

HAGLEY PRESCHOOL TRUST

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

HELD AT HAGLEY COLLEGE PRESCHOOL, 4.00PM TUESDAY 19 OCTOBER 2021

Present: Sara Gordon (Chair), Jo Rendall, Jocelyn Wright (Preschool Director), Rowan Milburn (Associate Principal), Mike Fowler (Principal)

Apologies:

In Attendance: Sherron Harrison (minutes)

Minutes from Previous Meeting: Approved: Sara Seconded: Jo

Minutes from Previous Meeting: distributed via email

Actions – from September meeting:			Completed
TAP2 Income/Expenditure report	Andy	Breakdown of Simpson House costs - \$24k	Boilers, heaters, Fence, Fire costs
Feedback to Architects on extra fees for ECE Specs	Mike	Extra \$17k	Aircon, CCC, Architect fees, Quantity Surveyors
Breakdown of extra \$17k compliance costs	Rowan		2 x heat pumps, bamboo fencing, asphalt, ramp
Environment Group re tree plantings/water recycling	Jocelyn/Celia/Nathan/Te Arohanui (Aimee)	ongoing	
Financial Management policy	Jocelyn	add references to Annual Financial Report and ECE Funding Handbook	Approved - signed
Policy signatures/reviews	Jocelyn	Add: Approved/Designation/Date/Review Date to end of policies	completed
Staff Newsletter re help with garden projects – both financial and labour	Jocelyn to contact Julie Davies	ongoing	
Official opening date	Committee	For next meeting	2022
Timeframe for completion of Pre-School staffroom	Mike/Andy	For next meeting	Cost analysis and funding required

Actions from this meeting (Oct)			Completed
Environment Group re tree plantings/water recycling	Jocelyn/Celia/Nathan/Te Arohanui (Aimee)	ongoing	
Staff Newsletter re help with garden projects – both financial and labour	Jocelyn to contact Julie Davies	ongoing	
Kiwisaver contributions for Jocelyn from the Pre-School	Sherron	Check with IRD re continuing Pre-School contributions to Jocelyn's Kiwisaver re letter from IRD	

Correspondence:

In: Phone call from MSD re wage subsidy paid out in 2020 and 2021.

IRD – Employee update required re continuing Kiwisaver contributions

Aingler Tomlin supplying Quarterly Leave Reports (re Leave liability) – to Trust Secretary

Out: RS7 submitted end of October with pay parity option selected. Next MOE instalment due 1st Nov.

PRE-SCHOOL DIRECTOR REPORT:

Financial:

Financial report (Balance sheet) for September to be tabled.

The projected MOE funding due on Nov 1st is \$103,000, about \$50,000 less than the same period last year. This year's MOE income has been lower overall, partly due to the reduced numbers during our time in Simpson House, and the continued low roll number since. Overall, there will be a deficit of \$18,494 against the predicted budget for MOE funding.

Enrolments / Tamariki:

- 37 children enrolled currently with an average daily roll number of 26.
- Two confirmed new enrolments for term 3, and 5 enquires to be followed-up

We have placed an advertisement for enrolments in the next College newsletter and on Facebook.

Staffing/Kaiako

We have set up our temporary vaccination register and can be confident that all current Kaiako will meet the new requirements by January 2022. Volunteers, students, teachers in training, contractors are all included in the new requirements so there will be further work to do to make sure we have everyone included.

All Kaiako have begun participating in a PLD programme 'Altogether Autism', this is an MOE funded SELO programme facilitated by Life Unlimited. There is a series of 7 webinars to attend which is then followed up with a face-to-face visit from a facilitator.

Curriculum

With a low number of tamariki attending over term break, kaiako again made good use of the greater College environment through walks around the environment, inside the buildings, and in the gym. Thank you to College staff for accommodating these explorations.

Internal evaluations

The under two team have completed an evaluation of social competence prompted by an increase in toddler biting. This had very successful outcomes for the teaching team as much as for tamariki.

Our schedule of reviews has been delayed somewhat mainly due to the interruption of COVID and related priorities.

Community

- The 'Whānau Learning Together' parenting programme continued through the term break – we accommodated the school aged children by offering supervised activity while parents attended the class. This will help us to meet the required number of sessions.
- A further whānau Māori hui continued the mahi on developing our cultural narrative and name. At this stage it is likely that our current name will remain and that we will adopt some names of native manu for the rooms in the building. The next steps involve feedback and consultation with Di Robinson, Ngai Tahu.
- Bee and Jocelyn presented at the CORE ULearn conference on Thursday October 14th, the presentation was warmly received, (and videoed).

Relocation and New Building updates:

Jocelyn has a wee list of things to seek advice from Andy with eg. blind for sleep room, tap to be connected in the playground, sun umbrellas to be installed (currently stored in the container), install gate at Waller Terrace end to replace the fence to allow access to the planned garden, installation of the large artwork currently in the container.

Landscaping: Nothing new to report as we are awaiting outcomes of the funding application.

Next Meeting Date: 23 November 2021 (last meeting of the year)

Signed: _____

Designation: _____

Date: _____