

**VERRAN PRIMARY SCHOOL  
BOARD OF TRUSTEES MEETING MINUTES  
23<sup>rd</sup> April 2012**

**Start time:** 7.00pm

**Present:**

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

**Apologies:** Craig Hazeldine

**Minutes of last meeting** MB/JC

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**Finance**

A new PC or Mac will be purchased for the office. A Hewlett Packard all-in-one PC is available for \$ 1345. The Board agreed to purchase this.  
A camera for the sick bay was purchased and is to be installed.

**ERO**

Guidelines for Board Assurance Statement and Self Audit Checks were discussed and the forms were completed.

**Waitakere Architects**

The hall will be upgraded in two stages –

1. The outside walls will be re-clad and the doors will be changed. This will make the hall water tight.
2. An extension will be built.

To extend the hall we will need to provide all of the funding as we are at 100% of our land to building ratio.

Jo Bramley proposed that this plan be accepted.

Isaac Driver seconded

Carried

**Working Bees**

Jackie Kerr said that parents are keen to organize working bees.

**On-Line Surveys**

Kiwi Sport Survey – Jeanette has completed this for the Ministry of Education  
Preview Information Questionnaire – Jeanette has completed this for the Education Review Office

**Meet Closed:** 8.20pm

**Next Meeting:** 29<sup>th</sup> May 2012