

# MINUTES / 9 December 2024

Wednesday, 28 August 2024 3:22 pm

## MINUTES

For the meeting of the **Middleton Grange School Board**  
**Monday, 9 December 2024**



6.00 pm / SLT Meeting Room (Main Reception)

### Welcome & Devotion

#### Present

Chris Hannen (Chair), Mel Hikuroa, David Gillon, Andy Milne, Paul Owens, Karen Winder, Tony Kan, Silisia Misa, Geoff Robson, Nick Pomare  
Craig Utting Acting Principal

#### In attendance

Pairama Moon, CL Māori; Shane McConnell, DP Senior College; Jenny Addison, Acting Associate Principal; Hillary Carley (Minute Secretary)

#### Apologies

Mike Vannoort (surgery)  
Rebekah Immanuel

#### Prior leave approved

Karen Winder (Prior Leave / May 2025 - Overseas)

#### Pre meeting topic

##### **RAROTONA OVERSEAS TRIP**

##### **Pairama Moon, Curriculum Leader Māori**

Pai read a prepared statement on the rationale of the proposed trip being outside of New Zealand noting eg raising the profile of Te Reo and encouraging students in leadership of Te Reo; close relationship and shared history of NZ Māori and Cooke Island Māori, including oral history; inspiring students; costs comparable with a trip within NZ; proposed that the regularity of the trip is bi or likely triennial to enable all students who study Te Reo with the opportunity to participate in the trip.

- Consider developing trips with within NZ at eg areas of full immersion, and outside NZ.
- Board discussion - see Motions.

Geoff Robson ka inoi / prayed and Pai left the meeting at 6.06 pm.

#### Devotion

Mel Hikuroa. Heb 12: 28-29 God's kingdom cannot be shaken. Middleton Grange School is in 'God's space'. Mel gave thanks to the Lord for areas of school life including: Primary School Prizegiving, MGS 60th; non-litigious staff; faithful staff, for the contributions of each Board Member, the Proprietors, all with Jesus at the Centre.

Mel Hikuroa ka inoi / prayed

All associated documents taken as read.

### Special Topic

- 1. YEAR 11 MIDDLETON GRANGE SCHOOL CERTIFICATE 2025**  
Shane McConnell, Deputy Principal Senior College

- Input into the MGS Certificate was obtained from staff, parents and students.
- It is a uniquely Middleton Grange School programme that will prepare students well for Year 12.
- Grade Point Average (GPA) is the measure used, and awards will include MGS Scholar; High Distinction and others.
- The MGS Certificate will encourage both academic and other eg service successes.
- Teachers will work towards all students attaining achievement - which may be over more than one year.
- Deans will track student attendance and achievement throughout the programme.
- Introduction of the MGS Certificate will assist with the transition of Year 11 students in to Middleton Grange and will help prepare students for NCEA Level 2.
- Prerequisites for inclusion on Level 2 courses will be clearly explained to parents.
- The language used is consistent to that used in NCEA.
- Students will be able to enter and complete Level 2 if they change school.

**Actions / AGREED**

- 'Service' achievement should be honoured in the programme.
- Consultation with Christian Education Network (CEN) schools to prepare for transition to MGS.
- The thanks of the Board to be passed onto those who developed the programme.

Paul Owens prayed

**Actions**

*Ongoing actions / items added by agreement*

See [Readings](#)

**1. BOARD TRIENNIAL ELECTIONS 2025**

**Action / AGREED**

- Identification of Returning Officer delegated to Mel Hikuroa and Hillary Carley.
- Presiding & Deputy Presiding Member Election 2025 - Defer decision until February 2025 meeting as to whether the current incumbents continue until the Board Triennial Elections of are voted in at the start of the year.

**Administration**

**1. ADMINISTRATION**

**a. MINUTES / 4 November 2024**

**Motion**

That the Minutes of the meeting of 4 November 2024 be accepted as a true and accurate record of the meeting.

**Moved** David Gillon

Seconder Mel Hikuroa

**CARRIED**

**b. DEVOTIONS**

Next meeting / 17 February 2025 - Chris Hannen

**Discussion**

*Where any actions are required See [Readings](#)*

**1. STRATEGIC PLAN 2024 - 2025**

**a. ANALYSIS OF VARIANCE / ANNUAL IMPLEMENTATON PLAN / TERM 4 2024**

- i. **SG1A / Prioritise Scripture / Christian Studies**
  - The Board congratulated management and staff for the successful implementation of this goal.
- ii. **SG 1B / Graduate Profile**
  - Completion and implementation by end of 2025.
- iii. **SG2A / Staff Induction**
  - The Board congratulated management and staff for the development of this goal.
  - Chris Hannen and Geoff Robson continue to work on the Ko Wai Tatou document.
- iv. **SG 2B / PLD NELPS**
  - Professional Leadership Development (PLD) day at Rolleston Christian School was successful.
  - Teachers have appreciated the input of Rebecca Dow.
- v. **SG 3A / Marketing / PR Comms**
  - Actions recorded have been completed.
  - AIP Summary document to be updated to better align actions against the Strategic Plan.
- vi. **SG 3B / Induction for new MGS families**
  - The limited number of enrolment interviews of prospective families were beneficial and rich in conversation.
  - Work to continue on development of process.
  - AIP Summary document to be updated to reflect that a formal process is still in progress.

