



## MINUTES OF COCKLE BAY SCHOOL BOARD OF TRUSTEES MEETING HELD ON

17 July 2023 at 5:00pm

**Present** - K. Rivett (Acting Principal), J. Dinneen, N McHardy, A. van Schalkwyk and V. Fenner

**Apologies** - D. Bigwood (Principal), R. Irving and I. Narot

**In attendance** - P. Rossiter and G. Gartland took the minutes

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

Agenda Item	Discussion
<b>2. Welcome &amp; Introductions</b>	Hope everyone had a good break. It has been a good start to the term.
<b>3. Declaration of any conflicts of interest for this meeting</b>	<i>None</i>
<b>4. Confirmation of the minutes of the previous meeting</b>	Quote from J C Group for \$9,260.95 including GST (run new pipes under rooms 28 and 29) was approved by emails from Board members  <i>Moved N. McHardy / Seconded V. Fenner /Carried</i>
<b>5. Matters arising from previous minutes not already covered</b>	<i>None</i>
<b>6. Comms and Reminders</b>	Please remember to enter your time spent on Board business into the google doc.
<b>7. Principal's Report</b>	<ul style="list-style-type: none"> <li>● Assurances - Term 2 assurances are completed. Outstanding is Health Consultation, Expenditure Checking has been completed..</li> <li>● EOTC policies were reviewed and confirmed. High Risk changes to any Adventurous Activities or Hazardous Environments. These SAP's will now also be sent to the Board.</li> <li>● We accept the quote from Harrison Tuke for the Emergency Management programme - no charge for this programme</li> </ul> <p>The Principal's report is accepted</p> <p><i>Moved A. van Schalkwyk / Seconded V. Fenner /Carried</i></p>
<b>8. Finance</b> (J. Dinneen)	<ul style="list-style-type: none"> <li>● No major concerns, we are operating well ahead of budget.</li> <li>● Phebe will look into some ideas using the funds raised through having the short term international students.</li> <li>● The 2023 Balance Sheet and Cash Flow budget is approved.</li> </ul>

Agenda Item	Discussion
	<ul style="list-style-type: none"> <li>● Only 61% of parents have made a contribution to school donations. Reminders will be sent to parents.</li> </ul> <p><i>Moved N. McHardy / Seconded A. van Schalkwyk / Carried</i></p>
<b>9. Policy and Review including SchoolDocs</b> (V. Fenner)	Inclusive Education policy reviewed.  <i>Moved K. Rivett / Seconded N. McHardy / Carried</i>
<b>10. Health and Safety</b> (N. McHardy)	Nothing to report
<b>11. Property</b> (A. van Schalkwyk)	<ul style="list-style-type: none"> <li>● Toilet project to start in the next couple of weeks.</li> <li>● Room 28 toilet has building consent and is now out for quotes.</li> <li>● Communications will start re drainage requirements for the new supplementary funding late August/early Sept.</li> </ul> <p><i>Moved A. van Schalkwyk / Seconded N McHardy / Carried</i></p>
<b>12. Any Other Business</b> (A.O.B)	Members are happy for Jared to vote, on behalf of the Board, in the NZSTA President and Board elections.
<b>13. Correspondence In/Out</b>	<b>Inward as per Board papers and circulated by email - See Google Drive</b>  <b>Outward - See Google drive</b>
<b>14. In-Committee</b>	Into committee at 6:13pm out at 6:15pm
<b>15. Next Meeting</b>	17 August 2023
<b>ACTIONS</b>	<ul style="list-style-type: none"> <li>● Kimberley will contact Harrison Tuke re Emergency Management plan</li> <li>● Phebe to come up with some ideas re using international funds</li> <li>● Ginny will send reminders to parents re donation contributions</li> <li>● Alistair communications re drainage requirements for new supplementary funding</li> </ul>

Meeting closed at 6:16pm

  
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 Chairperson

17/08/23  
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 Date