



## MINUTES OF COCKLE BAY SCHOOL BOARD MEETING HELD ON

15 May 2025 at 5:00pm

**Present** - D. Bigwood (Principal), J. Dinneen, N. McHardy, A. van Schalkwyk, V. Fenner, K Rivett and R. Irving arrived at 6:05pm

**Apologies** - None

**In attendance** - G. Gartland took the minutes

**Visitors** - None

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

| Agenda Item   | Discussion  |
|---|---|
| Welcome & Introductions                                   |   |
| Declaration of any conflicts of interest for this meeting | None  |
| Related Party Transactions                                | <p><b>Non - Arms Length Transaction</b><br/>(items provided at a rate lower than the market value)</p> <p><b>Arm's Length transaction</b><br/>(purchased at market value price no disclosure required)<br/>Launchpad, Inv#1450 \$353.63 Corflute letter for the road side sign</p>  |
| Confirmation of the minutes of the previous meeting       | <p>None</p> <p><i>Moved A. van Schalkwyk / Seconded N. McHardy / Carried</i></p>  |
| Matters arising from previous minutes not already covered | None  |
| Comms and Reminders                                       | Remember to enter your time spent on Board business into the google doc.  |
| Principal's Report  | <p>Discussion around appointing a new Property Manager. Hasn't pursued the Fire Report as we have been testing the bells within the school to make sure they can be heard.</p> <p>Dorothy will provide clarity to the PTN at their next meeting around the senior playground, expectations, the process involved and the drainage required in this area.</p> <p>We were approached by Swimgym to provide lessons to Year 1 students for 4 weeks, then it was talked about being offered to the whole school. Talked</p> |

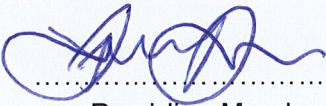


| Agenda Item  | Discussion   |
|--|--|
|  | <p>about the possibility of "Field of Dreams" subsidy only in Term 4. Also discussed the possibility of using our pool outside school hours. Alistair will arrange a time to meet with Horst to discuss the swimming proposal.</p> <p>The Principal's report is accepted</p> <p><i>Moved K.Rivett / Seconded J. Dinneen / Carried</i></p>  |
| <b>Finance</b><br>(J. Dinneen and R. Irving)                 | <ul style="list-style-type: none"> <li>• Annual report has been submitted to the Ministry of Education.</li> <li>• Our 2024 audit is underway carried out by Audit New Zealand.</li> <li>• 5YA Board contribution of \$43,170 to be added to 2025 Budget</li> <li>• Monthly financial report discussed</li> <li>• An audit of the financial process was carried out.</li> </ul> <p>The 2025 Budget has been approved.</p> <p><i>Moved K. Rivett / Seconded A. van Schalkwyk / Carried</i></p>  |
| <b>Policy and Review including SchoolDocs</b><br>(V. Fenner) | <p>The following policies were reviewed -</p> <ul style="list-style-type: none"> <li>• Planning and Preparing for Emergencies, Disasters and Crises</li> <li>• Communicating During an Emergency, Disaster or Crisis</li> <li>• Emergency Closure</li> </ul> <p>Governance Manual - discussion around updating this. Vicky will work on updating this document.</p> <p><i>Moved K. Rivett / Seconded N. McHardy / Carried</i></p>  |
| <b>Health and Safety</b><br>(N. McHardy)                     | None   |
| <b>Property</b><br>(A. van Schalkwyk)                        | <p>10YPP projects discussed</p> <p>The student toilets Rooms 23 - 24 is the most significant budgeted item of \$87,360 and the Boards contribution is \$16,640</p> <p>Room 28 \$18,700</p> <p>Switch board by the pool, cost \$4,000</p> <p>Carpet Room 28 cost \$5,000</p> <p>The Boards commitment over the next 5 years is \$43,170.</p> <p>We have been allocated a 5YA budget of \$644,000 as part of the 10YPP. We will look at supplementary funding for any shortfalls.</p> <p>The Board approves the 10YPP property plan.</p> <p><i>Moved V. Fenner / Seconded N. McHardy / Carried</i></p> |
| <b>Any Other Business</b><br>(A.O.B)                         | None   |
| <b>Correspondence In/Out</b>                                 | <b>Inward as per Board papers and circulated by email - See Google Drive</b>   |



| Agenda Item                    | Discussion   |
|--------------------------------|--|
|                                | <b>Outward</b> - See Google drive  |
| Public Excluded Business (PEB) | Jared Dinneen moves that we go into PEB at 6:53 pm to discuss issues to protect the privacy of natural persons and governance.<br><br>Came out of PEB at 7:27pm  |
| <b>Next Meeting</b>            | 26 June 2025, 5:00pm   |
| <b>ACTIONS</b>                 | <ul style="list-style-type: none"> <li>• Dorothy will provide clarity at the next PTN around the senior playground and the process involved.</li> <li>• Alistair to meet with Horst re swimming lessons.</li> <li>• Vicky will work on updating the Governance Manual</li> <li>• We will have a Board member info meeting for anyone interested in standing for the Board on 23 July at 5:45 - 6:30 pm.</li> <li>• Dorothy to contact Howick Painting re painting the sides of the hall</li> </ul> |

Meeting closed at 7:30pm

  
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 Presiding Member

26/06/25  
 .....  
 Date