

# CONFIRMED MINUTES

## TERM 2, 2026 - MEETING NO. 1



At the **Term 2, 2026 - Meeting No. 2** on **24 Jun 2026** these minutes were **confirmed as presented**.

<b>Name:</b>	Mountainview High School
<b>Date:</b>	Wednesday, 20 May 2026
<b>Time:</b>	6:34 pm to 9:31 pm (NZST)
<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, Kristen Jensen, Krystle Butler, Logan Wood, Nicole Fitzgerald, Kiran Gibbard
<b>Attendees:</b>	Kristy Swain

### 1. Opening Meeting

#### 1.1 Apologies

No apologies were required.

#### 1.2 Public Attendance

No members of public were in attendance.

#### 1.3 Interests Register

Conflicts of Interest disclosed & records updated accordingly.

### 2. Confirm Minutes

#### 2.1 Confirm Minutes

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



#### Confirm Minutes

That the Minutes of the meeting held on 25 March 2026 were taken as read and approved as a true and accurate record.

**Decision Date:** 20 May 2026  
**Mover:** Mr Alex Weatherall  
**Second:** Krystle Butler

**Outcome:** Approved

## 2.2 Matters Arising

There were no matters arising from the Minutes.

## 3. Actions from Previous Meetings

## 4. Correspondence

### 4.1 Correspondence In

Two staff have recently obtained qualifications to improve their education. Acknowledgments for these staff will be presented during full school assembly on Wednesday 27 May 2026. The Board praise these staff and send their congratulations.

Foundation skills class running well.



#### Correspondence in

That the Board inwards correspondence be accepted.

**Decision Date:** 20 May 2026  
**Mover:** Emma Morton  
**Seconder:** Kristen Jensen  
**Outcome:** Approved

## 5. Management Reports

### 5.1 Principal Report

#### Student Attendance and Engagement Information

Suspensions: currently with the Ministry after two students excluded.

Stand downs: several students receiving stand downs, some of which are paired with significant learning difficulties.

Several pastoral incidents of late, especially continual defiance and disrespect from junior students and some year 12s. Same students causing issues, repeatedly. The Board discussed the idea to form a disciplinary committee each term to have whānau meetings with those particular students and their whānau.

The Whānau Leader review is due this year as the three year contract is coming to an end.

#### Attendance

Attendance is improving due to STAR plan (Ministry implementation), the work done by our Attendance & Engagement Officer and the weekly attendance report sent home to whānau.

#### Staffing

Staff resignations: Guidance Counsellor and Careers & Pathways Co-ordinator. Applications are currently being received for both positions.

The Outdoor Education position has been difficult to staff and has been advertised twice. We have secured a teacher for a fixed term (until the end of Term 2) for the Outdoor Education

classes and likely to have covered the PE classes on a fixed term also. From Term 3 onwards the Outdoor Education classes will be covered by the current Acting Principal until the end of the year.

## Property

Auditorium is being re-roofed & re-cladded.

The astro turf project was declined due to funds held by the school.

The new security system is dual system with our fire system and the old system is still in place. A Contract has been approved for work to remove the old system entirely and have the security system and fire system on their own independent systems.

## Student Achievement

CAAs completed this week. Yr 10 cohort to be included in the September CAAs.

Heads of Learning Areas and the Deputy Principal for Curriculum/Teaching & Learning are aware that despite data tracking spreadsheets provided, the assessments are not following the indicated timeline however some are not published due to students with SAC conditions and therefore results cannot be uploaded until the assessment is completed by all students. The assessments are marked and moderated but not yet published. Currently a large percentage of students are sitting between 0-19 credits.

If an additional Teacher Aide could be funded to solely help with SAC conditions this would be helpful. The Acting Principal is to complete a proposal for the next Board meeting regarding a possible new Teacher Aide for SAC conditions assistance.

Midyis results are in for our Yr 9 students. As a school we have identified that the year 9s cohort are significantly not at the expected curriculum levels and will need an accelerated learning programme.

