

# CONFIRMED MINUTES

## TERM 2, 2025 MEETING NO. 1



At the **Term 2, 2025 Meeting No. 2** on **25 Jun 2025** these minutes were **confirmed as presented**.

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

## 1. Opening Meeting

### 1.1 Apologies



#### Apologies

That apologies from Ahmed Khalid, Kenny Diamond and Jenny Carter-Bolitho be accepted.

<b>Decision Date:</b>	21 May 2025
<b>Mover:</b>	Claire Hargest-Slade
<b>Seconder:</b>	Mr Alex Weatherall
<b>Outcome:</b>	Approved



#### Election of Acting Presiding Member for Meeting on 21 May 2025

The Board agrees to elect Damian James as Acting Presiding Member for this evenings meeting.

<b>Decision Date:</b>	21 May 2025
<b>Mover:</b>	Nikki Geddis
<b>Seconder:</b>	Claire Hargest-Slade
<b>Outcome:</b>	Approved

In the absence of our Presiding Member, Jenny Carter-Bolitho an Acting Presiding Member was needed to run this meeting. Damian James was nominated by Nikki Geddis/Claire Hargest-Slade (with no objections) and accepted this.

## 1.2 Interests Register

Claire Hargest-Slade initial business listed was called The Parenthood Project however this has now changed to Origins Canterbury Antenatal Classes and the Interest Register updated accordingly.

## 1.3 Public Attendance

No members of public were in attendance.

## 1.4 Casual Vacancy by Selection



### Casual Vacancy by Selection

That the Board agrees to welcome Nicole Fitzgerald onto our Board following the Casual Vacancy by Selection process with speaking rights at meetings.

**Decision Date:** 21 May 2025  
**Mover:** Mr Alex Weatherall  
**Seconder:** Claire Hargest-Slade  
**Outcome:** Approved

## 2. Confirm Minutes

### 2.1 Confirm Minutes

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



### Confirm Minutes

That the Minutes of the meeting held on 19 March 2025 were taken as read and approved as a true and accurate record.

**Decision Date:** 21 May 2025  
**Mover:** Nikki Geddis  
**Seconder:** Damian James  
**Outcome:** Approved

## 2.2 Matters Arising

There were no matters arising from the Minutes.

## 3. Actions from Previous Meetings

### 3.1 Action List

## 4. Correspondence

### 4.1 Correspondence In

Schedule of Delegations requires a further amendment:

Currently reads:

Resolved that:

1. Except where the Board at its discretion otherwise determines, the Curriculum Deputy Principal will be appointed Acting Principal in the un-contactable (for more than one day) absence of the Principal as follows:

29 January 2024 until 28 April 2024 DP Pastoral

29 April 2024 until 21 July 2024 DP Operations

22 July 2024 until 13 October 2024 DP Curriculum

14 October 2024 until 26 January 2025 DP Pastoral.

To be changed to:

Resolved that:

1. Except where the Board at its discretion otherwise determines, the Curriculum Deputy Principal will be appointed Acting Principal in the un-contactable (for more than one day) absence of the Principal.

Mini Conference:

Alex Weatherall attended last year and found it useful. He recommended to Board Members to attend.

Timaru District Council:

New variable times are in effect and are suited to our school start and end times.

Employment Relations:

Notice to inform that Secondary Principals Collective Agreement bargaining has begun. Obligated to send to staff whether they are in the PPTA or not. This communication was sent to all of the staff outlined in the letter.



## **Correspondence In & Schedule of Delegations**

That the Board inwards correspondence be accepted.

The Board agrees to amend the Schedule of Delegations to remove the dates listed under 1 so that it reads:

Resolved that:

1. Except where the Board at its discretion otherwise determines, the Curriculum Deputy Principal will be appointed Acting Principal in the un-contactable (for more than one day) absence of the Principal.

**Decision Date:** 21 May 2025

**Mover:** Nikki Geddis

**Seconder:** Nicole Fitzgerald

**Outcome:** Approved

## **4.2 Correspondence Out**

Timaru District Council:

Starting work in July to install a couple of crossing points.

Times for the 30km/h now clarified by Council.



## Correspondence Out

That the Board outwards correspondence be accepted.

**Decision Date:** 21 May 2025  
**Mover:** Nicole Fitzgerald  
**Seconders:** Claire Hargest-Slade  
**Outcome:** Approved

## 5. Management Reports

### 5.1 Principal Report including Health & Safety Report

Student Attendance and Engagement Information:

Engagement, PB4L acknowledgments sitting at 48,200. This is total for year to date for My Mahi points. These are given out at various rates at various times, by various staff.

It was suggested that instead of PB4L acknowledgments total that it be split between all of the Te Awa values so that the Board can see which values are being awarded.

Property:

The gym alarm system is separate to rest of school and requires an unbudgeted upgrade. Quotes are being obtained, presently.

Staff:

3 resignations. Jo Grace, Tanya Pretorius and Elaina Cook. 2 positions have been re-appointed and 1 is currently being advertised.

