

MINUTES

For the meeting of the **Middleton Grange School Board** **Monday, 17 February 2025**

6.00 pm - 9.00 pm

Welcome & Devotion

Present

Mel Hikuroa (Chair), Mike Vannoort, Craig Utting, Rachel Immanuel, Andy Milne,
Tony Kan, Geoff Robson, Karen Winder, Nick Pomare, Sisilia Misa, Paul Owens,
Chris Hannen

In attendance

Julie McGregor, CEN Facilitator
Andy van Ameyde, CST Proprietor Chair
Hillary Carley (Minute Secretary)

Apologies

David Gillon

Devotion

Chris Hannen Ps 36: 9 'In your light we see light'. At Middleton Grange School every student should have the opportunity to understand and know: how great God is; that we can feast in his abundance and seek his rest. The school's statement of Special Character goals include important truths; presenting the gospel as revealed in Scripture; unpacking the personhood of Jesus and developing a lifetime of service.

Chris Hannen ka inoi / prayed

Special Topic

1. CHRISTIAN EDUCATION NETWORK (CEN)

Julie McGregor, appointed CEN Facilitator during 2024, attended this meeting to introduce herself to the Board. Julie, who worked in the corporate world for 13 years and as a missionary with her husband for 13 years, is now excited to work together with the CEN schools, their Principals and Boards, as the Network continues to outwork its 2019 - 2030 Strategic Plan and to develop and grow its influence in the educational sphere. Julie said it has been a blessing to continue the work of the CEN that has seen once struggling schools now thrive; the introduction of two new Christian schools; eight change of class classifications and 35 successful Maximum Roll Increases that will prove 2,400 additional places by 2030. Julie also accompanied the 2024 Cambodia missions and service trip that was coordinated and led by her husband Geoff following time as missionaries in Cambodia.

Karen Winder ka inoi / prayed.

Actions

1. PRESIDING & DEPUTY PRESIDING MEMBER ELECTION

Mel Hikuroa vacated the Chair asked Hillary Carley, Minute Secretary, to lead this section of the meeting.

- The meeting was not suspended as the Board approved the continuation, on their acceptance, of the current Presiding Member and Deputy Presiding Member until the Triennial Elections in September 2025.

- Mel Hikuroa confirmed her availability to continue as Presiding Member, and Chris Hannen confirmed his availability continue as Deputy Presiding Member. They were confirmed in these rolls until the Board Triennial Elections in September 2025.
- Mel Hikuroa resumed the Chair.

2. BOARD TRIENNIAL ELECTIONS 2025

- **Board Skills Matrix**
Board Members completed the Board Skills Matrix that will assist in determining current Board skills and what skills may be missing or may be lost following the Triennial Elections.
- **Succession Planning**
 - Board Members to engage with the parent community encouraging nominations for the elections.
 - Idea characteristics of Board Members include, but are not limited to: an abiding Christian faith; supportive of the Special Character of the school; have an understanding of the role of Governance; having no hidden agendas or 'axe to grind'.
 - Board Members to signal to the Presiding Member or Deputy Presiding Member if they do not intend to stand for re-election in 2025.

Karen Winder left the meeting at 6.31 pm

- Election Date / Returning Officer**
 - Agreed election date: 10 September 2025
 - Karen Winder to determine best external option if we are unable to secure an internal Returning Officer.

3. BOARD NZSBA LEARNING EVENTS

Noted

Administration

1. ADMINISTRATION

- STATEMENT OF BELIEF / CODE OF ETHICS**
Board Members signed.

- MINUTES / 9 December 2024**

Motion:

That the Minutes of the meeting of 9 December 2024 be accepted as a true and accurate record of the meeting.

Moved Mel Hikuroa, Presiding Member

CARRIED

- DEVOTIONS**

7 April 2025 / Sisilia Misa

- INTERNAL REVIEW**

No updates required

- DELEGATIONS POLICY**

This policy will be adopted until the next meeting when it will come back for review.

f. **BOARD COMMITTEE MEMBERS**

Confirmed as:

- **Finance:** Tony Kan, Chris Hannen, Andy Milne
- **Property:** Chris Hannen, Nick Pomare
- **Health & Safety:** Chris Hannen, Nick Pomare
- **IBOA:** Rebekah Immanuel, David Gillon, Geoff Robson, Sisilia Misa
- **CEN Rep:** Mel Hikuroa
- **AIS Rep:** Chris Hannen

g. **BOARD PROCESSES**

Deferred to next meeting

h. **REGISTER OF INTERESTS**

- Updated
- The Board confirmed that the current guidelines are fit for purpose and that many board members have children attending the school, and have prior friendships and connections in a close educational and Christian community context.

i. **Board [Handbook](#)**

FYI

Discussion

1. **STRATEGIC PLAN 2024 - 2025**

a. **AIP ANALYSIS OF VARIANCE / TERM 4 2024**

Analysis of Variance 2024

- AOV has been updated as agreed at the December meeting and is showing AOV as at end of year 2024 with the main focus of updates being in SG 1B / Graduate Profile and SG 3B / Parent Induction.

SG 3A / Marketing

- The original purpose was to ensure that marketing promotes Special Character Donations (SCD) which may be less clear in current wording of 'showcasing MGS to its stakeholders'.
- SG 3A aims to socialise with the school community what is valuable about Middleton Grange School, which may include SCD.

b. **DRAFT STRATEGIC PLAN**

SG 1A / Christian Studies

- Christian Studies programmes are not aligned across Christian schools, however, staff share best practice.
- Programme may give consideration to how Christianity has impacted society both pre-colonial and post-colonial; and impart confidence to defend Christian values.
- The Scripture & Christian Studies faculty has received Special Character funding to help with Professional Learning & Development (PLD) to implement the new programme.

