

CONFIRMED MINUTES

TERM 3, 2025 MEETING NO. 2



At the **Term 4, 2025 Meeting No. 1** on **30 Oct 2025** these minutes were **confirmed as presented**.

Name:	Mountainview High School
Date:	Wednesday, 3 September 2025
Time:	6:32 pm to 9:54 pm (NZST)
Location:	Default Location, 97 Pages Rd, Marchwiell, Timaru, New Zealand
Board Members:	Mr Alex Weatherall, Claire Hargest-Slade, Jenny Carter-Bolitho (Chair), Kenny Diamond, Nicole Fitzgerald, Emma Morton, Kristen Jensen, Krystle Butler, Logan Wood
Attendees:	Kristy Swain

1. Opening Meeting

1.1 Appoint Presiding Member

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



Election of Presiding Member

The Board agrees to elect Jenny Carter-Bolitho as Presiding Member.

Decision Date:	3 Sept 2025
Mover:	Nicole Fitzgerald
Seconder:	Claire Hargest-Slade
Outcome:	Approved

1.2 Apologies

No apologies were required.

1.3 Speaking Rights



Speaking Rights

That Nicole Fitzgerald be accepted to this evenings meeting and be given speaking rights.

Decision Date:	3 Sept 2025
Mover:	Mr Alex Weatherall
Seconder:	Emma Morton
Outcome:	Approved

1.4 Co-opting Board Member



Co-opting Board Member

The Board agrees to co-opting Nicole Fitzgerald to the Board until the next triennial election due to her finance skills.

Decision Date: 3 Sept 2025
Mover: Jenny Carter-Bolitho
Outcome: Approved

1.5 Code of Conduct

Trustees Code of Behaviour policy discussed and agreed. This document had already been provided to new Board Members prior to the meeting. Trustees Code of Behaviour policy signed by: Kristen Jensen, Logan Wood, Krystle Butler and Emma Morton.

1.6 Interests Register

Interest register updated accordingly due to change in Board Members.

1.7 Schedule of Delegations

Schedule of Delegations discussed and had already been provided to new Board Members prior to the meeting.

1.8 Committees

Finance Committee to remain unchanged.

Student Behavior Committee to be deferred to next meeting.



Finance Committee

That membership of the Finance Committee remains the same and is confirmed as Catherine Smith, Ethan Smith, Kiran Gibbard (3 Deputy Principals), Kenny Diamond (Principal), Nicole Fitzgerald, Heidi Norton (Business Manager) and Kristy Swain (Secretary).

Decision Date: 3 Sept 2025
Mover: Mr Alex Weatherall
Seconder: Kristen Jensen
Outcome: Approved

1.9 Board Honoraria and Expenses

Discussion regarding current board honoraria v NZSBA board honoraria recommendations v Inland Revenue thresholds.

Reimbursements for travel/child care discussed.



Board Honoraria

The Board has agreed to the following honorarium payments.
\$55 per Board Member up to 11 meetings.
\$75 for Presiding Member for up to 11 meetings.

Meetings will now cover all Board of Trustee Meetings, Suspension Meetings, Head of Learning Area interviews, Deputy Principal Interviews, Principal Interviews and Strategic Planning Meetings. If a member attends more than the 11 meetings they do not receive any additional funds.

Decision Date: 3 Sept 2025
Mover: Jenny Carter-Bolitho
Outcome: Approved



Board Reimbursements

Travel – the Board may elect to pay for a hire car/fuel or reimbursement to the Member for their travel, whichever is the lesser.

Child care expenses up to the maximum rate of \$20 per hour.

Decision Date: 3 Sept 2025
Mover: Jenny Carter-Bolitho
Outcome: Approved

1.10 Board Meeting Attendance

Board Members were advised that if they miss three consecutive meetings without prior leave approved by the Board, then they will be removed from the Board.

It was noted that Board Members are able to attend the Board Meeting via zoom (or similar).

Apologies are to be sent to the Board Secretary or Presiding Member as soon as possible and prior to the start of the meeting.

1.11 Staff & Student Representative Policy



Staff & Student Representative Policy

The Board accepts the Staff & Student Representative policy.

Decision Date: 3 Sept 2025
Mover: Emma Morton
Second: Claire Hargest-Slade
Outcome: Approved

1.12 Public Attendance

No members of public were in attendance.

2. Confirm Minutes

2.1 Confirm Minutes

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



Confirm Minutes

That the Minutes of the meeting held on 6 August 2025 were taken as read and approved as a true and accurate record.

