

HAGLEY PRESCHOOL TRUST

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

HELD IN THE PRESCHOOL TUESDAY 22 NOVEMBER 2022

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

Apologies: Laurence Mote

Correspondence:

In: Community Accounting – queries re building ownership Oct 18th

Query – Deed of Lease update – further enquiries to MoE

MOE Funding Notice Nov 1st

Annual audit report

Lynne Te Aika re name of preschool Oct 31st

Query – do we use Te Reo before English as College is in Pre School name (as below)

MOE email re release of TAP2 funding information Nov 15th

Out: Invites to presentation of kowhaiwhai 16 November

Minutes from Previous Meeting: distributed via email

Matters Arising:

Actions/progress from October meeting	Responsibility	Task	Completed
Official name of Preschool - origin	Jocelyn and Trust Board	reply from Lynne: <i>Absolutely fine for the name as per your document. Refer email</i>	Discussed with whānau Māori who added: We must keep the ora – life force – of the meaning Pito – likened to umbilical cord Mata – what we see, face, embodying our DNA/whakapapa
Official Opening date	Trust Board/Jocelyn	Ongoing work to do before confirming a date	?????

Subsidising parent fees	Jocelyn/Rowan	Cost analysis to subsidise parent fees for 2023.	Discussion to talk to Anne Galloway re continued funding of children whose parents are studying English at the College, whether there is a fund available for continued fee payment for the children of these parents.
Interview questions for new Director interviews	Rowan/Jocelyn	To collaborate on the questions	
Gate locks	Sherron	Service desk request for gate locks to be replaced with magnetic locks	Service desk request #40535240
Cleaning in the Pre-School	Rowan/Andy	Dates to be confirmed that cleaning staff will be available for 16 – 20 December 2022.	
Ownership of the Pre School	Jocelyn	To write to MoE for clarification of who actually owns the Pre School – either the College or the Pre School	
Replacement of Pre School flags	Rowan	The Pre School flags are ripped and falling to pieces. Replacement flags have been ordered through Marketing at the beginning of the year but as yet no replacements have been received.	

PRESCHOOL DIRECTOR REPORT:

Financial

October 2022 Financial report and balance sheet attached to email

Notes to the reports:

- 2021 audited accounts distributed
- Total of \$ 157,438.77 MOE funding was received on Nov 1st
- Term deposits will be made to cover payroll through until March 2023

2023 Draft budget (distributed via email) – Approved: Rowan Seconded: Suzy

- Financial support for whānau of refugee backgrounds – to be discussed and approved.

- Refer to document attached to email. To contact Anne Galloway to see if there might be a fund available that could be used to fund children of parents who are studying at the College. The College may be able to contribute to this fund as well. **Action Point: Rowan to talk to Anne re funding of children**

Maintenance

Installation of the sun-shades has been delayed. We expect they will be installed before the end of this year. Unfortunately, the College gazebo that we have on loan was damaged during the high winds in the weekend. While still useable at preschool it may not be fit for purpose beyond this.

There have been 2 occasions when we have had intruders in the preschool out of hours. Some senseless vandalism occurred and disco mirror balls were taken, plus someone set up a protected sleep arrangement on the deck for the night. We now lock all gates into the playgrounds.

College Maintenance at end of year – our closure dates are not aligned to the College maintenance team. There are some questions around whether there will be cleaning staff available Friday 16, Mon 19 and Tues 20th. **Action Point: Rowan to confirm dates with Andy and cleaning staff**

Enrolments / Tamariki

Numbers of enrolments slowly decrease from now until end of 2023 as adult students complete their classes. I will be adjusting staffing levels to match the bookings. We still do not have confirmed details from all whānau. 2 new enquiries for Under 2's for 2023.

Employment/Staffing

Review of staffing needs for the final weeks of term is underway. Hours for 3 kaiako will be reduced (within terms of their IEP) as necessary to match reduced roll numbers.

All pay parity documentation is now complete – Kaiako have signed forms agreeing with the pay step that they will be on from January 2023. I will make sure payroll have the details in place for these to take effect from Jan 1st 2023.

With the resignation of Bee from the Pre-School as of December 16, Jocelyn has agreed to stay on a little longer at perhaps three days per week until the new Director is in place. Exit interview postponed.

Advertising for Bee's position will be delayed until February 2023.

Curriculum

The preschool end of year celebration will be held on Thursday 1 Dec, 11am until 1pm. We have booked Loopy Tunes and the Ice cream truck for a morning of fun for families. Preschool is providing the picnic kai. You are all welcome to attend or pop in for a visit

We are looking forward to sharing the pūrakau /stories of our kowhaiwhai. This will have an ongoing influence on curriculum as tamariki and Kaiako engage in telling, retelling and even recreating the imagery.

Review and evaluation

Strategic plan – review for 2022. Kaiako and kaimahi have reviewed the progress made this year toward the goals of our strategic plan. Refer to the attached document.

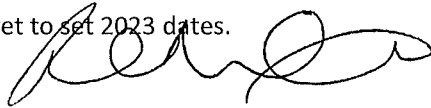
Twenty-one internal evaluations/reviews have been completed in 2022, including 3 extended in-depth (Akamatua) evaluations.

Other items:

- Update on appointment – With Bee’s resignation we have readvertised the Director position, closing on 5 December 2022. We hope to start interviews before the end of the year.
- Official invitation to Suzy (via BOT) to sit on the Pre School Trust representing Paul Ballantine, and Laurence Mote to be invited as a Community member to support and promote whanau, Māori , diversity and inclusion.
- Further to the Ownership of the Pre School. **Action Point: Jocelyn to write to the MoE seeking clarification of actual ownership.**
- Flags for the driveway by the Pre School were ordered at the beginning of the year, as yet none received. **Action Point: Rowan to contact Marketing re the replacement.**
- Te Reo name of Pre School. Keep ‘English’ name as official name but use Te Pito Wai Te Puna Wai o Waipapa – Hagley Community Pre School as trading name.

Next Meeting Date: yet to set 2023 dates.

Signed: _____



Designation: _____

Principal

Date: _____

21 February 2023