

**VERRAN PRIMARY SCHOOL  
BOARD OF TRUSTEES MEETING MINUTES  
19<sup>th</sup> February 2013**

**Start time:** 7.00pm

**Present:**

Jeanette Dunning  
Maryrose Barker  
Jo Cancare  
Jackie Kerr

Leonie Sykes  
Craig Hazeldine  
Isaac Driver  
Paulette Watt

**Minutes of last meeting** MB/ID

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**7.00pm**

<b>Subject</b>	<b>Reason</b>	<b>Grounds</b>
In Committee	Confidentiality	Local Govt Official Information & Meeting Act 1978 s48/1b

7.15pm – public meeting resumed

**2013 Board of Trustees Nominations**

**Nomination of Jo Cancare for Chairperson**

Nominated – Paulette Watt  
Seconded – Craig Hazeldine

**Nomination of Jackie Kerr for Treasurer**

Nominated – Jo Cancare  
Seconded – Isaac Driver

**Nomination of Leonie Sykes as Secretary**

Nominated – Jo Cancare  
Seconded – Jackie Kerr

**Finance**

January monthly accounts not received from Leading Edge. January accounts are incorporated into February accounts.

Novopay – the last pay period contained errors. 81% of staff were not paid or paid incorrectly. Those who were not paid were paid manually from BOT account. The Ministry will re-imburse this amount.

**Planned Maintenance**

**Hall Upgrade**

We are waiting to hear from Danica about the grant of \$ 110,000 from the Ministry.

**Heat Pumps**

The start date for installation is 25<sup>th</sup> March.

## **5YA**

We are waiting for the 5YA to be signed off by The Ministry.

## **Newsletters and Surveys**

Results of the Survey are mostly positive. A Board newsletter containing a summary of survey results will be written and sent home to families.

## **Enrolment Scheme**

If we were to implement an enrolment scheme it would take 8 months to put it in place. We would have to get agreement from the other schools in our cluster. The Board is looking at options including getting a pre-fab classroom.

## **Sun-Smart School**

Jeanette is looking into Verran Primary becoming a Sun-Smart School. One of the requirements of the Cancer Society in becoming a Sun-Smart School is that every child must wear a wide-brimmed hat. The PSG is looking at selling hats for next Summer.

## **Parking**

Parking at the round-a-bout outside school continues to be a problem. The Police and Auckland Transport have been notified but have not attended to witness the traffic activity at 3.00pm.

## **Strategic Plan**

A draft of the School Charter is ready for Board members to review. The Ministry deadline is 1<sup>st</sup> March 2013.

## **Principal's Report**

Copy on file

## **Invoicing and Order Forms**

Order forms are not needed for regular monthly invoices such as ADT Armourguard, Vodafone, First Security.

## **Union Meeting**

There will be a paid union meeting regarding the Primary Teachers' Collective Agreement on 19<sup>th</sup> March from 1.30pm to 3.30pm. Children will be picked up from 12.30. A skeleton staff will remain at school to supervise children who cannot leave at the earlier time.

## **General**

Paulette reports that attendance at the PSG meetings is poor. There are very few volunteers for the lunch roster.

## **Correspondence In**

See list on Agenda

## **Meet Closed:**

9.40pm

## **Next Meeting:**

26<sup>th</sup> March 2013