

TRUSTEE BOARD MEETING 10TH – 11TH FEBRUARY 2017 **(Victoria Court Motor Lodge, Wellington)**

Present

Alaine Tamati-Aubrey, Susan Bailey, Ann Langis, Clare Ferguson, Avis Stewart, Cynthia Murray, Alasdair Finnie (General Manager), Veronica Pitt (Operations Manager), Cissy Rock (Change Programme Manager), and Meagan Ranby (Secretary)

Friday 10th February

The meeting commenced at 10.00am with a karakia.

Attending: *Alaine Tamati-Aubrey, Ann Langis, Clare Ferguson, Avis Stewart, Cynthia Murray, Veronica Pitt (Operations Manager), Cissy Rock (Change Programme Manager), and Meagan Ranby (Secretary)*

Meeting Administration

Apologies

None

Conflict of Interest

Avis - Mid North Playcentre Association
Clare - Hutt Playcentre Association
Alaine – Taranaki Playcentre Association
Cynthia – SPACE
Susan - Hutt/Naenae Playcentre

Welcome and Warm Up

Personal introductions

Additions and prioritising the agenda

The Trustees reviewed the agenda and what needed to be covered during the meeting.

Additions to the agenda:

- Te Akoranga CYCLE
- Hutt Playcentre Association correspondence

10.15am Alasdair Finnie entered the meeting



Approval of Previous Minutes:

These had been circulated prior to the meeting and discussed on Loomio.

11th – 13th November 2016 Trustee Board Meeting Minutes – *Meeting ratified the Loomio approval of the 11th – 13th November 2016 Trustee Board Meeting Minutes and distribution.*

10th December 2016 Trustee Board Meeting Minutes – *Meeting ratified the Loomio approval with amendments of the 10th December 2016 Trustee Board Meeting Minutes and distribution.*

Next Steps:

- Secretary to distribute the following minutes to the whole organisation:
 -  11th – 13th November 2016 Trustee Board meeting minutes
 -  10th December 2016 Trustee Board meeting minutes

Correspondence (November and December 2016)

The correspondence had been circulated prior to the meeting and discussed on Loomio.

Meeting ratified the Loomio approval of the November and December 2016 incoming and outgoing correspondence and distribution.

Next Steps:

- Secretary to distribute November and December 2016 correspondence.

Matters arising from the Minutes

Regional Hub Loomio Decision

The Trustee Board, via Loomio, agreed on the decision for the Regional Hubs;

Approval of the 7 recommendations as follows:

The Northern Regional Hub be located in Albany at the North Shore Association's existing Offices
A Northern Sub-Regional Hub be located in Whangārei with an assessment made to continue the Northland Association's Offices' lease or explore other options

The Auckland Regional Hub be located in New Lynn, Auckland, at the Auckland Association's existing Offices

The Central North Island Regional Hub be located in Hamilton at the Waikato Association's existing Offices

The Southern North Island Regional Hub be located in Johnsonville, Wellington, at the Wellington Association's existing Offices

The Upper South Island Regional Hub be located at the Canterbury Association's existing Offices in Sydenham, Christchurch

The Southern Regional Hub be located at the Otago Association's existing Offices in Fairfield, Dunedin.

Financials (October and November 2016)

The October and November 2016 financials had been circulated prior to the meeting and discussed on Loomio.

Meeting agreed to approve the October and November 2016 financials and distribution.

Next Steps:

- Secretary to distribute October and November 2016 Financials.

11.00am Susan Bailey entered the meeting

Operational Plan

Alasdair started by giving background on the participation of the Management Team meeting that had been held over the last two days with employees of the Federation and the aims and purpose of the operational plan that was being presented today.

The operational plan that was presented is a draft which consists of a high level timeline of what will need to occur over the coming months. The final version of the structure will be distributed in May after consultation and then there will be a transition phase between June and November with a celebration in November at Conference. It was noted that this refers to the completion of the operational amalgamation of the structure. Associations will need to still be in existence until the legal amalgamation has been completed however this will need a minimal amount of input from volunteers as the national structure and support mechanisms at the national level will be in place.

The draft needs to be refined then it will be distributed wider to Federation officers.

Cissy explained the work programmes included in the document.

It is anticipated that the legal documentation will be submitted to the high court in March.
Discussion regarding Centre culture and the training of the Community Support Workers.

Discussion regarding the Te Ao Māori and Centre Support role and the Māori Development Manager role in relation to support for staff, Centres and rōpū ensuring that this Te Ao Māori support is not solely reliant on these roles, it should be the responsibility of all roles.

Suggestion that there is a line in 'the plan' highlighting to Associations what is needed from them within for the work programmes.

It was noted, the fewer Associations that wind up during this process the better, as it makes the process and ability to support Centres in that Association harder. Noted that using neighbouring Associations may cross local Ministry of Education offices which also may have an impact.

Suggested reengaging the Association Strategic Drivers.

Discussion on the renegotiation of the licensing agreement and the changes that could be possible during this renegotiation. To be discussed further at a later date.

Discussion on consultation and decision making by governance and management.

Next Steps:

- Secretary to invite Change Programme Manager to Loomio.
- Change Programme Manager to provide discussion/decision paper for the licensing agreement renegotiation to Trustee Board.
- March Trustee Board meeting agenda – Licensing agreement renegotiation

Consultation on the proposed structure

Cissy explained the consultation for the intention of gaining the governance view for the proposed structure. This consultation will run in parallel to the staff consultation.

Discussion held on the volunteers having the ability to provide feedback on the proposed structure.

Next steps:

- Cissy to draft the governance consultation plan and send to the Trustee Board for feedback.

Governance

Alasdair was invited to feedback on the governance work completed by the Trustee Board; this has been considered by the Change Programme Manager.

Highly recommend not to replace current Association governance with a regional governance structure.

Noted there is the hope there will be more autonomy in Centres to make decisions that will support their families, children and community.

Discussion on the proposed governance structure.

Discussion held on the consultation process for governance to the national meeting.

3.05pm Cissy Rock left the meeting

Reports

General Manager Report – Alasdair Finnie

1. Regional hubs

Letter received from Hutt Playcentre Association; a response from the General Manager will be formulated and then sent. Hutt Playcentre Association's main concern is the ownership of the Association building, and the considerations that were made to inform this decision.

2. Legal Update

The charitable scheme situation; Alasdair will follow up with the Associations that have outstanding information. Alaine or Susan will need to sign an affidavit and the Honorary Legal Advisor will be following up with the supporting information from Maureen Woodhams. Chief Financial Officer, Liang Wells will be working on the financial information that is required.

The documentation will be delivered to the March Trustee Board meeting for signing off by the Co-Presidents.

If the process runs smoothly then it will be possible to consider a differing path that may be quicker for completion but is dependent on Associations.

There also is a question of which high court to lodge the application as there may be one that has less workload and therefore quicker. It was noted that it is important that members don't mess with the judicial system.

Information will need to go out to Associations on what will be required of them until the legal amalgamation is completed which is estimated to be sometime in 2018.

Highlighted by the Honorary Legal Advisor that the Human Relations Manager may need some assistance from an employment lawyer.

3. Associations Winding Up

Communication received from Hawkes Bay Playcentre Association is an indication that they may also need support for the amalgamation.

Noted that consideration is needed on how Centres affected by Associations winding up will continue to participate and have a voice in the consultation.

There is legal ramifications if Associations are considering winding up prior to the legal amalgamation.

Trustee Board are available to support Associations with governance type of support i.e. leadership, etc.

Communication needs to happen if the Trustee Board hear of any Associations who need support with the amalgamation; this information is to be passed on to the Change Programme Manager.

4. Employee Consultation

As part of the Employment consultation to be conducted from 27 February onwards there are some points the Trustee Board should be made aware of, and some decisions that need to be made prior to this.

Recommendations:

A decision is needed on what terms and conditions will be offered to those employed into the new structure from Associations. In most cases the contracts sighted have had legal minimum annual leave and other provisions, it is presumed these would be the same in new structure?

The main points to decide are:

- *Do we 'grandparent' current rate of pay, length of service*
- *If owed leave, entitlements would be transferred across or paid out (excluding sick leave which would not be paid out, but could be transferred across).*

Once decisions are made we will need to ensure leave liabilities/leave accruals are transferred or a budget to pay out owed annual leave and alternative days should be kept aside, presumably by Associations, for when people choose to leave/are made redundant.

*It is strongly **recommended** that as people are hired into the new structure that they are given a standard up to date contract, with legal minimum clauses as in most existing contracts.*

*It is **recommended** leave such as annual leave is paid out, but sick leave allowed to be transferred across.*

*It is **recommended** that if it is decided to transfer or 'grandparent' rates of pay, this be done for a fixed period of one year from the employee's start date in the new contract.*

(From General Manager report)

Discussion:

Discussion held on the initial thoughts of Trustees on the recommendations. Noted as the amalgamation is the fixed point of the start of the new structure grandfathering would not fit this.

Association reserves have not been tagged or included in the Playcentre Aotearoa budget.

There is no current information on the financial impact on the Federation budget in relation to employment. There has been work on best estimates on employment for the structure and it was noted that this will probably change.

Transferring of annual leave and sick leave is not mandatory for the transfer of employees and has the possibility of these types of leave impacting the Federation budget.

Risk of losing employees who hold a lot of organisational knowledge if they do not want to take the offer of a role with a smaller pay rate than their current role.

Associations could be encouraging their staff to take their accumulated annual leave prior to the transition of the structure.

Queried are Associations accumulating sick leave? This is needed to be investigated.

Decisions:

Meeting agreed that as people are hired into the new structure that they are given a standard up to date contract, with legal minimum clauses as in most existing contracts.

Meeting agreed that leave such as annual leave is to be paid out by the Associations.

Meeting agreed to sick leave of up to 20 days maximum being transferred across to the Federation dependent on a financial analysis.

Meeting agreed not to transfer or 'grandparent' rates of pay.

Next Steps:

- Human Relations Manager and Chief Financial Officer to complete a financial analysis on the cost of the structure and the impact of the transfer of accumulated sick leave.

5. Associations with outstanding Levies

Recommendations:

*Our overall **recommendation** is that the Chief Financial Officer follow up in person with each of the outstanding Associations, requesting that they pay the outstanding levies, and seeking further financial information from them if they indicate they cannot afford to pay, with the following caveats:*

- *Mid North – we **recommend** writing off the amount of the overdue levies that relates to RCW funding*
- *Waikato – we **recommend** not seeking payment of the equity portion of the levies (\$17,450). Waikato had indicated previously that they would not pay equity, and following a process, notification was given to the organisation that we did not expect to receive this funding.*

*If they provide financial information, the Chief Financial Officer will make **recommendations** on further action, based on their financial situation.*

If they do not provide the information and/or continue to refuse to pay, the General Manager to make further contact with the Association to emphasise the impact on the wider organisation.

*If no further progress is then forthcoming, the General Manager will make **recommendations** to the Trustee Board.*

(From General Manager report)

Discussion:

Is the bad debt policy suitable and enough to meet this need? The bad debt policy has never been enacted. The question for the Trustee Board is whether they want management to enact this policy. Operations Manager explained the steps included in the policy.

Public relations would need to be a consideration as it would be most likely shared with the media.

Explanation given by the Operations Manager on the Associations with outstanding levies and related background information.

A previous Federation News has communicated that the Waikato Playcentre Association would not pay equity and therefore a non-payment adjustment will be completed for the equity payments to Associations.

Levies are due in February so now is a good time to start contacting the Associations.

If Associations are not effective in managing finances then this is a risk and they will need support.

Decisions:

Meeting agreed that the Chief Financial Officer will follow up in person with each of the outstanding Associations, requesting that they pay the outstanding levies, and seek further financial information from them if they indicate they cannot afford to pay.

Meeting agreed to the following caveats:

- *Mid North –write off the amount of the overdue levies that relates to RCW funding*
- *Waikato –not seeking payment of the equity portion of the levies (\$17,450). Waikato had indicated previously that they would not pay equity, and following a process, notification was given to the organisation that we did not expect to receive this funding.*

Te Akoranga CYCLE Paper

Review of the discussion held at the 10th December 2016 Trustee Board meeting. Discussion on how CYCLE is similar to big kids sessions but managed differently.

The concerns are based on the impact of the Federation levy on the operation and finances of the CYCLE programme.

SPACE/Babies CanPlay has not been included in the Federation budget; the CYCLE sessions have been included in the budget. It was acknowledged that if CYCLE was removed from the budget there wouldn't be too much of an impact however the impact would occur by other big kids sessions requesting to be removed also.

Highlighted that the Association is equating CYCLE in the same vein of operation as SPACE.

Highlighted if the Trustee Board were requested to make a decision on this then they would need additional information to be able to make an informed decision.

If Te Akoranga continued with the intent to present the paper at March National Executive, then an accompanying paper from the Trustee Board would need to be included.

Decision:

Meeting agreed that more information regarding CYCLE needs to be collated by management and will be further discussed by the Trustees in March.

Next Steps:

- Ann will reply to Te Akoranga Playcentre Association.
- Operations Manager to request Change Programme Manager to contact the Association following up on the CYCLE paper.
- March Trustee Board agenda – Te Akoranga CYCLE paper

Meeting closed at 6.00pm

Saturday 11th February

Attending: *Alaine Tamati-Aubrey, Susan Bailey, Ann Langis, Clare Ferguson, Avis Stewart, Cynthia Murray, Alasdair Finnie (General Manager), Veronica Pitt (Operations Manager), and Meagan Ranby (Secretary)*

Welcome, Opening and Karakia

The meeting opened at 8.40am with a Karakia

Trustee Board Report – Te Whare Tikanga Māori Trustee Board

1. Chief Financial Officer

Invoices need to go to NZPF Secretary for recording & distribution at the beginning of the process

Background: In November/December conversations with Accounts Manager it was indicated that invoices were not reaching the Accounts Manager to ensure they are paid on time or with the scheduled payable and accounts.

Impacts: Double handling of processing of accounts, Invoices being paid late.

Concerns: Duress on those responsible for payment of accounts.

Considerations:

- a) Financial decisions made at Trustee Board meetings need to be sent directly to Accounts Manager.
- b) When Trustees are involved in contracting services, NZPF Secretary needs to be 'looped in' so invoices can be sent directly to the Accounts Manager.
- c) That co-Presidents are removed from the 'processing of accounts'

Decision:

Meeting agreed for the Secretary to include the Accounts Manager into the first distribution of the minutes directly after the meeting.

Meeting agreed that the signatory of accounts will remain two to sign but will be moved to management.

Meeting agreed to add the Chief Financial Officer, Liang Wells and Operations Manager, Veronica Pitt as signatories onto the NZPF General and the PD bank accounts.

Meeting agreed to approve Chief Financial Officer, Liang Wells and Operations Manager, Veronica Pitt as Administrators to this account with a user limit of \$600,000.00 and full access.

Next steps:

- Update the schedule of delegations to reflect the change of signatories.
- March Trustee Board meeting agenda – Schedule of delegations and change of signatories
- Susan, Alaine and Cynthia to bring tokens to the March Trustee Board meeting

2. Hui ā-Tau Māori 2017

Ensuring there are funds available to proceed

Background: At Hui ā-Tau Māori (HaTM) 2016, it was agreed HaTM 2017 and future HaTM will be held in May. This will allow a 6-month transition window between HaTM and November Conference. Our question is: Are there funds available to proceed with HaTM2017 in May 2017?

Impacts: We have pencil booked Rehua Marae in Christchurch, for Friday 19 May to Sunday 21 May 2017.

Concerns: No funds available prior to signing Booking Confirmation.

Considerations:

- a) Are there funds available to proceed with HaTM2017?
- b) Does these funds include the 'travel' component?
- c) Will we be calling in attendees from Association Rōpū grouping or Regional Rōpū groupings?
- d) Delivery content for HaTM: Governance, Little Lungs, Regional Rōpū names
- e) Survey Monkey: to gauge why there is lower numbers attending HaTM, support needed to attend ...
- f) If there are funds available to proceed, Trustee Board will need to utilise Loomio to approve final HaTM2017 budget.

Discussion:

Yes the funds are available. There is a point in the cash flow that Federation won't have funds if levies are not paid. The CFO is investigating a bank overdraft ability.

Should the team consider looking at other options if there will be future impacts if the money is spent. Query whether there is the need to hold a Tāngata Tiriti hui until the governance system is up and running under the new constitution.

There may still be the possibility that a National Executive may need to be held in 2018. Consideration of the options in relation to the legal process. Consideration needs to be given to how this is communicated.

Decision:

Meeting agreed to release the budgeted \$30,000 funds as required for the organisation of the 2017 Hui ā-Tau Māori.

Next steps:

- Review the national meeting requirements from the constitution.
- September Trustee Board meeting agenda - Decision will need to be made in relation to March National Executive 2018.

3. NZPF Bicultural & Support weekend 2017

What is its purpose?

Background: NZPF has made provision of a 2-day hui to ensure 'administrational practices' are shared, access to resources are understood and with a Bicultural component. The bicultural component has grown from a 2.5 hour section to a full day delivery.

There was a push to have this meeting on a marae as this would be the only meeting on a marae for NZPF Team for the year. Only Hui ā-Tau Māori is held on a marae, this option is not available for the full NZPF Team to attend.

We ask:

Impacts: Ensuring consistent messages is difficult to ensure across the NZPF Team.

Concerns: Employees are having to 'cater' to the needs of a diverse knowledge pool.

