

# CONFIRMED MINUTES

## TERM 1, 2026 - MEETING NO. 2



At the **Term 2, 2026 - Meeting No. 1** on **20 May 2026** these minutes were **confirmed as presented**.

<b>Name:</b>	Mountainview High School
<b>Date:</b>	Wednesday, 25 March 2026
<b>Time:</b>	6:15 pm to 7:25 pm (NZDT)
<b>Location:</b>	Default Location, 97 Pages Rd, Marchwiell, Timaru, New Zealand
<b>Board Members:</b>	Mr Alex Weatherall, Claire Hargest-Slade, Emma Morton, Kenny Diamond, Kristen Jensen, Krystle Butler, Logan Wood, Nicole Fitzgerald
<b>Attendees:</b>	Kristy Swain
<b>Apologies:</b>	Kiran Gibbard, Jenny Carter-Bolitho (Chair)

### 1. Opening Meeting

#### 1.1 Apologies



##### Apologies

That the Board accepts the apologies of Kiran Gibbard and Jenny Carter-Bolitho.

<b>Decision Date:</b>	25 Mar 2026
<b>Mover:</b>	Claire Hargest-Slade
<b>Seconded:</b>	Krystle Butler
<b>Outcome:</b>	Approved

#### 1.2 Appoint Presiding Member



##### Acting Presiding Member for Meeting of 25th March 2026

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

<b>Decision Date:</b>	25 Mar 2026
<b>Mover:</b>	Emma Morton
<b>Seconded:</b>	Mr Alex Weatherall
<b>Outcome:</b>	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 Emma Morton (with no objections) and accepted this.

### 1.3 Public Attendance

No members of public were in attendance.

### 1.4 Interests Register

No conflicts of interest were declared.

## 2. Confirm Minutes

### 2.1 Confirm Minutes

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



#### Confirm Minutes

That the Minutes of the meeting held on 18th February 2026 were taken as read and approved as a true and accurate record.

**Decision Date:** 25 Mar 2026  
**Mover:** Nicole Fitzgerald  
**Seconder:** Emma Morton  
**Outcome:** Approved

### 2.2 Matters Arising

There were no matters arising from the Minutes.

## 3. Actions from Previous Meetings

### 3.1 Action List

Working at height training recommendation from the Board for groundskeeping staff. Our Site Manager is not able to complete this currently but once able too, all grounds staff will complete the training at the same time.

If MPR requires scaffolding this must be undertaken by a qualified scaffolding company.



#### Working at Height Training

To be completed by grounds keeping staff at the same time, once the Site Manager is back to full working capacity.

**Due Date:** 30 Jun 2026  
**Owner:** Kiran Gibbard

## 4. Correspondence

### 4.1 Correspondence In

Audit Quality Group - letters are standard and we are within timelines. Analysis of Variance to be finalised in time for May 31st.

Activate Design & Development quote - for editing/updating our current website. Financially, this will be capitalised and depreciated.

*Conflict of Interest declared: Kenny Diamond advised that the owner of Activate Design and Development was a friend and had no swaying of this quote acceptance.*



### Activate Design & Development quote

That the Board accepts and approves the quote from Activate Design & Development for \$6,785.00.

**Decision Date:** 25 Mar 2026  
**Mover:** Nicole Fitzgerald  
**Seconder:** Emma Morton  
**Outcome:** Approved



### Correspondence in

That the Board inwards correspondence be accepted.

**Decision Date:** 25 Mar 2026  
**Mover:** Nicole Fitzgerald  
**Seconder:** Kristen Jensen  
**Outcome:** Approved

## 4.2 Correspondence Out



### Correspondence out

That the Board outwards correspondence be accepted.

**Decision Date:** 25 Mar 2026  
**Mover:** Mr Alex Weatherall  
**Seconder:** Logan Wood  
**Outcome:** Approved

## 5. Management Reports

### 5.1 Principal

#### Principal's Report

5YA projects closed off. The next lot of 5YA funds will be allocated to security and cameras, then heating. An assessment will be completed on the heating infrastructure shortly.

#### Analysis of Variance

Amendments required:

- Amend date to 31 December 2025.
- Correction of spelling of Jenny's surname to Carter-Bolitho.
- Correction of spelling to Kristen's first name and expiry to Aug 28.
- Add Nicole Fitzgerald. Parent Representative. Co-opted. Expires Aug 28.
- Amend Emma's position gained to Elected.
- Amend expiry date for Logan Wood to Sept 26.



### Principal's Report

That the Principal's Report be accepted by the Board.

**Decision Date:** 25 Mar 2026  
**Mover:** Claire Hargest-Slade  
**Outcome:** Approved



### Annual Plan

That the Annual Plan be accepted by the Board.

