



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

27 April 2023 at 5:00pm

Present - D. Bigwood (Principal), J. Dinneen, N. McHardy, A. van Schalkwyk, V. Fenner, R. Irving and K Rivett

Apologies - I. Narot

In attendance - 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	No visitors Amazing contribution from the PTN of \$95,000 and the success of the 2023 Carnival.
3. Declaration of any conflicts of interest for this meeting	None
4. Confirmation of the minutes of the previous meeting	<i>Moved V Fenner / Seconded R Irving / Carried</i>
5. Matters arising from previous minutes not already covered	<i>None</i>
6. Comms and Reminders	Remember to enter your time spent on Board business in the google doc
7. Principal's Report	<p>Report taken as read.</p> <p>Cyclical Maintenance Plan discussed. Rachel is working on updating this plan. She will speak to Stephen, from CES, and Elmarie to get clarification on how this plan works.</p> <p>Motions:</p> <p>1. That the Principal's Report is accepted.</p> <p>The Board approves:</p> <p>2. The refund of tuition fees for Wanzhen Chen (Joy) of \$1,380 plus MOE levies of \$42.92, plus 50% of administration fee \$250 (total NZD1,672.92 including GST) be paid.</p> <p>3. Its satisfaction with risk management.</p> <p>4. School Docs policies Reducing Student Distress and Acceptable Physical Contact.</p> <p>5. The additional Curriculum Refresh Teacher Only Day of 13 November 2023.</p>

Agenda Item	Discussion
	<p>6. The Board approves funding flu vaccinations for staff</p> <p>7. A staff member's leave request (email approval) is minuted in committee. Approval for leave from Monday 17 July and returning back to school on Monday 28 August. This equates to 18 school days</p> <p><i>Moved A. van Schalkwyk / Seconded K. Rivett / Carried</i></p>
<p>8. Finance (J. Dinneen and R. Irving)</p>	<p>Rachel discussed several points from the monthly report provided by CES</p> <p>Rachel will clarify with CES the 5YA and Board funded projects</p> <p><i>Moved K. Rivett / Seconded V. Fenner / Carried</i></p>
<p>9. Policy and Review including SchoolDocs (V. Fenner)</p>	<p>Uniform review discussed.</p> <p>Moved that we continue with John Russell Schoolwear as our uniform provider.</p> <p><i>Moved J. Dinneen / Seconded N. McHardy / Carried</i></p>
<p>10. Health and Safety (N. McHardy)</p>	<p>Trees removed during the holidays</p>
<p>11. Property (A. van Schalkwyk)</p>	<p>Carpet looks great.</p> <p>The senior playground drainage was completed during the holidays. Alastair has emailed Elmarie re the toilet upgrades and he will report back at the next meeting.</p> <p>Ginny will contact Playground Creations and Playground People to arrange meetings re the creation of a new Year 3 playground. Committee - Ginny, Dorothy, Kimberly and Alastair. The budget is \$200,000.</p> <p><i>Moved A. van Schalkwyk / Seconded N McHardy / Carried</i></p>
<p>12. Any Other Business (A.O.B)</p>	<p>Evaluation of Term 1 meetings carried out</p>
<p>13. Correspondence In/Out</p>	<p>Inward as per Board papers and circulated by email - See Google Drive</p> <p>Outwards - See Google drive</p>
<p>14. In-Committee</p>	<p>Moved into committee at 6:45pm - Ginny left the meeting</p> <p>Out of Committee at 6:56pm</p>
<p>15. Next Meeting</p>	<p>18 May 2023 - 5:00pm</p>
<p>ACTIONS</p>	<ul style="list-style-type: none"> Jared - send a thank letter to the PTN for their donation

Agenda Item	Discussion
	<ul style="list-style-type: none">● Rachel - contact Stephen from CES and Elmarie re clarification on the Cyclical Maintenance Plan● Alastair to email Elmarie re the toilet upgrades and report back at the next meeting● Ginny to contact Playground Creations and Playground People re the creation of a new Year 3 playground

Meeting closed at 6.56pm


.....
Chairperson

18/05/23
.....
Date