Considerations:

- a) What is the purpose of the 'bicultural component' of the NZPF weekend?
- b) When will this return to a marae? Why has this moved from a marae?
- c) Who is this weekend for?
- d) How will we future proof and ensure employees commitment and understanding of TToW and biculturalism be progressed?
- e) Who in the future will ensure the bicultural component does not fall to the wayside?
- f) How will we future proof and ensure volunteers commitment and understanding of TToW and Biculturalism be progressed?

Discussion:

There is a budget for a planning weekend scheduled for approximately June. The funding for Federation support weekend was put into that budget; due to delays this won't happen. The management team meeting held on the 8-9th February was not budgeted so will need to find the funding somewhere for this and the budget does not include funding for professional development for employees. There is training budgeted for the Community Support Workers and Centre Administrators.

Discussion on the importance of the bicultural weekend for governance and management. Cultural component at Federation is too late for volunteers coming to Federation level.

What is the emphasis of biculturalism in Playcentre? Centres need every day basic knowledge acknowledging some have moved past the basic level. Regional need philosophy and manaakitanga. Federation level is an understanding of why the two houses are different. If we're good leaders then Centres should never have to ask for resources and there will always be someone who knows how to use the resource.

Next steps:

- Investigate how other organisations ensure employees and volunteers uphold their commitment to Te Tiriti o Waitangi.

4. NZPF Bicultural component 2016

Who will ensure the 'Action Plans' are enabled?

Background: At NZPF Bicultural & Support Weekend 2016, bicultural component, the NZPF Team came up with Action Plans. These plans needed further action.

Impacts: Team members feeling their contribution was not recognised which leads to ill-feeling and other negativity.

Concerns: Action Plans not revisited or not progressed further.

Considerations:

- a) Action Plans need time & money, Who will be responsible and when will this occur?
- b) Are there barriers to progressing the Action Plans?
- c) Content for future 'bicultural component'? Who will be responsible and when will this occur?

Discussion:

The budget and annual plan is approved at the November conference.

If there are any concerns regarding the Conference then the meeting can set parameters for the Trustee Board to be able to make a final decision at the next Trustee Board meeting.

Discussion regarding the approval of the budget for the next financial year.

Decision:

Meeting agreed Cynthia and Clare to review the work completed, prioritise and add additional information if needed.

Next steps:

- Draft budget and annual plans drafted by August.
- Timeline developed on when items are developed and approved.
- Secretary to resend email to Cynthia and Clare
- Secretary to set up bicultural group on Sharepoint.

5. Operations vs Governance communications

As we move towards the amalgamation it is important we as the Governors have ready our own Governance messages and platform.

Background: In November and December we 'crafted' Governance messages for Kawepūrongo / Fed News. It is our responsibility to ensure these messages are finalised and sent to the NZPF Secretary in a timely manner.

Impacts: Kawepūrongo is late for distribution. Governance message not being delivered.

Concerns: Duress on those responsible for meeting deadlines.

Considerations:

- a) Final Governance messages for the year, needs to be sent to NZPF Secretary for inclusion.
- b) August 2017, Governance message needs to go under another heading e.g. 'Kāwai Kumara / Kumara vine'

Next steps:

- Secretary to include a Kāwai Kumara / Kumara vine section in future Federation News.

Trustee Board Report – Ann

1. PLD Communication and Consultation

Background: PLD team received notice in mid-January regarding a RFP (Request for Proposals) for the delivery of PLD around the updates to Te Whāriki. They sent an email to myself and the Operations Manager to request approval to apply. Applications are due by 14th of February. After receiving no reply, they sent another email on 27th of Jan, requesting an answer by the end of the day. At this point I approved the proposal. Since then the Operations Manager and GM have both provided operational information to assist, as well as some governance feedback from Susan.

Impacts: - Alignment between NZPF/Playcentre Aotearoa vision/goals and the PLD team.

- It is unclear whether there will be additional RFPs this year from the ministry or if this will be the only one.
- IT assistance with webinars will be needed
- Proposal will be aligned to new regional hubs

Concerns: Separation of operational and governance tasks moving forward with PLD team. Ability to provide governance input quickly as needed with quick turn-around time for RFPs.

Considerations: From Carole and Dalene: "The internal Playcentre consultation process has to start before the MOE puts the Request for Proposal [RFP] for the PLD contracts up on the GETS website, as once it is on the website we are locked into a very tight MOE timeframe to put in a proposal. Therefore

our usual practice is to start consulting with all of our stakeholders at association and federation levels prior to a RFP going onto the GETS. We envisage starting this process in April 2017 in anticipation that the RFP will go onto the GETS around May. However, if we receive any relevant information about timeframes from the MOE we can bring the consultation forward to term one if needed. The MOE may also change the overall focus and priorities for PLD, which will also impact on this work."

Discussion:

Whose role is it to highlight which parts of the strategic plan are relevant to their application and contract. Background of the progress of who needs to approve the application of the PLD contracts.

General Manager will be approving the application of contracts and the Trustee Board/General Manager will focus on the alignment of Playcentre vision/strategic goals and employee's work streams.

Recommendation/Decision:

Meeting agreed that future PLD contract applications will be approved by the General Manager.

Next steps:

- General Manager to communicate with the PLD Co-Directors.

Preparation for March National Executive

Caucus rooms not available until after the dinner on Friday.

Roles:

Tāngata Tiriti:

Facilitator:	Madeleine Taylor (only available Saturday & Sunday)
Advisory Panel:	Ann
Runner:	Clare
Assn support:	Susan
Administrator:	Pip

Te Whare Tikanga Māori:

Facilitator:	Gillian
Advisory Panel:	Avis
Runner:	Cynthia
Assn support:	Char
Administrator:	Ruth

Papers:

Governance paper: decision and discussions

Operational plan work completed, approved by the Trustees then to be distributed..

PD 'workshops':

- 📌 Governance/Management review – see Hui ā-Tau Māori & Tāngata Tiriti Hui PPTs
- 📌 Te Tiriti o Waitangi – Participation, Protection, Partnership & Spirituality (see TTOW Framework May 2009, NZPF Handbook 5.23)
- 📌 Presentation on the amalgamation plan

Discussion on the agenda of the March National Executive.

Discussion regarding the process of discussion on governance at the National Executive meeting.

Attendance:

Volunteers –

Susan – Fri morning

Clare - Fri morning

Ann – Fri morning flight

Alaine – Thursday cheapest shuttle

Cynthia – Thursday – cheapest/last flight direct flight

Avis – Fri morning 6am flight

Employees -

Meagan - Thursday night

Veronica Thursday night
Cissy
Alasdair Fri morning

Possible attendees for limited period:
Liang Wells – Chief Financial Officer
Julia Frew – Human Relations Manager
Alan Taylor – Property Funds Manager
Carole Kennerley – PLD Co-Director

Preparatory notes:

- ✚ Need walking shoes
- ✚ Associations to bring their constitutions

Next Steps:

- Susan to communicate with Bronwyn whether she can do the workshop at 3.30pm.
- General Manager to communicate with Cissy regarding meeting attendance
- General Manager to communicate with the Secretary on the requirements for employees regarding flights and accommodation.

2017 Federation Calendar

Decision referred to Loomio.

Next Steps:

- Secretary to load onto Loomio

Governance Structure

Review and discussion on the content of the draft paper.

Discussion held on governance and whether this needs to align with the operational regional structure.

Suggested outcome would be people open to trialling the governance model and seeing how it goes with the ability for a review date to make any changes necessary.

The partnership can be worked on for Conference. People can start thinking about how clusters will work for them. How do we get the shift from Centres to Clusters? Avis shared how the Mid North Playcentre Association has started working in clusters.

Suggested to build into the discussion paper on how clusters could work. Which Centres are going to cluster with who. The clusters will need to define how they will work, their function, their purpose. Open mind to working with Centres crossing Association boundaries.

Suggested to include possible cluster modelling in the discussion paper.

Queried whether the costs from the different areas and where these costs will be met is clear.

Employees would actively encourage Centres to engage with their clusters and being aware to the specific needs of the Centres for engaging.

Discussion on the positioning of the AGM and the Trustee Board within the governance structure. Referred to the Te Whānau Ngatahi O Aotearoa – Playcentre Aotearoa constitution to assist with clarifying some of these points.

Next steps:

- Ann, Cynthia and Clare continue to work on the decision paper to be completed by 17th February and loaded onto Loomio for Trustee Board feedback until 21st February, to be sent to Secretary by 2.30pm 22nd February.
- Partnership, resources and transition discussion paper to be worked on by Alaine and Susan to be completed by 17th February and loaded onto Loomio for Trustee Board feedback until 21st February, to be sent to Secretary by 2.30pm 22nd February.
- Clare to send Alaine and Susan some information that won't be required for the decision paper.

Meeting closed at 2.00pm

Next Trustee Board meeting:

Online Meeting 6th March 7.30 – 8.30pm

Trustee Board 17th – 18th March 2017, Oakwood Manor, Auckland – Reports due in 9th March

True and accurate record:

Signed: Date:

Signed: Date:



General Manager's Report
Report to the Trustee Board
February 2017

	<i>Note: content derived from material supplied by Federation staff as well as GM</i>
Amalgamation project	
Overview	Continuing progress has been made since the last Trustee Board meeting on moving the Amalgamation along.
Employment	
Three new Federation managers have started	Veronica Pitt and I inducted Cissy Rock, Change Programme Manager, and Julia Frew, Human Relationships Manager, on 10 January, and Liang Wells, Chief Financial Officer, on 24 January. All three are already making positive and enthusiastic contributions.
Location of regional hubs/offices	Since the communication of the decisions on the regional hubs' locations to Presidents/ HR responsible people on 25 January, I received only a few minor straightforward queries about how to present or make available the information to employees. I also answered one query from the Hutt Association seeking more detail on the reasons for choosing Wellington which I answered (Wellington had a slight edge geographical location wise and with accessibility). I had a query from Canterbury Association just to clarify that Timaru would be in the Southern region, rather than the Upper South Island Region. I should like to thank the Trustee Board for reaching its decision promptly and unanimously. All deadlines for the phased release of the information were met.
Projects	
Operational Plan 2017-2018	All Federation staff are meeting in Wellington at the Adult Community Education meeting room in Tinakori Road, Wellington, to develop a draft Operational Plan 2017- 2018 on 8 and 9 February. Progress made on the draft will be presented to the Trustee Board on the morning of 10 February with input sought on any gaps, and how it links with the work on future Governance. Cissy Rock, Change Programme Manager, will attend and present the work that has been done over 8 and 9 February. This work will also be likely to assist Trustee Board preparations

	for the National Executive agenda.
Employee consultation	<p>Julia Frew, Human Relationships manager, reports:</p> <p>As part of the Employment consultation to be conducted from 27 February onwards there are some points the Board should be made aware of, and some decisions that need to be made prior to this.</p> <p><u>Decisions needed:</u> A decision is needed on what terms and conditions will be offered to those employed into the new structure from Associations. In most cases the contracts sighted have had legal minimum annual leave and other provisions, it is presumed these would be the same in new structure?</p> <p>The main points to decide are:</p> <p style="padding-left: 40px;">Do we 'grandparent' current rate of pay, length of service If owed leave, entitlements would be transferred across or paid out (excluding sick leave which would not be paid out, but could be transferred across).</p> <p>Once decisions are made we will need to ensure leave liabilities/leave accruals are transferred or a budget to pay out owed annual leave and alternative days should be kept aside, presumably by Associations, for when people choose to leave/are made redundant.</p> <p>It is strongly recommended that as people are hired into the new structure that they are given a standard up to date contract, with legal minimum clauses as in most existing contracts.</p> <p>It is recommended leave such as annual leave is paid out, but sick leave allowed to be transferred across.</p> <p>It is recommended that if it is decided to transfer or 'grandparent' rates of pay, this be done for a fixed period of one year from the employee's start date in the new contract.</p> <p><u>Points of interest:</u> No contracts sighted yet have any redundancy payments, the majority have a four week notice period. The Board may or may not be aware that under current</p>

	<p>Employment legislation (Part 6A) protects certain ‘vulnerable roles’ which includes cleaners. This means that if their work would be completed by another person, they have the right to transfer and on their existing terms and conditions. So many cleaners may elect to transfer across, and we legally must ensure we transfer their existing terms and conditions onto their new contract. Associations must ensure they provide full information on these roles and individuals, and budgets in the new structure to allow for this transfer.</p> <p><u>Current limitations/concerns:</u> A number of Associations have not provided employee data as was asked for (16 of 32 have, with incomplete information from some of the 16). Also when it was requested, there was the ability to give this data with no name but an identifier. This means there is no comprehensive list of name of employees across Associations affected by the proposal to change the employment structure. For those that we have information about, there are a vast range of contracts, titles and terms and conditions. Even should the majority of Associations return this information, it is a very complex and tangled situation, that will require Associations to proactively work alongside the new Regional Managers once appointed to ensure nothing is missed.</p>
Telecommunications	<p>Since December a further 18 Centres have been connected, bringing the total to approximately 100. It is planned to do the second and third rollouts to Centres from February 2017 onwards.</p> <p>7 Centres have been advised of installation issues i.e. needing wiring, trenching for underground wiring, that are costs not covered by CallPlus. As these costs will not meet property pool criteria (too small), a decision will need to be made as to who will meet them in the first instance. Federation will investigate making an application to a national granting body for funding to install communication lines into all Playcentres.</p>
Playcentre Property: Insurance	<p>Over the past two months (in consultation with NRCWS and CRCWS Meetings) Alan Taylor, Property Fund Manager (Central and Northern), has prepared draft Tender Briefing documents to provide insurance companies with the information about Playcentre and its requirements that will enable them submit</p>

	<p>tender proposals for the provision of relevant services - enabling the new national organisation to make a decision on which company to negotiate with and award the contracts to.</p> <p>Following information Susan Bailey had received from representatives of the national Te Kohanga Reo Trust about the insurance arrangements that organisation operates under, Alan contacted John Cribb, Commercial Manager of the Trust, on 13 December. John indicated that he felt Playcentre could become part of that scheme - resulting in cost savings for both organisations. He asked Alan to provide details of the current arrangements for a small number of Playcentres, so he could do an analysis on the potential costs and also provide Alan with full details of how the scheme operates. Alan provided information relating to the Playcentres in the Hutt, Auckland and Northland Association areas and received confirmation it was what John required.</p> <p>On 17 December Alan received an email advising “I will be working on your insurance during the holidays and hope to get the first draft offer back to you towards end of January. From what I have seen from the 17 properties in the Lower Hutt the premiums under our managed fund is a lot less.”</p> <p>Alan is awaiting a further response, but expects to meet John while in Wellington on 8-9 February for the Federation staff’s Operational Planning meeting.</p> <p>Alan comments:</p> <p>“In order for me to make a recommendation that Playcentre and Kohanga Reo should operate shared insurance arrangements (c.f. initiating our own tender process with insurance companies), I would need to be convinced that:</p> <ul style="list-style-type: none"> - the combined arrangements use established insurance companies (i.e. it is not a “self-insurance” process; - there would be effective processes for paying premiums, making claims, etc. - there would be financial benefits for Playcentre in using combined insurance arrangements,
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	<ul style="list-style-type: none"> - Playcentre would share in the control/management of the insurance arrangements (i.e. we would not simply be a “customer” of the Te Kohanga Reo Trust insurance arrangements, <p>I understand (from Veronica) that the plan is that a Playcentre national insurance scheme (with the premiums being paid from national funds) will be in operation by May/June 2017.”</p>
ELI/SMS	Version 1.05 of the SMS is now live, and available to all pilot centres. This version includes the RS7, and the first one will be submitted on 1 February for a final test, before all others can be submitted electronically. Further versions will roll out during the year to bring the full functionality that is expected. Planning is starting on how to roll out the SMS to other Associations in March and May this year, for full implementation. The Ministry of Education expects all centres to be connected by the end of June.
Xero	We have 381 out of 455 centres accessing Xero now. The third webinar training on reporting took place in early December and has been circulated to all Treasurers (on our list), and uploaded to Playcentreconnect for members to access. The focus now is on accessing the remaining Playcentres and providing support for them to get on board. We have also sent out advice on how to record bulkfunding entries, and may compile a short document with specific ‘hints’ for Playcentres.
Associations with outstanding levies	There is a total of \$277,354 outstanding levies at present, from March 2016 to the present. This is a mix of Federation levies, equity, and regional capital works levies. Please find attached a report with recommendations for next steps regarding these, and a related spreadsheet.
Legal	David McLay’s update is attached separately. I shall be meeting David at 4.30pm on 7 February to further clarify points made in his report. I shall update the Trustee Board on 10 February.
Associations Winding Up	<p>The current Mid Northland Playcentre Association situation is on the Trustee Board agenda.</p> <p>I will want to plan with the whole Federation team what ways we can support Playcentres whose Associations formally wind up and close, including the Mid Northland Playcentres, prior to the operational or legal Amalgamation. While there may be</p>

