



# DISCOVERY SCHOOL

*Whanake rā tātou kia pai ai te āpōpō*  
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**Board of Trustees**  
**Minutes of Meeting**  
**Monday 24th March 2025**  
**Time: 6.30 pm Discovery School**

<b>Karakia</b>	Everyone	
<b>Whakatauki</b> David	Ki te kotahi te kākaho ka whati, ki te kāpuia, e kore e whati  When a reed stands alone it can easily break, but when bound together it is unbreakable.	
<b>BoT Members present</b>	Kaylene Macnee (Principal) Brayden Smith (Presiding Member) Andrea Smith Danelle Whaanga David Pulemagafa Georgia Taingahue Laura Lumley (Deputy chair) Nicholas Emmerson Sam Taylor Cheyna Matenga - Mana whenua representative	
<b>Minutes</b>	Andrea Smith	
<b>Apologies</b>	Susan Burrows	
<b>Visitor/s</b>		
<b>Conflict of Interest Declaration</b>	n/a	
<b>Amendments from Minutes of meeting</b>	DRAFT Minutes 17th February approved with no amendments	<b>Moved:</b> Laura/Georgia
<b>BoT Action Register</b>	Action register was discussed - mainly on track  <b>2025 Delegations</b> <u>Health and Safety</u> - Claire Gubb, Kaylene Macnee, Michael Moxon and Nicholas Emmerson <u>Grants Committee</u> - Brayden Smith, Andrea Smith, Kaylene Macnee	<b>Action:</b> Delegation paperwork Susan



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	<p><u>Finance</u> - Danelle Whaanga, Brayden Smith, Kaylene Macnee and Susan Burrows</p> <p><u>Policy</u> - Laura Lumley, Sam Taylor, Kaylene Macnee and Claire Gubb</p> <p><u>Pacific coordinator</u> - David Pulemafaga</p> <p><u>Whanau coordinator</u> - Georgia Taingahue (currently recruiting a replacement)</p> <p><u>Comms</u> - Laura Lumley</p> <p><u>Mana Whenua Representative</u> - Cheyna Matenga</p> <p><u>50th Anniversary</u> - Laura Lumley &amp; Andrea Smith</p> <p>The board discussed including students in planning the 50th celebrations.</p>	<p><b>Action:</b> Whānau replacement - Georgia/Kaylene</p> <p><b>Action:</b> Andrea to research and look at how we can get students to plan this celebration / link to conceptual curriculum planning</p>
<b>Correspondence</b>	<p><b>Inwards:</b></p> <ul style="list-style-type: none"> <li>MoE Regional Property Advisor - Board owed classrooms</li> <li>G Taingahue - Board resignation</li> <li>Kelly Club - Term 4 update including holiday programme. Process and policy for complaints and feedback.</li> </ul> <p><b>Outwards:</b></p> <ul style="list-style-type: none"> <li>MoE - Board owned classrooms</li> </ul>	<p><b>Action:</b> Pulse check parents/caregivers</p>
<b>Strategic items</b>	<p><b>Draft MOU for Mana Whenua representative</b></p> <p>Cheyne, Kaylene &amp; Georgia worked on the draft. The board discussed including a note on disputes resolution (including early, positive, open and honest). The board approved the rest of the draft to go to Te Rūnanga o Toa Rangatira for their input and approval.</p> <p><b>School Entranceway</b></p> <p>This is on the strategic plan and we started to discuss how to proceed. It was agreed that Rōpū Whakapapa could be included in this mahi.</p>	<p><b>Action:</b> Kaylene to include wording on disputes for Cheyna &amp; Georgia to approve. Cheyna to then take to Te Rūnanga.</p> <p><b>Action:</b> Georgia/Kaylene to discuss with whānau Māori and Rae Black (Rōpū Whakapapa kaiako)</p>
<b>Principal's report</b> Kaylene Macnee	<p><b>Curriculum</b></p> <p>The Board approved changing the date of the Curriculum Day (school closed) from 30 May to 13 June so the staff don't have a change of facilitator.</p> <p>The board discussed curriculum changes and noted some concern around the 'teach to the one level' approach that is being advocated. While we understand the notion of</p>	<p><b>Action:</b> Kaylene to inform community</p>



