

MSWA Minutes

Date: Monay 27th November 2023
Opened: 4.00pm
Place: Middle School West Auckland 287-289 Lincoln Road, Henderson

1 Administration

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: Nil

1.6 Matters Arising from Correspondence:

1.7 Matters Arising from Minutes:

Wayne Todd has been new appointed member of BOT as Staff Rep.

1.8 Confirmation of previous minutes:

Confirmed as true and correct WC/KR

2. Strategic Decisions

2.1 Strategic Plan 2024-2026

Congratulated WC on Strategic Plan. Measurable source of data for goals.

Discussion held on Progression trajectory, Governance level vs Operational Level & student goals.

Some wording adjustments to be made. Once completed WC to send to BOT members for ratification so Annual plan can be created.

3. Strategic Discussions

3.1 Student Progress & Achievement

Analysis completed. WC to look at current patterns and collate data that may need to be address with staff or AM for 2024.

SD asked about current strategies in place for uplifting literacy & numeracy. Teacher Aides have been trained in Spring into Math (Numeracy) & Word Chain (Literacy).

We also have in place Education Perfect and Microsoft Read & Write.

Literacy & Numeracy results from NCEA due out soon. These will be distributed to members.

3.2 2024 Budget Draft

KP: due to WC being away at camp budget has only been finalised today. KP will finalise this and send out to members.

3.3 Operational Policy Review:

- **Timetable Policy** – Per One management unit PPTA get 1hr leave. KP to double check and make sure MMU are being implemented properly as per PPTA guidance. Units to be reassessed and apportioned appropriately.

- **Staff Discretionary Leave Policy**

- **Social Media Terms of Use**

Above Policies approved as reviewed KP/WC

4. Monitoring

4.1 Principal report

WC: Staffing being main concern.

NCEA – students were put on study leave.

KP & SD to clarify to WC regarding rewording of questions during exams.

Current tasks for EOY

- Finalising school reports
- Prizegiving
- Planning for 2024

4.2 CLM Report EOY

Received from Tamzin. SD situation has nothing to do with TC capacity but current nature of student body, cost of living crisis and demand on families. BOT offered support to TC.

4.3 Health & Safety report

Received.

5. AOB

Discussion about changes in Government regarding Education – KP will look at new information regarding Charter Schools once this information is available.

6. Identify agenda items for next meeting

Annual Plan

7. Meeting Closure

7.1 Comments on meeting procedures and outcomes

7.2 Preparation for next meeting

Date to be confirmed in new year. Meeting to be held at Jack Ralston House, 287 Lincoln Road, Henderson

IMPORTANT DATES:

Prize Giving – 12 December 2023

Start of Year – February 1 2024