

CONFIRMED MINUTES

TERM 3 MEETING NO. 2



At the **Term 4 Meeting No. 1** on **6 Nov 2024** these minutes were **confirmed as presented**.

Name:	Mountainview High School
Date:	Wednesday, 18 September 2024
Time:	6:44 pm to 10:33 pm (NZST)
Location:	Default Location, 97 Pages Rd, Marchwiell, Timaru, New Zealand
Board Members:	Jenny Carter-Bolitho, Mr Alex Weatherall, Damian James (Chair), Ahmed Khalid, Claire Hargest-Slade, Kenny Diamond, Kristy Swain, Nikki Geddis
Apologies:	Jay Lovely

1. Opening Meeting

1.1 Apologies



Accept apologies

That the apology from Jay Lovely be accepted.

Decision Date:	18 Sept 2024
Mover:	Kenny Diamond
Seconder:	Nikki Geddis
Outcome:	Approved

1.2 Interests Register

No conflicts of Interest were declared.

1.3 Public Attendance

No members of the public were in attendance.

2. Confirm Minutes

2.1 Confirm Minutes

Term 3 Meeting No. 1 6 Aug 2024, the minutes were confirmed as presented.



Confirm Minutes

That the Minutes of the meeting held on 6 August 2024 were taken as read and approved as a true and accurate record.

Decision Date: 18 Sept 2024
Mover: Jenny Carter-Bolitho
Seconded: Damian James
Outcome: Approved

2.2 Matters Arising

Smart Grass quote received. Not \$90,000 as originally thought, more like \$350,000-\$420,000. Could approach Lions, Trust Aoraki for funding or Aoraki Foundation can administer. Smart Grass must be replaced.

New 30km/h signs might not be working. Email has been sent to Timaru District Council. Idea is to suggest to Timaru District Council to meet outside school at 3.10pm to show them the traffic issues. Traffic islands being installed by Timaru District Council will progress.

STA letters to come for some Support Staff (only those that are connected to school lunches and the OPS grant) and a sub committee will need to run the reviews or delegate to management.



Support Staff Reviews Delegation

The Board agrees to delegate the authority of the Support Staff Reviews to Management.

Decision Date: 18 Sept 2024
Mover: Damian James
Outcome: Approved

3. Actions from Previous Meetings

3.1 Action List

Due Date	Action Title	Owner
24 Jul 2024	TDC Crossing Status: Completed on 6 Aug 2024	Damian James
18 Sept 2024	Review of Support Staff Roles Status: In Progress	Damian James
27 Sept 2024	Yr 9 Education Status: Completed on 9 Sept 2024	Kenny Diamond

4. Correspondence

4.1 Correspondence In

Audit Roll Return

Biggest issue was around coding with Secondary Tertiary Programmes (STP). 10 students were STP but not coded correctly and 1 student that was ORS and we weren't receiving ORS money due to incorrect coding.

All errors have been addressed and roll has reduced by 13 students.

NAPP coding

Email received 18 September 2024 from Fiona at Ministry regarding n/a coding needing to be changed for In Zone/Out of Zone for 2024, year 9's. Sue McMillan has been instructed to change these students.

Electronic Batch Term Rolls

End of term checklist required so that electronic batch is saved at end of each term. Last 7 years have been done. Operational Deputy Principal to be in charge of this.



SIEBA Authorisation document completion

The Board agrees for Nicola Stephenson to be an authorised signatory in relation to the SIEBA documents.

Decision Date: 18 Sept 2024
Mover: Mr Alex Weatherall
Seconder: Nikki Geddis
Outcome: Approved



Accept Inwards Correspondence

That the Board moves that correspondence in be accepted.

Decision Date: 18 Sept 2024
Mover: Damian James
Outcome: Approved



Checklist for Office for Roll Returns

Checklist to be completed for the front office to complete batch of term rolls, at end of every term. Operations Deputy Principal to be in charge of this.

Due Date: 10 Dec 2024
Owner: Kenny Diamond

4.2 Correspondence Out

No correspondence out.

