

CONFIRMED MINUTES

TERM 2, 2025 MEETING NO. 2



At the **Term 3, 2025 Meeting No. 1** on **6 Aug 2025** these minutes were **confirmed as presented**.

Name:	Mountainview High School
Date:	Wednesday, 25 June 2025
Time:	6:36 pm to 9:04 pm (NZST)
Location:	Default Location, 97 Pages Rd, Marchwiell, Timaru, New Zealand
Board Members:	Damian James, Ahmed Khalid, Mr Alex Weatherall, Claire Hargest-Slade, Jenny Carter-Bolitho (Chair), Nikki Geddis, Kiran Gibbard
Attendees:	Kristy Swain
Apologies:	Nicole Fitzgerald, Kenny Diamond

1. Opening Meeting

1.1 Apologies



Apologies

That apologies from Kenny Diamond and Nicole Fitzgerald be accepted.

Decision Date: 25 Jun 2025
Mover: Damian James
Seconder: Nikki Geddis
Outcome: Approved

1.2 Interests Register

Interest register updated accordingly.

1.3 Public Attendance

No members of public were in attendance.

2. Confirm Minutes

2.1 Confirm Minutes

Term 2, 2025 Meeting No. 1 21 May 2025, the minutes were confirmed as presented.

An item has been moved to be correctly aligned within the in committee minutes.



Confirm Minutes

That the Minutes of the meeting held on 21 May 2025 were taken as read and approved as a true and accurate record.

Decision Date: 25 Jun 2025
Mover: Claire Hargest-Slade
Second: Damian James
Outcome: Approved

2.2 Matters Arising

There were no matters arising from the Minutes.

3. Actions from Previous Meetings

4. Correspondence

4.1 Correspondence In

Email from Timaru District Council to advise there is a delay in starting the crossing works. Communication is needed with Timaru District Council so as to plan for traffic management and community communication.

Email from School Docs regarding our updated Schedule of Delegations whereby they suggested we include in our next update to update the Education Act 1989 to the now Education and Training Act 2020.



Correspondence In

That the Board inwards correspondence be accepted and that the Board agrees to have the Schedule of Delegations amended to refer to Education and Training Act 2020.

Decision Date: 25 Jun 2025
Mover: Damian James
Second: Nikki Geddis
Outcome: Approved



TDC crossing update

To liaise with Timaru District Council to discuss traffic management and community communication around the works.

Due Date: 6 Aug 2025
Owner: Kiran Gibbard

4.2 Correspondence Out



Correspondence Out

That the Board outwards correspondence be accepted.

Decision Date: 25 Jun 2025
Mover: Ahmed Khalid
Second: Mr Alex Weatherall
Outcome: Approved

5. Management Reports

5.1 Principal Report including Health & Safety Report

Principal's Report

PB4L My Mahi rewards points

Has been separated into each of the Te Awa Values.

Attendance

Down slightly however this is usual during winter months due to sickness.

Improvement on stand downs and suspensions from last meeting.

Staffing

5.25 staff under FTE but within that we have a declining roll. The GMFS is due in September. Ministry have advised in correspondence in, that for our two new full time staff if we go into surplus, they wont cover these positions.

Science teacher on leave, returning start of Term 4.

Digital Technology teacher on 12 months parental leave.

Resignations received from the Food Technology Assistant and Careers & Pathways Co-ordinator.

Property

Gym still waiting on Code Compliance Certificate.

The new wheel chair lift failed due to three reasons. The installer will rectify this. In the interim, the key has been removed.

Toilet redevelopment in Hiwi was supposed to be finished by end of school holidays but is delayed due to flooring.

The Moana redevelopment is waiting on an approved Type C variation. There has been a change in staff at Logic Group which is prolonging the approval.

Senior Leadership Offices are complete, however there is a soundproofing issue and solutions are being investigated.

Boiler issues. Engineers have been in to assess and should be fine moving forward. With this has come new health and safety issues and staff are to complete confined space training. Worksafe have been proactively contacted to avoid any incidents. New tag in/tag out system implemented. Wood chip bunker has several design flaws that are creating health and safety concerns but also strains on its ability to function as designed.

