



**Board of Trustees
Minutes of Meeting
Monday 13th May 2024
Time: 6.30 pm Discovery School**

Karakia	Everyone	
Whakatauki Kaylene	Ehara taku toa, he takitahi, he toa takitini Success is not bestowed to one alone, success is a collective (acknowledging a team effort)	
BoT Members present	Kaylene Macnee (Principal) Brayden Smith (Presiding Member) Laura Lumley (Deputy chair) Andrea Smith Nicholas Emmerson - arrived 6.30pm	
Minutes	Susan Burrows	
Apologies	Danelle Whaanga Georgia Taingahue Sam Taylor	
Visitor/s	n/a	
Health and Safety Walk	6.15 pm - Cancelled due to low BoT members in attendance.	Action: reschedule
Conflict of Interest Declaration	n/a	
Amendments from Minutes of meeting	<u>Amendments to Minutes 18th March 2024</u>	Moved: Laura/Andrea CARRIED
<u>BoT Action Register</u>	<u>Update</u> Kaylene will prompt Kelly Club for a response from her email sent 29/02/24 requesting from the board for the Kelly Club termly board update to include information about complaints and near misses.	Action: Kaylene



Correspondence	Inwards: <ul style="list-style-type: none">• Kowhai Block Outdoor blinds• Board resignation• Ministry of Education - Environmental scan letter• Porirua City Council - Parking/Road Marking• NZSTA- The Board's Role as a Good Employer & NZSTA The Board's Role in Suspension Meetings Outwards:	Moved: Nick/Laura
Strategic items	<u>School structure</u> <p>Pulse point survey's help to gather staff feedback. Informal feedback from parents and will continue to invite feedback (with newsletter note later this term). Overall the new structure is working well and fits with curriculum/literacy initiatives coming out from the MOE.</p> <u>Structured Literacy</u> <p>Drafted guidelines are in place for all Discovery Teams. The professional development that was taken last year by staff may be different from the professional development we can apply for Y0-3 teachers. Once the guidelines are in place an information session and or videos that will assist parents/caregivers would extend the knowledge for our tamariki.</p> <u>Playground student survey - Year 4-8</u> <p>The board discussed the student voice results. Kaylene highlighted concerns of low level behaviour which is not in line with our school values. The school has made changes to the staff duty roster and consequences to help decrease low level behaviour.</p>	Action: Kaylene
Principal's report Kaylene	<u>Reading Recovery - Funding ceasing</u> <p>From the end of 2024 funding will cease for Reading Recovery. The board agreed to wait and see what the Ministry will do regarding this area. It is a concern for the focus on one approach to meet the needs of all learners. Helen, our reading recovery teacher, is doing a tremendous job with our tamariki.</p> <u>Civil Emergencies</u> <p>Discovery School is planning to work with Discovery Kindergarten and WREMO to facilitate a shared parent information evening later in the year to work towards a reunification practice which is likely to occur in Term 4, 2024.</p>	Action: Add to action register/Susan



	<p><u>Wellington Free Ambulance - defibrillator</u> The school was approached by Wellington Free Ambulance as our current defibrillator doesn't directly link with their system. We are awaiting the donated defibrillator which comes with a free maintenance plan. Our current defibrillator will be used on school trips as it is a portable device. Wellington Free Ambulance take full responsibility for maintenance of the new one.</p> <p>The new location for the external defibrillator will sit between the Kindergarten and entry of Discovery School.</p> <p><u>Confirmed Staffing</u> There has been a reduction in our OPS grant funding due to the student roll. We are funded for 472 students but currently at 440. No permanent teaching appointments can be made without an environmental scan.</p> <p><u>Personnel</u> Three recent appointments have been confirmed, they include the Caretaker, Grounds Assistant and the Room 1 maternity cover teacher.</p> <p>The board requested Kaylene to send out the exit survey to past employees. Brayden is available if the previous employees would like to speak about the exit survey. Kaylene will share responses with Brayden.</p> <p><u>WRPPA Conference</u> The Senior Leadership Team are considering attending WRPPA Conference Bi-Annually, with visits to schools in the opposing year.</p>	<p>Action: Kaylene</p> <p>Approved Principal Report: Brayden/Laura</p>
<p>Board Updates: Property Finance Policy Health & Safety Whānau Pasefika Communication DSPTA Grants</p>	<p>All Board updates were tabled and taken as read. The following items were discussed:</p> <p><u>Health and Safety</u></p> <p>Camp/EOTC events In light of the fines for a school up north following a tragic accident, the board had a discussion about the mitigation around health and safety for Camp/EOTC events when activities are compromised by unexpected changes. Kaylene and the SLT will discuss this and ensure future plans clearly show wet weather activities for approval. The board will ensure future EOTC/Camp approvals clearly state that no activities or changes for weather are to be made that</p>	<p>Action: Kaylene/SLT</p>



