



# MINUTES OF COCKLE BAY SCHOOL BOARD MEETING HELD ON

26 June 2025 at 5:00pm

**Present** - D. Bigwood (Principal), J. Dinneen, N. McHardy, R. Irving and K Rivett

**Apologies** - A. van Schalkwyk and V. Fenner

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

**Visitors** - Mark Bramwell

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

| Agenda Item  | Discussion  |
|--|---|
| <b>Welcome &amp; Introductions</b>                               | Welcomed Mark Bramwell  |
| <b>Declaration of any conflicts of interest for this meeting</b> | <i>None</i>   |
| <b>Related Party Transactions</b>                                | <p><b>Non - Arms Length Transaction</b> - None<br/>(items provided at a rate lower than the market value)</p> <p><b>Arm's Length transaction</b> - None<br/>(purchased at market value price no disclosure required)</p>  |
| <b>Confirmation of the minutes of the previous meeting</b>       | <i>Moved K Rivett / Seconded R Irving / Carried</i>   |
| <b>Matters arising from previous minutes not already covered</b> | <i>None</i>   |
| <b>Comms and Reminders</b>                                       | Remember to enter your time spent on Board business into the google doc.  |
| <b>Principal's Report</b>  | <p>Updated Student Cybersafety Agreement - Discussion around students not bringing smart watches, mobile phones/devices etc to school. If they bring them to school they must be turned off and kept in their bags.</p> <p>Community survey discussed - this will go out shortly</p> <p>Staffing shortages discussion - we will explore engaging a Recruitment Agent - suggested that we get several quotes.</p> <p>Dorothy fed back on the PTN meeting re suggested projects</p> <p>The School Audit is still being processed.</p> |



| Agenda Item  | Discussion   |
|--|--|
|  | <p>The Principal's report is accepted</p> <p><b>The following are approved:</b></p> <ol style="list-style-type: none"> <li>1. Email approval received, from all members, of the Rentokil quote of \$4,803.56 plus GST.</li> <li>2. Agreed to refund the tuition fees for Yitian LI - \$3,000 plus MOE levies of \$64.38 (total NZD 3,064.38 including GST) be paid.</li> <li>3. The confidential destruction of Year 6 records prior to 2021 as per the MoE School Records - Retention and Disposal Schedule Class Number 1.7.</li> <li>4. Term 2 School Doc policies have been reviewed.</li> <li>5. The Board retrospectively confirms oral approval of the Key 2 Construction Ltd \$26,742.64 (including GST) Room 28 toilet</li> <li>6. Agreed to the updated Student Cybersafety Agreement especially around students not bringing smart watches, mobile phones/devices etc to school.</li> </ol> <p><i>Moved J Dinneen / Seconded K Rivett / Carried</i></p> |
| <b>Finance</b><br>(J. Dinneen and<br>R. Irving)              | <p>The Schooled produced Financial report for the period ending 31 May 2025 discussed.</p> <p><i>Moved K Rivett / Seconded R Irving / Carried</i></p>  |
| <b>Policy and Review including SchoolDocs</b><br>(V. Fenner) | <p>No policies reviewed this meeting</p>   |
| <b>Health and Safety</b><br>(N. McHardy)                     | <p>Nothing to report</p>   |
| <b>Property</b><br>(A. van Schalkwyk)                        | <p>Quote from JCE Waterman Waterblasting quote of \$5,727 including GST to clean the awning and dome approved..</p> <p>We will look at getting several quotes for an awning above the Baty Block doors (field side) to stop the rain coming into the area and making the floors slippery.</p> <p>Bizzy Bodz agreement approved pending Alistair's final approval.</p> <p>Received John Godwin's quote of \$3,967.50 to replace the old switch board in the pool area - we will look at getting 2 more quotes.</p> <p>Howick Paintings quote of \$773.13 to touch up the hall is approved.!</p> <p><i>Moved R Irving / Seconded N McHardy / Carried</i></p>   |
| <b>Any Other Business</b><br>(A.O.B)                         | <p>Board personal liability discussed - information from Alistair van Schalkwyk read to the Board.</p>   |



| Agenda Item                           | Discussion   |
|---------------------------------------|--|
| <b>Correspondence In/Out</b>          | <b>Inward as per Board papers and circulated by email - See Google Drive</b><br><br><b>Outward - See Google drive</b>  |
| <b>Public Excluded Business (PEB)</b> | Mark Branwell left at 6:33pm<br><br>Jared Dinneen moves that we go into PEB at 6:33 pm to discuss issues to protect the privacy of natural persons and governance.<br><br>Came out of PEB at 7:09pm      |
| <b>Next Meeting</b>                   | 23 July 5:45 - 6:30pm Special Board Meeting<br>14 August 2025 at 5:00pm  |
| <b>ACTIONS</b>                        | <ul style="list-style-type: none"> <li>• Quote for awnings above the Baty Block doors</li> <li>• Two quotes for replacing the switchboard in the pool area with lockable ip rated switchboard</li> </ul> |

Meeting closed at 7:09pm

  
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Presiding Member

11/08/25  
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Date