

HAGLEY PRESCHOOL TRUST

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

HELD IN THE PRESCHOOL TUESDAY 18 OCTOBER 2022

Present: Rowan Milburn (Principal), Jocelyn Wright (Chair - Preschool Director), Suzy Peterson

Apologies: Laurence Mote (Late)

Correspondence:

In:

Out: Letter to Lynne Tiaka

MOE 2022 Follow-up Pay Parity Staffing Survey

Minutes from Previous Meeting: distributed via email – Approved/Seconded

Matters Arising:

Actions/progress from Oct meeting	Responsibility	Task	Completed
2022 POD Hagley Rent	Trust Board	Annual rent review to be completed before 1 November	Completed
POD Hagley Rental Agreement	Andy and Rowan to review	Review of provision of services by the College and the Pre School	Completed New agreement for 2023 - \$20k
Pay parity rates for Anna Lehman	Jocelyn	Review pay parity rates of College admin staff as it pertains to Anna's wages	Pay parity rates sent to Jocelyn
Exit interview with Jocelyn	Rowan	To ascertain any changes/updates to Preschool after Jocelyn has retired.	Scheduled for 30 November
Tag into marketing for upcoming newsletters	Jocelyn/Leoni	To market the Preschool through the College newsletters.	
Preschool staffroom for 2023	Rowan/Andy	Staffroom space for Preschool staff for 2023	
Ownership of Preschool building/improvements/contents	Rowan/Jocelyn	Change of Deed Agreement to Lease of Land agreement	Contact with Property MOE for clarification

Longer term tasks to complete

Official name of Preschool - origin	Jocelyn and Trust Board	22.09.22 - email sent to Lynne Harata Te Aika	awaiting response
Official Opening date	Trust Board/Jocelyn	Ongoing work to do before confirming a date	
Subsidising parent fees	Jocelyn	Cost analysis to subsidise parent fees for 2023.	Jocelyn to complete analysis for Nov meeting

PRESCHOOL DIRECTOR REPORT:

September 2022 Financial report and balance sheet attached to email

Notes to the reports:

- Finances are healthy and tacking in line with 75% of budget (this period)
- 2021 audited accounts – auditor has asked a last minute question about ownership of the preschool building and whether it should be listed as an asset and then depreciation can be recognised in financial statements. Auditor questioning ownership of Preschool building/contents/improvements – both the College and Preschool have insurance but need to check that one/or the other covers building/contents/improvements. A new agreement from MOE (Lease of Land) needs to be signed. **Action Point: Rowan and Jocelyn to check respective insurance agreements and get Deed of Lease changed to Lease of Land agreement.**
- Total of \$ 144,402.10 MOE funding is due 1st Nov 2022. This is about \$30,00 more than this period last year which reflects the increased funding rates for attesting to the first 5 steps on the pay parity scale as from January 2022.
- Review of POD Hagley Rental Agreement completed. POD for 2022 to remain at \$15,000. New agreement for 2023 has been reviewed and will be adopted at \$20,000. **This agreement unanimously agreed by the Preschool Trust.**

Maintenance

Power issues : we have a water leak somewhere under the kitchen bench that has been tentatively fixed. The electrician said it is likely that the bench will need to be removed for longer term repairs to be made in the future

Employment/Staffing

Our new cook is Seham Elwakil. She worked over the term break to get to know the role and fits in very well!

A query re pay parity for admin pay equity settlement – new Admin pay parity for Support Staff in Schools was paid on 18 October, backdated to 20 August 2021. Collective documents and payroll data sent to Jocelyn. **Action Point: Pay parity and Collective Agreement rates to be reviewed by Jocelyn for Preschool office Admin staff.**

Documentation to assess each teacher against the new ECE kaiako pay parity steps is almost complete. Anna and I plan to draft the 2023 budget by including the additional costs associated with pay parity and the expected increased MOE funding.

All Kaiako are currently completing their annual professional growth cycle hui with Jocelyn and she is writing their annual summary. In relation to Jocelyn's own cycle, she has not had an external person to meet with this year (due to loss of Jo) and with my impending departure. Rowan will conduct an exit interview with Jocelyn as part of Jocelyn's professional growth cycle. **Action Point: Schedule exit interview between Rowan and Jocelyn**

Badia has returned from her 5 weeks leave to Morocco – everyone is delighted to welcome her back.

Three Kaiako (Georgia, Lisa and Badia) have recently completed a programme of professional learning called 'More than Words'. This has had a significant impact on the whole team as those who participated shared their insights and learnings at full team hui. The focus of the PLD was on supporting communication of young tamariki who may display autistic characteristics and was facilitated by speech language experts. Kaiako have embedded simple strategies in their practices that have seen positive outcomes for some of our target tamariki as well as others. It has clearly been a valuable and effective PLD programme.

Enrolments / Tamariki

The total number of enrolled tamariki stands at 40, one child transitioned to school at the end of term break.

We have had a small number of inquiries for 2023 under two placements, which is very pleasing. We will lose seven tamariki who move on to school at the end of the fourth term so need more 2023 enrolments.

Curriculum

Term break is always a relaxed and fun time for the reduced number of tamariki and kaiako. This break they made use of the College gym and climbing tree, did lots of work in our community garden, held a pyjama day with pancakes and enjoyed picnic lunches outside.

The preschool end of year celebration will be held on Thursday 1 Dec. We have booked Loopy Tunes and the Ice cream truck for a morning of fun for families.


Review and evaluation

We are currently reviewing our transition practices – into, within and beyond the preschool. Kaiako have been discussing individual whānau experiences to gain feedback about what practices have been valued and what we could do better.

Other items:

- Plans for appointment of Director interviews -two applications have been sent to Trust members for review. A quick TEAMS meeting will be held on 26 October to discuss the applications and decide whether we need to go forward in re-advertising for some more applications. Interviews to be scheduled for around 1 November.
- Preschool staffroom for 2023. **Action Point: Rowan/Andy in discussion about this in conjunction with College classroom moves to Wainuku/Auripo.**

Next Meeting Date: Tuesday 22 November



Signed: _____

Designation: _____ **Preschool Director** _____

Date: _____ **22 November 2022** _____