



MINUTES OF COCKLE BAY SCHOOL BOARD MEETING

HELD ON

4 November 2024 at 5:00pm

Present - D. Bigwood (Principal), J. Dinneen, N. McHardy, A. van Schalkwyk, V. Fenner, and K Rivett
R. Irving arrived at 5:20pm

Apologies - P. Rossiter

In attendance - G. Gartland

Visitors - None

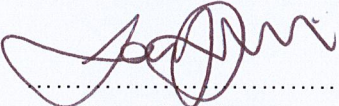
Time spent on Board business since last meeting [Hours spent on Board work](#)

Agenda Item	Discussion
Welcome & Introductions	Welcome to everyone
Declaration of any conflicts of interest for this meeting	None
Related Party Transactions	<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) Launchpad Inv #4495 \$2,139 (including GST) Supply signs and school map</p>
Confirmation of the minutes of the previous meeting	<p>The following resolution was approved by all Board members via email.</p> <p><i>The board resolves to transfer the Limited Power of Attorney from Canterbury Education Services to Schooled Ltd from 1 October 2024 as per the Power of Attorney Appointing Attorney to Act for Principal in Specified Circumstances documentation provided.</i></p> <p><i>Moved / Seconded J Dinneen / Carried</i></p>
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	<ul style="list-style-type: none"> • Thanks to Kimberley and Phebe for leading the school in Dorothy's absence. • Dorothy gave a short overview of her trip and thanked the Board for allowing this trip. • Strategic Plan 2025 - 2027 discussed and approved • Final report on the annual plan

Agenda Item	Discussion
	<ul style="list-style-type: none"> ● The Waterwise programme and the school commitment (staffing costs and risks) to this programme were discussed. We will look into the further of this programme to mitigate the risk, possible Year 5 Surf Education and Year 6 Sailing at BBYC. ● SAP confidentiality discussed re Privacy, especially where the Board does not see the children's names. Can the Board approve the SAPs without seeing the full document with names? The school is to come up with a process so that the SAPs provided to the Board do not disclose the names of students with needs. ● Neighbours' concerns re the bark going onto his property. We will consider this as part of the 10 Year Property plan and in the meantime we will look at putting some netting along the fence line. The Property team will monitor this weekly and clear regularly. ● 2025 Carnival focus - upgrade of the Senior playground but it will be a minimum, 3 year project. Jared will communicate this to the PTN. ● Staffing Usage - we need to put more into the 2025 staffing budget. ● International Policies - Refund of Tuition Fees Paid By International Students and International Education Policy reconfirmed. ● The Privacy Commissioners, Board of Trustees and Privacy link was emailed to the Board and individual members all confirmed they had received it. <p>The Principal's report is accepted</p> <p><i>Moved K. Rivett / Seconded J. Dinneen / Carried</i></p>
Finance (J. Dinneen and R. Irving)	<ul style="list-style-type: none"> ● Bizzy Bodz contract is due for renewal - they are wanting a 5 year contract. The Board is open to this - Alistair to respond to Jo re the renewal. ● Schooled October report discussed. ● Cyclical Maintenance plan worked through.. We need to go for a "walk around" and prioritise what needs to be done. ● Board Budget meeting planned for 28 November, 8:45am. <p><i>Moved N. McHardy / Seconded A. van Schalkwyk / Carried</i></p>
Policy and Review including SchoolDocs (V. Fenner)	<p>The following policies were reviewed by the Board -</p> <ol style="list-style-type: none"> 1. Finance and Asset Management 2. Managing Income and Expenditure 3. Financial Conflicts of Interest - a Financial conflicts of Interest Register will be started 4. Asset Management and Protection <p><i>Moved R. Irving / Seconded N. McHardy / Carried</i></p>
Health and Safety (N. McHardy)	None
Property (A. van Schalkwyk)	Quote for replacing the roof of the pool changing area from Transformation Roofing, \$4,830 including GST, discussed and accepted.

Agenda Item	Discussion
	<i>Moved A. van Schalkwyk / Seconded N. McHardy / Carried</i>
Any Other Business (A.O.B)	Discussion held re using Buses with seat belts. We got quotes from other companies that use belts and without seat belts. The Coach Company (belts) quote is significantly cheaper so we will use them in 2025.
Correspondence In/Out	Inward as per Board papers and circulated by email - See Google Drive Outward - See Google drive
Public Excluded Business (PEB)	Motion Jared Dinneen moves that we go into PEB at 7:21pm to discuss issues to protect the privacy of natural persons. Out of meeting at 7:31pm
Next Meeting	5 December 5:00pm followed by Dinner at the Good Home
ACTIONS	<ul style="list-style-type: none"> ● The school is to come up with a process so that the SAPs do not disclose the names of students with needs to the Board. ● Alistair to contact Bizzy Bodz re a 5 year renewal ● We need to go for a "walk around" and prioritise what work needs to be done from the 2024 Cyclical Maintenance Plan ● Get a quote from Schooled re updating our Asset Register

Meeting closed at 7:31pm


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Presiding Member

05/12/24
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Date