



MINUTES OF COCKLE BAY SCHOOL BOARD MEETING HELD ON

17 August 2023 at 5:00pm

Present - K. Rivett (Acting Principal), J. Dinneen, N. McHardy, A. van Schalkwyk, and R. Irving. V. Fenner arrived at 6:20pm.

Apologies - D. Bigwood and I. Narot

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

Visitors - Mandy Simon and Bronwyn Harrison

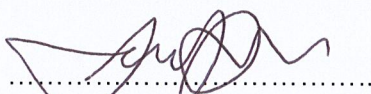
1. Time spent on Board business since last meeting [Hours spent on Board work](#)

Agenda Item	Discussion
2. Welcome & Introductions	<p>Mandy came in on behalf of the PTN to discuss the Carnival sponsorship. She suggested having the carnival bronze sponsorship the same as our school fence advertisers (maybe \$1,500 including printing of the sign). Platinum advertising could include a whole year advertising on the fence. The Board thanked Mandy for her suggestions. Mandy left at 5:10pm</p> <p>Bronwyn presented the Better Start Literacy Approach to the Board (this is Ministry funded) - Bronwyn is the facilitator. We started with Year 1 and now Year 2 and Year 0 have just started.</p> <p>The teachers have assignments to do and they attend a 1 hour zoom meeting each week.</p> <p>A huge thank you to Bronwyn and her team for their commitment to this and coming in the holidays.</p> <p>Bronwyn left at 5:24pm</p>
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	<i>None</i>
6. Comms and Reminders	Remember to enter your time spent on Board business into the google doc.

Agenda Item	Discussion
<p>7. Principal's Report</p>	<p>Phebe presented to the Board the questionnaire on the Health and Wellbeing Consultation. The additional question that was added re Junior Students discussed and it was decided to remove this question and we will survey Junior parents at another time.</p> <p>Motions:</p> <p>The following are approved:</p> <ul style="list-style-type: none"> ● Term 3 assurances are completed. Outstanding is Health Consultation. ● EOTC policies are reviewed and confirmed. <p>The Principal's report (created by Acting Principal Kimberley Rivett) is accepted</p> <p><i>Moved J. Dinneen / N. McHardy Seconded / Carried</i></p>
<p>8. Finance (J. Dinneen and R. Irving)</p>	<p>Rachel to discuss with Stephen, from CES, the School Van depreciation and going forward.</p> <p><i>Moved N. McHardy / Seconded K. Rivett / Carried</i></p>
<p>9. Policy and Review including SchoolDocs (V. Fenner)</p>	<p>Carried over to the next meeting</p>
<p>10. Health and Safety (N. McHardy)</p>	<p>Yellow and blue lines are being painted around the school.</p>
<p>11. Property (A. van Schalkwyk)</p>	<p>Phebe has asked for feedback from the students about what they would like in the senior nature walk. She will present a plan at the next meeting.</p> <p>Year 3 Playground - Kimberley has surveyed the students on what they would like. She will put together these suggestions and then send them back to Playground Creations for a quote.</p> <p>Mould and damp issues with Room 25</p> <p>Motion</p> <p>Quote from Key 2 Construction Ltd of \$25,133.85 (including GST) to remove asbestos, install insulation under the room, drainage and building works accepted. We will aim for work to be carried out in the September holidays.</p> <p>Nicole to get a second quote to remove the macrocarpa tree.</p> <p>Alistair to follow up on installing curtain hooks - the curtain chains are considered a choking hazard.</p> <p>Alistair to get a quote from Key 2 for the teacher toilet by Room 28.</p>

Agenda Item	Discussion
	<p>Alistair to go back to Elmaire and confirm we would like to go ahead with 9 and 10 full toilet refit (flooring and internal items).</p> <p>The Ministry of Education is to come back with a final plan for fencing the school. We no longer need to get an automated gate at the front of the school.</p> <p><i>Moved A. van Schalkwyk / Seconded N McHardy / Carried</i></p>
<p>12. Any Other Business (A.O.B)</p>	<ul style="list-style-type: none"> • Thank you to Kimberley for her hard work as Acting Principal. • Short Term International Students <p>Motion It was agreed to increase the short term fee to \$500 per week up to 1 term.</p> <p><i>Moved J. Dinnen / Seconded K. Rivett / Carried</i></p>
<p>13. Correspondence In/Out</p>	<p>Inward as per Board papers and circulated by email - See Google Drive</p> <p>Outward - See Google drive</p>
<p>14. Public-excluded Business (PEB)</p>	<p>Motion I move into PEB at 6:46pm to discuss personnel and to protect the privacy of natural persons.</p> <p>I also move that P. Rossiter be permitted to remain at this meeting, after the public has been excluded as she has knowledge, which will be of assistance in relation to the matter to be discussed re Personnel.</p> <p><i>Moved J. Dinnen</i></p> <p>Out at 6:59pm</p>
<p>15. Next Meeting</p>	<p>14 September 2023 at 5:00pm</p>
<p>ACTIONS</p>	<ul style="list-style-type: none"> • Board to look at the SAP for Waterwise and the Year 4 camp • Phebe will present the senior nature walk plan • Nicole to get a second quote to remove the Macrocarpa • Alistair to follow up on installing curtain tensioners • Alistair to get a quote from Key 2 Construction Ltd re the staff toilet by Room 28 • Alistair to confirm with Elmarie re full toilet refit for Room 10 • Alistair to prepare a newsletter content on property update

Meeting closed at 6:59pm


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Chairperson

14/09/23
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Date