

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

Tuesday 20 July 2010

Start time:	7.00pm
Present:	
Jo Bramley	Jeanette Dunning
Jo Cancare	Craig Hazeldine
Paulette Watt	Isaac Driver
Maryrose Barker	Leonie Sykes
Minutes of last meeting	MB/PW

New Classroom and Hall up-grade

Options for a new classroom were viewed and discussed. One option was a second-hand classroom that has been approved by the Ministry and two new classroom options were also discussed.

It was unanimously decided that a new classroom from MIT was the best option.

Proposed: Jo Bramley

Seconded: Craig Hazeldine

The Art Shed will be moved up onto the bank and will be extended by 9m² to house the musical instruments. The toilets in Rooms 5 & 6 will be re-instated.

The new classroom will include toilets and a cloak room. The teaching space will be 67m² – the same size as existing classrooms.

Craig will contact Matthew Ensol from Quantum Meruit who will begin on the project immediately. The project should be completed by the start of Term 4.

Property Development

Library

Craig now has all the paperwork and will be taking it to the Council.

Front Fence

Carried forward. A spring has been attached to the pedestrian gate and is working well. A "Please close the gate" sign has been attached.

Planning for the Year

shade sails – three quotes have been received. Two soft canvas options were quoted at \$ 5000 plus GST and permit costs and \$ 8,200 plus GST and permit costs. One rigid fixed shade cover was quoted at \$ 15,000 plus GST and permit costs.

Other options will be investigated. **JB**

Data Projectors – carried forward **JB**

Heating – the old pipes have been disconnected and removed. The invoice for the work has been received. **CH**

SECURITY LIGHTING - three quotes have been received –
\$ 3,346 plus GST, \$ 3,144 plus GST and \$ 4,170 plus GST. The quote from First Light
has been accepted.
Proposed: JC
Seconded: CH

Heat Pumps- carried forward

Painting – a quote has been received for the painting of school buildings. ID

ROOFING – Two quotes have been received to repair and replace school roofs.
There is one quote to come.

Leading Edge Services

A meeting will be held between Kerry Dean, Jeanette and Jo Cancare on
23rd July at 9.00.

Strategic Plan Meeting

A sub-committee meeting will be held to discuss the Strategic Plan on July 30th at 3.30.

Policies for Review

The following policies were reviewed and amended as appropriate:

Complaints and Discipline
Confiscation of Property
Discipline

Principal's Report

Copy on file.

Correspondence In

See list on Agenda.

Correspondence Out

July 1 Roll Return.

General Business

Three quotes have been received to replace the photocopier. The quote from Ricoh was
accepted.

Proposed: Jo Cancare

Seconded: Isaac Driver

Meeting Closed:

9.10pm

Next Meeting:

23rd August 2010