Decision Date: 3 Sept 2025
Mover: Claire Hargest-Slade
Second: Mr Alex Weatherall
Outcome: Approved

2.2 Matters Arising

Correspondence In:

Timaru District Council

Mr Diamond has met with Timaru District Council as to when the works will be started. The crossing by the hedge on Pages Road will commence in the September school holidays. Another crossing by the bus bay will be started over the Christmas holidays. There will be a further two crossings installed at some stage.

International Report:

Mr Diamond recently attended the Bangkok fair. A successful visit with three potential students attending Mountainview High School next year for four weeks. A further potential three students are looking at 1-4 year enrolments. Attendance at these fairs is a great opportunity to build on current relationships.

We currently have 12 long term international students plus short stay groups.

The International Director is currently visiting Germany, Vietnam and Japan for potential enrolments and networking opportunities.

3. Actions from Previous Meetings

3.1 Action List

Cash Flow Forecast Spreadsheet

Background:

Operating funds are to run the school.

Cyclical maintenance funds are to maintain the buildings.

10YP is for the School's 10 year property plan. The Ministry releases funds in 5 year lots (5YA). Our 5YA will renew in 2027 and then we will receive the second half of funds (approximately \$800k). These funds are for already allocated projects. Projects are done by priority. Priority 1 is Health and Safety, Priority 2 is Learning, Priority 3 is anything else.

Projects in this current lot of 5YA were Hiwi toilets, boiler heating and roofing.

Action:

Spreadsheet still to come.

Turf update

Action:

Will look into the School's cash flow, grants and potential fundraising.

Ground work as well as turf needs to be completed. Should get 2 turfs per ground work.

Attendance & Engagement Officer

Background:

Ministry allocating funds to tackle under 70% chronic truancy.

26% chronic truancy last year, now at 15%. Our regular attendance was 29% last year and this is now 51%. Thanks to Ethan Smith for his work in the attendance area.

Operational funds could be allocated by the Board to increase the hours of work.

Action:

Funding being provided by the Ministry should cover around 22hrs per week. The position will be advertised shortly and ideally the candidate will start in October.

Confined Space Training

Background:

Our boiler system runs by woodchips. These are delivered to the bunker, the auger moves the chips to the burner however it doesn't move well so was being manual moved. The school has imposed limitations for how this is to work. Worksafe advice has been requested.

Action:

The training is still a work in progress.



Attendance and Engagement Officer Board Funding

The Board agrees to provide additional funding from Operational funds up to the value of \$12,500 for the remainder of the 2025 school year (\$2,500) and the entire 2026 school year (\$10,000) to enable the Attendance and Engagement Officer position to have more hours.

Decision Date:	3 Sept 2025
Mover:	Claire Hargest-Slade
Seconded:	Nicole Fitzgerald
Outcome:	Approved

4. Correspondence

4.1 Correspondence In

School Docs:

There is flexibility within the current policy and so as not to overcomplicate matters, we have been advised not to change the current policy. If the complaint or concern is of a serious nature then they will be asked to put it in writing.

Micro PLD:

Not attending due to ability to source information from NZSBA.



Concerns & Complaints Policy

The Board accepts the standard Concerns and Complaints policy.

Decision Date:	3 Sept 2025
Mover:	Jenny Carter-Bolitho
Outcome:	Approved



Correspondence In

That the Board inwards correspondence be accepted.

Decision Date:	3 Sept 2025
Mover:	Mr Alex Weatherall
Seconded:	Claire Hargest-Slade
Outcome:	Approved

4.2 Correspondence Out



Correspondence Out

That the Board outwards correspondence be accepted.

Decision Date:	3 Sept 2025
Mover:	Emma Morton

Seconded: Krystle Butler
Outcome: Approved

5. Management Reports

5.1 Principal Report

Student Attendance and Engagement Information:

Key metrics

Out of zone enrolments currently sitting at 28. Total enrolments currently sitting at 79. The out of zone enrolment period runs from 15 September 2025 – 15 October 2025.

Stand down/Suspension

Stand downs have increased since the last meeting.

PB4L

Our PB4L has 5 core Te Awa Values. Positive reinforcement changes behaviour.

Whanaungatanga: being a part of family and we reward students for looking after others.

Kaitiakitanga: guardianship of the learning environment and peer group. An example of this would be acknowledgment for putting litter in the bin.