Attendance: on the rise, going in right direction compared to Term 1, 2024. Ethan Smith and Whanau Leaders doing great work. Effort is being placed on the Year 10 cohort for those in the 70-80% attendance range. Year 12's are in chronic level and those that are over 16 years old will need support to transition to tertiary or employment.

Noted that a bulk lot of absences have been on Fridays and due to the scheduling of the following activities on Fridays: swimming sports, athletics, school ball.

Health & Safety Committee has met and given its recommendations on all incidents. The Committee has acted on them all except one, which is getting reports filled out entirely however this concern has been addressed to staff.

Drills:

End of Term 1 - Fire drill. Signs for where students line up on the courts have been reviewed and re-arranged so that students are grouped next to their Ako buddy teacher Ako class in case there are any Ako teacher absences.

Lockdown drill is set.



## Principal's Report

That the Principal's Report be accepted.

**Decision Date:** 21 May 2025  
**Mover:** Nikki Geddis  
**Seconders:** Claire Hargest-Slade  
**Outcome:** Approved



## Health and Safety Report

That the Health and Safety Report be accepted.

**Decision Date:** 21 May 2025  
**Mover:** Nicole Fitzgerald  
**Seconders:** Mr Alex Weatherall  
**Outcome:** Approved

## 5.2 EOTC Report

28 May: L3 History initially postponed due to the destination of the trip was declared as being in a state of emergency. The trip has a new date but the trip was already approved at a prior meeting.

11 June: L3 Overnight OED Woolshed Creek trip requires approval. This trip has been done multiple times

16 June: Jazz Band Tour to Akaroa requires approval however EOTC paperwork has not yet been completed. A decision is required as the trip falls prior to the next scheduled Board Meeting. This trip has been done multiple times and been successful. The Board has agreed to pre-approve based on communication to the Board prior to the trip that EOTC paperwork has been completed and approved for all stages.

16 September: Spain trip is a significant trip this year. The EOTC paperwork has started and is on track. EOTC paperwork is aiming to be completed at least two Board Meetings in advance.



## Jazz Band Tour

That the Board pre-approves the Jazz Band Tour (departing 16 June 2025) based on all EOTC paperwork being communicated to the Board that all stages have been completed and approved.

**Decision Date:** 21 May 2025  
**Mover:** Damian James  
**Seconders:** Nikki Geddis  
**Outcome:** Approved



## L3 OED Trip to Woolshed Creek

That the Board approves the L3 Outdoor Ed trip to Woolshed Creek on 11 June 2025.

**Decision Date:** 21 May 2025  
**Mover:** Nicole Fitzgerald  
**Seconders:** Nikki Geddis  
**Outcome:** Approved



## EOTC Report

That the Board approves the EOTC Report.

**Decision Date:** 21 May 2025  
**Mover:** Damian James  
**Seconders:** Nikki Geddis  
**Outcome:** Approved



### **Jazz Band Tour - Communication required to Board Members**

Communication to all Board Members that the EOTC paperwork is complete and approved at all stages, prior to trip taking place.

**Due Date:** 6 Jun 2025

**Owner:** Kiran Gibbard

## **5.3 Finance Report**

Finance Committee Meeting was held on Monday and Statements perused.

Nicole has been added to Xero so is able to login and check with responsibility to view any changes that Heidi makes.

Income Statement - Operating Expenses - Depreciation. Currently deficit of \$73,688 but depreciation is around \$200,000 and as this is non-cash there is no major concern.

The deficit of \$70,000 is due to timing with a number of items contributing to this. The school Spanish trip is a big part of this as deposits have been paid. Some student money is received, yet held in Trust. These will be invoiced in May.

Relief teacher income is just waiting on funding.

Social Sciences is on the high side but this is due to an increase in students that weren't budgeted for.

Investment fund will now accrue the interest on a monthly basis to make the variance less severe.

Going forward the Statements will include 30th April 2024 balances, so yearly comparisons can be made.

Quite often invoices have been received that aren't approved so cannot be included in Statements. These can't be accrued until they are approved so timely approval by staff is necessary to have up to date figures for the Board and to make accurate financial decisions.



### **Finance Report**

That the Board approves the Finance Report.

**Decision Date:** 21 May 2025

**Mover:** Nicole Fitzgerald

**Seconder:** Claire Hargest-Slade

**Outcome:** Approved



### **Finance Information from 2024 Mini Conference**

Forward Finance Information from 2024 Mini Conference to Nicole.

**Due Date:** 13 Jun 2025

**Owner:** Mr Alex Weatherall

## 6. International

### 6.1 International Report

International department is going great.

Note to consider from the Report is who will give support to international students when both Nicki Stephenson and Liana Irvine are away. The responsibility will be with whoever takes over Liana Irvine's ESOL classes.

Personnel student folder with student contact details will be held by Kiran Gibbard in Nicki Stephenson's absence.

Simulated Classroom application is a great promotional opportunity and the Science Department (Trudy Gee/Alex Weatherall) have been asked to apply. Funding if successful, comes from the International budget.



