



# New Zealand Playcentre Federation

## Minutes

### of the 98<sup>th</sup> National Executive Meeting

Hosted by New Zealand Playcentre Federation, with assistance  
from Event Action.

The Mercure Hotel, Wellington

Friday 18 – Sunday 20 Pout -te-rangi / March 2016

“Whānau tupu ngātahi – families growing together”

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# Minutes of the 98<sup>th</sup> National Executive Meeting

## 18 – 20<sup>th</sup> Pout -te-rangi / March 2016

Hosted by NZPF, with assistance from Event Action

### Friday 18 March

#### ***Treaty House: Opening / Mihi Whakatau***

The meeting opened at 11.30am with a Mihi Whakatau, led by Alex Watson and Whaea June Jackson (Taranaki Whānui).

*This was followed by lunch.*

#### **Present**

##### Trustee Board

Viv Butcher, Alaine Tamati-Aubrey, Avis Stewart, Marama Mateparae, Ann Langis, Susan Bailey (Advisory Panel)

##### Playcentre Association Representatives

Auckland	Justine Reid, Heather Ruru, Hayley Kirk-Smith
Buller Westland	
Canterbury	Bec Roper-Gee, Erana Rattray
Central Districts	Danielle Boswell, Pip Brunn, Nola Fox
Central Hawkes Bay	Sandra Foley ( <i>from Saturday</i> )
Counties	Kelly Tangaroa ( <i>departed Saturday evening</i> ), Michele Pepper
East Waikato	Geraldine Jaques, Carol Tarrant
Eastern Bay of Plenty	Cynthia Murray, Adelle Hori
Far North	
Hawkes Bay	Ruth Vincent, Pip Harper
Hutt	Clare Ferguson, Isobel Egerton ( <i>Saturday</i> ), Merewyn Groom ( <i>Friday and Sunday</i> )
King Country	Julieanne Bull, Jo Earwaker
Marlborough	
Mid Canterbury	Helen Mead, Fiona McFall
Mid Northland	
Nelson	
North Shore	Euphymya Ngapo Lavelle, Lisa Mayne, Leisbeth Watson, Marilee Aldrich-Wall
Northland	Stephanie Mambery, Thelma Scheele
Otago	Margaret Vere, Jessica Leith
Rotorua	Tracey Bourke
South Canterbury	Annette Thow, Elle Mitchell
Southland	Polly Paul
Tairāwhiti	Lauren Ormiston ( <i>from Saturday</i> ), Michelle Hall ( <i>from Saturday</i> ), Mary-Jane Dixon
Tairāwhiti	Stacey Balich, Tania Howarth, Debbie Rowland, Karena Tutini
Taranaki	Carmen Tarrant ( <i>from Saturday</i> )
Te Akoranga	Anna-Louise Fleet, Elise McClennan, Isabel Manuel
Thames Valley Coromandel	Kate Fairhurst, Michelle Burr
Waikato	Lisa Kahui, Emilee Middleton-Wood, Rachel Emmott, Cherie Grant
Wairarapa	Nadia Wood, Vicky Lewis
Wellington	Antonia Reid, Elspeth White, Joanne Fullelove, Sarah Baylis ( <i>Sunday</i> )
Western Bay of Plenty	Judy Gore, Liz Willoughby
Whanganui	Kylie Marsh, Debra Smith

### Federation Personnel

Char Martin (Education Co-Convenor/Advisory Panel), Donna Palmer (Te Whare Tikanga Mōri Administrator), Gillian Croad (Te Whare Tikanga Mōri Facilitator),

### Appointed Staff

Veronica Pitt (Operations Manager), Meagan Ranby (Secretary)

### Minutes

Michelle Laurenson (Tōngata Tiriti)

### Facilitator/s

John Faisandier (Tōngata Tiriti Facilitator)

## **Apologies**

The following apologies were noted: -

### Associations

Buller Westland Playcentre Association – letter received (*appendix 3.*)

Nelson Playcentre Association – letter received (*appendix 2.*)

Marlborough Playcentre Association – note received (*appendix 1.*)

Far North Playcentre Association

Southland Playcentre Association

Amy Bendall – Wellington

Kim Armstrong - Taranaki

Te Whare Tikanga Mōri representatives – Southland

Cojana Spear and Liz Annan - Counties

Faith Tupou – Hutt

### Federation Personnel

Cate Mawby – Education Co-Convenor

Morna Haist – Tōngata Tiriti Facilitator

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## ***Treaty House: Meeting Opens***

### **Welcome**

Viv Butcher and Alaine Tamati-Aubrey opened and welcomed delegates to the 98<sup>th</sup> National Executive Meeting.

Viv acknowledged the wider communities within Playcentre who make Playcentre possible; those who came before us, those who will come after, members, families and supporters at home.

Viv acknowledged that we are at a critical and important point in the journey of Playcentre and acknowledged the first Playcentre, Karori Playcentre, opening 75 years ago, she acknowledged the work that had been completed by delegates, Association/Centre members, working groups in preparation for this meeting.

