



## MINUTES OF COCKLE BAY SCHOOL BOARD MEETING HELD ON

17 February 2026 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 and G. Gartland took the minutes

**Visitors** - None

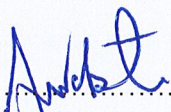
**Time spent on Board business since last meeting** [Hours spent on Board work](#)

Agenda Item	Discussion
<b>Welcome &amp; Introductions</b>	Welcome to the first meeting of the 2026 school year. Election of 2026 Presiding Member - nominated Grant Webster and duly elected.
<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> (items provided at a rate lower than the market value) None</p> <p><b>Arm's Length transaction</b> (purchased at market value price no disclosure required) None</p>
<b>Confirmation of the minutes of the previous meeting</b>	Minutes 3 December 2025  <i>Moved K Rivett / Seconded / M Bramwell 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>	<ul style="list-style-type: none"> <li>• Exceptionally strong start to the year due to the combined efforts of all the staff.</li> <li>• "Getting to Know You" conferences at the beginning of the year were well received.</li> <li>• Kimberley is thanked for the furniture roll out.</li> <li>• The Swimgym programme has been very professional and students are enjoying the programme. One small issue is some of the children are finding the pool cold. The teachers are providing feedback after each</li> </ul>

Agenda Item	Discussion
	<p>lesson that includes numbers of swimmers/non swimmers, behaviour etc.</p> <ul style="list-style-type: none"> <li>● Discussion around whether we need to look at the options of heating the swimming pool and upgrading the pool cover. We will look at the current quotes sent from Swimgym and also look at getting another two quotes and a quote for a thermal cover.</li> <li>● Strategic/Annual plans will be put on the website and Solange will look at the long term presentation design and Solange has looked at the long term presentation design.</li> <li>● Attendance Management plan and codes discussed - short guidelines to be put together around the attendance code "Q" to show categories the school can approve without going to the Board, anything outside this will be sent to the Board for approval.</li> <li>● OIA letter received and draft reply discussed. Agreed Dorothy could send the reply.</li> </ul> <p>The Principal's report is accepted</p> <p><b>The following are approved:</b></p> <ol style="list-style-type: none"> <li>1. Addition to the budget for additional heat pumps of approximately \$27,000.</li> <li>2. Agreed to refund international fees paid to the following students who are unable to come to New Zealand - <ul style="list-style-type: none"> <li>● <b>Jiqi Zhao</b>, (NZ \$1,042.92 incl GST),</li> <li>● <b>Yiran Wang</b>, (NZ \$2,032.19 incl GST),</li> <li>● <b>Yiheng Wang</b>, (NZ \$2,032.19 incl GST) and</li> <li>● <b>Yuxuan Dong</b>, (NZ \$2,032.19 incl GST).</li> </ul> </li> <li>3. The Attendance Plan is approved and will be placed on the website.</li> <li>4. The Year 5 Camp Risk Assessment Plan is approved (not yet shared). Delegated the approval to Sian and Dylan once the discussion points are amended in the plan.</li> <li>5. As per the 30 October 2025 Board minutes <i>"Dorothy will get a second quote for the stairs to the outside stage and various ones around the school and the Board approved we accept the lowest quote."</i></li> </ol> <p><i>Moved S Bason / Seconded G Webster / Carried</i></p>
<p><b>Finance</b> (G Webster, S Bason)</p>	<p>The Schooled Financial Report discussed.</p> <p><i>Moved S Akania / Seconded N Dykes / Carried</i></p>
<p><b>Policy and Review including SchoolDocs</b> (N Dykes)</p>	<p>All up to date</p> <p><i>Moved K Rivett / Seconded M Bramwell / Carried</i></p>
<p><b>Health and Safety</b> (N Dykes, S Akania)</p>	<ul style="list-style-type: none"> <li>● Dorothy and Sian did an online course - Health and Safety Guidance and Advice for NZ School Boards. We need to look at upskilling all the staff on recognising abuse, possibly an online course.</li> <li>● We also need to look at our processes on school outings for volunteers and non school staff on school trips and come up with standard</li> </ul>

Agenda Item	Discussion
	<p>procedures across the school. First look at what we have at present and are currently doing.</p> <ul style="list-style-type: none"> <li>• Discussion around the points raised in Sian's email re the Year 5 Camp Risk Assessment Plan - water safety, how many people, burns, water hazards. Sian agreed with the discussion outcomes.</li> </ul>
<p><b>Property</b> (M Bramwell)</p>	<p>Well done Mark with the turf installation, it looks great and the children are enjoying it. The pool fencing is completed.</p> <p><i>Moved N Dykes / Seconded S Bason / Carried</i></p>
<p><b>Any Other Business</b> (A.O.B)</p>	<p>Look at the Food and Nutrition policy at the next meeting.</p>
<p><b>Correspondence In/Out</b></p>	<p><b>Inward as per Board papers and circulated by email - See Google Drive</b></p> <p><b>Outward - See Google drive</b></p>
<p><b>Public Excluded Business (PEB)</b></p>	<p>Grant Webster moves that we go into PEB at 7:20 pm to discuss issues to protect the privacy of natural persons and governance.</p> <p>D Bigwood, D Marshall and G Gartland left the meeting.</p> <p>Out of PEB at 7:24pm</p>
<p><b>Next Meeting</b></p>	<p>18 March 2026</p>
<p><b>ACTIONS</b></p>	<ul style="list-style-type: none"> <li>• Mark to look at a tree near the pool to see if it needs to be removed.</li> <li>• Solange to look at the long term presentation design of the Strategic/Annual Plan.</li> <li>• Policy on Food and Nutrition to be circulated around the Board and discussed at the next meeting.</li> <li>• Ginny to contact the Council re Pool fencing compliance</li> </ul>

Meeting closed at 7:24pm



Presiding Member

19 March 2026

Date