	<p>neighbouring Associations in a position to help, there may also be ones who cannot.</p> <p>If we haven't the staff capacity we'll need to consider what budget can be used e.g. the Budget for supporting vulnerable Playcentres or some other budget category, to employ a short term contractor.</p> <p>At the Operational Planning meeting on 8 and 9 February, I hope Federation staff will have time to give preliminary consideration to this issue.</p>
<i>Other Business of Note</i>	
Meeting with SPACE Trust staff on 12 January 2017	<p>Veronica and I met with Leanne Dawson, CEO, and Suzan Kefall-Pattinson, National Partnership Manager, of the SPACE Trust at their Lower Hutt Offices. They provided a useful and comprehensive background for us on how SPACE has developed and grown.</p> <p>Some key points:</p> <ul style="list-style-type: none"> - They have three main partners in their work: Playcentres, Church groups and other community groups - Since 2 programmes were run in Hutt Association in 2003, this had grown to 277 programmes in Playcentres in the year to November 2016 (Waikato 61, Auckland 42, Wellington 26, WBOP 25 and Taranaki 23 being the Associations holding the most programmes last year) - They estimated around 60% of SPACE programme parents in the Hutt Association went on to join Playcentre sessions subsequently; in some areas in New Zealand it was believed to be as high as 90% - Their mapping of the regional growth in birth rates for first time parents suggests potential for major SPACE programme expansion in Auckland, Central South Island, Waikato/Bay of Plenty Region, Wellington Region and the Central North Island - They believe SPACE programmes work best if there is a linked in home visiting service to support new parents – don't have funding for this at present - Their Government funding is dropping as SKIP and Parents As First Teachers programmes disappear; they receive 30% of their current funding from their 3 groups of partners

	<ul style="list-style-type: none"> - Interested in being part of a group of agencies supporting/lobbying for the role of parents in educating their babies/children - They are running “A year in your child” Expo at Westpac Stadium, Wellington, in October 2017, and hope we can encourage our members to attend.
Ministry of Education RFP on PLD to support the implementation of Te Whāriki	<p>As previously advised to the Trustee Board by Ann Langis, Carole Kennerley and Dalene Mactier are currently working intensively on submitting a proposal to meet the following Ministry of Education RFP objectives:</p> <p>“The Ministry is looking for one or more credible professional learning and development providers that are able to support kaiako across diverse early learning contexts to engage with the updated Te Whāriki and its implementation.</p> <p>The provider(s) would provide introductory workshops, develop and provide webinars and support curriculum implementation by identifying local curriculum champions who will lead inquiry networks.</p> <p>The objective of this procurement is to support curriculum delivery and strengthen early learning through stronger engagement with Te Whāriki.</p> <p>This opportunity will run from March 2017 – June 2018.</p> <p>The total value of this procurement is up to \$400,000 funding for 2016/17 and up to \$3.3 million funding in 2017/18.”</p> <p>Staff and volunteers are providing as much support to them as possible so that the 4pm 14 February 2017 deadline can be met. Thanks to all Trustee Board members who have already contributed input.</p>

ASSOCIATIONS WITH OUTSTANDING LEVIES

March 2016 to January 2017

March 2016 to January 2017						Breakdown of invoice				
Invoice Number	Reference	Equity 75 June to Sept 2015	Equity 76 Oct to Jan 2016	Equity 77 Feb to May 2016	Total Outstanding	Equity to pay/(receive)	Fed Levies	RCW	Total Outstanding	Notes
Auckland Playcentre Assn										
8 Jul 2016	INV-17 1000	Equity 75 June to Sept 2015	\$30,034.96			14553.96	15481	0	30034.96	RCW levies of \$16,888.37 paid
19 Aug 2016	INV-17 2000	Equity 76 Oct to Jan 2016		\$24,303.80		13263.16	11040.64	0	24303.8	RCW levies of \$12,044.33 paid
30 Nov 2016	INV-17 3000	Equity 77 Feb to May 2016		\$57,177.74		20778.48	36399.26	0	57177.74	No RCW levies in this funding round
Total Auckland Playcentre Assn					\$111,516.50	48595.60	62920.90	0.00	111516.50	
Central Districts Playcentre Assn										
8 Jul 2016	INV-17 1013	Equity 75 June to Sept 2015	\$21,962.33			-458.94	10723.21	11698.06	21962.33	
27 Aug 2016	INV-17 2013	Equity 76 Oct to Jan 2016		\$14,552.60		-534.91	7215.77	7871.74	14552.6	
30 Nov 2016	INV-17 3014	Equity 77 Feb to May 2016		\$21,026.80		-1004.76	22031.56	0	21026.8	No RCW levies in this funding round
Total Central Districts Playcentre Assn					\$57,541.73	-1998.61	39970.54	19569.8	57541.73	
Mid Northland Playcentre Assn										
8 Jul 2016	INV-17 1002	Equity 75 June to Sept 2015	\$6,677.27			-2918.64	3789.59	5806.32	6677.27	Paid \$1,532.87 of total invoice
27 Aug 2016	INV-17 2002	Equity 76 Oct to Jan 2016		\$4,356.77		-3008.04	3522.3	3842.51	4356.77	
Total Mid Northland Playcentre Assn					\$11,034.04	-5926.68	7311.89	9648.83	11034.04	
North Shore Playcentre Assn										
30 Nov 2016	INV-17 3003	Equity 77 Feb to May 2016		\$39,359.53		8015.11	31344.42	0	39359.53	No RCW levies in this funding round
Total North Shore Playcentre Assn					\$39,359.53					
Tairawhiti Playcentre Assn										
30 Nov 2016	INV-17 3017	Equity 77 Feb to May 2016		\$1,532.20		-6636.14	8168.34	0	1532.2	No RCW levies in this funding round
Total Tairawhiti Playcentre Assn					\$1,532.20					
Waikato Playcentre Assn										
30 Nov 2016	INV-17 3012	Equity 77 Feb to May 2016		\$56,369.97		17450.54	38919.43	0	56369.97	No RCW levies in this funding round
Total Waikato Playcentre Assn					\$56,369.97					
			58,674.56	43,213.17	175,466.24	277,353.97	59,499.82	188,635.52	29,218.63	277,353.97

Associations with outstanding levies

Background:

NZPF levies are invoiced to Associations three times a year, to fund their operations. Included in this funding, is an Equity system. The National Internal Equity System was introduced at the commencement of bulk funding, as a means of supporting our lower income Associations.

Bulk Funding is currently received directly by each of the Associations, for the centres they support. The Association's take a share of levies from each of their centres bulk funding, before distributing the remaining funds to the centres for their operations. Bulk funding payments are received 3 times a year from the MoE as follows:

<u>Payment Date</u>	<u>Funding relates to</u>
1 st March	October – January
1 st July	February – May
1 st November	June – September

NZPF receive a spreadsheet directly from the MoE at the time the bulk funding is paid to the Associations, which provides a detailed analysis of each centre's bulk funding payment. The number of payments the MoE make in any funding round, is reliant on:

- Whether the centres have provided their completed RS7 forms on time
- Whether the data in the RS7 forms is complete and free of queries
- Whether the MoE has entered the data correctly, and in time for the payment to be made on the due date
- Whether the MoE has a number of corrections to make, or adjustments for Roll Audits, etc.

Typically, there are currently 4 payment dates available from MoE to services, per funding round.

From the data provided, NZPF then calculates:

- Internal Equity to be paid or received by each Association
- Federation Levies to be paid by Associations
- Contributions to Regional Capital Works (RCW) schemes, by Associations.

Equity, Federation Levies and RCW Levies are then invoiced to each Association. Over the years, various Associations have applied to opt out or declined to pay portions of their levies, and we have a small number of Associations who have historical levies outstanding.

In the past Federation levied Associations one year 'in arrears', due to the timing of receiving information from Associations, and the levy decision at NZPF Conference. This would mean, for example, that if in May 2015 we decided on a levy, in July we would invoice Associations for that levy - on the June 14-Sept 14 bulk funding round, then in August we would invoice for the Oct 14-Jan 15 round, and then in about February 16, we would invoice for the Feb 15- May 15 round.

During the amalgamation phase, we have structured the gradual phase in of higher levies to Associations, as we start to build the new structure, while phasing out the operations at Association level. The final stage of this staggered levies funding, will be for NZPF to receive the bulk funding directly, and the 50% levies will be used to fund the operation of NZPF and the Regional Hubs.

As part of this transition process, additional levy rounds were agreed at Conference 2016, to bring the levy invoicing 'up-to-date', and no longer be being charged 'in arrears'. This meant that there were 2 additional levy rounds in the second half of 2016 of 10% each.

As we move towards building the new structure, we are finding a number of Associations have either stopped paying all levies, or are only paying a portion of levies.

There had been some expectation that a few Associations would find it difficult to pay the additional levy rounds and there was an allowance made at Conference 2016, and in budgeting, for some of the levies not to be received. A guiding principle put forth with the Budget was around ensuring that Centres continued to receive support services during the transition, and it was recognised that the additional levy rounds would put significant stress on some Associations.

Given this guiding principle, it was accepted that if some Associations could not pay the full levies invoiced, due to needing the funds to continue to service their centres, that would be appropriate. The Federation has attempted to seek financial information from all Associations to assist us in assessing their position and helping to ensure that Associations can remain financially viable during the transition.

However, as we move further towards amalgamation, and implementing the new structure, it becomes essential that all levies are paid, to ensure that the new structure is appropriately funded.

Analysis of outstanding levies

Please refer to the table of outstanding levies (attached). The left hand side of the table shows the three funding rounds of which we have invoiced levies in the current financial year, and the Associations which have outstanding levies for these periods.

The right hand side of the table, analyses the total outstanding levies into each of the categories of levies: Equity to Pay or (Receive); Federation Levies; and RCW levies. This allows us to analyse which party the funding relates to:

Equity levies – benefit lower income Associations

Federation levies – provide NZPF the necessary resources to continue working towards the Amalgamation

RCW levies – provide the funds necessary for capital works to proceed at centre level

Equity 75

EQ75 was the beginning of the new levy structure. The levies are calculated on the bulk funding received by Association on 1 November 2015, and were invoiced on 8th July 2016.

NZPF invoiced Associations a 10% levy, which included 4% Federation levies, and 6% RCW levies. The Internal Equity funding was also invoiced, and was to provide 21 lower income Associations with a total Equity funding pool of \$93,055.34.

As at 31 January, we have 3 Associations who have not yet paid their Equity 75 levies in full to NZPF, as follows:

Auckland Assn	\$30,034.96
Central Districts Assn	\$21,962.33
Mid Northland Assn	\$6,677.27

Equity 76

The levies are calculated on the bulk funding received by Association on 1 March 2016, and were invoiced on 27th August 2016.

NZPF invoiced Associations a 10% levy, which included 4% Federation levies, and 6% RCW levies. The Internal Equity funding was also invoiced, and was to provide 21 lower income Associations with a total Equity funding pool of \$78,151.42.

As at 31 January, we have 3 Associations who have not yet paid their Equity 76 levies in full to NZPF, as follows:

Auckland Assn	\$24,303.80
Central Districts Assn	\$14,552.60
Mid Northland Assn	\$4,356.77

Equity 77

The levies are calculated on the bulk funding received by Association on 1 July 2016, and were invoiced on 30th November 2016.

NZPF invoiced Associations a 10% levy, which was for Federation only (no RCW levies). The Internal Equity funding was also invoiced, and was to provide 21 lower income Associations with a total Equity funding pool of \$103,184.18.

As at 31 January, we have 5 Associations who have not yet paid their Equity 77 levies in full to NZPF, as follows:

Auckland Assn	\$57,177.74
Central Districts Assn	\$21,026.80
North Shore Assn	\$39,359.53
Tairāwhiti Assn	\$1,532.20

There is an underlying concern, that these levies will remain unpaid, and the longer they remain unpaid, the less collectable they become. In some cases, the Associations are starting to pick out portions that they are willing to pay. For example, Auckland paid the RCW levies from both EQ75 and EQ76, just prior to attending a RCW meeting in which they had submitted applications.

Mid Northland had expressed that they were not paying the portion of the 10% levies that related to Regional Capital Works, as prior to this it had been agreed by their Region that they could pay a 0% RCW levy. This appears to be reflected in the fact that they have not paid portions of the Equity 75 and 76 rounds, but have fully paid Equity 77 round – which includes no RCW levy.

It is also concerning that those Associations which the Federation had indications were in financially difficult situations have continued to pay their levies, but those which were considered reasonably strong have not.

There is also a risk that as we move further towards the new structure, there will be an increasing number of Associations failing to pay the levies. This poses an issue in terms of the cashflow that the Federation requires, in order to implement the Amalgamation.

Recommendations

Our overall **recommendation** is that the Chief Financial Officer follow up in person with each of the outstanding Associations, requesting that they pay the outstanding levies, and seeking further financial information from them if they indicate they cannot afford to pay, with the following caveats:

- Mid North – we **recommend** writing off the amount of the overdue levies that relates to RCW funding
- Waikato – we **recommend** not seeking payment of the equity portion of the levies (\$17,450). Waikato had indicated previously that they would not pay equity, and following a process, notification was given to the organisation that we did not expect to receive this funding.

If they provide financial information, the Chief Financial Officer will make **recommendations** on further action, based on their financial situation.

If they do not provide the information and/or continue to refuse to pay, the General Manager to make further contact with the Association to emphasise the impact on the wider organisation.

If no further progress is then forthcoming, the General Manager will make **recommendations** to the Trustee Board.



Ann Langis

Report to the Trustee Board

February 2017

Decisions:

None

Discussion:

1. PLD Communication and Consultation

Background: PLD team received notice in mid-January regarding a RFP (Request for Proposals) for the delivery of PLD around the updates to Te Whāriki. They sent an email to myself and the Operations Manager to request approval to apply. Applications are due by 14th of February. After receiving no reply, they sent another email on 27th of Jan, requesting an answer by the end of the day. At this point I approved the proposal. Since then the Operations Manager and GM have both provided operational information to assist, as well as some governance feedback from Susan.

Impacts: - Alignment between NZPF/Playcentre Aotearoa vision/goals and the PLD team.

- It is unclear whether there will be additional RFPs this year from the ministry or if this will be the only one.
- IT assistance with webinars will be needed
- Proposal will be aligned to new regional hubs

Concerns: Separation of operational and governance tasks moving forward with PLD team. Ability to provide governance input quickly as needed with quick turn-around time for RFPs.

Considerations: From Carole and Dalene: "The internal Playcentre consultation process has to start before the MOE puts the Request for Proposal [RFP] for the PLD contracts up on the GETS website, as once it is on the website we are locked into a very tight MOE timeframe to put in a proposal. Therefore our usual practice is to start consulting with all of our stakeholders at association and federation levels prior to a RFP going onto the GETS. We envisage starting this process in April 2017 in anticipation that the RFP will go onto the GETS around May. However, if we receive any relevant information about timeframes from the MOE we can bring the consultation forward to term one if needed. The MOE may also change the overall focus and priorities for PLD, which will also impact on this work."

Recommendation/Decision:

Next steps:

Information Sharing

Latest Milestone report attached from PLD team.

After our November meeting I sent an email to the PLD team with some questions from the TB:

Kia ora korua,

Thanks very much for the report you submitted last month. We were able to have some good discussion around PLD and below I have summarised Trustee Board thoughts/questions:

- We recognise the PLD team delivers fantastic programmes for our Centres, thank you!
- Is there a PLD vision/mission statement distinct from the NZPF vision/mission statement? Or are we all under the same umbrella?
- How do we ensure that PLD proposal/programs/delivery align with NZPF goals, recognising that PLD is required to meet external MoE criteria? There is a feeling that NZPF only knows where the PLD team is at retroactively... we would like to feel more proactive about the relationship between NZPF and PLD and feel confident that programs are aligning with the same goals/mission/vision. This is not about details, we don't need details, we would like an overview... would be good to have awareness of the proposal to ministry before it is submitted. We would like to feel there is a strong relationship there, and strong pathways for communication.
- We appreciated the valuable perspective shared in your report and in particular felt that pyramid was a helpful tool for thinking about how well placed centres are to participate and benefit from PD. We felt that the report had a focus on the risks, opportunities, and challenges for Centres now and looking forward into the amalgamation, as opposed to for the PLD team. While we recognise that these are parallel conversations, we felt that info specifically regarding the PLD team would be helpful in growing that feeling of cohesiveness - e.g. what the team is working on now and for the future, when the next proposal is due and how will it align with NZPF goals...
- We recognise and appreciate the effort the PLD team has been making to stay up to date with key messages regarding the amalgamation, and we appreciate that lack of cohesiveness in the recent past at TB level has not helped NZPF and other Fed teams (including PLD) align strongly together. Hopefully this is changing now.
- Why is PD in specific Associations and not others, is this completely dictated by SELO?
- Do we know if the PLD leadership programme aligns with leadership modules in our education program? We would like to see PLD and Education team working closely into the future and appreciate that both teams have also expressed that desire.
- MFOs keen to catch up re Te Ao Maori and Mana Whaea programs, I believe you have a meeting already planned.
- Anecdotally we are aware that PLD team assists with JDs and contracts. In the future, the new structure should provide this sort of administrative support. As PLD team is on the ground, they will be well placed to support Centres with transitioning into the new operational structure.
- Is the PLD team able to provide PD as part of the transition to the new structure? It had been previously discussed, with the Ministry of Education representative who met regularly with the Trustee Board approx. 18 months ago, the possibility of gaining a contract to assist with the amalgamation. The PLD Team had previously indicated that they would be able to help with this i.e. writing the application and completing the tasks of the contract. We have highlighted this for the new GM to follow up.
- SELO email from Susan, just following up?

Here are the answers I received:

Initially, back in 1998 when Federation secured the first contract, the PLD management was under a contract for service, and the PLD team operated independently. Several years later the structure was changed and the PLD team all became Federation employees and therefore having stronger links under the umbrella of the Federation. A lot of work was done to strengthen the relationships and to work collaboratively on the procurement process between

Standing Committee, PLD management and the PLD Reference Group made up of Federation officers.

With regards to the PLD mission and vision statement, the PLD team very much works under the Federation vision and mission statement. The PLD team also has an intention statement stating

“Working collaboratively with parents to enhance learning outcomes for children”

In 2013 the PLD proposal was written after consultation with all Playcentre associations, Māori caucus, Federation teams and Trustee board, and written in collaboration with Catherine Cooper as the operations manager and Viv Butcher and Marion Pilkington. A two year contract was secured. In 2015 the Ministry of Education [MOE] offered to roll over the contract and as such we had continuation of the 2013 negotiated proposal for a further two years.