She spoke of the context of which Playcentre has changed and is changing and that we need to hold onto our core values. Playcentre is important in the changing context of our communities, it's important to remember why we are and do Playcentre. We are families growing together – whānau tupu ngā tahi.

Alaine acknowledged and greeted the rākau that was gifted from Ngāti Whātua and reminded delegates to be kind to each other.

### **Hotel Introduction**

Alaine introduced Charlotte from the hotel to share health and safety and emergency procedures for the hotel.

Viv then introduced Gillian Croad and John Faisandier as facilitators for this meeting.

John Faisandier introduced himself and shared some of his background.

It was requested that delegates change the seating arrangements for the Treaty house into a circle. For whakawhanaungatanga John requested delegates move into their regions to start building relationships then they were asked to move into a continuum of the number of national meetings each individual have attended.

John spoke in regards to what the best outcomes would be for the meeting and how to make the meeting worthwhile. He then asked 5 delegates to share how this meeting would be successful for them:

- ✚ Remember that we are here for the kids and decisions that impact the children.
- ✚ Move forward in a positive frame of mind that everyone can work with positively.
- ✚ To be able to get the answers that Centres have asked.
- ✚ Being positive and moving forward positively for everybody.
- ✚ Accept the constitution this weekend.

John spoke about the book '*Crucial Conversations*' – how do you have crucial/difficult conversations? Some conversations become crucial because there is something vested in them. People imagine a world where there are two main choices; silence or violence (the conversation being violent not physically violent). John started a role play to demonstrate silence or violence in conversations.

The reason why conversations don't feel safe is because there are emotions; emotions are there and they aren't owned. The alternative is dialogue; increase the pool of meaning. Each person has an idea and no one person has the answer to everything – dialogue allows all of the ideas to come into the pool of meaning and consensus means needing to listen to all of the ideas. Notice when we are in dialogue and when ideas can be put into the pool of meaning and acknowledge when the conversation has changed to silence or violence. When emotion becomes part of the discussion, then the meeting can step out of the discussion to acknowledge and address the emotion.

John then demonstrated the 'three brains'; Reptilian Brain, Mammalian Brain and Neocortex (grey matter).

## ***Apologies***

Meagan Ranby read out the apologies that had been received including the letters and notes from Nelson, Buller Westland and Marlborough Playcentre Associations.

Apologies were then taken from the floor.

## **Quorum Board**

Veronica explained the Quorum Board and how it will work. Please ensure you move your name when you enter the Treaty House.

## **Meeting Overview**

Viv described what the agenda will look like this afternoon.

## ***Caucus Time: Whakawhanaungatanga***

At 2.00pm delegates moved to Te Whare Tikanga Mori and Tūngata Tiriti houses to caucus.

*3.30pm: Afternoon Tea*

## ***Te Whare Mātauranga: Presentation of Decision Papers***

At 4.00pm delegates reconvened in the Te Whare Mātauranga – House of Understanding.

## **Draft Constitution**

The Kapa Mahi group was made up of Debbie Rowland, Cynthia Murray, Bec Roper-Gee, Lisa Mayne and Trustee Board support; Viv Butcher and Avis Stewart. The draft constitution was presented by the Kapa Mahi group.

### *Recommendation:*

*That the National Executive agrees to adopt the attached Kaupapa Ture / Constitution for Te Whānau Tupu Ngā tahi o Aotearoa - Playcentre Aotearoa Incorporated*

As a group the Kapa Mahi task was to draft a new constitution for a whole of Playcentre as a charitable trust. Not by starting from scratch but from taking the already agreed to concepts and ideas and using them to inform a draft that was sympathetic to the ethos of Playcentre.

They had some great foundations to work from - we have a currently agreed to Federation Constitution, we have decisions made regarding the structure of the new organisation from previous National Executives and Conferences, we have the draft worked on by Life Members, Marion Pilkington and Robbie Burke, the Kapa Mahi members also brought with them the combined experiences of sitting in both houses over the previous discussions to try to incorporate as many of the ideas that were discussed in each house in previous meetings as possible.

The drafts were also informed by advice that Viv and Avis sought from the NZ Playcentre Federation's honorary Legal Advisor regarding the technical issues. From a technical standpoint Playcentre Aotearoa is choosing an unusually democratic use of the charitable trust as we retain the AGM's and the ability for Centres to call SGM's, and when necessary for voting to fall at the Centre level.

Debbie summarised the main changes to the draft constitution which is also listed within the decision paper.

Bec acknowledged Robbie Burke and Marion Pilkington (NZPF Life Members) and various past working parties that have worked on the constitution.

Acknowledgment of Viv and Avis and help they put into the work and David McLay, Honorary Legal Advisor for NZPF. The group worked collaboratively to be able to complete this work meeting once with the remaining work completed online via Skype, Googledocs, and Facebook. One of the shared understandings gained was how critical shared understanding as partners is and how important it is in our organisation not just during National Meetings.

Cynthia thanked Associations that fed back to the Kapa Mahi which resulted in the Questions and Answers document that had been distributed prior to the National Executive meeting and some changes to the Constitution.

Questions relating to the draft Constitution were taken from the floor and answered after the dinner break.

Kapa Mahi shared what excited them about the draft Constitution.

