COCKLE BAY SCHOOL
STRIVE ON
Mahi Kaha

MINUTES OF COCKLE BAY SCHOOL BOARD MEETING HELD ON

30 April 2026 at 5:00pm

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

Apologies - N. Dykes

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	Welcome to everyone
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 19 March 2026	*Moved S. Akain / Seconded S Bason / 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	Thank you everyone for your understanding re additional items emailled to you. Mid Year and End of Year reporting will be different this year. Changes discussed including Common Components that have to be included in the report. • Annual Implementation Plan discussed • 2026 School Review Schedule checked • EOTC Safety Management Plan - aspirational statements discussed, some details elaborated, and Board agreed that they are realistic; EOTC camps and bookings for second half of the year shared (doc).

Agenda Item	Discussion
	• Safety Checks: Vulnerable Children's Act (2014) distributed to schools last year, changes have been made to strengthen processes (Children's Worker Periodic Safety Checking Cover Sheet, one for new employees); risk assessment must be done to assure that each person is safe to work with children, including self report annually for us. • Attendance Management Plan: on website, Board has reviewed this prior; processes clarified (actions, SMS, how we are tracking students). • ERO Self-Audit Checklist discussed The Principal's report is accepted and moved the following • The Statement of Variance 2025 addition (Writing) is approved (by unanimous email 23 March 2026). • Agreed to refund international fees paid for Yucheng BO who was unable to come to New Zealand - (NZ $2,042.92 incl GST). *Moved M Bramwell / Seconded K Rivett / Carried*
Finance (G Webster, S Bason)	The Schooled 31 March 2026 Financial Report discussed. Replacement of the staffroom stove approved. *Moved S Akania / Seconded S Bason / Carried*
Policy and Review including SchoolDocs (N Dykes)	Board approves the policy updates for School Swimming Pool and Education Outside the Classroom. *Moved K Rivett / Seconded M Bramwell / Carried*
Health and Safety (N Dykes, S Akania)	
Property (M Bramwell)	Drains have been cleaned. We will get quotes for the replacement of the tiles out the front of the office that had cracked. *Moved S Akania / Seconded / 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 moved that we go into PEB at 6:51pm 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.

Agenda Item	Discussion
	Out of committee at 6:59pm
Next Meeting	18 June 2026 at 5:00pm
ACTIONS	• Quotes to replace the tile at the entrance to the office

Meeting closed at 6:59pm

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Presiding Member

29 June 2026
Date