

HAGLEY PRESCHOOL TRUST

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

HELD AT HAGLEY COLLEGE PRESCHOOL, 4.00PM TUESDAY 22 SEPTEMBER 2021

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

Apologies: Mike Fowler (Principal)

In Attendance: Sherron Harrison (minutes)

Minutes from Previous Meeting: Approved: Sara Seconded: Jo

Minutes from Previous Meeting: distributed via email

Correspondence:

In: JRD informing us about impending changes to MyIR

Med Cert – Carol Gillies from 13 – 22 September 2021

Out: Submitted an IR401 requesting that Jocelyn be appointed an executive officer on behalf of the Trust - **Approved**

Applied for the wage subsidy which was granted for a 2-week period.

Application to MSD - Community Capability and Resilience Fund for Waller Terrace Garden and upgrade for the website

Submitted final RS7 for license no. 70363 [defunct as of 16 July] – new licence granted

Matters Arising:

- Income and expenditure report on the completed MOE TAP2 funded building project attached
- Ask Andy for breakdown of Simpson House \$24,000 costing – **Action Point**
- **Feedback:** to Architects re Compliance extra costs from initial specifications- surprised to see and extra \$17k in fees when they should have had specifications on hand for a ECE building from the start – **Action Point**
- New administrator employed – Anna Leaman started on Monday 20 September. Thanks to Sherron for remotely assisting with this during the lock down period. We had 20 applications and interviewed 3. Anna has already suggested processes for tidying Xero after some initial training with the Xero agent and will have instruction on Wednesday around the student management system.

PRESCHOOL DIRECTOR REPORT:

Financial:

Financial report (Balance sheet) for August distributed in email.

The final TAP2 payment has been made by MOE. Final payment to College for the new build paid on 23 September.

Notes:

IRD – Sara has been added as a Trust member to the executive officer list for future access to MyIR, Sara has signed to have 'Authority to Act on behalf of the Trust' to access myIRD.

Anna is being setup for authorisation for the bank accounts, this is a change from Mike as an authorised user.

Pay Parity – the Pre-School is required to indicate in the RS7 due end of October whether we will opt in or out of the MOE pay parity funding increase from 1st January 2022. Jocelyn's calculations based on current roll numbers suggest that the increased income will exceed the amount we require to meet the attested 5 step pay rates. It was of interest to hear MOE quote the amount of \$15000 as being the difference in salaries between teachers in the kindergarten service and ECE services. This government has expressed its commitment to achieving parity over a number of Government budgets. **Pre-School Trust attest to the 5 pay steps and agree to opt into this parity. – approved unanimously**

Enrolments / Tamariki:

- 38 children enrolled currently, includes 1 recent new enrolment.
- Three tamariki leave for school at the end of term.
- We anticipate that whanau of refugee background who are expected in Christchurch over the next month may enrol

Staffing/Kaiako

Susan is on annual leave this week. Relievers have been employed.

Three kaiako have updated their First Aid certificate over the past weekend.

Carol, the current administrator has been absent since prior to lockdown and submitted a 2-week medical certificate that ends after her fixed term contract finished with us. This has left quite a load of invoicing and administration yet to do so Jocelyn has Anna now starting a week earlier than planned.

Jocelyn will be on annual leave for the week 4th -8th October. Bee will cover her roll over the week.

Jocelyn has been called for Jury duty the following week – this has already been deferred once so now must attend.

Curriculum

Most of the curriculum this past month has been remote. Kaiako maintained contact with all whanau throughout lockdown. We also delivered bags of resources to each family when in level 3. During level three the preschool opened for 5 tamariki, three Kaiako worked on site while the rest worked remotely. We made a book to capture tamariki, Kaiako and whānau remote interactions to capture what our 'curriculum' over lockdown looked like. The first day back at level 2 was a joyful time for all – attendance was around 80% rising to 95% within a week. These home visits were very successful for Kaiako and tamariki and have reinforced relationships throughout the Pre-School.

Internal evaluations

The team are part way through the major language and literacies review.

Jocelyn has reviewed and updated the Financial Management Policies and Procedures to reflect the changes in now using XERO and APT, and the recent changes made to the fee schedule. (documents distributed with email).

Suggested adding Annual Financial Report and ECE Funding Handbook to references for the Financial Management Policy – **Action Point:** Present again at next meeting

Add : **Approved/Designation/Date/Review Date** to bottom of both policies – **Action Point**

Community

- The 'Whānau Learning Together' parenting programme held its first session the week before lockdown and has now resumed. We have moved the dates forward so that the programme will continue into the fourth term.
- We are meeting with the whanau Maori group this Friday (24 September) to progress the work on developing our cultural narrative and name.
- Bee and Jocelyn will be presenting at the CORE ULearn conference on Thursday October 14th. Our presentation will showcase the preschool's TLIF project
- We have also been approached to participate in the upcoming GROW Waitaha event on October 27th.
- Jocelyn has been working with the Te Taura Here Otautahi ECE managers to contribute to the 2022 plans of the Kahui ako.
-

Relocation and New Building updates:

Landscaping: Emma (Woodland Escape) has completed a plan for the landscaping along the Waller Terrace street frontage. The plan will be available at the meeting to view. If we are successful with the application to a grant through MSD - Community Capability and Resilience Fund – we will have some funds to support the development of this area which includes a community garden. This quote is for \$14,000 completed. More fundraising required for completion. To explore community funding options.

Andy has indicated that the two final stages of playground development cannot be covered by the TAP2 rebuild funds and that these will now become the responsibility of the Trust Board to fund. Jocelyn has a plan and quote for the construction hut to consider.


Is there a timeframe for completing the PS staff room? Space is getting really tight for staff in the current office space. **Action Point: Mike and Andy to discuss/resolve**

Signage and design within the preschool:

The new signage has been fitted to the exterior of the building. We think they are stunning – great job Leonie!

Actions:			Completed
TAP2 Income/Expenditure report	Andy	Breakdown of Simpson House costs - \$24k	
Feedback to Architects on extra fees for ECE Specs	Mike	Extra \$17k	
Breakdown of extra \$17k compliance costs	Rowan		
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	
Policy signatures/reviews	Jocelyn	Add: Approved/Designation/Date/Review Date to end of policies	
Staff Newsletter re help with garden projects – both financial and labour	Jocelyn to contact Julie Davies	ongoing	
Official opening date	Committee	For next meeting	
Timeframe for completion of Pre-School staffroom	Mike/Andy	For next meeting	

Next Meeting Date: 19 October 2021

Signed: 

Designation: Preschool Trust Champion

Date: 19 Oct 2021