



**Board of Trustees  
Minutes of Meeting  
Monday 18th March 2024  
Time: 6.30 pm Discovery School**

<b>Karakia</b>	Everyone	
<b>Whakatauki</b> Brayden	<p>Nāu te rourou, nāku te rourou, ka ora ai te iwi</p> <p>With your food basket and my food basket the people will thrive</p> <p>This whakatauki talks to community, to collaboration and a strengths-based approach. It acknowledges that everybody has something to offer, a piece of the puzzle, and by working together we can all flourish.</p>	
<b>BoT Members present</b>	<p>Kaylene Macnee (Principal) Brayden Smith (Presiding Member) Laura Lumley (Deputy chair) Andrea Smith Danelle Whaanga Fui Washburn Georgia Taingahue - Arrived 6.45 pm Nicholas Emmerson Sam Taylor</p>	
<b>Minutes</b>	Susan Burrows	
<b>Apologies</b>		
<b>Visitor/s</b>	David Pulemafaga	
<b>Conflict of Interest Declaration</b>	n/a	
<b>Amendments from Minutes of meeting</b>	<p><u>Amendments to Minutes 12th February 2024</u> n/a</p>	<p><b>Moved: Andrea/Laura</b> <b>CARRIED</b></p>
<b><u>BoT Action Register</u></b>	Update - Road Safety - Map to be finalised with Porirua City Council. Discovery School has signed up to participate in the Greater Regional Council walking to school research programme.	
<b>Correspondence</b>	<p><b>Inwards:</b></p> <ul style="list-style-type: none"><li>● Kelly Club Term 1 Board update</li><li>● Annual Plan</li><li>● NZEI Paid Union Meetings, Holidays Act remediation</li></ul>	



# DISCOVERY SCHOOL

- EDUCATING FOR SUCCESSFUL LIVING -

	<ul style="list-style-type: none"> <li>● Resignation</li> <li>● Education Review Office</li> </ul> <p><b>Outwards:</b></p>	
<b>Strategic items</b>	<p><u>Priority Learners</u> Kaylene gave the board an overview of how the priority learners receive support. Attendance can be a factor in the difference to the outcomes.</p> <p>The board requested details on ethnic breakdown to see if funding could support these individuals.</p> <p><u>2023 Analysis of Variance</u> Kaylene will send this through to the MoE once the data has been added.</p> <p><u>NPKA Strategic Planning Event</u> The draft NPKA strategic plan was shared with the board. The cluster is working on this.</p>	<p><b>Action: Kaylene</b></p> <p><b>Action: Kaylene</b></p>
<b>Principal's report Kaylene</b>	<p><u>Caretaker recruitment</u> Kaylene will contact Programmed (Property and Building Maintenance), if we are unable to fill the caretaker position before the holidays. The board agreed for there to be allowance for negotiation of up to \$5 per hour variance to the standard base rate depending on experience and skills if there are cost savings elsewhere.</p> <p><u>Grounds</u> To keep the grounds well maintained takes a lot of time from our Caretaker. We may need to look at additional help. We have a paid employee through MSD due to start in Term 2, this person could assist the Caretaker with odd jobs around the school. Once the new caretaker has settled in we can review the grounds maintenance.</p> <p><u>ERO - Evaluation partner</u> ERO has advised our review partner who will work alongside us. There is a zoom hui coming up and we will know more in Term 2.</p> <p><u>Alerts from Police</u> All Police alerts that involve our tamariki will now come through from the MoE. Our school has opted into the School Alert Programme. Kaylene will document this process and Inform our community</p>	<p><b>Action: Kaylene</b></p> <p>Term 4 Action Register note</p> <p><b>Action: Kaylene/Brayden</b></p> <p><b>Action: Kaylene</b></p>





	<p><u>Ally Todd - Licence to occupy (LTO) - discussion</u> The Board agrees to progress with a new LTO for Ally Todd. Danelle will assist Kaylene with the document process.</p>	<p><b>Action:</b> Kaylene/Danelle</p> <p><b>Approved Principal Report:</b> Georgia/Sam</p>
<p><b>Board Updates:</b> Property Finance Policy Health &amp; Safety Whānau Pasifika Communication DSPTA Grants</p>	<p>All Board updates were tabled and taken as read. The following items were discussed:</p> <p><u>Property</u></p> <p><b>Rooms 20-23</b> - Project Manager appointed and next stage is to go out to tender, no timeframe at present. All rooms are empty ready for the work to commence.</p> <p><b>Kowhai Block Outdoor Blinds</b> - The quotes are \$27,600 + GST or \$18,799.13 + GST, the Grassroots Trust Central grant application closes on the 31st March with the meeting on the 24th April 2024. Updated quotes are being sought.</p> <p>Kaylene will contact Mark at Ashby Property Management for a breakdown of annual property maintenance expenditure including any outstanding funds on property projects.</p> <p>Given the perceived importance of extending the learning area, and the need to protect it from the weather, the board agreed to have the outdoor blinds installed before Winter 2024 irrespective of the grant application outcome.</p> <p><u>Finance</u> The board approved the 2023 and February 2024 accounts.</p> <p><u>Policy</u> The board confirmed the review of the three policies:</p> <ul style="list-style-type: none"><li>● Te Tiriti o Waitangi</li><li>● Board Responsibility</li><li>● Documentation and Self-Review Policy</li></ul> <p>The Policy team meets at the beginning and end of the term.</p> <p><u>Health and Safety</u> The board agreed on the health and safety role definitions for: Health &amp; Safety Committee, Board of Trustees, Principal, Caretaker, All Staff and workers/volunteers.</p> <p><u>Grants</u> The board agreed for the applications to be sent to the following: Grassroots Trust Central \$10,000 Kowhai Block Outdoor Blinds</p>	<p><b>Action:</b> Kaylene</p> <p><b>Moved:</b> Sam/Laura</p> <p><b>Moved:</b> Laura/Georgia</p> <p><b>Moved:</b> Georgia/Sam</p>



# DISCOVERY SCHOOL

- EDUCATING FOR SUCCESSFUL LIVING -

	<p>Nikau Foundation \$4,000 - Swimming Transport One Foundation \$1,333.65 - Sports equipment Four Winds \$5,000 - Dance curriculum</p> <p>Georgia has been appointed to the Grant sub-committee as a parent representative.</p>	<b>Moved:</b> Sam/Andrea
<b>Other Business</b>	<p><u>EdPay SUE Reports</u> The board agreed to update the process for SUE report sign off to allow Kaylene and Susan to approve the fortnightly SUE reports. The presiding member will review the information on the annual summary.</p> <p><u>Retention/Disposal</u> The board agreed to the disposal of the documents based on the retention disposal information.</p>	<b>Action:</b> Kaylene update school docs  <b>Moved:</b> Andrea/Georgia
<b>In Committee</b>	<p>In: 8.11 pm Out: 8.35 pm</p>	
<b>Whakatauki</b> Brayden	<p>Mā mua ka kite a muri, mā muri ka ora a mua</p> <p>Those who lead give sight to those who follow, those who follow give life to those who lead</p> <p>This whakatauki also speaks to the importance of working together. It acknowledges and values the importance of both the leader and the followers for both are essential and co-dependent.</p>	
<b>Meeting closed</b>	8.37 pm	
<b>Closing Karakia</b>	<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 Protect us all Our friends Our family Peace to the universe</i></p>	
<b>Next Meeting</b>	<p>Monday 13th May Whakatauki - Fui</p>	