

# MSWA Minutes

**Date:** Tuesday 13<sup>th</sup> June 2023  
**Opened:** 4.00pm  
**Place:** Middle School West Auckland 287-289 Lincoln Road, Henderson

## 1 Administration

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**1.1 Welcome-** (opening prayer) WC

**1.2 Present** – Sue Dow (SD), Karen Poole (KP), Warren Cook (WC), Kate Rooney (KR), Tamzin Cook (Secretary)

**1.3 Apologies:** Nil

**1.4 Declaration of Interests:** *As in previous minutes*

**1.5 Correspondence In:** Nil

**1.6 Confirmation of previous Minutes:**

Move Minutes correct & true: WC/KP

**1.7 Matters Arising from Previous Minutes:**

***In Committee: 4.07pm – 4.23pm***

Regarding vaping issue: KR to check and see if support within Henderson cluster and sending letter to MOE on behalf of school/s

## 2. Strategic Decisions

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**2.1 Strategic Aims**

SD: Strategic plan to be simplified alongside of Nelps finalised for 2023. WC & KP and CLM to look at and circulate with other board members. 2023-2025 Reflection on Bilingual campus and localise with the new curriculum refresh. New Framework as start point. Cultural aspect, Literacy & Numeracy

**2.2 Curriculum**

WC: Students sat NCEA pre-exams. Mr Knox was impressed with how students are coping and will be well prepared for October exams.  
New Project reporting spreadsheet created and being trialled.  
HERO System: WC to meet with WG @SAMS to look at program and how beneficial it would be for MSWA.

**2.3 Restraint Policy**

WC: Online MOE Restraint Training has been completed by all current staff.  
*Change to policy – If a new TA starts then HR Process Restraint Training will need to be completed.* KP to adjust policy to have all staff names in and include in HR Process.  
EOTC: Link to Staff that have completed the training for outings.

## **2.4 Principals Fund (KP)**

KP: MOE has allocated a \$6000 per school, Professional Coaching and Wellbeing Fund for Principals. Guidelines require a summary of what it will be used on.

Currently only for this period collective 2023/2024

This will link into WC professional Growth Cycle. KP to work with WC set some Goals and come back to BOT with request.

## **3. Strategic Discussions**

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### **3.1 Governance Process & Procedure Review**

#### ***Complaints & Concerns Policy***

KP: General Updates changes with Jargon – (Board Chair to Presiding Member)  
Reviewed by BOT. KP to make adjustments as necessary.

#### ***Policy Making Policy***

KP: General Updates changes with Jargon – (Board Chair to Presiding Member)  
Reviewed by BOT. KP to make adjustments as necessary.

#### ***Triennial Review Programme***

KP: General Updates changes with Jargon – (Board Chair to Presiding Member)  
Reviewed by BOT. KP to make adjustments as necessary.

### **3.2 Operational Policies Review**

#### ***Responsibilities of the Principal***

SD: Inquired with NZ Star regarding Finances and Responsibility. Discussion to be held at next meeting of what the Principal is responsible for.

Financial Management – SD would like to know more about how this works as a BOT.

KP: Advised this is within the Special Character.

#### **Curriculum Delivery**

Changes and updates as required. Discussion held from questioning, How much do we take on board from parental feedback? Discussion held from questioning; how much do we take on board from parental feedback?

Point 6. Repeat for Cultural communities.

#### **Personnel**

Changes and updates as required. H & S act date changed

#### **Appointments**

No changes

KP will do adjustments and add to Website, Newsletter to whanau, staff etc

## **4. Monitoring**

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### **4.1 PBC Lease Payments**

KP: Current updates are now being sent through prior to the implement of each project

### **4.2 Principals Report**

Submitted and discussed

New Kapahaka, Te Reo teacher secured for start of Term 3. Good Induction to be put in place with leadership.

Timetable has been adjusted to cover staff member not being replaced and this will see WC covering classes at Pohutukawa Villa.

**In Class Support changes from MOE** – New way of reporting for 2023. WC will meet with new Education Advisor regarding this.

Locked in dates for next testing – Week 3 Term 3. WC explained that this was to align with the ICS applications.

SD gave positive feedback regarding WC and Management of his staff and the school.

**Teacher Aides:** TA's have had targeted PD to support with Reading, ESOL and Numeracy.

SD: Suggestion of testing T1, T3 and late in Term 4 to gather necessary data.

WC to provide record of achievement and plan going forward which will be included in Strategic plan.

#### **4.3 CLM Report**

Submitted and discussed. WC will thank Tamzin for her detailed report.

SD: Impressed with report.

WC: Attendance drop in Term 2 due to a lot of illness this term.

#### **AOB**

KR: Attended MOE BOT member Te Tiriti training. Advised Te Reo course, Takatu available for all staff and BOT.

SD thanked Kate for taking up this training.

### **5. Identify agenda items for next meeting**

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Student Progress & Achievement

Q2 Budget

Responsibilities of the Principal discussion

Operational Policies Review

- Financial Management
- Financial Condition
- Asset Protection
- Protection & Sharing intellectual Property (Creative Comms)

### **6. Meeting Closure 5.52pm**

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**6.1** Comments on meeting procedures and outcomes

**6.2** Preparation for next meeting Tuesday 8<sup>th</sup> August 4.00pm