

CONFIRMED MINUTES

TERM 4, 2025 MEETING NO. 2



At the **Term 1, 2026 - Meeting No. 1** on **18 Feb 2026** these minutes were **confirmed as presented**.

Name:	Mountainview High School
Date:	Thursday, 11 December 2025
Time:	6:33 pm to 8:56 pm (NZDT)
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, Logan Wood, Emma Morton, Krystle Butler
Attendees:	Kristy Swain
Apologies:	Kristen Jensen
Guests/Notes:	Tina Duncan

1. Opening Meeting

1.1 Apologies



Apologies

That apologies from Kristen Jensen be accepted.

Decision Date: 11 Dec 2025
Mover: Jenny Carter-Bolitho
Outcome: Approved

1.2 Interests Register

No conflicts of interest were declared.

1.3 Public Attendance



Public Attendance & Speaking Rights

That Tina Duncan be accepted to this evenings meeting and be given speaking rights for her appropriate agenda section.

Decision Date: 11 Dec 2025
Mover: Emma Morton
Seconded: Claire Hargest-Slade
Outcome: Approved

2. Confirm Minutes

2.1 Confirm Minutes

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



Confirm Minutes

That the Minutes of the meeting held on 30 October 2025 were taken as read and approved as a true and accurate record.

Decision Date:	11 Dec 2025
Mover:	Krystle Butler
Seconder:	Logan Wood
Outcome:	Approved

2.2 Matters Arising

There were no matters arising from the Minutes.

3. Actions from Previous Meetings

3.1 Action List

4. English Review

4.1 English Review

Tina Duncan started at 6.38pm

Head of English Learning Area felt the review was a great reflecting experience and gave guidance on ways to improve. The English department team was all new this year and the main area they were working on was getting the NCEA assessments and marking correct. Overall the English Department is thriving.

The Board has concerns with low literacy levels and wondered how they can assist. The English Department would benefit from professional development in this area by way of funding for the whole team to upskill and have resources provided.

The English department staff are undergoing professional development with regards to the new curriculum.

English class students were put into smaller groups to provide specific information, give feedback etc in the lead up to the CAA's.

The English department needs support, particularly with year 12 students. Providing relief teachers in this space would enable this.

Tina Duncan finished at 7pm

5. Correspondence

5.1 Correspondence In



Correspondence In

That the Board inwards correspondence be accepted.

Decision Date: 11 Dec 2025
Mover: Emma Morton
Seconder: Nicole Fitzgerald
Outcome: Approved

5.2 Correspondence Out



Correspondence Out

That the Board outwards correspondence be accepted.

Decision Date: 11 Dec 2025
Mover: Jenny Carter-Bolitho
Outcome: Approved

6. Management Reports

6.1 Principal Report

Strategic Plan

Is well underway for 2026. Documents to follow in the new year.

Inspire Excellence

Teaching and Learning Framework (SOLO Taxonomy)

The status of creating Student Committee & Map SOLO Taxonomy are currently blocked which means they are paused and this is due to the new curriculum coming in.

Student Achievement

Foundation Studies Award (hauora, physical & mental health, life skills, literacy & numeracy) can gain 60 credits. When students get the CAA they can then get NCEA level 1.

Property

A Counselling Hub would be beneficial and could be created in the caretakers area and if agreed, work could possibly be completed prior to the start of term 1, 2026. The idea is to create a counselling space now and in 2027 the room next door could be converted to be used for the Health Nurse.

School has internal guttering. Funds in the 2027 5YA will likely be soaked up in re-roofing most of school to remove the internal guttering.

Auditorium will require a full re-roof & re-clad. The Ministry of Education will cover this expense.

It was discovered that the turf is actually owned by the Ministry of Education. The turf is now a health and safety concern due to its condition. The Ministry of Education are looking to rectify this.



Teacher Aides

That the Board agrees to fund a Teacher Aide for 12 hours for the foundation studies class and a Teacher Aide for 8 hours for junior literacy and numeracy support.