## **2016-2017 NZPF Annual Plan**

Veronica Pitt, NZPF Operations Manager, presented the proposed 2016-2017 Annual Plan describing the actions to occur during this coming year to achieve the goals of the 2014-2019 NZPF Strategic Plan and is mainly made up from the timeline as presented in the Operational Restructure Project document.

### *Recommendation:*

*That the attached Annual Plan for 2016-2017 be approved*

Questions relating to the 2016-2017 NZPF Annual Plan were taken from the floor and answered after the dinner break.

## **Confirmation of NZ Playcentre Federation Officer Positions 2016-2017**

Marama presented the Confirmation of NZ Playcentre Federation Officer Positions 2016-2017 paper and read out the recommendation.

### *Recommendation:*

1. *That Federation Officer Positions be confirmed as above.*

2. *That the elected/endorsed Federation Officer positions be maintained for 18 months through to the next Annual General Meeting being held in November 2017.*

Questions relating to the Confirmation of NZ Playcentre Federation Officer Positions 2016-2017 were taken from the floor and answered after the dinner break.

### **Federation Equity and Financial Forecast**

Alaine presented the Federation Equity and Financial Forecast decision paper and pointed out the recommendation and directed delegates to the Waikato paper for background information

*Recommendation:*

*That Waikato Playcentre Association be able to stop participating in the Federation Equity scheme from the beginning of the 2016 – 2017 Playcentre Association Financial Year.*

Questions relating to the Federation Equity and Financial Forecast were taken from the floor and answered after the dinner break.

### **NZPF 2016-2017 Budget**

Veronica presented the 2016-2017 NZPF Budget; she talked about the two budgets presented and the reason due to the changes in the Accounting Standards therefore the change of the Federation financial year.

*Recommendations:*

1. *That the 2016 – 6 month budget be approved*
2. *That the 2016-2017 transitional budget be approved.*

Questions relating to the NZPF 2016-2017 Budget were taken from the floor and answered after the dinner break.

### **Caucus Time: Initial Constitution Discussion:**

At 5.00pm delegates moved to Te Whare Tikanga Māori and Tūngata Tiriti houses to caucus.

*6.00pm Dinner*

### **Te Whare Mātauranga:**

At 7.30pm delegates reconvened in the Te Whare Mātauranga – House of Understanding for the answers pertaining to the presented decision papers (*Appendix 4.*).

### **Caucus Time: House Business**

At 8.30pm delegates moved to Te Whare Tikanga Māori and Tūngata Tiriti houses to caucus.

The meeting closed for the day at 9.00 pm.

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## **Saturday 19 March**

### **Treaty House:**

The meeting re-convened in Te Whare Mātauranga – House of Understanding at 8.40am with a karakia and the waiata.

Gillian introduced the next section of the meeting ‘*Understanding Change*’ of which John led.

John introduced 'Understanding Change' by sharing a story about the splitting of the red sea; of which the group had got lost in the desert walking from Egypt to Israel and the challenges they faced trying to get to the 'promised land' and the leadership needed to encourage people to continue on the journey.

John demonstrated change by utilising one group to represent the status quo, another group to represent those that are currently on a journey of change and another group to represent the vision of what the 'promised land' will look like after change.

What was the vision of Playcentre Change when this was started? Less work, more children, more play, more funding, better PR/profile, more Centres open.

When on a journey of change the familiar is easy with established rules on how we operate. The middle part i.e. during the journey of change consists of chaos and is complex. Complex is hard to understand and work with; fundamentalism tends to come into action – leadership is important. In chaos people want to go back or want to be told what will happen, but you don't know what will happen acknowledge I don't know what will happen but we will get there. Leadership is needed to move through the chaos to trust in the process that we will get there. Leader needs to keep telling people what the vision is and why this is important. Hearing that we are right in the middle of the complexity and to remember what is driving us.

We are so busy sometimes looking after our people that we can be distracted from the vision and we lose the people anyway.

Felt like running away from this rather than what is moving us forward, so keeping in mind and running towards the vision of less admin more play and support for centres.

We are afraid of change and therefore we lose the vision.

Should the process be more fundamental? Missed the point of the fundamentalism – is going back to the status quo. One example of 'simple' in the process would be being kind to one another, one simple thing to do in chaos and complex.

Important to have leaders but who are they? And the challenges that the organisation faces when working in consensus. This won't work without some leaders and the National Executive needs to support these leaders.

At national meetings the National Executive are the leaders because their Centres have asked them to attend on their behalf.

## **Overview of the day**

Alaine gave the overview for the day with a slight change of the Te Whare M tauranga presentation of the other decision papers moved to 12.00pm.

Acknowledgment to the Kapa Mahi who have worked on the Constitution and those that have come before. Concerns have been raised of the Kapa Mahi attending as delegates for their Associations whilst receiving complex questions about the constitution; they are feeling conflicted in the roles they have. If the constitution is not approved there will need to be plan of work that needs to be done in a timely manner.