We have always worked under the understanding that the Trustee Board is involved in high level of negotiating the contract proposal and once we successfully secured the contract, it was our role as PLD management to ensure that the contract is delivered successfully and we reported on the day to day delivery to the operations manager.

At the moment we are focussed on completing the current contract by end June 2017, we are on track to complete all targets, and participation has been excellent in our programmes. We do not envisage any difficulty or risk to our successful completion of this contract.

There is no information out at all about future contracts. Over the years the MOE processes and timelines have changed - we have had periods of no PLD for six months between contracts, and we have also had continuous contracts. At this point in time the MOE has not indicated their intentions for 2017, however there is going to be an evaluation of the current SELO PLD funding and outcomes, therefore the results of this evaluation will inform their decision making about any future PLD for ECE.

The internal Playcentre consultation process has to start before the MOE puts the Request for Proposal [RFP] for the PLD contracts up on the GETS website, as once it is on the website we are locked into a very tight MOE timeframe to put in a proposal. Therefore our usual practice is to start consulting with all of our stakeholders at association and federation levels prior to a RFP going onto the GETS. We envisage starting this process in April 2017 in anticipation that the RFP will go onto the GETS around May. However, if we receive any relevant information about timeframes from the MOE we can bring the consultation forward to term one if needed. The MOE may also change the overall focus and priorities for PLD, which will also impact on this work.

PLD programmes are allocated in accordance to our agreement with the MOE. MOE PLD targets are in areas where there is a high number of Māori and Pasifika children as well as children at risk of not accessing quality early childhood education. For us it means the bulk of our MOE funded PD programmes are located in the upper and middle North Island with a small number of programmes in the lower North Island and all of South Island. We planned, proposed and signed up a PLD contract that enables us to deliver PLD to all associations.

While the PLD team and the education team want to work closely together, we do not aim to deliver the same content. In fact, the PLD funding cannot be used to deliver tertiary education and vice versa. Historically this has put our PLD funding at risk and we have had to provide

clear evidence that the PLD delivery and the TEC funded education programme are totally separate. The intention of PLD is to provide ongoing education beyond initial training that results in whole centre improvement. While the education programmes, curriculum and content is pre-approved and closely monitored, PLD can be much more responsive to our stakeholders and new research and development within our domains of knowledge. Having autonomy to be responsive with our delivery is critical in ensuring the effectiveness of PLD.

The PLD team is well placed to offer internal PLD to support transitions for centres and support staff and we would be keen to work with other members of the Federation to develop a programme.

The SELO evaluation is a little ambiguous and Carole will follow up with our MOE advisor to see what is required of us at this stage.

All associations have the right to PLD hours and have participated in PLD programmes in the current contract - this right is something that we have argued for with the MOE for years as historically the MOE used to choose the associations where we could work. Also it is important to distinguish between the three SELO programmes:

- SELO 3 is our main PLD contract and every association has at least one x PLD programme in this SELO funding stream.
- SELO 1 - is targeted by regional MOE to centres/associations who require additional support - MOE negotiates this with PLD contract management on an as needs basis.
- SELO 2 - community based PLD opportunities - open to Playcentres in that community to apply to participate - allocated usually to a geographic region rather than target centres.

We hope this clarifies some of your questions. If you wish we can arrange a SKYPE meeting with you to discuss some things in more depth.

Focus for the coming period

Internal communications for TTTs, planning for March Nat Exec, furthering Governance mahi, personal study on TToW, begin conversation with RAG

Confidential Items

None



New Zealand Playcentre Federation

Professional Development

JANUARY 2017

MILESTONE 6 SEL03





Mā te ahurei o te tamaiti e arahi i a tatou mahi
Let the uniqueness of the child guide our work

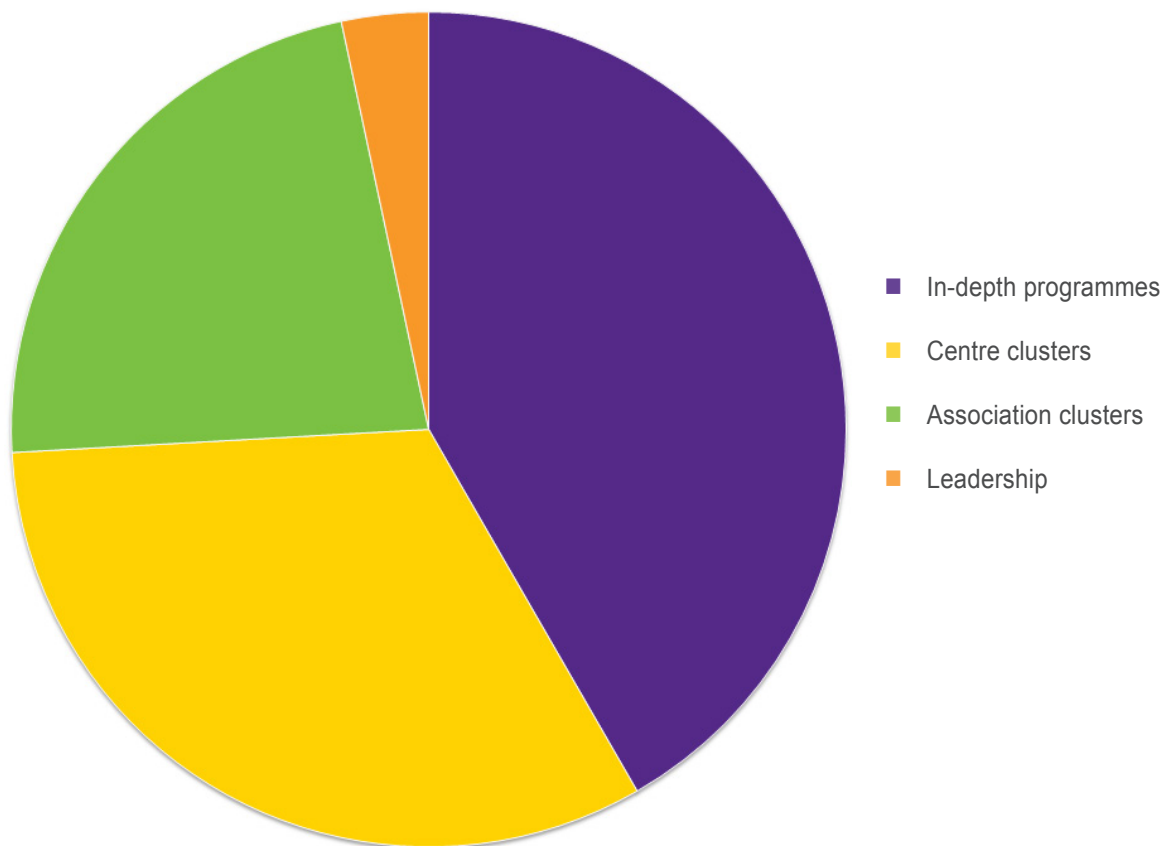
Summary

The New Zealand Playcentre Federation (NZPF) SELO 3 Professional Learning and Development (PLD) contract is a national programme with the delivery of PLD programmes to Playcentres distributed over the ten MOE areas across Aotearoa.

NZPF's PLD programmes are offered in four different models.

- Centre clusters
- In-depth centre programmes
- Association clusters
- Leadership

During this Milestone 6 period PLD facilitators worked with a number of centres to evaluate their progress and finish their programmes. Whilst in other areas, new programmes got underway with facilitators starting a new relationship with centre whānau, building whānaungatanga and completing a thorough entry analysis to enable facilitators to design an individual programme that is fit for purpose to support the centre to transform their practices. Total 297.5 face to face PLD delivery hours in this M6 period.



HOUR DELIVERED THIS QUARTER

Centre cluster programmes

To date nine programmes (56%) involving 37 Playcentres are underway with six programmes (24 Playcentres) now completed. Centre cluster programmes are based on a centre inquiry model using the Ngā Arohaehae Whai Hua/Self-review Guidelines for Early Childhood Education and the Internal Evaluation: Good Practice (ERO) document. Between three to five Playcentres participate in each cluster with a mixture of cluster gatherings and in-centre PLD supporting the evaluative process.

In-depth centre programmes

To date 36 in-depth centre programmes (120%) are underway with 23 programmes now completed. Similar to the centre cluster programmes, in-depth centre programmes are based on a centre inquiry model using the Ngā Arohaehae Whai Hua/Self-review Guidelines for Early Childhood Education and Internal Evaluation: Good Practice (ERO). Facilitators work with the centre whānau kanohe ki te kanohe in the centre to support whānau to think deeply about what they are doing, how it is working for them and their tamariki, and what they can change to build on their strengths and improve practices and therefore outcomes for children.

Association cluster programmes

To date twelve programmes (75%) involving 80 Playcentres are underway with nine programmes (61 Playcentres) now completed. The purpose of the association cluster is to set up learning communities to engage in collaborative inquiry about a shared focus of interest. Association clusters provided centre whānau, volunteers, educators, governance members and association staff the opportunity to build supportive networks, share ideas and resources, reflect on their current centre practices, and collaboratively create new knowledge about best practice in Playcentre and early childhood education.

Leadership programmes

To date seven leadership programmes (70%) involving 39 Playcentres are underway with six programmes (33 Playcentres) now completed. Leadership programmes are focussed on building the knowledge and capabilities of leaders within the Playcentre context of a whānau based service.



During this Milestone period, facilitators worked in small wananga with Playcentre whānau to explore their own understandings of leadership through Te Ao Māori lens to strengthen understandings of collective leadership.

Conclusion

A total of 64 programmes are now underway being 88% of contracted total number of programmes. These programmes involve 192 Playcentres which exceeds the required number of Playcentres required by our NZPF SELO 3 contract.

Positive shifts

The centres participating in the in-depth centre and centre cluster programmes are located in the MOE priority areas or are at risk of not providing quality because of low participation or a high turnover in of centre whānau. These centres were selected in consultation with the local umbrella associations on understanding that the centres have the capacity to engage in the professional learning and development work, will be able to sustain transformative change

The PLD programme is delivered in one of the four key focus areas

- Pedagogical leadership
- Literacy
- Mathematics
- Infants and toddlers

MANA WHAEA

During this term the focus of the Mana Whaea programmes was to reflect and celebrate the learning. One Mana Whaea sessions celebrated their programme with a harakeke, korero and kai wananga. This reflective coming together was an opportunity for whānaungatanga, creating a space to be comfortable enough to just be still. To be involved by ātawhakarongo me āta titiro

Facilitators also visited Mana Whaea participants in their respective centres to support them in their learning and ensuring that their new learning can be sustained in their centres.

Each visit was uniquely shaped around the participants' learning, focused on whakawhanaungatanga and ako, singing waiata and practicing te reo pronunciation.

The strength of the Mana Whaea programme is building rangatiratanga as is evident in the number of the participants who have taken key roles in their centres as well as their centres.

PEDAGOGICAL LEADERSHIP

During this quarter the key outcomes centre whānau in the work centred work centred around strengthening pedagogical leadership capacities included

- Providing a strong Te Tiriti based curriculum for tamariki to ensure that tamariki and their whānau are given the

opportunity to develop knowledge and an understanding of the cultural heritages of both partners.

- Implementing effective assessment and planning processes in order to notice, recognise and respond to the strengths, interests and capabilities of their tamariki.
- Engaging tamariki and support and develop their learner agency, contributing to the daily routines, customs and regular events.
- Fostering social competence in tamariki to provide them with skills and competencies to contribute positively to society.
- Supporting reciprocal relationships among tamariki and other centre whānau to support tamariki to develop a strong sense of well-being at the centre and grow as confident and competent learners.
- Revisiting centre philosophies to ensure that it is reflected in the ways centre whānau work and reflected in their environments.



Provide a strong Te Tiriti based curriculum

Centre whānau developed a stronger understanding and built on their competence in providing meaningful Te Tiriti based programmes to their tamariki and centre whānau.

Centre whānau explored the concept of whakawhanaungatanga. They learnt about each other through sharing their pictures and stories about how they came to be here in Aotearoa New Zealand. Sharing stories generated new understanding among people who have known each other for some years. By sharing their stories and discussing the meaning of whānau, tanga and whaka centre whānau made more connections with each other, putting into the practice the concept of whakawhanaungatanga.

Centre whānau and their tamariki learnt to make fried bread on session. Making and sharing food together is a positive way to build whānaungatanga, while it also offered opportunities for tamariki to learn about tikanga, as well as practice their early literacy and mathematics knowledge and skills.

Centre whānau unpacked the concept of manaakitanga, analysed the meanings of mana, ways to maanaki others, and how these two concepts and actions connected and strengthened each other. The centre whānau unpacked Te Wheke by Dr Rangimarie Rose Pere to understand the place of the child in the wider world and how the centre whānau can use Te Wheke to inform their centre practice. While the concepts in Te Wheke was familiar to the centre whānau, being able to name it and have a deeper understanding of the meanings behind the words,

enabled the centre whānau to be more intentional in their everyday practice to ensure these concepts are reflected in their ways of being.

Centre whānau explored their whakapapa, learning their own pepeha and discovering how a pepeha contained information that identifies people in terms of their people and places.

“We started with our pepeha. Pepeha contain information which identifies us in terms of our people and our places. The question about how to teach pepeha to children came up and we thought a good place to start would be to update the “whānau” board on the wall. We talked about how singing is a more child friendly way to pass on information and decided to write a waiata based on a centre pepeha.”

Centre whānau learnt to make ngā poi and rākau, and the tamariki learnt about the history of these te ao Māori artefacts and practiced using them on session, developing skills and competence alongside their whānau educators.

Centre whānau learnt the tikanga in gathering harakeke and weaving and how to prepare the harakeke strips to weave a four-corner basket and discussed how having cultural tools within the centre is one way of making a culture visible. Even though tamariki can't weave at this level there is value and learning to be had when the materials and products are included in play.



Assessment and planning strategies

One Playcentre explored how the centre whānau notice, recognise and enrich children's learning. One of the centre whānau invited her mother who is an Early Childhood Education lecturer and past Playcentre parent, to run a workshop for them as part of their gathering process for their review. Making this connection with a past Playcentre member to learn about how to support their children's learning now and the future was very powerful for this centre. Many of their centre whānau attended and it generated conversations about learning for many weeks after the event.

The centre whānau shifted from tentative participation to engaging deeply in thoughtful conversations about how tamariki learn and how they can respond to their learning. The centre whānau end of sessions learning conversations are now focused on learning, rather than identifying hazards. They continue to strive to understand what child-led learning is and what the conditions are to make it thrive as their practice becomes increasingly more mindful.

This centre also used data effectively to help understand and shift their practices. They used a survey to engage a high number of their parents and the data was analysed and presented to the centre whānau at a whānau hui to help all whānau to make sense of the information gathered. The data gathered on two occasions showed the centre whānau made progress in more people documenting children's learning and using that information to enrich children's play. The centre whānau were also more confident in exploring pedagogical theory, implementing Te Whāriki and supporting children's learning on session. 90% of centre whānau indicated that they were more confident noticing, recognising and responding to children's learning, and 78% of the centre whānau said that they observed a positive change in the culture of the centre.

This centre supported their quantitative data with qualitative evidence of children's learning in photos and stories .

Strengthen learner agency

Facilitators supported centres to develop a learning culture where tamariki can grow into competent and confident learners who set their own goals and make their own decisions about what they will do next. Facilitators encouraged centre whānau to identify and build on children's learning threads. Centre whānau explored schemas and loose parts.

One parent shared her story about how understanding the schema concept has helped her to shift her image of her son from 'difficult to manage' to 'active learner'.

"He has a very strong trajectory schema – always had. This had been a bit of a problem at Playcentre in the past because many of the parents saw the throwing and physical projection as bad behaviour. He was getting some negative attention and reacting to ... it became a circular pattern."

The focus on schemas has allowed adults at Playcentre to look at this behaviour from a completely different perspective. They now see the trajectory interest as learning, and also see him as a learner (instead of a badly behaved thrower). This has allowed adults to help him to explore the interest, helping to set up interesting physical trajectory challenges. They now react to him in a much more positive way, making our Playcentre sessions much more positive and enjoyable.

This positivity has had a clear flow-on effect for his social competence and self-control. A recent example of this is when he played with water and asked his friend her permission to squirt her with water, so that she wouldn't be surprised or upset.

The centre parent shared "Look at this photo. He's doing some squirting with this friend (a form of trajectory). Before he squirted he asked her if it would be okay if he squirts her. This has been a big shift for him, now understanding that it is acceptable to explore his trajectory fascinations, while ensuring all children are being kept safe. He is much happier on session now."

Using a schema lens supported the centre whānau to think about learning, rather than activities and behaviour. This was quite a fundamental shift in centre practice.

"Even when parents couldn't identify a schema in their child, they started to ask "Well, what else is going on? What other interests are they exploring?"

Another centre explored loose parts. The centre whānau embraced this concept as they explored setting up invitations to play for their tamariki with a collection of loose parts. Loose parts soon found their way into various areas of play, from music to playdough and sparked reflective discussion among centre whānau about changing what they offer to tamariki to provide more open ended experiences that will foster creativity and autonomy for tamariki. They talked about loose parts role in establishing new relationship and reflected on the Te Whāriki statement of how tamariki learn in relationship with people, places and things.

