

CONFIRMED MINUTES

TERM 4 MEETING NO. 1



At the **Term 4 Meeting No. 2** on **27 Nov 2024** these minutes were **confirmed as presented**.

Name:	Mountainview High School
Date:	Wednesday, 6 November 2024
Time:	6:31 pm to 9:21 pm (NZDT)
Location:	Default Location, 97 Pages Rd, Marchwiell, Timaru, New Zealand
Board Members:	Damian James (Chair), Ahmed Khalid, Mr Alex Weatherall, Claire Hargest-Slade, Kenny Diamond, Kristy Swain, Nikki Geddis
Apologies:	Jay Lovely, Jenny Carter-Bolitho

1. Opening Meeting

1.1 Apologies



To accept apologies

That apologies from Jenny Carter-Bolitho and Jay Lovely be accepted.

Decision Date:	6 Nov 2024
Mover:	Damian James
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. 2 18 Sept 2024, the minutes were confirmed as presented.



Confirm Minutes

That the Minutes of the meeting held on 18 September 2024 were taken as read and approved as a true and accurate record.

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

2.2 Matters Arising

There were no matters arising from the Minutes.

3. Actions from Previous Meetings

3.1 Action List

Due Date	Action Title	Owner
18 Sept 2024	Review of Support Staff Roles Status: Completed on 15 Nov 2024	Damian James
6 Nov 2024	Discuss Road Safety at Ako Status: Completed on 5 Nov 2024	Mr Alex Weatherall
6 Nov 2024	Amend Concerns and Complaints Policy Status: Completed on 2 Nov 2024	Kenny Diamond
10 Dec 2024	Checklist for Office for Roll Returns Status: Not Started	Kenny Diamond
10 Dec 2024	Zone Removal Process Status: Not Started	Kenny Diamond
10 Dec 2024	Pastoral/Food Budget Status: In Progress	Kenny Diamond

4. Correspondence

4.1 Correspondence In

National Science Roadshow Technology Trust:
the Board has decided to decline this opportunity.

Ka Ora Ka Ako Partnership Agreement:

Mountainview High School would receive \$4 per lunch but would need to also manage staffing plus the cost of the actual lunches from these funds. Food for lunches would have to be ordered from a centralised supplier (Gilmores and/or Compass Group). In the current Agreement we are receiving \$7.50 per lunch.

Email correspondence from Simon Davenport from Timaru District Council re: possible pedestrian crossing:

Unfortunately Simon was not able to attend the meeting but sent a Plan and is seeking feedback. There are 4 new possible refuge island crossing sites proposed along Pages Road with site 2 and 3 to be completed first. The Board agreed the sites for 1, 2 and 4 were fine, however site 3 would be much better suited if it was closer to the footpath which is to the left of the main car driveway and the Board would prefer that site 3 was completed first as a priority due to the number of incidents that have happened in this particular location. It was also raised that the 30km solar

sign at the hedge end of Pages Road might not be working and this needs investigation and a query was raised as to whether or not it has a monitoring log for the times it does go on and off.



Ka Ora Ka Ako Partnership Agreement

That the Board agrees to accept the Ka Ora Ka Ako Partnership Agreement.

Decision Date: 6 Nov 2024
Mover: Nikki Geddis
Seconder: Claire Hargest-Slade
Outcome: Approved



Nexia Audit

That the Board agrees to engage with Nexia for Auditing Purposes as detailed in the Agreement and agreed to sign the Agreement.

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



Correspondence In

That the Board moves that correspondence in be accepted.

Decision Date: 6 Nov 2024
Mover: Nikki Geddis
Seconder: Ahmed Khalid
Outcome: Approved



30km Pages Road Sign

Check on 30km speed, solar sign by the Hedge on Pages Road as to whether or not it is working.

Due Date: 27 Nov 2024
Owner: Damian James

4.2 Correspondence Out

There was no correspondence out.

4.3 NZ Uniforms Exclusive Retail & Online Supply & Sponsorship Agreement

The Board is happy to stay with our current provider, NZ Uniforms as it is local and easy. The Agreement was signed.

5. 2025-2028 Strategic plan update

5.1 Road map and Measurement plan

Plan looking good.

Sandy Hastings from Ministry of Education noted that the Strategic Plan does not make specific mention of Literacy and Numeracy or Attendance and the Ministry may kick back about these things.

Instead of the goal about inspiring excellence, a success statement might suffice or it could be put into the third initiative about tracking progress.

Possibility of including a fourth initiative or removing one to allow for an attendance/nurturing relationships initiative

6. Management Reports

6.1 Principal Report

Principal's Report:

Included attendance interventions for 2025 that might work.

Property:

Gym project is going okay just waiting on Fulton Hogan. The water pipes were completed in holidays by Colin Shore Building.

