



MINUTES OF COCKLE BAY SCHOOL BOARD MEETING HELD ON

18 September 2025 at 5:15pm

Present - D. Bigwood (Principal), G. Webster (Presiding Member), S. Akania, S. Bason, M. Bramwell, N. Dykes, and K. Rivett

Apologies - None

In attendance - G. Gartland took the minutes
D. Marshall (Deputy Principal)

Visitors - None

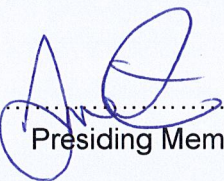
Time spent on Board business since last meeting [Hours spent on Board work](#)

Agenda Item	Discussion
Welcome & Introductions	<ul style="list-style-type: none"> Grant introduced himself and thanked everyone for standing for the Board. Governance training Tuesday, 23 September 2025 at 5:15pm. Grant went through the difference between Governance and Management, Public Excluded Business and Confidentiality. We will keep Board meetings specifically to the Agenda, if you need to bring up anything please ensure it is added to the agenda.
Declaration of any conflicts of interest for this meeting	Dorothy, Kimberley and Dylan re the Strike
Related Party Transactions	<p>Non - Arms Length Transaction - None (items provided at a rate lower than the market value)</p> <p>Arm's Length transaction - None (purchased at market value price no disclosure required)</p>
Confirmation of the minutes of the previous meeting	<i>Moved K Rivett / D Bigwood Seconded / Carried</i>
Matters arising from previous minutes not already covered	<i>None</i>
Comms and Reminders	Remember to enter your time spent on Board business into the google doc.
Principal's Report	<p>Dorothy discussed her report including the 2026 staffing process.</p> <p>The school is looking at funding an extra person to have in the pool during the school swimming season.</p>


Agenda Item	Discussion
	<p>Community use of the Swimming Pool - we have been looking at the safety, risk identification and mitigation issues. Discussed the possibility of having training for all key holders where they attend a safety briefing.</p> <p>After an in-depth discussion the Board has made the decision to close the pool this summer due to health and safety, maintenance needed in the pool area and a deeper risk assessment being completed. We will look at finding an outside provider to do the risk assessment.</p> <p>Strike Day, Thursday 23 October, Health and Safety Risks - We can't guarantee we can safely manage the school on strike day. After consideration of the Health Safety risks and the management of the school the Board made the decision to close the school on strike day. The Board will communicate this to the school community. It will be signed by the Presiding member on half of the Board.</p> <p>The Principal's report is accepted</p> <p>Moved that the following items be approved -</p> <ul style="list-style-type: none"> • The NZPF Principal's Legal Advice Support Scheme invoice of \$450 including GST. • The 2026 revised school dates that include two MoE allocated Teacher Only Days in 2026, that we do not need to make up. Our last day for 2026 will now be 15 December. • Quote from Construction Cost Consultants of \$2,575.00 + GST to evaluate the school owned assets. • Bizzy Bodz contract suggested amendments. Dorothy will discuss these with them. • Elmarie van Rensburg, from APF Ltd, reappointed as the Property Manager. <p><i>Moved S Akania / S Bason Seconded / Carried</i></p>
Finance (G Webster, S Bason)	<p>August Financial Report provided by Schooled discussed. Action point for the locally raised funds to be checked as the 2024 numbers looked incorrect.</p> <p><i>Moved K Rivett / N Dykes Seconded / Carried</i></p>
Policy and Review including SchoolDocs (N Dykes)	<p>The assurances and reviews for this term have been done.</p> <p><i>Moved S Bason / M Bramwell Seconded / Carried</i></p>
Health and Safety (N Dykes, S Akania)	<p>Sian attended the Health & Safety meeting this week. There were no issues raised with the Board.</p>
Property (M Bramwell)	<p>TigerTurf design for the top court by the pool shown and discussed. The quote received is \$62,870 + GST. Moved the quote be accepted. Accepted by all</p> <p>It was requested that the PTN was formally thanked for their donation towards the AstroTurf project.</p>

Agenda Item	Discussion
	<p>We would like to see drainage improvements outside rooms 1 - 3 added to the 10YPP - We will arrange a CCTV investigation of these drains. We will also ask if the pool fencing can be added to the 10YPP.</p> <p><i>Moved S Akania / Seconded G Webster / Carried</i></p>
Any Other Business (A.O.B)	<i>None</i>
Correspondence In/Out	<p>Inward as per Board papers and circulated by email - See Google Drive</p> <p>Outward - See Google drive</p>
Public Excluded Business (PEB)	None
Next Meeting	30 October 2025 at 5:15pm
ACTIONS	<ul style="list-style-type: none"> • Dorothy to contact Bizzy Bodz re recommended changes • Dorothy to draft the strike communication and circulate it around the Board • Dorothy to review the finance report with Schooled • Solange will draft the pool closure notification to the parent community • CCTV investigation of the drains outside Rooms 1 - 3 • Risk assessment of the swimming pool

Meeting closed at 7:19pm



 Presiding Member



 Date