Our Literacy and Numeracy committee are using the resources we have invested in, including SMART lab to replicate CAAs style questions. Ideally, creating PLD for Maths/English for primary schools would be advantageous.

## Strategic Goals

The Board would like to invite a Maori mana whenua voice from the Arowhenua Education Committee to be included as part of our Board. Should the co-opting rules allow for this, then this option will be explored.



### Principal's Report

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

**Decision Date:** 20 May 2026

**Mover:** Jenny Carter-Bolitho

**Outcome:** Approved

## 5.2 Health & Safety Report

The Board viewed the incident register.

Boiler access by property maintenance staff are still using a tag in/tag out process. Engineers are being consulted for the boiler system.

Fire drills are up to date.



## Health & Safety Report

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

**Decision Date:** 20 May 2026  
**Mover:** Emma Morton  
**Seconder:** Kristen Jensen  
**Outcome:** Approved

## 5.3 EOTC Report



### Water Activities in a Controlled Pool

The Board agrees that EOTC trips that include water activities in controlled water (i.e pool) do not require Board approval.

**Decision Date:** 20 May 2026  
**Mover:** Logan Wood  
**Seconder:** Krystle Butler  
**Outcome:** Approved



### EOTC Trips - Yr 12 Tourism, Yr 13 History & Jazz Band Tour

Yr 12 Tourism to Tekapo on 3 June 2026, Yr 13 History to Banks Peninsula for 11 & 12 June 2026 & Jazz Band Tour to North Canterbury for 1-3 July

**Decision Date:** 20 May 2026  
**Mover:** Jenny Carter-Bolitho  
**Outcome:** Approved

## 5.4 ICT Report

Acknowledgement of thanks to the ICT Coordinator for his efforts for attending to and completing the School's ICT matters.

New alarm systems/door systems have been fully integrated across the school.



### ICT Report

That the Board accepts the ICT Report.

**Decision Date:** 20 May 2026  
**Mover:** Mr Alex Weatherall  
**Seconder:** Nicole Fitzgerald  
**Outcome:** Approved

## 5.5 Student Report

Student Report is based around teachers using generative AI for assessment feedback. The Ministry have advised that it is okay for feedback on assessments but not for grading and the use of Co-pilot and Gemini are the acceptable platforms for this.

The processes around this are located in the Staff Handbook and will be reiterated to staff at staff meeting and in staff professional development training. Staff are aware they must proof read and know what they are sending to students and that they are not to use free online versions due to privacy concerns.



### Student Report

That the Board accepts the Student Representative Report.

**Decision Date:** 20 May 2026

**Mover:** Logan Wood  
**Seconded:** Krystle Butler  
**Outcome:** Approved

## 6. International

### 6.1 International Report

The International department is growing momentum with a busy and profitable Term 3 approaching including several short stays and some long stays from Brazil.

The International Director is building great relationships within the international market.



#### International Report

That the Board accepts the International Report.

**Decision Date:** 20 May 2026  
**Mover:** Jenny Carter-Bolitho  
**Outcome:** Approved

### 6.2 2028 Fee Structure

Fee structure for 2028 document provided with best predictions made which are comparable to 2027 fees including estimated inflation.

The Board would like to see an estimate of cost to show how much is being made per student and to see the 2027 fees aligned against the 2028 fees. The 2028 fee structure is not yet approved.

## 7. Finance

### 7.1 Finance Report

Auditor has done adjustments on accounts. Our most recent statements in xero shows a net profit of \$59k.

For year to date we are slightly behind on budget, however \$50k of this is due is timing.

Relief teacher spending is high but appropriate given the current climate.

Canteen is profitable however we will loose some healthy lunches funding due to student numbers dropping.

Acknowledgement of thanks to our Finance Board Member for her efforts for attending meetings and completing the necessary finances checks.



#### Finance Report

That the Board approves the Finance Report.

**Decision Date:** 20 May 2026  
**Mover:** Krystle Butler  
**Seconded:** Emma Morton  
**Outcome:** Approved

## 7.2 Terms of Reference

Finance Committee Terms of Reference and Annual Calendar document to be updated to allow for a certain minimum number of people to be present for meetings.



