

# CONFIRMED MINUTES

## TERM 1, 2026 - MEETING NO. 1



At the **Term 1, 2026 - Meeting No. 2** on **25 Mar 2026** these minutes were **confirmed as presented**.

<b>Name:</b>	Mountainview High School
<b>Date:</b>	Wednesday, 18 February 2026
<b>Time:</b>	6:37 pm to 9:52 pm (NZDT)
<b>Location:</b>	Default Location, 97 Pages Rd, Marchwiell, Timaru, New Zealand
<b>Board Members:</b>	Jenny Carter-Bolitho (Chair), Mr Alex Weatherall, Claire Hargest-Slade, Emma Morton, Kenny Diamond, Kristen Jensen, Krystle Butler, Logan Wood, Nicole Fitzgerald
<b>Attendees:</b>	Kiran Gibbard, Kristy Swain

### 1. Opening Meeting

#### 1.1 Appoint Presiding Member

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

Jenny Carter-Bolitho will take over as Board Chair immediately.



#### Appoint Presiding Member

That the Board agrees to appoint Jenny Carter-Bolitho as Presiding Member.

<b>Decision Date:</b>	18 Feb 2026
<b>Mover:</b>	Nicole Fitzgerald
<b>Seconder:</b>	Emma Morton
<b>Outcome:</b>	Approved

#### 1.2 Apologies

No apologies were required.

#### 1.3 Public Attendance

No members of public were in attendance.

## 1.4 Speaking Rights



### Speaking Rights

That Board agrees that Kiran Gibbard be given speaking rights at this evening's meeting and any further meetings he attends this year.

**Decision Date:** 18 Feb 2026  
**Mover:** Jenny Carter-Bolitho  
**Outcome:** Approved

## 1.5 Interests Register

Interest Register updated accordingly.

## 2. Appointment of Officers

### 2.1 Finance Committee



#### Finance Committee

That membership of the finance subcommittee be confirmed as Catherine Smith, Trudy Gee, Kiran Gibbard, Kenny Diamond, Nicole Fitzgerald, Heidi Norton (Business Manager) and Kristy Swain (Secretary).

**Decision Date:** 18 Feb 2026  
**Mover:** Mr Alex Weatherall  
**Seconder:** Emma Morton  
**Outcome:** Approved

### 2.2 Finance Committee Terms of Reference



#### Finance Committee Terms of Reference and Annual Calendar

That the Finance Committee Terms of Reference and Annual Calendar be confirmed.

**Decision Date:** 18 Feb 2026  
**Mover:** Nicole Fitzgerald  
**Seconder:** Krystle Butler  
**Outcome:** Approved

Finance Committee Terms of Reference and Annual Calendar to be presented to the next Finance Meeting.

### 2.3 Other Committees



#### Other Committees

It was agreed by the Board that membership of other ad hoc committees be confirmed as all Board Members as required, as available and a Flying Minute recorded for each such committee.

**Decision Date:** 18 Feb 2026  
**Mover:** Mr Alex Weatherall  
**Seconder:** Logan Wood  
**Outcome:** Approved

## 2.4 Student Behaviour Management Committee Terms of Reference



### Student Behaviour Management Committee Terms of Reference

That the Student Behaviour Management Committee Terms of Reference be confirmed.

**Decision Date:** 18 Feb 2026  
**Mover:** Jenny Carter-Bolitho  
**Outcome:** Approved

## 3. Schedule of Delegations

### 3.1 Review Schedule of Delegations



#### Amendments to Schedule of Delegations

That the Board approves the Schedule of Delegations subject to changes to  
1. whereby the words 'the Curriculum' are replaced with 'a delegated'.  
8. whereby the words 'of Curriculum' are replaced with 'in line with their job description will'.

**Decision Date:** 18 Feb 2026  
**Mover:** Mr Alex Weatherall  
**Seconder:** Krystle Butler  
**Outcome:** Approved

## 4. Board Code of Conduct

### 4.1 Review Trustees Code of Behaviour Policy

Trustees Code of Behaviour policy was circulated to Members and reviewed. No changes were necessary.

## 5. Board Assurances

### 5.1 Review 2026 Board Assurances

Reviewed by Board.

Potentially need to conduct a health consultation with the school community as this may be required every 2 years however this needs to be clarified.



#### Board Assurance - Health Consultation

Check regarding health consultation whether it is required every 2 years.

**Due Date:** 25 Mar 2026  
**Owner:** Kenny Diamond

## 6. Confirm Minutes

### 6.1 Confirm Minutes

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



#### Minutes

That the Minutes of the meeting held on 11 December 2025 were taken as read and approved as a true and accurate record.

**Decision Date:** 18 Feb 2026  
**Mover:** Nicole Fitzgerald  
**Seconder:** Claire Hargest-Slade  
**Outcome:** Approved

### 6.2 Matters Arising

There were no matters arising from the Minutes.

