

# CONFIRMED MINUTES

## TERM 4, 2025 MEETING NO. 1



At the **Term 4, 2025 Meeting No. 2** on **11 Dec 2025** these minutes were **confirmed as presented**.

<b>Name:</b>	Mountainview High School
<b>Date:</b>	Thursday, 30 October 2025
<b>Time:</b>	6:40 pm to 10:23 pm (NZDT)
<b>Location:</b>	Default Location, 97 Pages Rd, Marchwiell, Timaru, New Zealand
<b>Board Members:</b>	Mr Alex Weatherall, Claire Hargest-Slade, Jenny Carter-Bolitho (Chair), Kenny Diamond, Nicole Fitzgerald, Logan Wood, Emma Morton, Kristen Jensen, Krystle Butler
<b>Attendees:</b>	Kristy Swain
<b>Guests/Notes:</b>	Margaret Lafferty, Kerry Forde

### 1. Opening Meeting

#### 1.1 Apologies

No apologies were necessary.

#### 1.2 Interests Register

No conflicts of interest were declared.

#### 1.3 Committees

A Student Behaviour Committee will be set as necessary for all future suspension meetings with 2 Board Members minimum in attendance. A flying minute will record the Committee Members.

#### 1.4 Public Attendance



##### Public Attendance

That Margaret Lafferty and Kerry Forde be accepted to this evenings meeting and be given speaking rights for their appropriate agenda sections.

**Decision Date:** 30 Oct 2025  
**Mover:** Mr Alex Weatherall  
**Seconder:** Nicole Fitzgerald  
**Outcome:** Approved

Attendances by Margaret Lafferty and Kerry Forde.

## 2. Confirm Minutes

### 2.1 Confirm Minutes

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



#### Confirm Minutes

That the Minutes of the meeting held on 3 September 2025 were taken as read and approved as a true and accurate record.

**Decision Date:** 30 Oct 2025  
**Mover:** Mr Alex Weatherall  
**Seconded:** Claire Hargest-Slade  
**Outcome:** Approved

### 2.2 Matters Arising

There were no matters arising from the Minutes.

## 3. Actions from Previous Meetings

### 3.1 Action List

Due Date	Action Title	Owner(s)
3 Sept 2025	Spanish Trip <b>Status:</b> Completed on 3 Sept 2025	Kenny Diamond
3 Sept 2025	In School Truancy Officer <b>Status:</b> Completed on 3 Sept 2025	Kenny Diamond
30 Oct 2025	Cash Flow Forecast <b>Status:</b> Completed on 23 Oct 2025	Nicole Fitzgerald

## 4. Maths Review

### 4.1 Maths Review

Margaret Lafferty started at 6.46pm

The plan is to learn from the review. A lot of time is spent at mathematics department meetings discussing pedagogy and how to run the room. Department meetings are held regularly. Often PLD training is scheduled outside of school hours. The Head of Learning Area for Mathematics attends trainings when available and then brings the information back to share with the Department.

Students require confidence to progress them as they progress at different levels and the Maths teachers are helping students to develop strategies to understand Maths equations. Lower grades is stemming from low level understanding of literacy.

Currently assessment results are only given out when the last person sits their assessment and interviews are only run by the Head of Learning Area for Mathematics. Future assessments will have a cut off time and each Maths teacher will mark and hand back the marked assessment.

The Board would like to see achievement levels increase next year. The Maths department requires support and would like to see the Literacy and Numeracy roles separated. The Board

advised that they are happy to provide support and the Board was welcomed to view any classes at any time.

Margaret Lafferty finished at 7.20pm

## 5. SmartGrass Turf Presentation

### 5.1 Information

Kerry's presentation started at 7.21pm

Kerry presented on installation of a SmartGrass artificial turf. The turf is comfortable, UV protected with a triple latex backing and is suitable for a wide range of sports. Our School Logo can be stitched into the turf. It is made from polypropylene and the water seeps underneath and falls away. Based on the 12mm thickness only 5kg of kiln dried silica sand is required and we will not need to replace the sand. The turf is low maintenance and the turf care spray will need to be applied annually or bi-annually but can be done by the School.

The turf comes with a 10 year warranty and is expected to last for about 20 years so will be beneficial for future students, future parents and future boards.

Installation is not possible in Winter but could be installed in March/April or Sept/Oct 2026 depending on when it is ordered.

The turf quoted for will allow for the base, bunting, mid court net, cricket net, 2 x basketball courts (with moveable basketball hoops), 1 x hockey turf (both full and half) and 3 tennis courts.

Kerry's presentation concluded at 8.22pm



#### Netball Courts Resin Costs

Quote required for upgrading the netball courts with resin coating.

**Due Date:** 11 Dec 2025

**Owner:** Kenny Diamond

### 5.2 Vote



#### Vote

That the Board approves the SmartGrass quote (with all 6 options included) presented at the meeting to complete the turf and allow for a \$20,000.00 contingency.

**9 Supported:** Alex Weatherall , Claire Hargest-Slade , Emma Morton , Jenny Carter-Bolitho , Kenny Diamond , Kristen Jensen , Krystle Butler , Logan Wood , Nicole Fitzgerald

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 30 Oct 2025

**Outcome:** Approved

## 6. Correspondence

### 6.1 Correspondence In



#### Correspondence In

That the Board inwards correspondence be accepted.

**Decision Date:** 30 Oct 2025  
**Mover:** Emma Morton  
**Seconders:** Claire Hargest-Slade  
**Outcome:** Approved

## 6.2 Correspondence Out



### Correspondence Out

That the Board outwards correspondence be accepted.

