

CONFIRMED MINUTES

TERM 3 MEETING NO. 1



At the **Term 3 Meeting No. 2** on **18 Sept 2024** these minutes were **confirmed as presented**.

Name:	Mountainview High School
Date:	Tuesday, 6 August 2024
Time:	6:30 pm to 10:04 pm (NZST)
Location:	Default Location, 97 Pages Rd, Marchwiell, Timaru, New Zealand
Board Members:	Mr Alex Weatherall, Damian James (Chair), Ahmed Khalid, Jay Lovely, Kenny Diamond, Kristy Swain, Nikki Geddis
Apologies:	Jenny Carter-Bolitho, Claire Hargest-Slade
Guests/Notes:	Margaret Lafferty

1. Opening Meeting

1.1 Confirm Minutes

June Board Meeting 26 Jun 2024, the minutes were confirmed as presented.



Minutes Confirmed

That the Minutes of the meeting held on 26 June 2024 were taken as read and approved as a true and accurate record.

Decision Date:	6 Aug 2024
Mover:	Jay Lovely
Seconder:	Ahmed Khalid
Outcome:	Approved

Absent: Claire Hargest-Slade.

1.2 Interests Register

Conflicts of Interest Disclosed & Updated:

Alex Weatherall - daughter attending at Mountainview High School - Phoebe Weatherall.

Jay Lovely - workplace - JMJ Lawyers.

2. Actions from Previous Meetings

2.1 Action List

Due Date	Action Title	Owner
24 Jul 2024	Footpaths Status: Completed on 1 Aug 2024	Kenny Diamond
24 Jul 2024	Hedge Status: Completed on 1 Aug 2024	Kenny Diamond
24 Jul 2024	TDC Crossing Status: Completed on 6 Aug 2024	Damian James
24 Jul 2024	ICT Report Status: Completed on 17 Jul 2024	Kenny Diamond
24 Jul 2024	Change of Creditor Information Status: Completed on 17 Jul 2024	Kenny Diamond
27 Sept 2024	Yr 9 Education Status: Completed on 9 Sept 2024	Kenny Diamond

Dj: Met with Road Development Manager re: potential pedestrian crossing pages road - hesitant as no natural points of traffic for students for pedestrian crossing. TDC looking at islands at 3 separate points. 30km signs installed few weeks ago.

hedge - cant cut it down too much - arborist will trim it

change of creditor info from audit - procedure changes - new contacts for bank rec. needs a third party check from a board member. Jay to assist.

RTLB - referral for systems - assessment for learning to help teachers gauge where students are for yr9.

NZGSE - happy to help. \$200 p/h.

3. Correspondence

3.1 Correspondence In

Education Law Summit Notice: Not necessary to attend as we have legal contacts we can use if necessary.

Timaru District Council Email: unable to create a zebra crossing but considering three separate concrete walkway zones and noted that the speed limit has been reduced to 30 km/ph.



Correspondence In

That the Board inwards correspondence be accepted.

Decision Date: 6 Aug 2024
Mover: Damian James
Outcome: Approved

3.2 Correspondence Out



Correspondence Out

That the Board outwards correspondence be accepted.

Decision Date: 6 Aug 2024
Mover: Damian James
Outcome: Approved

4. Mathematics

4.1 Mathematics Learning Area Report

6.44pm Margaret Lafferty entered to present her Report.

Report provided has averages supplied.

Level 2 always distorted due to low credit total that the internals gain. Lots of internal assessments or do an external assessment. Generally externals in November and they have sufficient to gain Level 2 credit and then opt out.

Numeracy Common Assessment Activities (CAA) is pitched at Level 5-6. If coming in at Level 1/2 we need to get students to that level. Interventions required.

5 periods with Junior in 10 day cycle means infrequent teaching. Ideally reducing class length/time to give more frequency and daily would be preferable.

Uncertainty with staffing. Changing rooms - ideally staying in same classroom is best.

If literacy problems then that flows onto numeracy.

Email Margaret if any concerns.

7.12pm Margaret Lafferty exits.



Mathematics Report

That the Board acknowledges that the Mathematics Report is received

Decision Date: 6 Aug 2024
Mover: Jay Lovely
Seconded: Damian James
Outcome: Approved

5. 2025-2028 Strategic plan update

5.1 Road map and Measurement plan

Map explained:

Working with capacity partners to make things more fluid.

Strengthen teaching and learning programmes.