## **Welcome to New Arrivals**

The following delegates who had arrived since the previous day's sessions were welcomed and then introduced themselves to the meeting:

Sandra Foley  
Isobel Egerton  
Lauren Ormiston

Michelle Hall  
Carmen Tarrant

## ***Caucus Time: Discussion of papers***

At 9.00am delegates moved to Te Whare Tikanga M ori and T ngata Tiriti houses to caucus.

*10.30am Morning Tea*

### ***Caucus Time: Discussion of papers***

At 11.00am delegates returned to Te Whare Tikanga Māori and Tūngata Tiriti houses to caucus.

### ***Te Whare Mātauranga: Presentation of Decision Papers***

At 12.10pm delegates reconvened in Te Whare Mātauranga – House of Understanding.

### **97<sup>th</sup> October 2015 National Meeting Minutes**

Veronica presented the following recommendation:

*Recommendation:*

*To accept the Minutes of the 97<sup>th</sup> National Executive, October 2015 as true and correct.  
with the following amendment: Willow is a child therefore not attending as delegate of Thames Valley Coromandel Playcentre Association.*

### **Research Advisory Group Nominations**

Viv introduced the call for Research Advisory Group nominations; no nominations have been received to date. Viv described what the group does and requested that anyone who is interested or anyone who would be good for this group their name would be passed to the Federation Secretary.

Questions were taken from the floor and answered on Sunday morning.

### **Te Ao Hurihuri – The Changing World**

The Trustee Board presented Te Ao Hurihuri – The Changing World decision paper.

Ann Langis briefly gave the background of the paper including the decision of the goals made at the October 2015 National Executive Meeting.

Questions were taken from the floor and answered on Sunday morning.

*12.30pm Lunch*

### ***Caucus Time: Discussion of papers***

At 1.30pm delegates returned to Te Whare Tikanga Māori and Tūngata Tiriti houses to caucus.

*3.30pm Afternoon Tea*

### ***Caucus Time: Discussion of papers***

At 4.30pm delegates returned to Te Whare Tikanga Māori and Tūngata Tiriti houses to caucus.

*6.00pm Dinner*

### ***Caucus Time: Discussion of papers***

At 7.30pm delegates returned to Te Whare Tikanga Māori and Tūngata Tiriti houses to caucus.

Meeting closed at 9.00pm.

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## **Sunday 20 March**

### ***Treaty House: Meeting Opens***

The meeting opened with a karakia and waiata at 8:40am.

Delegates were notified that shuttle lists were displayed on the wall and checking out of rooms needed to occur at morning tea at the latest.

The answers to the questions asked in relation to the Research Advisory Group nomination and decision and Te Ao Hurihuri – The changing world were presented (*appendix 5*).

Veronica read out the information required for the creation of a T ngata Tiriti Administrator (*appendix 6*).

### ***Caucus Time: Discussion of papers***

At 8.55am delegates returned to Te Whare Tikanga M ori and T ngata Tiriti houses to caucus.

*10.00am: Morning Tea*

### ***Caucus Time: Discussion of papers***

At 10.30am delegates returned to Te Whare Tikanga M ori and T ngata Tiriti houses to caucus.

### ***Te Wa o Ronga: Presentation of Decisions***

At 11.10am delegates returned to Te W o Ronga for the presentation of the following decisions.

#### **Draft Constitution**

Recommendation:

That the National Executive agrees to adopt the attached Kaupapa Ture / Constitution for Te Wh nau Tupu Ng tahi o Aotearoa - Playcentre Aotearoa Incorporated

#### ***Decision:***

*The meeting agreed that a decision could not be made.*

#### **Confirmation of NZ Playcentre Federation Officer Positions 2016-2017**

##### **Additional Federation Officer Decision Paper**

T ngata Tiriti requested that an administrator position be added, acknowledging that there will budget implications. Provided a draft job description and suggested budget implications.

Te Whare Tikanga M ori took that to their whare.

Te Whare Tikanga M ori requested information on:

- ❖ Purpose/reasons behind the request
- ❖ Review of the current situation
- ❖ Additional budget considerations
- ❖ Query the wording “appointment” in a voluntary position and the process that would be applied to this appointment
- ❖ Equal opportunity for application to this position

T ngata Tiriti fed this back to their house.

Responses were given in Te W o T and taken back to Te Whare Tikanga M ori.

Recommendation:

1. That Federation Officer Positions be confirmed as above.
2. That the elected/endorsed Federation Officer positions be maintained for 18 months through to the next Annual General Meeting being held in November 2017.

#### ***Decision:***

*The meeting agreed*

1. *That Federation Officer Positions be confirmed as per the decision paper.*
2. *That the elected/endorsed Federation Officer positions be maintained for 18 months through to the next Annual General Meeting being held in November 2017.*

Viv acknowledged that there were some decisions that have not been able to be made and read out the options that the Constitution states in this situation:

10.2 Where consensus does not produce a decision, and a decision is required, the following options shall be considered:

10.2.1 suspend deliberation pending further information/research;

10.2.2 delegate the decision to the Trustee Board; or

10.2.3 use formal voting detailed in Clauses 10.3 and 10.4.

There are some decisions that cannot be suspended and voting is not an option at this time. The Trustee Board will need to undertake some of the decision making to ensure that the organisation is able to continue to operate. The Trustee Board will need to consider which decisions these are. At the April Trustee Board meeting these will be considered and will be included in the April Trustee Board meeting minutes.