## 7. Actions from Previous Meetings

## 8. Correspondence

### 8.1 Correspondence In

OIA request (Academic Research) - response not required.



#### Correspondence In

That the Board inwards correspondence be accepted.

**Decision Date:** 18 Feb 2026  
**Mover:** Logan Wood  
**Seconder:** Krystle Butler  
**Outcome:** Approved

### 8.2 Correspondence Out



#### Correspondence Out

That the Board outwards correspondence be accepted.

**Decision Date:** 18 Feb 2026  
**Mover:** Logan Wood  
**Seconder:** Krystle Butler  
**Outcome:** Approved

## 9. Management Reports

### 9.1 Principal Report

Strategic Plans are usually set for 3 years but this year it will be for 1 year and replaced with an Annual Plan so the Strategic Plan for the following 3 years starts in 2027.

The Annual Plan is to be approved by the Board and then it will be turned into a template.

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

Involves creating a Professional Practice Team (which has been done). They will create a workbook for techniques for teachers in school and will include written instructions and videos to demonstrate how they can improve and where they can access the resources. Any professional development is included in the PLD budget.

#### *Teaching & Learning Framework*

Aspects of this can be unpredictable but making a start due to new curriculum.

#### *Literacy/Numeracy*

We have created a Literacy & Numeracy Team which includes a dedicated Literacy Co-ordinator and a Numeracy Co-ordinator.

#### *Student Achievement*

Too early in the term to have any information.

Foundation Studies Award provides a qualification for those students that might not have NCEA.

A barista coffee course was run to help some students obtain credits.

Analysis of Variance to be presented at the next board meeting.

#### *Relationships for Learning (R4L)*

PLD restorative practice workshops starting tomorrow for staff will include setting good classroom practices, high expectations with care, set rules and how to teach when students don't listen. A reset room has been implemented this year and includes resources for students to reflect on. The reset room has a staff member allocated each period throughout the day. Behaviour has been good this year with less incidents so far.

#### *Attendance ISP (in school provision)*

Role created with Ministry funding. Currently sitting as 97% in green zone with 3% yellow zone.

#### *Property*

Ministry funds to come for Auditorium.

Internal guttering in whole school may need replacing. Butenol is rotted in the guttering.

Once gym project closes we will know what's left in 5YA.

Another property project is the guidance counsellor floor.

Upgrade required to security system to separate fire/security.



### **Annual Plan**

The Board approves the Annual Plans for: Teaching to the Northeast (RBL) Impact Coaching, Teaching & Learning Framework, Literacy/Numeracy and Relationships for Learning (R4L).

**Decision Date:** 18 Feb 2026  
**Mover:** Emma Morton  
**Seconder:** Krystle Butler  
**Outcome:** Approved



## Security System

The Board approves amendments to 5YA to re-do the security system.

**Decision Date:** 18 Feb 2026  
**Mover:** Jenny Carter-Bolitho  
**Outcome:** Approved



## Principal's Report

That the Principal's Report be accepted.

**Decision Date:** 18 Feb 2026  
**Mover:** Mr Alex Weatherall  
**Seconded:** Logan Wood  
**Outcome:** Approved

## 9.2 Health & Safety Report

Student injured in the gym today (fell and injured knee) but then was okay to head home.

For Health & Safety purposes a new procedure has been implemented whereby part time staff are required to sign in and out.

The incident concerning the power point was static electricity however for assurances, the power point is being checked.

The Board viewed the incident register.



## Health & Safety Report

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

**Decision Date:** 18 Feb 2026  
**Mover:** Emma Morton  
**Seconded:** Kristen Jensen  
**Outcome:** Approved

## 9.3 EOTC Report

A Blanket EOTC consent form had been sent to caregivers for completion. It was discovered that the aquatic ability of students needed to be included for those attending swimming sports. All documentation for swimming sports now completed and event requires Board approval.

OEDL3 Canyoning Trip all documentation completed, requires Board approval.

Year 10 camp, documentation not quite complete. Trip takes places before next Board Meeting and once documentation complete, the school will seek Board approval.



## EOTC Report, Swimming Sports, OEDL3 Canyoning Trip

That the Board approves the EOTC Report, Swimming Sports on 20th February 2026 and the OEDL3 Canyoning Trip on 5th/6th March 2026.

**Decision Date:** 18 Feb 2026  
**Mover:** Jenny Carter-Bolitho  
**Outcome:** Approved

## 10. Finance

### 10.1 2026 Budget

Draft already discussed previously and no drastic changes. Senior Leadership have also been through the draft.

The new ICT server is capitalised.

2025 Actuals (2nd column) results in a 8.7k deficit which is ahead of the forecasted deficit however this does not include year end auditor adjustments. Also to note is a lot of depreciation and non cash assets.