**b. DRAFT ANNUAL ACTIONS 2025 FROM STRATEGIC PLAN**

- i. Strategic Priorities and Strategic Goals will remain the same as 2024 and be developed during 2025.
- ii. Management and staff continue to work on the many initiatives introduced by the MOE that are outside both the scope of Business As Usual (BAS) and the Strategic Plan.

**Actions / AGREED**

- Confirm Term 1 Goals / Actions by / in February 2025.
- Christian Studies: Report to Board end of Term 1 and end of Term 4
- NELPS: report to Board in Term 4
- NELPS / PLD: Board to see the current plan
- Marketing: Review following Analysis of Variance 2024; work in 2025 to include: family induction, Graduate Profile; Building Partnerships / marketing school to parent community and parent engagement; Induction Programme

**2. WORKING PARTY (WP) GROUP**

The Board thanked Working Party Members - Mel Hikuroa, Tony Kan, Karen Winder - for their mahi and the concise and comprehensive reporting.

**Recommendations / Discussion / Actions / AGREED**

**a. Skills Matrix**

WP Recom: Board Members to complete the Skills Matrix that will be forwarded by the Board Secretary.

**b. Board Secretary**

WP Recom: Working party recommends that we look to employ an independent Board secretary as per advice.

- 17 Christchurch High School Principal PA's are currently Board Secretary / take Board Minutes, therefore not uncommon practice in the New Zealand setting.
- Recommendation amended to : '*Where practicable* Working party recommends that we look to employ an independent Board secretary as per advice.'

c. **School Website**

WP Recom: Separate governance tab be created.

- If possible add Board member profiles.
- Review placement of Board information.

WP Recom: Email letter informing parents of board activities and foci. Should include prayer points.

- Email from the board once per term.

d. **Reporting**

WP Recom: Template form for ad hoc working groups setting out their purpose, who are members and a sunset clause be prepared.

- Agreed

WP Recom: A separate annual meeting for Q&A sessions with Faculty Heads

- For Year 7-13 curriculum areas only.
- Recommendation amended to: 'Senior Leadership to hold conversations with Curriculum Leaders and the DP School Management and bring a recommendation on the best process for Q&A's from the Board'

WP Recom: DP School Management reports annually on academic performance of high priority learners (Maori, Pasifika, ELL)

- DP School Management to report on prior year performance to the second meeting of Term 1 annually.
- T1 focus - previous year; T2 & 3 - emphasis on eg pastoral; T4 focus - current year

WP Recom: Heads of School report at end of each term

- Current practice

WP Recom: That the Annual Report be prepared and distributed to Board Members for review by 30 April, a month before it is submitted to the MOE for publication. This draft should include financials.

- Agreed.

e. **Dashboards**

WP Recom: That the following dashboards be included in each Board report: Attendance / Number of Staff appointments / Number of Staff resignations / Number of staff vacancies / Learning Centre: Numbers using it each month / Numbers waiting to gain access to their services. Student wellbeing: Length of queue at end of month / Average waiting time on queue before seeing a Counsellor.

- Add: Preference and Non Preference enrolments at the point of enrolment.

David Gillon prayed.

1. **CONCERNS OR COMPLAINTS POLICY**

- A discussion on the appropriateness of Matthew 18 in the Policy's context and a legal framework was discussed.
- Parents - flow chart fit for purpose.

**Actions**

- Students - create a separate flow chart.
- Staff - create a separate flow chart .
- Define - External 'trustworthy' persons eg Board, Proprietor.
- Chris Hannen, Mel Hikuroa, Geoff Robson and Jenny Addison to re-draft Policy.

2. **PRINCIPAL'S STRATEGIC REPORT**

a. **Crowd Funding / Fundraising Definitions**

Accepted

### **Action**

Definitions to be included in the staff handbook.

#### **b. Finance**

##### **i. Banked Staffing**

Full report to the Finance Committee, Summary reports only to the full Board.

Paul Hartstonge, Business Manager, was acknowledged to have done an outstanding job in this area.

##### **ii. Budget 2025**

Thanks were given to Craig Utting and Paul Hartstonge for a smooth budget process.

#### **c. IC Marketing Plan**

### **Action**

Include overall percentage of the marketing costs v International College budget.

