COCKLE BAY SCHOOL
STRIVE ON
Mahi Kaha

MINUTES OF COCKLE BAY SCHOOL BOARD MEETING HELD ON

19 March 2026 at 5:00pm

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
Welcome & Introductions	Thank you to everyone for coming at the earlier time.
Declaration of any conflicts of interest for this meeting	*None*
Related Party Transactions	**Non - Arms Length Transaction** - None (items provided at a rate lower than the market value) **Arm's Length transaction** - None (purchased at market value price no disclosure required)
Confirmation of the minutes of the previous meeting	*Moved K. Rivett / Seconded S. Akania/ Carried*
Matters arising from previous minutes not already covered	Auckland Council only does audits of residential pool fencing.
Comms and Reminders	Remember to enter your time spent on Board business into the google doc.
Principal's Report	Alcohol Policy - discussion around consuming alcohol on the school grounds outside school hours. Approval will be needed for social events e.g. PTN organised events, Celebration Night etc. The Board is satisfied that approval can be orally. Thank you to - • the staff who worked so hard on Year 5 camp organisation, especially Dylan, Liz and Vicky; • Mark for his work on the pool heating; • Sian for her work with the RAS forms.

Agenda Item	Discussion
	Compliance around school closing has been tightened so the school will not be closing at 12:30pm for conferences and the end of term. Schools must be open for 2 hours in the morning and 2 hours in the afternoon. The Board will need to consider the possibility of having the pool open to the community and what this would entail. Follow up with the Ministry re opening the pool as discussed during their visit on 2 February 2026 as we have not heard back from them. The Principal's report is accepted **The following are approved:** 2. Board Governance Manual 2025 Delegations #4 : ***Delegated Authority for the Principal to Nominate an Acting Principal*** *The Board delegates to the Principal the authority to nominate an acting Principal, except where the Board, at its discretion otherwise determines, and such person shall, in the absence of the Principal from duty and for the full periods of such absence, perform all the duties and powers of the Principal.* ***Delegated Authority for Finance*** *The Board delegates to the Finance Committee the functions outlined in the Committee table.* *The Board requires two Administrators of the schools accounts to authorise electronic payments. The authorisers will be: the Principal, the Deputy Principals (2) and Presiding Member, or alternatively two Schooled approved authorisers.* ***Delegated Authority for Personnel*** *The Board delegates and minutes powers under The Education and Training Act 2020 (Functions and Powers of Boards, Subpart 5, clause 128) related to personnel issues to the Personnel Committee.* ***Delegated Authority for Property*** *The Board delegates to the Property Committee the functions outlined in the Committee table.* ***Delegated Authority for Health & Safety*** *The Board delegates to the Health and Safety Committee the functions outlined in the Committee table.* ***Delegated Authority for Policy and Review*** *The Board delegates to the Policy and Review Committee the functions outlined in the Committee table.* ***Delegated Authority for Student Discipline*** *The Board delegates to the Student Discipline Committee the functions outlined in the Committee table.* ***Delegated Authority for Privacy Officer*** *The Board approves the Principal as the Privacy Officer.* 3. The Analysis of Variance 2026 is accepted.

Agenda Item	Discussion
	4. The Writing Target 2026 is approved. 5. The 5YPP is approved. 6. The Attendance Codes for Cockle Bay School are approved. 7. Pool heating and electrical works of $13,798, including GST - approved unanimously by email. The fencing cost of $4,790 excluding GST is also approved. 8. Kone invoice of $5,428.00 including GST, for the remediation work required to the lift to ensure we get our building warrant of fitness approved. *Moved S. Akania / N. Dykes Seconded / Carried*
Finance (G Webster, S Bason)	The Schooled February Financial Report discussed. The 2026 Budget is approved with an operating deficit of $34,250 Cyclical Maintenance Plan is approved as per the 2026 budget *Moved K. Rivett / Seconded S. Bason / Carried*
Policy and Review including SchoolDocs (N Dykes)	RAS forms for camp, H & S meeting. Approval for RAS forms for Tōtara Springs needed. *Moved M. Bramwell / Seconded S. Akania / Carried*
Health and Safety (N Dykes, S Akania)	Year 6 camp RAS forms completed and approved by all members except the Presiding Member who approved them later that night by email.
Property (M Bramwell)	The pool heating has increased the water temperature significantly. Discussion around Board contribution towards 5YA. *Moved S. Bason / Seconded G. Webster / Carried*
Any Other Business (A.O.B)	*None*
Correspondence In/Out	**Inward as per Board papers and circulated by email** - See Google Drive **Outward** - See Google drive
Public Excluded Business (PEB)	Grant Webster moves that we go into PEB at 6:24 pm to discuss issues to protect the privacy of natural persons and governance. 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. Out of committee at 6:53pm

Agenda Item	Discussion
Next Meeting	30 April 2026 at 5:00pm
ACTIONS	

Meeting closed at 6:53pm

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Presiding Member

30/4/2026
Date