting to discuss the Year 11 MGS Certificate 2025, significant changes and how we will best prepare students for NCEA Level 2 in Year 12.

b. **CURRICULUM CHANGE / YEARS 1-10**

- Insufficient time of two Teacher Only Days has been provided for this work.
- Matt Barlow, Principal Amuri Area School, and previous Head of Middle School at Middleton Grange School, gave an insightful interview with the Otago Daily Times <https://www.odt.co.nz/star-news/star-districts/canterbury-area-school-copping-it-all-directions-principal> highlighting the fact that Year 1-13 (Area) schools are required to implement curriculum changes 'across the board' unlike Primary or Secondary schools who are able to focus on specific areas of these changes.
- Staff are continuing to review units and standards and allocate Professional Development time for these changes.
- The Board were asked to be mindful of the challenges and significant time the implementation of these changes is having on staff and management.

c. **HEAD OF SCHOOL REPORTS / TERM 3 2025**

- The Board confirmed the current Head of School reporting template meets their requirements.

Senior College

- Concerns raised around a small number of students engaged in alcohol and substance abuse
- Staff are proactive and intentional in their response with parents and students.
- Continuing to work with and educate students and parents in managing this negative behaviour.
- Gratitude was given for those students who represent the school well in their positive response to care for students who find themselves affected by alcohol at eg parties.

Primary School

- Encouraging to see service as an increasing priority in these year levels.

International College

- Request that the report be reformatted to match the other Heads of School Reports.

Action / AGREED

- Colleen to be consulted about amending her termly report to the Board by the Acting Principal.

d. ERO REPORT

- Consideration to be given to the next steps for including recommendations from the report in the 2025 Annual Plan.
- Middleton Grange School has expressed concerns to ERO around the matauranga Māori inclusion in the report and advised ERO we are unable to commit to embedding this due to the school's Special Character.
- ERO have acknowledged the progress Middleton Grange has, and continues to make, academically for Māori students and has recorded the school's concerns / protest around Special Character implications.
- All staff are to be aware of all priority learners (Māori and Pasifika) in their classes.
- Police Vets. There were a small number of Support Staff Police Vets (x6) that were outstanding. All these staff had previously been vetted by the school and the renewals were actioned promptly once identified.
- Andy Milne thanked the Senior Leadership Team and teaching staff for an encouraging and affirming ERO report showing coherence throughout the school and leadership; noting that the Special Character underpins every aspect.

Action / AGREED

- Senior Leadership Team to bring recommendation for inclusion in the annual plan re the Year 11 change programme and structured literacy.

2. BYOD Y7-8

As requested following the September meeting the Finance Committee reviewed BYOD Y7-8:

- The Finance recommendation, which was accepted, was to continue with the current BYOD guidelines for Years 7 and 8 as the cost or provision by the school is prohibitive.
- The costings for provision of BYOD at Years 7-8, totaling approx \$244,736 plus charging trolleys at \$13,293 and increasing IT support staff by 50% amongst other costs including warranty.
- High spec devices would be required due to functionality and durability.
- Students currently have the option to leave their devices at school or use a school device if they do not have their own.
- There is insufficient space in some classrooms to provide storage facilities for all devices.
- The school will be allocating funding for a number of loan devices as part of the 2025 capital expenditure budget 2025.

Chris Hannen arrived at 7.52 pm

Actions / AGREED

- Management to communicate to parents the option to leave devices at school and direct them to eg NetSafe.com for security information.
- Mel Hikuroa to organise communications to parents who have expressed concerns.
- Website BYOD guidelines to be updated by the Management team.

3. QUESTIONS RAISED OR DISCUSSION RAISED FROM THE READING

Dean McKenzie left the meeting at 8.02 pm

4. STUDENT BOARD MEMBER

- Following in committee discussions at the previous meeting the Board agreed that the Student Board Member may attend the In Committee section of the meeting.
- In order that student voice continues to be represented the Presiding Member to bring a recommendation to the next meeting with regards to ongoing Student Board Reporting.

Motions

See *Readings* for any relevant papers

1. ADMINISTRATION

a. MINUTES OF PREVIOUS BOARD MEETING

That the Minutes of the meeting of 23 September 2024 be accepted as a true and accurate record of the meeting.

Moved Karen Winder

Seconder Paul Owens

CARRIED

2. COMMITTEES

a. Finance Committee

It was noted that following under investment during the covid pandemic there may be a need to 'over invest' in the short term to bring equipment up to standard.

Tony Kan was thanked for his work with Paul Hartstonge, Business Manager in overseeing the school's finances.

To accept the Minutes of the Finance Committee meeting on 25 October 2024 and any recommendations contained therein with the following confirmation:

- Capital Expenditure be approved in October including depreciation with an estimated budget figure of 20% for depreciation

Moved Tony Kan

Seconder Andy Milne

CARRIED

3. POLICIES

a. Hardship Fund Policy

Action

- Add to Finance Committee Handbook procedures that should a Hardship grant be awarded that there is a process to pause collection of Special Character Donations (SCD).

