

**VERRAN PRIMARY SCHOOL  
BOARD OF TRUSTEES MEETING MINUTES  
7<sup>th</sup> May 2013**

**Start time:** 7.00pm

**Present:**

Jeanette Dunning  
Maryrose Barker  
Jo Cancare  
Jackie Kerr

Leonie Sykes  
Craig Hazeldine  
Isaac Driver  
Paulette Watt

Also present was Blair Cloutman

**Minutes of last meeting** MB/JC

**Finance**

See financial reports on file.

We are waiting for some small payments from the MOE for the 5YA.

A small allowance will be paid by the MOE to compensate for Novopay problems. Jeanette will purchase something with this money that all the children will be able to use.

**Roll Growth**

The MOE will put an enrolment scheme in place. We have been told that this will take approximately eight months. Our enrolment area is being determined by Jeanette, the Board of Trustees, Principals of other schools in the area and the MOE.

The Ministry will deliver a temporary classroom for us to use while they build two permanent classrooms.

**Newsletters and Surveys**

The Board of Trustees newsletter is in review.

**5YA and 10YA**

The heat pumps have been installed in Rooms 1-4 and 4a.

The 10YA has been signed of by the MOE. Planned projects are -

1. The Hall – make it watertight and secure
2. Junior and Senior blocks – internal upgrades
3. Senior block – upgrade toilets and build a withdrawal room

Waitakere Architects will oversee all projects.

Thanks from Jeanette and the Board to Isaac and the Driver family for the rugby posts and the field outlines. Isaac will install whiteboards, the donated picnic tables and the notice board at the front of school when time permits.

**Policies for Review**

Assessment and Evaluation Policy  
Complaints and Discipline Policy  
Confiscation of Property Policy

**Principal's Report**

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**Election Update**

We have received one nomination for three positions.

**Office Administrator Hours**

It was agreed that Leonie's hours will increase by two hours per week due to the roll growth. This will commence on 14<sup>th</sup> May 2013.

**PAT Report**

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The Board thanked Maryrose for the report on PATs.

**Thank You to Board Members**

On behalf of the Board, Jeanette thanked Paulette Watt and Isaac Driver for their services to the Board and the school.

**Correspondence In**

See list on Agenda

**Meet Closed:**

9.10pm

**Next Meeting:**

28<sup>th</sup> May 2013