

HAGLEY PRESCHOOL TRUST

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

HELD AT HAGLEY COLLEGE PRESCHOOL, 4.00PM TUESDAY 24 November 2021

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

Apologies: Jo Rendall

In Attendance: Sherron Harrison (minutes)

Minutes from Previous Meeting: Approved: Sara Seconded: Jocelyn

Minutes from Previous Meeting: distributed via email

Actions from October meeting			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	√
Official Opening date	Committee		
Timeframe for completion of Pre-School staffroom	Mike/Andy	Cost analysis and funding required. Bookable areas around the College – O1, etc	
Actions from this (November) meeting			Completed
Jocelyn and Bee – Kahui Ako fixed term rollovers for 2022	Mike/Rowan		
Replacement for Mike Fowler on Pre-School Trust committee	Trust		

PRESCHOOL DIRECTOR REPORT:

Financial:

Financial report (Actual versus Budget and balance sheets distributed with email)

- Actual vs Budget = 83% of spend to budget
- Note - Nov 1st MOE payment is not included in the October report figures
- Increase in operating expenses for code 419 is due to the new MOE license fee of \$2,500 . Equity funding to be reassessed under the new licence. \$18,000 – the cost for Refugee and Migrant children from parents studying at the college.
- Initiate conversations with the Community re fees from parents after the first year – contribution towards the \$18k deficit per year.

Enrolments / Tamariki:

- 40 children are currently enrolled. Since last meeting, one child left for school and we have welcomed three new enrolments, 2 under two and one over two.
- Two further tamariki have begun pre-entry visits ready to start in 2022 with another five inquiries, most of these are under two-year-olds.
- Seven tamariki leave for school at the end of this year – a large number to lose all at once. Hence, our roll for 2022 is looking rather low in the over two programme.

Staffing/Kaiako

Staff are taking their annual leave as roll numbers have reduced. Jocelyn will further adjust staffing according to the reduced numbers of bookings for the last few weeks of the year. She has worked hard to get an accurate picture of how the roll will be impacted when the senior college year ends. Some have reduced bookings so they will retain WINZ subsidies to the end of year while others have confirmed their children will finish up when they do.

Georgia will continue her employment for 2022. Offer to Georgia of permanent, part-time hours (minimum) for 2022.

Adjustments will be made to the hourly rate of pay for two Kaiako in their first years of teaching to meet the parity requirement on the 5 new steps as from January 1st.

Professional Learning:

- We are currently completing the team PLD programme 'Altogether Autism', with our final webinar and individual support from the facilitator.
- Robyn and Jocelyn completed our Te Ahu te reo Maori classes for 2021.
- Bee and Lisa are participating in an MOE evaluation of the draft early learning practice and progress tools: Social Emotional Learning which will be completed in April 2022.
- Bee will complete her ECE Degree in early 2022.
- Jocelyn and Bee need extended Kahui Ako employment agreements for 2022. **Action Point – Mike/Rowan**

Curriculum

Spring brings with it an interest in growing things – we had a donation of Swan plants so have set up a butterfly house around the back and have planted a small garden of vegetables.

Just as we welcomed some new under-two year olds to the nursery we also transitioned three just turned two year olds to the preschool room. Transitions have been foremost in curriculum planning.

Internal evaluations

Strategic plan – Jocelyn has updated the document to provide an annual review of achievements thus far. (attached in email)

Bee and I have been busy finalising documentation of a number of curriculum reviews undertaken in the past six months. We have a healthy folder of internal evaluation documentation.

Community

- The 'Whānau Learning Together' parenting programme has now finished with very positive feedback from participants. We will be looking to continue this programme in 2022.
- The next whānau Māori hui is scheduled for Dec 3rd. We have Alisha from Matauraka Mahaanui joining us to hear our progress re developing our cultural narrative and selection of names. Members of the Trust are invited to join – Friday 3rd December 2pm – 3pm. We plan to meet in room O1.
- The Education Gazette is interested in writing an article about the work of Kaiako in our culturally and linguistically rich preschool. They had to postpone their appointment with us last week and have rescheduled to Wednesday 24th Nov.
- Our 'end of year' celebration with whānau was on Thursday 18th November. Under COVID level 2 requirements we put together a lunch bag for each person to enjoy a 'picnic' together in the playground after being entertained by Loopy Tunes. A 'Mr Whippy' treat capped of a very enjoyable time together.

Trust Committee from 2022

- With the retirement of Mike Fowler as Principal of the College there will need to be another Trustee from the College to sit on the Pre-School Trust Committee.
- The Pre-School Trust would formally like to thank Mike for his contribution in supporting the Pre-School to the place it is now.

Message to Mike from all of us at Preschool:

Mā te tika o te toki o te tangere, me te tohu o te panaho.

Ka pai te tere o te waka i ngā momo moana katoa.

**By designing and shaping the keel of the waka to perfection,
your canoe will overcome obstacles**

Mike, the warmth of your support and deep belief in us all at Te Pito o Te Puna Wai o Waipapa has ensured that we have been able to overcome any obstacles along our preschool journey over the past 5 years. Your part in the 'designing and shaping' of our preschool has made sure that we have a place we can all be proud of in the Hagley Community. Nga mihi nui Mike, and all the best for your next steps.

Next Meeting Date: TBA February 2022

Signed: _____

Designation: _____

Date: _____