



# MINUTES OF COCKLE BAY SCHOOL BOARD MEETING

## HELD ON

11 August 2025 at 7:00pm

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

**Apologies** - None

**In attendance** - G. Gartland took the minutes  
D. Marshall arrived at 7:14pm

**Visitors** - Solange Bason

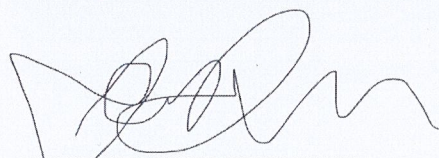
**Time spent on Board business since last meeting** [Hours spent on Board work](#)

| Agenda Item                                                      | Discussion                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Welcome &amp; Introductions</b>                               | Thank you for accommodating the change of day and time. The new Board takes over on Wednesday 13 August 2025.                                                                                                                                                                                                                                                                                               |
| <b>Declaration of any conflicts of interest for this meeting</b> | Fenner Electrical Ltd (Vicky's husband) has quoted to replace the pool sub board with a lockable board to comply with regulations.                                                                                                                                                                                                                                                                          |
| <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 N McHardy / 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>P.T.N. had a good AGM and all office holders positions were filled. Keen to get the projects underway utilising carnival proceeds - playground equipment especially for the Year 6 students.</p> <p>Looking at options for the Basketball courts, resurfacing, markings and covering at a cost of between \$40,000 and \$50,000 from Team Turf. We are looking at getting another quote and options.</p> |

| Agenda Item                                                  | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                              | <p>A parent is giving a second quote for a cover over the Baty Block doors and also resurfacing the outdoor stage.</p> <p>Pool review discussed - 3 things to consider, the physical site (access and fencing), community access and teaching water safety.</p> <p>The Board approves in principle the pool fencing up to \$40,000. The trees will be reassessed on completion of the new fencing.</p> <p>Mid Year Data presented by K Rivett and Dylan Marshall - thank you for all the work you put into preparing and presenting this data.</p> <p>The Principal's report is accepted</p> <p><b>The following items are approved:</b></p> <ol style="list-style-type: none"> <li>1. Assurances and policies</li> <li>2. Fenner Electrical Ltd quote \$1,280.00 excl GST</li> <li>3. D.P. will be added as a signatory to the BNZ accounts and be issued with a credit card.</li> <li>4. 2026 Term dates.</li> <li>5. Depreciation rates approved.</li> </ol> <p><i>Moved K Rivett / Seconded R Irving /Carried</i></p> |
| <b>Finance</b><br>(J. Dinneen and<br>R. Irving)              | <p>Rachel discussed the financial report prepared by Schooled.</p> <p>Expenditure Policy Assurance checked by Rachel Irving</p> <p><i>Moved J. Dinneen / Seconded A. van Schalkwyk / Carried</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Policy and Review including SchoolDocs</b><br>(V. Fenner) | <p>The following policies were reviewed -</p> <p>Child Protection</p> <p>Abuse Recognition and Reporting</p> <p><i>Moved R. Irving / Seconded N.McHardy / Carried</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Health and Safety</b><br>(N. McHardy)                     | <p>Concerns about the safety of the staff carpark outside the office. We have had a quote from Complete Electric Solutions for putting a barrier arm across the carpark of \$12,454.98 including GST. This quote also includes putting a support on the barrier arm in the Junior car park of \$400.</p> <p>Moved the quote from Complete Electric Solutions be accepted</p> <p><i>Moved R. Irving / Seconded K. Rivett / Carried</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Property</b><br>(A. van Schalkwyk)                        | <p>Bizzy Bodz agreement - Alistair will have one last read of it.</p> <p>The Ministry representative has all the information needed to finalise our 10YPP.</p> <p>Drainage plan discussed - Mark Bramwell to work with Dorothy.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

| Agenda Item                           | Discussion                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                       | <i>Moved A. van Schalkwyk / Seconded N McHardy / Carried</i>                                                                                                                                                                                                                                                                                                            |
| <b>Any Other Business</b><br>(A.O.B)  | <i>None</i>                                                                                                                                                                                                                                                                                                                                                             |
| <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> | Dylan and Solange left at 9:09pm<br><br>Jared Dinneen moved that we go into PEB at 9:09 pm to discuss issues to protect the privacy of natural persons and governance.<br><br>Came out of PEB at 9:36pm                                                                                                                                                                 |
| <b>Next Meeting</b>                   | 18 September 2025 at 5:00pm                                                                                                                                                                                                                                                                                                                                             |
| <b>ACTIONS</b>                        | <ul style="list-style-type: none"> <li>• PTN needs to confirm the funding to the new Board to be put towards playground upgrades</li> <li>• Get a quote for the pool fencing and fencing across the front carpark to the new barrier arm that will be installed</li> <li>• Communicate with Elmarie to see if she wishes to continue as our Property Manager</li> </ul> |

Meeting closed at 9:36pm

  
 .....  
 Presiding Member

..... **12/08/25**  
 Date