#### **d. School Motor Vehicle Driver Procedures**

Include in staff handbook.

### **1. QUESTIONS RAISED OR DISCUSSION RAISED FROM THE READINGS**

No questions.

## **Motions**

#### **a. COMMITTEES**

##### **i. Property Committee**

To accept the Minutes of the Property Committee meeting of 28 November 2024 and any recommendations contained therein.

**Moved** Chris Hannen, Deputy Presiding Member, Chair

**CARRIED**

- **Cyclic Maintenance Schedule**

Recommendation that the schedule be approved with the Budget 2025.

##### **ii. Finance Committee**

To accept the Minutes of the Finance Committee meeting of 13 November 2024 and 27 November 2024, the recommendations below contained therein.

- **CAPEX 2025**

The Capital Expenditure budget for 2025 is approved to a maximum of \$275,000.

- **BUDGET 2025**

To accept the draft budget 2025 with a surplus of \$2,909 that provides sufficient authority for the school to operate until March 2025 when the final budget will be drafted and ratified following confirmation of bulk funding and 31 December 2024 results.

**Moved** Tony Kan

Seconder Andy Milne

**CARRIED**

#### **b. POLICIES**

i. **Concerns or Complaints Policy**  
To adopt the Concerns or Complaints Policy  
**NOT Moved**

ii. **Protected Disclosures Policy**  
To adopt the Protected Disclosures Policy  
**Moved** Karen Winder  
Seconded Geoff Robson  
**AGREED**

iii. **Privacy Policy**  
To adopt the Privacy Policy  
**Moved** Craig Utting  
Seconded Geoff Robson  
**AGREED**

**c. PRINCIPAL'S REPORT section**

i. **DESTRUCTION OF RECORDS / ACCOUNTING**  
To approve the destruction of routine physical documentation records for the accounting period 2016.  
**Moved** Chris Hannen, Deputy Presiding Member, Chair  
**AGREED**

ii. **DESTRUCTION OF RECORDS / ENROLMENT**  
*This does not include the original enrolment form which is retained by the school.*

To approve the destruction of physical 2017 student enrolment and leaving documentation but excluding the original enrolment form  
**Moved** Chris Hannen, Deputy Presiding Member, Chair  
**AGREED**

iii. **OVERSEAS TRAVEL / RAROTONGA 2025**  
To approve the overseas trip to Rarotonga 2025 for students currently or previously enrolled in Year 11, 12 or 13 NCEA Maori, subject to the completion of all RAMS. The Board to be consulted and make the final decision on which students should fill any spare spaces.  
**Moved** Chris Hannen, Deputy Presiding Member, Chair  
Abstain Karen Winder  
**AGREED**

iv. **IBOA**  
To approve the International College Marketing Plan for 2025  
**Moved** David Gillon  
Seconded Geoff Robson  
**AGREED**

v. **PRINCIPAL'S REPORT**  
To accept the Principal' Report  
**Moved** Chris Hannen, Deputy Presiding Member, Chair  
**AGREED**

## **Outstanding Recommendations & Internal Review**

Updated.

## **Correspondence**

Noted.

**1. Christian Schools' Trust (CST)**

Appointment of Andy van Ameyde as the new Chair of CST and acknowledgement of Peter van Rij for his over four decades of service to Christian Education.

**2. BYOD Year 7-8**

Presiding Member response to concerned parents.

**3. Health NZ Te Whatu Ora**

Invitation to participate in Year 8 school based vaccination programme

**4. MOE ESOL Professional Learning Community (PLC) Coordinator**

MOE acknowledge the support that the Principal and school board members provide ESOL Professional Learning Community (PLC) Coordinator, Shelley Liken, to undertake the PLC coordinator role.

**5. Nexia / Audit**

Engagement Letter.

## Student Board Member

**1. Recommendation from the Presiding Member**

It has been requested that we minute the decisions around our student board representative, for clarity and to complete our set actions.

- Paul Owen's reviewed legislation and NZSBA requirements around a student representative.
- It was determined that to be compliant our Student representative would be a full member of the Board; attends In Committee, votes equally and cannot be asked to leave for staff or student discussions.
- The Board agreed we would adjust our practice to be compliant.
- The Presiding Member would signal in advance any high level discussions that the student representative may wish to recuse themselves from.
- A student report is not required but is at the board's discretion.
- The Board has agreed to cease the student report and instead receive prayer points from the student representative to add to the meeting prayer time.
- In 2025 we will review the change and consider if the report should/may be reinstated to best represent the student voice.

**2. Prayer Points**

Andy Milne, Nick Pomare and Craig Utting prayed around Sisilia's prayer points.

Sisilia thanked the Board for their hard work and the decisions they make on behalf of the student body, praying they also had a restful Christmas holiday break.

The meeting closed at 8.23 pm.

## 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	S48(1)d