

**VERRAN PRIMARY SCHOOL  
BOARD OF TRUSTEES MEETING MINUTES**

**Monday 1 November 2010**

**Start time:** 7.00pm

**Present:**

Jo Bramley	Jeanette Dunning
Jo Cancare	Craig Hazeldine
Paulette Watt	Maryrose Barker
Leonie Sykes	

**Apologies:** Isaac Driver

**Minutes of last meeting** CH/JD

**Finance**

Budgeted expenditure is on track. The PSG will present a cheque from the fundraising account to the Board. Adjustments to the budget will be sent to Leading Edge. The budgeted deficit will be decreased.

Proposed: JC  
Seconded: JB  
Carried

Audited notes have been received from Hayes Knight. They outline that we must not operate with a budgeting deficit. **JC**

A procedures manual should be written for the admin area. **LS**

A Certificate of Exemption is required from Just Simply Ltd. **JD**

A Cyclical Maintenance plan should be put in place. **JC**

A Strategic Plan timetable will be sent to Leading Edge. **JD**

**Property Development**

**Library**

Building consent for the library has now been received. **CH**

**Front Fence**

The pedestrian gate doesn't lock. Isaac will get three quotes for the fence project. **ID**

**New Classroom.**

We are waiting for The Ministry to respond to the paperwork that was submitted by Matthew Ensoll. Due to staffing changes The Ministry are slow at responding.

**Planning for the Year**

Data Projectors – carried forward **JB**

Heating – awaiting Ministry payment of 10% retention. **CH**

SECURITY LIGHTING – awaiting Ministry approval. **CH**

ROOFING – awaiting Ministry approval

CH

PAINTING- Craig will get 3 quotes for the painting of Rooms 5 and 6.

SHADE SAILS – this project has been put on hold until the new classroom project is completed. Permanent weatherproof options will then be looked at.

### **Strategic Plan Meeting**

The date of the next meeting is to be advised. The parent survey results will be analysed, issues will be prioritised and a final plan will be ready by the end of the year.

### **New Teacher**

Management will employ one permanent and one fixed term teacher in the Junior school so that class numbers will be reduced.

### **Policies for Review**

The following policies were reviewed and amended as appropriate:

International Students Policy  
Performance Review Policy

### **Principal's Report**

Copy on file.

### **Correspondence In**

See list on Agenda.

### **General Business**

The Board self-assessment will be done at the next meeting. Next year we will budget for a consultant.

Dogs have been brought to school and tied up while the owners are in the classrooms. A message will be put in the next newsletter about dog owners staying with their dogs at all times.

**Meeting Closed:**

9.00pm

**Next Meeting:**

29<sup>th</sup> November 2010