#### International Report

That the Board accepts the International Report.

<b>Decision Date:</b>	21 May 2025
<b>Mover:</b>	Nikki Geddis
<b>Seconder:</b>	Mr Alex Weatherall
<b>Outcome:</b>	Approved

### 6.2 Southern Cross Insider Fairs

### 6.3 Thailand Events

### 6.4 New Policy - Designated Caregiver

Currently under our School Docs policies, we only have a Residential Caregiver policy. The Designated Caregiver policy and the Residential Caregiver Policy are similar however the Residential Caregiver policy does not cover relatives, close family members or friends and in certain circumstances this is necessary.

Adopting the Designated Caregiver policy would take care of this issue, should it arise and this policy would provide our school with ability to stipulate who the designated caregiver would be.



#### Designated Caregiver Policy

That the Board agrees to adopt under School Docs the Designated Caregiver Policy.

<b>Decision Date:</b>	21 May 2025
<b>Mover:</b>	Nicole Fitzgerald
<b>Seconder:</b>	Nikki Geddis
<b>Outcome:</b>	Approved

### 6.5 Kiwicentre Programme

## 7. Policy Review

### 7.1 Term 2, 2025 Policies to Review:

Planning and Preparing for Emergencies, Disasters and Crises:

- \* Emergency kits are being reviewed.
- \* The Emergency response folder was updated at the start of 2025 including staff phone lists.
- \* It has been identified that there is a vulnerability with a lockdown alarm in a meeting room. Reasonable steps are being taken immediately to reduce the risk of this being inappropriately used.

Communicating during an Emergency, Disaster or Crises:

- \* Students are not able to use cell phones during a lockdown. Communication is made by way of the school Facebook page, school website and our student management system, Kamar whereby we use a text/email message services.

Emergency Closure:

- \* All staff are set up to use Google Classroom. We are facing a situation with teacher absences and shortage of relief teachers and might need to look to roster students to work from home.

Disaster Management:

- \* Senior Leadership Team are to review this policy and come back to the Board.



### Policy Review

That the Board approves the policies and notes that the Disaster Management policy will be reviewed by the Senior Leadership Team and brought back to the Board.

**Decision Date:** 21 May 2025  
**Mover:** Nikki Geddis  
**Seconder:** Claire Hargest-Slade  
**Outcome:** Approved



### Budget for Emergency Supplies

To check on budget allocation for emergency supplies.

**Due Date:** 25 Jun 2025  
**Owner:** Kiran Gibbard



### Disaster Management policy review

Senior Leadership Team are to review this policy and come back to the Board.

**Due Date:** 25 Jun 2025  
**Owner:** Kiran Gibbard



### Review of Emergency Kits

Emergency kits to be reviewed.

**Due Date:** 25 Jun 2025  
**Owner:** Kiran Gibbard



## 7.2 Presiding Member Policy Review

Deferred to next meeting.

## 7.3 Concerns and Complaints Process

Presented was the new Concerns and Complaints process which includes the ability to verbally voice a concern or complaint.

In order to have clarity around a concern or complaint, the complainant would need to state or be asked if it is a formal or informal concern/complaint.

A flowchart could be developed in school so that staff are aware how they are to deal with concerns and complaints.

Look at re-purposing the old Concerns and Complaints procedure.

It was decided to defer to next meeting for further discussion.



### Concerns and Complaints FlowChart for Staff

To be created to guide staff as to how to deal with concerns and complaints (formal/informal) and brought to the next BoT meeting.

**Due Date:** 25 Jun 2025

**Owner:** Kiran Gibbard

## 8. In Committee

### 8.1 Minutes from Previous Meeting



#### Public be excluded from In Committee

8.16pm

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:** 21 May 2025

**Mover:** Damian James

**Outcome:** Approved



#### Return to Open Meeting

9.33pm

It was moved from the Chair that the meeting return to an Open Meeting.

**Decision Date:** 21 May 2025

**Mover:** Damian James

**Outcome:** Approved

### 8.2 Matters Arising

### 8.3 Committee Report

### 8.4 Correspondence In

## 8.5 Correspondence Out

## 9. Other Business

### 9.1 Consent to Assess/Certify

Deferred to next meeting.

### 9.2 Microwaves

Deferred to next meeting.

## 10. Close Meeting

### 10.1 Close the meeting

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

Approved decisions made between meetings



#### EOTC - L3 Geography Trip to Queenstown

That the Board approves the L3 Geography trip to Queenstown from 14 - 16 May 2025.

**10 Supported:** Ahmed Khalid , Alex Weatherall , Claire Hargest-Slade , Damian James , Jenny Carter-Bolitho , Kiran Gibbard , Kristy Swain , Nicole Fitzgerald , Nikki Geddis ,  
Kenny Diamond - Happy to support although I haven't seen the documents.

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 9 May 2025

**Outcome:** Approved

Jenny Carter-Bolitho

27 Jun 2025