2026 Final budget (4th column) is forecasted for 74k deficit however has been modified to a 156k deficit (which includes maths teacher). There is over 200k of non cash assets/depreciation.



#### 2026 Budget

That the Board approves the 2026 budget.

**Decision Date:** 18 Feb 2026  
**Mover:** Nicole Fitzgerald  
**Seconder:** Kristen Jensen  
**Outcome:** Approved

### 10.2 Board of Trustees Budget



#### Board of Trustees Budget

The Board agrees that Kristy Swain (Board Secretary) has Delegated Authority to manage the Board of Trustees budget.

**Decision Date:** 18 Feb 2026  
**Mover:** Jenny Carter-Bolitho  
**Outcome:** Approved

## 11. International

### 11.1 International Report



#### International Report

That the Board accepts the International Report.

**Decision Date:** 18 Feb 2026  
**Mover:** Kenny Diamond  
**Seconder:** Mr Alex Weatherall  
**Outcome:** Approved

### 11.2 International Fee Structure for 2027

There is an increase in last year's fee structure.



#### International Fee Structure for 2027

That the Board agrees with the International Fee Structure for 2027.

**Decision Date:** 18 Feb 2026  
**Mover:** Kenny Diamond  
**Seconder:** Krystle Butler  
**Outcome:** Approved

## 12. Term 1 School Docs Policy Reviews

### 12.1 Term 1 Policy Reviews

Sun Protection policy: was discussed at the latest Health & Safety meeting. The school wishes to encourage the use of hats and so the uniform regulations document will be amended to allow for this. The school provides sunscreen and it is actively including this within EOTC documentation. Policy to remain as is.

Cellphone and Other Personal Digital Devices policy: use of earbuds in classroom will be discussed at assembly. It will be at the discretion of the classroom teacher as to whether or not these are allowed. Policy to remain as is.



#### Term 1 Policies

That the Board approves the Term 1 policies reviewed: Alcohol, drugs and other harmful substances policy. Sun protection policy. Digital technology and online safety policy. Cellphones and Other Personal Digital Devices policy. Safety and Welfare for Students on Work Experience policy. Firearms policy.

**Decision Date:** 18 Feb 2026  
**Mover:** Nicole Fitzgerald  
**Seconder:** Krystle Butler  
**Outcome:** Approved

## 13. General

### 13.1 Uniform - Hats

Amendments required to the Uniform Regulations information sheet to remove make up, hair and hat stipulations. A new section to include the use of a plain (no logos) navy blue hat or cap in Terms 1 & 4 (however this is optional). The hat/cap can be purchased from any supplier. Hats/caps are not to be worn in classrooms.



#### Uniform - Hats

The Board agrees to allow for students to wear a plain (no logos) navy blue hat or cap in Terms 1 & 4, noting that this is optional and not permitted to be worn in the classrooms.

**Decision Date:** 18 Feb 2026  
**Mover:** Krystle Butler  
**Seconder:** Kristen Jensen  
**Outcome:** Approved

### 13.2 Polo Shirt

Sample polo top shown to Board Members.

Board advised that students had noted the logo was itchy. The Board pitched ideas including adding a pocket for the logo to be sewn into or making the logo smaller however the Board has

agreed to remove the logo entirely which would make it more comfortable and reduce the cost to make it more affordable for families.

The Board noted how comfortable the material was and how bespoke the inner lining was.

There will be a 2 year phase in period after which the current green shirt would no longer be able to be purchased. Purchasing of the green shirt during the phase in period is subject to availability of stock.

The school is liable for purchase of leftover green shirt stock following the phase in period.

The new green polo would be available as soon as stock could be made and delivered to NZ Uniforms. Looking likely mid 2026.

### 13.3 Network Refresh

Phase 2 with equipment replacement for the Ministry upgrade is next week. Staff have been briefed including how to communicate etc.

### 13.4 Flying Minute Update

Update provided.

## 14. In Committee

### 14.1 In Committee



#### Public be excluded from In Committee

8.44pm

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, staffing and students.

**Decision Date:** 18 Feb 2026

**Mover:** Jenny Carter-Bolitho

**Outcome:** Approved



#### Return to Open Meeting

9.51pm

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

**Decision Date:** 18 Feb 2026

**Mover:** Jenny Carter-Bolitho

**Outcome:** Approved

### 14.2 Correspondence In

### 14.3 Correspondence Out

### 14.4 In Committee Report

## 15. Close Meeting

### 15.1 Close the meeting

**Next meeting:** Term 1, 2026 - Meeting No. 2 - 25 Mar 2026, 6:00 pm

A handwritten signature in black ink, appearing to read "Anna Claret" followed by a stylized monogram.

Claire Hargest-Slade  
26 Mar 2026