

# CONFIRMED MINUTES

## JUNE BOARD MEETING



At the **Term 3 Meeting No. 1** on **6 Aug 2024** these minutes were **confirmed as presented**.

<b>Name:</b>	Mountainview High School
<b>Date:</b>	Wednesday, 26 June 2024
<b>Time:</b>	6:30 pm to 9:31 pm (NZST)
<b>Location:</b>	Default Location, 97 Pages Rd, Marchwiell, Timaru, New Zealand
<b>Board Members:</b>	Kenny Diamond, Damian James (Chair), Mr Alex Weatherall, Kristy Swain, Claire Hargest-Slade, Jenny Carter-Bolitho, Ahmed Khalid
<b>Apologies:</b>	Nicola Stephenson, Nikki Geddis, Jay Lovely

### 1. Opening Meeting

#### 1.1 Confirm Minutes



##### Damian to sign minutes

Minutes of the previous meeting, signed by the Presiding Member.

**Due Date:** 26 Jun 2024  
**Owner:** Kenny Diamond

That within the Health & Safety Report in the Minutes of the Meeting of 22 May 2024 it noted Jenny as a seconder whereas it was a typographical error and should have been Kenny.



##### 'That the Minutes of the 22 May 2024 were taken as read and appro...

*'That the Minutes of the 22 May 2024 were taken as read and approved as a true and accurate record'.*

**Decision Date:** 26 Jun 2024  
**Mover:** Damian James  
**Outcome:** Approved

#### 1.2 Interests Register

### 2. Actions from Previous Meetings

#### 2.1 Action List

### 3. Correspondence

#### 3.1 Correspondence In

Nil

#### 3.2 Correspondence Out

Email sent to Timaru District Council by Damien James on 26 June 2024 regarding the Crossing situation outside the front of the school.

### 4. Health and Safety

#### 4.1 Health and Safety Review

##### H&S Incidents

Stick in the eye incident: a chance this could occur again. Students involved have been spoken too. Incident occurred outside Whare Nui with Taiaha

Incident Reports need further details. Full staff PLD is tomorrow and on Agenda is how to fill out a H&S Report.

Ball to head incident was discipline issue dealt with in classroom.

##### H&S Report

Workshop being run by Ross Preece (Former Ash Coll Principal). Has been at school today and met with Science Dept & Tech Dept individually. Has done a school walk through with Kenny and Brent Coe. Lab and Workshop will also have meetings. He has also reviewed some policy/procedures. So far happy with Science however Workshop needs attention as staff seem unsure of the Health & Safety issues. Being paid day relief of \$230 p/day. He will do a Report for the Board.

##### Footpaths

Could be put on the 5YA and find a bigger project and link to footpaths. Kenny to chat to Eoin (Logic Group Property) to get him to ascertain which project it can be linked too.

The scope of footpaths is yet to be determined, but Ideal to do start summer holidays so that it can cure in time.

##### Bus Bay Shelter

Trees here cannot be moved as per Ministry as they deemed them as natural shelter. Ministry advise its a R&M not for 5YA. PTA could potentially to do shelter project.

##### Hedge

Remove? very costly option. Could approach TDC for assistance as would make road safer. Replacement fencing is costly even with a chain link fence. Other option cut it to shoulder height - quote required.



### Footpaths

To investigate

**Due Date:** 24 Jul 2024  
**Owner:** Kenny Diamond



### Hedge

Quote for hedge to be cut to shoulder height

**Due Date:** 24 Jul 2024  
**Owner:** Kenny Diamond



### TDC Crossing

TDC crossing - Damien to keep in contact with them

**Due Date:** 24 Jul 2024  
**Owner:** Damian James



### H&S Report

*'That the the Health and Safety Report be accepted'*

**Decision Date:** 26 Jun 2024  
**Mover:** Claire Hargest-Slade  
**Seconder:** Jenny Carter-Bolitho  
**Outcome:** Approved

## 4.2 EOTC Report

Jazz Band - o/night trip but low risk - only real risk is traffic/travel in winter. Paperwork and Maps all good. Alex Weatherall and Brent Duncan are the drivers. Both vans have chains and they practice putting chains on prior to leaving school. 3 Adults - 20 students. Allergies - Arly Waters - all students briefed on the importance of Arly's severity to certain allergens. Only 1 non-concert based activity which is West Coast Tree Tops Walk however they will have their own RAFS in place.

4th July - Adrenaline Forest Trip - okay as own RAFS.

