

HAGLEY PRESCHOOL TRUST

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

HELD IN THE PRINCIPAL'S OFFICE TUESDAY 23 AUGUST 2022

Present: Rowan Milburn (Principal), Jocelyn Wright (Chair - Preschool Director), Laurence Mote, Suzi Peterson

Mihi and introductions to welcome Suzi Peterson

Apologies: Sara Gordon

Correspondence: (attached to email and discussed in report)

In: Te Rito Maioha re Pay Equity Claim
Shade sail quote

Out: Term 3 newsletter

Minutes from Previous Meeting: distributed via email

Matters Arising:

Actions/progress from June/July meeting	Responsibility	Task	Completed
outdoor heaters along the verandah	Jocelyn	July – College electrician is putting together a quote	On hold
Permanent work space allocation for Preschool staff	Rowan	To take request to BOT for future allocation in future College rebuilds	BOT 26 July
Pay Parity decision	Trust Board	To opt in/or out of 'pay parity' in October RS7	Approved July 2022
Temporary/Daily Closure of Preschool due to illness/absences	Trust Board	Challenge of keeping the Preschool open against financial and community pressures	To monitor
EEO Policy	Trust Board	Comments from Board members and results of the questionnaire fed into review – refer policy attached to email	Completed July 2022
Shade sails	Jocelyn	The shade sail people have submitted a quote on what we need for the playgrounds. To install 3 out of 7 sails required = \$11,505.00 + GST. Do we proceed?	Approved

POD Hagley Rent	Trust Board	Reduction of Rent for 2022 to \$15000 – in light of extra expenses incurred by the PreSchool	Approved 23 August 2022
POD Hagley Rent	Trust Board	Annual rent review to be completed before 1 November	
POD Hagley Rental Agreement	Andy and Rowan to review	Review of provision of services by the College and the PreSchool	
Cleaning Schedule	Jocelyn	Review of schedule and duties – are they still relevant and dates for ongoing cyclical cleaning	
Application for grants funding for ongoing construction for tamariki/community	Trust Board	Approval for the Pre School Management to apply for funding for particular projects within the Pre School	Approved
Co2 monitors and air recycle	Trust Board	2 monitors and a recycle/purifier unit have been supplied from the College	Completed
Land, Buildings, Hazards and Maintenance Policy	Trust Board	Review of obligations of both the College and Pre School in this policy continuing to next meeting	
Whānau Māori Group presentation	Trust Board	Presentation of plan to install mahi toi at the Pre School at next meeting	Approved

Longer term tasks to complete

Official name of Preschool - origin	Jocelyn and whānau Māori group	To email Lynne Harata Te Aika - letter currently in draft	
Official Opening date	Trust Board/Jocelyn	Ongoing work to do before confirming a date	
Replacements on Pre-School Trust committee	Jocelyn	try and get a preschool community representative	Suzi Peterson to be nominated
Subsidising parent fees	Jocelyn	Further consultation required prior to beginning of 2023	

PRESCHOOL DIRECTOR REPORT:

Financial report and balance sheet attached to email

1 Notes to the reports:

- July Income and expenditure is tracking in line with the budget period/58%
- Yet to pay POD Hagley Rent (contract for services) – **Action Point: Pre-School Trust Committee approved that the POD for 2022 be reduced to \$15000 in light of extra expenses incurred for ongoing maintenance and repairs at the PreSchool.**
- Agency relievers is higher than budgeted reflecting the impact of staff absences due to illness.
- We are still waiting for the return of our 2021 audited accounts.

2 FYI – A summary of transactions related to the provision of Kidscan meals:

Introducing Kidscan kai provision came with some hidden costs as we needed to stock the kitchen with tools and equipment in the early stages, and now there is a need for an ongoing supply of additional groceries/cleaning products. We have been extremely fortunate to have received a number of donations from whānau that to date have covered the additional costs. Employment of a cook since the beginning of term 3 is not included in this summary.

Costs to date: \$929.69

Donations received: \$1900.00

Balance: \$970.31

We are currently recruiting for a cook – see College staff news. Liz (current cook) is seeking full time employment.

3 MOE Funding:

MOE have extended the temporary ruling re absence exemptions through until 30 September. We can automatically apply absence exemption for tamariki on extended leave due to COVID, RSV or virus, our funding will not be impacted.

The funding rate for November will be no lower than the July funding rate– ie. we are on 100% qualified funding band so if we drop due to not being able to find a qualified Kaiako during staff shortages, our funding will not be impacted.

