



MINUTES OF COCKLE BAY SCHOOL BOARD MEETING HELD ON

5 December 2024 at 5:00pm

Present - D. Bigwood (Principal), J. Dinneen, N. McHardy, V. Fenner, R. Irving and K. Rivett. A. van Schalkwyk arrived at 6:35pm

Apologies - None

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

Visitors - None

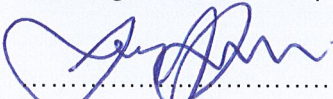
Time spent on Board business since last meeting [Hours spent on Board work](#)

Agenda Item	Discussion
Welcome & Introductions	Welcome to the last Board meeting of the year. We need to look at getting some possible Board candidates for the 2025 elections in September so they can come along to the Board meetings.
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) <i>None</i></p> <p>Arm's Length transaction (purchased at market value price no disclosure required) B F Brown Plumbing & Drainlaying Inv #4158 \$521.13 (including GST) Leaking hose tap in the pool, redirect the pipe and install new hose tap.</p>
Confirmation of the minutes of the previous meeting	<i>None</i> <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	<p>Sincere thanks to Jared as the Presiding member, members of the Board, Kimberley, Phebe and the staff for their support during 2024.</p> <p>Thank you to Kimberley and Phebe for the achievement data presentation on Reading, Writing and Maths.</p> <p>The Principal's report is accepted</p>

Agenda Item	Discussion
	<p>Motions</p> <p>The following are approved:</p> <ul style="list-style-type: none"> ● Term 4 Board Assurances have been met. A nominated board member will assure the board at the first meeting in 2025 that they have completed three randomly timed checks of the processes and authorisations used to make payments to staff members. Rachel Irving will do this in the next couple of weeks. ● Selling the old Chromebooks for \$70 each and purchasing 200 new Chromebooks as per the draft 2025 Budget. ● The Auditor - General appoints David Walker from Audit New Zealand as auditor for Cockle Bay School for the next 3 years - 2025, 2026 and 2027. <p><i>Moved K. Rivett / Seconded J. Dinneen / Carried</i></p>
<p>Finance (J. Dinneen and R. Irving)</p>	<p>Cynical maintenance and next steps discussed. Thank you to Nicole for “walking through” the classrooms so this could be updated.</p> <p>Dorothy will speak to the PTN at their next meeting re the sponsorship for the 2025 Carnival. She will suggest using the school newsletter, Facebook and website as possible options.</p> <p>Motions</p> <p>The following are approved:</p> <ul style="list-style-type: none"> ● The audit fee proposal from Audit New Zealand ● 2025 Draft Budget ● The asset register quote is approved in principle but we need to talk through the actual process. ● Pool keys \$150 for the season (approximately December 2024 - end of March 2025) <p><i>Moved V. Fenner / R. Irving Seconded / Carried</i></p>
<p>Policy and Review including SchoolDocs (V. Fenner)</p>	<p>Asset Management and Protection policy - 5 year asset management plan will be developed in 2025.</p> <p><i>Moved R. Irving / Seconded N. McHardy / Carried</i></p>
<p>Health and Safety (N. McHardy)</p>	<p>No meeting held as no urgent matters</p> <p>We have booked the Bucklands Beach Yacht Club sailing programme for Term 4, 2025. This will be offered to Year 6 students.</p>
<p>Property (A. van Schalkwyk)</p>	<p>Cynical maintenance and next steps discussed.</p> <p>Quote from Sam at Howick Painting Services, \$10, 837.83 (including GST) for painting the interior of classrooms 1, 2 and 3 plus ICT door approved by emails from all the Board.</p>

Agenda Item	Discussion
	<p>Two paving quotes received for the pavers outside Room 5 & 6 - Stanley Paving \$8,424.90 including GST and Paving + Concrete Solutions \$18,036.40 including GST. It was decided that we will get a quote for concreting this area.</p> <p>Maybe we could look at exploring the option of putting a high fence down the bank to stop balls, rubbish etc going into the neighbours property.</p> <p>Roof in the pool area has been replaced.</p> <p>Motion</p> <p>The following is accepted: Quote from Transformation Roofing of \$7,820 including GST, to chem wash all the roofs and clean out the guttering around the school</p> <p><i>Moved K. Rivett / Seconded N. McHardy / Carried</i></p>
<p>Any Other Business (A.O.B)</p>	<p>Jared thanked everyone for their governance and strategic guidance as a Board this year. Dorothy thanked Jared for his role as the Presiding member.</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 7:06pm</p>
<p>Next Meeting</p>	<p>27 February 2025, 5:00pm</p>
<p>ACTIONS</p>	<ul style="list-style-type: none"> ● Rachel will look at processes and authorisations used to make payments to staff members ● Dorothy will speak to the PTN at their next meeting re the sponsorship for the 2025 Carnival ● 5 year asset management plan will be developed in 2025 ● Nicole to obtain a quote for having the paving area behind Rooms 5 & 6 concreted ● Principles/Guidelines for dealing with serious complaints referred to the Board to be put together - when to involve the whole Board

Meeting closed at 7:30pm


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Presiding Member

27/02/25
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Date