

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

Monday 15 March 2010

Start time: 7.05pm

Present:

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

Maryrose Barker arrived at 7.30

Minutes of last meeting JB/JD

Finance

JC

A loss was made in 2009 of \$12,722 with depreciation at \$31,000. This compares with a deficit in 2008 of \$ 51,000. Kerry Dean from Leading Edge will advise us on reducing working capital. There was a drop in working capital from \$ 8,000 in 2008 to \$ 3,000 in 2009.

10% retention for airconditioning system is to be requested.

CH/LS

Property Development

Library

North Shore City Council inspected the drainage system of the library. They requested five documents before they can sign off –

1. PS4 form from Merino Consultants
2. Certification from the Somerset Plumbing
3. Certification from the drainlayer
4. manuals to be completed
5. paperwork

A dinner by way of the opening of the library was discussed.

Front Fence

Carried forward.

CH

Board Election

Current Board members who are re-standing are to submit their nomination forms.

New Classroom and hall up-grade

Matthew Ensol and Graeme from Red Parrot have suggested that the hall upgrade is done in three stages. Econobuild are to give us a quote.

There may not be funds in the next allocation of the 5YA to use for the hall re-build.

Matthew and Graeme suggested building a resource room between the Room 8 and 10 cloakrooms.

Carparking

Payment was received into our account at the end of February. The paperwork is to be finalised and then the project will be complete.

Principal's Report

Copy on file.

Planning for the Year

shade sails – Shade sails will be placed outside Room 5

JB

air conditioning units – Units will be put into the ESOL room and Rooms 1 to 4. The 5YA should be altered to include this cost before quotes are sought.

CH

Data Projectors – carried forward

Heating – old pipes will be shut down next week. The cost of this will take the project over budget. A letter is to be written to the MOE explaining the reason for exceeding budget. This letter is to be sent with the invoice from the gas company and a request for the 10% retention (\$3,700).

CH

Policies for Review

The following policies were reviewed and amended as appropriate:

Sexual and Physical Abuse Policy
Safe Work Conditions and Smoke Free Environment
Self Review

Strategic Plan

The Strategic Plan needs to meet the requirements of the National Standards. **JD**

BOT Newsletter

Thank you to Paulette for writing the newsletter. A BOT newsletter will be issued once a term.

March Roll Return

The March Roll Return was presented to the Board.

Auditors

The payment schedule for Hayes Knight auditors was previously approved and included in the budget.

Correspondence In

See list on Agenda.

Correspondence Out

NIL

It was moved and agreed that the public be excluded from this part of the meeting at 9.00pm namely:

Subject	Reason	Grounds
In Committee	Confidentiality	Local Govt Official Information & Meeting Act 1978 s48/1b

9.15pm – public meeting resumed.

Meeting Closed:

9.15pm

Next Meeting:

26th April 2010