Foster reciprocal and responsive relationships

One centre interpreted child initiated curriculum as having to offer naked sessions to tamariki, where play invitations were not set up in order for tamariki to initiate their own play. While some centre whānau staunchly protected this approach as the ‘Playcentre way’, others questioned it and wondered how children could contribute to the programme.

The lack of interesting and engaging play invitations leads to tamariki that are not engaged and not settled and the centre experienced some behavioural challenges.

Through guided reflective discussions about child-initiated play versus child centred play, the centre whānau decided to experiment with setting up play invitations. Tamariki are now more engaged and settle in their play and learning. The centre whānau now engage with tamariki more often and participate in the daily learning conversations.

“Our sessions are now action packed, with a lot going on, and children can go from one activity to the next and take it in any direction they like. This is in contrast to the way our centre had ‘naked sessions’ when we started, and our children were less likely to be deeply engaged in play and learning.”

In one centre the centre whānau did not work well together as a team. The centre operated as a group of individuals coming together, rather than working collaboratively to provide play and learning for their tamariki. The facilitator worked with centre to create a sense of whakawhanaungtanga, centre whānau working cooperatively and collaboratively to provide a rich programme for their tamariki. The centre whānau worked on getting to know each other and each other’s children and establishing daily routines like coming together as a team early in the morning and again at the end of the session.

There is now more interaction between adults and other children. Relationships have grown so that all of the children feel comfortable with other adults, and staying independently on session. The facilitator observed

“Relationships were so strong between all adults and children that I needed to refer to the roll to figure out who belonged to who. Particularly noteworthy was that on two occasions when toddlers were crying, they didn’t go straight to mum, they let other mums comfort them, even to the point of leaving mum to go to another adult for a cuddle. Adults played in groups, with groups of children, rather than just all spreading out to ‘supervise’. There were many examples of adults and children initiating

interactions with each other. Several times I noticed a child approach the nearest adult and start chatting about what they were doing. A parent told me ‘My child doesn’t need me as much. I’ve been able to help out more and build relationships with other children.’”

A parent observed

“Our end of session discussions are richer and more people take part. It has strengthened relationships between adults and children. The adults now know children better. They focus on learning about each other’s children and on writing stories, and it is really evident in the confidence that adults have now with playing with any of the children.”



Foster social competence in tamariki

In one centre the centre whānau was concerned about the behaviour of the older boys and challenged by a wide range of parenting styles among centre whānau. The centre decided to focus on strengthening social competence in tamariki. The facilitator facilitated a number of sessions focusing on promoting social competence and enriching children's play on session with a specific focus on the adult's role.

The centre whānau took a deliberate approach by developing an action plan and implementing a couple of strategies, and to reflect and revisit their progress before they implement the next strategy. The centre whānau intentionally implemented manageable strategies. One of their most successful strategies involved providing high quality sessions for their tamariki. The centre whānau shared mantra became 'set up, refresh, engage.'

The facilitator observed

"When I went for my final visit it was a very different centre. They now have a clear process for setting up each week based on the evaluation the previous week. One mum told me 'There is a lot more follow through. When we plan at the end of the session for next week, it happens. In the past you'd come up with ideas but it wouldn't eventuate.' There were interesting invitations to play throughout the centre."

A centre parent shared

"There has been a drastic improvement, with lots of talking about children's behaviour. The workshops opened up the communication. We have been encouraged to talk about issues. It has made us confident to act when children need behaviour support. We now know that it is ok to step in to help other people's tamariki. 'Everyone has a clearer idea and a plan of what to do."

Having a plan ready in advance makes it much easier to deal with behaviour when things get difficult. It is a more supportive environment, with everyone involved. Our centre whānau now feel empowered, and know some behaviour management techniques. Just having the tools to know what to do has been the biggest benefit for me. The behaviour has probably improved, but more than anything our attitude to the behaviour has improved."

Children are now working well with other adults. Adults interact with children calmly and help them to resolve their own interpersonal issues.

The facilitator observed

"The older children demonstrate social competence skills like sharing and turn taking. The adults on session support the tamariki to ask for what they want. Even some of our younger tamariki are asking for turns and happily letting others have their turn. The tamariki are good at listening to each other and to adults and are responsive to adults coordinating turn taking and mediating discussions. Relationships have built between adults and children so that children are happy with a wide variety of adults intervening in their play. Children are confident that there is a process, and they will get turns, so are happier to wait."

Revisiting centre philosophy

One centre focused on revisiting their centre philosophy to ensure that it is reflected in the ways they work and their environment. The centre whānau discussed Playcentre philosophy and reflected on what it looks like in their centre. They created a visual representation of their philosophy in action to help their centre whānau and tamariki help learn about how things work at their centre.

The centre whānau now have a stronger understanding about their centre philosophy and are honouring the whakaaro of their centre by being true to Playcentre philosophy and showing manaakitanga to their centre whānau, valuing whanaungatanga, celebrating diversity, growing a stronger understanding of how to support children's learning through play and developing a deeper appreciation for the value of celebrating each individual child's work.



LITERACY

Centre whānau developed a stronger understanding of early literacy and how to support the development of early literacy skills and knowledge in tamariki. Centre whānau learnt how to identify early literacy learning to be able to support tamariki when they were in the early literacy zone of proximal development.

“A key outcome for us that some centre whānau shifted their understanding of what literacy is, and were more confident to support children’s literacy learning on session. People were more aware that the best way to encourage children’s literacy is through play, and that it can be seen in any area of the centre. There were more examples of literacy learning being recognised and written about in learning stories. We planned more activities to support tamariki to use literacy in real life contexts, for example writing letters to Santa.”

“The review got people thinking about literacy, and highlighted the fact that we are educators, and the importance of that, so it was a useful starting point for broader discussions about the adult role at Playcentre.”

At one centre the centre whānau had very high expectations of early literacy. For example one parent suggested that the tamariki should be learning correct grammar. She shared that her daughter has been told that she was ‘failing the alphabet’ at another service, so she wanted to ensure that her daughter will learn what she needed in order not to fail. The facilitator worked with the centre whānau to develop a shared understanding of what literacy entails and how to support it.

After a parent attended a literacy workshop and an on-session literacy play session, she shared her new understanding “Literacy is just playing basically. They will learn as they go. I’ve had that idea changed. I used to think literacy was just reading and writing skills. I know it is so much more than that now. It’s everywhere.”

One of the adults went into the PLD stating that she did not know what literacy was, and at the end of the PLD programme reflected that “.... now I think it’s developing the physical skills so that you are capable of writing. It is stories and conversations, new words building their vocabulary. It’s the kind of thing that can be seen in all areas of play if you’re doing them right. Dramatic play and storytelling.”

The facilitator observed “One significant example of change that I noticed on session was a shift from an adult correcting her daughter’s writing and worrying that she was doing it wrong, to that adult enthusiastically and positively supporting her child’s attempted name writing



even when she got a letter backwards.”

Another mum said “It’s good now that I’ve learnt about recognising it. You can see it everywhere if you try hard enough. The self-review was good because it highlighted how the learning at Playcentre happens. You can do baking and it’s literacy and mathematics and science and a whole bunch of things. It was good for me because I wasn’t really that interested in it. I have noticed my child taking an interest in these topics so I’m prepared now to extend the learning. He wants to read stories and is attempting to write his name and put his name badge up on the board. I feel like I’m responding to his interest. Even when we do craft, I know those are literacy skills as well.”

A stronger focus on early literacy learning resulted in tamariki spending more time writing. It was interesting to see how much the tamariki progressed in their writing without adults formally instructing them how to write. One mum told me she has noticed her daughter can write the letter ‘m’. She doesn’t know how she learned it, it just happened.

The centre whānau now use a literacy lens in documenting children’s learning. There are many meaningful stories about literacy in the children’s portfolios. One story tells how a toddler, new to the centre, is using a pencil to make marks. Stories like these help new centre whānau to develop a shared understanding of what early literacy involves and ensure that the PLD outcomes for children will be sustained beyond the PLD programme.

MATHEMATICS

Centre whānau focused on developing a greater understanding of the theory and research involving early mathematics and how to support children's early mathematical learning. Centre whānau explored the various strands of early mathematics.

A centre whānau member observed "We see how mathematics can be applied to everything. It's not just counting it's patterns, it's geometry, it's in nature. That was inspiring. I'm thinking about it more, how to apply it to everything."

Centre whānau built their mathematical vocabulary to support children's early mathematics learning. Tamariki were quick to pick up on the mathematics vocabulary and are now using mathematical terms in their everyday conversations.

A facilitator shared an observation of a boy's learning

"It was lovely to be greeted by an excited D when I arrived on session this morning "I have something to show you" he announced. He had brought along a toy from home that had a suction cup on the bottom and he had stuck it onto the window. "I am counting how long it will stay there, it has been there for three" he told me with great excitement. After it fell off we took it inside and stuck it to another window, then we got the clock and looked at what the time was and waited to see how long it would stay, we got distracted playing and then "bang" it fell off. Looking at the clock together it told us it has stayed there for 10 minutes! This is the type of spontaneous learning that is now happening on session since the centre parents focused on mathematics."

Centre whānau use a mathematical lense to document children's mathematical learning with photos, learnings stories in children's portfolios and notes in the daybook.

"S and P were playing in the family area with the shop, they were sorting and counting the fruit, they then went on to play with the medical kit and were comparing the same and different instruments, counting them in English and Te reo."

"P was putting her animals in size order and sorting them into groups. She was counting them in both English and Te Reo"

"J wrote a learning story for D and K where the boys were predicting how far the car would race along the floor, and

how fast they needed it to go to get it further."

The focus on early mathematics also presented an opportunity to strengthen te Reo in the centre through counting, shapes and position. Facilitators facilitated sessions with the centre whānau to learn the new kupu and provided resources to help strengthen the learning of the new kupu.

One parent commented

"I hadn't thought of some of the links with maths, particularly patterning and locating (and algebra!). I will be buying some velcro dots to put up posters and these terms can be supported with our new gardening project-dig a hole behind the other plant, volumes, sizes and positioning concepts."

The centre whānau extended their learning of te reo waiata to include the kupu in other waiata that they sing with tamariki. The facilitator observed

"Thank you for sharing with me your Batman song today. I can see this is a favourite one for a lot of you! It is great to hear you singing in te reo about jumping to the right (pekepeke matau) and jumping to the left (pekepeke mauī). Reaching right up high (runga) and bending down low (raro). Kia mau ki te mahi pai."



INFANTS AND TODDLERS

Centre whānau reviewed how effective their assessment and planning processes are in supporting them to notice, recognise and respond to the strengths, interests and capabilities of infant and toddlers at the centre. Centre whānau reflected on how effectively they made everyday play experiences accessible to the infants and toddlers and how they can set up intentional play invitations for infants and toddlers.

“Today we focused on providing messy play invitations to our under two tamariki. We used the low table so that tamariki who are able to pull themselves up can join in the play. A few of our tamariki are not yet pulling themselves up so we provide messy play to them on individual trays. F enjoyed exploring the texture of finger paint on the tray, he then moved onto water play in the basin we had provided and with mum’s support he pulled himself up to the table to experience the cold gloopy slime. M who is just that little bit older than F, had the physical ability to hold himself up at the table. He was very fascinated by the feel of finger paint and slime and experienced the feel with his whole body!”

Centre whānau introduced treasure baskets and heuristic play on session and set up engaging play invitations for their infants and toddlers. They observed tamariki playing and discussed the values of this type of play for young children. The tamariki became deeply engrossed in their play and explorations. One child played for about 25 minutes on his own. The parents commented on how much they learn about their own children by sitting back

and observing while their child explored uninterrupted. They now have a better understanding and appreciation for what their tamariki are learning. The centre whānau documented the play in the daybook and wrote learning stories.

“Today the under two children explored the treasure baskets and heuristic play invitations. They were fascinated, discovering what the different objects can do. M in particular was very interested in the different sounds that objects made when he banged them together. He really liked the metallic sounds of the bell or chain on a metal bowl.”

Some centres reflected on how inviting their centre environment was for tamariki who are under the age of two. One centre had a total makeover, replacing plastic toys with natural resources, treasure baskets and heuristic play. Parents now understand what the children are learning through heuristic play and how by just observing your child you learn about them.

As parents now understand the learning that they are observing, they are more inclined to document the learning in learning stories and other records of learning.

This term one Playcentre started a new learning journey around infants and toddlers - thinking about why they should stretch infant learning. They discussed current brain development research and the concept of the Early Years Last Forever .



Observations and comments

STRENGTHS

During this quarter a number of centres wrapped up their PLD work and reflected on their learning during the programme, while others started off in a new programme. As always whanaungatanga is key, especially in the more isolated communities. Facilitators worked hard to build relationships based on mutual trust and respect to support the centre whānau in reflecting on their own practices to make positive changes.

Engaging in PLD over time means that the gains are slow and sometimes it is small, but when it is effective it continues to grow in momentum beyond the PLD contract and the centre goes from strength to strength.

An example of this is a centre that started a SELO 3 PLD programme this term. Their focus is on providing effectively for infants sensory learning. This is a big step for this centre as when we first started to work with the centre it was under a SELO 1 contract with the aim to support the centre to meet basic requirements. The centre whānau have now established good baseline practices and are able to focus on stretching their own practices in looking beyond the basic of meeting the licensing requirements.

A number of centres were hungry for the PLD support and ran with the new learning. These centres had a strong core group of centre whānau and were in the

right space for new learning. PLD programmes are most effective when centres have the capacity and are ready to learn.

As we work with parents focusing on children's learning always draw people as all parents are motivated to support their own children's learning. Focusing on children, rather than systems and regulations helps to encourage buy in from a wider group of parents at the centre. And the more parents involved, the more effective the change is.

CHALLENGES

A key challenge in this quarter is lack of capacity at a centre and the umbrella association to support the PLD. Where centres are low on membership, they are finding it challenging to manage the minimum requirements. Facilitators worked with these centres where they are and focused on small aspect to keep the work manageable.

Many of the centres that we worked with in this quarter only operates 3 hours per week. As such it is a very small part of the centre parents' week. Where centres had to manage other external influences such as ERO reviews, the PLD work had to be put on hold until the ERO reviews were completed. Facilitators will continue the work next term and where possible support centre to respond to the ERO feedback.





Susan Bailey

Report to the Trustee Board

January, 2017

Decisions:

- March Nat Exec 2017 – roles
 - Facilitator: Madeleine Taylor (only available Saturday & Sunday)
 - Advisory Panel: Ann
 - Runner: Clare
 - Assn support: Susan
 - Administrator: Pip
- PD 'workshops'?
 - Governance/Management review – see Hui-a-Tau & TT Hui PPTs
 - Te Tiriti o Waitangi – Participation, Protection, Partnership & Spirituality (see TTOW Framework May 2009, NZPF Handbook 5.23)
- Draft Decision Paper: Governance – March Nat Exec 2017
-

Discussions:

Information sharing and activities since the last report

- Tangata Tiriti Hui – Budget/financials reviewed. Final outcome = budgeted \$34,878/final total \$21,980 including travel. Survey monkey results: positive feedback on venue & food, information provided, format of meeting & content, mixed reactions to outcomes and facilitating, etc. Some constructive feedback on facilitator & encouraging thoughts shared also.
- CoL's – was able to speak with Sub-sub group co-chair (Clare Wells) at ECAC and a statement was included in the publication which was sent to the MOE. Positive outcome.
- Te Whāriki update consultation – Letter sent to Minister of Education with specific concerns for Playcentre, and submission completed online. Response from Minister; letter forwarded to MOE for their response. Await outcome.
 - 30.1.17 I received a phonecall from Nancy Bell to check what I thought about a new statement she has produced in response to our concerns about how the word 'Kaiako' will be represented in the new version of Te Whāriki.
It was something like; where parents & whanau work cooperatively in a parent-led ECE centre, they are considered Kaiako too.
I felt this better represented our membership; stating 'co-operative' was more inclusive of the nature of Playcentre philosophy.
Good result I think
- ECAC – meeting attended 14/12/16.
 - Te Whāriki update consultation Nancy Bell, MOE
 - ERO's indicator work and Te Whāriki update Sandra Collins, ERO
 - CoL subgroup report back Clare Wells, Tanya Harvey Papers
 - CoL communications strategy and COL PLD update Tania Black, Melissa O'Carroll, MOE

- Funding Review Damian Edwards, MOE
- Investing in Children/Tamariki Oranga Grant Bennett, IIC
- Food Act implementation Mark Potter, MPI
- Results of 2015 annual census Sam Jolly, MOE
- OECD – Starting Strong report 2012/MOE response to this requested

Full notes attached

- EEF – meeting attended 15/12/16.
 - AGM – annual report accepted; financial report accepted; levy discussed, agreed to continue; budget, delegates, chairperson & deputy accepted. Code of conduct to be developed
 - December meeting – discussed issues from ECAC; Iona Holsted (new Secretary), Te Whāriki update, OECD feedback,
 - Letter to Minister re Te Whāriki; members concerned with timing of update & implementation
 - Policy priorities update; what do ‘we’ want fixed? How?
 - 2017 comms plan to be developed
- TKRNT – meeting with Alaine and CEO & Property Manager; see Dec TB minutes
- VCA – finalising this tomorrow (3/2/16)
- *ERO publications – a new publication released this week (“Early Learning Curriculum: What’s important and what works”) – I will review this and combine possible feedback with previously noted concerns over other recent publications as discussed at previous TB meetings (TBC)*

Focus for the coming period

- Association support: ongoing issues (eg: Property & HR/people)
- Nat Exec prep
- Education Act review: presenting submission to Select Committee, 2/2/17
- Small, Isolated & Rural Schools Technical Reference Group meeting @ MOE 9/2/17
- ECAC 15/2/17
- EEF 16/2/17

Confidential Items

ECAC

(Early Childhood Advisory Council)

14 December 2016

Facilitated by Katrina Casey

Introduction: Iona Holsted (Secretary for Education) – new to role; previously ERO & MSD, etc.
“Values the diversity of the sector”

Te Whāriki: Nancy Bell presented.