### Finance Committee Terms of Reference and Annual Calendar

The Board has agreed for Nicole Fitzgerald, the Principal (or Acting Principal) and one other member as the minimum specified people that must attend and complete Finance meetings and the Finance Committee Terms of Reference and Annual Calendar document be updated accordingly.

**Decision Date:** 20 May 2026  
**Mover:** Kristen Jensen  
**Seconder:** Logan Wood  
**Outcome:** Approved

## 8. Student Election

### 8.1 Returning Officer



#### Appointment of Returning Officer for Student Election 2026

That the Board appoints Kristy Swain as Returning Officer for the Student Elections with the election date set for Thursday, 10 September 2026.

**Decision Date:** 20 May 2026  
**Mover:** Nicole Fitzgerald  
**Seconder:** Emma Morton  
**Outcome:** Approved

## 9. Term 2 School Docs Policy Reviews

### 9.1 Term 2 Policy Reviews

Education Outside the Classroom (EOTC), EOTC Governance Roles and Responsibilities and EOTC Risk Assessment and Management are all fine.

Daily School Bus policy is being deferred to the next Board Meeting.



#### Term 2 Policy Reviews

That the Board approves the following Term 2 policies reviewed: Education Outside the Classroom (EOTC), EOTC Governance Roles and Responsibilities and EOTC Risk Assessment and Management.

**Decision Date:** 20 May 2026  
**Mover:** Mr Alex Weatherall  
**Seconder:** Krystle Butler  
**Outcome:** Approved

## 10. General

### 10.1 Appointment of New Principal



#### Rebecca Rhodes

That the Mountainview High School Board of Trustees appoints Rebecca Rhodes to the position of Principal, commencing on 15 July 2026 and that Rebecca Rhodes be granted the authority to act in this position. Further, the Mountainview High School Board of Trustees agrees to pay costs in relation to a visit to Timaru for the new Principal and her husband.

**Decision Date:** 20 May 2026  
**Mover:** Emma Morton  
**Seconder:** Krystle Butler  
**Outcome:** Approved

The new Principal has accepted the position and will start in Term 3. Shortly she will travel down to Timaru to begin the moving process.

### 10.2 Flying Minute Update

#### Flying Minutes from 20 March 2026 to 13 May 2026

##### Appointment of Acting Principal

Motion:

That the Mountainview High School Board of Trustees appoints Kiran Gibbard to the position of Acting Principal for a fixed term, commencing on 20 April 2026 until 3 July 2026 (or such date as a new Principal is appointed and starts at Mountainview High School, whichever comes first) and that Kiran Gibbard be granted the delegated authority to act in this position.

**Outcome: 9 supported – APPROVED on 27 March 2026**

##### Approval of Draft Financial Statements for year ended 31 December 2025

Motion:

That the Board accepts the Draft Annual Financial Statements for year ended 31 December 2025.

**Outcome: 9 supported – APPROVED on 1 April 2026**

##### L3 Geo Trip to Queenstown & International Director 2026 Travel

Motion:

That the Board approves the L3 Geo trip to Queenstown from 13-15 May 2026 and the Board approves all of Nicola Stephenson's international marketing/networking travel for 2026 provided it is line with the international budget set for 2026.

**Outcome: 9 supported – APPROVED on 30 April 2026**

## 11. In Committee

### 11.1 In Committee



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

8.34pm

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 flying minute update, correspondence in, correspondence out, staffing, student, whānau/community.

**Decision Date:** 20 May 2026  
**Mover:** Jenny Carter-Bolitho  
**Outcome:** Approved



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

9.30pm

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

**Decision Date:** 20 May 2026  
**Mover:** Jenny Carter-Bolitho  
**Outcome:** Approved

## 12. Close Meeting

### 12.1 Close the meeting

**Next meeting:** Term 2, 2026 - Meeting No. 2 - 24 Jun 2026, 6:30 pm

Jenny Carter-Bolitho  
24 Jun 2026