



# DISCOVERY SCHOOL

Whanake rā tātou kia pai ai te āpōpō  
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Board of Trustees  
Minutes of Meeting  
Monday 23rd June 2025  
Time: 6.30 pm Discovery School

Karakia	Everyone	
Whakatauki Danelle	Ka pū te ruha, ka hao te rangatahi As the old net withers, the new net goes fishing," symbolizing the transition from old ways to new, and the continuous cycle of life and renewal. It encourages embracing change and the opportunities that come with it.	
BoT Members present	Kaylene Macnee (Principal) <i>via google meet</i> Brayden Smith (Presiding Member) Andrea Smith Cheyna Matenga - Mana whenua representative Danelle Whaanga David Pulemagafa Colby Osborne Nicholas Emmerson Sam Taylor	
Minutes	Susan Burrows	
Apologies	Laura Lumley (Deputy chair)	
Visitor/s	Stacey Mew - 6.30pm - 7.15pm	
Conflict of Interest Declaration	n/a	
Amendments from Minutes of meeting	DRAFT Minutes 12th May approved with no amendments	<b>Moved:</b> Sam/Andrea
BoT Action Register	Carried	
Correspondence	<b>Inwards:</b> <ul style="list-style-type: none"><li>• Employment Relations - Initiation of Bargaining - Primary Teachers and Primary Principals</li><li>• Kelly Club - Term 1 and April holiday programme board update</li><li>• Ministry of Education - Wgtn Regional Property Delivery Team - Property 101 presentation invitation</li></ul>	



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	<ul style="list-style-type: none"> <li>• Te Whakarōputanga Kaitiaki Kura o Aotearoa - NZSBA</li> <li>- Guidance for boards – Industrial update</li> <li>- Budget 2025 - Impact on School and School Boards</li> <li>- School Board Elections 2025 - Memo 1</li> <li>- Sector Update: Disestablishment of Kāhui Ako and Resource Teachers – Literacy and Māori</li> <li>• School Board Elections 2025 - Memo 2</li> <li>• Staff resignation</li> </ul> <p><b>Outwards:</b></p>	
<b>Strategic items</b>	<p><b>AI Presentation - Stacey Mew</b> The board will review AI policy suggestions and provide any feedback via email. We discussed the importance of staff being trained and adhering to any age limits with student use. We noted that the students will still be using AI even though they can't at school. Therefore, we aren't ignoring it and do discuss it and accuracy of information with our older students. Kaylene thanked Stacey for the work she has done in this area.</p> <p><b>2026-2028 Strategic Consultation</b> The board agreed for the initial survey to go out to the community this term and to work through the plan next term, noting the plan to send information out ahead of Learning Conversations to explain the consultation. If there is not enough engagement at various points, the board will discuss other options. Kaylene will meet with Cheyna and Colby to discuss Whānau aspects and David to discuss Pasifika.</p>	<p><b>Action:</b> All Board members to review AI policy suggestions</p> <p><b>Action:</b> Kaylene</p>
<b>Principal's report</b> Kaylene Macnee	<p><b>Disestablishment of Kāhui Ako and Resource Teachers – Literacy and Māori</b> The board noted the financial implications for salaries and release. This work doesn't go away, even though the roles do.</p> <p><b>Budget 2026</b> The board will need to carefully consider the 2026 budget to ensure spending aligns with our strategic goals. This may mean cutting back in other areas to avoid a deficit.</p> <p><b>Oxford Maths resources</b> Teachers are beginning to use digital resources, this will be</p>	<p><b>Action:</b> Scenarios around staffing, class size, responsibilities, to be looked at for the draft 2026 budget required by 1st September BoT meeting.</p>



