CONFIRMED MINUTES

TERM 3, 2026 - MEETING NO. 2

At the **Term 4, 2026 - Meeting No. 1** on **28 Oct 2026** these minutes were **confirmed as presented.**

Name:	Mountainview High School
Date:	Wednesday, 16 September 2026
Time:	6:36 pm to 9:38 pm (NZST)
Location:	Default Location, 97 Pages Rd, Marchwiel, Timaru, New Zealand
Board Members:	Emma Morton, Kristen Jensen, Krystle Butler, Nicole Fitzgerald, Venus Kruize, Rebecca Rhodes, Alex Weatherall, Jenny Carter-Bolitho (Chair)
Attendees:	Kristy Swain
Guests/Notes:	Ruth Sullivan, Logan Wood

1. Opening Meeting

1.1 Apologies

No apologies were required.

1.2 Public Attendance

Public Attendance

That Ruth Sullivan and Logan Wood be accepted to this evenings meeting and be given speaking rights.

Decision Date:	16 Sept 2026
Mover:	Jenny Carter-Bolitho
Outcome:	Approved

2. Ruth Sullivan - Ministry of Education

2.1 Zoning & Student Numbers

Mountainview has a declining roll and are also zoned. Ruth spoke to the Board and presented data relating to this.

A zone was implemented in 2024 after a 2022 consultation and is based on size and configuration of our buildings v our non teaching space. Our network/property maximum capacity is therefore set at 503.

Once a zone is implemented, it is at the discretion of the Secretary of Education who can decide whether a zone can be amended or remain in place until the Secretary decides it is no longer necessary to have an enrolment scheme in place.

We can request to amend our zone by shifting the boundaries.

The Board can determine per year level the amount of out of zone students they wish to accept. Out of zone students contribute to our staffing but they do not contribute to our property funds.

The priority for 2027 is marketing to celebrate our point of difference.

With regards to bus routes, these are set by ASTN, the Ministry provides suggested bus routes.

Kristy Swain left at 7.28pm and returned at 7.31pm.

Ruth Sullivan departed at 7.38pm

3. Other Opening Matters

3.1 Resignation & Appointment Options

The Board has received a resignation from a Board Member. The Board is able to select whether they wish to fill this vacancy by selection or by-election.

Vacancy by Selection

That the Board agrees to proceed with vacancy by selection.

Decision Date:	16 Sept 2026
Mover:	Emma Morton
Seconder:	Alex Weatherall
Outcome:	Approved

Jenny Carter-Bolitho departed 7.47pm.

In the absence of our Presiding Member, Jenny Carter-Bolitho an Acting Presiding Member was needed to run the remainder of this meeting. Emma Morton was nominated by Krystle Butler and Nicole Fitzgerald (with no objections) and accepted this.

Acting Presiding Member for Remainder of Meeting of 16th September 2026

The Board agrees to elect Emma Morton as Acting Presiding Member for the remainder of this evenings meeting.

Decision Date:	16 Sept 2026
Mover:	Krystle Butler
Seconder:	Nicole Fitzgerald
Outcome:	Approved

3.2 Interests Register

Interest Register updated accordingly.

4. Confirm Minutes

4.1 Confirm Minutes

Term 3, 2026 - Meeting No. 1 5 Aug 2026, the minutes were confirmed as presented.

Confirm Minutes

That the Minutes of the meeting held on 5 August 2026 were taken as read and approved as a true and accurate record.

Decision Date:	16 Sept 2026
Mover:	Alex Weatherall
Seconder:	Krystle Butler
Outcome:	Approved

4.2 Matters Arising

There were no matters arising from the Minutes.

5. Actions from Previous Meetings

6. Correspondence

6.1 Correspondence In

Communications to gather Staff, Student and Parent voice for our next Strategic Plan will commence shortly. The Strategic Plan needs to be written by the end of 2026 and must go live in March 2027. The original Strategic Planning Committee remains in effect.

A lovely email was received from an MPR student's parent whereby the student had a great experience in being included in the recent school production.

Correspondence In

That the Board inwards correspondence be accepted.

Decision Date:	16 Sept 2026
Mover:	Alex Weatherall
Seconder:	Emma Morton
Outcome:	Approved

7. Management Reports

7.1 Principal Report

The Principal recently held a meeting with some parents of our whare ako students to hear their thoughts and receive feedback. The parents would like to see some improvements including a handbook introduced which they will have input into creating.

Ministry attendance auditor is conducting our audit in the coming days.

NZ Uniforms stock is going to come on sale next term. A review of our uniform needs to be conducted. Kirsten and Krystle agreed to assist with this review in conjunction with staff.

The Board were invited to the upcoming Senior prizegivings.

There have been a large number of stand downs since the last meeting. The process around questioning and taking statements from students has been refined. Zero tolerance policy for violence.

The team from Insite Consulting Partners recently came to assist in working through property and finances. A Report will be presented to the Board with their advice and proposals.

Principal's Report

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

Decision Date:	16 Sept 2026
Mover:	Venus Kruize
Seconder:	Nicole Fitzgerald
Outcome:	Approved

7.2 Health & Safety Report

The Board viewed the incident register.

