

MSWA Minutes

Date: Monday 3rd April 2023
Opened: 5.00pm
Place: Middle School West Auckland 287-289 Lincoln Road, Henderson

1 Administration

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:

KP - Employed by Villa Education Trust, Part Owner IEC

WC - Secretary is wife

1.5 Correspondence:

Resignation from Loata Tiapapa – KP to sort timing and Elections for new Staff Rep and pass on to Returning officer.

Email from Mr Alwyn Poole received and discussed.

5.15pm – In Committee

5.26pm – Out of Committee

1.6 Confirmation of previous Minutes:

Move Minutes correct & true WC/KR

1.7 Matters Arising from Previous Minutes:

WC discussion on 3.1 on our current learning levels and possible timetable changes to support programmes with lower learners.

SD: Spent time with English teachers. Discussion on accelerating learning in line with NELPS.

2. Strategic Decisions

2.1 SD: All members need to be up to date with support for WC and discipline issues. SD to send out MOE information for WC to create a flow chart regarding vaping.

3. Strategic Discussions

3.1 Policies for Review

- Confidentiality
- Meetings
- Public attending Board Meetings
- Meeting Agenda
- Role of Board Sub—committees

KP: Updated with Presiding Member from Board Chair.

Approved changes in Policies WC/KR

- 3.2** KP: Any discussions made by email need to be logged with minutes and noted in next BOT meeting for Auditing processes.
FOR DECISION must be titled for emails sent to members by secretary.
SD: NZSTA stated that all members need to be aware of what is happening with regards to any incoming information.

4. Monitoring

4.1 Principal reports

WC Submitted his report for Term 1. Discussion held.
SD: Encouraged all members to support Principal with disciplines regarding Vaping and have a good understanding of the Policy.
KP: Suggested creating a procedure flow chart of level discipline which can be issued to whanau at initial meeting. WC: will create flow chart and send out to all members.
WC: Currently 13 ESOL students
Education Perfect – Yr 7 & 8 free access for the rest of 2023. Main use as a homework tool to support extra learning.
Focus to build relationship with other Principals in the area.
Questions regarding report:
KP: asked about analysis report regarding 2022. WC to supply at next meeting full analysis for student growth over the 2022/2023 year. Focus on data.
Discussed can use data to promote school with evidence gathered.
SD: Relationship with parents can create high level of trust which can bring about good change.
KR: Newsletters are more personalised to what is going on in school and incoming from each villa which is positive.

4.2 Finance and Audit Report

Budget Q1 – KP to supply for May Meeting
Oct/Nov 2023 - 2022 Audit will be completed.

4.3 Health and Safety Report

WC: Discussed issue at Waka Ama
KP: Discussed “potential issues” stated in report and will reflect on this differently in next H & S Report.

4.4 HR

Exit Interviews, Questionnaire feedback KP to discuss May meeting

AOB

5. Identify agenda items for next meeting

- 2nd NELP – National Education & Learning Priorities
- Budget
- Analysis report Learning 2022 WC
- Discipline process flow chart for Vaping issues WC

6. Meeting Closure 6.25pm

6.1 Comments on meeting procedures and outcomes

6.2 Preparation for next meeting

Tuesday 2 May 2023 4.00pm held at Jack Ralston House, 287 Lincoln Road,
Henderson

Summary of Action Points

Action Points updated

New Action Points are in red

Action Point	Responsible	Due Date	
Q.1 Financial report	KP	May	
Feedback on data Progress/Achievement for 2022	WC	May	
Exit interviews, questionnaire, feedback from Feb Meeting	KP	May	
Staff Rep Election information to be passed on to Returning officer for election to proceed.	KP	ASAP	
MOE Discipline information to WC to create Flow Chart for Vaping issue	SD	ASAP	
Vaping Discipline Flow Chart	WC	May	

IMPORTANT DATES:

BOT Meeting - Tuesday 2 May 2023

BOT Meeting – Tuesday 13 June 2023

Prize Giving – 12 December 2023