



MINUTES OF COCKLE BAY SCHOOL BOARD MEETING HELD ON

18 October 2023 at 5:00pm

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

Apologies - N. McHardy and R. Irving

In attendance - P. Rossiter

G. Gartland took the minutes

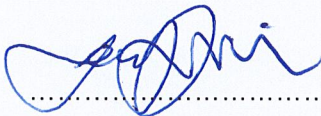
1. Time spent on Board business since last meeting [Hours spent on Board work](#)

Agenda Item	Discussion
2. Welcome & Introductions	Welcome everyone
3. Declaration of any conflicts of interest for this meeting	None
4. Confirmation of the minutes of the previous meeting	<i>Moved K. Rivett / Seconded A. van Schalkwyk / 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.
7. Principal's Report	<ul style="list-style-type: none"> ● SchoolDocs policy states we should regularly report to the Board on staff leave. Analysis of leave for Terms 1 - 3 presented. We will present this data to the Board at the end of Term 2 and Term 4 each year. ● Dorothy thanked the Board for her Sabbatical and gave a brief overview of what she did both here and overseas. Next steps will be shared with others. ● MLA (Mandarin Language Assistant) application was successful ● 6 December - Board will join the staff for morning tea at 10:40am ● The last day of the 2024 school year will move to Tuesday 17 December as the MOE have given schools two days for the curriculum refresh ● Feedback on the Health Consultation will be shared with the community ● 2024 enrolments discussed ● Contractors working on site - contractors do's and don'ts - no brazing or open flames during the school day. Going forward for future events the SLT will prioritise the pre start meeting to talk through any possible risks and hazards. <p>The Principal's report is accepted.</p>

Agenda Item	Discussion
	<p>Motion</p> <ul style="list-style-type: none"> ● 2024 Out of Zone enrolment process accepted and approved ● Watchdog estimate to supply, program, install & commission a new controller pcb would be \$3,800.00 + GST. They suggest the control cabinet gets replaced at the same time as it's old and messy. This additional cabinet & labour would be \$565.00 + GST. The estimates from Watchdog approved. <p><i>Moved V. Fenner / Seconded J. Dinneen / Carried</i></p>
<p>8. Finance (J. Dinneen and R. Irving)</p>	<p>Finance report discussed</p> <p><i>Moved K. Rivett / Seconded A. van Schalkwyk / Carried</i></p>
<p>9. Policy and Review including SchoolDocs (V. Fenner)</p>	<p>The following SchoolDocs policies reviewed</p> <ul style="list-style-type: none"> ● Religious instruction ● Health Education <p>We are refining our Health curriculum in response to parent feedback and will create a health statement.</p> <p><i>Moved K. Rivett / Seconded A. van Schalkwyk / Carried</i></p>
<p>10. Health and Safety</p>	<p>Learning from the fire reunification - we are reviewing our processes. Discussion around shade sails in the pool area - include in long term property planning.</p>
<p>11. Property (A. van Schalkwyk)</p>	<ul style="list-style-type: none"> ● Quote from Key 2 Construction Ltd of \$34,427.25 including GST received for the Room 28 teachers toilet - we will look at getting another quote. ● Quote from Shade Systems of \$9,529.18 + GST to clean the shade sales received ● Plans for the Year 3 playground will be shared with the school community and PTN first and then later the Nature Trail will be shared. We will look at getting a planting plan. <p>Motion</p> <ul style="list-style-type: none"> ● Quote from Shade Systems of \$9,529.18 + GST approved <p><i>Moved A. van Schalkwyk / Seconded K. Rivett / 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>Outward - See Google drive</p>
<p>14. Public Excluded Business (PEB)</p>	<p>Motion</p> <p>I move that we go into PEB at 7:21pm to discuss personnel, student and parent issues to protect the privacy of natural persons.</p>

Agenda Item	Discussion
	<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.</p> <p><i>Moved J. Dinneen</i></p> <p>Out at 7:41pm</p>
15. Next Meeting	16 November 2023
ACTIONS	<ul style="list-style-type: none"> ● Jared to contact the insurers re renewal of our policy ● Jared to contact CES regarding Room 5 and 6 over run, and discuss Cyclical Maintenance with Rachel ● Jared & Dorothy to discuss future planning meeting for strategic property vision/plans ● Dorothy to create a Health statement ● Ginny to meet with John Russell Schoowear re the changes to the uniform and present this at the next Board meeting. ● Alistair to get another quote for the teachers toilet

Meeting closed at 7:41pm



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Presiding Member

16/11/2023

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Date