**Decision Date:** 30 Oct 2025  
**Mover:** Nicole Fitzgerald  
**Seconders:** Krystle Butler  
**Outcome:** Approved

## 7. Management Reports

### 7.1 Principal Report

#### Inspire Excellence

##### Teaching to the Northeast (RBL) - Impact Coaching

Kahui Ako has been disestablished. We have 3 teachers in the RBL coaching programme and would be great to continue using Senior Leadership to create a teaching learning profile practice team of middle leaders who then facilitate the programme.

Accreditation done by professional growth coaching with Head of Learning Areas, managed by the Curriculum Deputy Principal.

##### Literacy and Numeracy

Literacy and numeracy has improved this year with CAA's passing rates up by 8-9%.

Numeracy specialist will be advertised.

The draft 2026 new curriculum has hours per subjects: 4hrs Maths, 4hrs English, 3hrs for Social Studies, 3hrs for Science, 4.5hrs Arts/PE/Tech, 1.5hrs Language per week = 20 hours, with 5 hours unallocated.

#### Connect Futures

##### Leadership Pathways

Ideal to add Middle Leadership Course expenses to the 2026 budget for around 4-6 teachers that want to progress into middle leadership.

##### Staffing

The Ministry have confirmed that we have been successful in gaining a Hard to Staff position for 2026 which provides a bonding scheme over 4 years for maintaining their employment. This will be allocated to the Maths Department.



### Principal's Report

That the Principal's Report be accepted.

**Decision Date:** 30 Oct 2025  
**Mover:** Mr Alex Weatherall  
**Seconders:** Claire Hargest-Slade  
**Outcome:** Approved



### **Budget for Middle Leadership PLD**

That the Board agrees with the budget required to complete the Middle Leadership PLD.

**Decision Date:** 30 Oct 2025  
**Mover:** Jenny Carter-Bolitho  
**Outcome:** Approved



### **Hard to Staff Position - Maths Department**

The Board agrees to allocate the Hard to Staff Bonding Scheme to the Maths Department.

**Decision Date:** 30 Oct 2025  
**Mover:** Jenny Carter-Bolitho  
**Outcome:** Approved

## **7.2 Health & Safety Report**

A student suffered a concussion during physical education and received prompt and correct first aid attention.

The Auditorium has been internally checked and maintenance completed.

A first aid box will be going into the gym and eight sets of eye washes have been ordered.

The confined space training will be completed in the next round. The boilers are off now for the warmer months. A tag in and tag out system is being used.

The Board viewed the incident register.



### **Health & Safety Report**

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

**Decision Date:** 30 Oct 2025  
**Mover:** Nicole Fitzgerald  
**Seconders:** Logan Wood  
**Outcome:** Approved

## **7.3 EOTC Report**



### **EOTC Report**

That the Board approves the EOTC Report.

**Decision Date:** 30 Oct 2025  
**Mover:** Jenny Carter-Bolitho  
**Outcome:** Approved

## **7.4 Finance Report**

Forecasted for \$65,000 deficit. Current term deposit at \$1,400,000 (using part of this to fund the proposed turf).

Accountants will do year end adjustments. Final money has been received for water main project. We are due a payment in September of \$63,000 for the gym changing room project.

As an audit requirement, school Visa Statements are to be signed off as a secondary check. Currently it is done by the Board Chair but more suitable if it they are signed off with the Finance Committee.

Jenny Carter-Bolitho signs off Kenny Diamond's expenses in Xero.



### **School Visa Statement Secondary Checking**

The Board agrees that the secondary checking required to be completed for the school visa statements will now be done at the Finance Meeting by the Board Finance Member.

**Decision Date:** 30 Oct 2025  
**Mover:** Mr Alex Weatherall  
**Seconder:** Krystle Butler  
**Outcome:** Approved



### **Finance Report**

That the Board approves the Finance Report.

**Decision Date:** 30 Oct 2025  
**Mover:** Kristen Jensen  
**Seconder:** Logan Wood  
**Outcome:** Approved

## **7.5 International Report**



### **International Report**

That the Board accepts the International Report.

**Decision Date:** 30 Oct 2025  
**Mover:** Claire Hargest-Slade  
**Seconder:** Krystle Butler  
**Outcome:** Approved

## **8. General Business**

### **8.1 School Uniform**

Consultation has closed.

The short sleeved polo shirt is a unisex design for year 9 & 10 students.

A sample polo shirt is in production.

### **8.2 Staff Mileage Reimbursement v School Car**

Idea was to purchase a school car for staff use for school however vans can be used if necessary and the Board are happy to continue to reimburse staff instead of purchasing a new vehicle.

### 8.3 L2/L3 Food Technology Catering

The Board wishes to acknowledge and thank Mrs Larkin and her L2/L3 Food Technology class for the delicious and flavoursome catering they provided at Board Meetings this year. This was very much appreciated by all Board Members.

## 9. Term 4 Policy Reviews

### 9.1 Term 4 Policy Reviews



#### Policy Review

That the Board approves the Bullying and Harassment, Behaviour Management, Minimising Physical Restraint, Searches, Surrender and Retention of Property, Stand-down, Suspension Exclusion and Expulsion and Staff Wellbeing and Safety policies.

**Decision Date:** 30 Oct 2025  
**Mover:** Nicole Fitzgerald  
**Seconder:** Kristen Jensen  
**Outcome:** Approved

## 10. In Committee

### 10.1 In Committee

9.45pm

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 out, students and staffing.

10.22pm

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

## 11. Close Meeting

### 11.1 Close the meeting

**Next meeting:** Term 4, 2025 Meeting No. 2 - 11 Dec 2025, 6:30 pm

Jenny Carter-Bolitho  
12 Dec 2025