



DISCOVERY SCHOOL

Whanake rā tātou kia pai ai te āpōpō
We thrive & grow today for a better tomorrow

Board of Trustees
Minutes of Meeting
Monday 28th July 2025
Time: 6.30 pm Discovery School

Karakia	Everyone	
Whakatauki Laura	Éhara tāku toa i te toa takatahi, engari he toa takitini. Our strength is not made from us alone, but made from many	
BoT Members present	Kaylene Macnee (Principal) Brayden Smith (Presiding Member) Andrea Smith Cheyna Matenga - Mana whenua representative David Pulemagafa Laura Lumley (Deputy chair) Nicholas Emmerson - arrived 6.40 pm Sam Taylor	
Minutes	Susan Burrows	
Apologies	Danelle Whaanga, Colby Osborne	
Visitor/s	n/a	
Conflict of Interest Declaration	n/a	
Amendments from Minutes of meeting	DRAFT Minutes 23rd June approved with no amendments	Moved: Sam/Andrea
BoT Action Register	<ul style="list-style-type: none"> Porirua City Council will be providing variable speed signs. Kaylene will query where these will be placed and the type of signs. 	Action: Kaylene
Correspondence	Inwards: <ul style="list-style-type: none"> Ohumahi Support - Notice of disestablishment of North Porirua Community of Learning MoE Central South Regional Property Team - NZ Property Agency announced Outwards:	
Strategic items	2026-2028 Strategic Consultation A summary of the first survey checking relevance of	



DISCOVERY SCHOOL

Whanake rā tātou kia pai ai te āpōpō
We thrive & grow today for a better tomorrow

	<p>current goals was tabled and discussed. The board noted that all 3 goals are still relevant as we move into 2026, however there is a need to monitor the impact of workload as we balance priorities moving forward.</p> <p>Andrea provided an overview of the initial conceptual curriculum consultation, 70 families provided feedback whilst attending Learning Conversations on the 22nd and 23rd July. The survey will be sent out to parents/caregivers who didn't attend for any further feedback.</p>	<p>Action: Andrea/Kaylene</p>
<p>Principal's report Kaylene Macnee</p>	<p>Maths Curriculum Day Teachers will participate in further Maths curriculum professional learning over two staff meetings in term 3 and 4 (Day 3). Day 4 is scheduled for 6 March 2026, a day the school will be closed for instruction. There will be another Curriculum Day in 2026, the date will be confirmed in the new year.</p> <p>NZ Draft Technology Curriculum Rebecca Griffin attended the Ministry's Technology review meetings over the school holiday period, this assisted the MoE with Year 0-3 feedback. Rebecca is allocated three days in lieu for her time which is covered by the MoE.</p> <p>Leadership Team School Visits This will occur on Thursday 31st July and Friday 1st August in Christchurch. Contingency plans are in place for support.</p>	<p>Action: Website/newsletter Curriculum Date - Kaylene</p> <p>Approved Principal Report: Laura/Nick</p>
<p>Board Updates Property Finance Policy Health & 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>Property <u>Turf</u> The contractor undermeasured on the quote so has been unable to lay the turf. The Board noted this was his error, but agreed they could pay up to 20% more on the original quote in good faith. If the other piece of green is a colour match, we could proceed with that option.</p> <p>Finance 2024 Audit for 2024 accounts was completed in time for 31 May 2025 publication. Uploaded to the Discovery School website. 2025 June accounts approved. The Board has all received copies of the management report.</p>	<p>Action: Kaylene</p> <p>Moved: David/Brayden</p>



DISCOVERY SCHOOL

Whanake rā tātou kia pai ai te āpōpō
We thrive & grow today for a better tomorrow

	<p>Policy The board reviewed and agreed with the following policies:</p> <ul style="list-style-type: none"> • Child Protection - Claire Gubb to attend Child Matters courses • Abuse Recognition and Reporting • Safety Checking <p>The policy team noted there are exceptions for events outside of school time for the Food and Nutrition policy. ie - Disco's</p> <p>Heath and Safety Committee Next meeting - 5th August.</p> <p>Whānau Next whānau hui - 17th September.</p> <p>DSPTA Next Meeting - 4th September</p> <p>Grants <u>Blue Sky Community Trust</u> Received \$2,000 towards iPads</p> <p><u>Applications submitted:</u> Four Winds Foundation \$12,208 - Outdoor School bench seating. One Foundation - \$2,142 - Senior Surf Life Saving Beach Education. Rebel Sport - \$1,790 - 30xRugby Shirts</p>	<p>Action: Claire Gubb</p>
Other Business	<p>2026 Out of Zone Enrolments The Board has determined that approximately 15 new entrant places are likely to be available for out-of-zone students for 2026. We may also have space for a small number of Year 7s. Priority will be given as per our enrolment scheme.</p> <p>The exact number of places will depend on the number of applications received from students who live within the school's home zone.</p> <p>2026 Donations The board agreed the current donations will remain the same for the 2026 year.</p>	<p>Moved: Sam/Nick</p> <p>Moved: Laura/Brayden</p>



DISCOVERY SCHOOL

Whanake rā tātou kia pai ai te āpōpō
We thrive & grow today for a better tomorrow

Whakatauki Laura	Waiho i te toipoto, kaua i te toiroa Let us keep close together, not wide apart	
Meeting closed	7.30 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> <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>	Next meeting - 1st September Whakatauki - Nick	
<u>In Committee</u>	n/a	

Graydon Smith
11/9/2025