



MINUTES OF COCKLE BAY SCHOOL BOARD MEETING HELD ON

16 November 2023 at 5:00pm

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

A. van Schalkwyk left at 5:30pm. The board then went to look at the relocatable classrooms, the Peterson Block classrooms and the toilet upgrade.

Apologies - P. Rossiter

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	<i>None</i>
4. Confirmation of the minutes of the previous meeting	<i>Moved V Fenner / 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.
7. Principal's Report	<p>Rooms 7 & 8 will be repaired not replaced. The MoE plans to have the renovations completed by the end of July 2024. Rooms will be replaced like for like.</p> <p>Motions</p> <p>The Board approves the following -</p> <ul style="list-style-type: none"> ● The upgrade of the two sets of internal cabinetry in Rooms 7 and 8 is approved in principle and we will look at getting a quote for the cost of this before a final decision is made. ● Onselling the old Chromebooks for \$70 each and purchasing 170 new Chromebooks at a cost of approximately \$60,000 ● Repairs to the Barrier arm of \$4,968.94 ● Budget approved for the end of year staff function and gift. ● Fire hydrant will be removed from Rooms 7 and 8

Agenda Item	Discussion
	<ul style="list-style-type: none"> ● The international policies have been reconfirmed - International Education, Dispute Process for International Students, Refund of Tuition Fees Paid by International Students and Protection of Tuition Fees Paid by International Students. ● The international fees have been set for 2024 as follows, 1 - 9 weeks \$500.00 a week, 1 term \$ 450.00, 2 terms \$400.00, 3 terms \$ 350.00 and 1 year \$13,500 (\$337.50 a week). This is an increase of \$500 for the year tuition. ● The Principal's 2023 wellbeing fund will be deferred and added to the 2024 allocation. ● No further out of zone enrolments in 2024 will be accepted, unless at the discretion of the Principal. <p>The Principal's report is accepted</p> <p><i>Moved N McHardy / Seconded J Dinneen /Carried</i></p>
8. Finance (J. Dinneen and R. Irving)	<ul style="list-style-type: none"> ● CES report discussed ● 2024 Draft budget to be presented at the next Board meeting <p><i>Moved R Irving / Seconded K Rivett / Carried</i></p>
9. Policy and Review including SchoolDocs (V. Fenner)	Update on the uniform - we will keep the tartan skirt material <p><i>Moved V Fenner / Seconded N McHardy / Carried</i></p>
10. Health and Safety (N. McHardy)	Nothing to report
11. Property (A. van Schalkwyk)	<ul style="list-style-type: none"> ● Teachers toilet - if we don't go with the specifications in Kieran's plan, Key2 Construction could do it for \$10,000 less. Alistair to get a quote from Key2 Construction for the Teachers Toilet which includes the product specification he would use. Alistair will then go back to Kieran to get a variation to the product specifications in the plans. ● Room 25 - the under floor will be done in the holidays <p><i>Moved A van Schalkwyk / Seconded N McHardy / Carried</i></p>
12. Any Other Business (A.O.B)	Jared has attended 4 NZSTA courses around the role of a Presiding member Jared shared the 4 main roles of a Presiding member - a composer, a mediator, a coach and a mindful mentor.
13. Correspondence In/Out	Inward as per Board papers and circulated by email - See Google Drive Outward - See Google drive
14. Public Excluded Business (PEB)	Motion I move that we go into PEB at 7:13pm to discuss student safety issues to protect the privacy of natural persons. <i>Moved J. Dinneen</i>

Agenda Item	Discussion
	Out at 7:14pm
15. Next Meeting	7 December 2023 at 4:30pm (please note change to start time)
ACTIONS	<ul style="list-style-type: none"> • Alistair to get a quote from Key2 Construction for the Teachers Toilet which includes the product specification he would use. Alistair will then go back to Kieran to get a variation to the product specifications in the plans. • Ginny to contact Nick van Rensburg re any outstanding money due from the MoE re the Room 5 & 6 upgrade • Dorothy to contact Macleans College re the cost of a relocatable classroom

Meeting closed at 7:14pm



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Presiding Member

7/12/23
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Date