

# MSWA Minutes

**Date:** 28<sup>th</sup> November 2022

**Opened:** 3.30pm

**Place:** Zoom

## 1 Administration

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

**1.2 Present** – All - Karen Poole (KP), Sue Dow (SD), Warren Cook (WC), Lulu Tiapapa (LT), Kate Rooney (KR), Katrina Worth (KW)

**1.3 Apologies:** Nil

**1.4 Declaration of Interests:** SD is working with WC to support WC as she is experienced with the work she does.

Waitakere Sports KR

Funding (Te Manawa Funding)

**1.5 Correspondence:** Verify previous minutes/action points KP

## 2. Strategic Decisions

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### 2.1 Set dates for 2023:

All KP, SD, WC, LT, KR agree twice a term

First scheduled Thursday 13<sup>th</sup> February 2023 5.00pm. KP draft other dates

Second scheduled Monday 3<sup>rd</sup> April 2023 5.00pm

Confirmed dates-adjust if need to change at later date SD

**2.2 Board Profiling:** Profiles to be collated and the BOT introduced to in newsletter.

Also need to identify board members strengths so when special support or duties needed it is known who will provide.

## 3. Strategic Discussions

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Annual Plan- Strategic Plan- discussion

Specific goals, to be discussed in first meeting of 2023

Biggest reflect after camp (students) being together interacting, and was asked “why not more”.

KP & WC speaking to Ministry as Pohutukawa is Ministry owned JR is leased.

SD, LT, WC how to navigate getting our kids ready for exams, Goal 15.

WC aim to make annual plan easier to read than strategic and then circulate

Student numbers affect staff numbers provided by MOE. This has an influence on the budget.

2023 have an A.M focus on Learning Support. This is working well.

**3.1** KP needs treasurer, another Signatory for bank, Financial reports to go to another board member to read etc

1 x bank signatory Kate Rooney offered. All agreed.

**3.2** MOU sorted- Level 1 Literacy and Numeracy can be run under Mt Hobson in 2023.

Another trial year for this but will be good to get our process sorted for this.

## 4. Monitoring

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**4.1** Attendance numbers are improving and Pohutukawa Villa attendance is very good.

First meeting of 2023, WC will be reporting to board on academic/progression data for whole school 2022.

KP concerned about purpose of next T.O.D. In future board approval for T.O.D. Having a teacher only day for staff to do community service does not seem a valid reason.

- 4.2** CLM will be working 4 days 2023 agreed WC, KP  
CLM supports whanau as she knows all the support organisations. A. Ms & CLM have great relationship.  
KP, WC needs to look into why our students are leaving. Reasons
- 4.3** WC Camp- one student rolled his ankle on day two
- 4.4** KP staff absences up term2-3. Numbers down term 4  
KP & WC units for 2023 are being decided  
Job descriptions for all units will be supplied
- 4.5** KP Property funding for Pohutukawa Villa, funding left over, looking at new kitchen for Pohutukawa. NOT been approved yet or finalised.
- 4.6** SD, KP, WC,LT read and focus on introduction in new year 2023

## **5 Identify Agenda Items for Next Meeting**

KP, SD, WC work plan.  
Policies Review plan2023,  
Financial Reviewing 2022  
WC Academic Analysis,  
Preference for policies- KP will review policies at meeting, plan how to review throughout the year

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## **6. Meeting Closure 4.50pm**

- 6.1** Looking for data  
Documents sent out 1 week before Board meetings
- 6.2** All documents to be in one week before and sent to Board.

Monday 13<sup>th</sup> February 2023 5.00pm held at Jack Ralston House, 287 Lincoln Road, Henderson

WC closing prayer 4.50pm

## Summary of Action Point

Action Points updated

**New Action Points are in red**

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Action Point	Responsible	Due Date	
Need 1x Treasurer Need 1 x Signatory Need 1 x Bank Signatory	KP	ASAP	
Include in first 2023 BOT meeting academic/progression Data for whole school.	WC	Next meeting	
Look into why school kids are leaving? Reasons?	WC, KP, SD	Next meeting	
Documents sent out one week before BOT meeting	KW		
Draft dates for Board meetings 2023	KP	Next meeting	
Policy Review plan for 2023	KP	Next meeting	

## IMPORTANT DATES:

Monday 12<sup>th</sup> December 2022 – School Prizegiving Trusts Stadium

Tuesday 13<sup>th</sup> December 2022 – School Finish

Thursday 13<sup>th</sup> February 2023 – 5.00pm BOT Meeting JR House

Monday 3<sup>rd</sup> April 2023 – 5.00pm BOT Meeting JR House