Risk register was discussed at last Health and Safety meeting and is being created for the school from Term 4 onwards.

Kristen Jensen left at 8.14pm and returned at 8.16pm.

Health and Safety Report

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

Decision Date:	16 Sept 2026
Mover:	Emma Morton
Outcome:	Approved

7.3 EOTC Report

L2/L3 PE Skip Trip going to Mt Hutt.

L2 OEd Woolshed Creek tramp is overnight. 20 students. Experienced teachers.

EOTC Report

That the Board approves the EOTC Report.

Decision Date:	16 Sept 2026
Mover:	Alex Weatherall
Seconder:	Krystle Butler

EOTC L2/L3 PE Ski Trip

That the Board approves the L2/L3 PE Ski trip for 21 September 2026.

Decision Date:	16 Sept 2026
Mover:	Krystle Butler
Seconder:	Emma Morton
Outcome:	Approved

EOTC L2 OEd Woolshed Creek Tramp

That the Board approves the L2 OEd Woolshed Creek Tramp for 23 & 24 September 2026.

Decision Date: 16 Sept 2026
Mover: Venus Kruize
Seconder: Kristen Jensen
Outcome: Approved

7.4 Staff Report

A generally busy term 3 (including Exams and School Production) with the added workload to get ready for ERO and as well as changes coming with the new curriculum.

Any specific concerns should be directed to the Principal.

Recent PPTA visit as the Principal invited the new PPTA Field Officer to be available for staff to meet. A nomination has been made for a new Branch Chair for PPTA.

Staff Report

That the Board approves the Staff Report.

Decision Date: 16 Sept 2026
Mover: Alex Weatherall
Seconder: Venus Kruize
Outcome: Approved

7.5 ICT Report

Transitioning with a hybrid Microsoft Google model with a further report to come.

Looking at ways to communicate internally more effectively.

Over the holidays staff laptops will be processed.

IT staff training scheduled for 2027.

IT costs will go into the 2027 budget.

ICT Report

That the Board approves the ICT Report.

Decision Date: 16 Sept 2026
Mover: Emma Morton
Outcome: Approved

7.6 Student

An introduction was provided by our new student representative to the Board. She cares about the student body and feels she can represent them well during her time on the Board.

7.7 International Report

It was pleasing to read that the recent trips undertaken by the International Director were successful.

International Report

That the Board accepts the International Report.

Decision Date: 16 Sept 2026
Mover: Alex Weatherall
Seconder: Krystle Butler
Outcome: Approved

8. Finance

8.1 Finance Report

The cycles between Board meetings and finances meetings aren't aligning as they should. At this meeting we are discussing the July financials. At the next Board meeting we will review the August and September financials and these will indicate where we are tracking for the year. At the December Board meeting we will review the October financials and the draft 2027 budget. Currently there is a big overspend for expenses which is being looked at.

Finance Report

That the Board approves the Finance Report.

Decision Date:	16 Sept 2026
Mover:	Krystle Butler
Seconder:	Kristen Jensen
Outcome:	Approved

9. General

9.1 Flying Minute Update

Flying Minute update provided.

9.2 Uniform

9.3 ERO

Board Assurance documentation and School Improvement Framework documents are required to be with ERO by Monday 21 September 2026.

9.4 2027 Ministry of Education Donations Scheme Opt-in

2027 Ministry of Education Donation Scheme Opt-in

That Board agrees to opt in to the 2027 Ministry of Education Donation Scheme.

Decision Date:	16 Sept 2026
Mover:	Emma Morton
Outcome:	Approved

9.5 Professional Development, Trainings, Webinars

The Board needs to update the Board Secretary with an professional development, trainings and/or webinars they undertake.

9.6 Principal Coaching & Supervision

The Principal coaching and supervision is highly recommended and needs Board approval.

Principal Coaching & Supervision

That the Board approves the Principal's engagement of 3 Big Things for professional coaching and supervision under the SPCA 4.4 (secondary), for an

estimated annual value of $3,000.00 plus GST, to be funded from the Principal's Professional Coaching and Wellbeing entitlement.

Decision Date:	16 Sept 2026
Mover:	Alex Weatherall
Seconder:	Kristen Jensen
Outcome:	Approved

Logan Wood departed at 8.54pm. Logan was thanked and acknowledged for his valuable contributions to the Board with confident opinions and was excellent during the recent Principal interviews.

10. In Committee

10.1 In Committee

Public be excluded from In Committee

8.55pm
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.

Decision Date:	16 Sept 2026
Mover:	Emma Morton
Outcome:	Approved

Return to Open Meeting

9.37pm
It was moved from the Chair that the meeting return to an Open Meeting.

Decision Date:	16 Sept 2026
Mover:	Emma Morton
Outcome:	Approved

11. Close Meeting

11.1 Close the meeting

Next meeting: Term 4, 2026 - Meeting No. 1 - 28 Oct 2026, 6:30 pm



Jenny Carter-Bolitho
29 Oct 2026