

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

**Monday 24<sup>th</sup> May 2010**

<b>Start time:</b>	7.05pm
<b>Present:</b>	
Jo Bramley	Jeanette Dunning
Jo Cancare	Craig Hazeldine
Paulette Watt	Isaac Driver
Maryrose Barker	Leonie Sykes
<b>Minutes of last meeting</b>	CH/JC

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Welcome to Isaac Driver who joins the Board this month.

**Finance**

**JC**

Jo Cancare questioned the electricity bill for the enviro room. Jeanette explained that we have a large credit that keeps reducing. We are keeping to budget so far this year. The school needs painting and it will be paid for out of the cyclical maintenance payments. Isaac will get quotes for painting the whole school except for the enviro room, caretaker's shed, hall and library. We need to look at the school roofs and any costs will come from the 5YA payment. The roofs on Rooms 12, 5 and 6 and the spouting on the hall will need to be replaced. Quotes are to be sought.

**Property Development**

**Library**

The plumber's certificate is done and we are now waiting for a certificate from a drainlayer. We should have this by the end of next week. Craig will then send all the documentation to the Council.

**CH**

**Front Fence**

Carried forward. A spring is needed on the gate next to Room 1. Also a sign asking people to close the gate will be attached.

**ID**

**Board Election**

Jo Bramley was re-elected as Board Chairperson – nominated by Jeanette Dunning, seconded by Craig Hazeldine

Jo Cancare was re-elected Treasurer – nominated by Jo Bramley, seconded by Craig Hazeldine.

Paulette Watt was elected Deputy Chair – nominated by Jo Bramley, seconded by Maryrose Barker.

**Strategic Plan**

The plan has been completed by Jeanette and sent to the Ministry. A Strategic Plan sub-committee was formed for future planning and comprises Jeanette Dunning, Jo Cancare, Jo Bramley, Paulette Watt and Ev Miller.

**Reports to Parents**

The Board, the Principal and teachers will review the way in which we report to parents.

## **Board Training**

It was explained to Craig that training for Board members is available by way of webinars on the Ministry website. All Board members thought these were worthwhile sessions.

## **New Classroom and Hall up-grade**

We need a new classroom for the New Entrant children. One possibility is to move the computers out of the computer suite and use the room next to Room 12 as a classroom. Another possibility is to have a ready built classroom put into the school. Rental would be \$ 450 + GST per week. The Council would waive the resource consent. Another option would be to extend the ESOL classroom. A third option would be to include a classroom in the hall extension but this is a long term plan. There will be a meeting on Saturday 29<sup>th</sup> May at 3.30 to look at the sites and discuss the issue.

## **Planning for the Year**

shade sails – two quotes have been received for sails like the existing ones. Fresco Shades will quote on a waterproof option as well. **JB**

Data Projectors – carried forward **JB**

Heating – the old pipes will be closed down and the gas disconnected this week. **CH**

Car park – the paperwork is now complete.

SECURITY LIGHTING-one quote has been received and we are waiting for two more quotes.

## **5YA**

Heat Pumps for the Junior Block will be paid for from the next 5YA allocation. **CH**

## **Leading Edge Services**

A time for Jo Cancare and Jeanette to meet Kerry Dean will be made. **JD**

## **Policies for Review**

The following policies were reviewed and amended as appropriate:

Student Teacher Guidelines  
Treaty of Waitangi  
Animal Code of Ethics Policy

## **Principal's Report**

Copy on file.

## **Correspondence In**

See list on Agenda.

## **Correspondence Out**

NIL

## **General Business**

Paulette will do a Board newsletter for the parents which will list the names of the Board members and also explain why the payment of school donations is important.

The Asset Register will be updated. **JD**

Quotes will be sought for a new photocopier. **JD**

**Meeting Closed:** 9.10pm

**Next Meeting:** 28<sup>th</sup> June 2010