How will we measure it: base, mid, end line measures.

Using skilled impact coaches.

Next step: action plans for each of initiatives for 2025. Currently working with SLT :

- what are the actions?
- who is going to be accountable?
- Who is going to be responsible?
- when are we going to do it?

Will collect leavers data from 2026.

Looking to create an Alumni Foundation with community members, ex students that have done good things.

Principal's blog is completed fortnightly and have it loaded to our school website.

The Board is happy with progress towards current plan.

6. Management Reports

6.1 Principal Report

Principal's Report:

Error - not 408 its 508 - total students (retention)

2025 enrolments:

62 so far.

Attendance:

5% under are at 50% attendance. Drop in regular attendance to come usual (just under national average) for Term 3.

Maori absenteeism - justified absences for Maori are double for NZ European. Attendance rates for Maori are lower - perhaps cultural.

How is ethnicity preference advised. They can choose what is 1st, 2nd, 3rd and is only counted once.

PB4L data - Yr 9 defiance/disrespect - 90% are probably from same five students.

NCEA Info evening:

Coming up this Term. Māori parents invitation to a Māori achievement evening to discuss how we can better support our learners.

Budget :

Should be fine as Don Martin away this Term.

School roll audit:

- Completed recently to check we are claiming for correct students.
- Errors with Te Reo Maori and we moved them but box in Kamar hasn't been ticked so were accidentally claiming for them.
- Secondary Tertiary Partnership (STP) wasn't coded correctly.
- Two students coded to STP that weren't there any more.
- ORS student that wasn't marked as an ORS student on our roll and we have missed out on ORS funding.
- Letter to come with findings and funding that we were meant to receive will be back date.

Staff Leaving:

- Kirsten Stevens - finishes at the end of Term 3.
- 3 applications thus far. Appointment Committee required to shortlist which can be the whole board or a sub-committee. 3 Members volunteered: Alex Weatherall, Nikki Geddis and Damian James. Kiran Gibbard will assist too. Will be done over two evenings. Applications close 16th August.

Kenny Diamond Sabbatical 2025:

Will be away last week of Term 1 2025 and all of Term 2, subject to Board approval.

Support Staff Review:

BOT discussed the need for a support staff review, in light of the changes to Ka ora Ka ako funding.

Smart Grass:

Viewed our turf and asphalt. Asphalt in good condition. They will provide quote for cost of replacement of turf. Once quote received (estimated around \$90-\$100,000.00).

Science Lab Refurbishment:

Quotes have come in over budget. Budget was \$500,000.00 but quote has come in for both Labs at \$800,000.00 and no sense just completing one. Review in 2028 instead and reallocate the money to complete the three toilet blocks (located in Hiwi, Moana and Whenua) instead costing around \$600,000.00. However with science labs we could re-paint etc. from that funding money. Could use autex so that we can pull off and re-use it. Cant do anything architectural.

Credits by Learning Area Map

Common Assessment Activities Results for Numeracy:
Only 2 students passed Yr 11 with pass rate of 13%.

Common Assessment Activities Results for Literacy:
Only 4 students passed with pass rate of 7%.



Letter for Sponsorship

That the Board approves to write a letter to local businesses for PB4L sponsorship.

Decision Date: 6 Aug 2024
Mover: Damian James
Outcome: Approved



Appointment of sub-committee for DP applications

That the Board agrees to appoint the following 3 Members: Alex Weatherall, Nikki Geddis & Damian James.

Decision Date: 6 Aug 2024
Mover: Kenny Diamond
Seconder: Jay Lovely
Outcome: Approved



Toilets/Science Refurbishment

The Board agrees to amend the 5YA to have the three toilet blocks (Hiwi, Whenua and Moana) completed instead of the Science Labs refurbishment.

Decision Date: 6 Aug 2024
Mover: Jay Lovely
Seconder: Mr Alex Weatherall
Outcome: Approved



Kenny's Sabbatical

The Board approves Kenny Diamond's 2025 sabbatical stint to commence on the last week of Term 1 and continue for all of Term 2.

Decision Date: 6 Aug 2024
Mover: Damian James
Outcome: Approved



Principal's Report

That the Board accepts the Principal Report.

Decision Date: 6 Aug 2024
Mover: Jay Lovely
Seconder: Ahmed Khalid
Outcome: Approved



Review of Support Staff Roles

The Board agrees to review support staff roles by the Term 4 Meeting 1, Meeting.