The Near Miss incident recorded was 2 students felt they were being followed by a person during their Caroline Bay Trip. The staff kept an extra eye on students.

Struggling to recruit a Football Coach for Tournament Week.

Waimate Exchange is next week and all looks good.

Junior Netball Tournament in the next school holidays - this was already approved at last BoT Meeting.



### Jazz Band Tour 2024

*'That the board approves the jazz band tour 2024 from the 30th of July through to 2nd August 2024'.*

**Decision Date:** 26 Jun 2024  
**Mover:** Jenny Carter-Bolitho  
**Seconder:** Kenny Diamond  
**Outcome:** Approved



### EOTC Report

*'That the Board approves the EOTC Report'.*

**Decision Date:** 26 Jun 2024

**Mover:** Damian James  
**Seconder:** Mr Alex Weatherall  
**Outcome:** Approved

## 5. Policy review

### 5.1 Policy Review

Policies included in Board Pack are all from School Docs.

Some Policies due for review were sent to Parents/Staff at start of Term 2.

Finance Report for Mid Year is not something that has been usually done however Heidi will start providing this from the next Finance Report onwards as this will forecast the year.

Mid year review of student progress is in progress.

Head of Maths will be presenting at next BoT meeting.

Kiran Gibbard is completing a mid year plan for achievement with key metrics. HoLA will have informal meeting for achievement.

Yr 9 - RTLB referral for all done. Core teachers meeting, they are struggling with behaviour. An option is for Kevin Knight from NZ Grad School of Education to come and assist with classroom management. Currently negotiating his costs for this work. Other option to bring in a Primary trained Teacher. Third option, although expensive is Teacher Aids however they are roughly \$10,000.00 per teacher/per term.

#### Year 9 Learning

Entrance test done however Yr 9 are behind, starting to show progress but ideally they need accelerated progress. Good teaching being undertaken with several teachers having come from the Primary sector so have good ability to deal with the lower learning capabilities.

Phonics ideal however only funded by Ministry for Years 1-7. The Ministry are engaged with this situation and have suggested to use RTLB service. NZGSE provides great PLD for staff struggling with classroom practice.

#### Senior Science Class Solution

Resolved - class has been split and an additional Teacher resource added. The Commerce class has also been split.



#### **Yr 9 Education**

Yr 9 Education Review end T3

**Due Date:** 27 Sept 2024  
**Owner:** Kenny Diamond



#### **That the Board approves the policies.**

That the Board approves the policies.

**Decision Date:** 26 Jun 2024  
**Mover:** Jenny Carter-Bolitho  
**Seconder:** Claire Hargest-Slade  
**Outcome:** Approved

## 6. Strategic planning

### 6.1 Strategic Planning

#### Presentation of 4 year Plan

3 goals, 9 initiatives for 4 years. The next step is to create a road map for Strategic Plan with Base, Mid and End Measurements.

point 3 Success Statement - essential means to also grow Teachers.

Struggling with Senior Leadership in terms of staff stepping up. Need to create a leadership growth path. Chamber of Commerce might have courses or a mentorship programme - build up key mentors - external mentors for example for finance.

HoLAs are good administrators but who is supporting them to get them middle leadership? PRT - become fully reg then either pastoral or curriculum. Suggestion to invite those that should progress to meetings i.e BoT, Finance, Middle Leadership etc.

The board will see the measurement metrics on strategic initiatives on the AOV.

## 7. Principal Report

### 7.1 Staffing Report

We are projecting 22k loss on staffing, but this will take care of itself by the end of the year with staff on leave.

Tech teacher issue. We will use our Techn assistant as a LAT to cover the Senior Metal class during Term 3 (limited authority to teach) - SLT will share the time to cover the class to make sure the tech assistant feels ok.

#### Staff leaving and arriving

Out:

Carl Hudson - GHS

Lewis Wright - Chch Boys - \$20k loss - refund possible from agency - agency lady been on leave but will respond

In:

Maths: Riya arrived from Waimataitai - fixed term until end of year

PE: Paige reliever fixed term until end of year

### 7.2 Finance Report

#### School lunches

Not happening - unsustainable as would be extra cost \$80-90k.

Would be provided with budget of \$3 per student per day for the \$3 meals however no additional funding for staff to ensure the lunches prepared/given out etc.

Plan is to lease the Canteen by Lease Agreement. Philippa has first right of refusal and she will take it. It will operate as a canteen & include a small supply of ordered \$3 meals (equity used to

cover these students about \$10k budget). Students requiring the \$3 supplied lunches will receive an equity book note from Liz/Kirsten.

