



# DISCOVERY SCHOOL

*Whanake rā tātou kia pai ai te āpōpō*  
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**Board of Trustees**  
**Minutes of Meeting**  
**Monday 12th May 2025**  
**Time: 6.30 pm Discovery School**

<b>Karakia</b>	Everyone	
<b>Whakatauki</b> Sam	Mā te huruhuru ka rere te manu.” “Adorn the bird with feathers so it can fly.”  With the right tools, knowledge, support or education, one can achieve their potential.	
<b>BoT Members present</b>	Kaylene Macnee (Principal) Brayden Smith (Presiding Member) Andrea Smith Danelle Whaanga David Pulemagafa Colby Osborne Laura Lumley (Deputy chair) Nicholas Emmerson Sam Taylor	
<b>Minutes</b>	Susan Burrows	
<b>Apologies</b>	Cheyne Matenga - Mana whenua representative	
<b>Visitor/s</b>	n/a	
<b>Conflict of Interest Declaration</b>	n/a	
<b>Amendments from Minutes of meeting</b>	DRAFT Minutes 24th March approved with no amendments	<b>Moved:</b> Danelle/Sam
<b>BoT Action Register</b>	Action register was discussed - on track	
<b>Correspondence</b>	<b>Inwards:</b> <ul style="list-style-type: none"> <li>● NZEI - Important changes to upcoming employment relations education leave</li> <li>● Employment Relations - Notification to initiate bargaining for a new Primary Principals' Collective Agreement</li> <li>● Te Whakarōputanga NZSBA (formerly NZSTA) -</li> </ul>	



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	<p>Board matters Term 2, 2025</p> <p><b>Outwards:</b></p>	
<p><b>Strategic items</b></p>	<p><b>2026-2028 Strategic Plan</b>          The board has formed a sub-committee including David, Laura, and Kaylene with Danelle as an external sounding board to work draft a plan for the upcoming consultation for the 2026-2028 Strategic Plan.</p> <p><b>2024 Statement of Variance</b>          This is a ministry requirement, Kaylene will keep tracking the progress for this and improve the template.</p>	<p><b>Action:</b> Kaylene to organise a meeting with the sub committee.</p> <p><b>Action:</b> Kaylene</p>
<p><b>Principal's report</b>          Kaylene Macnee</p>	<p><b>MoE Assessment systems</b>          The teachers are using new tools as they learn through the Structured Literacy approaches. Our teachers continue to use existing tools to supplement and monitor student progress. The Teachers will find it challenging to report to parents mid year based on the new curriculum as teachers have not had enough time to learn about the new curriculum content, there is little guidance on effective assessment tools from the Ministry.</p> <p><b>Leadership Team school visits</b>          The board agreed for the Leadership Team to undertake <b>school visits</b> in Christchurch in July/August to look into how schools provide agency for students, structured literacy and dyslexia learning practices, and use of spaces to support learning.</p> <p><b>Student Bathroom hand dryers</b>          The board agreed for the purchase of the Middle and Senior student bathrooms hand dryers due to the cost effectiveness in the long run.</p> <p><b>Recruitment for New Entrant Teacher</b>          In the final stages of recruiting a Year 0/1 Teacher to start late Term 2. The board discussed whether cohort entry would make start dates of classes/teachers easier. This is something we could explore to consider in the future. Kaylene will discuss with the Leadership Team, however we agreed it is not something we will progress with urgency given the current landscape of change. Discussions with other schools re pros/cons is a good place to start.</p>	<p><b>Action:</b> Kaylene to discuss with the staff and acknowledge that the board understands the level of concern with upcoming mid-year reports and look at information sharing/Q&amp;A opportunities with parents, including sharing MOE resources.</p> <p><b>Action:</b> Kaylene/Michael to accept installation quote.</p> <p><b>Action:</b> Action register</p>



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		<b>Approved Principal Report:</b> Kaylene/Brayden
<b>Board Updates</b> Property Finance Policy Health & Safety Whānau Pasefika Communication DSPTA Grants Vision	<p>Board updates tabled and taken as read. The following items were discussed:</p> <p><b>Property</b>  <u>Modernisation Funding</u>          MoE have approved the modernisation for Rooms 4,5, 6, 7 and the boardroom, this is currently getting processed with the Ministry.</p> <p>Room 4 has some moisture damage which is being monitored by the Caretaker. It has been addressed with the Ministry.</p> <p><b>Finance</b>          February, March accounts approved. April reports received 12th May.</p> <p>The school donations are extremely low for this time of year, a newsletter drive and some top tips on Hero would be of use to the community especially how to report an absence and look at current fees/donations.</p> <p><b>Policy</b>  <u>Staff Gifting policy</u>          Majority of staff in the survey opted to not have staff contributions (noting staff can still gift privately if they wish). Based on other schools gifting policies, our board contributions are slightly higher than other schools and we agreed to keep it at that level. There will be a cap on the higher level and some discretion for the board. The Policy team will provide the schedule on staff gifting.</p> <p><u>Term 2 policies</u>          - Planning and Preparing for Emergencies          - Communication During and Emergency, Disaster, or Crisis          - School Closure</p>	<p><b>Action:</b> Kaylene</p> <p><b>Action:</b> Policy Team</p> <p><b>Action:</b> All board members to review Term 2 policies on <a href="#">School Docs</a></p>
<b>Other Business</b>	<p><b>Co-opt Whanau representative</b>          The Board agreed via email for Colby Osborne to be co-opted onto the board. Colby will replace Georgia Taingahue, the co-option will be from the 6th May to the End of 2026.</p>	



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	<p><b>APPA Conference</b>          The board approved via email for Kaylene to attend the Australian Primary Principal' Association national Conference (APPA) in Brisbane from 25th-29th August 2025.</p> <p><b>2025 Triennial School Board Elections</b>          The common election date is Wednesday 10th September 2025.</p> <p><b>AiMs Games</b>          AiMs Game Netball interest form was sent out on Friday 9th May, final responses due by Thursday 15th May. The board agreed with the sub committee's recommendation that a full commitment from 9 players is required to proceed or we risk a blacklisting. If we proceed, a 10th player will be pulled in and the board agreed there may be a need to underwrite that cost if the situation requires.</p> <p>Golf - Maddie Taylor</p> <p><b>Tamariki Learning conversations</b>          Early term 3 - Tuesday 22 July - board agreed early pick up encouraged so they don't run too late in the evening for whānau and staff, but school will remain open and cater for any who can't be collected.</p>	<p><b>Action:</b> Kaylene &amp; Sub Committee (if needed) to confirm</p>
<p><b>Whakatauki</b>          Sam</p>	<p>Poipoia te kakano kia puawai.”          “Nurture the seed and it will blossom.”          Meaning: With care, support, and education, children (like seeds) will grow and thrive.</p>	
<p><b>Meeting closed</b></p>	<p>8.10 pm</p>	
<p><b>Closing Karakia</b></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> <p><i>Our work has finished for the time being          Protect us all          Our friends          Our family          Peace to the universe</i></p>	



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<b><u>Next Meeting</u></b>	Next meeting - 23rd June 2025 Whakatauki - Danelle	
<b><u>In Committee</u></b>	Start: 8.10 pm End: 8.30 pm	

A handwritten signature in blue ink, consisting of a stylized, cursive letter 'S' or similar shape.

