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 14th September 2026
Time: 6.30 pm

Karakia	Everyone	
Whakatauki Falyn	Mā te kimi ka kite, mā te kite ka mōhio, mā te mōhio ka mārama **Translation:** Seek and discover, discover and know, know and become enlightened. **Meaning:** Learning is an active journey. It starts when you make a conscious choice to look for answers and build your understanding step by step.	
BoT Members present	Kaylene Macnee (Principal) Andrea Smith Cheyna Matenga - left 7.30 pm Danelle Whaanga (Deputy Presiding member) Falyn Tipene Laura Lumley (Presiding member) Lauren McIntosh Marvin Smith Nick Emmerson Tyson Edwards	
Minutes	Susan Burrows	
Apologies	n/a	
Visitor/s	n/a	
Conflict of Interest Declaration	Laura - In Committee	
Amendments from Minutes of meeting	DRAFT Minutes 10th August approved	**Moved:** Andrea/Falyn
BoT Action Register	carried	
Correspondence	**Inwards:** • GovHub - Sector Update 13/08/26 Changes to school planning and reporting • Electoral Commission - Access to school buildings for NZ General Election 2026 • NZEI Te Riu Roa - Advice - Giving effect to Te Tiriti in your school's 2027 strategic plan • NZPF - Board recommendation letter - Boards and Te Tiriti obligations	

	• K Macnee - Media statement • GovHub - Sector Update 10/09/26 - New school property agency, aspiring principals and more	
Strategic items	**2027-2028 Strategic planning (MOE guide)** The board discussed options for consulting the school community based on the MoE requirements. It was agreed that Māori and Pasifika need additional consultation, as well as those with learning needs. Kaylene will draft a Survey for the board to review. **2027 Curriculum Days** • Friday 26th Feb - confirmed and approved by the board. • *Term 3 - to be confirmed*	**Action**: Kaylene - Survey and contact Rachel re:measures **Action**: Cheyna to work with Kaylene to consult with Mana Whenua. Falyn/Marvin to support with whānau Māori & Pasifika. KM to talk to Claire about Learning Support. **Action**:Kaylene / BoT Action Register
Principal's report Kaylene Macnee	**MOE - Scribo request** 56 MoE funded Scribo seats have been secured to Y6-8 students in writing until the end of the year. **Playground markings:** Student voices were seeked throughout the school. Two firm quotes will be required to submit for a grant to NZCT. The board agreed for the grant committee to specify the amount. Hutt Mana Charitable Trust - Current grant rounds close 25th September 2026. **WRN - Toilet Doors** The board have concerns around the recommended door locks enabling people to lock themselves in, or others out, of toilets. Kaylene to investigate options.	**Action:** Kaylene **Action:** Susan/Jim **WRN Action:** Kaylene **Principals' Report** **Moved:** Andrea/Danelle
Board Updates	All reports were tabled and taken as read. The following points were discussed: **Finance Reports - August** The August financial accounts were tabled and discussed. **Policy** The board reviewed the policies below: • School Community Engagement Policy • Inclusive School Culture • Student Attendance • Concerns and Complaints Policy The Leadership Team and appropriate staff reviewed the following: • Enrolment • Uniform/Dress Expectations	**Finance reports approved:** Tyson/Danelle

	Health and Safety Quotes required for removal of asbestos under buildings. **Grants** <u>Declined</u> - Blue Sky Foundation - 20 Chromebooks	**Health and Safety action**: Kaylene **Grants action**: n/a
Other Business	**Health Consultation** Collation of biannual consultation was tabled and discussed. Kaylene will reflect the results of the health consultation in the next newsletter. **NZPF Curriculum Council** NZPF is campaigning for an independent curriculum council to ensure the curriculum is not politically driven. The board will review the material before it is sent out to the community. Kaylene will share it with staff. **Nut Policy** The board agreed to the new policy wording which is in line with Allergy NZ guidelines. Nuts will be allowed at school but children should not be sharing food. Shared lunches should not be a regular occurrence. School Docs will be updated when the commencement date is confirmed. **2027 Donations** The board agreed to no increases for 2027 donations. **BOT Elections** Nick and Danelle to advise Laura of their intentions. **Board review** The board agreed to completing a google survey once a term for compliance. The presiding member will review the form after each survey is completed, the survey will include ● Voice ● Engagement ● Questions ● Changes	**Action:** Kaylene **Action:** Kaylene . **Action**: Kaylene **Approved**: Falyn/Nick **Action**: Danelle/Nick/Laura **Action**: Kaylene/Laura
In Committee	The board resolved to move into committee to discuss - Parent correspondence **In:** 7.55 pm **Out:** 8.10 pm	
Whakatauki Falyn	Mā te kimi ka kite, mā te kite ka mōhio, mā te mōhio ka mārama Seek and discover, discover and know, know and become enlightened	

Closing Karakia	Kua mutu ā mātou mahi mō tēnei wā Manaakitia mai mātou katoa Ō mātou hoa Ō mātou whānau Āio ki te Aorangi *Our work has finished for the time being* *Protect us all* *Our friends* *Our family* *Peace to the universe*	
Next Meeting	Monday 9th November Whakatauki - Tyson	
Meeting closed	8.10 pm	

16/11/2026