

CONFIRMED MINUTES

TERM 3, 2025 MEETING NO. 1



At the **Term 3, 2025 Meeting No. 2** on **3 Sept 2025** these minutes were **confirmed as presented**.

Name:	Mountainview High School
Date:	Wednesday, 6 August 2025
Time:	6:48 pm to 10:27 pm (NZST)
Location:	Default Location, 97 Pages Rd, Marchwiell, Timaru, New Zealand
Board Members:	Damian James, Mr Alex Weatherall, Claire Hargest-Slade, Kenny Diamond, Nikki Geddis, Nicole Fitzgerald
Attendees:	Kristy Swain
Apologies:	Ahmed Khalid, Jenny Carter-Bolitho (Chair)

1. Opening Meeting

1.1 Apologies



Apologies

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

Decision Date: 6 Aug 2025
Mover: Nikki Geddis
Seconder: Nicole Fitzgerald
Outcome: Approved



Acting Presiding Member for Meeting of 6th August 2025

The Board agrees to elect Claire Hargest-Slade as Acting Presiding Member for this evenings meeting.

Decision Date: 6 Aug 2025
Mover: Damian James
Seconder: Nikki Geddis
Outcome: Approved

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

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. 2 25 Jun 2025, the minutes were confirmed as presented.



Confirm Minutes

That the Minutes of the meeting held on 25 June 2025 were taken as read and approved as a true and accurate record.

Decision Date: 6 Aug 2025
Mover: Mr Alex Weatherall
Seconder: Nikki Geddis
Outcome: Approved

2.2 Matters Arising

There were no matters arising from the Minutes.

3. Actions from Previous Meetings

3.1 Actions



Cash Flow Forecast

Nicole to work with Heidi Norton (Business Manager) to create a cash flow forecast for the Board.

Due Date: 3 Sept 2025
Owner: Nicole Fitzgerald

4. Correspondence

4.1 Correspondence In

Timaru District Council: works have been rescheduled for next school holidays.

Resourcing Audit Report: A couple of students discounted and had left prior to roll date. It was discovered that a student that required a visa, did not hold one however this has now been rectified.



Correspondence In

That the Board inwards correspondence be accepted.

Decision Date: 6 Aug 2025
Mover: Damian James
Seconder: Nikki Geddis
Outcome: Approved

4.2 Correspondence Out



Correspondence Out

That the Board outwards correspondence be accepted.

Decision Date: 6 Aug 2025
Mover: Nikki Geddis
Second: Mr Alex Weatherall
Outcome: Approved

5. Management Reports

5.1 Principal Report

Principal's Report

Student Attendance and Engagement Information

Stand downs and suspensions:

Have increased since the Principal's Report was created.

Attendance: The Ministry of Education are looking to offer funding for an In School Truancy Officer to allow the school to run its own attendance/truancy services. Funding would be based on student levels but it is unclear if it is for the whole school or students under 16. It may need to be partially funded by the Board.

PB4L:

Te Awa Values. Lowest of the values awarded is currently, Kaitiakitanga. A PB4L booklet provided to Board Members to offer insight into each value.

Staffing Roll Information

Staffing is currently under.

2 x Resignations

- Food Tech Assistant.
- Careers & Pathways Co-ordinator.

Our 3 Deputy Principals have recently attended the NASDAP Conference which was a great PLD opportunity.

Whare Ako are currently 3FTE over. Maximum capacity is 25 students however this could grow if the space was available.

Visit to Otago University to talk to graduating teachers was undertaken. Unfortunately no positions available for the graduating teachers on offer. Canterbury University and the Grad School are coming up.

Property Report

Decision on Fire alarm required. Quote is for \$48,000 and we currently have a 5YA surplus of \$177,000.

Student Achievement

487 students on current roll with 512 students being the maximum roll allowed.

Literacy and Numeracy should be first steps so students are up to speed early in the term.

Maths internal completed but only a few students passed.



In School Truancy Officer

Further investigate the Ministry's proposal.

Due Date: 3 Sept 2025
Owner: Kenny Diamond



Fire Alarm

The Board approves the installation of the fire alarm as per the proposal and subject to Ministry funding.

Decision Date: 6 Aug 2025
Mover: Damian James
Seconder: Mr Alex Weatherall
Outcome: Approved



Gym Double Doors Locking

Requires manual override of the opening of the doors once in gym.

Due Date: 3 Sept 2025
Owner: Mr Alex Weatherall



Principal's Report

That the Principal's Report be accepted.

Decision Date: 6 Aug 2025
Mover: Nikki Geddis
Seconder: Mr Alex Weatherall
Outcome: Approved

Sabbatical Report

Good to see cognitive load theory, science of learning and knowledge rich curriculum in action in Australia.

Form of understanding with the students every 4 minutes would be ideal for students learning.



Sabbatical Report

That the Board has received and approves the Principal's Sabbatical Report.