Tenders are in for the toilet block. Tender costs are around \$1.2mil for the three blocks but only \$540,000 available and within those funds, \$30,000 has been spent on the Lab refurbishment which brings the funds down to \$510,000, plus the need to factor in \$50,000 for project management costs/architects fees which means not a lot left over.

Going forward looking at tying all of the 5YA projects together so that funds merge into one pool and draw from this. The Ministry of Education should be okay with this.

The boiler finished over budget. It was \$25,000 not \$5,000 and it got closed off. The Project Manager paid the retention payment which we feel they should not have done as the project was not completed satisfactorily. The Ministry of Education put \$25,000 into 5YP to make it right but we can not open a project for \$25,000 so we have to tie it to a different project. Heidi Norton concerned as its almost year end and would like to move it to the Profit & Loss. This will not affect the cash balance.

Smartgrass (sand based smart grass turf): The cost to complete is \$400,000. We can ask for charity to contribute but that is not going to get us the full amount. Kerry from Smartgrass did suggest a lease to own option where it is leased over x numbers of years but not ideal as it soaks up cash. Turf is in a ruined state and we need to do something about it.

Options:

- Approach Lions and/or Trust Aoraki to see if they can assist?
- what if did half and revert other half to concrete? Probably could unearth further problems depending on what is currently under the turf.
- PTA to fundraise? Would take a long time.
- To create a Committee to complete the project? It might take 3 weeks to complete. Defer to Feb 2025.
- If we could get funding of \$200,000 could we dip into the \$1,000,000 term deposit? This is not advisable as it does generate around \$75,000 in income per year. This \$75,000 gets ring fenced for cyclical maintenance, property money to sort projects that shift around.
- Is it worth selling the farm? No, as half of sale proceeds goes to Ministry of Education and ideally the farm could be used for horticultural training/nursery classes.

Ako interview times currently set at 8am to 4pm do not suit all parents. Ideally extending the end time later in the evening as good whanau relationships is key for students.



Principal's Report

accept Principal's Report

Decision Date: 6 Nov 2024
Mover: Nikki Geddis
Seconded: Claire Hargest-Slade
Outcome: Approved



Smartgrass Turf Committee Creation

To create a Committee to complete this project (which might take 3 weeks to complete).

Due Date: 19 Feb 2025
Owner: Kenny Diamond

6.2 Finance Report

Going forward Heidi Norton (Business Manager) will put more dialogue into the Reports so they are easier to understand.

The Board is ideally seeking a Board Member with Finance skills.

October financial position is looking okay.

The 2025 budget will be tight with a \$57,000.00 in deficit.



Finance Report

That the Board approves the Finance Report.

Decision Date: 6 Nov 2024
Mover: Mr Alex Weatherall
Seconded: Damian James
Outcome: Approved

6.3 Health & Safety Report

- Road crossing is the biggest issue. This has already been discussed tonight.
- The National Shake Down drill was delayed due to staff being away.
- Brent Coe (Property Manager) is concerned about footpaths around the school, however there is insufficient funds to do anything about them just yet.
- Five incidents since last meeting.



Health & Safety Report

That the Health and Safety Report be accepted.

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

6.4 EOTC Report

EOTC Report:

Lindisfarne Trip things to note. The cooking of meals will be supervised. They are staying in bunkrooms, no tents. They will not be hiking. There is 1 scheduled swim which will be done (and only if it does not rain within the 3 days prior to the trip) with 3 teachers minimum present with 1 teacher back at camp. If students choose not to swim then they are to stay in a designated area. Teachers attending this trip are: Petra Okerfor, Sheree Campbell, Pete Johnson and Kevin McLaughlin.



Internationals West Coast Trip

The Board approves the Internationals West Coast Trip from 26 November to 29 November 2024.

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

7. Policy Review

7.1 Term 4 Policies to Review:

Will be circulated amongst Board Members and discussed at the next Board Meeting.

8. In Committee

8.1 Minutes from Previous Meeting



Public be Excluded from In Committee

8.02pm:

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, staffing and finances.

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



Return to Open Meeting

9.19pm:

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

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

8.2 Matters Arising

8.3 Correspondence

8.4 In Committee Report

8.5 Support Staff Review Document

9. Other Business

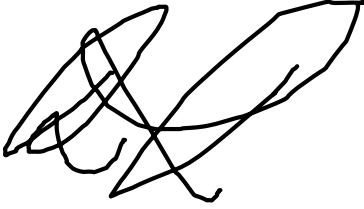
9.1 NZSTA Board Checklist Term 4

Will be circulated amongst Board Members and discussed at the next Board Meeting.

10. Close Meeting

10.1 Close the meeting

Next meeting: Term 4 Meeting No. 2 - 27 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
28 Nov 2024