4 Grant Applications: The work yet to complete in the preschool playground remains a priority for us as we are not currently providing the full breadth of opportunity for tamariki learning and development. Ie. We have limited opportunity to challenge tamariki physically.

We would like to submit applications for financial grants from charity organisations such as Rata, Mazda Trust, Lotto Grants, and Fresh Choice. Each application would have a particular significant project as the focus:

- Playground structure and moveable equipment to replace the slide/climbing structure and Elm tree that we lost (around \$20,000)
- Construction whare – as was originally planned for. The concrete foundation is in place (around \$20,000)
- Remaining shade sails to complete the shade plan (around \$10,000)
- Outdoor storage and a weather cover for tamariki buggies (around \$10,000)

The Trust Board needs to give approval to preschool to proceed with submitting applications.

Resolution: The Pre School Trust support the Pre School Management to make application to Rata, Mazda Trust, Lotto Grants, Fresh Choice and other charity organisations, as they see fit, to contribute to funding of our above construction projects.

Maintenance

We had been experiencing frequent power issues where various circuit breakers cut out. The electrician has been able to fix one circuit where too many high use appliances were connected to the one circuit breaker. One problem remains a puzzle – the preschool lights often cut out and from tracking the occasions this occurs, we think it is a water issue. It tends to occur following heavy rain period.

A new light has been installed in the kitchen that can be operated separately from the main switch – necessary when lights are off for sleeping tamariki in the over two room.

We purchased a CO2 monitor with a grant from MOE. Immediately we became aware that the sleep room has a serious CO2 problem. When more than 2 tamariki sleep in the room the monitor reads above the alert level of 900, rising to 1200 when more tamariki are sleeping. We have investigated many solutions, however, none have proven to be successful long term solutions. The window is always open although small and doesn't create air flow. The door cannot be left open when others are in the playroom. The heat pump fan only circulates air – not replace it. We have a fan ready to try to circulate air through the window but found the only electric socket in the sleep-room is not connected to the metre board. Frustrations abound! I have discussed this with the electrician and informed Andy. **Action Point: 2 monitors and air recycle/purifier system supplied to Pre School from the College's supply from MoE.**

Employment/Staffing

Teachers' Pay Equity claim: The ECE steering group have drafted the high-level bargaining strategy now known as Ngā Whenu Raranga. There are 500+ employers involved in the claim who are asked to review and vote to endorse, or not, this document. We (Trust Board) have nominated Te Rito Maioha to represent the preschool Trust as employer so they will vote on our behalf. Refer to the letter from Te Rito Maioha and document, Ngā Whenu Raranga – weaving strands (attached to email)

We will have a number of Kaiako absences toward the end of term as they are taking annual leave. I have begun to book in relieving Kaiako.

Enrolments / Tamariki

The total number of enrolled tamariki stands at 42, including three new enrolments since the beginning of term.

Term 3 began with very high attendance – almost 100%.

Review and evaluation

Land, Buildings, Hazards and Maintenance Policy – due for a final review by the Trust Board. Please read and we will discuss (attached to email) **Action Point: Review of this policy to next meeting**

Preschool Kaiako are currently reviewing the preschool values document.

Community .

Preschool held an enjoyable celebration for Eid – this was small and informal with Muslim whānau taking the lead. Refer to the newsletter.

Last week we had a video team in the preschool led by CORE Education who have been contracted by MOE to produce some supporting video resources for the implementation of He Mapuna te Tamaiti : supporting social and emotional competence in early learning. The videos will be part of the suite of resources available to all on the Te Whariki - TKI site.

The Whānau Māori group are progressing with their mahi and plan to install some of their mahi toi before the end of term. They would like to attend the September Trust Board meeting to present their mahi toi to you all. **Action Point: Invitation to the Whānau Maori group to present at the next meeting accepted.**


Move to Public Excluded

Moved by the Chair that the public be excluded from the following parts of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 ("LGOIMA") for the passing of this resolution are as follows:

<i>General subject</i>	<i>Reason for passing this resolution</i>	<i>Ground(s) under s48(1) for the passing of this resolution</i>
Matters relating to personnel	It is necessary to exclude the public from this part of the meeting in order to protect the privacy of natural persons, being a good reason for withholding information under s9(2)(a) of the Official Information Act 1982 ("OIA")	Pursuant to s48(1)(a)(ii) of the LGOIMA that the public conduct of the relevant part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under the OIA.

Next Meeting Date: Tuesday Sept 20th, 4pm

Signed: _____  _____

Designation: _____ Preschool Director _____

Date: _____ 20 September 2022 _____