

CONFIRMED MINUTES

TERM 3, 2026 - MEETING NO. 1



At the **Term 3, 2026 - Meeting No. 2** on **16 Sept 2026** these minutes were **confirmed as presented**.

Name:	Mountainview High School
Date:	Wednesday, 5 August 2026
Time:	6:35 pm to 8:27 pm (NZST)
Location:	Default Location, 97 Pages Rd, Marchwiell, Timaru, New Zealand
Board Members:	Jenny Carter-Bolitho (Chair), Alex Weatherall, Claire Hargest-Slade, Emma Morton, Krystle Butler, Logan Wood, Nicole Fitzgerald, Rebecca Rhodes
Attendees:	Kristy Swain
Apologies:	Kristen Jensen

1. Opening Meeting

1.1 Apologies



Apologies

That apologies from Kristen Jensen be accepted.

Decision Date: 5 Aug 2026
Mover: Jenny Carter-Bolitho
Outcome: Approved

However it was noted that at 6.59pm Kristen Jensen arrived.

1.2 Interests Register

Conflicts of Interest disclosed & records updated accordingly.

1.3 Public Attendance

No members of public were in attendance.

2. Confirm Minutes

2.1 Confirm Minutes

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



Confirm Minutes

That the Minutes of the meeting held on 24 June 2026 were taken as read and approved as a true and accurate record.

Decision Date: 5 Aug 2026
Mover: Alex Weatherall
Seconders: Claire Hargest-Slade
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

Beginner Principal Programme starts next week. The new Principal attended a free session today however any further sessions will require Board approval.



Correspondence In

That the Board inwards correspondence be accepted.

Decision Date: 5 Aug 2026
Mover: Logan Wood
Seconders: Claire Hargest-Slade
Outcome: Approved

4.2 Correspondence Out



Correspondence Out

That the Board outwards correspondence be accepted.

Decision Date: 5 Aug 2026
Mover: Krystle Butler
Seconders: Logan Wood
Outcome: Approved

5. Management Reports

5.1 Principal Report

Student Attendance and Engagement

Reset room teachers meeting being held with the current process being reviewed to enable the process to become more consistent.

Staffing Roll Information

Financial School Advisor will be providing assistance later this month with regards to financials, staffing etc.

Property

Auditorium:

New design to come with the aim to start the project in December 2026/January 2027 which will mean the Auditorium will be out of action for 6 months.

Astro Turf/Courts:

Project is currently on hold so as to ensure the process is being completed correctly. The Report states that the 3rd party form is underway however this is still a work in progress.

Security Alarms and Fire:

Building WOF has failed however the Property Manager and Business Manager are rectifying this and hoping to have it signed off this week.

Strategic Goals Progress:

Our Senior Leadership team are working through strategic goals and completing regular goals.

Literacy / Numeracy:

The reports from the SmartTool results indicate there is a level of 'emerging' in maths and literacy. We need to ensure this feedback is provided to necessary teachers to enable students to be supported and that progress is tracked.

Curriculum:

Our Heads of Learning Areas in conjunction with our Senior Leadership Team are working on our 2027 curriculum to enable our timetable logistics to be sorted.



Principal's Report

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

Decision Date:	5 Aug 2026
Mover:	Nicole Fitzgerald
Seconder:	Claire Hargest-Slade
Outcome:	Approved

5.2 Health & Safety Report

A focus will be put on Whare Ako staff to ensure they are following correct procedures with regards to restraint training and reporting.

A risk register needs to be created in terms of High, Medium and Low risks.

The Board viewed the incident register.



Health & Safety Report

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

Decision Date:	5 Aug 2026
Mover:	Logan Wood
Seconder:	Krystle Butler
Outcome:	Approved

5.3 Finance Report

The Finance Committee met last week.

Spending is up. Whare Ako is higher but expected due to staffing. Our operating expenses are higher than budgeted. It would be prudent to hold off on spending for financial stability.

The Business Manager will be asked to highlight the 3 key questions/super 6 in her Report to the Board to line up with a suggestion received by our Staff Board Representative at the Te Whakarōputanga Kaitaiki Kura o Aotearoa Canterbury Conference.



Finance Report

That the Board approves the Finance Report.

Decision Date:	5 Aug 2026
Mover:	Alex Weatherall
Seconded:	Logan Wood
Outcome:	Approved

5.4 Student Report

Report from the Student Board Representative as to what students have been doing and are planning to do:

Staff/student sports events at break times, have a yarn club Tuesday (no devices used, students currently learning to knit), Uber reads in Library - read a random book & write a report on it, English writing competition, Geography quiz in Library, Gateway Forklift course, placements for Gateway students, week of exchange students from China – it was noted they have good buddies assisting them, Environment Council have placed a compost bin outside the Canteen and this will be a new role on the Executive Committee next year, Food drive planning underway where students will bring a certain item of food to Ako that will be donated, Speaker will be presenting on Tall Poppy Syndrome, Shave for a Cure fundraising returning at end of the year, Leavers gear survey has been circulated to students leaving, hopeful to run a quiz night, creating a Whare Ako supermarket, Beauty and the Beast musical in two weeks time.



Student Representative Report

That the Board accepts the Student Representative Report.

