

**VERRAN PRIMARY SCHOOL
BOARD OF TRUSTEES MEETING MINUTES
25th June 2013**

Start time: 7.00pm

Present:

Jeanette Dunning
Maryrose Barker
Jo Cancare
Jackie Kerr

Craig Hazeldine
Blair Cloutman
Chris Whatman
Leonie Sykes

Minutes of last meeting JK/CH

Welcome to New Board Members

Jo Cancare welcomed Blair and Chris to the Board and thanked them for their interest in school governance. All Board members introduced themselves. Board members have the opportunity to work through webinars and attend training courses. Chris and Blair will attend a course in August.

Finance

The budget is on target with income at 44% and expenditure at 42%. These figures are what we expect half way through the year.

Operational accounts and property accounts are run separately.

The Budget v Actual report is on file.

Novopay

Jeanette finds that working with Novopay is becoming easier. She has been able to resolve some problems while on sabbatical.

Roll Growth and Enrolment Scheme

The Ministry of Education is putting an enrolment scheme (zone) in place for our school. They want to cap numbers at 300.

Jeanette has visited the neighbouring schools to discuss the boundaries of our zone with other Principals. They will submit their acceptance of or objection to the boundaries by 12th July. The Ministry will decide the outcome of any objections.

A letter will be sent to the school community and to families who have pre-enrolled advising them of the scheme and how it will affect our school. An advertisement will be placed in the North Shore Times.

We will have a public meeting at school on Wednesday 10th July at 7.30pm. Parents of enrolled and pre-enrolled students and members of the public are welcome to attend.

New Classrooms

Jeanette, Craig and Jackie met with the MOE. In the next few weeks two temporary classrooms will be delivered to meet the needs of the growing roll. In the next couple of years, two permanent classrooms will be built. The classrooms will be fully funded by the Ministry of Education.

10YA Projects –

Hall

The hall will be re-clad and made water tight and work will start in the July holidays. Two other phases of the hall upgrade are the refurbishing of the inside and the upgrade of the kitchen and toilets. All projects will be completed in quick succession.

Classroom Upgrades

The Junior (Rooms 1-4) and Senior (Rooms 9-12) blocks and Rooms 5 and 5A will be refurbished internally. The toilets will be upgraded and a withdrawal space will be added to the Senior block.

Principal's Report

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Reading Recovery Report

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The Board thanked Maureen for her report.

Correspondence In

See list on Agenda

General Business

A parent expressed interest in establishing a lunch room that would be run on the days that the PSG was not doing lunches. The Board asked for a Business Plan and proof that food would be prepared under Health and Safety regulations.

Meet Closed:

9.00pm

Next Meeting:

30th July 2013