

MINUTES OF COCKLE BAY SCHOOL BOARD OF TRUSTEES MEETING HELD ON

16 March 2023 at 5:00pm

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

Apologies - K. Rivett and 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	Thank you to everyone for your great communication over the last few weeks.
3. Declaration of any conflicts of interest for this meeting	None
4. Confirmation of the minutes of the previous meeting	Minutes accepted <i>Moved V Fenner / Seconded N McHardy / Carried</i>
5. Matters arising from previous minutes not already covered	<ul style="list-style-type: none"> • Carnival SAP's have been shared with all members • Feedback on alternative uniform suppliers will be reported back on at the next meeting as we still have one supplier to meet with. • Dorothy explained processes we have in place for monitoring CO2 levels. Alistair will contact Elmarie to see if the MoE will fund more CO2 monitors.
6. Comms and Reminders	Please remember to update your hours spent on Board related matters in the google doc "Hours Spent on Board Work".
7. Principal's Report	<p>The Resilience Project has been well received by the community.</p> <p>Charter - Dorothy has emailed the link to the Board.</p> <p>The Principal's report is accepted</p> <p>Motions</p> <ol style="list-style-type: none"> 1. Its satisfied with the risk management 2. Reviewed the delegations in the Governance manual and the following changes made Finance - Jared Dinneen replaced Jack Chan Sub committee representatives updated 3. Policy changes are approved by the Board as follows: Physical Restraint <ul style="list-style-type: none"> • added wording to the main Physical Restraint topic about mandatory training and new reporting systems

Agenda Item	Discussion
	<ul style="list-style-type: none"> removed the redundant Physical Restraint Forms and Debriefs topic from sites. <p>Student Attendance: Specialist teachers - change the statement to reflect that the teacher will mark any child not present in the afternoon with a ? and the office will follow up.</p> <p>Illness - revert to SchoolDocs version</p> <p>Enrolment - revert to demo site version</p> <p>Privacy - notify staff that the video cameras capture footage throughout the day</p> <p>Cybersafety - documents updated to let employees know that their email can be audited by their employer</p> <p>Uniform / Dress Code revert to SchoolDocs version</p> <p><i>Moved A van Schalkwyk / Seconded J Fenner /Carried</i></p>
<p>8. Finance (J. Dinneen and R. Irving)</p>	<p>Rachel spoke to the CES January - February reports</p> <p>We will need to approve the draft External Annual Audit Plan for the Year ended 31 December 2022 and once we are happy with it we delegate authority to Dorothy Bigwood and Jared Dinneen to sign it.</p> <p>Rachel to review the Cyclical Maintenance plan.</p> <p>Rachel to discuss 2022 donation with PTN chair, invite to Board meeting.</p> <p><i>Moved A van Schalkwyk / Seconded J. Dinneen / Carried</i></p>
<p>9. Policy and Review including SchoolDocs (V. Fenner)</p>	<p>The following policies were reviewed</p> <p>Privacy</p> <p>Legislation and Administration policy</p> <p><i>Moved R Irving / Seconded N McHardy / Carried</i></p>
<p>10. Health and Safety (N. McHardy)</p>	<p>Nothing to report</p>
<p>11. Property (A. van Schalkwyk)</p>	<p>Moved that the quote of \$50,000 plus GST from Prescott Flooring to carpet both upstairs and downstairs of the Baty Block is accepted.</p> <p>Moved that the quote of \$38,334 including GST received for painting the Petersen Block from Howick Painting is accepted.</p> <p>Moved that we approve in principle the project to create a teachers toilet beside Room 28. Architect fees of \$10,950 plus GST approved.</p> <p>Supplementary funding has been applied for - Alistair will follow this up in a couple of weeks.</p> <p><i>Moved J Dinneen / Seconded N McHardy / Carried</i></p>

Agenda Item	Discussion
12. Any Other Business (A.O.B)	Are there any remits that anyone wants to put forward to the NZSTA? None
13. Correspondence In/Out	Inward as per Board papers and circulated by email - See Google Drive Outwards - See Google drive
14. In-Committee	Went into committee at 6:47pm - Ginny left the meeting Out at 6:51pm
15. Next Meeting	27 April 2023
ACTIONS	<ul style="list-style-type: none"> • Alternative uniform suppliers feedback will be provided at our next meeting - Ginny • Alistair will contact Elmarie to see if the MoE will fund more C02 monitors. • Rachel to discuss 2022 donation with PTN chair, invite to Board meeting. • At the next meeting, as part of the Self Review, we will review the two 2023 Board meetings. • Alistair will follow up the supplementary funding applied for.

Meeting closed at 6.51pm



 Chairperson

27/04/23

 Date