



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 20th October 2025
Time: 6.30 pm

Karakia	Everyone	
Whakatauki Andrea	<p>Ki te kore ngā pūtake e mākūkūngia, e kore te rākau e tupu</p> <p>This whakataukī reminds us that growth comes from care and effort—whether nurturing ideas, supporting tamariki to thrive, or laying strong foundations for the future. However you interpret it, the message is clear: whanake or growth comes from care and effort.</p>	
BoT Members present	<p>Introduction to new board members, Tyson and Lauren.</p> <hr/> <p>Kaylene Macnee (Principal) Andrea Smith Cheyna Matenga - Mana whenua representative - Left 7.50pm Danelle Whaanga David Pulemagafa Laura Lumley (Deputy chair) Lauren McIntosh Nicholas Emmerson Tyson Edwards</p>	
Minutes	Susan Burrows	
Apologies	Colby Osborne	
Visitor/s	<p>Andrew Knight Rae Black Claire Gubb</p>	
Conflict of Interest Declaration	<p>Tyson Edwards - OoZ applicant & partner works in MOE Learning Support Laura Lumley - BWOI inspection</p>	
BoT Election <i>New office took place 17th September</i>	<p>The board agreed to the following: Laura Lumley - Presiding Member Danelle Whaanga - Deputy Presiding Member</p>	Action: Delegation update, MoE update
Amendments from Minutes of meeting	DRAFT Minutes 1st September approved with no amendments	Moved: Danelle/David





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<p>2026 Camps</p>	<p>2026 Camp Presentations <u>Year 4 - Presentation by Claire Gubb</u> Monday 16th - 18th February 2026 EOTC including a sleepover night at school.</p> <p><u>Year 5-6 - Presentation by Rae Black</u> Monday 16th - 18th February 2026 - 2 nights, 3 days Kaitoke Camp - total 120 students, 7 teachers</p> <p><u>Year 7-8 - Presentation by Kaylene Macnee on behalf of Sarah Jenner</u> Camp Makahika Monday 16th - 19th February 2026</p> <p>The board agreed for Year 4 activities and Year 5-6 & 7-8 Camps to go ahead conditional to reviewing all the RAMs.</p> <p>The board agreed for Nick, Andrea and Kaylene to read over all the RAMs for camps and Year 4 EOTC and sleepover.</p> <p>The board will ensure the EOTC, Sleepover and Camp approvals clearly state that no activities or changes for weather are to be made that have not had prior approval. Staff will be informed that they are to halt any activities they deem to be dangerous or unsafe, even if instructor led.</p> <p>The board thanked Claire, Rae, Andrew and Sarah for their presentations and all the organising in preparation towards these upcoming 2026 activities.</p>	<p>Action: RAMs to be reviewed by: Nick, Andrea and Kaylene</p> <p>Kaylene to ensure messages are passed on</p>
<p>BoT Action Register</p>	<p>n/a</p>	
<p>Correspondence</p>	<p>Inwards: Employment Relations - Update on Primary Teaching Collective Bargaining MoE - Erica Stanford - Invitation to National Curriculum Roadshow for Leader - Empowering School Leaders to Deliver Curriculum Change Te Runanga O Toa Rangatira - Callum Kātene - Appointment Extension NZEI TE RIU ROA - Formal notification of strike action on 23 October 2025</p> <p>Outwards:</p>	



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<p>Strategic items</p>	<p>Strategic Consultation 2026-2028 The board discussed the 29 feedback responses received from surveying our whānau/parents about our school's strengths and areas to work on. At the time of the survey, we had 315 families in the school, so a response rate of 9%, which is low.</p> <p>Kaylene will start to create the draft 2026-2028 Strategic Plan. Cheyna (with an iwi lens), Andrea and Lauren will review this prior to presenting it at the December Board meeting.</p> <p>The board agreed to move the discussion for a school uniform to the BoT Action Register as a 2027 item.</p> <p>2026 budget Kaylene discussed the 2026 budget with the board. The board agreed to a \$7,500 deficit budget if needed, however Kaylene will present the final budget at the December meeting.</p>	<p>Action: Kaylene, Cheyna, Andrea, Lauren</p> <p>Action: Susan/BoT Action Register</p> <p>Moved: Danelle/Nick</p>
<p>Principal's report Kaylene Macnee</p>	<p>2026 Out of Zone enrolments The board agreed to accept an additional 5 Year 1 students and 4 Year 0s which will start later in the 2026 year. The board agrees we have managed our zone well and the risk of property money for OoZ will be minimal.</p> <p>Fence The fence alongside the Y3-5 playground was damaged in the storm late last term. The neighbours had it fully covered by their insurance, we thanked the neighbour and out of courtesy we part paid half of their insurance excess of \$250.</p> <p>Fire Extinguishers Kaylene will contact the local Fire Station/trainer/Wormald to discuss our fire extinguishers and the requirements based on safety and staff training.</p> <p>Porirua City Council Building compliance Discovery School passed its audit.</p> <p>Additional Maintenance Money The MoE additional maintenance money has been received, this will be spent by the end of the 2026 Term 1 holidays.</p>	<p>Action: Kaylene to update Enrolments Officer</p> <p>Action: Kaylene</p> <p>Action: Kaylene/Caretaker</p>