- Has met with Helen May (& will be meeting with Margaret Carr) to ensure dispositional learning focus – (learning to learn curriculum) framing of Learning Objectives (LO's).
- Writing team acknowledge they haven't quite landed the intent of
 - the 'mana' of the curriculum
 - Cultural inclusivity
 - Diverse needs being represented well
- LO's are meant to represent 'what matters here' in ECE for children – what our children deserve; a mix of knowledge, skills & dispositions: a menu from which services can use as a guidance framework
 - Providing the 'enabling' curriculum (principles & goals) for services to build a local curriculum; LO's will need to be more clearly linked to the principles & goals
- 36 Hui – 1400 attendees – 380 online responses so far – 17 for Te Whāriki a te kohanga
- “Childhood – a trajectory of personhood?”
- Call made to Retain LO's & reflective questions? ... What is 'evidence of learning'?
- “Te Hono” – website; online tool to compliment Te Whāriki & support implementation
 - 'Chapters' within website
 - Building local curriculum
 - Supporting children's language, culture & identity
 - Including parents & Whānau (note: what will this look like for Playcentre?)
- Possible implementation plan:
 - National workshops – smaller? Local?
 - Resources developed for Te Hono & supported by webinars
 - Curriculum champions & networks of ECE; pedagogical leaders engaged in curriculum (using CoL model?)

ERO update: Sandra Collins

- Presented Strategic intentions 2016-2020
 - Goals
 - Current focus in Primary schools has been on student achievement – next into Intermediate & Secondary schools *and into ECE 2018 – not sure how this will look yet*
- Ngā Pou Here: evaluation indicators
 - What matters most in ECE?

- Have a framework & criteria for basis of quality but need high quality indicators too, based on academic evidence, etc.
- Early Learning Curriculum Oct 2016
 - Effective Internal evaluation for improvement
 - Learner focused evaluation
 - Processing and reasoning
- 2017: more evaluation reports

ECE engagement in CoL's(Communities of Learning): Sub-sub group co-chair (Clare Wells &

- This has been created in the absence of anyone else setting a process (ie MOE)
- Document excludes Playcentre: currently presents Teacher-led services as the participants. Playcentres are involved in a few CoL's throughout the country already. Needs to include Playcentre and other services such as Steiner & Te Kohanga Reo, etc.
- Discussion with Clare Wells after meeting and consequently received and approved email confirmation of suitable wording
- ECAC accepted the document – acknowledging that wording would be changed to reflect the inclusion of services such as Playcentre, etc.

CoL's communication:

- 95 ECE services included in CoL's now = 4609 children (look at website for CoL members <http://www.education.govt.nz/ministry-of-education/col/announcements-on-communities-of-learning-kahui-ako/>)
- Improved comms across MOE services & with stakeholders
- Videos for info sharing (?)
- CoL's & PLD
 - Accredited process for CoL facilitator (SELO funding)
 - Priorities set for PLD → for CoL's → facilitators of PLD to meet the 'achievement challenges' for the CoL's
- If an ECE is in a CoL (95 are so far) they will have access to the PLD – to engage in the process

There will have to be a process created for how ECE sector will be/have access to/be able to be accredited facilitators = opportunity for Playcentre?

Funding Review: Damien Edwards

Cabinet Paper Oct 2016

- Shift from per-place to per-child funding: 20 hours funding allocation, multiple services
- Advisory group overarching focus – 6 advisory groups – experts from sector, covering wide representation (includes Hospital Play Specialists?)
 - Disadvantaged – at risk – equity funding: dispensed differently throughout the sector
 - Isolation index – rural & isolated
 - Curriculum & data – challenging dimension for ECE – connecting to the curriculum? (learning support discussion to come also)

- Some groups met this week (Technical reference groups)

Investing in Children/ Tamariki Oranga (see PPT)

- MOE focus on universal service delivery

TLIF available for ECE in 2017

- Deadline for applications: April
 - In line with Tranch 3 – check www.

Food Act 2014 Implementation(see PPT)

- Risk based approach (a new shift to this, rather than previous inspection based)
- National programme criteria – most in NP2 but also 15% (?) in exempt

OECD – Starting Strong Report

- Request from floor for MOE to provide info to ECAC at next meeting on this.
 - 2012 NZ group gathered (Govt officials) → need for a standardised measurement for EXE (like PISA)
 - Sector hasn't been involved in this.
 - Growing conversation about what this 'measurement tool' could do (to EXE in NZ)
 - NZARE made a stat to govt about this (from recent conference)
 - OECD have contracted an international company (ACER?) to design this tool
 - What is the NZ govt saying about this?
 - Are we being put forward for the trial in 2017? (or 2019?)
 - USA have committed to this – 4 European countries have withdrawn
 - ECAC want to know what is NZ's stand on this
 - Some connections to new ERO framework & updated Te Whāriki (from 'criteria' of this report?)
- See: *The Organisation for Economic Co-operation and Development's International Early Learning Study: Opening for debate and contestation (2016)*: Moss, P; Dahlberg, G; Griebhaber, S; Mantovani, S; **May, H**; Pence, A; Rayna, S; Swadener, B B; Vandenbroeck, M

Results of 2015 annual census

- Presented early figures from report
- Difficult to gather data as not all ECE services on ELI

Note: ECE analysis team can provide specific breakdown of ECE stats if required



Tangata Whenua Trustees - Report to the Trustee Board

February, 2016

Decisions:

1. **Chief Financial Officer:** - invoices need to go to NZPF Secretary for recording & distribution at the beginning of the process

Background: In November/December conversations with Accounts Manager it was indicated that invoices were not reaching the Accounts Manager to ensure they are paid on time or with the scheduled payable and accounts.

Impacts: Double handling of processing of accounts, Invoices being paid late.

Concerns: Duress on those responsible for payment of accounts.

Considerations:

- a) Financial decisions made at Trustee Board meetings need to be sent directly to Accounts Manager.
- b) When Trustees are involved in contracting services, NZPF Secretary needs to be 'looped in' so invoices can be sent directly to the Accounts Manager.
- c) That co-Presidents are removed from the 'processing of accounts'

2. **Hui a-Tau Maori 2017:** - ensuring there are funds available to proceed and

Background: At Hui a-Tau Maori (HaTM) 2016, it was agreed HaTM 2017 and future HaTM will be held in May. This will allow a 6-month transition window between HaTM and November Conference.

Our question is: Are there funds available to proceed with HaTM2017 in May 2017?

Impacts: We have pencil booked Rehua Marae in Christchurch, for Friday 19 May to Sunday 21 May 2017.

Concerns: No funds available prior to signing Booking Confirmation.

Considerations:

- a) Are there funds available to proceed with HaTM2017?
- b) Do these funds include the 'travel' component?
- c) Will we be calling in attendees from Association Rōpū grouping or Regional Rōpū groupings?
- d) Delivery content for HaTM: Governance, Little Lungs, Regional Rōpū names
- e) Survey Monkey: to gauge why there is lower numbers attending HaTM, support needed to attend ...
- f) If there are funds available to proceed, Trustee Board will need to utilise Loomio to approve final HaTM2017 budget.

Next steps: Based on replies for the above considerations (a-c) of how we proceed.

NZPF Bicultural & Support weekend 2017: What is its purpose?

Background: NZPF has made provision of a 2-day hui to ensure 'administrational practices' are shared, access to resources are understood and with a Bicultural component. The bicultural component has grown from a 2.5 hour session to a full day delivery.

There was a push to have this meeting on a marae as this would be the only meeting on a marae for NZPF Team for the year. Only Hui a-Tau Maori is held on a marae, this option is not available for the full NZPF Team to attend. We ask:

Impacts: Ensuring consistent messages is difficult to ensure across the NZPF Team.

Concerns: Employees are having to 'cater' to the needs of a diverse knowledge pool.

Considerations:

- a) What is the purpose of the 'bicultural component' of the NZPF weekend?
- b) When will this return to a marae? Why has this moved from a marae?
- c) Who is this weekend for?
- d) How will we future proof and ensure employees commitment and understanding of TToW and biculturalism be progressed?
- e) Who in the future will ensure the bicultural component does not fall to the wayside?
- f) How will we future proof and ensure volunteers commitment and understanding of TToW and Biculturalism be progressed?

Next steps: Based on replies for the above considerations (a-f) of how we proceed.

NZPF Bicultural component 2016: Who will ensure the 'Action Plans' are enabled?

Background: At NZPF Bicultural & Support Weekend 2016, bicultural component, the NZPF Team came up with Action Plans. These plans needed further action.

Impacts: Team members feeling their contribution was not recognised which leads to ill-feeling and other negativity.

Concerns: Action Plans not revisited or not progressed further.

Considerations:

- a) Action Plans need time & money, Who will be responsible and when will this occur?
- b) Are there barriers to progressing the Action Plans?
- c) Content for future 'bicultural component'? Who will be responsible and when will this occur?

Next steps: Based on replies for the above considerations (a-c) of how we proceed.

Discussions:

Operations vs Governance communications: - as we move towards the amalgamation it is important we as the Governors have ready our own Governance messages and platform.

Background: In November and December we 'crafted' Governance messages for Kawepūrongo / Fed News. It is our responsibility to ensure these messages are finalised and sent to the NZPF Secretary in a timely manner.

Impacts: Kawepūrongo is late for distribution. Governance message not being delivered.

Concerns: Duress on those responsible for meeting deadlines.

Considerations:

- a) Final Governance messages for the year, needs to be sent to NZPF Secretary for inclusion.
- b) August 2017, Governance message needs to go under another heading e.g. 'Kāwai Kumara / Kumara vine'

Next steps: Based on replies for the above considerations (a-c) of how we proceed.

Information sharing and activities since the last report

- Nil

Focus for the coming period

- Te Whare Tikanga Māori – March 2017 National Executive
- Hui a Tau Maori 2017 – Governance content, Rōpū names

Confidential Items

- Nil

Trustee Board Meeting: 10-11 February 2017

Date	No	Code	Method	From / To	Subject	Copied/Fwd. to	How
1/11/2016	1	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
1/11/2016	2	Fin	Email	Men in Vans	Bill MIV010304 from Men In Vans is due	Accnts Mgr	Email
1/11/2016	3	Misc	Email	EEF	Early Ed Fed News Update 1 November 2016	ATA, SB	Email
1/11/2016	4	Misc	Email	EEF	Fw: Child Wellbeing Network Bulletin October 2016	Trustee Board, Ops Mgr, GM	Email
1/11/2016	5	Misc	Email	Ministry of Education / SB, Ops Mgr	Fw: Nominations for early learning services to be contacted about health and development information needs		
1/11/2016	6	Misc	Email	Isentia	Media Alert	Media Monitors	Email
1/11/2016	7	Misc	Email	NZARE	NZARE SPECIAL INPUT NEWS	Trustee Board, Ops Mgr, GM	Email
2/11/2016	8	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
2/11/2016	9	Misc	Email	Honorary Legal Advisor / Ops Mgr	Fw: Charitable Scheme Project	Trustee Board, GM	Email
2/11/2016	10	Fin	Email	Callplus	CallPlus Invoice and Online Reporting Notification	Accnts Mgr, Ops Mgr	Email
3/11/2016	11	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
3/11/2016	12	Misc	Email	ECAC	MPI consultation on proposals to change food safety regulations and notices	SB, ATA, GM, Ops Mgr	Email
3/11/2016	13	Misc	Email	ECAC / SB, ATA	RE: Additional representative to ECAC		
4/11/2016	14	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
4/11/2016	15	Misc	Email	Wellington Association / Trustee Board, Ops Mgr	Fw: Communication re change process and decision making		
4/11/2016	16	Misc	Email	Ministry of Education	Helping to shape Te Whāriki	SB, ATA	Email
4/11/2016	17	Misc	Email	Early Learning Bulletin	He Pānui Kōhungahunga - the Early Learning Bulletin - Helping to shape Te Whāriki	Federation Officers	Email
4/11/2016	18	Misc	Email	NZARC	Non Profit Matters - Value in Membership Perception	Trustee Board, Ops Mgr, GM	Email
5/11/2016	19	Fin	Email	ROE Printing Ltd	Invoice - 2017 Calendar.	Accnts Mgr, Ops Mgr	Email
6/11/2016	20	Misc	Email	EEF	Early Ed Fed News Update-6 November 2016	SB, ATA	Email
7/11/2016	21	Misc	Email	IPA	IPA Organizational News	Trustee Board, Ops Mgr, GM	Email
7/11/2016	22	Misc	Email	Education Gazette	Volume 95 Number 20	Federation Officers	Email
8/11/2016	23	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
8/11/2016	24	Misc	Email	Ministry of Education - CoLs	ECAC CoL sub-group agenda	SB	Email
8/11/2016	25	Misc	Email	Hui E!	Hui E! Panui – November 2016	Trustee Board, Ops Mgr, GM	Email
8/11/2016	26	Fin	Post	Express Badges	Invoice #00026678	Accnts Mgr	Email
8/11/2016	27	Misc	Post	Ministry of Women	Pānui October	Trustee Board Mtg	
8/11/2016	28	Misc	Post	Workplace Support	Promotional pack	Trustee Board Mtg	
9/11/2016	29	Misc	Post	Communities of Learning Meeting / SB	The Kindergarten Offer	Trustee Board Meeting	

Incoming Correspondence: 1 - 30 November 2016

Date of Report: 1st Dec 2016

Trustee Board Meeting: 10-11 February 2017

8/11/2016	30	Misc	Email	Isentia	Media Alert	Media Monitors	Email
8/11/2016	31	Misc	Email	ECAC	December ECAC meeting date	SB, ATA	Email
9/11/2016	32	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
9/11/2016	33	Misc	Email	EEF	Every Child Is Worth it - NZEI Campaign	Trustee Board, Ops Mgr, GM	Email
9/11/2016	34	Misc	Email	IPA Aotearoa	IPA Aotearoa NZ Minutes 3rd November meeting.	Trustee Board, Ops Mgr, GM	Email
11/11/2016	35	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
11/11/2016	36	Misc	Email	EEF	Early Education Federation Annual Levy-2016	Accnts Mgr, Ops Mgr	Email
11/11/2016	37	Misc	Email	Isentia	Media Alert	Media Monitors	Email
12/11/2016	38	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
13/11/2016	39	Misc	Email	Taranaki Association / Ops Mgr	Space question		
14/11/2016	40	Misc	Email	General Enquiry - Sam Johnston / SB	Research for uni	ATA, Ops Mgr, GM	Email
15/11/2016	41	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
15/11/2016	42	Misc	Email	Isentia	Media Alert	Media Monitors	Email
16/11/2016	43	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
16/11/2016	44	Misc	Email	JMP Consulting	Register now - Two weeks till the International Indigenous Employment Symposium	Trustee Board, Ops Mgr, GM	Email
16/11/2016	45	Misc	Email	Family Times Magazine	Family Times Magazine		
16/11/2016	46	Misc	Email	Charities Services	News Alert - 16 November 2016	Trustee Board, Ops Mgr, GM	Email
17/11/2016	47	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
17/11/2016	48	Misc	Email	Early Learning Bulletin	Information for ECE services affected by the earthquakes and extreme weather	Associations	Email
17/11/2016		Misc	Email	ECAC	Funding for emergency closures	Associations, SB	Email
18/11/2016	49	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
18/11/2016	50	Misc	Email	Hutt Association	Re: Trustee Board video message	GM, Ops Mgr	Email
18/11/2016	51	Misc	Email	Te Akoranga Association	FW: Letter and Decision Paper regarding CYCLE (Te Akoranga Playcentre Assn)	Trustee Board, Ops Mgr, GM	Email
18/11/2016	52	Misc	Email	NZARC	Non Profit Matters - The five elements of Effective Communication	Trustee Board, Ops Mgr, GM	Email
18/11/2016	53	Misc	Email	Isentia	Media Alert	Media Monitors	Email
19/11/2016	54	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
19/11/2016	55	Misc	Email	EEF	Preparation for Early Ed Fed Meeting 15 December	SB	Email
21/11/2016	56	Misc	Email	Education Gazette	Volume 95 Number 21	Federation Officers	Email
21/11/2016		Misc	Email	Nelson Association	Nelson Playcentres Association Executive to Federation	Trustee Board, Ops Mgr, GM	Email
21/11/2016		Misc	Email	North Shore Association / Ops Mgr,			
21/11/2016		Misc	Email	Trustee Board, GM	Complaint regarding NRCW		

