

**VERRAN PRIMARY SCHOOL  
BOARD OF TRUSTEES MEETING MINUTES  
20<sup>th</sup> February 2012**

**Start time:** 7.00pm

**Present:**

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

**Apologies:** Jackie Kerr

**Minutes of last meeting** ID/MB

---

**Finance**

All Board members have read and approved the budget.

Approved: Jo Bramley

Seconded: Isaac Driver

**Cyclical Maintenance**

All Board members have read and approved the Cyclical Maintenance Schedule.

Approved: Craig Hazeldine

Seconded: Maryrose Barker

**Furniture Claim**

A claim has been sent to the Ministry for new classroom furniture.

**CH**

**Planned Maintenance**

Heating – When the 5YA and 10YA plans are finalised we will get quotes for heat pumps for the Junior Block. Is this something Waitakere Architects could do? **CH**

Security Lighting – Two new cameras have been installed. One is wired in and the other needs to have wiring completed. **JD**

Painting – Isaac and Craig will talk to Platinum Painters regarding future paint projects.

This is part of Cyclical Maintenance and will be done as and when we have the funds.

Thank you to Spectrum Construction for replacing the two weatherboards that had rotted in the Junior Block. Painting could not be completed until they were replaced.

Refurbishing the interior of the classrooms will be funded by the 5YA and 10YA plans.

**CH and ID**

**Hall Upgrade**

We will apply to Birkenhead Licensing Trust for funds to repair and upgrade the hall. A plan will be formulated to get funding to implement our step-by-step plan. Waitakere Architects will be consulted.

**Data Projectors**

Our grant applications have been unsuccessful.

## **Computers**

The computers in the computer room are unable to hold any more software. The CoW (computers on wheels) and Ipads are in circulation and are being well used.

We will investigate leasing data projectors and computers versus purchasing them.

Renaissance may have some re-conditioned computers. The computer room computers could go into the classrooms if we replaced them with new ones. This issue is part of the Strategic Plan.

We will contact computer/electrical companies for donations of Ipads.

**JB**

## **Strategic Plan and Charter**

The school's Strategic Plan and Charter were ratified. Jeanette will send them to the Ministry.

The results for 2011 and this year's targets will also be sent to the Ministry.

**JD**

## **Policies for Review**

Harrasment Policy

HIV Policy

International Students Policy

## **Principal's Report**

Copy on file.

## **Correspondence In**

See list on Agenda.

## **General Business**

A man on a motorbike is coming through the walkway at the front of school after hours and riding around the field. It was suggested that we put up bollards or signs saying no motorbikes.

2014 marks Verran Primary School's Golden Anniversary. A committee is being brought together to work on the celebratory activities.

A barbecue will be held on Friday 16<sup>th</sup> March at 5.30pm for staff, Board members and the PSG.

## **Meeting dates for 2012 –**

March 27<sup>th</sup>

April 24<sup>th</sup>

May 29<sup>th</sup>

June 26<sup>th</sup>

July 31<sup>st</sup>

August 28<sup>th</sup>

September 25<sup>th</sup>

October 30<sup>th</sup>

November 27<sup>th</sup>

December 11<sup>th</sup>

**Meeting Closed:**

9.15pm

**Next Meeting:**

27<sup>th</sup> March 2012