

**VERRAN PRIMARY SCHOOL  
BOARD OF TRUSTEES MEETING MINUTES  
27<sup>th</sup> November 2012**

**Start time:** 7.00pm

**Present:**

Jeanette Dunning  
Maryrose Barker  
Jo Cancare  
Jackie Kerr

Leonie Sykes  
Craig Hazeldine  
Isaac Driver  
Paulette Watt

**Apologies:** Jo Bramley

**Minutes of last meeting** CH/ID

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**Finance**

We are currently at 97% of budgeted deficit due mainly to teachers' salaries that the Board pays. All other budget lines are on track.

The Board extends its thanks to the PSG for the donation of \$ 23,000.

Insurance – we are double insured – with Crombie Lockwood and with the Ministry of Education. Jackie is looking in to this. **JK**

The Board decided to get the buildings that we own valued. These are our share of the hall and the shade house. Craig will ask Waitakere Architects to give us a value. Ross Archer would be able to put a value on the playgrounds. **CH**

Crombie Lockwood will not insure shade sales or playgrounds.

Leased equipment should be listed in asset register as assets but not depreciate.

Leonie will phone other schools to find out their donation and activity fee charges. **LS**

Leonie will put the bank account details onto the stationery lists. **LS**

A BOT newsletter will be sent out to parents before the end of the year. **JC**

Jeanette and Jackie will meet with Kerry Dean from Leading Edge on Monday. They will be discussing the budget. We will think about increasing the Activity Fee budget from 60% to 80%.

**Front Fence**

Carried forward.

**Security Camera**

Geoff and Isaac connected the cameras to the server on the weekend.

**Planned Maintenance**

**Painting**

Isaac said the cost of painting the Senior Block will be \$ 5,000 and the Admin Block \$ 3,000. It was agreed that these two blocks will be painted in the holidays.

### **Hall Upgrade**

We paid an invoice from Top Drawer Consultants for \$ 9,000 when one wall of the hall was replaced. Waitakere Architects have forwarded this and all relevant paperwork to the Ministry.

### **10YA**

We are waiting for Waitakere Architects to complete the submission.

### **Heat Pumps**

The heat pump project will start when the 5YA is signed off.

### **Fees and Donations**

Fee levels for 2012 will be discussed by email.

### **Board Elections**

Three positions are due for re-election in 2013. The election date will be 30<sup>th</sup> May. Leonie will be the Returning Officer.

### **Board Work Plan**

See copy on file

### **Survey and End of Year Communication**

Jo Cancare will write an end-of-year communication for the parents and caregivers. She will develop a survey for parents before the end of the year.

### **Picnic Tables and Benches**

Isaac has obtained a price of \$ 180 each plus GST. We will buy six. We will ask parents if they wish to sponsor tables and benches.

### **Strategic Plan**

Complete

### **Policies for Review**

Treaty of Waitangi

Social Media Policy – carried forward

### **Principal's Report**

Copy on File

### **Correspondence In**

See list on Agenda

### **General Business**

The Board thanks the staff for the reports that were submitted throughout the year.

Staff gifts were discussed.

The children and parents of Room 3 are pleased with the teachers and their running of the class.

**Meet Closed:**

9.20pm

**Next Meeting:**

11<sup>th</sup> December 2012