Incoming Correspondence: 1 - 30 November 2016

Date of Report: 1st Dec 2016

Trustee Board Meeting: 10-11 February 2017

22/11/2016	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
22/11/2016	Misc	Email	Education and Science Committee	'Education (Update) Amendment Bill - Submission Acknowledgement to Susan Bailey - ID: W7UJSRL'	SB	
22/11/2016	Misc	Email	ECAC	SELO Developmental Evaluation Feedback	SB, ATA, AL, Ops Mgr	Email
22/11/2016	Misc	Email	Isentia	Media Alert	Media Monitors	Email
22/11/2016	Misc	Email	Kohanga	Re: SELO Developmental Evaluation Feedback	SB, ATA, AL, Ops Mgr	Email
23/11/2016	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
24/11/2016	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
25/11/2016	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
25/11/2016	Misc	Email	Ministry of Education - Kathryn Burch	Changes to requirements for home-based ECE services	SB, ATA	Email
25/11/2016	Misc	Email	Isentia	Media Alert	Media Monitors	Email
26/11/2016	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
28/11/2016	Misc	Email	Ministry of Education	Te Whariki Consultation	SB, ATA	Email
28/11/2016	Misc	Post	Te Akoranga Association	Amalgamation Documentation		
28/11/2016	Misc	Post	TRCC	Nominations for 2016/2017		
28/11/2016	Fin	Post	NZ Post	Tax Invoice INV009939949	Accnts Mgr	Email
28/11/2016	Fin	Post	NZ Post	Statement of Accounts	Accnts Mgr	Email
28/11/2016	Misc	Post	EMA	Business Plus Issue 142	Ops Mgr	Post
28/11/2016	Misc	Post	Exult	Tonic Magazine Issue 32	Ops Mgr	Post
28/11/2016	Misc	Email	NZQA	eQuate newsletter -- for tertiary education organisations		
28/11/2016	Misc	Email	EEF	Fw: SELO evaluation - ECC survey	SB, ATA, AL	Email
29/11/2016	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
29/11/2016	Misc	Email	Early Learning Bulletin	He Pānui Kōhungahunga - the Early Learning Bulletin November Issue	Federation Officers	Email
29/11/2016	Misc	Email	Early Learning Bulletin	He Pānui Kōhungahunga - the Early Learning Bulletin November Issue - Updated	Federation Officers	Email
29/11/2016	Misc	Email	IPA Aotearoa	IPA Aotearoa NZ AGM Agenda, minutes, consitution	Trustee Board	Email
29/11/2016	Misc	Email	Isentia	Media Alert	Media Monitors	Email
29/11/2016	Misc	Email	Charities Services	Charities Services Newsletter - November 2016	Trustee Board, Ops Mgr, GM	Email
30/11/2016	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
30/11/2016	Misc	Email	Ministry of Education - Nancy Bell	RE: Te Whariki Consultation	SB, ATA	Email
30/11/2016	Misc	Email	Honorary Legal Advisor / GM	FW: RAPANUI	Whanganui Association, Ops Mgr, SB, ATA	Email
30/11/2016	Misc	Email	NZTA	NZTA Estate & Trust Bulletin #133 November 2016	Trustee Board, Ops Mgr, GM	Email

Outgoing Correspondence: 1 - 30 November 2016

Date of Report: 1 Dec 2016

Trustee Board Meeting: 10-11 February 2017

Date	No	Code	Method	From	To	Subject	Copied to	How
2/11/2016	1	Misc	Email	Sec	EEF	NZPF Nomination Form		
7/11/2016	2	Misc	Email	GM	General Enquiry - Michelle King	RE: Volunteer to support Change Programme Manager		
8/11/2016	3	Misc	Email	Sec	Wairarapa Association	Wairarapa Assn Dispensation Letter 2016		
8/11/2016	4	Misc	Email	Sec	Whanganui Association	Re. Whanganui Assn Dispensation Letter 2016	Ops Mgr	Email
15/11/2016	5	Misc	Email	SB	General Enquiry - Sam Johnstone	Research for uni	ATA	Email
24/11/2016	6	Misc	Email	SB	PLD Team	Fw: SELO Developmental Evaluation Feedback	AL	Email
25/11/2016	7	Misc	Email	GM	Hutt Ops Mgr	Re: Trustee Board video message	Ops Mgr	Email
29/11/2016	8	Misc	Email	SB	Ministry of Education - Nancy Bell	Re: Te Whariki Consultation	ATA	Email
30/11/2016	9	Misc	Email	SB	FRSWSANZ	Re: Te Whariki concerns	ATA	Email

Trustee Board Meeting: 10-11 February 2017

Date	No	Code	Method	From / To	Subject	Copied/Fwd. to	How
1/12/2016	1	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
1/12/2016	2	Misc	Email	ECAC	RE: SELO Developmental Evaluation Feedback	SB, ATA	Email
2/12/2016	3	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
2/12/2016	4	Misc	Email	ERO	Message from ERO's Chief Review Officer	Trustee Board, Ops Mgr, GM	Email
2/12/2016	5	Misc	Email	NZARC	Non Profit Matters - What makes a good charity (or association)?	Trustee Board, Ops Mgr, GM	Email
3/12/2016	6	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
5/12/2016	7	Misc	Email	EEF	Te Whāriki Consultation- an opportunity to work together	SB, ATA	Email
5/12/2016	8	Misc	Email	Education Gazette	Volume 95 Number 22	Federation Officers	Email
5/12/2016	9	Misc	Email	Canterbury Association	Canterbury PA's AGM 2016 Documentation		
5/12/2016	10	Misc	Email	EEF	Re: Te Whāriki Consultation- an opportunity to work together	SB, ATA	Email
5/12/2016	11	Fin	Email	Callplus	Invoice	Accnts Mgr, Ops Mgr	Email
6/12/2016	12	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
6/12/2016	13	Misc	Email	Isentia	Media Alert	Media Monitors	Email
6/12/2016	14	Misc	Email	Northland Association / Amalgamation, Ops Mgr	Meeting with MidNorth about Assoc closure tonight 7pm		
6/12/2016	15	Misc	Email	North Shore Association / GM, SB, ATA	Re: North Shore Association complaint		
8/12/2016	16	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
8/12/2016	17	Misc	Email	NZCER	Happy holidays and some great news from NZCER	Trustee Board, Ops Mgr, GM	Email
8/12/2016	18	Misc	Post	Education Gazette	Volume 95 Number 21		
8/12/2016	19	Misc	Post	Auckland Association	AGM documentation		
8/12/2016	20	Misc	Post	ECC	Summer 2016 Issue		
8/12/2016	21	Misc	Post	Otago Association	AGM documentation		
8/12/2016	22	Misc	Post	Education Gazette	Volume 95 Number 22		
8/12/2016	23	Misc	Post	North Shore Association	AGM documentation		
8/12/2016	24	Fin	Post	Brentwood Hotel	Invoice		
9/12/2016		Misc	Email	GETS	Tender Notification	Ops Mgr	Email
9/12/2016		Misc	Email	ECAC	RE: Te Whāriki Consultation- an opportunity to work together	SB, ATA	Email
9/12/2016		Misc	Email	Ministry for Women	Welcome to our E-Panui newsletter	Trustee Board, Ops Mgr, GM	Email
9/12/2016		Misc	Email	Isentia	Media Alert	Media Monitors	Email
10/12/2016		Misc	Email	GETS	Tender Notification	Ops Mgr	Email

Trustee Board Meeting: 10-11 February 2017

10/12/2016	Misc	Email	EEF	Memo - Papers for Federation Council meeting - 15 Dec2016	SB, ATA	Email
12/12/2016	25 Misc	Email	ECAC	ECAC agenda, supporting papers and info about VENUE	SB, ATA	Email
12/12/2016	26 Misc	Email	EEF	Further papers for AGM - 15 December 2016	SB, ATA	Email
13/12/2016	27 Misc	Email	GETS	Tender Notification	Ops Mgr	Email
				FW: Letter and Decision Paper regarding CYCLE (Te Akoranga Playcentre Assn)	Ops Mgr	Email
13/12/2016	28 Misc	Email	Te Akoranga Association	Media Alert	Media Monitors	Email
13/12/2016	29 Misc	Email	Isentia	Hui E! Panui – December 2016	Trustee Board, Ops Mgr, GM	Email
13/12/2016	30 Misc	Email	Hui E!	ECAC - apologies and slightly updated agenda	SB	Email
13/12/2016	31 Misc	Email	ECAC	Tender Notification	Ops Mgr	Email
14/12/2016	32 Misc	Email	GETS	Tender Notification	Ops Mgr	Email
15/12/2016	33 Misc	Email	GETS			
15/12/2016	34 Misc	Email	Hon. Hekia Parata	Thank you for contacting the office of Hon Hekia Parata, MP		
15/12/2016	35 Misc	Email	ECAC	Follow-up from ECAC yesterday	SB, ATA	Email
15/12/2016	36 Misc	Email	ECAC	Slides from ECAC yesterday - ERO	SB, ATA	Email
15/12/2016	37 Misc	Email	ECAC	Slides from ECAC yesterday - CoL comms	SB, ATA	Email
15/12/2016	38 Misc	Email	EEF	EEF letter	SB, ATA	Email
16/12/2016	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
					Ed Team, Trustee Board, Ops Mgr, GM	
16/12/2016	Misc	Email	NZARE	NZARE NEWS REPORTING ON CONFERENCE AND AGM		Email
16/12/2016	Misc	Email	Nelson Association	Nelson Playcentres Association Audited Accounts		
16/12/2016	Misc	Email	NCWNZ	Update on National Office news.	Trustee Board, Ops Mgr, GM	Email
16/12/2016	Misc	Email	Isentia	Tender Notification	Ops Mgr	Email
16/12/2016	Misc	Email	EEF	Letter to Minister re Te Whāriki refresh	SB, ATA	Email
				Non Profit Matters - The thorny question of VOLUNTEER BOARD REMUNERATION	Trustee Board, Ops Mgr, GM	Email
16/12/2016	Misc	Email	NZARC	Tender Notification	Ops Mgr	Email
17/12/2016	Misc	Email	GETS	Slides from ECAC last week - Food Act	SB, ATA	Email
19/12/2016	Misc	Email	ECAC	Slides from ECAC last week - Investing in Children	SB, ATA	Email
19/12/2016	Misc	Email	MPI / ATA	Early learning services and the Food Act	SB, Ops Mgr, GM	Email
			North Shore Association / Ops Mgr, GM			
20/12/2016	Misc	Email	Mgr, GM	Northern Regional Capital Works		
20/12/2016	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
21/12/2016	Misc	Email	ECAC	ECAC CoL sub-group - final report	SB, ATA	Email

Incoming Correspondence: 1 - 31 December 2016

Date of Report: 3rd Jan 2017

Trustee Board Meeting: 10-11 February 2017

22/12/2016	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
22/12/2016	Misc	Email	NCWNZ	NCWNZ Board vacancies	Trustee Board, Ops Mgr, GM	Email
22/12/2016	Misc	Email	NCWNZ	Fwd: Public Issues Action Item Children, Young Person and their Families (Oranga Tamariki) Legislation Bill)	Trustee Board, Ops Mgr, GM	Email
22/12/2016	Misc	Email	ECAC	Draft Family Violence and Sexual Violence Capability Framework Consultation	Trustee Board, Ops Mgr, GM	Email
22/12/2016	Misc	Email	BDO / ATA	FW: Invoice I017616 from BDO Northland	Accnts Mgr	Email
23/12/2016	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
23/12/2016	Misc	Email	Isentia	Media Alert	Media Monitors	Email
29/12/2016	Misc	Post	Hon. Louise Upton	Christmas Card		
29/12/2016	Fin	Post	NZ Post	Statement of Accounts	Accnts Mgr	Email
29/12/2016	Misc	Post	Cyberglue	Christmas Card		
29/12/2016	Misc	Post	Rotorua Association	NZPF Data Collection Return		
29/12/2016	Misc	Post	EMA	Business Plus Issue 143	Ops Mgr	Email
29/12/2016	Misc	Post	Workplace Support	Posters		
29/12/2016	Misc	Post	TRCC	Annual Report	Trustee Board Mtg	
29/12/2016	Misc	Post	Ministry of Education	Prime Ministers Education Excellence Awards Pack	Trustee Board Mtg	
29/12/2016	Misc	Post	Ministry for Women	Pānui December	Trustee Board Mtg	
29/12/2016	Fin	Post	NZ Post	Tax Invoice INV009980779	Accnts Mgr	Email
29/12/2016	Misc	Post	EBSCO	Playcentre Journal 2017 Subscription		
29/12/2016	Misc	Post	Otago Association	NZPF Data Collection Return		

Outgoing Correspondence: 1 - 31 December 2016

Date of Report: 3 Jan 2017

Trustee Board Meeting: 10-11 February 2017

Date	No	Code	Method	From	To	Subject	Copied to	How
2/12/2016	1	Misc	Email	GM	North Shore Association	North Shore Association complaint	ATA, SB	Email
15/12/2016	2	Misc	Email	Trustee Board	Hon. Hekia Parata	Response to Te Whāriki consultation feedback/letter	Steiner	Email
19/12/2016	3	Misc	Email	ATA	Pip Brunn	Hunternville Playcentre		
22/12/2016	4	Misc	Email	GM	North Shore Association	FW: Query regarding employee Consultation		
22/12/2016	5	Misc	Email	GM	North Shore Association	RE: Northern Regional Capital Works	Ops Mgr, AT	Email

DRAFT as at 30 NOVEMBER 2016
(Prepared by Accounts Manager from Info on hand)

	NORTHERN			MIDLAND			CENTRAL			SOUTHERN		
Accumulated Funds	333,047.97			503,501.85			313,133.28			868,206.08		
Plus Equity 75 levies invoiced	83,807.10			55,178.77			74,871.70			74,329.89		
Plus Equity 76 levies invoiced	56,887.22			39,614.74			50,788.27			50,701.94		
LESS Debtors owing	0.00			34,992.24			29,873.50			0.00		
PLUS Creditors due	20,465.93			0.00			12,679.68			0.00		
Funds Available in Bank Accounts	494,208.22			563,303.12			421,599.43			993,237.91		
LESS Creditors due	20,465.93			0.00			12,679.68			0.00		
LESS Allocations still to uplift	77,443.33			200,000.00			128,809.23			218,142.31		
LESS Contingencies Held	45,668.37			21,992.82			52,361.99			42,788.66		
Funds to Allocate	350,630.59			341,310.30			227,748.53			732,306.94		
Funds to hold	0.00			200.00			40,000.00			130,000.00		
Funds Available to Allocate	@Nov Mtg	196,861.33	Minute Taker New Building A/c		215,161.20	Minute Taker Cat 1 (60% of levies p	@ Nov Mtg	150,000.00	EM Land and/or Buildings	@Nov Mtg	226,818.57	Emergency Land/Buildings Fund Cat A - Add 60% of Levies plus int
Funds Available to Allocate		50,000.00	Unscheduled Works		126,074.47	Cat 2 (40% of levies)	@ Nov Mtg	0.00	Canterbury Support (until Nov/17)		374,903.64	Category B - Other Income
		103,769.26	General A/c					37,748.53	General A/c			
		350,630.59			341,435.67			227,748.53			731,722.21	
Bank Balances		494,208.22			563,303.12			421,599.43			993,237.91	
Variance		0.00			0.00			0.00			0.00	
Made up of:												
BANK BALANCES:	03a/c	1,494.58	Cheque a/c	04a/c	5,325.67	Cheque a/c	05a/c	4,857.74	Cheque a/c	06a/c	466.25	Cheque a/c
	51a/c	241,094.57	Business Saver a/c	54a/c	393,065.56	Business Saver a/c	52a/c	34,616.06	Business Saver a/c	50a/c	710,614.59	Business Saver a/c
	79a/c	251,619.07	Investment - Maturity 2 Janua	81a/c	164,911.89	Investment - Maturity 18 Mar	86a/c	382,125.63	Investment - Maturity 15 Mar	82a/c	122,666.69	Investment - Maturity 18 March 2017
TOTALS		494,208.22			563,303.12			421,599.43		72a/c	159,490.38	Investment - Maturity 30 March 2017
											993,237.91	
DEBTORS:	Inv #	Amount	Assn	Inv #	Amount	Assn	Inv #	Amount	Assn	Inv #	Amount	Assn
			Auckland	144 22	3,908.99	East Waikato	17 1013	11,698.06	Central Districts EQ75			Buller Westland
			Countries	154 03	3,800.09	East Waikato	17 2013	7,871.74	Central Districts EQ76			Canterbury
			Far North (1.5%)	154 10	2,542.39	East Waikato						Marlborough
			Mid Northland	154 17	3,684.60	East Waikato						Mid Canterbury
			Northland	164 02	815.17	East Waikato			Hutt			Nelson
			North Shore	164 09	634.99	East Waikato			Tairarwhiti			Otago
			Tamaki	164 17	914.17	East Waikato	175 01	5,151.85	Taranaki			South Canterbury
			Te Akoranga			EBOP	175 02	5,151.85	Taranaki			Southland
				154 05	5,557.77	King Country			Wairarapa			
				154 12	3,841.95	King Country			Wanganui			
				154 19	5,553.07	King Country			Wellington			
				164 04	1,376.96	King Country						
				164 11	943.60	King Country						
				164 19	1,418.49	King Country						
						Rotorua						
						Thames Valley						
						Waikato						
						WBoP						
TOTALS		0.00			34,992.24			29,873.50			0.00	
CREDITORS:	Centre	Amount	Assn	Centre	Amount	Assn	Centre	Amount	Assn	Centre	Amount	Assn
Far North / Peria		20,465.93			0.00		Terrace E	6,672.68	Central Districts			
		0.00			0.00		Westside	6,007.00	Wairarapa			
		0.00										

Regional Capital Works Reconciliations

DRAFT as at 30 NOVEMBER 2016

(Prepared by Accounts Manager from Info on hand)