Due Date: 18 Sept 2024
Owner: Damian James

6.2 Finance Report

No issues.

International doing well.

Everyone keeping in budgets.

Only issue is deficit projected accruing 15k of unmatched purchase orders. Deadline for outstanding Invoices/Purchase Orders to be actioned.



Finance Report

That the Board approves the Finance Report.

Decision Date: 6 Aug 2024
Mover: Damian James
Outcome: Approved

6.3 Health & Safety Report



Report received

That the Board received and approves the Health & Safety Report. and The Health and Safety Audit Review 2024 by Ross Preece is accepted by the Board.

Decision Date: 6 Aug 2024

Mover: Mr Alex Weatherall
Seconded: Nikki Geddis
Outcome: Approved

Items need to be recorded more accurately for clear interpretation of health and safety issues.

6.4 ICT Report

Overview from Alex Weatherall having been the ICT Co-Ordinator for 3 Terms. Noting that Steve Rainey and New Era are also assisting.

The UPS out of warranty. Replacing is costly.

4 options:

- do nothing but could prove risky.
- replace batteries at a cost of \$1,725.00.
- new UPS at a cost of \$15,000.00 to leave over 3 years.
- Full install of new UPS at a cost of \$29,000.00 over 3 years.

All lessons are saved in the cloud. The Management system - Kamar, ACA, Results are held on site.

Ideal to do the battery replacement at \$1725.00 and look at new UPS option 3 in 2 years time.



ICT Report

That the Board receives the the ICT Report and the Board agrees to fund the battery replacement (\$1725.00) and will look at Option 3 (new UPS in 2 years time).

Decision Date: 6 Aug 2024
Mover: Damian James
Outcome: Approved

6.5 EOTC Report

All trips have been signed off by Sports Co-Ordinator, EOTC Co-Ordinator and the Principal which should provide assurance to the Board.

Going forward the EOTC Report will be more simplified.

During the Board meeting we can access the documentation submitted via Schoolbridge and intend to complete a random audit of an Overnight/High Risk trip at each future Board Meeting.



EOTC Report

That the Board approves the summary of trips from 6 August 2024 to 25 September 2024 based on assurance that all paperwork is complete. The Yr 13 OEd Bush survival trip for 19 September - paperwork MUST be completed AND approved by 1 September otherwise trip wont proceed.

Decision Date: 6 Aug 2024
Mover: Mr Alex Weatherall

Seconded: Nikki Geddis
Outcome: Approved

7. Policy Review

7.1 Term 3 Policies to Review:

7 Policy Review

7.1 Term 3 Policies to Review: adjourned for next meeting (Term 3 Meeting No. 2)

7.2 Out of Zone Ballot dates for 2025 enrolments

There will be 50 Yr 9 out of zone spaces for 2025.

There will be 20 Yr 10 out of zone spaces for 2025.

Applications open on 1 September 2024 and close on 13 October 2024.

Kenny Diamond will complete the public notice.



out of zone

That the Board agrees they will have 50 x Yr 9 and 20 x Yr 10 out of zone enrolments available for the 2025 year with applications opening on 1 September 2024 and closing on 13 October 2024.

Decision Date: 6 Aug 2024
Mover: Nikki Geddis
Seconded: Ahmed Khalid
Outcome: Approved

8. In Committee

8.1 Minutes from Previous Meeting



To Move into In Committee

8.51pm

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, students and staffing.

Decision Date: 6 Aug 2024
Mover: Damian James
Outcome: Approved

8.2 Correspondence

8.3 In Committee Report



Return to Open Meeting

10pm

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

Decision Date: 6 Aug 2024
Mover: Damian James
Outcome: Approved

9. Other Business

9.1 NZSTA Board Checklist Term 3

Checklist provided so that Board Members can see their duties and obligations for Term 3.

9.2 BoT new Email Addresses

Discussions about the need to access the new school provided email addresses to keep documentation confidential.

9.3 Appointment of Returning Officer for Student Election



Appointment of Returning Officer

That the Board appoints Kristy Swain as Returning Officer for the Student Elections with election date set for Thursday 19 September 2024.

Decision Date: 6 Aug 2024
Mover: Mr Alex Weatherall
Seconder: Nikki Geddis
Outcome: Approved

10. Close Meeting

10.1 Close the meeting

Next meeting: Term 3 Meeting No. 2 - 18 Sept 2024, 6:30 pm

Damian James
19 Sep 2024