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	<p>trialled in Term 3.</p> <p><b>AIMs Games</b> Unfortunately, we did not get a full commitment for the netball team to travel to AIMS Games. The \$750 accommodation deposit was non-refundable as per the cancellation policy.</p> <p>The golf registration was not accepted due to the high demand.</p> <p><b>Pulse Point Surveys</b> The board reviewed the survey summaries.</p> <p><b>Property Information Session</b> Kaylene attended the Property 101 MOE information session. The maintenance manual for schools has been shared with Michael Moxon and the 10YPP is due for renewal - this process will begin next year.</p>	<p><b>Approved Principal Report:</b> Sam/Cheyne</p>
<p><b>Board Updates</b> Property Finance Policy Health &amp; Safety Whānau Pasefika Communication DSPTA Grants Vision</p>	<p><i>Board updates tabled and taken as read. The following items were discussed:</i></p> <p><b>Property</b> <u>Boardroom Leak</u> Waiting on a quote for variation to our current roofing work.</p> <p><u>Replace Shugg Windows</u> The board agreed with the property team's acceptance of \$95,000 for DS O'Leary Building to replace the shugg windows within our 10YPP allocation from the MOE.</p> <p><b>Finance</b> The board will review the BDO 2024 Audit completion report.</p> <p>April and May accounts approved.</p> <p><b>Policy</b> 30th June Policy meeting to be rescheduled.</p> <p>The board reviewed the term 2 school doc policies and have no changes to suggest.</p> <p>The board agreed \$5,000 (excl gst) to be the agreed amount for competitive quotes to be obtained for capital items or operating expenses for lease or purchase.</p>	<p><b>Action:</b> All Board</p> <p><b>Moved:</b> Sam/Nick</p> <p><b>Action:</b> Kaylene</p> <p><b>Action:</b> Policy - Kaylene/Sam</p> <p><b>Action:</b> Kaylene to let School Docs know</p>





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Other Business	<p><b>2026 Term dates</b></p> <p>The board confirmed the 2026 term dates: Mon 2nd Feb - Team Building Tues 3rd Feb - Meet the Teacher</p> <ul style="list-style-type: none"><li>● Term 1 - 4 Feb - 2 April</li><li>● Term 2 - 20 April - 3 July</li><li>● Term 3 - 20 July - 25 Sept</li><li>● Term 4 - 12 Oct - 16 Dec</li></ul> <p>This includes two curriculum days. The 2026 curriculum days will be confirmed by the leadership team.</p> <p><b>School Uniforms</b></p> <p>There has been a request for the board to discuss school uniforms. A survey will go out to the community for feedback. Staff and students will also be asked. The board will then decide if they progress this work.</p> <p><b>Enrolment</b></p> <p>The board agreed to accept a 2025 out of zone enrolment for a current sibling who has moved out of zone since their enrolment was confirmed.</p> <p><b>2025 Triennial School Board Elections</b></p> <p>Returning Officer - Schooled Election Pilot</p> <table><tr><td>Electoral Roll closes</td><td>Wednesday 16 July</td></tr><tr><td>Call For Nominations</td><td>Friday 18 July</td></tr><tr><td>Close Supplementary Roll</td><td>Monday 4 August</td></tr><tr><td>Nominations Close</td><td>12 noon Wednesday 6 August</td></tr><tr><td>Voting Papers Issued</td><td>Wednesday 13 August</td></tr><tr><td>Election Day</td><td>Wednesday 10 September</td></tr><tr><td>Close Poll</td><td>4pm on Election Day</td></tr><tr><td>Count Votes &amp; Declare Results</td><td>Tuesday 16 September</td></tr><tr><td>New Board Takes Office</td><td>Wednesday 17 September</td></tr></table>	Electoral Roll closes	Wednesday 16 July	Call For Nominations	Friday 18 July	Close Supplementary Roll	Monday 4 August	Nominations Close	12 noon Wednesday 6 August	Voting Papers Issued	Wednesday 13 August	Election Day	Wednesday 10 September	Close Poll	4pm on Election Day	Count Votes & Declare Results	Tuesday 16 September	New Board Takes Office	Wednesday 17 September	<p><b>Action:</b> Nick/Brayden</p> <p><b>Action:</b> Kaylene/Leadership Team - 2026 Curriculum Days</p> <p><b>Action:</b> Kaylene - tag onto strategic consultation survey later in Term 3</p> <p><b>Action:</b> Kaylene/Enrolment Officer</p>
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Whakatauki Danelle	<p>“Ehara taku toa i te toa takitahi, engari he toa takitini”</p> <p>Success is not the work of an individual, but the work of many.</p>																			
Meeting closed	8.10 pm																			
Closing Karakia	<p>Kua mutu ā mātou mahi mō tēnei wā Manaakitia mai mātou katoa Ō mātou hoa Ō mātou whānau Āio ki te Aorangi</p>																			



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	<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 - 28th July Whakatauki - Laura Apologies - Danelle	
<b><u>In Committee</u></b>	n/a	

*Grayd Finch*  
*11/9/2025*

