



## MINUTES OF COCKLE BAY SCHOOL BOARD MEETING HELD ON

16 May 2024 at 5:00pm

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

**Apologies** - None

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

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

Agenda Item	Discussion
<b>2. Welcome &amp; Introductions</b>	Welcome everyone to Term 2, Week 3
<b>3. Declaration of any conflicts of interest for this meeting</b>	<i>None</i>
<b>4. Confirmation of the minutes of the previous meeting</b>	<i>Moved V Fenner / Seconded R Irving / Carried</i>
<b>5. Matters arising from previous minutes not already covered</b>	<i>None</i>
<b>6. Comms and Reminders</b>	Remember to enter your time spent on Board business into the google doc.
<b>7. Principal's Report</b>	<p>Report is taken as read.</p> <p>The next Board election will be in 2025. We need to start thinking about Board continuity, what your plans are. Maybe interested parties could come to some Board meetings.</p> <p>The Room 10 toilet project has started. How staffing usage is monitored and its potential risks to the school were discussed.</p> <p>Fencing project is progressing.</p> <p>The Powershop fixed energy plan is due to expire and we have received a renewal agreement to continue electricity supply at a fixed energy rate - Alistair and Rachel will obtain quotes from other Power providers. Ginny to send them the last three power accounts.</p>

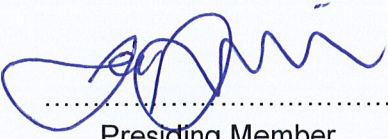


Agenda Item	Discussion
	<p><b>Motions:</b></p> <p><b>The following are approved:</b></p> <ol style="list-style-type: none"> <li>1. 2025 Term Dates are approved</li> <li>2. The Playground Creations quote for a concrete path at \$7,104.99 plus GST is accepted.</li> </ol> <p>The Principal's report is accepted</p> <p><i>Moved K Rivett / Seconded J Dinneen / Carried</i></p>
<p><b>8. Finance</b> (J. Dinneen and R. Irving)</p>	<p>Monthly report received from CES and discussed.</p> <p>At the June meeting we will look at considering some of the projects on the Long Term Property list.</p> <p><i>Moved N McHardy / Seconded A. van Schalkwyk / Carried</i></p>
<p><b>9. Policy and Review including SchoolDocs</b> (V. Fenner)</p>	<p>The following policies were reviewed</p> <ul style="list-style-type: none"> <li>• Employer Responsibility</li> <li>• Appointment Procedure</li> <li>• Safety Checking</li> </ul> <p><i>Moved R Irving / Seconded N. McHardy / Carried</i></p>
<p><b>10. Health and Safety</b> (N. McHardy)</p>	<p>The SAP's for the Waitangi trip is being reviewed.</p> <p>Understanding Due Diligence Report - Jared summarised this</p> <p>Jared suggested a new process for <b>High Risk SAP's</b> - Nicole will read and review the SAP's first and then email them to all Board members to review. Once reviewed they will email back saying this has been done. Timing will be an issue but staff will see how best to make this work.</p> <p>Phebe, Rachel, Nicole and Dorothy will work together to complete a review of Board diligence questions around Health and Safety.</p>
<p><b>11. Property</b> (A. van Schalkwyk)</p>	<p>Edge Interiors Ltd long outstanding invoice #3289 \$5,167.67 was cancelled by the company so we can now close the Admin Block project.</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>STA - the Board all agreed that Jared could vote on behalf of the Board</p>
<p><b>13. Correspondence In/Out</b></p>	<p><b>Inward as per Board papers and circulated by email</b> - See Google Drive</p> <p><b>Outward</b> - See Google drive</p>
<p><b>14. Public Excluded Business (PEB)</b></p>	<p><b>Motion</b> Jared Dinneen moves that we go into PEB at 6:21 pm to discuss 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 due to her knowledge on these matters, after the public has been excluded.</p> <p>Out of meeting at 6:41pm</p>
<b>15. Next Meeting</b>	20 June at 5:00pm
<b>ACTIONS</b>	<ul style="list-style-type: none"> <li>• Alistair and Rachel to obtain quotes from different Power providers.</li> <li>• Phebe, Rachel, Nicole and Dorothy will work to complete a review of Board diligence questions around Health and Safety.</li> </ul>

Meeting closed at 6:41pm

  
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 Presiding Member

20/06/24  
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 Date