5. 2025-2028 Strategic plan update

5.1 Road map and Measurement plan

Road Map and Measurement Plan not discussed but will be discussed at the next Board Meeting on 6 November 2024.

6. Management Reports

6.1 Principal Report

Attendance/Enrolments

- 3 exclusions in 1 week.

- Attendance slightly up on last year.

- Enrolments up over previous years. New enrolments need to be in by 13 October 2024 as we cannot accept out of zone enrolments after this date.
- Mr Diamond met with Joseph from Ministry of Education to discuss zone to be removed in the future.

Property Report - Asbestos Management Plan

Previously managed by Colin Shore Building but a new plan coming as part of Gym project.

Cameras

To be installed in the gym & toilet project (5YA projects) & toilets to start over Christmas.

Student Achievement

- Maths grades are concerning. May need to re-sit internals to gain credits. External review of the Department may be required.
- Year 11 Science is low but another assessment coming

2 x RTLB projects

SOLO taxonomy in terms of curriculum

RBL coaching for Hiwi Teachers in junior classes as they are the most challenging. RTLB and PB4L to assist Hiwi Teachers re: moulding behaviour in 2024/2025.

Exams

2025 curriculum change - second to last week of term so as to allow time between tournament week.

CAA's stay as is second/third week in September.



Zone Removal Process

That the Board approves for Mr Diamond to start the process to have the zoning restriction removed.

Decision Date: 18 Sept 2024
Mover: Jenny Carter-Bolitho
Seconders: Mr Alex Weatherall
Outcome: Approved



Zone Removal Process

Mr Diamond to write a letter to Erica Stanford to go down the official channel to review removal of the zoning restriction.

Due Date: 10 Dec 2024
Owner: Kenny Diamond



Accept Principals Report

That the Principal's Report be accepted.

Decision Date: 18 Sept 2024
Mover: Nikki Geddis
Seconders: Ahmed Khalid
Outcome: Approved

6.2 Finance Report

Teacher aid pay equity claim (TAPEC) - disappearing end of 2025.

Projected variance of deficit at end of 2024 is \$2,500.

\$20,000 deficit in budget is combination of Open day costs and Computers.

There will be no school lunches incoming money for 2025. Board would like to budget in 2025 to provide fruit to students.



2025 Budget for Fruit Allowance

That the Board would like to consider in their budget for 2025 for fruit to be supplied to students.

Decision Date: 18 Sept 2024
Mover: Nikki Geddis
Seconders: Jenny Carter-Bolitho
Outcome: Approved



Approving Finance Reports

That the Board approves the July and August 2024 Finance Reports

Decision Date: 18 Sept 2024
Mover: Jenny Carter-Bolitho
Seconders: Mr Alex Weatherall
Outcome: Approved



Pastoral/Food Budget

Mr Diamond to investigate pastoral food/budgets.

Due Date: 10 Dec 2024
Owner: Kenny Diamond

6.3 Health & Safety Report

Healthy & Safety Report discussed.

- Documentation perhaps an induction process for students assisting with work i.e for using hedge trimmers.
- Sports injuries cant have been prevented.
- Car/student accident outside school. Three optional crossing points being created by Timaru District Council and will help just generally reduce speed through the school area.
- Road safety was discussed in Ako but Alex Weatherall will follow up again to ensure the message about road safety is mentioned to students again.



Approve Health & Safety Report

That the Board approves the Health & Safety Report.

Decision Date: 18 Sept 2024
Mover: Damian James
Outcome: Approved



Discuss Road Safety at Ako

In light of the accident outside school recently Alex will ensure Ako teachers relay the road safety message to students again.

Due Date: 6 Nov 2024

Owner: Mr Alex Weatherall

6.4 ICT Report

IT Plan underway and will be circulated for the Board to consider. Chromebook supply - will be included in the IT plan. Bring your own device vs school supplies needs to be investigated so that the best option is there, going forward.

Trial software for exams was useful.