## **Treaty House: Tuku te Hui -Tau M ori mauri / Passing over of Hui -Tau M ori**

Exert taken from the March National Executive welcome book ...

At National M ori Hui in May 2013 Piri Gilbraith was asked if her wh nau could find and create a mahi toi for Te Whare Tikanga M ori. Piri initially tried to create something appropriate herself, until turning to her uncle, Alan and father, T kuta Ferris, for help. Matua Alan found the appropriate stone and explained how the mauri stone was created and how it should be cared for:

“This type of k hatu is still used today. Some examples are sinkers for fishing & anchors for waka. The k whaiwhai pattern is significant and is used in the whare at Rongomaraeroa Marae (where the hui was being held).”

“The symbolism is that it will hold Te Whare Tikanga M ori (as an anchor) to the kaupapa of Playcentre. The koh tu will hold the essence of Te Whare Tikanga M ori – so you must touch it, it, k rero to it, mirimiri it, keep it alive,” he said

The Mauri Stone was given in support of the M teatea, E Tipu E Rea, and after each delegate was given a chance to hold and meet the mauri stone, it was passed to Candy Tai & Lisa Kahui – Puriri Whakamaru o Waikato, Waikato Association, to care for until National M ori Hui at Tauwhare Marae in November 2014.

As Hui -Tau M ori 2015 was cancelled, Te Pu wai ki Murihiku R p as current Kaitiaki of The Mauri Stone needed to pass the mauri of Hui -Tau M ori to the next hosts.

## **Close of Meeting / Karakia**

Viv and Alaine acknowledged the time and energy that the Kapa Mahi group put in to get us to this point in our journey. Acknowledged a statement made by Bec Roper-Gee in the dynamic process that we operate in and the responsiveness that this work has been able to occur.

Thanks was given for the time; the late nights, the time given from other duties, and from their families and thank you was given to the Kapa Mahi member's families. All contributions were valued and the diversity of value was awesome.

Viv and Alaine acknowledged the facilitators; Gillian Croad and John Faisandier and the part they have played in the meeting.

John gifted two copies of his book 'Thriving under Fire' to the Federation and shared that he runs an online course and would like to offer this to Playcentre members free of charge.

## **Porokaki/Farewells**

Delegates shared their farewells for the meeting.

On behalf of Taranaki Wh nui, Trustee Alaine Tamati-Aubrey closed the meeting. She formally returned the mauri that had been left with NZPF when the hui commenced. She finished with, “Ki runga, ki raro, ki waho, ki roto, rirerire hau. Pai m rire”.

At 12.15pm the meeting closed with the m teatea, ‘E Tipu e Rea’.

True and accurate record:

Signed: ..... Date: .....

Signed: ..... Date: .....

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## Appendices

***Appendix 1. Marlborough Playcentre Association written apology***

Unfortunately due to sickness and too many issues that require the Board's attention at grass roots level, Marlborough Playcentre Association puts in an apology for not having any delegates at the Nat exec meeting. We are finding it increasingly difficult to find people who are willing, and have the time, to go to National Meetings.

## Appendix 2. Nelson Playcentre Association written apology

# Nelson Playcentres Association

Whānau tupu ngātahi - families growing together



Kia Ora koutou,

15/03/16

Nelson Playcentres Association would like to put in their apologies for not attending the National Executive Meeting in March this year.

Nelson Playcentres Association is in favour of the intended merge of our National Playcentre structure but we still have some reservations in regard to how this is being addressed. In particular it is felt that some of the specific needs of the South Island rural communities are not being adequately considered or addressed. We appreciate there are many obstacles to overcome to move forward but we are limited in manpower and on a restricted budget. This makes it increasingly difficult to keep attending continued meetings where much is discussed but, at times, seems as though little is resolved.

We would like to urge all Associations attending to consider the future implications for ALL our Playcentres. We would like to think the proceedings will remain positive and all will remember we are here because we love and support Playcentre. We are involved and dedicated to moving forward for a better future for all our tamariki and whanau. Let us demonstrate what Playcentre is about: Support, trust, cooperation and dealing with problems positively.

Sincerely,

Nelson Playcentres Association

### **Appendix 3. Buller Westland Playcentre Association written apology**



**Buller Westland Playcentre Association Inc**

**Te Whare Kura Kori R p o Kawatiri Tai Poutini**



15/3/16

To all our Playcentre whanau throughout Aotearoa

I am writing on behalf of BWPA to express our apologies for our non-attendance at Nat Exec.

We have been attending all Nat Execs for some time now to support and honour our commitment and passion to Playcentre into the future.

Unfortunately we find ourselves at this point by necessity focusing inwardly. We have a small committed assn team galantly soldering on supporting our Centres in the hope that we will make it out the other side of the restructure with Playcentre still being a choice for our whanau. All our rural centres are struggling with low numbers, for some this is not new , but intensified by community job losses. We held community meetings at 3 of our centres in February (we have 9 centres) and the emotional toll for the three association personnel involved is huge as you can well imagine as well as the ongoing support, practical and otherwise, that these Centres need.

