



DISCOVERY SCHOOL

Whanake rā tātou kia pai ai te āpōpō
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Board of Trustees
Minutes of Meeting
Monday 30th March 2026
Time: 6.30 pm

Karakia	Everyone	
Whakatauki Andrea	Tupu te toi, ora te toi, whanake te toi Te toi i ahu mai i Hawaiki Grow the treasure, sustain the treasure, develop the treasure. The treasure that stems from Hawaiki. A reminder to keep nurturing those seeds planted by your tūpuna.	
BoT Members present	Kaylene Macnee (Principal) Andrea Smith Cheyna Matenga - Mana whenua representative - Left 8pm Danelle Whaanga (Deputy Presiding member) Laura Lumley (Presiding member) Marvin Smith Nick Emmerson Falyn Tipene - Welcome Tyson Edwards	
Minutes	Susan Burrows	
Apologies	Lauren McIntosh	
Visitor/s	Discovery Students 7-7.20pm	
Conflict of Interest Declaration	AiMs games - Falyn Tipene	
Amendments from Minutes of meeting	DRAFT Minutes 23rd February	Moved: Nick/Andrea
BoT Action Register	Structured Literacy A 'Literacy' parent evening will be held on the 20th May 2026, save the date will be sent out this week. Governance policies Kaylene will work through these.	Action: Kaylene Action: Kaylene/Susan
Correspondence	Inwards: <ul style="list-style-type: none"> Principal - Enrolment exception for sibling - confirmed via email by 100% of board members Education Circular - Collective agreement settled OAG Parliament, Sector Manager - Information about your upcoming audit 	



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	<ul style="list-style-type: none"> • ERO - Request for Board Input into National Research on School Supports • NZ School Boards Association - Sector Update – Fuel Response Plan, emergency management & more - Kaylene is monitoring this situation along with MoE information. • Dr Claire Coleman - Draft Curriculum 	<p>Action: Kaylene to contact the Ministry about the current mileage rate.</p>
<p>Strategic items</p>	<p>Student Presentation of 'Our NEW team names' Year 7 and 8 Students presented to the board the new team names Te Puna Y0-3 Te Koko Y4-6 Te Moana Y7-8</p> <p>The board would like to thank all the students involved, for the tremendous work they have completed.</p> <p>10 Year Property Plan The board approved the draft 10YPP plan. Key works include:</p> <ul style="list-style-type: none"> ○ Student toilet upgrades ○ Roofing ○ Drainage work that needs to be completed around sumps <p>The Board discussed the roofing work required for the school owned classroom and sports shed. We will await the outcome from the MoE.</p>	<p>Action: Kaylene to inform MOE of approval</p>
<p>Principal's report Kaylene Macnee</p>	<p>Permanent Teacher Position The appointment process for the permanent teaching position has been completed with the successful applicant, Marie Carkeek, appointed.</p> <p>Janelle Riki- Waka from Riki Consulting - WRPPA keynote speaker Kaylene will make contact with Janelle or Nathan from Riki Consulting to see if they are available to speak to our staff and to support us to further grow our practice across the school including our whānau group.</p> <p>MoE NEW reporting requirements to parents/caregivers We will keep our current mid year reporting and include tips for parents. Changes to the terminology will occur later in the year/early next year. This meets legislative requirements.</p> <p>North Porirua Kahui Ako (NPKA) now North Porirua Cluster (NPC) Kahui Ako is now North Porirua Cluster, there will be no funding required from schools this year for NPC but this may change again in 2027.</p> <p>Education and the law Kaylene shared her learning with the board in relation to governance and investigations into complaints. She will share her notes about the workplace investigations with the board. Termly evaluations of board meetings to be added to our workplan and agenda.</p> <p>Attendance management plan The new MOE requirements have significantly increased schools' workload. Intervention needs to be recorded for every child who has more than 5 days absence in a term, even if justified. This is causing</p>	<p>Action: Kaylene</p> <p>Action: Susan</p> <p>Approved Principal Report: Laura/Danelle</p>



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	unnecessary workload in the office/leadership teams.	
Board Updates	<p>Board updates were tabled and taken as read. The following points were discussed:</p> <p>Finance The board approved the February accounts.</p> <p>The board agreed to 'Write off' all the 2025 donations.</p> <p>Policy The following policies were reviewed by the board:</p> <ul style="list-style-type: none"> ○ Alcohol, drugs and other harmful substances ○ Sun protection ○ Digital technology and online safety ○ Cellphones and other personal digital devices ○ Firearms (we don't need to discuss this as we have recently updated our policy as per our recent discussions to allow use under controlled situations with EOTC providers) <p>DSPTA Thank you to those Board members who attended the 'Meet and Greet' on Friday 13th March.</p> <p>Grants <u>Pending</u></p> <ul style="list-style-type: none"> - One Foundation - Cold weather jackets - Four Winds - 2026 Term 2 Dance programme - Pelorus Trust - Year 7 and 8 Swimming transport <p><u>Approved</u></p> <p>One Foundation - Camp transport \$1,710 Pelorus Trust - Camp transport \$2,284 Office Max e-Grants - Support towards Camps \$2,960 Four Winds - Additional turf funds \$6,000</p> <p><u>Declined</u></p> <p>One Foundation - Dance Curriculum</p>	<p>Moved: Danelle/Kaylene</p> <p>Moved: Laura/Marvin</p>
Other Business	<p>Term 3 - Curriculum Day - tbc The board agreed to a Curriculum Day for Term 3. Kaylene will confirm the date in due course and will ensure the community get 6 weeks notice.</p> <p>Principal Delegation The board reviewed the annual delegation responsibilities for Kaylene.</p> <p>Presiding member Laura Lumley was appointed presiding member after the triennial election in 2025, this continues through the 2026 year.</p>	<p>Action: Kaylene</p> <p>Action: Kaylene/Laura sign</p>





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	<p>AIMS Games No additional applications have been made other than the previously approved top netball team. The board agreed a sub-committee to oversee AiMs Games planning. (Andrea, Danelle, Kaylene & Falyn)</p> <p>The board agreed a board member could go instead of a teacher this year. Kaylene will amend the AiMs Games Policy referring to board/staff attendance.</p> <p>Kelly Club The Kelly Club Contract agreement has been extended for a further 2 years from term 1, 2026.</p>	<p>Action: Sub Committee</p> <p>Action: Kaylene</p> <p>Action: Kaylene</p>
<p>Whakatauki Andrea</p>	<p>'Tukuna te rangatahi kia tū, kia whanake'</p> <p>Allow youth to stand, allow them to grow</p>	
<p><u>In Committee</u></p>	<p>The board resolved two In Committee actions related to Principal Professional Growth and Student Funding.</p> <p>In: 8.20pm Out: 9.00 pm</p>	
<p>Closing Karakia</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><u>Next Meeting</u></p>	<p>Next meeting - 11th May Whakatauki - Danelle</p>	
<p>Meeting closed</p>	<p>9.00 pm</p>	