Achievement data

Level 2 & 3 are positive.

Reading CAAs results out today with a 73% pass rate. The English faculty are doing great to get students ready for these. More results expected around 14 July.

New tracking documentation implemented this year to track credits so students/teachers can see their progress per subject. From next term regular emails to students/caregivers about what assessments are coming up will be sent.

Inaccessibility to achieve literacy and numeracy. Sitting at curriculum Level 2-3. The school is applying for consent to be able to award a Certificate of Foundation skills.

STAR Committee

Is going well. This Committee was established to track and monitor the transparency of STAR funding.

Strategic goals

RBL coaching is going well. Concern that Kahui Ako will cease at the end of year and funding comes from this so will have to see how we can keep pursuing this.

Solo Taxonomy: recent Teachers Only Day was about syncing rubrics and framework in assessments, implementing learning resources for day to day lessons, not just assessment. More visibility requested by staff to be in classrooms to prompt students. Posters are being developed.

Literacy and Numeracy Specialist Teaching position has been re-advertised and done over primary and secondary teachers.

Relational Trust: PTA were possibly disestablishing however we are trying to revitalise the group with three key areas. There was a positive response from current members for this revitalisation. A survey will be presented to the community to advise on the three key areas and to promote the PTA.

It was suggested that the Board host a Q&A evening ahead of the upcoming elections.

It was suggested that the enrolment form be amended to allow for parents to advise if they can volunteer and the capacity in which they can volunteer (i.e PTA, Sports, Board of Trustees, Translation etc).



Principal's Report

That the Principal's Report be accepted.

Decision Date: 25 Jun 2025
Mover: Damian James
Seconded: Claire Hargest-Slade
Outcome: Approved



Health & Safety Report

That the Health and Safety Report be accepted.

Decision Date: 25 Jun 2025
Mover: Jenny Carter-Bolitho
Outcome: Approved



Board of Trustees Q & A Evening

The Board to advertise and host a Board of Trustees Q&A evening to promote the upcoming elections to generate interest in new **parent/staff/student** representatives.

Due Date: 6 Aug 2025
Owners: Ahmed Khalid, Claire Hargest-Slade, Damian James, Jenny Carter-Bolitho, Kenny Diamond, Mr Alex Weatherall, Nicole Fitzgerald, Nikki Geddis

Health and Safety

Incidents that occurred were minor.

On a trip to Tekapo a student suffered a dislocated knee. The student's whanau thanked the school for management of the situation.

The recent lockdown drill went well. Harrison Tew are happy with the schools procedures. Minor recommendations were made for example what an evacuation on the courts may look like. This is being reviewed.



Confined Space Training

Confined space training for Property Manager and Assistant to be booked.

Due Date: 6 Aug 2025

Owner: Kiran Gibbard

5.2 EOTC Report

A thank you to the Board for their approval via Flying Minute for the Jazz Band trip. The trip was successful.

The Mountain biking trip to Christchurch due to take place on 25 June 2025 was postponed due to shortage of staff/relievers. This has been rescheduled to Wednesday, 16 July 2025.

Ski/Snowboard Club Trip on 27 June 2025 is the same trip as last year whereby they attend every Friday for Term 3, weather permitting.

The OEDL2 Alpine Trip on 22 July 2025 is facilitated by Peel Forest.



Ski/Snowboard Club and OEDL2 Alpine Trips

That the Board approves the the Ski/Snowboard Club Trip on 27 June 2025 and the OEDL2 Alpine Trip on 22 July 2025.

Decision Date: 25 Jun 2025

Mover: Mr Alex Weatherall

Second: Nikki Geddis

Outcome: Approved



EOTC Report

That the Board approves the EOTC Report.

Decision Date: 25 Jun 2025

Mover: Jenny Carter-Bolitho

Outcome: Approved



Spanish Trip

To monitor and obtain recommendations on the middle east conflict and how this might impact the trip to Spain.

Insurance to be checked to see what it covers.

Due Date: 6 Aug 2025

Owner: Kiran Gibbard

5.3 International Report

The International Director is doing a great job.

International Director away for six weeks in Term 3 to promote our programme, attract new clients and strengthen relationships with agencies.



