

# MSWA Minutes

**Date:** Monay 16<sup>th</sup> October 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)

**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:**

**1.5 Correspondence In:**

Staff member requesting Maternity Leave from Term 2 2024-Term 2 2025

**1.6 Matters Arising from Correspondence:**

WC to talk to staff member about review for starting back start at Term 1 2025. KP will send letter to staff member to accept once discussed.

**1.7 Matters Arising from Minutes:**

KP: Action Point August 2023 IT support very high due to a server repair and very old laptops which require repairs more often.

Grounds and maintenance lawns and repairs at Pohutukawa

**1.8 Confirmation of previous minutes**

Confirmed WC/KR

## 2. Strategic Decisions

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**2.1 Strategic Plan 2024-2026**

WC talked through Strategic plan draft aligned with NELPs. This has been simplified. BOT to reflect on draft and discuss in November meeting to ratify.

**2.2 Draft Budget 2024**

KP presented draft budget and discussion held. Currently projected on 140 students. KP to refine and bring to November meeting for approval.

## 3. Strategic Discussions

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**3.1 Strategic Aims Review**

Completed

**3.2 Human Resources review**

Maternity Leave

Office Manager has resigned end of T4. KP will advertise for employment for 2024 Pohutukawa Admin – Maternity leave for Term 1 2024. Need to advertise Teacher Aides 2024 – Less funding for 2024. Will look at numbers for next year and determine who is available and suitability for student needs.

### **3.3 Operational Policies Review**

*Health & Safety*

*Child Protection*

*Managing Challenging behaviour & Physical restraint*

All Approved as reviewed.

## **4. Monitoring**

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### **4.1 Principal report**

WC presented report. Multiple standdowns during term.

All testing completed for term 3. e-asTTle data discussed and broken down to subjects. WC to send to members.

NCEA exams week 4

BOT Declined Christmas box packing request for staff as it is during school hours and no further TODs available.

VET South Island Trip was a success.

#### **4.1.1 Data Analysis Term 3 Testing**

WC to put together table by subjects and send through to members.

### **4.2 Q3 Budget**

Class supplies - near 100% spent due to over ordering.

Grounds & maintenance lawns and repairs at Pohutukawa – Increase in costs, KP to check if spraying is required every two weeks.

Photocopying - Spent budget for year. WC to talk with staff regarding this.

Electricity - Spent budget. WC to talk with staff regarding this.

### **4.3 Health & Safety Report Term 3**

Report received.

RAMS form to be completed for EOTC days.

## **5. AOB**

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### **5.1 WC current professional wellbeing fund request to be deferred to 2024.**

KP/KR approved.

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

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- Principals EOY report
- CLM EOY report
- Strategic Plan
- 2024 Budget
- Student Progress & Achievement
- Policies for Review
  - *Timetable*
  - *Staff Discretionary Leave*
  - *Social Media Terms of Use*

**7. Meeting Closure 5.10pm**

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**7.1** Comments on meeting procedures and outcomes

**7.2** Preparation for next meeting

To be held at Jack Ralston House, 287 Lincoln Road, Henderson

**IMPORTANT DATES:**

BOT Meeting – 27 November 2023

Prize Giving – 12 December 2023