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	<p>Strike - Thursday 23rd October The Board agreed via email on the 8th October to close the school.</p> <p>8.30 pm - The Presiding Member asked the board for an extension to 9pm for the remaining agenda items.</p> <p>NPKA principals' meeting Due to funding ceased the working group wishes to continue, however the funding/staffing model will look different.</p> <p>APPA Conference Kaylene provided a report to the board on her highly valuable time at this conference.</p> <p>2026 Learning Support Coordinator The LSC vacancy has been filled, the 0.8 FTTE LSC will commence in Term 1, 2026.</p> <p>Departing board members The board agreed to fund a small gift and invite these departing board members to the end of year Board dinner on 8th December.</p>	<p>Moved: 8th Oct via email</p> <p>Moved: Board in agreement</p> <p>Action: Kaylene</p> <p>Approved Principal Report: Andrea/Laura</p>
<p>Board Updates</p>	<p>Board updates were tabled and taken as read. The following points were discussed:</p> <p>Property <u>Blue Windows</u> External cloak blue windows have been arranged for replacement, with a part charge of nearly \$4k to our maintenance budget, there are a few more to be replaced, but we will wait until next year.</p> <p>Finance 2025 August accounts approved knowing that the projection is incorrect.</p> <p>Tyson Edwards agreed to be delegated onto the board financial committee matters, Tyson will receive the full accounts each month.</p> <p><i>Policy - due to time constraints, we will check via email for any points for review.</i> <i>Term 4 policies under review include:</i></p>	<p>Moved: Danelle/Kaylene</p> <p>Moved: Danelle/Kaylene</p> <p>Action: Kaylene</p>





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	<ul style="list-style-type: none"> ● <i>Bullying and Harassment</i> ● <i>Behaviour Management</i> ● <i>Searches, Surrender and retention of property</i> ● <i>Minimising physical restraint</i> ● <i>Stand-down, suspension and exclusion</i> ● <i>Staff wellbeing and safety</i> <p>Health and Safety n/a</p> <p>Whanau Colby Osborne is stepping down at the end of the 2025 due to moving out of the area. The board thanked Colby for all the work she has given to the school and board.</p> <p>Pasifika David Pulemagafa is stepping down due to work commitments. David is happy to finish on the 27th November when his term ends. The board thanked David for all his work he has given to the school and board.</p> <p>Communication n/a</p> <p>DSPTA The DSPTA received \$8,000 raised from the Whittakers chocolate fundraiser. Term 4 fundraising includes Raffle tickets, Halloween Disco 24th Oct, Discovery Christmas 28th Nov.</p> <p>DSPTA have donated funds to Discovery School to help towards wishlist items which include reducing impact on families.</p> <p>The board are extremely grateful for all the effort involved with Disco's, BBQs and events the DSPTA volunteers their time into. The board agreed to fund \$250 towards the DSPTA EoY dinner.</p> <p>Grants <u>Pending</u></p> <ul style="list-style-type: none"> - Camp buses - Turf additional funds - 2026 Dance programme <p><u>Approved</u> One Foundation - \$1,620 - Senior Surf Life Saving Beach</p>	<p>Action: <i>Kaylene to send out</i></p> <p>Action: Kaylene/Colby Replacement</p> <p>Action: Kaylene/David Replacement</p>
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	<p>Education.</p> <p><u>Declined</u> Rebel Sport - \$1,790 - 30xRugby Shirts Four Winds Foundation - \$12,208 - Outdoor School Bench seating</p>	
<p>Other Business</p>	<p>Beginning/Aspiring Principal Mentoring The board agreed for Kaylene to apply for beginning/aspiring Principal Mentoring.</p> <p>End of Year staff acknowledgements The board agreed to fund EoY staff lunch and vouchers as staff christmas gifts (\$50 voucher for staff who work 0.5 or more. \$25 for those who work less than 0.5).</p> <p>Kelly Club Survey Kaylene will provide Kelly Club a copy of the responses and suggest some recommendations through our constructive working relationship. The board discussed the Kelly Club Report and would like more details on attendance numbers for both before and after school, incidents, near misses.</p> <p>Arrangements for next BoT Meeting - 8th December The board agreed to the end of year dinner after the next Board Meeting on Monday 8th December, details will be confirmed via email and the invitation will extend to Brayden Smith, Sam Taylor and David Pulemagafa.</p> <p>2026 BoT Meeting Dates Approval required as dates below changed slightly to dates on the 20th October Agenda, this is due to having the previous months financials for the board meeting.</p> <ul style="list-style-type: none"> ○ 23rd Feb - Week 4 ○ 30th March Week 9 ○ 11th May Week 4 ○ 15th June Week 9 ○ 10th August Week 4 ○ 14th September Week 9 ○ 9th November Week 5 ○ 7th December Week 9 	<p>Action: Kaylene</p> <p>Action: Andrea</p> <p>Action: Kaylene</p> <p>Action: Kaylene/Susan</p> <p>Action: Advised by email</p>
<p>Whakatauki Andrea</p>	<p>Kia kaha, kia māia, kia Manawaroa Be strong, be brave, be steadfast. <i>Meaning: A good way to send people off with</i></p>	





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	<i>encouragement, urging them to remain strong, brave, and steadfast in their future endeavors.</i>	
Meeting closed	9pm	
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>	
Next Meeting	Next meeting - 8th December Whakatauki - Kaylene	
In Committee	n/a	

