

AGENDA

TERM 1, 2025 MEETING NO. 2



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| Name: | Mountainview High School |
| Date: | Wednesday, 19 March 2025 |
| Time: | 6:30 pm to 8:30 pm (NZDT) |
| Location: | Default Location, 97 Pages Rd, Marchwiell, Timaru, New Zealand |
| Board Members: | Damian James, Ahmed Khalid, Mr Alex Weatherall, Jenny Carter-Bolitho (Chair), Kenny Diamond, Kristy Swain, Nikki Geddis, Kiran Gibbard |
| Apologies: | Claire Hargest-Slade |
| Guests/Notes: | Nicole Fitzgerald |

1. Opening Meeting

1.1 Apologies

Jenny Carter-Bolitho

For Decision

Accept apologies

1.2 Interests Register

Jenny Carter-Bolitho

To record any conflicts of Interest

Supporting Documents:

1.2.a Interests Register

1.3 Public Attendance

Jenny Carter-Bolitho

To confirm any public attendance

2. Appointment of Officers

2.1 Casual Vacancy

Jenny Carter-Bolitho

For Decision

to discuss the vacancy

Supporting Documents:

2.1.a Casual-vacancy-of-elected-board-member-flowchart NZSBA.pdf

2.2 Finance Committee

Jenny Carter-Bolitho

For Decision

Confirm membership of the Finance Sub-Committee

2.3 Other Committees

Jenny Carter-Bolitho

For Decision

Membership of other ad hoc committees - disciplinary, appointments

2.4 Committee Terms of Reference

Jenny Carter-Bolitho

For Decision

Annual review of committee terms of reference

Supporting Documents:

2.4.a NZSTA Finance Committee Terms of Reference and Annual Calendar.pdf

3. Schedule of Delegations

3.1 Draft 2025 Schedule of Delegations

Jenny Carter-Bolitho

For Decision

approve the 2025 Schedule of Delegations

Supporting Documents:

3.1.a BoT Draft Schedule of Delegations.pdf

4. Board Code of Conduct

4.1 Annual reminder of Code of Conduct

Jenny Carter-Bolitho

For Noting

Code of Conduct reminder. Trustees Code of Behaviour Policy to be signed by Board Members.

Supporting Documents:

4.1.a BoT Trustees Code of Behaviour Policy.pdf

5. Confirm Minutes

5.1 Confirm Minutes

For Decision

To confirm the previous minutes

Supporting Documents:

5.1.a Minutes : Term 1, 2025 Meeting No. 1 - 19 Feb 2025

5.2 Matters Arising

For Discussion

Matters arising from the previous minutes

6. Actions from Previous Meetings

6.1 Action List

Jenny Carter-Bolitho

For Discussion

Review actions from last meeting

Supporting Documents:

6.1.a Action List

7. Correspondence

7.1 Correspondence In

Jenny Carter-Bolitho

For Decision

accept/action correspondence in

Supporting Documents:

7.1.a EF School Docs Medicine policy updated.pdf

7.2 Correspondence Out

Jenny Carter-Bolitho

For Decision

accept/action correspondence out

Supporting Documents:

7.2.a ET School Docs to amend Medicine policy.pdf

7.2.b ET Schooled with Appointment of Returning Officer 2025 Triennial Elections form.eml

7.2.c Schooled Returning Officer form attached to email.pdf

8. Management Reports

8.1 Principal Report

Kenny Diamond

For Decision

accept Principal's Report

Supporting Documents:

8.1.a Table of Contents.docx

8.1.b Literacy Numeracy Framework Document.pdf

8.1.c Mountainview High School s - SmartGrass Multi Sports Court Project & Proposal.pdf

8.2 Health & Safety Report

Kenny Diamond

For Decision

accept Health & Safety Report

Supporting Documents:

8.2.a Incident Register 13_3.pdf

8.3 EOTC Report

Kenny Diamond

For Decision

accept EOTC Report

Supporting Documents:

8.3.a EOTC Report Mar 2025.docx.pdf

8.4 ICT Report

Mr Alex Weatherall

For Decision

accept ICT Report

Supporting Documents:

8.4.a ICT Report March 2025.pdf

8.5 Student Representative Report

Ahmed Khalid

For Decision

accept Student Representative Report

Supporting Documents:

8.5.a Student Report BoT March 2025.pdf

9. Finance Report

9.1 Finance Report

Kenny Diamond

For Decision

accept Finance Report

Supporting Documents:

9.1.a BOT Report February 2025.pdf

9.2 Revised 2024 Cyclical Maintenance Schedule

Kenny Diamond

For Decision

approve the revised 2024 Cyclical Maintenance Plan (refer to the excel workfile or the individual pdf's for easier reference)

Supporting Documents:

9.2.a MHS 23.0 Cyclical Maintenance Workfile 2024.xlsx

9.2.b Cyclical Maintenance Update 2024.pdf

9.2.c Journals.pdf

9.2.d WP 23.0.pdf

9.2.e WP 24.0.pdf

10. Policy Review

10.1 Term 1 Policies to Review:

Jenny Carter-Bolitho

For Discussion

For Board Review:

- Health, Safety and Welfare Policy
- Safety Management System
- Risk Management
- Healthcare
- Food & Nutrition

Other Topics to Review:

- Worker Engagement, Participation and Representation
- Recording and Reporting Accidents, Injuries and Illness

Supporting Documents:

10.1.a Recording and Reporting Accidents Injuries and Illness.pdf

10.1.b Worker Engagement Participation and Representation.pdf

10.1.c Healthcare.pdf

10.1.d Risk Management.pdf

10.1.e Safety Management System.pdf

10.1.f Health Safety and Welfare Policy.pdf

10.1.g School Docs - Food & Nutrition.pdf

11. In Committee

12. Other Business

12.1 Library Shelving Proposal

Deferred from September 2024 however this includes an updated quote (which is the same price as per last quote)

Supporting Documents:

12.1.a Library Shelving Proposal 2024 with updated 2025 quote.pdf

13. Close Meeting

13.1 Close the meeting

Next meeting: No date for the next meeting has been set.