

MSWA Minutes

Date: Monay 27th February 2024
Opened: 4.30pm
Place: Middle School West Auckland 287-289 Lincoln Road, Henderson

1 Administration

- 1.1 Welcome-** (opening prayer) WC
- 1.2 Present** – Sue Dow (SD)(via TEAMS), Karen van Gernerden (KVG), Warren Cook (WC), Kate Rooney (KR), Wayne Todd (WT), Tamzin Cook (Secretary)
- 1.2.1** Sue Dow verbally offered her resignation as Presiding member and Member of MSWA board. We thanked Sue for her service and she left the meeting. KVG to follow up with a thankyou gift.
- 1.3 Apologies:** Nil
- 1.4 2024 Selection of Board Presiding Member:**
Nomination of KVG by WC/WT
No other nominations
KVG accepts appointment.
- 1.5 Declaration of Interests:**
2024 Forms Signed
- 1.6 Minutes of Previous Minutes:**
Confirmed as true and correct
- 1.7 Correspondence In:**
In Committee 4.56pm/5.01pm

2. Strategic Decisions

- 2.1 Strategic Plan 2024-2025**
Strategic Plan Moved to be approved KR/WT
Annual plan is due to be published by 31st March. KVG to add to website.
Annual Report is due to be published by 31st May

3. Strategic Discussions

- 3.1 Policies and Governance**
An annual workplan is being put together for the year and will be sent out to BOT members prior to next meeting with detailed dates for review.
- 3.2 Student phone use**
Policy has been written and will be sent to BOT for approval at next meeting. This is a new Government requirement.

3.3 *Updated curriculum requirements*
KVG will have this policy ready for April meeting.

3.4 Board Workplan 2024
TC to distribute to all members.

4. Monitoring

4.1 Principal's Dashboard (verbal) inc NCEA results.

Staffing: Currently advertising for Maternity cover starting Term 2
Student Numbers: 147 as at 27/02/2024
Lit/Num Exams: Set dates to be held between May 20-31st & Sept 9th – 20th.
Active: Received 9 x \$1000 scholarships for our students
MPH Com Trust: Received \$2000 worth of sporting equipment to be used over both sites.
Professional & Wellbeing Fund:
Written request to visit Melbourne Indigenous Transition School using fund.
Move that WC trip is approved – WT/KVG

4.2 HR Report – Verbal

Office manager position advertised and will interview applicants ASAP.

4.3 Finance Update and 2024 Budget report including approval

International Courses – Have had enquires to host these at MSWA
Need to look for other income strings, funding applications etc
Approve Proposed 2024 Budget WC/KR

5. AOB

NIL

6. Identify agenda items for next meeting

- Student Progress and Achievement
- Q1 Budget
- Cell Phone Policy
- Principals report
- Policy updates from February 2024
 - Board Roles & Responsibility Policy
 - Trustee Code of Conduct
 - Trustee Remuneration & Expenses Policy
 - Conflict of Interest Policy
 - Presiding Member role description
 - Secretary role description

- Treasurer role description policy
- Treasurer role description policy
- Staff trustee role description policy
- Relationship between Presiding member & Principal Policy
- Principal Performance Management Policy
- Policy updates April 2024
 - Confidentiality Policy
 - Meetings Policy
 - Public attending Board meetings
 - Meeting Agenda
 - Role of Board Sub-Committees' Policy

7. Meeting Closure 6.03 pm

7.1 Comments on meeting procedures and outcomes

7.2 Preparation for next meeting

Meeting to be held at Jack Ralston House, 287 Lincoln Road, Henderson

5.00pm Monday 8th April, 2024 including Dinner supplied by Presiding member

IMPORTANT DATES:

<i>Date</i>	<i>Event</i>
Mon 8 th April	BOT Meeting
Tues 11 th June	BOT Meeting
Tues 27 th Aug	BOT Meeting
Tues 22 nd Oct	BOT Meeting
Tues 26 th Nov	BOT Meeting
Thurs 12 Dec	Prizegiving held at Trusts Arena