Overspend has been reduced by % and should be 0 by end of the year.

### 7.3 Property Report

Waiting on a quote for Boiler repair.



#### ICT Report

revisit at next meeting

**Due Date:** 24 Jul 2024

**Owner:** Kenny Diamond

### 7.4 Student Achievement, Engagement, and Retention

Attendance is doing okay.

#### Enrolments

Close to 50. Enrolments are higher than there were at end of July 2023.

Roncalli are full already

#### TBHS Dave Thorpe Memorandum of Understanding

It is to be noted that *Jenny Carter-Bolitho* is not participating in this section of the discussion due to a conflict.

Its legislation so no MOU needed. There is room so kids can get on the bus. It is not an issue currently but in 3-4 years could be.

In next 4-5 years out of zone enrolments are okay however after this time if more than 50-60 out of zone students we wont get property funds therefore maintaining our school would come at a cost to us.

### 7.5 Strategic Objectives



#### Principals Report

*'That the Principal's Report be accepted.'*

**Decision Date:** 26 Jun 2024

**Mover:** Damian James

**Outcome:** Approved

## 8. Audit of Annual Accounts

### 8.1 Annual accounts

#### Auditors Report Findings

Bank Reconciliations: is to be carried out in timely manner.

Journal Policy: is available on School Docs.

Change of Creditor Information: Heidi Norton has procedure in place.

Locally raised funds running at a significant loss: this is re-occurring finding.



### Change of Creditor Information

Heidi Norton needs to complete procedure for Change of Creditor Information.

**Due Date:** 24 Jul 2024  
**Owner:** Kenny Diamond



### Auditors Report

*'That the Board accepts the Auditors Report'.*

**Decision Date:** 26 Jun 2024  
**Mover:** Jenny Carter-Bolitho  
**Seconder:** Mr Alex Weatherall  
**Outcome:** Approved

## 9. In Committee

### 9.1 Minutes from Previous Meeting



#### Moving to In Committee

*'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 school finance and staffing'. at 8.34pm*

**Decision Date:** 26 Jun 2024  
**Mover:** Damian James  
**Outcome:** Approved

### 9.2 Correspondence

### 9.3 Staff Matters

### 9.4 Student Matters

## 10. Any other Business

### 10.1 Sports week Fund Raising - Sponsorship



#### Trust Aoraki Application

*'The Board approves that an application for funding be made to Trust Aoraki Limited, for the amount of \$16,064.00 for assistance with accommodation costs for the South Island Secondary Schools Girls and Boys Football Tournaments, the South Island Secondary Schools Netball Tournament and the South Island Secondary Schools Boys Basketball Tournament, to be held in Dunedin, Invercargill, Christchurch and Timaru respectively from the 1st to the 5th of September 2024'.*

**Decision Date:** 26 Jun 2024  
**Mover:** Jenny Carter-Bolitho  
**Seconder:** Claire Hargest-Slade

**Outcome:** Approved

## 10.2 PLD oportunities

Those that wish to attend this Conference are to liaise with the Board Secretary, Kristy who will make the booking.

## 11. Close Meeting

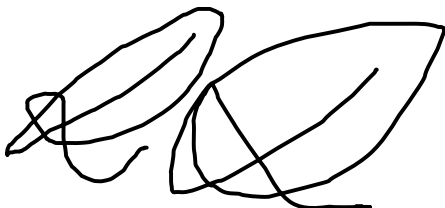
### 11.1 Close the Meeting

**Next meeting:** Term 3 Meeting No. 1 - 6 Aug 2024, 6:30 pm

### New Actions raised in this meeting

Item	Action Title	Owner
1.1	Damian to sign minutes <b>Due Date:</b> 26 Jun 2024	Kenny Diamond
4.1	Footpaths <b>Due Date:</b> 24 Jul 2024	Kenny Diamond
4.1	Hedge <b>Due Date:</b> 24 Jul 2024	Kenny Diamond
4.1	TDC Crossing <b>Due Date:</b> 24 Jul 2024	Damian James
5.1	Yr 9 Education <b>Due Date:</b> 27 Sept 2024	Kenny Diamond
7.3	ICT Report <b>Due Date:</b> 24 Jul 2024	Kenny Diamond
8.1	Change of Creditor Information <b>Due Date:</b> 24 Jul 2024	Kenny Diamond

Conclude the board meeting



Damian James  
7 Aug 2024