

CONFIRMED MINUTES

TERM 1, 2025 MEETING NO. 1



At the **Term 1, 2025 Meeting No. 2** on **19 Mar 2025** these minutes were **confirmed as presented**.

Name:	Mountainview High School
Date:	Wednesday, 19 February 2025
Time:	6:30 pm to 9:28 pm (NZDT)
Location:	Default Location, 97 Pages Rd, Marchwiell, Timaru, New Zealand
Board Members:	Damian James (Chair), Ahmed Khalid, Mr Alex Weatherall, Claire Hargest-Slade, Jenny Carter-Bolitho, Kenny Diamond, Kristy Swain, Nikki Geddis, Kiran Gibbard

1. Opening Meeting

1.1 Apologies

No apologies.

1.2 Interests Register

Interest register updated accordingly.

1.3 Public Attendance

No public attendance.

1.4 Resignation of Board Chair

The Board has received notification in writing that effective immediately Damian James is resigning as Board Chair.

A call for nominations was made and Nikki Geddis nominated Jenny Carter-Bolitho. Jenny Carter-Bolitho was the only nominee and accepted the nomination.

Jenny Carter-Bolitho will take over as Board Chair immediately and chair this meeting.



Accept Resignation of Board Chair and Election of new Board Chair

The Board accept the resignation of Damian James as Board Chair and to the election of Jenny Carter-Bolitho as new Board Chair effective immediately.

Decision Date:	19 Feb 2025
Mover:	Nikki Geddis
Second:	Claire Hargest-Slade

Outcome: Approved

1.5 Speaking Rights



Speaking Rights

The Board agrees to grant speaking rights to Kiran Gibbard for his duration of attendance at Board Meetings in Term 1 and Term 2 of 2025.

Decision Date: 19 Feb 2025
Mover: Damian James
Seconders: Mr Alex Weatherall
Outcome: Approved

2. Confirm Minutes

2.1 Confirm Minutes

Term 4 Meeting No. 2 27 Nov 2024, the minutes were confirmed as presented.



Confirm Minutes

That the Minutes of the meeting held on 27 November 2024 were taken as read and approved as a true and accurate record.

Decision Date: 19 Feb 2025
Mover: Jenny Carter-Bolitho
Seconders: Mr Alex Weatherall
Outcome: Approved

2.2 Matters Arising

Jay Lovely - Automatic Resignation

Email to Jay from Damian

Hi Jay,

Kristy has told me you are finishing up on the Board at MVHS, I understand 3 consecutive missed meeting (even with apologies) is an automatic resignation. – I think you mentioned a while ago that you were looking to finish up at the end of the year.

I hope all is well?, if you what to have a chat about let me know.

Otherwise from me personally thanks for your encouragement over the last few years and input on the Board as well as all the time given up with suspension meetings, interviews etc and taking care of the financial side.

Cheers

Damian

Reply from Jay to Damian

Never a problem. You've done terrific Damian.

Theres a thing Wednesday I just can't get out of. Wasn't even aware it was my third.

Regards

Jay Lovely

**Jay Lovely Automatic Resignation**

That the Board accepts the automatic resignation of Jay Lovely.

Decision Date: 19 Feb 2025
Mover: Damian James
Seconder: Jenny Carter-Bolitho
Outcome: Approved

3. Actions from Previous Meetings

3.1 Action List

Due Date	Action Title	Owner(s)
10 Dec 2024	Pastoral/Food Budget Status: Completed on 13 Feb 2025	Kenny Diamond
19 Mar 2025	Checklist for Office for Roll Returns Status: In Progress	Kenny Diamond
19 Mar 2025	Zone Removal Process Status: Completed on 11 Mar 2025	Kenny Diamond
19 Mar 2025	Smartgrass Turf Committee Creation Status: Not Started	Kenny Diamond
19 Mar 2025	Timaru District Council - Red Rings on 30 km/h sign Status: Not Started	Damian James

4. Correspondence

4.1 Correspondence In

Schooled/My School Election correspondence

The Board discussed the two options and has decided to use Schooled (Eric Yu) as their Returning Officer as a preference over My School Election as Schooled are an accredited agency to run online elections and will go with their suggested election date for Parent and Staff Elections of 10 September 2025.

Timaru District Council correspondence

Appears the Council may be starting the crossings but unsure which one they are starting with.

Kiwisport Letter

Signed by Kenny Diamond and Damian James.

**Schooled - Returning Officer Appointment for Parent Election**

The Board agrees to engage Schooled (Eric Yu) as Returning Officer for the Parent Election with a preferred election date of 10 September 2025.

Decision Date: 19 Feb 2025
Mover: Nikki Geddis
Seconder: Claire Hargest-Slade
Outcome: Approved

**Correspondence in**

That the Board inwards correspondence be accepted.

Decision Date: 19 Feb 2025

Mover: Kenny Diamond
Seconded: Mr Alex Weatherall
Outcome: Approved



Schooled - Returning Officer Appointment for Staff Election

The Board agrees to engage Schooled (Eric Yu) as Returning Officer for the Staff Election with a preferred election date of 10 September 2025.