Finances of course are tight - that is nothing new but due to the intensity and structure of the Nat Exec meetings, we feel the necessity to send at least 2 representatives, which in reality means 4, 2 to each house. This has added a huge financial and people resource strain on our diminishing \$\$ and energy.

Through our current challenges, we have had the opportunity to explore what it is that we hold dear to our hearts about Playcentre and that is why we are doing everything possible to support our centres in crisis. We believe in empowering parents to learn with and alongside our children and urge all representatives at this Nat Exec to keep the big picture in your vision, don't sweat the small stuff and choose to move forward for the future of our tamariki and wider whanau.

We trust that good decisions will be made and entrust this to all our whanau at this meeting. Kia kaha and our thoughts are with you.

We appreciate you taking the time to read this.

Yours sincerely

Mandy Coleman

BWPA President

## **Appendix 4. Friday session questions and answers**

### **Decision Paper Q&A Part 1**

#### **Constitution**

**In the constitution there is a phrase “ensure” is the use of ensure appropriate does it have particular legal meaning? And if so how would it be ensured?**

*Referring to 2.1.5 “ensure” is used in the constitution as adult participation is a core part of our philosophy. “How?” is a process/procedure question which would be developed later.*

**Does this cover the clauses of the Draft Incorporated Societies Act?**

*Section 22 of the Charitable Trust act says that we cannot also be under the Incorporated Society Act.*

**The draft has an 80% participation rate for postal vote, historically postal votes of associations have been low. Have we considered that we may have unintentionally locked ourselves out of decision making? (e.g.: may it be too hard to get 80%)**

*This is related to 11.5.3, 14.2 and 15.1.1*

*We felt the gravity of these decisions required a high agreement rate from centres.*

*Yes, historically paper based postal ballots have been difficult – we do want to confirm that our most recent postal ballot was successful, and some associations have had successful electronic ballots. Systems can be designed to encourage and increase participation.*

**There are two types of Charitable trust:**

**One type has trustees and a trust deed only, the Other type is a society based trust with a constitution and members. Which will we be?**

*We will be a society based charitable trust.*

*The rationale to amalgamate under a charitable trust is that if we amalgamate as an incorporated society we would trigger each association to go into liquidation which would be more work.*

**5.4.1 What is meant by centres running workshops, courses and discussions for adults? What does that look like in practice.**

*We recommend changing “running” to “participate in”.*

*Centres will not be responsible for running workshops, however will need to participate by hosting and attending as appropriate.*

**Have we considered the resourcing required for volunteers in governance roles? (e.g.: costs)**

*No this is not part of our brief.*

**Will the Trustee Board be required to be made up of people to are Playcentre members/graduates, Professionals, or a mix of the two?**

*It is not specified in the constitution, however this would be determined by the nomination process within each house. There is also room for co-opting members for specific skills, qualification and experience required.*

**Have we considered adding association constitutions as appendixes to the Playcentre Aotearoa constitution?**

*This constitution will not come into effect until the high court amalgamates us. There is no interim period, in the interim we remain NZPF constitution and separation association constitutions.*

**Do we need to have the word incorporated in our name? As per the statement of the advisory panel at Conference 2015.**

*Section 15(2) of the Charitable Trust act does say we do not have to have Incorporated.*

*We recommend that the word incorporated be taken out of section 1 of the constitution to avoid confusion with an incorporated society.*

**Why do life members only get to vote on changes to the constitution?**

*Error, we intended to remove life members like we did for the two other sections referring to votes. With the*

current number of life members it may be impractical to ensure 80% of life members participated in any vote.  
We recommend changing 14.2 to read:  
The Kaupapa Ture/Constitution may only be altered by agreement of at least 80% of Playcentres, and at least 80% of R p Maori

**11) Are National Votes only able to be used if the General Meeting can't reach a decision & choose to adopt this option? Could there be additional scenarios such as appointing trustees, levy etc)**

Clause 11.4 automatic goes to a vote, changing the constitution, life membership, and liquidation.  
Levy and other matters are set by consensus at the meeting, rather than a vote.

**If too many rules sit outside of constitution, they are not necessarily known to all. What safeguards are there on these rules being changed without notice or agreement? Is it transparent for a body to write and change its own rules (separation of duties).**

We acknowledge this as a concern, and that we need to be mindful as we develop these rules.

How knowledge of rules could be transmitted is a management issue – suggestions include electronic distribution and storage, and education.

There are two clauses that relate to consultation and ratification of the policies that are behind these non-constitutional rules.

9.4.5 The trustee board is responsible to consult within Playcentre Aotearoa

10.11.5 polices would come to the Annual General Meeting for ratification.

**12) 5.5 Could the assets distribution be to local Playcentres where members move to?**

We are confident, in Playcentre Aotearoa as a single organisation, that the redistribution process will be conducted in a logical manner by management.

**13) Could 2.1.10, 2.1.11, and 2.1.12 be moved to section 3 as they are moved to section 2.3 as they are more like powers than objects.**

Yes, we recommend moving this to section 2.3

We note these were existing objects that we brought forward, and should have moved these.

