



# DISCOVERY SCHOOL

*Whanake rā tātou kia pai ai te āpōpō*  
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**Board of Trustees**  
**Minutes of Meeting**  
**Monday 23rd February 2026**  
**Time: 6.30 pm**

<b>Karakia</b>	Everyone	
<b>Whakatauki</b> Laura	Ko te pae tawhiti, whāia kia tata; ko te pae tata, whakamaua kia tina  Bring the distant horizon close; hold fast to what's been achieved	
<b>BoT Members present</b>	Kaylene Macnee (Principal) Andrea Smith Cheyna Matenga - Mana whenua representative - left 7.45 pm Danelle Whaanga (Deputy Presiding member) - via zoom Laura Lumley (Presiding member) Lauren McIntosh Marvin Smith Tyson Edwards	
<b>Minutes</b>	Susan Burrows	
<b>Apologies</b>	Nicholas Emmerson	
<b>Visitor/s</b>		
<b>Conflict of Interest Declaration</b>	n/a	
<b>Amendments from Minutes of meeting</b>	DRAFT Minutes 8th December approved with one amendment - <i>Lauren's job is a perceived conflict of interest</i>	<b>Moved:</b> Lauren/Danelle
<b>BoT Action Register</b>		<b>Action:</b> Kaylene to update
<b>Correspondence</b>	<b>Inwards:</b> <ul style="list-style-type: none"> <li>● Hon Erica Stanford - 5YA Funding Announcement</li> <li>● MoE - Property funding 5 year agreement</li> <li>● NZSTA - Introducing GovHub School Board Services</li> <li>● NZEI Te Tiu Roa - Notification of paid union meetings for worksite representatives</li> </ul>	
<b>Strategic items</b>	<b>2025 Achievement Data</b>	



	<p><b>Reading, Writing and Maths</b> The board reviewed the reporting. It was agreed we do not need Year 0 data in the Term 4 data reports. Future reports to include numbers of plateaued students at the various levels of achievement (below, at, above).</p> <p>The board is interested to find out if there is anything we can do to assist students to stay through Years 7 and 8 ideally from parents and students perspective, possible mid-year survey.</p> <p><b>Attendance Management Plan</b> The board agreed for the Attendance Management Plan to be published on the school website once codes and lateness has been added.</p>	<p><b>Action:</b> Kaylene - Update for next reporting.</p> <p><b>Action:</b> Kaylene</p> <p><b>Action:</b> Kaylene</p> <p><b>Moved:</b>Laura/Lauren</p>
<p><b>Principal's report</b> Kaylene Macnee</p>	<p><b>Private Tutors</b> The board agreed for draft guidelines to be created for determining whether outside tutors come onsite. The board will review these at the next board meeting. Kaylene will check in with other principals/schools.</p> <p><b>Wellbeing Coach - Trainee Counsellor</b> The board noted the resource available to us with a trainee counsellor on site, who will be known as our well being coach. Referral processes are being developed. If there are themes within conversations the board agrees these could assist learning and behaviour needs.</p> <p><b>No Nuts Policy</b> Banning nuts is not seen as the best advice now that we don't have any airborne allergies. The board agreed for Kaylene to look into advice from Allergy NZ around policies for allergies and review our policy accordingly. This will include discussions with affected families.</p> <p><b>Banked Staffing</b> Kaylene provided a little tutorial on Banked Staffing to the board. This year we are currently underusing until we employ a new entrant teacher later in the year.</p> <p><b>Burglary</b> Unfortunate incident, police report logged.</p> <p><b>Permanent Teacher Position</b> Advertising will begin later in the term and the</p>	<p><b>Action:</b> Kaylene</p> <p><b>Action:</b> Kaylene/Claire</p> <p><b>Action:</b> Kaylene</p> <p><b>Action:</b> Kaylene to advertise</p>



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	<p>appointments panel will consist of three internal staff.</p> <p><b>ESOL Report</b> Very complimentary report. The board would like to extend a thanks to Claire Gubb and the team for the work they do to support our English language learners.</p>	<p><b>Approved Principal Report:</b> Laura/Lauren</p>
<b>Board Updates</b>	<p>Board updates were tabled and taken as read. The following points were discussed:</p> <p><b>Property</b> <u>Library and Rooms 4-7</u> Tracer Construction will be the preferred contractor to perform the property work.</p> <p><b>Finance</b> 2025 November and December accounts approved.</p> <p><b>Policy</b> Meeting dates for the year are due to be arranged.  Five policies are to be reviewed prior to the March board meeting.</p> <p><b>DSPTA</b> Board to 'Meet and Greet' DSPTA and Staff, Andrea will send out some dates.</p>	<p><b>Action:</b> Kaylene/Laura</p> <p><b>Moved:</b> Danelle/Tyson</p> <p><b>Action:</b> Kaylene</p> <p><b>Action:</b> Andrea</p>
<b>Other Business</b>	<p><b>Enrolment Scheme Review</b> Kaylene will confirm with the local cluster the agreed date to advertise out of zone enrolment placements for 2027. Laura and Kayleen will meet with the MOE. It was agreed we do not believe our zone needs amending, but it could be extended if the MOE chose to.</p> <p><b>Retention disposal</b> The board agreed to dispose of the items listed on the retention list.</p> <p><b>Whānau Māori Rep Cooption</b> The board confirmed the co-option of Falyn Tipene to be the whānau Māori rep. Kaylene will meet with her for induction.</p>	<p><b>Action:</b> Kaylene</p> <p><b>Action:</b> Susan</p> <p><b>Action:</b> Kaylene/Susan</p>



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	<p><b>Exit Survey</b> Great reviews from former staff members who completed the survey last year.</p> <p><b>AIMS Games</b> Kaylene will share the AiMs Games criteria/policy guidelines with all board members.</p> <p><b>2026 Board delegations</b></p> <ul style="list-style-type: none"> <li>● Health and Safety - Nicholas, Claire, Kaylene, Michael</li> <li>● Grants Sub-Committee - Kaylene, Laura, Andrea</li> <li>● Finance - Danelle, Tyson, Kaylene, Susan</li> <li>● Policy - Laura, Lauren, Kaylene, Claire</li> <li>● Pacific coordinator - Marvin</li> <li>● Whānau coordinator - Falyn</li> <li>● BoT Communications - Laura</li> <li>● DSPTA - Andrea</li> <li>● Property - Nick, Kaylene, Tyson/Danelle</li> </ul>	<b>Action:</b> Kaylene
<p><b>Whakatauki</b> Laura</p>	<p>Ka whāngaia, ka tipu, ka puāwai</p> <p>That which is nurtured will grow, then blossom</p> <p><i>Context: Perfect for a 50-year milestone marking the success of something that started small and has blossomed over time</i></p>	
<p><b>Meeting closed</b></p>	8.25 pm	
<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>	
<p><b>Next Meeting</b></p>	<p>Next meeting - 30th March Whakatauki - Andrea</p>	
<p><b>In Committee</b></p>	<p>In: 8.25 pm Out: 8.35 pm</p>	