Decision Date:	5 Aug 2026
Mover:	Jenny Carter-Bolitho
Outcome:	Approved

5.5 Staff Report

Staff Representative feedback from staff:

New reports are a different style than previously used and has taken teachers time to adapt to the new style. There have been several changes over recent years. Parent feedback on the new style of reports is positive, as they feel there is more information provided about their child.

Improvement needed on our EOTC process and the software being used.

Overall feeling of staff is that they are optimistic and feeling good since the arrival of the new Principal.



Staff Representative Report

That the Board accepts the Staff Representative Report.

Decision Date:	5 Aug 2026
Mover:	Claire Hargest-Slade

Seconded: Logan Wood
Outcome: Approved

5.6 International Report

16 students from China have recently attended Mountainview. This made a significant profit for the school around \$20,000. There were some difficulties with language barriers and behaviours from these students.

The Board passes on their thanks to the International Director for her extra work & effort with these students.



International Report

That the Board accepts the International Report.

Decision Date: 5 Aug 2026
Mover: Jenny Carter-Bolitho
Outcome: Approved

6. EOTC

6.1 EOTC Report

The following EOTC trips require Board approval:

L2 Geo to Mt Cook, L2 OED Alpine Expedition, Aoraki Snow Sports, Ski Club Thursdays, Maori Language Wellington trip.

The Maori Language trip to Wellington is a new trip with only seniors attending. Concerns around a back up plan being in place should one be needed and the Board are seeking confirmation a plan is in place, prior to approval.

A Flying Minute will need to be issued once paperwork is complete for L3 OED Alpine Expedition and Secondary School Tournament week for the following teams: Netball, Boys Football & Boys Basketball.

In general the EOTC Report needs further information to enable the Board to be fully informed when making approvals for trips.



EOTC Report & Trips

That the Board approves the EOTC Report and the following trips: L2 Geo to Mt Cook, L2 OED Alpine Expedition, Aoraki Snow Sports, Ski Club Thursdays. That the Board does not approve the Maori Language Wellington trip.

Decision Date: 5 Aug 2026
Mover: Jenny Carter-Bolitho
Outcome: Approved

6.2 Languages Trips 2027 - Spain & Japan

The trips to Spain & Japan in 2027 are trips that have previously occurred and are traveling mostly over the school holiday break.



Concepts of Trips to Spain & Japan in 2027

The concept of the trips to Spain & Japan in 2027 are approved.

Decision Date: 5 Aug 2026
Mover: Jenny Carter-Bolitho
Outcome: Approved

7. Term 3 School Docs Policy Reviews

7.1 Term 3 Policy Reviews

School docs policies:

From term 4 onwards, the Senior Leadership Team will review the policies and provide recommendations to the Board.

Parents/Caregivers can view each terms policies that are being reviewed via the school website/school docs website.

Uniform:

During a recent meeting with NZ Uniforms regarding uniform and the possible new junior polo it was discovered that we currently have \$43,000 (discounted figure) worth of junior green shirt stock which would need to be paid for prior to production of the junior polo. We are already in possession of excess stock from NZ Uniforms that has not been able to be sold and is still for sale. The Board expressed that NZ Uniforms should not be purchasing any unnecessary, further stock. Our Agreement with NZ Uniforms needs to be reviewed and a further meeting has been scheduled.



Term 3 Policy Docs

That the Board approves the Term 3 policies reviewed: School Community Engagement policy, Inclusive School Culture, Student Attendance, Concerns and Complaints policy, Enrolment and Student Uniform/Student Dress Expectations.

Decision Date: 5 Aug 2026
Mover: Logan Wood
Seconder: Claire Hargest-Slade
Outcome: Approved



Junior Polo Shirt

That the Board agrees to pause on the introduction of the junior polo shirt.

Decision Date: 5 Aug 2026
Mover: Emma Morton
Seconder: Claire Hargest-Slade
Outcome: Approved

7.2 Term 2 Daily School Bus Policy Follow up

Website provided to the Board on school responsibilities for bus safety and behaviour management following on from a query at the last Board meeting.

8. General

8.1 Flying Minute Update

Flying Minute update provided.

8.2 Gov Hub Term 3 Checklist

Checklist provided to the Board to ensure they are on track.

8.3 ERO

ERO is coming in week 3 of Term 4 and will be meeting with our Presiding Member. We will have 14 areas to report on. Documentation is required to be sent to ERO prior to their visit. The Board will hold a separate meeting this term to go through ERO requirements.

8.4 SCOTT

Strengths, Challenges, Opportunities, Threats & Targets was completed by the Board this evening.

9. In Committee

9.1 In Committee



Public be excluded from In Committee

8.06pm

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, student, whānau/community.

Decision Date: 5 Aug 2026
Mover: Jenny Carter-Bolitho
Outcome: Approved



Return to Open Meeting

8.26pm

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

Decision Date: 5 Aug 2026
Mover: Jenny Carter-Bolitho
Outcome: Approved

10. Close Meeting

10.1 Close the meeting

Next meeting: Term 3, 2026 - Meeting No. 2 - 16 Sept 2026, 6:30 pm

A handwritten signature in black ink, appearing to read 'Emma Morton', with a stylized, cursive script.

Emma Morton
17 Sep 2026