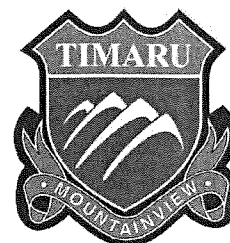


AGENDA

TERM 2, 2025 MEETING NO. 1



Name: Mountainview High School
Date: Wednesday, 21 May 2025
Time: 6:39 pm to 9:36 pm (NZST)
Location: Default Location, 97 Pages Rd, Marchwiell, Timaru, New Zealand
Board Members: Damian James, Mr Alex Weatherall, Claire Hargest-Slade, Kristy Swain, Nikki Geddis, Kiran Gibbard, Nicole Fitzgerald
Apologies: Jenny Carter-Bolitho (Chair), Ahmed Khalid, Kenny Diamond

1. Opening Meeting

1.1 Apologies

For Decision

Accept apologies

1.2 Interests Register

To record any conflicts of Interest

Supporting Documents:

1.2.a Interests Register

1.3 Public Attendance

To confirm any public attendance

1.4 Casual Vacancy by Selection

For Decision

The Board is to pass a motion to select Nicole Fitzgerald following conclusion of the Casual Vacancy by Selection process.

2. Confirm Minutes

2.1 Confirm Minutes

For Decision

To confirm the previous minutes

Supporting Documents:

2.1.a Minutes : Term 1, 2025 Meeting No. 2 - 19 Mar 2025

2.2 Matters Arising

For Discussion

Matters arising from the previous minutes

3. Actions from Previous Meetings

3.1 Action List

Review actions from last meeting

Supporting Documents:

3.1.a Action List

4. Correspondence

4.1 Correspondence In

For Decision

accept/action correspondence

Supporting Documents:

- 4.1.a EF School Docs Food and Nutrition policy updated.pdf
- 4.1.b EF School Docs Schedule of Delegations updated.pdf
- 4.1.c School Docs Updated Schedule of Delegations.pdf
- 4.1.d School Docs Updated Food and Nutrition policy.pdf
- 4.1.e Corresp in - EF Regional Chair Canterbury 7 May re NZSBA Mini Conference.pdf
- 4.1.f Corresp in - EF NZSBA 6 May re Mini Conference.pdf
- 4.1.g Corresp in - Attachment to EF Regional Chair Canterbury 7 May & EF NZSBA 6 May re NZSBA Mini Conference - Flyer.pdf
- 4.1.h Corresp in - Attachment to EF TDC 8 May - P.S.L - Mountainview High School.pdf
- 4.1.i Corresp In - Attachment to EF TDC 8 May - Letter to Schools - Speed Limits May 2025.pdf
- 4.1.j Corresp In - EF TDC 8 May re School Speed Limits.pdf
- 4.1.k EF Employment Relations 9 April re email address for Presiding Member.pdf
- 4.1.l EF Employment Relations 9 April - attachment.pdf
- 4.1.m EF Employment Relations 13 May - attachment.pdf
- 4.1.n EF Employment Relations 13 May re Notification to initiate bargaining for a Secondary Teachers' Collective Agreement.pdf

4.2 Correspondence Out

For Decision

accept/action correspondence

Supporting Documents:

- 4.2.a Email to School Docs for changes for Food & Nutrition policy.pdf

Supporting Documents:

- 4.2.b ET School Docs with amendment to Schedule of Delegations.pdf
- 4.2.c EF JLB to Board Members re appointment of NF to Board.pdf
- 4.2.d Attachment for EF JLB to NF - Board Appointment.pdf
- 4.2.e EF JLB to NF confirming selection to Board.pdf
- 4.2.f Corresp Out - ET Simon Davenport @ TDC from Damina James on 16 April re road safety initiatives update.pdf
- 4.2.g Corresp Out - EF Damian James to John Keenan at TDC 27 Mar - 3 Apr re speed signs and timings.pdf
- 4.2.h Corresp Out - EF Damian James to John Keenan at TDC 31 Mar re speed signs and road congestion.pdf
- 4.2.i ET Gb from JLB 14 may - attachment.pdf
- 4.2.j ET Gb from JLB 14 May re Ministry Notice distribution.pdf
- 4.2.k ET Dk from JLB 16 April - attachment.pdf
- 4.2.l ET Dk from JLB 16 April re Ministry Notice.pdf