ICT Report will be completed once a Term for the Board. Next ICT Report due 4 December 2024.

All teaching staff have 2FA (two-factor authentication).



Approve ICT Report

That the Board approves the ICT Report.

Decision Date: 18 Sept 2024
Mover: Jenny Carter-Bolitho
Seconder: Claire Hargest-Slade
Outcome: Approved

6.5 EOTC Report



Approve EOTC Report

That the Board approves the EOTC Report.

Decision Date: 18 Sept 2024
Mover: Mr Alex Weatherall
Seconder: Ahmed Khalid
Outcome: Approved

7. Policy Review

7.1 Term 3 Policies to Review:

Concerns & Complaints Policy

STA advised that a Register should be kept for all concerns & complaints. This will be added to the current Concerns & Complaints Policy and staff advised of the update.

Performance Management

Fine as is.

Protected Disclosure

Standard policy - fine as is.

Media

Designated contact is Board Chair/Principal and any Board matters stay in house. No comment is the best response to communicate to media in any situation.

Professional Development

Policy is fine. Management to sort.

Staff Leave

Paid discretionary leave usually granted for cultural leave and will continue.

Staff Conduct

Fine as is.



Board Approval of Policy Review

That the Board approves the policies reviewed.

Decision Date: 18 Sept 2024
Mover: Nikki Geddis
Seconded: Kenny Diamond
Outcome: Approved



Board's approval to amend the Concerns and Complaints Policy

The Board approves to amend the current Concerns and Complaints Policy to allow for a register to be created and maintained.

Decision Date: 18 Sept 2024
Mover: Nikki Geddis
Seconded: Jenny Carter-Bolitho
Outcome: Approved



Amend Concerns and Complaints Policy

Amend the Concerns & Complaints to include a Register and then the update staff of this amendment.

Due Date: 6 Nov 2024
Owner: Kenny Diamond

8. In Committee

8.1 Minutes from Previous Meeting



To Move into In Committee

9.15pm

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: 18 Sept 2024
Mover: Damian James
Outcome: Approved

8.2 Correspondence

8.3 In Committee Report



To Return to Open Meeting

10.28pm

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

Decision Date: 18 Sept 2024
Mover: Damian James
Outcome: Approved

9. Other Business

9.1 NZSTA Board Checklist Term 3

Checklist added for Board perusal.

9.2 Library Shelving Proposal



Library Shelving Proposal

The Board has agreed to defer the Library Shelving Proposal to 2025 due to insufficient funds.

Decision Date:	18 Sept 2024
Mover:	Mr Alex Weatherall
Seconder:	Jenny Carter-Bolitho
Outcome:	Approved

9.3 Student Board Representative

Congratulations to Ahmed Khalid for being re-elected as Student Board Representative.

9.4 2025 Enrolments Out of Zone



Out of Zone Enrolments Spaces

That the Board agrees they will now have 60 x Yr 9 spaces available for out of zone enrolments for the 2025 year.

Decision Date:	18 Sept 2024
Mover:	Claire Hargest-Slade
Seconder:	Nikki Geddis
Outcome:	Approved

9.5 Board Protocols

Alex Weatherall attended the Te Whakarōputanga Kaitaiki Kura o Aotearoa Canterbury Conference recently.

5 sessions:

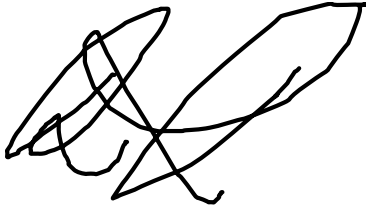
- Heads on the couch
- Finances
- Springboard Trust Planning
- Data
- Association Support

The most useful being Finances and receiving information on what questions should be asked by the Board with respect to Finances. These questions will act as prompts for future Finance Meetings.

10. Close Meeting

10.1 Close the meeting

Next meeting: Term 4 Meeting No. 1 - 6 Nov 2024, 6:30 pm

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Damian James
8 Nov 2024