

# MSWA Minutes

**Date:** Tuesday 8<sup>th</sup> August 2023  
**Opened:** 4.04pm  
**Place:** Middle School West Auckland 287-289 Lincoln Road, Henderson

## 1 Administration

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

**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:**

Letter from Haines Norton Chartered Accountants regarding proposal to conduct Audit from 19 October 2022 – 31 December 2023: KP to clarify with MOE (Chad) on cost of Audit and get back to Board members.

2021 Audit is to be processed in October 2023. This has been booked already. Once finished 2022 date will be established. Backlog with Accountants due to Covid.

**1.6 Confirmation of previous Minutes:**

Move Minutes correct & true: KP/WC

**1.7 Matters Arising from Previous Minutes:**

New Staff member to complete restraint training. WC has organised this.

## 2. Strategic Decisions

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**2.1 Student Progress & Achievement**

WC: Testing has started for this term and then an analysis can be completed and Data collected. To be reported back to the next BOT meeting.

**2.2 Q2 Budget – Summary**

**KP – to organise Finance meeting and go over Budget.**

Funding to be reimbursed from MOE for Kitchen at Pohutukawa as now completed. I.T is over budget currently – Computers need replacing but need funds to replace. KP will look at why the increase. Grounds & Maintenance increase slightly.

**2.3 Strategic Plan Draft**

WC submitted Strategic Plan draft and Annual Plan

KP Annual Plan needs to be specific measures, so they are achievable. SD in Annual Plan you will need to choose highest priority then consolidate. S.M.A.R.T goal.

Strategic Plan to be signed off by October meeting. SD to complete evaluation of NELPs in review of Strategic Plan.

Draft Budget to be tabled for 2024 at October meeting.

### **3. Strategic Discussions**

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#### **3.1 Operational Policies Review**

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

SD would like Principal to know more about delegation of financial information. Policies and practice will need to be adjusted and implemented better. Approved as reviewed.

### **4. Monitoring**

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

Impact of Pastoral care discipline in particular Vaping – things that warrant a standdown Principal will deal with.

Anything smaller will be sorted by the Academic Manager on discussion with Principal. Training, encouraging, mentoring, developing.

#### **4.2 Principals Report – WC would like to defer Professional Coaching and Wellbeing Support fund to 2024. BOT agrees on this and KP will check into defer.**

WC to write official letter to BOT with request at next meeting with an overview of what he would like to do.

WC would like to open a new Year 7 class as numbers are growing and have had numerous enquiries.

SD: How many staffing over from SUE report – 12.6 spending 11.6 receiving from MOE. Paying difference out of Operational funding.

#### **4.3 School Timetable – WC: Testing has started for this term and then an analysis can be completed and Data collected. To be assigned back to the next BOT meeting**

#### **AOB**

- WC: Doing PE currently having to attend Chiropractor at a cost. Asked about weather he could be reimbursed for any of this.
- MOE Attendance Audit completed and no causes of concern.

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

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Strategic Plan

Draft Budget 2024

Policies review

Leigh Kenyon proposal for 2024 PE Programme

### **6. Meeting Closure 5.10pm**

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**6.1** Comments on meeting procedures and outcomes

**6.2** Preparation for next meeting Monday 16<sup>th</sup> October 4.00pm

## MSWA BOT Meeting 8 August 2023

### Summary of Action Points

Action Points updated

**New Action Points are in red**

Action Point	Responsible	Due Date	
Sexuality Education at MSWA	Karen	Ongoing	To find out information via VET on delivery of Health programme in align with Special Character and report back.
Vaping information	Kate	Ongoing	To draft letter to MOE appealing to other local Principals regarding impact of Vaping in school.
Strategic Plan to be simplified alongside NELPs & Signed off	KP, WC & CLM	October Meeting	
Audit	KP	ASAP	To check on costs with MOE for current Audit requested.
Testing Data Report	WC	October Meeting	Analysis of Testing that has been completed and Data collected for T3
Check increase in IT as extremely high & advise BOT	KP	October Meeting	
Draft Budget for 2024	KP	October Meeting	
Letter requesting to defer Professional Coaching & Wellbeing Support fund	WC	October Meeting	

## IMPORTANT DATES:

BOT Meeting – Monday 16<sup>th</sup> October 2023

BOT Meeting – Tuesday December 2023

Prize Giving – 12 December 2023