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	<p>exposure and ensuring students, we also have concerns around not meeting individual needs of students.</p> <p>MOE led webinar about the phonics tool that the MOE are expecting schools to use from 2026 - at the moment it is optional. Rebecca Griffin is going to trial a 10 week BSLA assessment.</p> <p><b>Achievement</b> The board congratulated Kaylene on her Life Membership Award for services to the Wellington Primary Principals Association.</p> <p><b>Accident</b> The board discussed the accident that resulted in a student breaking a bone. Kaylene shared details of what happened and they agreed it was an accident.</p> <p><b>Pulse Point Survey</b> First pulse point survey of the year - was a success. The Leadership Team has let staff know to talk to any member of the Leadership Team to know if they need support. It's also a good reminder to ensure pinch points planning is completed and transparent.</p>	<p><b>Action:</b> Laura/Andrea to put the board's congratulations in the newsletter.</p> <p><b>Action:</b> Kaylene to contact the parent to let them know the outcome</p> <p><b>Approved Principal Report:</b> Sam / David</p>
<p><b>Board Updates</b> Property Finance Policy Health &amp; Safety Whānau Pasefika Communication DSPTA Grants Vision</p>	<p>Board updates tabled.</p> <p><b>Property</b> The deck is nearly completed, then the roof on the senior block will be done, then the turf.</p> <p><b>Finance</b> Reports were unable to be accessed by the board members. Kaylene provided a brief overview of these and they will be included for approval at the next meeting. The board has asked that AFS ensure all 2025 reports have the phasing we sent through.</p> <p><b>Policy</b> The board reviewed the policies up for review in School Docs this term. We discussed the 'not knowing what you don't know' situation with policies and whether it would be useful to use AI to see if there are any gaps.</p>	<p><b>Action:</b> February and March accounts to be approved at the next meeting.</p> <p><b>Action:</b> Kaylene to ask AFS to ensure phasing is correct.</p> <p><b>Action:</b> Sam to run a few policies through AI before the next policy meeting.</p>





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	<p><b>Health And Safety</b> The turf installer has suggested an additional \$10,000 for a rubber underlay. We discussed the impact on our finances if we don't get a grant and would like more information.</p> <p>Friendship tree fence - this can be minimised but not eliminated. Michael will round off the wooden fencing and staff have been asked to stand on that side of the court by the wooden fence or the concert stairs when taking activities.</p> <p><b>Grants</b> The board supports the application of a grant to fund gym equipment and run our own gym programme.</p>	<p><b>Action:</b> Kaylene to enquire about the benefits of having the rubber underlay from the installer and talk to a local principal. The board will be emailed for a final decision.</p>
Other Business	<p><b>Swimming Pool Insurance</b> There has been a significant increase in the cost to insure the pool. The board agreed that we do not need to insure the pool based on advice from the Ministry. If we cancel now, Ally Todd can save the additional insurance costs and insure anything they wish to have insured directly with their own provider.</p> <p><b>Board Code of Conduct</b> Everyone has reviewed the code of conduct.</p> <p><b>Board payments</b> The board noted the board payments that are paid to board members. These used to sit in a policy, but now are minuted and will be reviewed if needed when any future recommendations for change are made by NZSTA. Per attended board meeting, payment is: Presiding member \$75 All other members \$55</p> <p><b>AIMS Games</b> Comms going in the newsletter this week. The board formed a sub-committee to review any EOIs and make decisions accordingly as to who can attend. We have a sub-committee (see above)</p> <p><b>Website</b> The new website will soon go live. The board was impressed with how it looked.</p> <p><b>Change of Meeting Arrangements</b> The meeting scheduled for 16 June will be moved to the</p>	<p><b>Action:</b> Kaylene to contact Ally Todd and the insurance company</p> <p><b>Action:</b> Kaylene, Danelle, Nick &amp; David to review AIMS EOI.</p> <p><b>Action:</b> Board to send photos to Susan if you got an email.</p> <p><b>Action:</b> All board members to</p>



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	23rd June due to Kaylene being on leave. Danelle will be away in July, so will do the whakatauki at the June meeting.	diarise change of date. <b>Action:</b> Susan to update workplan
<b>Whakatauki</b> David	Ā, upane! ka upane! Ā, upane, ka upane, whiti te ra! A step upward, another step upward! A step upward, another... the sun shines!	
<b>Meeting closed</b>	8:10 pm	
<b>Closing Karakia</b>	Kua mutu ā mātou mahi mō tēnei wā Manaakitia mai mātou katoa Ō mātou hoa Ō mātou whānau Āio ki te Aorangi  <i>Our work has finished for the time being</i> <i>Protect us all</i> <i>Our friends</i> <i>Our family</i> <i>Peace to the universe</i>	
<b><u>Next Meeting</u></b>	Next meeting - 12th May 2025 Whakatauki - Sam	
<b><u>In Committee</u></b>	n/a	

