

# CONFIRMED MINUTES

## TERM 4 MEETING NO. 2



At the **Term 1, 2025 Meeting No. 1** on **19 Feb 2025** these minutes were **confirmed as presented**.

<b>Name:</b>	Mountainview High School
<b>Date:</b>	Wednesday, 27 November 2024
<b>Time:</b>	6:30 pm to 9:30 pm (NZDT)
<b>Location:</b>	Default Location, 97 Pages Rd, Marchwiell, Timaru, New Zealand
<b>Board Members:</b>	Ahmed Khalid, Mr Alex Weatherall, Claire Hargest-Slade, Jenny Carter-Bolitho, Kenny Diamond, Kristy Swain, Damian James (Chair)
<b>Apologies:</b>	Jay Lovely, Nikki Geddis

### 1. Opening Meeting

#### 1.1 Apologies



##### Accept apologies

That the apologies from Jay Lovely and Nikki Geddis be accepted.

<b>Decision Date:</b>	27 Nov 2024
<b>Mover:</b>	Kenny Diamond
<b>Seconder:</b>	Claire Hargest-Slade
<b>Outcome:</b>	Approved

#### 1.2 Interests Register

Conflicts of Interests updated for Jenny Carter-Bolitho and Claire Hargest-Slade.

#### 1.3 Public Attendance

No members of the public were in attendance.

### 2. Confirm Minutes

#### 2.1 Confirm Minutes

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



### Confirm Minutes

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

**Decision Date:** 27 Nov 2024  
**Mover:** Mr Alex Weatherall  
**Seconder:** Claire Hargest-Slade  
**Outcome:** Approved

## 2.2 Matters Arising

There were no matters arising from the previous Minutes of 6 November 2024.

## 3. Actions from Previous Meetings

### 3.1 Action List

Due Date	Action Title	Owner(s)
18 Sept 2024	Review of Support Staff Roles <b>Status:</b> Completed on 15 Nov 2024	Damian James
27 Nov 2024	30km Pages Road Sign <b>Status:</b> Completed on 20 Nov 2024	Damian James
10 Dec 2024	Checklist for Office for Roll Returns <b>Status:</b> In Progress	Kenny Diamond
10 Dec 2024	Pastoral/Food Budget <b>Status:</b> Completed on 13 Feb 2025	Kenny Diamond
19 Feb 2025	Zone Removal Process <b>Status:</b> Not Started	Kenny Diamond
19 Feb 2025	Smartgrass Turf Committee Creation <b>Status:</b> Not Started	Kenny Diamond

## 4. Correspondence

### 4.1 Correspondence In

#### Incoming Correspondence Read and Signed:

- Solutions & Services Schedule of Fees for Financial Services for 2025 was signed by Damian James.
- Positive Behaviour for Learning School-Wide Commitment Agreement was signed by Damian James and Kenny Diamond.



### Correspondence In

That the Board moves that correspondence in be accepted.

**Decision Date:** 27 Nov 2024  
**Mover:** Jenny Carter-Bolitho  
**Seconder:** Claire Hargest-Slade  
**Outcome:** Approved

### 4.2 Correspondence Out

#### Timaru District Council

Email sent to the Council regarding the positioning of site 3 for the refugee island crossing to ideally be moved slightly.

Email sent to the Council thanking them for fixing the 30 km/h sign as it was faulty. However, it was brought to the Board's attention that the 30 km/h sign by the hedge end of the school on Pages Road, whilst working somewhat in that it displays the '30', the double red ring that goes around the '30' is not lighting up and this needs to be investigated.



### Correspondence Out

That the Board moves that outwards correspondence be accepted.

**Decision Date:** 27 Nov 2024  
**Mover:** Damian James  
**Outcome:** Approved



### Timaru District Council - Red Rings on 30 km/h sign

Follow up to Timaru District Council regarding the 30 km/h sign by the hedge end of the school on Pages Road, whilst working somewhat in that it displays the '30', the double red ring that goes around the '30' is not lighting up and this needs to be looked at.

