



MINUTES OF COCKLE BAY SCHOOL BOARD OF TRUSTEES MEETING HELD ON

16 February 2023 at 5:00pm

Present - D. Bigwood (Principal), J. Dinneen, A. van Schalkwyk, V. Fenner, R. Irving and K Rivett
N. McHardy arrived at 5:22pm

Apologies - None

In attendance - I. Narot and G. Gartland took the minutes

1. Time spent on Board Business since last meeting [Hours spent on Board work](#)

Agenda Item	Discussion
2. Welcome & Introductions	<ul style="list-style-type: none"> ● Thank you all for the communication around the major events over the last few weeks. ● Discussed the correspondence around the school closure due to the MoE communications and guidelines around the flooding. ● Jared was re elected as the Presiding member
3. Declaration of any conflicts of interest for this meeting	<ul style="list-style-type: none"> ● A relative of Vicky's has approached her re C02 monitors - this will be put on the agenda for the next meeting.
4. Confirmation of the minutes of the previous meeting	<i>Moved R Irving / Seconded K Rivett / Carried</i>
5. Matters arising from previous minutes not already covered	<i>None</i>
6. Comms and Reminders	
7. Principal's Report	<ul style="list-style-type: none"> ● The Board is satisfied with the Risk Management ● Discussion around changing the TOD from 6 June to 20 March. 2023 TOD's approved as follows - Tuesday 6 June (previously approved will stay) Monday 24 April (new) Friday 20 October 2023 (previously approved) Further MOE day to be announced ● Kimberley presented results from the parent survey around communication and where to from here. Quotes received from both Kiwi Schools (new website and app) and Saxer Designs (current website host). <p>The Principal's report was accepted and the Board approved changing the website and SkoolBag to Kiwi Schools.</p>

Agenda Item	Discussion
	<i>Moved V Fenner / Seconded J Dinneen / Carried</i>
8. Finance (J. Dinneen and R. Irving)	<ul style="list-style-type: none"> ● Rachel noted the February report was an interim report for the year from CES. Small over spend on capital expenditure. ● Approval given to replacing the staffroom fridges. <i>Moved N. McHardy / Seconded A. van Schalkwyk / Carried</i>
9. Policy and Review including SchoolDocs (V. Fenner)	The following SchoolDocs policy was reviewed - Official Information Requests Uniform review - Vicky presented and discussed the feedback from parents. Major issues are the costs and the white blouses. Parents liked the option of skort. Policy changes <ul style="list-style-type: none"> ● add medical bracelet acceptable jewellery ● In summer add the option of socks and shoes Parents will be advised of the above changes and that we are looking for their feedback Ginny to contact Sportclub Company Ltd as a possible alternative supplier. <i>Moved / Seconded N. McHardy / Carried</i>
10. Health and Safety (N. McHardy)	<ul style="list-style-type: none"> ● Trees growing through the phone lines were trimmed, and Chorus attended to lines (due to the cyclone). We have someone coming in to look at all our trees and give us a report of the school trees. ● Nicole talked about the option of someone coming to talk to the children around swimming and water safety towards the end of the year. Maybe look at providing this option for the parents also. Nicole will come back with a proposal later in the year. ● The SAPs for the Carnival are being worked on.
11. Property (A. van Schalkwyk)	<ul style="list-style-type: none"> ● Once the carpet quote is received it will be circulated to the Board for approval. ● Rachel will share another drainage option with Alistair to look into this further. <i>Moved A. van Schalkwyk / Seconded N McHardy / Carried</i>
12. Any Other Business (A.O.B)	<i>None</i>
13. Correspondence In/Out	Inward as per Board papers and circulated by email - See Google Drive Outwards - See Google drive

Agenda Item	Discussion
14. In-Committee	<p>At 7:08pm Dorothy, Ginny and Ivy left the meeting</p> <p>At 7.35pm Dorothy returned to the meeting</p>
15. Next Meeting	16 March 2023
ACTIONS	<ul style="list-style-type: none"> ● Alistair will ask Sam to quote for painting MPR2, Petersen Block classrooms - classroom by classroom ● Alistair to chase the quote for the upstairs carpet ● Rachel will share another drainage option with Alistair ● Alistair will go back to the drainage company to look into this new proposal ● Ginny to contact Sportclub Company Ltd as a possible alternative uniform supplier ● Dorothy will add something to the newsletter re the uniform survey and proposed changes

Meeting closed at 7.50pm



 Chairperson

16/03/23

 Date