



**Board of Trustees
Minutes of Meeting
Monday 12th February 2024
Time: 6.30 pm Discovery School**

Karakia	Everyone	
Whakatauki Kaylene	Tūngia te ururua, kia tupu whakaritorito te tupu o te harakeke Clear away the undergrowth so the new shoots of the harakeke can spring up.	
BoT Members present	Kaylene Macnee (Principal) Brayden Smith (Presiding Member) Laura Lumley (Deputy chair) Andrea Smith Danelle Whaanga Fui Washburn Nicholas Emmerson Sam Taylor	
Minutes	Susan Burrows	
Apologies	Georgia Taingahue	
Visitor/s	<p>6.30 pm - 6.50 pm - Rae Black and Andrew Knight - Presentation on Camp El Rancho from 21 Feb -23 Feb 2024 - Year 5 and 6 students. The RAMS will be provided to Nicholas for review and have also been reviewed by Kaylene. The board approved final El Rancho arrangements, as long as there were no issues raised from Nick on the RAMS.</p> <p>Year 4s - will have various activities whilst the remainder of the Middle Team are at camp, activities include Zealandia, Pauatahanui inlet and camp activities at school.</p> <p>6.50 pm - 7.15 pm - Sarah Jenner - Presentation on Camp Makahika in Levin from 19th Feb - 22nd Feb 2024 - Year 7 and 8 students. The RAMS have been reviewed by Kaylene and Sam, these have been sent back with approval. The board approved final camp arrangements for Makahika.</p> <p>The board noted the importance of staff feeling confident to stop an activity if they deem it unsafe (even if instructors are involved). The Leadership Team will reiterate this to all staff.</p> <p>Staff were thanked for their work in planning camps.</p>	Action: Raewyn to provide Nick the RAMS



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	7.15 pm - 7.30 pm - Nicky Kenny and Karen Thompson - Presentation on AiMs Games, Tauranga, 7-13th September 2024 - The board agrees to support the application based on the proposal provided. There will need to be communication with the community and fundraising can't interfere with school/DSPTA fundraising events.	Action: Nicky to register and ensure communication to the community. Andrea to give the DSPTA a heads up.
Elect Presiding Member	The board agreed to elect Brayden Smith as the Presiding Member.	Moved: Sam/Laura
Conflict of Interest Declaration	n/a	
Amendments from Minutes of meeting	<u>Amendments to Minutes 4th December 2023</u> n/a	Moved: Laura/Sam CARRIED
<u>BoT Action Register</u>	Updated, no outstanding items.	
Correspondence	Inwards: <ul style="list-style-type: none"> • Porirua City Council - Road Safety • NZSTA Learning Events - Wellington & Wairarapa Outwards:	
Strategic items Kaylene	<u>Strategic Planning Review</u> The draft annual plan was approved by the board. Kaylene will email the board the details of the Kowhai deck protection quote. The Term 4 achievement data in reading, writing and mathematics was presented and discussed with the board.	Moved: Danelle/Laura Action: Kaylene
Principal's report Kaylene	<u>School structure</u> Teams are settled, staff pulse point survey is currently open for the Leadership Team to check staff views. Parent survey to go later this term. <u>Hour a day</u> Kaylene will provide an update to the community via the newsletter about the hour a day government policy. The Leadership Team are working through advice from the MOE as it comes out. The board discussed the importance of learning through authentic contexts. <u>Swimming Pool</u>	Action: Kaylene



	<p>Ally Todd completed some pool maintenance over the holiday period. Including some roof repairs. There are a few exterior windows that need repair which is the school's responsibility, we are currently getting quotes for this work this may reflect in a 5YA adjustment.</p> <p>Recruitment Maternity position has been advertised in the Education Gazette as a fixed term position from 10th June - 18 December 2024. Applications close on the 7th March 2024. Kaylene, Claire and Kirsti will review all applications and recruit accordingly.</p> <p>Kelly Club The board agreed to request further insight from Kelly Club for the termly Principal and Board update.</p>	<p>Action: Kaylene Possible 5YA adjustment</p> <p>Action: Kaylene/Brayden</p> <p>Approved Principal Report: Danelle/Sam</p>
Board Updates	<p>Board updates were tabled and taken as read.</p> <p>Policy Four policies to be reviewed by all board members prior to the March meeting.</p> <p>Grants Successful application with NZCT for Artificial grass and sports equipment \$14,021.16.</p> <p>Finance Brayden and Nick approved the finance report.</p>	<p>Action: All board members</p>
Other Business	<p>School Vision The vision committee met prior to the board meeting this evening. Andrea discussed a timeline and plans for getting to a refreshed vision statement, this will involve student participation and community input.</p> <p>Road Safety Kaylene met with the Kindergarten teachers about the council's proposed road safety drop off/parking map. The community has been informed not to drop children on the other side of the road UNLESS they are using the underpass. No volunteers to help to date to encourage safety around the entrance.</p>	<p>Action: Andrea add to regular board updates</p> <p>Action: Kaylene to organise a meeting with the council</p>



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	<p>The board reviewed the road safety plan. Kaylene will organise a meeting with the council to discuss the preferred options which include a judder bar and some of the road markings.</p> <p><u>Playgrounds</u> Operational decision to decide whether we change age groups on playgrounds.</p> <p><u>2024 Delegations confirmed</u></p> <p><u>School Vision</u> Sam Taylor, Andrea Smith, Laura Lumley, Kaylene Macnee</p> <p><u>Health and Safety</u> Claire Gubb, Kaylene Macnee, Aaron Semmens and Nicholas Emmerson</p> <p><u>Grants Committee</u> Brayden Smith, Andrea Smith, Kaylene Macnee</p> <p><u>Finance</u> Danelle Whaanga, Brayden Smith, Kaylene Macnee and Susan Burrows</p> <p><u>Policy</u> Georgia Taingahue, Sam Taylor, Kaylene Macnee and Claire Gubb</p> <p><u>Pacific coordinator</u> Fuianina Washburn</p> <p><u>Whanau coordinator</u> Georgia Taingahue</p>	<p>Action: Kaylene to discuss with SLT</p> <p>Moved: Kaylene</p> <p>Action: Susan to create confirmation delegation letters</p>
In Committee	<p>Time in: 8.37 pm Time out: 8.40 pm</p>	
Whakatauki Kaylene	<p>He kokoa whare he kitea, he kokona ngakau te kitea</p> <p>We have seen the contribution, we know it comes from the heart.</p>	
Meeting closed	8.40 pm	
Closing Karakia	<p>Kua mutu ā mātou mahi mō tēnei wā Manaakitia mai mātou katoa Ō mātou hoa Ō mātou whānau Āio ki te Aorangi</p> <p><i>Our work has finished for the time being</i></p>	



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	<i>Protect us all Our friends Our family Peace to the universe</i>	
<u>Next Meeting</u>	Monday 18th March Whakatauki - Brayden	