## **6 Month Budget**

**What defines "Centres in Need" with regards to the centre services budget?**

More work is needed here, no current definition, just an understanding that this is an important goal for our organisation.

**How will the distribution of the budget allocated for centre property maintenance be determined?**

Criteria for the property budgets for both capital works and maintenance will need to be established. Once this is determined decisions will be made by the national Property Manager in consultation with the regional property coordinators.

**Why do we need to consolidate/change financial year when Associations are separate entities?**

New accounting standards require the consolidation if there is control and benefit then this is necessary; we appear to meet this test.

Consolidation is easier if we are all on the same financial year; and it was easier to move the Federation financial year.

**Was Kiwisaver included in the budget?**

Yes

**Was 8% holiday pay included in the budget?**

Missed including the 8% holiday pay for Centre Administrators and Community Support Workers therefore \$85,744 needs to be included which bring the budget to a \$64,300 deficit overall.

Other salaries are budgeted for 52 weeks.

**Caucus Costs – what are the 'other' costs (\$500)**

This allows for other expenditure that is not in the particular lines already allocated.

**National Operations – Huge increase in admin, almost double, why?**

Audit fees have been included; increased from \$17,500 to \$70,000 due to consolidated audit and budgeted for accounting assistance to help to consolidate for the first year.

**Telecommunications – 6month budget is a huge increase – why?**

Putting in place fixed line and some mobile services is part of the telecommunications package. Previously those costs sat in a different budget line (home office) and the telecommunications budget line only included the 0800#.

**Advertising only \$2000 - for all of Playcentre?**

Yes because this is a 6 month period and is when a lot of the transition work is happening and Associations will still be operating at this stage. Increase from the previous year of \$0.

**2016-2017 Budget****Large number of huge increases in expenditure for a number of initiatives that have not been approved. Why is this?**

Difficult to address as it is not specific about the initiatives.

This is the meeting where this is approved.

Partially because we have to set a budget in anticipation of what will occur in the next 18months.

This is where we need to remember the management/governance split and that initiatives may need to be put in place by management to meet the goals set by governance.

**If Federation is paying for audit on consolidated accounts does this mean Association don't?**

Initial advice received was that Associations and Centres may not have a separate audit. This needs to be confirmed as there may still be a requirement for this.

**Is the cost of the audit going down after the first year?**

Yes, but only by about \$20,000.

**If governance role is to approve goals rather than projects, does that mean that budget lines may be used differently?**

Yes the budget lines may be used somewhat differently, if the needs of the organisation or the ability to meet the outcomes of the annual plan changes. But the management is working in the best interests of the organisation and have lines of accountability.

**Clarification of 'remove non-cash expenses'?**

This is the cost of depreciation. Whilst this is a cost to our organisation it is not a cash expense that needs to be paid out of the levy income. It reduces the value of our assets.

**What is the status of the Federation reserves?**

Need to check exact figures. Have approx. 6months operating costs in reserves/funds that could be accessed in an emergency. There are no additional reserves.

**Does this budget take into account the current policy on equity? Do we need a paper around this?**

Equity is funding that is a redistribution of income between Associations – Some Associations pay in and some receive. This does not affect the Federation budget. This budget does not allow for it as in a new structure; equity would not exist as there are no Associations. Yes would need a paper to cease equity if the legal process is not complete prior to November. Could be brought to Conference.

**If roles are listed for employment in this budget is this taken as National Executive endorsement to employ the role as per the current policy?**

Yes – as per handbook pg. 3.13.

**In the 6 month budget – did salary budget take into account any new appointments we might want to make?**

Takes into account new appointments as per the timeline in the Operational Restructure Project document.

**In the 12 month budget – Is \$10,000 enough in providing to raise our national profile?**

No. It allows a small budget for some activity to occur.

Have heard that there is demand for a marketing role. One option is to use the advertising budget, along with a portion of the contracting budget and the Playcentre Awareness Week budget to enable a part-time role to be created.

**Is there any contingency budget?**

No. We tried to create a small surplus in the budget that would allow for contingencies but this has not been possible. Will need to be closely monitored, adjusted as needed.

**Would like clarification in 6 month budget is the stated 6% bulk funding to RCWS over one or two bulk funding rounds?**

It is one.

**Balancing budget is stated to rely on surplus funds. Does this surplus come from money which was allocated to hire a General Manager and why is this not ring-fenced for this purpose?**

The surplus comes from a number of areas where we had budgeted for things to occur that did not. This includes a number of roles that were intended to start during the last year. The funding is being carried forward to allow those roles and other aspects of the restructure to occur in the next year and these have been accounted for in the budget lines.

**How will the effectiveness of the transitional budget and new structure be monitored and reviewed and what provisions will be in place to effect changes/tweaks where needed so that it can respond to fiscal constraints/changing needs etc ...?**

Monthly accounts, along with regular forecasts of incomes and expenditure will be undertaken, reviewed and considered.

Expect changes to be made as necessary. Reports on any concerns, risks or changes will be made to the Trustee Board.

