



DISCOVERY SCHOOL

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Board of Trustees
Minutes of Meeting
Monday 15th June 2026
Time: 6.30 pm

Karakia	Everyone	
Whakatauki	Marvin	
BoT Members present	Kaylene Macnee (Principal) Andrea Smith Cheyna Matenga - Mana whenua representative - left at 7.25 pm Danelle Whaanga (Deputy Presiding member) Laura Lumley (Presiding member) Lauren McIntosh Marvin Smith Tyson Edwards	
Minutes	Susan Burrows	
Apologies	Nick Emmerson, Falyn Tipene	
Visitor/s	n/a	
Conflict of Interest Declaration	n/a	
Amendments from Minutes of meeting	DRAFT Minutes 11th May approved.	Moved: Danelle/Marvin
BoT Action Register	MoU - DSPTA	Action: see comments below
Correspondence	Inwards: - Schooled Election Pilot - Don't let mid-term elections sneak up on you - Ministry of Education - School Enrolment Scheme review outcome - NZ Principals' Federation - Whose Knowledge Matters? - GovHub School Board Services - Mid-term school board elections date confirmed - GovHub School Board Services - Build Confidence in Governing for Student Achievement - The Mauri of Porirua is thriving - Agreement to commit to Porirua Schools and ECE Kaiako Community of Practice on Climate 2	



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Strategic items	n/a	
Principal's report Kaylene Macnee	Jubilee Shared Celebration Week - 22nd - 26th June The excitement is evident around the school as we prepare for the upcoming celebrations. From tuku tuku and kowhaiwahi panels, kapa haka performance group, time capsule, heritage wall, playshed, outdoor seating, updates to our greeting signage and the big birthday party for all the children to enjoy. Porirua Assembly on Climate Between Porirua Community of Practice Schools/ECEs (PCoP) and Porirua Assembly on Climate Working Group The board agreed to sign the commitment towards the Porirua Assembly on Climate Working Group initiative and programme. To ensure we are keeping climate change education within our programmes. DRAFT te reo progressions The Whānau group would like to discuss these at a marae based wananga. The board agreed and this will be arranged working with Ngati Toa. Kaylene and Cheyna will arrange a weekend date and location later in Term 3/early Term 4. Scribo - new writing tool - MoE trial The MoE are currently trialling Scribo which is an AI tool to assist priority learners in Year 6-8 with writing. The board agreed that Kaylene will contact School Docs to update our AI policy to include student use when directed by a teacher. Property - MoE Additional funding The Ministry will pay once for school wide replacement keys. The board suggested possibly moving to a digital locking system, but this is not possible as it's a like for like replacement. The board suggested spreading it out over time, based on budget allocation as buildings are upgraded. New Entrant Class - September Our next class is due to start early September. Kaylene has confirmed L Yousif for this position.	Action: Kaylene Action: Kaylene/Cheyne Action: Kaylene Action: Kaylene Principals' Report Moved: Andrea/Kaylene
Board Updates	All reports were tabled and taken as read. The following points were discussed: Finance Reports - April & May The board approved the April and May accounts. The board noted the excellent audit report and thanked all involved in the final audited 2025 Annual Financial accounts.	Approve: Danelle/Tyson





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	Policy Review The board reviewed the policies below: - Swimming offsite (board) - Education Outside the Classroom (board) - EOTC governance roles and responsibilities - EOTC risk assessment and management - Manage and monitor section - we discussed where the details for this sit, which is in the Risk Management Planning - We think the policy should explicitly state no changes to any programmes without board prior approval of alternatives. The next policy meeting is on 30th June. DSPTA MoU The Board agreed that Discovery School has sole responsibility to look after and maintain all DSPTA donations. The board agreed the Vision will need to be updated and also the wording over funding of what could be 'reasonably included' in the annual budget. This paragraph is covered in the wishlist processes. Grants <u>Accepted</u> - Pelorus Trust - Year 5 and 6 Swimming transport \$2,520.87 <u>Pending</u> - Aotearoa Gaming Trust - Year 7 and 8 Swimming transport - One Foundation - Long Jump Pit Rejuvenation - Blue Sky Foundation - 20 Chromebooks	Action: Kaylene - School Docs Action: Kaylene/DSPTA
Other Business	Termly evaluation of board meetings The board agreed we would review 6 monthly, including the information presented to the board, meeting timing/focus, discussions, and balanced agendas. Mid-term Elections - Wednesday 31st March 2027 The board noted the date for the election and agreed to appoint <i>Schooled Election Pilot</i> as the returning officer for the 2027 Mid-term Elections. The board noted the majority of the communication will have to occur prior to the end of the 2026 year. There are two board positions coming to an end and current board members need to consider if they will be restanding. 2027 School Term dates The board agreed to the following term dates for the 2027 school year with two curriculum dates to be confirmed. - Term 1 - Weds 3rd Feb - Fri 9th April - Term 2 - Tues 27th April - Fri 2 July - Term 3 - Mon 19th July - Fri 24th Sept - Term 4 - Mon 11th Oct - Fri 17th Dec	Action: Kaylene/Susan Action: Kaylene/Susan Moved: Danelle/Marvin





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<u>In Committee</u>	The board resolved to move into committee to discuss - salary review and professional development. In: 7.48 pm Out: 8.07 pm	
Whakatauki	Marvin	
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 10th August Whakatauki - Nick	
Meeting closed	8.08 pm	