**Decision Date:** 25 Mar 2026  
**Mover:** Emma Morton  
**Seconded:** Krystle Butler  
**Outcome:** Approved



### Analysis of Variance

That the Analysis of Variance be accepted by the Board, subject to the following amendments being made:

- Amend date to 31 December 2025.
- Correction of spelling of Jenny's surname to Carter-Bolitho.
- Correction of spelling to Kristen's first name and expiry to Aug 28.
- Add Nicole Fitzgerald. Parent Representative. Co-opted. Expires Aug 28.
- Amend Emma's position gained to Elected.
- Amend expiry date for Logan Wood to Sept 26.

**Decision Date:** 25 Mar 2026  
**Mover:** Claire Hargest-Slade  
**Outcome:** Approved

## 5.2 Health & Safety Report

The Board viewed the Incident Register.

Concussion resulted in the teacher being off for 1 week. The TV is going to be installed higher. Workshop classes requesting limit to 24 students but class sizes are within manageable limits.



### Health & Safety Report

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

**Decision Date:** 25 Mar 2026  
**Mover:** Nicole Fitzgerald  
**Seconded:** Kristen Jensen  
**Outcome:** Approved

## 5.3 EOTC Report

Year 10 Camps were successful.

A few illnesses on today's L2 History trip.

The Kiwi Centre Queenstown trip that was already approved by the Board will need re-approval as 2 students have indicated they wish to bungy jump. Both their parents have provided their consent.



## EOTC Report & Trips

That the Board approves the EOTC Report and the following trips: OEDL3 Tramp 31 March, Rangitata Rafts 1 April, Tekapo international students 6 April, Kiwi day trip Scenic flight 7 April, Christchurch experience 9-11 April, Smallbore rifle shooting 25 Mar & 1 April, Rocky Shore Bio L2 21 April, Rock Climbing & Abseiling OEDL2 7 May, Whare Ako Cbay 2 April and re approving the Kiwicentre Queenstown trip 27-29 March.

**Decision Date:** 25 Mar 2026  
**Mover:** Nicole Fitzgerald  
**Seconded:** Krystle Butler  
**Outcome:** Approved

## 5.4 Finance Report

We are \$25,000 higher than budgeted on deficit, however \$21,000 is due to timing. We are on track.



## Finance Report

That the Board approves the Finance Report.

**Decision Date:** 25 Mar 2026  
**Mover:** Krystle Butler  
**Seconded:** Mr Alex Weatherall  
**Outcome:** Approved

## 6. General

### 6.1 Schedule of Delegations

Discussion of point 1 on Schedule of Delegations document (which was amended at the prior Board Meeting) as next term an Acting Principal will be in place. Should that Acting Principal be uncontactable as per point 1, then the Board will need a motion to delegate that authority to another Deputy Principal.

### 6.2 Polo Shirt

After consultation meeting with NZ Uniforms, removing the logo will not reduce the cost very much. A sample of polo to come without the logo.

### 6.3 Flying Minute Update

#### Principal Farewell Gifts & Lunch

##### Motion:

That the Board agrees to allow the school to purchase the necessary and appropriate farewell gifts and provide a farewell lunch for staff and invited guests in relation to the departure of the Principal, Mr Diamond, to the maximum amount of \$3000.

**Outcome:** 8 supported 1 abstained – **APPROVED on 24 February 2026**

#### Frosting of Learning/Teaching Spaces

**Motion:**

That the Board agrees with and approves the quote for \$7,873.25 from All About Signs to enable frosting to learning/teaching areas around the school.

**Outcome:** 9 supported – **APPROVED on 4 March 2026**

**EOTC Trips approval: Yr 10 Camp, Volleyball Tournament wk, L2 History & Kiwi Centre Queenstown trips**

**Motion:**

That the Board approves the year 10 Camp (11-18 March), the Volleyball Tournament week (23-27 March), L2 History trip (25-27 March) and the Kiwi Centre Queenstown trip (27 March).

**Outcome:** 9 supported – **APPROVED on 6 March 2026**

## 7. In Committee

### 7.1 In Committee



#### **Public be excluded from In Committee**

6.59pm

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 students and staffing.

**Decision Date:** 25 Mar 2026  
**Mover:** Claire Hargest-Slade  
**Outcome:** Approved



#### **Return to Open Meeting**

7.24pm

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

**Decision Date:** 25 Mar 2026  
**Mover:** Claire Hargest-Slade  
**Outcome:** Approved

### 7.2 In Committee Report

### 7.3 Correspondence In

## 8. Close Meeting

### 8.1 Close the meeting

**Next meeting:** Term 2, 2026 - Meeting No. 1 - 20 May 2026, 6:30 pm

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

Jenny Carter-Bolitho  
20 May 2026