



**Board of Trustees
Minutes of Meeting
Monday 17th June 2024
Time: 6.30 pm Discovery School**

Karakia	Everyone	
Whakatauki Nick	Ko te pae tawhiti, whāia kia tata. Ko te pae tata, whakamaua kia tina. Seek out distant horizons and cherish those you attain.	
BoT Members present	Kaylene Macnee (Principal) Andrea Smith Danelle Whaanga David Pulemafaga Nicholas Emmerson Sam Taylor	
Minutes	Susan Burrows	
Apologies	Brayden Smith (Presiding Member) Laura Lumley (Deputy chair) Georgia Taingahue	
Visitor/s	n/a	
Presentation - Vision work	Year 6 Tamariki - <i>Do you know what our school vision is?</i> Students presented the work they have been doing around drafting a new school vision based on community, staff and student feedback. The board was very impressed with this work. The students will also share this with the staff.	Action: Andrea to share with absent board members. Vision Committee to progress.
Conflict of Interest Declaration	n/a	
Amendments from Minutes of meeting	<u>Amendments to Minutes 13th May 2024</u>	Moved: Andrea/David CARRIED
BoT Action Register	<u>Update</u>	



<p>Correspondence</p>	<p>Inwards: NZEI Paid Union Meetings Board resignation - Fui Washburn-Sasagi Kelly Club - Principal and Board Update -- Term 1 - Kelly Club Survey for Term 3 - The BoT agreed now that we are mid-way through our contract a survey to the parents should be carried out. MOE - School Boards Responsibilities Survey</p> <p>Outwards:</p>	<p>Action: Kaylene/BoT Agenda 12th August</p>
<p>Strategic items</p>	<p><u>Vision</u> The board agreed to get the vision crew/students together to present to the staff before the end of term 2. The vision committee will reconvene to discuss comms and 'Where to next?'</p> <p>The absent board members will review the presentation and video.</p>	<p>Action: Andrea/ Absent board members/ Vision committee</p>
<p>Principal's report Kaylene</p>	<p><u>Structured Literacy</u> Better start literacy programme (BSLA) is the MOE's preferred structured literacy approach. Y0-3 teachers who wanted to be trained will attend the course.</p> <p><u>Physical restraint</u> Kaylene will include this in her principal report from now on.</p>	<p>Action: Kaylene</p> <p>Approved Principal Report: Nick/Danelle</p>
<p>Board Updates: Property Finance Policy Health & Safety Whānau Pasefika Communication DSPTA Grants Vision</p>	<p>All Board updates were tabled and taken as read. The following items were discussed:</p> <p><u>Property</u> Portcom The portacom which is situated in front of the school office will be removed soon. The board discussed the remediation of the grounds and agreed it should be resurfaced to a clean (not patched) state as it is part of a playground and front entry to the school. <i>(Currently 18 holes hold the portacom in place along with decking post holes).</i></p> <p>10YPP There are two 10YPP projects currently getting underway. The tender threshold for work has increased due to</p>	



	<p>increased building costs. The board can go straight to a provider for projects under \$100k.</p> <p><u>Finance</u> 2023 Audit report uploaded onto the Discovery School website. May accounts received.</p> <p>The Asset register is getting reviewed and updated. Photos and videos are getting uploaded into the google drive. Kaylene and Susan will meet in Term 3 to review the register in line with the photo/video information received.</p>	<p>Finance Moved: Danelle/Nick moved the May accounts.</p> <p>Finance Action: Asset register Kaylene/Susan</p>
<p>Other Business</p>	<p><u>ERO documentation</u> Both the leadership team and board have reviewed the ERO documentation which includes the Refreshed School Improved Framework (SIF) and the Board Assurance Statement.</p> <p>Refreshed School Improved Framework (SIF) has been worked through with the leadership team, the board reviewed the Stewardship and governance section.</p> <p>Board Assurance Statement The board reviewed the content of the board assurance statement. Sign off required by Brayden.</p> <p><u>2025 Term Dates</u></p> <p>The board confirmed the following term dates for 2025 which allows for 386 ½ days and 2 TODs. It may be that the TODs don't have to be made up, in which case we would finish on 17 December.</p> <ul style="list-style-type: none"> ○ T1 - 4 February - 11 April ○ T2 - 28 April - 27 June ○ T3 - 14 July - 19 September ○ T4 - 6 October - 19 December 	<p>ERO Action: Kaylene to check SG9 on the SIF with Georgia/Kim</p> <p>Action: Kaylene & Brayden to finalise documentation</p> <p>2025 Term dates Moved: Nick/David</p>
<p>Whakatauki Nick</p>	<p>Ahakoia he iti, he pounamu</p> <p>Although it is small, it is precious</p>	
<p>Meeting closed</p>	<p>8.15 pm</p>	
<p>Closing Karakia</p>	<p>Kua mutu ā mātou mahi mō tēnei wā Manaakitia mai mātou katoa Ō mātou hoa</p>	





DISCOVERY SCHOOL

- EDUCATING FOR SUCCESSFUL LIVING -

	<p>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>	
<u>Next Meeting</u>	Monday 12th August Whakatauki - Georgia	
<u>In Committee</u>	In: 8.10 pm Out: 8.15 pm	