



**MINUTES OF COCKLE BAY SCHOOL BOARD MEETING  
HELD ON**

*7 December 2023 at 4:35pm*

**Present** - D. Bigwood (Principal), J. Dinneen, N. McHardy, A. van Schalkwyk, V. Fenner and R. Irving (arrived at 4:50pm)

**Apologies** - K. Rivett

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

**Visitor** - R. Stansfield (left at 5:21pm)

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

Agenda Item	Discussion
<p><b>2. Welcome &amp; Introductions</b></p>	<p>Rochelle presented the proposal from the MOE re the fencing. A vote was held to accept these plans, 5 for and 1 against. Decision is that we will go with the MoE design.</p> <p><b>Motion</b> We would like a path and gate from the nature trail to the alleyway (for use in an evacuation). We will get quotes for this.</p>
<p><b>3. Declaration of any conflicts of interest for this meeting</b></p>	<p><i>None</i></p>
<p><b>4. Confirmation of the minutes of the previous meeting</b></p>	<p><i>Moved V. Fenner / Seconded J. Dinneen / Carried</i></p>
<p><b>5. Matters arising from previous minutes not already covered</b></p>	<p><i>None</i></p>
<p><b>6. Comms and Reminders</b></p>	<p>Remember to enter your time spent on Board business into the google doc.</p>
<p><b>7. Principal's Report</b></p>	<ul style="list-style-type: none"> <li>● Proposed 2024 meeting dates (remove 21 March proposed date) - accepted</li> <li>● Quote received for soft fall blown into the Nature Trail - 20 m3 \$3,404.80 + GST or 40 m3 \$5,689.60 +GST. We will leave this at this stage.</li> <li>● We will get quotes for the removal of damaged/dying trees in the Nature Trail that need removing.</li> </ul> <p><b>Motion</b></p> <ul style="list-style-type: none"> <li>● We accept the quote for Room 7 &amp; 8 quotes of \$27,090 +GST from DTX Joinery for cupboards, 2 sinks per room and whiteboard units for the rebuild. Taps and plumbing extra</li> </ul>

Agenda Item	Discussion
	<ul style="list-style-type: none"> <li>● Cleaning - persevere with the cleaning of the Room 7 &amp; 8 furniture and get Nick van Rensburg to come and look into the odor of relocatables (Jared will try contacting Nick).</li> <li>● We will look at getting a second quote from a Master Plumber re the smell in the healthroom/ladies bathrooms.</li> <li>● The 2024 - 2026 Strategic Plan was discussed and approved</li> <li>● The 2023 International Self Review is accepted</li> <li>● The Swimming SAP 2023/4 accepted</li> <li>● The final Kotuku Year 4 camp SAP approved by email</li> <li>● Room 10 toilets plans changed to 2 toilet pans, otherwise approved</li> </ul> <p>Phebe presented the End of Year Achievement Data in Writing, Reading, and Mathematics. Thank you Phebe for your presentation.</p> <p>The Principal's report is accepted</p> <p><i>Moved N. McHardy / Seconded J. Dinneen / Carried</i></p>
<p><b>8. Finance</b> (J. Dinneen and R. Irving)</p>	<p>November Financial Report discussed</p> <p><b>Motion</b></p> <ul style="list-style-type: none"> <li>● The Draft 2024 Budget is approved</li> </ul> <p><i>Moved J. Dinneen / Seconded A. van Schalkwyk / Carried</i></p>
<p><b>9. Policy and Review including SchoolDocs</b> (V. Fenner)</p>	<p>All policy reviews have been completed</p> <p><i>Moved R. Irving / Seconded N. McHardy / Carried</i></p>
<p><b>10. Health and Safety</b> (N. McHardy)</p>	<ul style="list-style-type: none"> <li>● SAP forms for Mangemangeroa Reserve have been signed.</li> <li>● Improvements to the Litten Road crossing are in the design stage and will be distributed to local residents for consideration once completed.</li> </ul>
<p><b>11. Property</b> (A. van Schalkwyk)</p>	<p>Long term property priorities discussed and listed on the Property Projection Register</p> <p><i>Moved A. van Schalkwyk / Seconded N McHardy / Carried</i></p>
<p><b>12. Any Other Business</b> (A.O.B)</p>	<p>End of year evaluation of Board Meetings completed.</p>
<p><b>13. Correspondence In/Out</b></p>	<p><b>Inward as per Board papers and circulated by email - See Google Drive</b></p> <p><b>Outward - See Google drive</b></p>
<p><b>14. Public Excluded Business (PEB)</b></p>	<p><b>Motion</b></p> <p>I move that we go into PEB at 7:40pm to discuss issues 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.</p>

Agenda Item	Discussion
	<p>Out at 7:44pm</p> <p><i>Moved J. Dinneen</i></p>
<p><b>15. Next Meeting</b></p>	<p>22 February 2024 5:00pm</p>
<p><b>ACTIONS</b></p>	<ul style="list-style-type: none"> <li>● Get a second quote from a Master Plumber re the smelly healthroom and ladies bathrooms</li> <li>● Quote for the path from the Nature Trail to the alleyway</li> <li>● Jared to read the 2023 International Student Self Review</li> <li>● Jared to contact Nick van Rensburg re the smell in the relocatables</li> </ul>

Meeting closed at 7:50pm

  
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 Presiding Member

22/02/24  
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 Date