



## MINUTES OF COCKLE BAY SCHOOL BOARD MEETING HELD ON

30 October 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** - D. Marshall

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> - None (items provided at a rate lower than the market value)</p> <p><b>Arm's Length transaction</b> - None (purchased at market value price no disclosure required)</p>
Confirmation of the minutes of the previous meeting	Moved K. Rivett / Seconded M. Bramwell / Carried
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>The Annual Plan is a working document and the tabs on the side are an end of year summary if you want to look at the additions.</p> <p>Flexible Working Arrangements are increasingly requested by staff for 2026.</p> <p>The Principal's report is accepted</p> <p><b>The following are approved:</b></p> <p>1. The <b>draft 10 Year Property Plan</b> has been approved by the board</p>

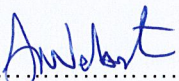


Agenda Item	Discussion
	<p>2. The following quotes for are approved:</p> <ul style="list-style-type: none"> <li>- Tap quote from B F Brown of \$3,155.60 incl GST to replace taps in the Peterson Block girls and boys toilets as per maintenance report. Taps run for 7 secs.</li> <li>- Akron Trade Centre Pool preparation, materials and paint quote \$4,092.59 incl GST</li> <li>- D S Trees -Tree trimming and checks \$9,936.00 incl GST</li> <li>- Coleman Residential P.E. Roof repair \$8,273.30 incl GST</li> <li>- FenceMaster quote for fencing out the front of school \$3,410.00 + GST</li> <li>- Schooled Financial Services for 2026 \$19,872.37 excl GST</li> </ul> <p>3. Students attending one-day schools will be marked as Q for attendance.</p> <p>4. Pool risk Assessment (Amotto) quote \$ 4,250.00 + GST. This invoice was deferred due to further discussion regarding the pool.</p> <p>5. Agreed to refund international fees of NZ \$2,538.65 (incl GST) to the parents of Hong Han Ye who is now unable to come to New Zealand.</p> <p>6. Approved payment of the NZSBA Subscription 1 January - 31 December 2026 of \$1,508.72 including GST.</p> <p>7. Gallagher insurance quote of \$33,419.73 including GST accepted upon increasing the Business Interruption section, specifically under the Additional Increased Cost of Working, limit of \$100,000 to \$200,000. This will increase the annual cost by \$198 plus GST.</p> <p>8. Dorothy will get another quote for the stairs and then the Board moved that she can accept the cheapest quote.</p> <p><i>Moved S. Akania / Seconded K. Rivett /Carried</i></p>
<b>Finance</b> (G Webster, S Bason)	<p>August Financial Report provided by Schooled discussed.</p> <p>The Bizzy Bodz contract will be signed with minor changes - contract changed from 5 years to 3 years. The restraint against the School as to additional activities being restricted was limited under 8.5.</p> <p>2026 School donation was discussed and it was agreed we would increase it from \$320 to \$334.</p> <p><i>Moved S. Bason / Seconded N. Dykes / Carried</i></p>
<b>Policy and Review including SchoolDocs</b> (N Dykes)	<p><i>Moved M. Bramwell / Seconded S. Bason / Carried</i></p>
<b>Health and Safety</b> (S Akania)	<p>No meeting this month. Most of the work was around the Year 4 Willow Park Camp.</p>
<b>Property</b> (M Bramwell)	<ul style="list-style-type: none"> <li>● Mark has worked on the front fence and the pool fencing. The pool fencing should start around 10 November.</li> </ul>



Agenda Item	Discussion
	<ul style="list-style-type: none"> <li>The Tiger Turf of the courts will be done in the New Year</li> <li>10YYP meeting with Elmarie and Nick van Rensburg with possible Board projects discussed.</li> </ul> <p><i>Moved S. Bason / Seconded S. Akania / Carried</i></p>
<b>Any Other Business</b> (A.O.B)	We have engaged Julie Schumacher to work with the Board on a 4 year Strategic Plan.
<b>Correspondence In/Out</b>	<p><b>Inward as per Board papers and circulated by email - See Google Drive</b></p> <p><b>Outward - See Google drive</b></p>
<b>Public Excluded Business (PEB)</b>	<p>Grant Webster moves that we go into PEB at 6:24 pm to discuss issues to protect the privacy of natural persons and governance.</p> <p>He also moved that D. Marshall be permitted to remain at this meeting due to his knowledge on these matters, after the public has been excluded.</p> <p>Out of committee at 7:50pm</p>
<b>Next Meeting</b>	4 December 2025
<b>ACTIONS</b>	<ul style="list-style-type: none"> <li>Dorothy will get another quote for the stairs.</li> <li>Solange to look at the wording of the donation letter to see if we can increase the percentage of donations made.</li> </ul>

Meeting closed at 7:50pm

  
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 Presiding Member

3/12/2025  
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 Date