

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

Monday 20 September 2010

Start time: 7.10pm

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

Minutes of last meeting PW/JD

Finance

The Cyclical Maintenance priorities should be identified so that budget changes can be made. There will be a \$ 25,000 change in the balance sheet for cyclical maintenance. The Operations Grant will be paid on 1st October. The invoices have been posted to our families.

Property Development

Library

The paperwork has been taken to the Council.

CH

Front Fence

Craig and Isaac will write up the criteria for fixing the fence and get three quotes.

CH and ID

New Classroom.

A time-line needs to be established. The classroom is being built off-site. Matthew Ensoll should give us a final quote for his fees. The coding is correct and all transactions can be itemised out.

Planning for the Year

Data Projectors – carried forward

JB

Heating – An invoice for the 10% needs to be sent to The Ministry.

CH

SECURITY LIGHTING – we should have official approval from the MOE this week.

Work should commence next week.

CH

ROOFING – The paperwork has been sent to The Ministry and approval should be received at the end of this week. There is no allowance in the 5YA but we can use the contingency fund. As the shade sail project has been postponed we could use the funds budgeted for this.

Metalcraft have ordered the roofing iron even though the official approval has not yet been received. They hope to start work in the second week of the holidays or, in the event of bad weather, over two weekends.

PAINTING-Isaac has received one quote and there are two to come.

ID

Strategic Plan Meeting

The next meeting will be held after Town 'n' Country Day.

Policies for Review

The following policies were reviewed and amended as appropriate:

Financial Management Policy

Harassment Policy

HIV Policy

Principal's Report

Copy on file.

Correspondence In

See list on Agenda.

General Business

It is Paulette's final year for co-ordinating Town 'n' Country Day.

Isaac proposes that we erect rugby/soccer goal posts on the field.

Jeanette sees the need for a bag trolley for Rooms 5 & 6. Can one be made?

Meeting Closed:

9.10pm

Next Meeting:

18th October 2010