5. Management Reports

5.1 Principal Report including Health & Safety Report

Kiran Gibbard

For Decision

accept Principal's Report and Health and Safety Report

Supporting Documents:

- 5.1.a HealthSafetyIncidentsDetailed_20250516_132731 1.pdf
- 5.1.b Principal's Report 2025 - T2 Wk4.pdf

5.2 EOTC Report

Kiran Gibbard

For Decision

accept EOTC Report

Supporting Documents:

- 5.2.a EOTC Report May 2025 1.pdf

5.3 Finance Report

Nicole Fitzgerald

For Decision

Supporting Documents:

- 5.3.a Mountainview_High_School_-_Income___Expenditure__BOT_April_25 (1).pdf

6. International

6.1 International Report

Kiran Gibbard

For Decision

accept International Report

Supporting Documents:

6.1.a International Report 06.05.25.pdf

6.2 Southern Cross Insider Fairs

Kiran Gibbard

For Information

Associated documents also include the programme and booking form for the Southern Cross Insider Fairs in Germany in September (I have already completed the form and been accepted). This is just for BoT information.

Supporting Documents:

6.2.a Insiderfair tour September 2025 booking form.pdf

6.3 Thailand Events

Kiran Gibbard

For Information

Information regarding the expression of interest for the Thailand events in August.

Supporting Documents:

6.3.a Simulated Classroom EOI - 2025.pdf

6.4 New Policy - Designated Caregiver

Kiran Gibbard

For Decision

Request for a policy to be added to School Docs around Designated Caregivers that would support our current Residential Caregivers policy, which Nicki feels is not specific enough and does not quite meet the requirements of the Code of Practice.

Nicki reviewed this policy recently as she had a request for a Designated Caregiver, however they did not meet the requirements. Our Residential Caregivers policy is not specific enough. Sieba put out guidance to schools late last year around this, as there has been a rise in requests for Designated Caregivers that don't meet the very specific criteria.

Note: Residential Caregiver Safety Checking policy is 'safety and risk assessment' on the draft new policy.

Supporting Documents:

6.4.a draft Designated Caregiver Policy 07.05.25.pdf

6.4.b School Docs - Residential Caregivers Policy.pdf

6.4.c School Docs - Accommodation and Welfare Interviews policy.pdf

Supporting Documents:

6.4.d Residential Caregiver Safety Checking.pdf

6.5 Kiwicentre Programme

Kiran Gibbard

For Information

Gross profit for the Kiwicentre Programme (before staffing and overheads) is \$32,446.41

7. Policy Review

7.1 Term 2, 2025 Policies to Review:

For Decision

For Board Review:

- Planning and Preparing for Emergencies, Disasters and Crises
- Communicating during an Emergency, Disaster or Crises
- Emergency Closure

Other Topics to Review:

- Emergency Management
- Disaster Management
- Crisis Management

Supporting Documents:

7.1.a School Docs Crisis Management.pdf

7.1.b School Docs Disaster Management.pdf

7.1.c School Docs Emergency Management.pdf

7.1.d School Docs Emergency Closure.pdf

7.1.e School Docs Communication during an Emergency Disaster or Crises.pdf

7.1.f School Docs Planning and Preparing for Emergencies Disasters and Crises.pdf

7.2 Presiding Member Policy Review

For Decision

to review these policies in light of the change in Presiding Member:

- Presiding member (chair) role description policy
- Relationship between presiding member (chair) and principal policy

Supporting Documents:

7.2.a Presiding-member-role-description-policy for JLB.pdf

7.2.b Relationship-presiding-member-and-principal-policy for JLB.pdf

7.3 Concerns and Complaints Process

Kiran Gibbard

For Decision

To review this process

Supporting Documents:

7.3.a School Docs Concerns and Complaints Process.pdf

8. In Committee

9. Other Business

9.1 Consent to Assess/Certify

Kiran Gibbard

For Discussion

Regarding foundation skills L1/L2

Supporting Documents:

9.1.a Certificate of Foundation Skills - level 1.pdf

9.2 Microwaves

Ahmed Khalid

For Information

Update on donated microwaves for common areas

10. Close Meeting

10.1 Close the meeting

Next meeting: Term 2, 2025 Meeting No. 2 - 25 Jun 2025, 6:30 pm