



DISCOVERY SCHOOL

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Board of Trustees
Minutes of Meeting
Monday 11th May 2026
Time: 6.30 pm

Karakia	Everyone	
Whakatauki Danelle	Kua Tatoko te manuka The leaves of the manuka have been laid forth <i>A challenge has been laid down / a difficult task ahead. The phrase is frequently used to represent taking on a difficult assignment, starting a new project, or facing a tough situation that requires courage, determination, and focus</i>	
BoT Members present	Kaylene Macnee (Principal) Andrea Smith Danelle Whaanga (Deputy Presiding member) Laura Lumley (Presiding member) Lauren McIntosh Marvin Smith Nick Emmerson Falyn Tipene Tyson Edwards	
Minutes	Andrea Smith	
Apologies	Cheyne Matenga - Mana whenua representative Susan Burrows	
Visitor/s		
Conflict of Interest Declaration	n/a	
Amendments from Minutes of meeting	DRAFT Minutes 30th March approved.	Moved: Kaylene/Nick
BoT Action Register	Board Policy has been done. MoU with the DSPTA is due this year. Done every 3 years. Kaylene will get this ready for the first Term 3 board meeting.	Action: Kaylene to get ready for the first board meeting in Term 3.
Correspondence	Inwards: - NZ School Boards Association - Sector Update – Settlement of primary teachers collective, fuel response plan - Ministry of Education - Settlement of the Primary Teachers' Collective Agreement - IRD - Executive office holder appointment	



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	- Gov/Hub School Board Services - Essential Term 2 training: is your board prepared? - Ministry of Education - ESOL Funding, 2026 Period 1	
Strategic items	Annual Report Not through from the auditors. As it is outside our meeting schedule, the Board agreed to delegate responsibility to the Finance Committee & Presiding Member to do a review, then make a recommendation to the board via email or if needed, a google meet, to arrange final approval.	Action: Kaylene will send this to the Finance Committee and Laura when received.
Principal's report Kaylene Macnee	Reporting to Parents Following changes to Ministry of Education (MoE) guidelines around reporting to parents, we have developed a phased plan to align our reporting with new expectations while ensuring data accuracy and stability for our parent community. The board noted the context and requirements shared, and approved the implementation plan outlined in the principals' report. In addition to the plan, the board asked that we look at including a plan for how test result data can be livened for parents via the Hero app, with explanations about the information shared available. This approach ensures legal compliance, allows for deep staff engagement with the new curriculum, and protects the integrity of our communications with tamariki and their whānau. 50th Jubilee Children are engaged in learning programmes. The celebration week is as below: - Tuesday 23rd June - celebrations of learning for current families (open session) - Thursday 25th June - 'fun day' at the request of the students (a bit like a birthday party), planned by the Student Council - Friday 26th - Jubilee Open Day, starting with a pōwhiri at 9.15am, cake, open sessions for visitors and an evening event which is being planned by past pupils The board discussed a fundraising opportunity for park benches/legacy projects. The board approved to cover the cost of the cake, which is an unbudgeted expense. AIMS Games The board approved an additional credit card for the purpose of AIMS Games expenses.	Action: Kaylene to work with the Leadership Team and staff to ensure data is live via Hero for 2027, along with an explanation for parents. Action: Plan Parent Evening in Term 1, 2027 to analyse the assessment data. Action: Board members diarise Friday 26th and attend if possible Action: Kaylene to discuss with Nic Kibblewhite whose class is working on projects that would relate Action: Andrea Action: Susan to arrange



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	Police Vetting of Tutors After seeking advice from NZSBA, the board agreed that anyone contracted by parents to provide tutoring for children on site during the school day needs to be police vetted. Where appropriate, this can be provided through their professional organisation (e.g. Teaching Council). Current tutors who require it will be vetted at the expense of the school, however any future tutors will be vetted at the expense of parents. The board also noted the private tutoring at school is at the discretion of the principal and there is no requirement for us to allow it.	Action: Kaylene to work with Claire Gubb on this. Principals' Report Moved: Kaylene/Laura
Board Updates	All reports were tabled and taken as read. The following points were discussed: Asbestos Management Plan This is being updated and inspections will take place on the week of 25-29 May. The board agreed to get police vetting underway, but accept letters from the Ministry of Justice in the interim. Policy Review The policies up for review this term are listed below. - Swimming offsite (board) - Education Outside the Classroom (board) - EOTC governance roles and responsibilities - EOTC risk assessment and management Finance Report - March The March finance report was tabled. Parent Donations are at 63% for this year. There was discussion around the timing of the subscriptions and repairs/maintenance expenses, as well as fuel price impacts. The board noted the phasing of the budget is not bespoke like it was last year. Grants: It's becoming increasingly difficult to access grants. Information has been passed on to suggest NZCT and Pub Charities are often successful for schools. We plan on applying to NZCT for the playground markings. <u>Pending</u> - Aotearoa Gaming Trust - Year 7 and 8 Swimming transport - Pelorus Trust - Year 5 and 6 Swimming transport - One Foundation - Long Jump Pit Rejuvenation <u>Declined</u> - One Foundation - Cold weather jackets - Four Winds - 2026 Term 2 Dance programme - Pelorus Trust - Year 7 and 8 Swimming transport	Action: All board members to review them ahead of the next meeting. Approved: Tyson/Danelle Action: Kaylene to get AFS to adjust phasing and note the same for next year. Action: Kaylene to let Jim Mew know





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Other Business	Enrolment Zone Kaylene and Laura met with Anne Bell from the MOE as they wish to review our zone. Notes from the hui were shared with the board. There are no proposed changes to our zone at this time and it was agreed by the school and MOE that our zone is still required, however could be extended as we have additional space on site. EAP We have exceeded our budget for EAP counselling services this year. The board noted that while pulse point surveys and other review processes don't show any evidence of workplace issues, it was agreed that personal circumstances can affect work and this is an important service which we provide access to as a good employer. The board decided to cap on sessions at 3 before EAP seek approval to offer more sessions. We also noted the need to look at budgeting differently for 2027 and beyond.	Action: Kaylene to notify EAP to cap at 3 sessions.
Whakatauki Danelle	He waka eke noa We're all in this together It is a powerful phrase emphasizing unity, collective responsibility, and shared destiny, particularly when navigating challenges.	
<u>In Committee</u>	The board resolved to move into committee to discuss fixed term contracts. In: 8.05 pm Out: 8.14 pm	
Closing Karakia	Kua mutu ā mātou mahi mō tēnei wā Manaakitia mai mātou katoa Ō mātou hoa Ō mātou whānau Āio ki te Aorangi <i>Our work has finished for the time being Protect us all Our friends Our family Peace to the universe</i>	
<u>Next Meeting</u>	Monday 15th June, 6:30pm Whakatauki - Marvin	
Meeting closed	8:15pm Followed by a walk through to see the new buildings	