Decision Date: 19 Feb 2025
Mover: Nikki Geddis
Seconded: Claire Hargest-Slade
Outcome: Approved



Timaru District Council Crossings update

to follow up with Timaru District Council as to when they are starting the crossings and which one they are constructing first.

Due Date: 19 Mar 2025
Owner: Damian James

4.2 Correspondence Out



Correspondence Out

That the Board outwards correspondence be accepted.

Decision Date: 19 Feb 2025
Mover: Kenny Diamond
Seconded: Mr Alex Weatherall
Outcome: Approved

5. 2025-2028 Strategic plan update

5.1 Road map and Measurement plan

Finalised Strategic Plan document back from the designer/printer presented and viewed by Board.

6. Management Reports

6.1 Principal Report

General

1 standdown since the Principal's Report was generated.

A year 10 class has been compressed due to roll numbers which is better suited for students and staffing.

Year 9 students have settled in well.

Referral room has been implemented this year (used no more than a dozen times).

James Bradley videographer will create promotional videos.

Newsletter being completed every 2-3 weeks. Huge improvement with school communication with lots of information being provided to parents.

Informal NCEA information evening for Year 10 and repeat when these students go into Year 11 next year.

Subject conferencing coming up next week with Ako interviews at the start of Term 2 (possibly by way of phone call). Term 3 will be subject conferencing again and Ako interviews (for seniors only) at the start of Term 4.

Staffing

Various staff freed up due to Year 10 class compression.

Science teacher required for Nikita Hamilton's leave.

New to School Programme this year for new staff (induction). Classes with new teachers are looking settled.

Tightening around students being out of class. Bathroom leave pass/lanyards are provided to those leaving the classroom and any other student out and about can then be returned to class.

Property

Gym behind schedule. Estimated 3-4 weeks until completion.

Auditorium leak fixed.

Asphalt completed but expensive.

West End (Timaru United) Memorandum of Understanding. Waiting to hear back from them as to costs/invoicing.

Student Achievement

Year 9 data has come in. e-asTTle data compiled into their classes and available for teachers to view. Testing across junior school - reading, maths and writing once a term to see where they are at, plus Midyis test.

Football teams created but not able to enter competition due to no other entries.

Trust Aoraki Athletics Track used for Athletics with successful attendance.

A number of students completing externally provided Unit Standards for L1-3. This should improve the 2024 results.

Strategic Goals

RBL pedagogical coaching with teachers. 6 HoLA's doing training tomorrow to do the RBL coaching. Denise from Evaluation Associates advises that the RBL programme is best for literacy and numeracy improvements.

SOLO developing documents for staff so that they have confidence in using it.

External Technology review has been completed. Report still to come.

R4L, PB4L - team expanded. Donna Hailee, Brandon Payne, Kristy Davis, Marie Froud. Four students interested and some teachers. Ministry have provided funding.

Literacy/Numeracy - Ministry targets 20% improvement rate for reading, 18% improvement rate for writing & 15% improvement rate for numeracy. Achievement required by March 2026.

Testing: Midyis completed today. e-asTTle in weeks 7 & 8.



Principals Report

That the Principal's Report be accepted.

Decision Date: 19 Feb 2025

Mover: Kenny Diamond
Seconded: Jenny Carter-Bolitho
Outcome: Approved

6.2 Finance Report

PE funds due to new Head of Department and stocktaking.

Science funds due to Nikita Hamilton's leave so we have resourcing if needed.

Deficit of \$73,000 which doesn't include depreciation (asset heavy) but its actually cash positive of \$81,000.

School lunches are operating within budget.

Re-schedule for next meeting: discuss member required for Finance Committee.



2025 Budget

The Board agrees and accepts the proposed 2025 Budget.

Decision Date: 19 Feb 2025
Mover: Nikki Geddis
Seconded: Damian James
Outcome: Approved



Commercial Sponsor for Fruit

To discuss potential commercial sponsor for fruit for school lunches with Phillipa Watson.

Due Date: 19 Mar 2025
Owner: Kenny Diamond

6.3 Health & Safety Report

Asbestos Management Plan has been provided to the Ministry of Education.

Drills

- * Fire drill is set for Term 1.
- * Lockdown drill is dependent on availability of agency that runs the drill.
- * Earthquake drill will be set in accordance with the nationwide drill date.

Asphalt works have been completed.

Bus shelter. Ministry has already advised that they prefer the trees as natural environment shelter.



Health & Safety Report

That the Board received and approves the Health & Safety Report.

Decision Date: 19 Feb 2025
Mover: Mr Alex Weatherall
Seconded: Jenny Carter-Bolitho
Outcome: Approved



Bus Shelter

Check again with the Ministry as to installation of a Bus shelter.