To adopt the Hardship Fund Policy subject to the following amendment:

- Appropriate scripture to be included
- 5. 'Any conflicts of interest ~~staff members~~ persons should be

Moved Tony Kan

Seconder Rebekah Immanuel

CARRIED

b. **Board Remuneration & Expenses Policy**

To adopt the Board Remuneration & Expenses Policy

Moved David Gillon
Seconder Geoff Robson
CARRIED

4. **PRINCIPAL'S STRATEGIC REPORT**

• **Timetable 2025**

The Staff Board Member thanked those involved in the process and for the opportunity for inclusion of different voices

• **Overseas Travel / Rarotonga 2025 & RAMS**

- The Rarotonga application was well written, however, questions were raised regarding whether opportunities within New Zealand had been investigated that would provide the same or greater benefits eg around language immersion, and make the trip available to a greater number of students with reduced costs.

Agreed

- It was agreed to review the response from the organisers electronically or via Zoom in order that they may progress with the planning.
- **High Risk Activities / RAMS**
 - It was noted that during the recent ERO visit the school were advised that the Board are legally responsible for Health & Safety of high risk activities including water, climbing and overnight trips. It was noted that completion of RAMS is only completed a short time (3-4 weeks) before departure of any trip.
 - The Board were reassured that staff are provided with professional learning with regards to safety on high risk trips and that trained first aiders are present on all overseas trips.

Actions

- **Rarotonga** / Organises to provide more information on rationale for the trip being outside of New Zealand.
- **Overseas Travel Checklist Word Definitions** / Craig to provide definition of 'crowd funding' and Geoff to provide definition of 'Missions'
- **High Risk Activities** / Nick Pomare and Andy Milne to review Overseas Travel / Cambodia 2024 RAMS and to bring proposal to December meeting regarding best practice for reviewing RAMS ongoing
- **Drivers** / Craig to review current policy and ensure all drivers comply with Ministry guidelines including age limits.

a. **TIMETABLE 2025**

That the Board approves the adoption of the revised timetable for Year 7-13 students at Middleton Grange School from 2025 in support of SG1A.

Moved Karen Winder
Seconder Paul Owens
CARRIED

b. **OVERSEAS TRAVEL / RAROTONGA 2025**

To approve the overseas trip to Rarotonga 2025 subject to the completion of all RAMS

Not Moved

c. **PRINCIPAL'S STRATEGIC REPORT**

That the Principals report be accepted

Moved Karen Winder

Seconder Tony Kan

CARRIED

Outstanding Recommendations & Internal Review

Listed below

1. **The Grange Theatre**

Strategic utilisation of the building in general to be confirmed following Mike's return.

2. **24/7 Youth Worker**

With the increase in the financial granary consideration to be given to reinstatement dependent upon costings presented by the International College.

Correspondence

See *Readings* for any relevant papers

1. **To Parent Community**

A letter was sent to the parent community on the proposed changes to the Middleton Grange School Enrolment Scheme.

2. **Christian Schools' Trust (CST) / Proprietor**

The CST have released their Attendance Dues for 2025.

Principal's Strategic Report

noted and as above

Move to Public Excluded / In Committee

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)
Enrolment scheme matters	To enable the board to deliberate in private	S48(1)d)

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.'

CARRIED

Moved Mel Hikuroa, Presiding Member

Rebekah Immanuel closed the main meeting in prayer at 9.11 pm.

Next Meeting

Date	9 December 2024
Devotion	Mel Hikuroa
Discussion Topic	Y11 MGS Certificate Shane McConnell

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Readings

TOPIC FOR DISCUSSION

Reporting & Assessment

AR 1 CA Annual Report to Board Template 2024

AR 2 Student Achievement Analysis template 2024

AR 2 Student Achievement Analysis guide 2024

ADMINISTRATON

Minutes/Dates/Devotions/Process/Members/Interests

DRAFT MINUTES/ 23 September 2024

DISCUSSION

None

COMMITTEES

Finance Committee / Minutes 25 October 2024

BYOD at Middleton Grange School

BYOD Costings Years 7-8

Business Manager's report / 30 Sep 2024

Kiwi-Park Summary as at 30 Sept 2024

Balance Sheet Summary as at 30 Sept 2024

Financial Indicators as at 30Sept24

POLICIES

Hardship Fund Policy

Board Remuneration & Expenses Policy 2024

OUTSTANDING ACTTIONS

OUTSTANDING Recommendations & Internal Review

CORRESPONDENCE

Proposed Changes to MGS Enrolment Scheme

Attendance Dues 2025 / CST

PRINCIPAL'S STRATEGIC REPORT

Timetable 2025

PS Report / Term 3 2024

MS Report / Term 3 2024

SC Report / Term 3 2024
IC Report / Term 3 2024
ERO School Evaluation Report
ERO Board Assurance with Regulatory and Legislative
ERO Provision for International Students Report
Overseas Travel / Rarotonga 2025
24/7 Youth Workers Report

Other

NZACS / Future Discussion Document
Whiteboard / Term 4 2024
AIS Newsletter / Term 3 2024