



**MINUTES OF COCKLE BAY SCHOOL BOARD MEETING
HELD ON**

15 August 2024 at 5:00pm

Present - D. Bigwood (Principal), J. Dinneen, N. McHardy, A. van Schalkwyk, V. Fenner, R. Irving and K Rivett

Apologies - None

In attendance - P. Rossiter and G. Gartland took the minutes

Visitors - None

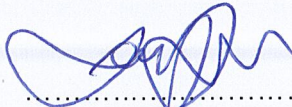
Time spent on Board business since last meeting [Hours spent on Board work](#)

Agenda Item	Discussion
Welcome & Introductions	2025 Board elections - proposed date is May 2025 but not confirmed at this stage. Jared will be stepping down but will stay on to help the new Board during the transition period. We need to see if there are members within the community we can target.
Declaration of any conflicts of interest for this meeting	<i>None</i>
Related Party Transactions	<p>Non- Arms Length Transaction (items provided at a rate lower than the market value)</p> <p>Arm's Length transaction (purchased at market value price no disclosure required)</p> <p>BF Brown Plumbing and Drainlaying Inv# 3894 \$272.91 (Bad smell coming from office entrance. Cap off open sewer pipe)</p> <p>BF Brown Plumbing and Drainlaying Inv# 3985 \$2,617.81 (new boiler unit in the staffroom)</p>
Confirmation of the minutes of the previous meeting - 20 June 2024	<i>Moved R. Irving / Seconded V. Fenner/ 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	<ul style="list-style-type: none"> ● Proposed changes to the end of year celebrations discussed. ● Collecting and sharing of mid year data presented by Kimberley and Phebe in Reading, Writing and Mathematics <p>The Principal's report is accepted</p> <ul style="list-style-type: none"> ● The Board approved the Concrete Floors Ltd quote of \$36,259.50

Agenda Item	Discussion
	<p>including GST for concreting the front carpark.</p> <ul style="list-style-type: none"> ● Agreed to refund international fees of NZ \$1,532.19 (incl GST) to the parents of ZiRui Zhang who is now unable to come to New Zealand. Total made up of tuition fees \$1,500.00, MOE levies \$32.19. ● 2025 International fees confirmed - up to 4 weeks \$2,000 additional weeks \$500 per week, 2 terms \$9,000, 3 terms \$12,000 and 1 year \$14,000 plus a \$500 Administration fee and appropriate MoE Levy. ● Howick Glass quote of \$1,135 including GST accepted to reglaze the Room 22 windows <p><i>Moved K. Rivett / Seconded V. Fenner / Carried</i></p>
<p>Finance (J. Dinneen and R. Irving)</p>	<p>CES end of July report discussed</p> <p>Fixed Asset Register and Depreciation Rate approved - no changes made</p> <p><i>Moved N. McHardy / Seconded A. van Schalkwyk / Carried</i></p>
<p>Policy and Review including SchoolDocs (V. Fenner)</p>	<p>The following policies were reviewed</p> <ul style="list-style-type: none"> ● Performance Management ● Protected Disclosure <p><i>Moved R. Irving / Seconded N. McHardy / Carried</i></p>
<p>Health and Safety (N. McHardy)</p>	<p>None</p>
<p>Property (A. van Schalkwyk)</p>	<ul style="list-style-type: none"> ● Suggestions for projects to consider - a path from the corner of the senior playground to the Junior School and steps beside the slide. Look at the roof on the pool area - Alistair will obtain a quote for this ● The process has started for the next 10YA ● The possibility of the Board purchasing a classroom discussed <p><i>Moved A. van Schalkwyk / Seconded N. McHardy / Carried</i></p>
<p>Any Other Business (A.O.B)</p>	<p>None</p>
<p>Correspondence In/Out</p>	<p>Inward as per Board papers and circulated by email - See Google Drive</p> <p>Outward - See Google drive</p>
<p>Public Excluded Business (PEB)</p>	<p>Motion Jared Dinneen moves that we go into PEB at 6:56pm to discuss issues to protect the privacy of natural persons.</p> <p>He also moved that P. Rossiter be permitted to remain at this meeting due to her knowledge on these matters, after the public has been excluded.</p> <p>Out of meeting at 7:05pm</p>
<p>Next Meeting</p>	<p>Thursday 12 September 2024, 5:00pm</p>

Agenda Item	Discussion
ACTIONS	<ul style="list-style-type: none">• Ginny - How are we tracking re the collection of activity fees and donations?• Dorothy to contact Macleans College and BBI to see who their Property Manager is• Alistair to look at getting a quote for the pool roofing

Meeting closed at 7:05pm


.....
Presiding Member

12/09/24
.....
Date