

**MSWA Meeting
Minutes – 31 Oct 2022**

Date: 31 Oct 2022

Opened: 7.30pm

Closed: 8:15pm

Place: Zoom

1 Administration

1.1 Welcome by KP: Alternative constitution. Different to traditional schools' Board of Trustees ('BOT') –KP have been working through the alternative constitution and finally has this approved – the alt. constitution also differs to traditional Boards by including in its Board: The Principal, a Staff trustee who is not a staff-representative, a Parent Trustee who is also not a parent-representative, 3 Villa Education Trustees ('VET') appointed

1.2 Present – Karen Poole (KP), Sue Dow (SD), Warren Cooke (WC), Lulu Tiapapa (LT), Kate Rooney (KR)

1.3 Apologies: Nil

1.4 Introductions

1.5 Appoint Secretary

- (a) KP: need to select a Secretary - can have an independent member of the public. All to think through suggestions and communicate by email as we need to find someone before the next meeting.

1.6 KP: need to select a Chairperson – Chairperson runs the meetings – KP calls for nominations – KP suggest SD. SD to consider this and see at next meeting

1.7 KP: need to select a Deputy Chairperson – will wait till the next meeting

2. Strategic Decisions

2.1 Set the dates for the remainder of the year and schedule for 2022

Will make up folders for new members and send this out. Will contain work plan, 2023 budgets, strategic plan, philosophy doc, support docs from NZSTA
Full meeting with monitoring an evaluation 2022 and aims for 2023. To be held by zoom 28th Nov 3.30pm

2.2 Set date for induction of Board

Purpose of Induction day is to go through the Philosophy document which defines the special character of the school. 2 hr session and will combine with SAMS. Sue Dow to run this, is very beneficial and a way to unpack the document. 8th Nov 7pm-9pm by zoom

2.3 Board profiling

Also need profiles of each Board Member 2 reasons, intro to school community as well as looking at strengths
– Admin will get in touch with each member about pictures of each – look at qualifications and expertise – but also see what you can bring to this Board in terms of goals, strategies etc

3. Strategic Discussions

4. Monitoring

Deferred

6. Meeting Closure 8:15pm

Summary of Action Points

Action Points updated

New Action Points are in red

| Action Point | Responsible | Due Date | |
|--|----------------------------------|--|--|
| Induction Day | All Board Members | 7-9pm Tues Nov 8 th By zoom | |
| Monday 28 th Nov Board meeting To include Financial Monitoring 2023 Budget, HR Principal's Report Strategic plan review CLM Report, Workplan 2023 and set dates 2023 | KP KP WC WC TC KP | By 18 th Nov | |
| Profiles from each Board Member | Office Managers | ASAP | |
| | | | |
| | | | |

Important Dates

| Date | Item |
|---|--------------------|
| Tuesday 8 th November | Board Induction |
| Monday 28 th November 2022 3:30pm | MSWA Meeting Zoom |
| Mon 12 th Dec 6pm | School Prizegiving |