

HAGLEY PRESCHOOL TRUST

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

HELD IN THE PRINCIPAL'S OFFICE TUESDAY 20 SEPTEMBER 2022

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

Apologies:

Correspondence:

In: Director resignation submitted end of last hui
Letter to Preschool re gifting of name of Preschool

Out:

Minutes from Previous Meeting: distributed via email

Matters Arising:

Actions/progress from August meeting	Responsibility	Task	Completed
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 - completed
POD Hagley Rent	Trust Board	Annual rent review to be completed before 1 November	Rowan to review in consultation with POD Rent Agreement
POD Hagley Rental Agreement	Andy/Rowan/Casey to review	Review of provision of services by the College and the PreSchool	As above
PS Insurance	Rowan/Andy/Casey	Send insurance documents to Rowan/Andy	Reviewed and completed
Subsidising parent fees	Jocelyn	Further consultation required prior to beginning of 2023	Cost analysis to be completed

Longer term tasks to complete

Official name of Preschool - origin	Jocelyn and Trust Board	To email Lynne Harata Te Aika - letter currently in draft – refer attached and will discuss	Approve this letter to be sent to Lynne
Official Opening date	Trust Board/Jocelyn	Ongoing work to do before confirming a date	
Cleaning Schedule	Jocelyn/Graeme	Review of schedule and duties – are they still relevant and dates for ongoing cyclical cleaning	Ongoing – this will be a part of the new College cleaning schedule in the opening of the new rebuild

PRESCHOOL DIRECTOR REPORT:

August 2022 Financial report and balance sheet attached to email

1 Notes to the reports:

- August Income and expenditure is tracking in line with the budget period = 58%
- Instruct Hagley College Finance Department to invoice POD Hagley Rent **\$15,000**
- We continue to wait for the return of our 2021 audited accounts. They advise this will be completed by end of September. Draft accounts have been sent to the MoE.
- POD Hagley Rent Agreement needing review, check that services provided to the Preschool are accurately costed out as in the POD agreement **Action Point: Rowan/Andy/Casey to review costs/services provided**
- Insurance documentation review – **Action Point: Rowan/Andy/Casey to confirm this has been completed. Completed 21 September.**
- Cost analysis to subsidise parent fees for 2023. **Action Point: Jocelyn to complete analysis**
- For next meeting in October, Laurence and Sara will no longer be on the Hagley College Board of Trustees as neither are seeking re-election. To maintain continuity, we have extended an invitation to both Laurence and Sara for the October meeting until new representatives from the newly elected Te Wai Puna o Waipapa – Hagley College BOT are invited to join the Preschool Trust.
- Monday 26 September – Queen Elizabeth II Memorial Day – although this public holiday is optional the Preschool has decided it will close for this day.

Priority projects for the Preschool

As discussed at the July meeting, we have a number of unfinished projects, and our intention to apply for funding through various avenues. Many thanks to Suzy for providing feedback in relation to the match between projects and funders. Since then, Jocelyn has talked with some resourceful people in the College. At this stage it appears that we might be able to proceed with the list of project and priorities in the following way:

Playground structure /moveable equipment	Kaiako to decide on what is needed
Construction whare	Colin to construct this as a project with his 2023 class. We pay for materials
Remaining shade sails	Will wait to see what is necessary once the initial set is installed
Outdoor storage at end of verandah	Approached John/Maintenance crew
All weather cover for prams/buggies	Approached John/maintenance crew

Maintenance

Power issues continued and we have had the electrician in again. It looks like the situation has been addressed successfully as we haven't had an outage for the past 2 weeks.

The air recycle/purifier system has been really effective in reducing the CO2 levels in the sleep-room. Thank you to the College for providing this.

Employment/Staffing

Four prospective cooks have been interviewed. We haven't completed the process as yet.

The Preschool Director role will be advertised by end of term, applications close October 17th, with interviews during week 2, Term 4. Laurence and Suzy (and Sara) have volunteered to be on the Appointment Committee for the new ECE Director.

Enrolments / Tamariki

The total number of enrolled tamariki stands at 41, one child recently left to return home overseas.

Curriculum

Tracing the frequency of helicopters landing at the hospital became a keen interest for tamariki recently. You can imagine their excitement when they managed to look around a helicopter cockpit and speak to a real pilot via FaceTime. This was thanks to a parent who had the right contact.

Other exciting learning opportunities have included a visit from Colin who supported tamariki interests in learning how to use the tools of the building trade.

Priority projects for the Preschool

As discussed at the July meeting, we have a number of unfinished projects, and our intention to apply for funding through various avenues. Many thanks to Suzy for providing feedback in relation to the match between projects and funders. Since then, Jocelyn has talked with some resourceful people in the College. At this stage it appears that we might be able to proceed with the list of project and priorities in the following way:

Playground structure /moveable equipment	Kaiako to decide on what is needed
Construction whare	Colin to construct this as a project with his 2023 class. We pay for materials
Remaining shade sails	Will wait to see what is necessary once the initial set is installed
Outdoor storage at end of verandah	Approached John/Maintenance crew
All weather cover for prams/buggies	Approached John/maintenance crew

Maintenance

Power issues continued and we have had the electrician in again. It looks like the situation has been addressed successfully as we haven't had an outage for the past 2 weeks.

The air recycle/purifier system has been really effective in reducing the CO2 levels in the sleep-room. Thank you to the College for providing this.

Employment/Staffing

Four prospective cooks have been interviewed. We haven't completed the process as yet.

The Preschool Director role will be advertised by end of term, applications close October 17th, with interviews during week 2, Term 4. Laurence and Suzy (and Sara) have volunteered to be on the Appointment Committee for the new ECE Director.

Enrolments / Tamariki

The total number of enrolled tamariki stands at 41, one child recently left to return home overseas.

Curriculum

Tracing the frequency of helicopters landing at the hospital became a keen interest for tamariki recently. You can imagine their excitement when they managed to look around a helicopter cockpit and speak to a real pilot via FaceTime. This was thanks to a parent who had the right contact.

Other exciting learning opportunities have included a visit from Colin who supported tamariki interests in learning how to use the tools of the building trade.

Review and evaluation

Land, Buildings, Hazards and Maintenance Policy ready for final review – Jocelyn to add further sentence to document, then this document complete.

Community

Our Preschool gave two presentations at the recent CANTESOL seminar day to raise the profile of ECE and of our Preschool.


‘Seeds of Love’ is a group of women that established following the Mosque attack. They visited preschool and spent time with tamariki making seed bombs. Their goal is that through this mahi they can promote and embrace diversity in communities.

Jocelyn attended the MOE engagement and participation strategy release on Tues 13th September and also completed another round of funding application on the MOE PLD panel.

4.30 pm - Whānau Māori joined us to share their Kaupapa. Please read the *attached Letter to Update to the Board from Whānau Māori*, in preparation.

- Jocelyn to mihi/welcome
- Everyone to mihi
- Whānau present
- Bee to mihi/thank

Next Meeting Date: Tuesday 18 October , 4.30pm

Signed: _____  _____

Designation: _____ **Preschool Director** _____

Date: _____ **18 October 2022** _____