

**VERRAN PRIMARY SCHOOL  
BOARD OF TRUSTEES MEETING MINUTES  
30<sup>th</sup> July 2013**

**Start time:** 7.00pm

**Present:**

Jeanette Dunning  
Craig Hazeldine  
Jo Cancare  
Jackie Kerr

Blair Cloutman  
Chris Whatman  
Maryrose Barker  
Leonie Sykes

**Minutes of last meeting** MB/JC

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**Finance**

All budget lines are on target. The working capital is at a sufficient level. Income is at 52% of budget and expenditure is at 53% of budget. Hall hire income is above budget. Banking staffing is ahead due to the roll growth.

Jackie will attend a finance course on Monday. There was a discussion on the possibility of increasing the amount of professional development given to staff.

The monthly financial reports are on file.

**Enrolment Scheme**

An advertisement was placed in the North Shore Times advising parents and other residents of our enrolment scheme. A public meeting was held in the Library on 10<sup>th</sup> July (Minutes on file).

Jeanette had a discussion with the Principals in our Cluster and asked for their feedback on the proposed boundaries.

A letter to the Ministry will be drafted by Jeanette and sent to Board members for their comments.

The Board will write an implementation plan to send to parents. A meeting with Caleb from the Ministry will be set up.

The Board will use the website and Facebook to advise parents of the progress.

**New Classrooms**

The container has been removed from the junior playground. The new temporary classroom is expected in the next 48 hours. Both new classrooms will be at the junior end of the school.

The Ministry will send a team to discuss the design and build of the new permanent classrooms.

**5YA and 10YA**

The Ministry has selected a particular project manager that they want to oversee our projects. Tenders close tomorrow. The Ministry will release the funds when a tender is selected and the prices are fixed.

**Policies for Discussion**

Discipline Policy  
Emergency Procedures  
Equal Employment Opportunity Policy

## Principal's Report

Copy on File

### General Business

The report for the Board from Waitakere Architects was read and noted (copy on file). The new computer server was installed in the holidays but kept crashing. It will be replaced or repaired.

Staff need to seek Board approval if they are wish to take time off during school terms. Board meetings will be held on the last Tuesday of every month for the rest of the year.

Jeanette thanked all the staff and Maryrose in particular for running the school in her absence last term.

**Meet Closed:** 8.50pm

**Next Meeting:** 25<sup>th</sup> August 2013

**8.50pm**

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

**9.00pm** – meeting closed.