**Due Date:** 19 Feb 2025  
**Owner:** Damian James

## 5. 2025-2028 Strategic plan update

### 5.1 Road map and Measurement plan

Meeting with Sandy Hastings (Leadership Advisor) from the Ministry of Education who provided advice on what is needed in Strategic Plans which included how the school will improve reading, writing, maths and attendance.

#### Inspire Excellence

A new addition which will develop a framework for literacy and numeracy. Joseph Houghton from Ministry of Education is funding a development programme for Evaluation Associates to create a literacy and numeracy programme.

#### Attendance

Ethan Smith is working hard on this. There was a meeting held with Kenny Diamond and then with the Whanau Leaders. A system is being created for student attendance for students that falls under 70% attendance. The system will be tiered percentage steps with who is accountable at each step.

A list of known spot bunkers has been provided and the goal is to locate bunking students and return them to class.

Going forward the Ministry of Education legislation will change next year. Currently everyday matters attendance reporting is done every term but this will become daily. At 6pm each night if the parent does not respond to the absence text before this time on that day it will automatically change the students attendance in the system to truant. It is critical that the statistics are accurate. The staff have been advised that this will be the change implemented next year.

Our current policy is that the roll must be done in first 20 minutes of the start of class. Teachers receive a notification alert if they have not completed the roll after 10 minutes.

#### Pathways

Springboard Trust phoned to work with our Pathways and Careers Departments to provide year long courses for them to develop strategic plans. Murray Kuperus and his team are going to sort.

## Strategic Plan

This has been shared with staff and the senior leadership team and is ready to be presented. Kenny Diamond wishes to start 2025 with this new Plan in place.

The Board wishes to see a Report regarding the strategic plan at every board meeting as to where we are at in the road map and have a general update provided to them.



### Strategic Plan

That the Board approves the Strategic Plan.

**Decision Date:** 27 Nov 2024  
**Mover:** Jenny Carter-Bolitho  
**Seconded:** Claire Hargest-Slade  
**Outcome:** Approved

## 6. Management Reports

### 6.1 Principal Report

#### Midyis Data for Juniors (year 9 & 10)

This is testing that is completed at the start of year 9, the end of year 9 and the end of year 10. It covers English, Maths, Science and Social Studies.

#### Year 9

Maths, Social Studies - graph shows that students are not making progress.

#### Year 10

Science, Social Studies are okay. English, Maths - students are not at their expected level at the end of year 10.

#### Literacy and Numeracy Development Programme

As already mentioned in conjunction with an external provider, Evaluation Associates they will develop a framework for literacy and numeracy. A sub committee will be formed and the programme will start next year.

There have been some students identified from this years, current year 10s who are going into year 11 next year that will need additional numeracy support. There will be courses developed for them to better their success. A Maths course will be developed to achieve the standards. Year 11s will do the two standards plus an external. Maths will complete 1.1 and 1.2 internals. Noting that some students gain numeracy through commerce.

Staff have been advised that if students are not progressing in class they need to communicate this to home.

#### Timetable

There is a timetable change for 2025 which means there are three core classes per week.

#### Reports

Mr Gibbard is completing a reporting schedule and wondering if Ako reports are useful. The Board felt that there should be an Ako section in the student's school report but that the report should be completed by subject teachers. In terms of Ako interviews the Board felt that seeing subject teachers would be more beneficial and that at the same time, if necessary then see their student's Ako teacher. Currently, first day of term 2, 3 & 4 is Ako teacher interviews and subject interviews are held twice a year. Mr Gibbard will be asked to complete a proposal for the Board for next years reporting and interviews.

## **NCEA Information Evening**

NCEA Information Evening is at the end of Term 3 for year 10 students and families. The Board felt there should be another NCEA Information Evening scheduled at the start of Term 1 the following year.

## **2025 Enrolments**

Currently 97 enrolments for year 9 with four classes (no more than 25 per class in juniors).

## **ESOL**

With so many new Syrian students enrolling, an extra ESOL class for next year has been timetabled.

2 Stand downs with some internal standdowns. In 2025 the referral room will be re-established.



### **Reporting Policy**

The Board agrees that the reporting policy should be amended to reflect more specialist subject information at both parent teacher interviews and when academic reporting is done.