	<p>have not had prior approval.</p> <p>Hazard register The health and safety team have drafted a hazard register that will be shared with staff for personalising and updating 6 monthly. Suggestion for back driveway access signs 'authorised entry only' '5km' 'slow zone/children'</p> <p>We also discussed the shug windows which need replacing and this is on the 10YPP.</p> <p><u>Policy</u> The board agree for the following policies to be approved:</p> <ul style="list-style-type: none">• Employer Responsibility Policy• Appointment Procedure• Safety Checking <p><u>Finance</u> April reports received from Accounting for Schools (AFS). Phasing has been included. Request monthly % comparison from previous year. Our 2023 accounts are currently with the auditor.</p> <p><u>Grants</u> The board grants committee agreed via email on the 15th April for the applications to be sent to the following:</p> <p>Blue Sky Trust \$5,599.70 excl - iPads Trust House \$3,451.21 incl Y4-8 Swimming Tuition One Foundation \$3,643.48 Y4-8 Transport for Swimming One Foundation - Lego sets for Junior Team</p>	<p>Action: Kaylene/Caretaker</p> <p>Action: Kaylene to check with Mark Scrimshaw</p> <p>Policy Moved: Nick/Laura</p> <p>Finance Moved: Laura/Brayden moved the April accounts.</p>
<p>Other Business</p>	<p><u>Board Pasefika Representative</u> The board is very grateful for the work that Fui Washburn has done with our school community and the support offered in finding a parent within our Pasefika community who was happy to step into this role. The board agreed to co-opt David Pulemafaga as the Pasefika representative on the board for 18 months. Kaylene will contact David for the board induction.</p> <p><u>AiMs Games</u> The board agreed that once confirmation of registration entries are confirmed the sponsorship and donations can be received. Kaylene will provide information in the newsletter once confirmed, acknowledging that the AiMs games has</p>	<p>Moved: Brayden/Laura</p> <p>Action: Kaylene</p> <p>Moved: Andrea/Laura</p>



	<p>been driven and paid for by the parents of the students attending, the cost of the AiMs games is not an activity that Discovery School have participated in before due to the cost and distance of the event.</p> <p>The board delegates the Sponsorship/donation requests for AIMS Games to Kaylene. All sponsorship and fundraising activities need to be in line with school policies and practices.</p> <p><u>Hall hire - Public Liability Insurance</u> The Ministry recommends public liability insurance for hall hirers. As the school hall is hired out mainly by small community groups and the majority of hall hirers would not hold public liability insurance. The board agreed to take out additional cover (premium \$550 excl gst) for any entity, group or individual who hires the school hall, but only in respect of their legal liability arising from the hire - eg. Third Party damage to the school property.</p> <p><u>Study Tour - Acting Principal delegation</u> The board agreed that Sarah Jenner will act as Principal over the period whilst Kaylene is away 19th August - 5th September. Claire Gubb will support Sarah Jenner as a back up. Mark Sweeney has provided a delegation template to assist with planning Sarah's responsibilities, Kaylene will go through this with Sarah.</p> <p><u>Learning conversations</u> The board agreed for school to finish at 1pm on Tuesday 2nd July for learning conversations. The times for bookings will be as follows: Tuesday 2nd July 2.00 pm - 7.30 pm Thursday 4th July 3.15 pm - 5.45 pm</p>	<p>Moved: Andrea/Nick</p> <p>Moved: Brayden/Nick</p> <p>Moved: Nick/Laura</p> <p>Moved: Brayden/Laura</p>
<p>Whakatauki Kaylene</p>	<p>He maurea kai whiria!</p> <p>Ignore small matters and direct effort toward important projects (keep things in perspective and keep focused on the main vision)</p>	
<p>Meeting closed</p>	<p>8.30 pm</p>	
<p>Closing Karakia</p>	<p>Kua mutu ā mātou mahi mō tēnei wā Manaakitia mai mātou katoa Ō mātou hoa Ō mātou whānau Āio ki te Aorangi</p>	



	<i>Our work has finished for the time being Protect us all Our friends Our family Peace to the universe</i>	
<u>Next Meeting</u>	Monday 17th June Whakatauki - Nicholas	