



MINUTES OF COCKLE BAY SCHOOL BOARD OF TRUSTEES MEETING HELD ON

18 May 2023 at 5:05pm

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

Apologies - Ivy Narot

In attendance - G. Gartland took the minutes

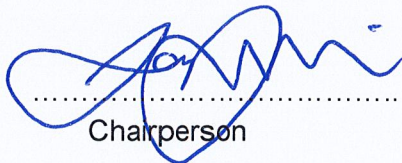
1. Time spent on Board Business since last meeting [Hours spent on Board work](#)

Agenda Item	Discussion
2. Welcome & Introductions	
3. Declaration of any conflicts of interest for this meeting	None
4. Confirmation of the minutes of the previous meeting	<i>Moved A van Schalkwyk / Seconded K Rivett / Carried</i>
5. Matters arising from previous minutes not already covered	Letter has been sent to the PTN thanking them for their donation.
6. Comms and Reminders	Remember to enter your time spent on Board business in the google doc.
7. Principal's Report	<ul style="list-style-type: none"> ● The redesigned Mid Year report was shared with the Board. ● Vicky will come and check the processes and authorisations used to make payment to staff members, particularly the payments made to the Principal, anyone related to the Principal and others in the school payroll responsibilities. ● The recent flood and affected areas discussed. The Board is going to investigate what remediate work may be required to prevent future flooding. <p>Motions:</p> <p>That the Principal's Report is accepted.</p> <p>The following are approved:</p> <ol style="list-style-type: none"> 1. The 2023 Budget is approved and will include the updated Cyclical Maintenance budget. Once signed a copy will be sent to the Auditors and CES. 2. The fencing proposal is approved subject to the Board approving the final design. 3. The international student programme proposal is accepted.

Agenda Item	Discussion
	<p>4. Assurances:</p> <p>Digital Technology and Cybersafety - the Digital Technology and Cybersafety policies and procedures are being implemented correctly and the school holds copies of signed digital use agreements for all staff and students, as required.</p> <p>Computer Security and Cybersecurity - computer security and cybersecurity systems are reviewed and up to date.</p> <p>Student Attendance - student absences are correctly recorded, monitored, and followed up.</p> <p>Health Education (every 2 years) - the school is working to complete this year its 2-yearly community consultation about how the health curriculum is implemented (The board must adopt a statement about the delivery of the health curriculum for the next two years and share this with the school community)</p> <p>Child Protection - the Child Protection policy is in use, being implemented correctly, and is publicly available.</p> <p>Abuse Recognition and Reporting - staff are engaged with the Abuse Recognition and Reporting policy, including indicators of abuse and procedures for reporting abuse.</p> <p><i>Moved J Dinneen / Seconded A van Schalkwyk /Carried</i></p>
<p>8. Finance (J. Dinneen and R. Irving)</p>	<p>Rachel discussed the financial report proved by CES</p> <p><i>Moved R Irving / Seconded J Dinneen / Carried</i></p>
<p>9. Policy and Review including SchoolDocs (V. Fenner)</p>	<p>EOTC Policy to be reviewed individually by the Board and then it will be discussed at the June meeting.</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>	<ul style="list-style-type: none"> ● We have met with Playground Creations and Playground People re the Year 3 playground upgrade ● Toilet Upgrade will happen in the July holidays ● Kieran is applying for consent for the staff toilet beside Room 28 <p><i>Moved A. van Schalkwyk / Seconded N McHardy / Carried</i></p>
<p>12. Any Other Business (A.O.B)</p>	<p><i>None</i></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 6:27pm</p>

Agenda Item	Discussion
15. Next Meeting	15 June 2023 5:00pm
ACTIONS	
Vicky	Will come and work through the processes and authorisations used to make payment to staff members, particularly the payments made to the Principal, anyone related to the Principal and others in the school payroll responsibilities.
Vicky	Meet with Bo Burns re Howick Local Council grants opportunity.
Alistair	Will follow up the issues with the Admin cupboards.
Ginny	Print the approved 2023 Budget and send to Jared for signing then forward a copy to the Auditors.
Board	EOTC Policy to be reviewed individually by the Board and then it will be discussed at the June meeting.
Alistair	Will see if he can have the quotes for the Room 28 toilet for the next meeting.

Meeting closed at 7:13pm



 Chairperson

15/06/23

 Date