Decision Date: 11 Dec 2025
Mover: Emma Morton
Seconder: Claire Hargest-Slade
Outcome: Approved



Counselling Hub

That the Board agrees to do a variation to the toilet project to create a counselling hub.

Decision Date: 11 Dec 2025
Mover: Jenny Carter-Bolitho
Outcome: Approved



STAR Policy

The Board agrees to adopt the STAR policy.

Decision Date: 11 Dec 2025
Mover: Mr Alex Weatherall
Seconder: Nicole Fitzgerald
Outcome: Approved



Principal's Report

That the Principal's Report be accepted.

Decision Date: 11 Dec 2025
Mover: Logan Wood
Seconder: Emma Morton
Outcome: Approved

6.2 Health & Safety Report

The Board viewed the Incident Register.



Health & Safety Report

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

Decision Date: 11 Dec 2025
Mover: Jenny Carter-Bolitho
Outcome: Approved

6.3 International Report

International Department is stronger than budgeted, just a timing issue on the profit.

Student numbers are growing.

The European market is being investigated with one student already enrolled for next year.

One student who has returned home after completing schooling at Mountainview High School has been accepted into University.

Plans in progress for the International Department to develop business strategies.



International Report

That the Board accepts the International Report.

Decision Date: 11 Dec 2025
Mover: Mr Alex Weatherall
Seconder: Logan Wood
Outcome: Approved

6.4 ICT Report

Current servers are out of warranty. If they fail there is nothing the team will do to save it and it could take some time to rectify. A new server warranty would be for 5 years and with current prices it is ideal to purchase now. If a new server was purchased, the current server could be used as a back up as it is not of any value to sell.

N4L Network Upgrade (switches, wireless access points) is set for mid to late February but given the disruption this would cause the work will look to be completed during the school holidays.

AV upgrades to school with tv's/projectors. Room 61 is next and other rooms will be done as necessary.



IT Report & Purchases

That the Board accepts the ICT Report & the Board agrees to allowing spending up to \$50,000 on the following items: New server, UPS (general), Synology NAS (24TB) & Eaton 2kVA UPS.

Decision Date: 11 Dec 2025
Mover: Logan Wood
Seconder: Krystle Butler
Outcome: Approved

7. Finance

7.1 Finance Report

Government grants are down due to student numbers.

International Department has strong growth.

We are in a \$30k deficit but \$200k is depreciation so effectively, \$170k cash ahead.

\$1.4 million on term deposit.



Finance Report

That the Board approves the Finance Report.

Decision Date: 11 Dec 2025
Mover: Nicole Fitzgerald
Seconder: Claire Hargest-Slade
Outcome: Approved

7.2 Finance - Solutions & Services

Documentation signed by Jenny Carter-Bolitho as Presiding Member.

7.3 2026 Draft Budget

The draft is subject to change.

Budget for Literacy/Numeracy is increasing.

Operation grants is high next year, but will be monitored.

The confirmed budget will be available at the start of next year.



Draft Budget Approval

That the Board agrees to approve the draft budget presented to this meeting.

Decision Date: 11 Dec 2025
Mover: Jenny Carter-Bolitho
Outcome: Approved

8. General

8.1 Flying Minutes Update

9. In Committee

9.1 In Committee



Public be excluded from In Committee

8.20pm

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 and staffing.

Decision Date: 11 Dec 2025
Mover: Jenny Carter-Bolitho
Outcome: Approved



Return to Open Meeting

8.55pm

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

Decision Date: 11 Dec 2025
Mover: Jenny Carter-Bolitho
Outcome: Approved

9.2 Correspondence In

9.3 Correspondence Out

10. Close Meeting

10.1 Close the meeting

Next meeting: Term 1, 2026 - Meeting No. 1 - 18 Feb 2026, 6:30 pm

A handwritten signature in black ink, appearing to read 'J Carter-Bolitho', written in a cursive style.

Jenny Carter-Bolitho

19 Feb 2026