**Decision Date:** 27 Nov 2024  
**Mover:** Damian James  
**Outcome:** Approved



### **Principal's Report**

That the Board approves the Principal's Report.

**Decision Date:** 27 Nov 2024  
**Mover:** Mr Alex Weatherall  
**Seconded:** Claire Hargest-Slade  
**Outcome:** Approved

## **6.2 Finance Report**

### **Finance Report**

Net operating deficit of \$108,000 however Tapecc (teacher aid pay equity) payment due to come in for around \$28,000.

Budget deficit of \$35,000 for 2025.

No spending in place, currently.

The cost of engraving for Prizegiving is expensive. Perhaps instead of cups engraved, could look at having all cup prize winners listed on the school website.



### **Finance Report**

That the Board approves the Finance Report.

**Decision Date:** 27 Nov 2024  
**Mover:** Damian James  
**Outcome:** Approved

### **Draft 2025 budget**

Currently there is a projected over spend of \$45,000 with a few one off payments but we are still cash positive.

Depreciation is sitting around \$205,000-\$220,000 due to the amount of assets the school has purchased.

It was noted from the budget spreadsheet that the prizegiving figure is possibly an error.



### Draft Budget

The Board approves the draft 2025 budget, subject to the projected figure allocated for prizegiving being amended.

**Decision Date:** 27 Nov 2024  
**Mover:** Jenny Carter-Bolitho  
**Seconder:** Kenny Diamond  
**Outcome:** Approved

## 6.3 Health & Safety Report

As discussed earlier, ongoing correspondence and communication with Timaru District Council regarding the refugee island crossings to improve road safety outside of the school grounds and the 30 km/h road sign not fully working.

Concern raised at Health & Safety meeting regarding the tea room as the Tea Lady role is being disestablished and whether or not this may lead to a health and safety concern. It is expected that all staff will wash their own dishes, regularly and there is a sign near the sink which acts as a reminder about needing to clean up after yourself.

Only one incident which was a student that had rolled their ankle.



### Health & Safety Report

That the Health and Safety Report be accepted.

**Decision Date:** 27 Nov 2024  
**Mover:** Claire Hargest-Slade  
**Seconder:** Mr Alex Weatherall  
**Outcome:** Approved

## 6.4 EOTC Report

The Board is satisfied that all of the right channels and processes are being marked off to ensure that the EOTC forms are completed correctly.



### EOTC Report

All EOTC trips for the month December are approved by the Board.

**Decision Date:** 27 Nov 2024  
**Mover:** Kenny Diamond  
**Seconder:** Claire Hargest-Slade  
**Outcome:** Approved

## 6.5 International Report

Nicola Stephenson is heading to Germany for school related international business.

Nicola Stephenson is away on leave around the time the NZ Fair is being held in Bangkok in August 2025 and someone will need to take her place.

Nicola Stephenson requires Board approval that she is delegated on behalf of the School to engage in and sign documentation of the following nature: Mountainview High School International Contract of Enrolments, Accommodation Agreements, Designated Caregiver Agreements, Offers of Place and Agency Agreements.



### Delegating signing authority to Nicola Stephenson

That the Board authorises Nicola Stephenson to be able to engage in signing of Mountainview High School International Contract of Enrolments, Accommodation Agreements, Designated Caregiver Agreements, Offers of Place and Agency Agreements with regards to her role as International Director.

**Decision Date:** 27 Nov 2024  
**Mover:** Claire Hargest-Slade  
**Seconder:** Mr Alex Weatherall  
**Outcome:** Approved



### International School Travel for Nicola Stephenson for 2025

The Board approves Nicola Stephenson's international travel provided it is in line with the international budget set for 2025.

**Decision Date:** 27 Nov 2024  
**Mover:** Damian James  
**Outcome:** Approved

## 6.6 ICT Report

### Hapara Programme

The Programme was useful for teachers to be able to see the students work during class time for both juniors and seniors and was a relatively cheap cost. The school may not use this programme forever.

### Chromebooks

There are lots currently sitting in the Library.

### Email Migration

Over the Christmas break the school will migrate emails from Gmail to Microsoft Exchange (outlook).