Due Date: 21 May 2025
Owner: Kenny Diamond

6.4 EOTC Report

Year 10 Camps coming up that require Board approval. Three day camp for all year 10's. Rafting is optional and is instructed by an external provider. Moana/Hiwi whanau go together then Whenua. Some Year 13 students attending too.

The School may look to run a Year 9 camp at end of the year.

In progress is an overnight history trip to Akaroa. Kevin McLaughlin in charge. The trip is scheduled for 26th March and the next Board meeting is the 19th of March.



EOTC Report

The Board approves the EOTC Report and approves the following trips/events: Swimming Sports, Yr 10 Camps, L3 OEd Canyoning, Rocky Shore & Volleyball trips.

Decision Date:	19 Feb 2025
Mover:	Jenny Carter-Bolitho
Seconder:	Claire Hargest-Slade
Outcome:	Approved

6.5 International Report

A student has arrived from Chang Mai for a 3 year period following Nicola Stephenson's attendance at the Chang Mai Fair in 2024.

A student has arrived (with her Parents) from Germany and will stay here for 1 year.

We are receiving more long term students enrolling.

Kenny Diamond to travel to Bangkok for ENZ Fair 26 August to 31 August 2025 in place of Nicola Stephenson.

Mayoral reception being held whereby all international South Canterbury students go to Caroline Bay Hall and Mr Bowan will welcome them. Students will speak at the reception.

International Student Fee increases for 2026 presented to the Board.



2026 International Students Fee Structure

The Board approves the 2026 International Students Fee Structure.

Decision Date:	19 Feb 2025
Mover:	Mr Alex Weatherall
Seconder:	Nikki Geddis
Outcome:	Approved



Kenny Diamond's travel to Bangkok for ENZ Fair

That the Board approves for Kenny Diamond to travel to Bangkok for ENZ Fair on 26 August to 31 August 2025.

Decision Date:	19 Feb 2025
Mover:	Jenny Carter-Bolitho
Seconder:	Nikki Geddis
Outcome:	Approved



International Report

That the Board accepts the International Report.

Decision Date: 19 Feb 2025
Mover: Mr Alex Weatherall
Seconders: Claire Hargest-Slade
Outcome: Approved

6.6 IT Report

The email roll over was done earlier than necessary and caused a few problems, however these have all been rectified. The reasoning for the roll over was to align our communications.

KAMAR App no longer in use (must use browser) which is where the portal is.

Schoolbridge takes info from Kamar but doesn't store info.

Skool Loop can record absences.

Ideally condensing Kamar, Schoolbridge and Skool Loop to one for easier parental use.

7. Policy Review

7.1 Term 1, 2025 Policies to Review:

Medicine Policy

Does not currently allow for ibuprofen to be given to students. The Board agrees that the policy should be changed to allow for this.

Policy currently states:

The school will not administer medication to a student without formal parental consent. However, non-prescription paracetamol may be given with verbal consent and instruction on the appropriate dosage from a parent.

The Board wishes to amend this to state:

The school will not administer medication to a student without formal parental consent. However, non-prescription paracetamol and/or ibuprofen may be given with verbal consent and instruction on the appropriate dosage from a parent.

All other policies will be discussed at the next meeting.



Amend Medicine Policy

The Board agrees to have the Medicine policy amended with School Docs to allow for ibuprofen to be given to students with parental consent including advice on the appropriate dosage.

Decision Date: 19 Feb 2025
Mover: Claire Hargest-Slade
Seconders: Nikki Geddis
Outcome: Approved

8. In Committee

8.1 Minutes from Previous Meeting



Public be excluded from In Committee

8.44pm

It was moved that in terms of section 48 of the Local Government Information Meeting Act 1987 that the public be excluded from this part of the meeting as the Board wishes to discuss matters pertaining to correspondence in, students, staffing and finances.

Decision Date: 19 Feb 2025
Mover: Jenny Carter-Bolitho
Outcome: Approved



Return to Open Meeting

9.20pm

It was moved from the chair that the meeting return to an open meeting.

Decision Date: 19 Feb 2025
Mover: Jenny Carter-Bolitho
Outcome: Approved

8.2 Matters Arising

8.3 Committee Report

8.4 Correspondence In

9. Other Business

9.1 NZSTA Board Checklist Term 1, 2025

Board Members can refer to the NZSTA website as this has lots of useful information:
<https://www.resourcecentre.org.nz/helpforboards>

9.2 Library Shelving Proposal

Re-scheduled to the next meeting.

9.3 L2 & L3 Catering

Jo Larkin's L2, L3 food technology class need to do some catering practice and offered this to the Board for the following meetings (19th March, 21st May, 25th June, 6th Aug, 3rd Sep & 29th Oct) which the Board gratefully accepts with Thanks.

10. Close Meeting

10.1 Close the meeting

Next meeting: Term 1, 2025 Meeting No. 2 - 19 Mar 2025, 6:30 pm

A handwritten signature in black ink, appearing to read 'JLCB', written in a cursive style.

Jenny Carter-Bolitho
20 Mar 2025