Pukengatanga: acknowledging excellence/good work in class, sports etc.

Rangatiratanga: rewards for being a leader/taking on leadership opportunities.

Manaakitanga: showing respect (manaki) to each other.

Staffing Role Information:

Information

The Ministry of Education advises us the year prior for the following years staffing allowances. 2026 staffing is due to be provided on 12 September 2025. We are currently 1.6 FTE under due to staff shortages.

Staff Leave

We have a number of staff currently on leave. One of our chemistry teachers is due back at the end of the term. We have a Maths teacher and a Japanese teacher due back at the end of the year and our Digital Technology teacher is on maternity leave, due back middle of next year.

Vocational Pathways

Vocational pathway options discussed and how these could be implemented to our school for year 12 & year 13 students to gain credits. Enrolments would be capped at around 15-16 students.

Property Report:

Auditorium

Closed today due to roofing tile issue. Ministry of Education builders are coming to inspect the tiles before it can be re-opened. Potentially new roof required as the current one is the original one with original butenol and is 41 years old. There appears to be water damage to the interior walls.

Student Achievement:

Achievement Information

CAAs results take some time to receive. The Lions Foundation have been our reader/writer assistance which has been valuable in providing 1:1 support for students in need.

NCEA Credits

Level 1 is lower as there are fewer, bigger standards. Level 2/Level 3 have more, smaller standards.

Strategic Goals Process:

Strategic goals are progressing. A 2026 Strategic Planning meeting will be set early next term and should facilitate the change of curriculum.



Principal's Report

That the Principal's Report be accepted.

Decision Date: 3 Sept 2025
Mover: Nicole Fitzgerald
Seconders: Claire Hargest-Slade
Outcome: Approved

5.2 Health & Safety Report

Health & Safety Register discussed. For future Board Meetings, the Register will be viewed electronically.



Health & Safety Report

That the Health and Safety Report be accepted by the Board.

Decision Date: 3 Sept 2025
Mover: Mr Alex Weatherall
Seconders: Emma Morton
Outcome: Approved

5.3 EOTC Report

In the EOTC Report discussed at the Board of Trustees meeting held on 6 August there was a potential trip for 20 Aug OED however this was a typographical error.

All is in order for the Spain trip to proceed.



EOTC Report and Trips

That the Board approves the EOTC Report. The Board provides approval of the Whare Ako End of Term 3 day out on 10 September 2025, the OEd L2 tramp/camp on 16 September 2025 and the Spain trip which departs on 16 September 2025.

Decision Date: 3 Sept 2025
Mover: Jenny Carter-Bolitho
Outcome: Approved

5.4 Finance Report

Additional funds have been placed into the term deposit.

Cash flow in a strong financial position.

Securacore bills have been amortised.

Projects:

Water Main - \$87k to come from the Ministry then we can close the project.

Gym - \$300k to come from the Ministry then we can close the project.



Finance Report

That the Board approves the Finance Report.

Decision Date: 3 Sept 2025
Mover: Krystle Butler
Seconded: Kristen Jensen
Outcome: Approved

6. General Business

6.1 School Uniform

The Board is opting to introduce green polo shirts as an option for year 9 & 10 from 2026 as a soft launch so that both the new polos and current green shirts will be available. NZ Uniforms are currently in a design phase and the school will be presented with some sketches. Hard launch is not financially viable due to current green shirt stock levels. Community consultation is required.

We are unable to offer a second hand uniform store due to our agreement obligations with NZ Uniforms.

For clarification around ties for students in year 9 and year 10, these are optional not mandatory, however when representing the school ties are required to be worn.



Consultation for Year 9 and Year 10 Polo Shirts

That the Board agrees to open a consultation for the introduction in 2026 of a green polo shirt for Year 9 and Year 10 students.

Decision Date: 3 Sept 2025
Mover: Jenny Carter-Bolitho
Outcome: Approved

7. In Committee

7.1 In Committee



Public be excluded from In Committee

9.01pm

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, students, staffing and finances.

Decision Date: 3 Sept 2025
Mover: Jenny Carter-Bolitho
Outcome: Approved



Return to Open Meeting

9.53pm

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

Decision Date:	3 Sept 2025
Mover:	Jenny Carter-Bolitho
Outcome:	Approved

8. Close Meeting

8.1 Close the meeting

Next meeting: Term 4, 2025 Meeting No. 1 - 30 Oct 2025, 6:30 pm



Jenny Carter-Bolitho
3 Nov 2025