Decision Date: 6 Aug 2025
Mover: Nikki Geddis
Seconder: Mr Alex Weatherall
Outcome: Approved

5.2 Health & Safety Report

Two students injured whilst skiing/snowboarding.



Health & Safety Report

That the Health and Safety Report be accepted.

Decision Date: 6 Aug 2025
Mover: Nikki Geddis
Seconder: Nicole Fitzgerald
Outcome: Approved

5.3 EOTC Report

Spain Trip.

Should something arise, the School will take advice from airline for safety precautions.



Spain Trip

That the Board pre-approves the trip to Spain (departing 16 September 2025) based on all EOTC paperwork being communicated to the Board that all stages have been completed and approved.

Decision Date: 6 Aug 2025
Mover: Mr Alex Weatherall
Seconder: Nikki Geddis
Outcome: Approved



Trips: SISS Girls Netball to Dunedin & SISS Boys Football to Invercargill

That the Board approves both of the SISS Girls Netball trip to Dunedin and the SISS Boys Football trip to Invercargill (both overnight trips) on 24 August 2025.

Decision Date: 6 Aug 2025
Mover: Damian James
Seconder: Mr Alex Weatherall
Outcome: Approved



EOTC Report

That the Board approves the EOTC Report.

Decision Date: 6 Aug 2025
Mover: Nicole Fitzgerald
Seconder: Mr Alex Weatherall
Outcome: Approved

5.4 ICT Report

Additional TV purchased as one was required for PE build.



ICT Report

That the Board accepts the ICT Report.

Decision Date: 6 Aug 2025
Mover: Mr Alex Weatherall
Seconder: Nicole Fitzgerald
Outcome: Approved

5.5 International Report

Acknowledgment of student for great achievement being nationally recognised in Japan.

Mr Diamond is heading away to Bangkok for Agent & Student Fair.



International Report

That the Board accepts the International Report.

Decision Date: 6 Aug 2025
Mover: Damian James

Seconded: Nicole Fitzgerald
Outcome: Approved

6. Policy Review

6.1 Term 3, 2025 Policies to Review:

Policies reviewed by Board Members.



Policies

The Board accepts the Child Protection, Abuse Recognition and Reporting, Safety Checking, Food and Nutrition, Police Vetting and Missing Student Procedure policies.

Decision Date: 6 Aug 2025
Mover: Damian James
Seconded: Kenny Diamond
Outcome: Approved

6.2 Concerns and Complaints Process

Any verbal complaints/concerns received must then be provided in writing and signed by the complainant/concerned person.

Flowchart has been developed to solve potential problems.



Adopt Flowchart

The Board agrees to adopt the Flowchart, subject to spelling of the word 'advice' being corrected to 'advise' in the last sentence.

Decision Date: 6 Aug 2025
Mover: Mr Alex Weatherall
Seconded: Claire Hargest-Slade
Outcome: Approved

7. General Business

7.1 Student Representative for Board of Trustees



Appointment of Returning Officer for Student Election

That the Board appoints Kristy Swain as Returning Officer for the Student Elections with election date set for Wednesday, 10 September 2025.

Decision Date: 6 Aug 2025
Mover: Nicole Fitzgerald
Seconded: Damian James
Outcome: Approved

7.2 Ballot for 2026 Out of Zone Enrolments

Out of zone enrolment vacancies for 2026 discussed as follows: year 9 - 50, year 10 - 0, year 11 - 10, year 12 - 10 and year 13 - 10.



Out of Zone Ballot Allocations

That the Board agrees they will have the following out of zone spaces available for 2026: 50 for year 9, 0 for year 10, 10 for year 11, 10 for year 12 and 10 for year 13.

Decision Date: 6 Aug 2025
Mover: Nikki Geddis
Seconder: Mr Alex Weatherall
Outcome: Approved

7.3 School Uniform

Amendments discussed to current school uniform regulations for year 9 & 10 students for 2026. Suggestion is no tie and no green shirt, instead a polo shirt to be worn. A consultation is required.



Junior Uniform Consultation

The Board agrees to have an open consultation regarding the removal of the tie and green shirt and replace with polo shirt juniors (year 9 and 10) with a commencement date of term 1, 2026.

Decision Date: 6 Aug 2025
Mover: Damian James
Seconder: Nikki Geddis
Outcome: Approved

8. In Committee

8.1 In Committee Agenda



Public be excluded from In Committee

9.23pm

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: 6 Aug 2025
Mover: Claire Hargest-Slade
Outcome: Approved



Return to Open Meeting

10.26pm

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

Decision Date: 6 Aug 2025
Mover: Claire Hargest-Slade
Outcome: Approved

8.2 Confirm Minutes

8.3 Corresp In

8.4 Corresp Out

9. Close Meeting

9.1 Close the meeting

Next meeting: Term 3, 2025 Meeting No. 2 - 3 Sept 2025, 6:30 pm

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

Jenny Carter-Bolitho
4 Sep 2025