International Report

That the Board accepts the International Report.

Decision Date: 25 Jun 2025
Mover: Jenny Carter-Bolitho
Outcome: Approved

6. Finance

6.1 Finance Report

Overall in a really good position.

Finance Committee meeting held recently and details provided to Board Members of this meeting.



Finance Report

That the Board approves the Finance Report.

Decision Date: 25 Jun 2025
Mover: Nikki Geddis
Second: Claire Hargest-Slade
Outcome: Approved

7. Policy Review

7.1 Term 2, 2025 Policies to Review:

Update on emergency kits/supplies.

The school is well resourced/well prepared and report back from Harrison Tew is that we do not need supply kits all over the school as we stock enough resources around the school. During the recent practice lock down movements were made to deliver items such as medicine, food and water. Toileting was also practiced.

Discussion around school representative in the policy and decision was made to amend the Schedule of Delegations to allow for a new bullet point no. 20.:

20. in the event of disaster management the Principal has delegated authority to choose an appropriate school representative(s) to visually check buildings and grounds for signs of damage.



Amend Schedule of Delegations

The Board agrees to have the Schedule of Delegations amended to include a new bullet point no. 20 as follows:

20. in the event of disaster management the Principal has delegated authority to choose an appropriate school representative(s) to visually check buildings and grounds for signs of damage.

Decision Date: 25 Jun 2025
Mover: Mr Alex Weatherall
Second: Nikki Geddis
Outcome: Approved

7.2 Presiding Member Policy Review



Presiding Member Policies

That the Presiding member (chair) role description policy and the Relationship between presiding member (chair) and principal policy are approved by the Board.

Decision Date:	25 Jun 2025
Mover:	Damian James
Second:	Claire Hargest-Slade
Outcome:	Approved

Both policies read and accepted by the new Presiding Member.

7.3 Concerns and Complaints Process

Deferred to next meeting.

8. Other Business

8.1 Consent to Assess/Certify

Discussed within the Principal's Report section.

8.2 Microwaves

Microwaves have arrived however are not yet in the commons. A thank you to our Student Representative for such a positive initiative.

School Cleaners will keep on top of cleaning however the Executive Council are also responsible to ensure they are kept clean.



Microwaves

SLT to ensure microwaves are installed and working for the commencement of Term 3.

Due Date:	14 Jul 2025
Owners:	Kiran Gibbard, Mr Alex Weatherall

9. In Committee

9.1 In Committee



Public be excluded from In Committee

7.55pm

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, correspondence out, students, staffing, property, whanau/community and finances.

Decision Date: 25 Jun 2025
Mover: Jenny Carter-Bolitho
Outcome: Approved



Return to an Open Meeting

9.03pm

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

Decision Date: 25 Jun 2025
Mover: Jenny Carter-Bolitho
Outcome: Approved

10. Close Meeting

10.1 Close the meeting

Next meeting: Term 3, 2025 Meeting No. 1 - 6 Aug 2025, 6:30 pm

Approved decisions made between meetings



2024 Annual Report & Annual Financial Statements for year end 31 December 2024

That the Board accepts the 2024 Annual Report and the Annual Financial Statements for year end 31 December 2024 and are happy that these will be uploaded to the Secure Data Portal.

10 Supported: Ahmed Khalid , Alex Weatherall , Claire Hargest-Slade , Damian James , Jenny Carter-Bolitho , Kenny Diamond , Kiran Gibbard , Kristy Swain , Nicole Fitzgerald , Nikki Geddis

0 Opposed:

0 Abstained:

Decision Date: 29 May 2025
Outcome: Approved



Jazz Band EOTC Trip

That the Board approves the EOTC Jazz Band Trip to Akaroa from 16-19 June 2025, now that EOTC paperwork has been completed and approved.

10 Supported: Ahmed Khalid , Alex Weatherall , Claire Hargest-Slade , Damian James , Jenny Carter-Bolitho , Kenny Diamond , Kiran Gibbard , Kristy Swain , Nicole Fitzgerald , Nikki Geddis

0 Opposed:

0 Abstained:

Decision Date: 3 Jun 2025
Outcome: Approved

Claire Hargest-Slade
7 Aug 2025