SG 3B / Parent Induction

- Induction commences at the Open Days.
- Parents are invited to annual Parent Meetings at the start of each year.

Actions / AGREED

SG 1A / Christian Studies

- To review with both staff and students the revised Christian Studies programme at the end of Term 4 2025.

SG 1B / Graduate Profile

- The Working Party to arrange to meet with the Senior Leadership Team re next steps.
- 'determine next steps' to be highlighted in red
- Add 'further actions to be determined'
- Management request next steps are articulated clearly and in a timely manner to provide clarity.

SG 2A / Staff Induction

- A one page summary review from staff feedback (eg survey) and SLT to be provided to the Board at the end of Term 2 2025.

SG 2B / PLD

- Dean McKenzie, DP School Management to report to the next meeting

SG 3A / Marketing

- Mel Hikuroa and Tony Kan to provide the marketing scope they have developed to the Principal.

SG 3B / Parent Induction

- Draft Induction to be presented to Board at the end of Term 1 2025
- CEN to be asked to work on engagement across CEN schools and Church Leaders.

Approval

- The Draft Strategic Plan 2024-2025 was approved subject to next steps (in red) and pending amendments (above).

2. CONCERNS OR COMPLAINTS POLICY

- Geoff Robson has redrafted the Policy which will now go back to the Working Party (Mel Hikuroa, Chris Hannen, Jenny Addison) for further discussion.
- Once approved by the Board the flow charts will be developed.

Discussion

Guidelines 3: A risk that 'where a concern is unresolved' could result in some matters escalating to the Board where not appropriate. However, the flow diagrams will assist in complainants following due process.

Actions / AGREED

- Combine flow chart for students and parents; provide a separate flow chart for staff.
- Guidelines 2: 'a power imbalance'. Define 'appropriate third party' eg staff member, Union, MOE, Proprietor. Explicit instruction to be included in flow charts.
- Agreement to have a general Policy with separate procedures for staff, parents and students.

3. OVERSEAS TRIPS

- The suggested questions to go to overseas mission and service trip participants were approved.
- Geoff was thanked for his mahi and a discussion was held on the definitions of 'mission' and 'service'.
- Including the term 'exposure' into Mission and Services trips would clearly identify the trips as being an introduction to learning / partnering / joining with mission agencies in the local mission area and would accommodate students who have not made a personal proclamation of faith to join the trip.
- Consider producing a montage clip of photos / testimony / footage for promotion of school.

Action / AGREED

- Add to Overseas Trip application form the following additional processes: Discussion with leader / Rationale for trip / Appendix (Geoff's thoughts'
- Cambodia 2024 team: Send questions / survey to parents, staff and students.

4. PRINCIPAL'S STRATEGIC REPORT

- The year has got off to a positive and settled start.
- The challenge to secure homestays for International College continues and the IBOA are encouraged to contact previous hosts.
- The ongoing positive feedback from parents is encouraging.
- **HIGH RISK ACTIVITIES**
Verbal update from Nick Pomare and Andy Milne. Deferred to next meeting.
- **THE GRANGE PROPOSAL**
The proposal has proceeded and questions from the Proprietor can be provided to the Board, however,
If not presented to the next meeting the agenda item will be removed.

5. OUTSTANDING RECOMMENDATIONS & ACTIONS

- Updated
- **Treaty of Waitangi**
 - Mel Hikuroa continues to work with Pairama Moon and the Māori Cultural Advisory Group.
 - A recommendation is being made that an schedule of key areas be developed and that an annual audit of one of these areas be conducted.

Andy van Ameyde, Chair of the Christian Schools' Trust (CST), Proprietor arrived at 7.58 pm

Julie McGregor left at 8.00 pm

Karen Winder returned at 8.00 pm

Motions

a. POLICIES

i. DELEGATIONS POLICY

To adopt the Delegations Policy for review at the next meeting.

Moved Mel Hikuroa

CARRIED

ii. POLICY WORDING

To amend the following sentence included in all Board Policies upon their review:

From

- As a State Integrated School, the Middleton Grange School Board (Board) requires that all aspects of this policy be guided by the Special Character Policy.

to

- Because Middleton Grange is a State Integrated School, the Board requires that our Special Character Policy guides all aspects of this policy.

Moved Chris Hannen

Seconder Nick Pomare

CARRIED

a. CORRESPONDENCE

i. ENROLMENT SCHEME AMENDMENT APPROVAL

That the Middleton Grange School adopt and implement the Enrolment Scheme amendment effective

from 17 February 2025.

Not Moved

AGREED

b. **DEPUTY PRINCIPAL MIDDLE SCHOOL APPOINTMENT**

Moved to In Committee

c. **PRINCIPAL'S STRATEGIC REPORT**

i. **CANTERBURY ADVENTURE RACE**

To support The Canterbury Adventure Race 2025, co-run by Middleton Grange School and Crazy Kea Events, subject to appropriate Health & Safety plans being in place.

Moved Mike Vannoort

Seconder Nick Pomare

CARRIED

i. **PRINCIPAL'S STRATEGIC REPORT**

That the Principal's Strategic Report be accepted

Moved Mike Vannoort

Seconder Rebekah Immanuel

CARRIED

Correspondence

See Correspondence section

1. **Enrolment Scheme - Amendment**

Noted

2. **Parent Letter**

Noted

Student Board Member

Sisilia Misa reported that the start of the year has been busy and fast paced and sometimes challenging, with changes such as the new Time Table that students and staff are becoming familiar with and extra-curricular events including Polyfest. It was amazing to celebrate student achievement at the recent Colours Assembly. Please pray for students to be at peace and comfortable and able to settle into the teaching and learning programme.

Rachel Immanuel closed the meeting in prayer at 8.06 pm.

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