### Integration of Reports

Will be done in our Teams Communication System. There will be a dashboard in the communication area with all staff having access by the end of Term 2.

### Ministry of Education Licences

The Ministry of Education are changing what they will and wont pay for. We will be unaffected in 2025 but increases for some aspects following that.

### New Era changes from 2025

Currently working on a development plan which will be ready for the next Board Meeting.



### ICT Report

That the ICT Report be accepted.

**Decision Date:** 27 Nov 2024

**Mover:** Damian James  
**Outcome:** Approved

## 7. Policy Review

### 7.1 Term 4 Policies to Review:

#### Expenditure Policy

It was discussed as a reminder that when the school spends over \$5,000 (excl GST) on an operating or capital expense that is unbudgeted or over budget that approval of the Board is required.

In terms of the three random payroll payments being audited, this is completed within the Finance Sub Committee. Damian James currently checks through and approves payments and reimbursements to staff via Xero.

#### Expenditure Policy Amendment

Amendment to the policy: before words 'competitive quotes' add in 'where possible' (see in bold below)

Any operating or capital expense over \$5000 (excl GST) that is unbudgeted or over budget is approved by either the board chair or board representative. The school runs an order book system, which is controlled and monitored by the executive officer. **Where possible** competitive quotes are obtained for capital items or operating expenses, for lease or purchase, over \$5000 excl GST.

#### Managing Income and Expenditure Policy Amendment

Amendment to the policy: under Cash handling start both of the first two sentences with 'unless otherwise authorised by the Board' (see in bold below)

\* **unless otherwise authorised by the Board** only staff with approved delegation from the Board may handle cash.

\* **unless otherwise authorised by the Board** all cash received is paid to the school office and properly receipted, either to the individual, or as a bulk receipt initialled by the depositor.



#### Approval of Policies

That the Board approves the policies subject to the necessary changes in the Expenditure Policy and the Managing Income and Expenditure policy.

**Decision Date:** 27 Nov 2024  
**Mover:** Mr Alex Weatherall  
**Seconder:** Claire Hargest-Slade  
**Outcome:** Approved

## 8. In Committee

### 8.1 Minutes from Previous Meeting



#### Public be excluded from In Committee

9.03pm

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:** 27 Nov 2024  
**Mover:** Damian James  
**Outcome:** Approved



### **Return to Open Meeting**

9.59pm:

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

**Decision Date:** 27 Nov 2024  
**Mover:** Damian James  
**Outcome:** Approved

## **8.2 Matters Arising**

### **8.3 In Committee Report**

### **8.4 Principal's Leave Register**

## **9. Other Business**

### **9.1 NZSTA Checklists Term 4**



#### **Principal's Professional Growth Cycle**

That the Board receives the letter of endorsement in regards to the Principals professional growth cycle.

**Decision Date:** 27 Nov 2024  
**Mover:** Damian James  
**Outcome:** Approved

## **10. Close Meeting**

### **10.1 Close the meeting**

**Next meeting:** No date for the next meeting has been set.

Approved decisions made between meetings



#### **EOTC - Internationals PFOC (High Risk) Trip**

That the Board approves the Internationals PFOC trip on 18 November 2024.

**9 Supported:** Ahmed Khalid , Alex Weatherall , Claire Hargest-Slade , Damian James , Jay Lovely , Jenny Carter-Bolitho , Kenny Diamond , Kristy Swain , Nikki Geddis

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 11 Nov 2024  
**Outcome:** Approved



### **Petra Okerafor Leave requiring approval**

That the Board approves Petra Okerafor's leave without pay from mid March 2025 - mid March 2026.

**9 Supported:** Ahmed Khalid , Alex Weatherall , Damian James , Jenny Carter-Bolitho , Kenny Diamond , Kristy Swain , Claire Hargest-Slade - It would be an amazing experience for her and hopefully we would get her back after a year. , Jay Lovely - I see no reason why this could not have been dealt with in the december meeting , Nikki Geddis - Apologies for the late vote.

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 11 Nov 2024

**Outcome:** Approved

Jenny Carter-Bolitho  
20 Feb 2025