



# 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 8th December 2025**  
**Time: 6.00 pm**

<b>Karakia</b>	Everyone	
<b>Whakatauki</b> Kaylene	Pai tū Pai hinga Nā wai rā Ka oti  <i>Good to stand, good to fall, continue and the work will eventually be completed</i>	
<b>BoT Members present</b>	Kaylene Macnee (Principal) Andrea Smith Colby Osborne Danelle Whaanga (Deputy Presiding member) David Pulemagafa Laura Lumley (Presiding member) Lauren McIntosh Nicholas Emmerson Tyson Edwards	
<b>Minutes</b>	Susan Burrows	
<b>Apologies</b>	Cheyne Matenga - Mana whenua representative	
<b>Visitor/s</b>	Marvin Smith	
<b>Conflict of Interest Declaration</b>	n/a	
<b>Amendments from Minutes of meeting</b>	DRAFT Minutes 20th October approved with no amendments	<b>Moved:</b> Danelle/Andrea
<b>BoT Action Register</b>	n/a Mana whenua MoU - no requirement from Ngāti Toa to have a signed MOU, but we will keep the arrangements as outlined in the MOU as there are some exceptions	
<b>Correspondence</b>	<b>Inwards:</b> <ul style="list-style-type: none"> <li>● Parent email acknowledging the Board's Te Tiriti o Waitangi stance.</li> <li>● NZPF - Acknowledging your leadership and support</li> </ul>	



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	<p>during a time of significant change.</p> <ul style="list-style-type: none"> <li>• Cr Geoff Hayward - Your support of the open letter on the Government's removal of statutory objectives with regard to Te Tiriti o Waitangi.</li> <li>• Open Letter to the Minister of Education - From: The Boards and Principals of schools in Porirua</li> <li>• Tim Costley, MP for Otaki - Meeting request</li> </ul> <p><b>Curriculum changes</b> The board decided to take Tim up on his request for a meeting in the new year and form a sub-committee to discuss the pace at which the curriculum changes are occurring. The sub-committee will include Danelle, Kaylene, Andrea and Marvin. Lauren has a perceived conflict of interest based on her job. The sub-committee will form key talking points for meeting with Tim Costly and consider inviting other boards.</p>	<p><b>Action:</b> Kaylene, Danelle, Marvin &amp; Andrea to meet in the new year</p>
<p><b>Strategic items</b></p>	<p><b>Draft Strategic Plan 2026</b> The board approved the 2026 strategic plan and thanked Kaylene for all the great work that has gone into the strategic plan. Cheyna has looked over from a mana whenua perspective.</p> <p><b>2026 budget</b> Kaylene discussed the final 2026 budget with the board. The board approved the 2026 budget with a \$9,546 deficit after depreciation. The board requested phasing and income in advance to be applied.</p> <p><b>Co-opt Pasifika representative</b> The Board agreed for Marvin Smith to be co-opted onto the board. Marvin will replace David Pulemagafa. The co-option will be from the 8th December to the next election 22 November 2026.</p>	<p><b>Moved:</b> Laura, Danelle</p> <p><b>Moved:</b> Danelle, Laura</p> <p><b>Action:</b> Kaylene will follow up with AFS regarding the balance sheet spreadsheet.</p> <p><b>Moved:</b> Nick/Lauren</p>
<p><b>Principal's report</b> Kaylene Macnee</p>	<p><b>Playground marking</b> The board supports the idea of getting quotes for playground marking to create spaces to support learning.</p> <p>Kaylene thanked the board for their support throughout the year and for the opportunities of professional development.</p>	<p><b>Action:</b> Kaylene - quotes</p> <p><b>Approved Principal Report:</b> Danelle, David</p>
<p><b>Board Updates</b></p>	<p>Board updates were tabled and taken as read. The following points were discussed:</p>	





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	<p><b>Property</b>  <u>Library and Rooms 4-7</u>          Currently out for tender. Nick will be available in January to sign the agreed proposal.</p> <p><b>Finance</b>          2025 September, October accounts approved.</p> <p><b>Policy</b>          NZ Police are no longer police vetting for school boards. We will review our practice in this area and make the necessary updates.</p> <p><b>Pasifika</b>          The board were very impressed with Te Moana Nui a Kiwa performance and noted their thanks to the staff.</p>	<p><b>Action:</b> Kaylene/Nick</p> <p><b>Moved:</b> Danelle/Kaylene</p> <p><b>Action:</b> Kaylene/Susan</p>
<p><b>Other Business</b></p>	<p><b>Supervision before school</b>          The board discussed the supervision for tamariki from 8.30am. The board agreed that the current status and routines in place are sufficient and there is no requirement to change, with processes in place for plans for individual students if needed. A note was sent to the school community via newsletter, term 4, week 8.</p> <p><b>Camp approvals</b>          Nick and Kaylene read over all the RAMs for 2026 camps. The Year 4 EOTC and sleepover are currently getting reviewed and will be sent for final board approval via email.</p> <p><b>Staff farewell</b>          The board was invited to the staff farewell for Friday 12th December.</p> <p><b>Library Report</b>          End of year report was provided to the board from Donella Matchett, Discovery School Librarian.</p>	<p><b>Action:</b> Kaylene/Laura</p> <p><b>Action:</b> Nick/Kaylene</p>
<p><b>Whakatauki</b>          Kaylene</p>	<p>He rā anō ki tua  <i>A new day is ahead</i></p> <p>(refers to new opportunities and beginnings)</p>	
<p><b>Meeting closed</b></p>	<p>6.55 pm</p>	
<p><b>Closing Karakia</b></p>	<p>Kua mutu ā mātou mahi mō tēnei wā</p>	





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	<p>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>	
<b><u>Next Meeting</u></b>	<p>Next meeting - 23rd February Whakatauki - Laura</p>	
<b><u>In Committee</u></b>	<p>In: 6.45 pm Out: 6.55 pm</p>	<b>Action:</b> Kaylene/Laura