**Will the overall staffing structure decrease after the initial 'burst'? As the proposed structure is a bit top-heavy and may become unsustainable?**

Some of the positions are temporary, but most are permanent. Will need to be monitored and decisions made as we go.

**Waikato Equity Withdrawal****Will the current cap on levies be maintained? (5.5% for equity)?**

Yes

**What are the status of Waikato reserves?**

This can be located in the 2<sup>nd</sup> mail out sent on 18/2/2016 by the Federation Secretary called Federation equity and forecast Information paper and information paper.

**Confirmation of NZ Playcentre Federation Officer Positions for 2016-2017****Clarification of time period; It is extended isn't it?**

Yes

**Can we consider creating a position for admin in T ngata Tiriti house?**

Yes

**Annual Plan****How binding is this annual plan?**

The annual plan is a plan. It will provide the basis of the work for the organisation. However plans do change as additional information is received or unforeseen circumstances arise.

**Do we have a narrower date range for PlaycentreConnect?**

By the end of March the public website will be live

We are working very closely with the developer; unfortunately the delays are on their side so we can't give a definite time at this stage. Trying to get it as soon as possible.

**Narrower date range for SMS and ELI?**

A more detailed timeline is in the Operational Restructure Project document. Initial testing is occurring now, pilot will start in June, all Centres in October.

**Implementation date – is there time to iron out bugs?**

Initial testing is being completed prior to the pilot to catch most of the bugs. Pilots will be feeding back during the 4 months timeframe before everyone comes on board.

All Centres will not do electronic submission of RS7's until Feb 2017.

**Has data entry time been factored in?**

Yes

**Who will do data entry? Who will pay?**

People will be contracted to do data entry, this cost has been included in the Federation budget.

**Is rollout of the National telecommunications going to be complete by September?**

Yes Call plus have included in the agreement a budget to cover early termination fees where necessary.

**Is there consideration for Centres who don't/cannot access internet?**

CallPlus estimate 5% of Centres will not be able to receive the service. They are investigating options for getting internet to those Centres. If something can be arranged it will be at no extra cost. If Centres cannot receive it, then Federation will not be charged and that funding can be used elsewhere.

**What consideration is there for feedback from Centres on participation in the telecommunications rollout?**

Centres' have been asked to complete a survey on SurveyMonkey to provide us with information on the participation.

If Centres do not want to participate they need to let us know. Consideration will need to be given as to how they will utilise the new services effectively e.g. SMS and PlaycentreConnect.

**After less admin what is next?**

That will need to be decided as we start to plan for the following year. Direction on the priorities can be provided by the governance body.

**What if these actions take longer? Will we move on to the next goal?**

Plans are in place to assist us to meet these timeframes. Updates on the progress against the plan will be provided at national meetings and other formal communication forums. Adjustments will be made as needed. The goals can be worked on in tandem as appropriate, allowing for available capacity.

**Appendix 5. Sunday session questions and answers**  
**Decision Paper Q&A**  
**Part 2**

**Research Advisory Group**

**Advertisement of the funding available for the Research Advisory Group?**

It is not actively advertised. It is located in the Federation handbook which each Association has a copy and was on the past website, will be available on the new website.

**Te Ao Hurihuri – The Changing World**

**What do Trustees and Federation staff understand financial viability to mean? Background: We understand this to be planning for long term sustainability of the organisation e.g. growing rolls, identifying funding streams, etc.**

**Our impression from the most recent restructure information is that the focus is on cost cutting to meet existing operational budget constraints. It seems clear the budget is inadequate so how is financial viability being progressed?**

As Trustees we are legally bound by the Trustees Act to work in a fiscally responsible manner. Our ability to generate sufficient funds to meet our operating expenses and financial obligations as well as providing for future growth.

To be financially responsible we can't account for funding until we have received it.

Initial part was cost cutting to fit the current funds available, next stage is long term sustainability; building capacity to look at long term sustainability.

On direction of the National Executive, "you can't run a deficit" the Trustee Board asked Management to provide a balanced budget which was completed.

**Has considered been given to making these goals SMARTER; Specific, Measureable, Achievable, Realistic, Timely by providing greater detail?**

Not up till now, but yes we could consider that, especially in conjunction with the Annual Plan.

## **Appendix 6. T ngata Tiriti Administrator Information**

The T ngata Tiriti administrator position has not been budgeted for in the budgets that have been presented for approval

### **6 Month Budget**

In the 6 month budget, costs would be:

Honoraria	\$1000
Stationary	\$150
Telecommunications	\$300
Meeting Allowance	\$100
Travel	\$200
Childcare	\$200
Total	\$1950

Federation support registration, etc will fit in the current budget.

Currently have \$17,848 surplus so \$1950 could be added to this budget.

### **Full Year Budget**

In the full year budget, costs would be:

Honoraria	\$3000
Stationary	\$300
Telecommunications	\$600
Meeting Allowance	\$500
Professional Development	\$300
Travel	\$600
Registrations	\$400
Childcare	\$400
Total	\$6100

\$650 is already budgeted for the T ngata Tiriti minute taker so \$5450 would need to be found in a deficit budget. This can be done it is a priority.

T ngata Tiriti administration is included in the National Administrator role once that role is established.