	<u>NORTHERN</u>			<u>MIDLAND</u>			<u>CENTRAL</u>			<u>SOUTHERN</u>		
TOTALS	<u>20,465.93</u>			<u>0.00</u>			<u>12,679.68</u>			<u>0.00</u>		
<u>SURPLUS TO STILL INVOICE:</u>	Centre	Amount	Assn	Centre	Amount	Assn	Centre	Amount	Assn	Centre	Amount	Assn
TOTALS	<u>0.00</u>			<u>0.00</u>			<u>0.00</u>			<u>0.00</u>		
<u>ALLOCATIONS STILL TO UPLIFT:</u>	Centre	Amount	Assn	Centre	Amount	Assn	Centre	Amount	Assn	Centre	Amount	Assn
	Freeman:	5,400.00	Auckland	Raglan - I	200,000.00	Cat 1 Waikato	Terrace E	0.00	Central Districts	Gleniti - Nev	200,000.00	A South Canterbury
	Peria	5,026.93	Far North				Belmont -	16,372.58	Hutt	Dunsandel -	7,056.00	B Canterbury
	Hukerenu	0.00	Northland				Awatuna	6,045.65	Taranaki	Redwood - F	0.00	B Canterbury
	Marsden	8,962.40	Northland				Waitara	384.00	Taranaki	Parkside - K	5,086.31	B South Canterbury
	Pakurang	0.00	Tamaki				Westside	6,007.00	Wairarapa	Queenstowr	6,000.00	B Otago
	Glendene	58,054.00	Te Akoranga				Carterton	100,000.00	Wairarapa	Weston - Ins	0.00	B Otago
TOTALS	<u>77,443.33</u>			<u>200,000.00</u>			<u>128,809.23</u>			<u>218,142.31</u>		
<u>CONTINGENCIES STILL TO UPLIFT:</u>	Centre	Amount	Assn	Centre	Amount	Assn	Centre	Amount	Assn	Centre	Amount	Assn
(Note: Figures still to be confirmed)	Freeman:	675.78	Auckland	Mamaku -	217.91	Cat 1 Rotorua	Terrace E	1,112.26	Central Districts	Queenstowr	1,807.84	B FL Otago
	Papakura	3,273.89	Counties	Raglan - I	20,000.00	Cat 1 Waikato	Opunake	1,248.50	Taranaki	Parkside - F	585.40	B South Canterbury
	Pukekohe	5,362.50	Counties	Tamahere	1,774.91	Cat 1 Waikato	Awatuna	806.09	Taranaki	Queenstowr	620.18	B Otago
	Peria	3,186.60	Far North				Waitara	789.40	Taranaki	Brooklands -	0.00	A Canterbury
	Hukerenu	15,000.00	Northland				Westside	1,050.70	Wairarapa	Gleniti - Nev	20,000.00	A South Canterbury
	Marsden	1,120.30	Northland				Carterton	39,551.01	Wairarapa	South Brighi	4,364.60	B Canterbury
	Maungatu	1,349.30	Northland				Belmont -	2,046.57	Hutt	Oxford - He	1,073.61	B Canterbury
	Birkenhe	7,500.00	North Shore				Ashridge	5,757.46	Hawkes Bay	Dunsandel -	10,000.00	B Canterbury
	Pakurang	700.00	Tamaki							Redwood - F	2,202.49	B Canterbury
	Glendene	7,500.00	Te Akoranga							Parkside - K	699.64	B South Canterbury
										Queenstowr	750.00	B Otago
										Weston - Ins	684.90	B Otago
TOTALS	<u>45,668.37</u>			<u>21,992.82</u>			<u>52,361.99</u>			<u>42,788.66</u>		
	(Next Meetings : 6-7 Aug, 5 Nov? & April?)			(Next Meetings : 21 August, November? & April?)			(Next Meetings : 11-12 November? April? July?)			(Next Meetings : 16-18 Sept, 18-20 Nov? & April? June?)		

Aged Payables
New Zealand Playcentre Federation
November 2016

	Current	October	September	August	Older	Total
Payables						
Adprint Limited	\$109.25	\$0.00	\$0.00	\$0.00	\$0.00	\$109.25
Air New Zealand	\$11,738.25	\$0.00	\$0.00	\$0.00	\$0.00	\$11,738.25
ASB Bank	\$2,154.20	\$0.00	\$0.00	\$0.00	\$0.00	\$2,154.20
Auckland Playcentre Assn	\$1,035.63	\$0.00	\$0.00	\$0.00	\$0.00	\$1,035.63
BAILEY Susan	\$297.62	\$0.00	\$0.00	\$0.00	\$0.00	\$297.62
Blenheim Playcentre	\$299.00	\$0.00	\$0.00	\$0.00	\$0.00	\$299.00
Brentwood Hotel	\$17,710.76	\$0.00	\$0.00	\$0.00	\$0.00	\$17,710.76
BSI People Skills Limited	\$1,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,150.00
BURKE Robbie	\$774.38	\$0.00	\$0.00	\$0.00	\$0.00	\$774.38
BUTCHER Viv	\$263.06	\$0.00	\$0.00	\$0.00	\$0.00	\$263.06
Central Districts Playcentre Assn	\$8,937.44	\$0.00	\$0.00	\$0.00	\$0.00	\$8,937.44
DALY Kara	\$1,877.58	\$0.00	\$0.00	\$0.00	\$0.00	\$1,877.58
Early Education Federation	\$525.00	\$0.00	\$0.00	\$0.00	\$0.00	\$525.00
Far North Playcentre Assn	\$20,465.93	\$0.00	\$0.00	\$0.00	\$0.00	\$20,465.93
FERGUSON, Clare	\$227.74	\$0.00	\$0.00	\$0.00	\$0.00	\$227.74
HARPER Pip	\$161.08	\$0.00	\$0.00	\$0.00	\$0.00	\$161.08
HART Karina	\$877.93	\$0.00	\$0.00	\$0.00	\$0.00	\$877.93
HJERTQUIST Sarah	\$706.84	\$0.00	\$0.00	\$0.00	\$0.00	\$706.84
HOGG Carolyn	\$2,768.78	\$0.00	\$0.00	\$0.00	\$0.00	\$2,768.78
Hutt Playcentre Assn	\$8.90	\$0.00	\$0.00	\$0.00	\$0.00	\$8.90
Inland Revenue Department - PAYE	\$22,387.52	\$0.00	\$0.00	\$0.00	\$0.00	\$22,387.52
iSentia Limited	\$311.63	\$0.00	\$0.00	\$0.00	\$0.00	\$311.63
KELLY Olivia	\$926.51	\$0.00	\$0.00	\$0.00	\$0.00	\$926.51
KENNERLEY Carole	\$7,809.27	\$0.00	\$0.00	\$0.00	\$0.00	\$7,809.27
LANGIS Ann	\$424.10	\$0.00	\$0.00	\$0.00	\$0.00	\$424.10
Mace IT Services Limited	\$8,625.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,625.00
MACTIER Dalene	\$2,494.77	\$0.00	\$0.00	\$0.00	\$0.00	\$2,494.77
Mangere Bridge Playcentre	\$199.00	\$0.00	\$0.00	\$0.00	\$0.00	\$199.00
MARTIN Charmaine	\$75.40	\$0.00	\$0.00	\$0.00	\$0.00	\$75.40
Mid Canterbury Playcentre Assn	\$345.00	\$0.00	\$0.00	\$0.00	\$0.00	\$345.00
MURRAY Cynthia	\$201.76	\$0.00	\$0.00	\$0.00	\$0.00	\$201.76
NEILL Liz	\$898.68	\$0.00	\$0.00	\$0.00	\$0.00	\$898.68
New Zealand Post Limited	\$36.50	\$0.00	\$0.00	\$0.00	\$0.00	\$36.50
NUGENT Trish	\$1,319.16	\$0.00	\$0.00	\$0.00	\$0.00	\$1,319.16
Otago Playcentre Assn	\$49.05	\$0.00	\$0.00	\$0.00	\$0.00	\$49.05
PITT Veronica	\$972.40	\$0.00	\$0.00	\$0.00	\$0.00	\$972.40
RANBY Meagan	\$144.60	\$0.00	\$0.00	\$0.00	\$0.00	\$144.60
Renwick Playcentre	\$199.00	\$0.00	\$0.00	\$0.00	\$0.00	\$199.00
SQUIRES Keri	\$2,107.17	\$0.00	\$0.00	\$0.00	\$0.00	\$2,107.17
TAMATI-AUBREY Alaine	\$249.90	\$0.00	\$0.00	\$0.00	\$0.00	\$249.90
TaxiCharge New Zealand Limited & Co	\$94.60	\$0.00	\$0.00	\$0.00	\$0.00	\$94.60
TEPANIA Iris	\$1,956.41	\$0.00	\$0.00	\$0.00	\$0.00	\$1,956.41
Travelodge Wellington	\$6,525.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,525.00
TUPOU Faith	\$461.90	\$0.00	\$0.00	\$0.00	\$0.00	\$461.90
Waikato Playcentre Assn	\$8.40	\$0.00	\$0.00	\$0.00	\$0.00	\$8.40
WALKER Desi	\$1,346.74	\$0.00	\$0.00	\$0.00	\$0.00	\$1,346.74
Warehouse Stationery Ltd	\$412.46	\$0.00	\$0.00	\$0.00	\$0.00	\$412.46
Webfarm Ltd	\$57.44	\$0.00	\$0.00	\$0.00	\$0.00	\$57.44
Wellington Playcentre Assn	\$3,670.41	\$0.00	\$0.00	\$0.00	\$0.00	\$3,670.41
WISHNOWSKY Nadine	\$933.06	\$0.00	\$0.00	\$0.00	\$0.00	\$933.06
Workplace Support	\$684.25	\$0.00	\$0.00	\$0.00	\$0.00	\$684.25
Xero (NZ) Limited	\$8,026.89	\$23.19	\$0.00	\$0.00	\$0.00	\$8,050.08
Total Payables	\$146,043.35	\$23.19	\$0.00	\$0.00	\$0.00	\$146,066.54

	Current	October	September	August	Older	Total
Total Expense Claims	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$146,043.35	\$23.19	\$0.00	\$0.00	\$0.00	\$146,066.54
	99.9841%	0.0159%	0.0%	0.0%	0.0%	

Aged Receivables
New Zealand Playcentre Federation
November 2016

	Current	October	September	August	Older	Total
Receivables						
A Kidz World	\$0.00	\$0.00	\$0.00	\$25.00	\$0.00	\$25.00
Auckland Playcentre Assn	\$58,146.24	\$0.00	\$0.00	\$24,303.80	\$30,034.96	\$112,485.00
Buller Westland Playcentre Assn	-\$2,592.13	-\$295.91	\$0.00	\$0.00	\$0.00	-\$2,888.04
Canterbury Playcentre Assn	\$67,038.94	-\$872.18	\$0.00	\$0.00	\$0.00	\$66,166.76
Central Districts Playcentre Assn	\$21,026.80	\$0.00	\$0.00	\$14,552.60	\$21,962.33	\$57,541.73
Central Hawkes Bay Playcentre Assn	-\$2,832.74	\$0.00	\$0.00	\$0.00	\$0.00	-\$2,832.74
Counties Playcentre Assn	\$14,190.72	\$0.00	\$0.00	\$0.00	\$0.00	\$14,190.72
East Waikato Playcentre Assn	\$1,752.86	\$0.00	\$0.00	\$0.00	\$16,300.40	\$18,053.26
Eastern Bay of Plenty Playcentre As	\$3,328.28	-\$325.84	\$0.00	\$0.00	\$0.00	\$3,002.44
Far North Playcentre Assn	-\$4,538.47	\$288.09	\$0.00	\$0.00	\$0.00	-\$4,250.38
Hawkes Bay Playcentre Assn	\$2,174.41	\$0.00	\$0.00	\$0.00	\$0.00	\$2,174.41
Hutt Playcentre Assn	\$39,569.22	\$0.00	\$0.00	\$0.00	\$0.00	\$39,569.22
King Country Playcentre Assn	\$5,581.98	\$0.00	\$0.00	\$0.00	\$18,691.84	\$24,273.82
Marlborough Playcentre Assn	\$447.87	-\$60.11	\$0.00	\$18.50	\$542.70	\$948.96
Mid Canterbury Playcentre Assn	\$3,431.29	-\$907.04	\$0.00	\$0.00	\$0.00	\$2,524.25
Mid Northland Playcentre Assn	\$7,642.47	\$330.49	\$0.00	\$4,356.77	\$20,504.09	\$32,833.82
Nelson Playcentre Assn	\$23,656.60	\$0.00	\$0.00	\$0.00	\$0.00	\$23,656.60
New Ranui Playcentre	\$0.00	\$0.00	\$12.40	\$0.00	\$0.00	\$12.40
North Shore Playcentre Assn	\$39,359.53	\$0.00	\$0.00	\$0.00	\$0.00	\$39,359.53
Northland Playcentre Assn	\$15,078.16	\$0.00	\$0.00	\$0.00	\$0.00	\$15,078.16
Otago Playcentre Assn	\$26,106.31	-\$800.41	\$0.00	\$0.00	\$0.00	\$25,305.90
Rotorua Playcentre Assn	\$2,816.20	\$0.00	\$0.00	\$0.00	\$0.00	\$2,816.20
South Canterbury Playcentre Assn	-\$1,664.87	-\$817.04	\$0.00	\$0.00	\$0.00	-\$2,481.91
Southland Playcentre Assn	\$8,062.96	-\$435.86	\$0.00	\$0.00	\$0.00	\$7,627.10
SPACE NZ	\$260.00	\$628.50	\$0.00	\$0.00	\$0.00	\$888.50
Tairāwhiti Playcentre Assn	\$1,532.20	-\$344.24	\$0.00	\$0.00	\$0.00	\$1,187.96
Tamaki Playcentre Assn	\$31,979.66	\$368.56	\$0.00	\$0.00	\$0.00	\$32,348.22
Taranaki Playcentre Assn	\$29,365.72	-\$284.64	\$0.00	\$0.00	\$0.00	\$29,081.08
Te Akoranga Playcentre Assn	\$33,682.60	\$0.00	\$0.00	\$0.00	\$0.00	\$33,682.60
Thames Valley Coromandel Playcentre Assn	\$2,186.54	\$0.00	\$0.00	\$0.00	\$0.00	\$2,186.54
Waikato Playcentre Assn	\$56,369.97	\$369.25	\$0.00	\$0.00	\$0.00	\$56,739.22
Wairarapa Playcentre Assn	-\$700.06	\$0.00	\$0.00	\$0.00	\$0.00	-\$700.06
Wanganui Playcentre Assn	\$913.75	\$0.00	\$0.00	\$0.00	\$0.00	\$913.75
Wellington Playcentre Assn	\$56,014.28	\$0.00	\$0.00	\$0.00	\$0.00	\$56,014.28
Western Bay of Plenty Playcentre Assn	\$36,286.41	-\$67.03	\$0.00	\$0.00	\$0.00	\$36,219.38
Total Receivables	\$575,673.70	-\$3,225.41	\$12.40	\$43,256.67	\$108,036.32	\$723,753.68
	79.54%	-0.4457%	0.0017%	5.9767%	14.9272%	

Balance Sheet
New Zealand Playcentre Federation
As at 30 November 2016

30 Nov 2016

Assets

Bank

ASB Cheque Accounts

Admin Cheque a/c	\$140,102.28
CRCW Cheque a/c	\$4,857.74
Ed Tertiary Funding Chq a/c	\$60,802.61
Gwen Somerset Trust Chq a/c	\$3,515.02
MRCW Cheque a/c	\$5,325.67
National Meetings Chq a/c	\$2,604.11
NRCW Cheque a/c	\$1,494.58
PD Contract Cheque a/c	\$185,967.42
SRCW Cheque a/c	\$466.25
Total ASB Cheque Accounts	\$405,135.68

Business Saver Accounts

Admin Business Saver a/c	\$875,216.86
CRCW Business Saver a/c	\$34,616.06
Ed Tertiary Business Saver a/c	\$220,587.88
MRCW Business Saver a/c	\$393,065.56
NRCW Business Saver a/c	\$241,094.57
SRCW Business Saver a/c	\$710,614.59
Total Business Saver Accounts	\$2,475,195.52

Term Deposit Accounts

Admin Investment a/c	\$350,208.25
CRCW Investment a/c	\$382,125.63
Ed Tertiary Investment a/c	\$160,405.74
Gwen Somerset Investment a/c	\$52,908.75
MRCW Investment a/c	\$164,911.89
NRCW Investment a/c	\$251,619.07
SRCW Investment a/c	\$122,666.69
SRCW Term Deposit a/c	\$159,490.38
Total Term Deposit Accounts	\$1,644,336.40

Total Bank	\$4,524,667.60
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Current Assets

Debtors	\$723,753.68
Promotional Stock	\$10,234.58
Total Current Assets	\$733,988.26

Fixed Assets

Accumulated Depreciation	-\$37,504.37
Fixed Assets (at Cost)	\$44,387.73
Total Fixed Assets	\$6,883.36

Total Assets	\$5,265,539.22
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Liabilities

Current Liabilities

Creditors	\$146,066.54
GST	\$64,120.28
PAYE Clearing Account	\$5,856.94
Rounding	\$0.39
Suspense Account	\$19.57

FUNDS HELD ON BEHALF

CENTRAL REGION CAPITAL WORKS FUNDS

CRCW Accumulated Funds	\$452,218.96
CRCW Administration Costs	-\$3,631.58
CRCW Allocations	-\$147,210.86
CRCW Interest	\$7,360.05
CRCW Project Surplus	\$5,151.85
Total CENTRAL REGION CAPITAL WORKS FUNDS	\$313,888.42

GWEN SOMERSET TRUST FUNDS

Gwen Somerset Accumulated Funds	\$55,374.57
Gwen Somerset Interest	\$1,049.20
Total GWEN SOMERSET TRUST FUNDS	\$56,423.77

MIDLAND REGION CAPITAL WORKS FUNDS

MRCW Accumulated Funds	\$535,393.76
MRCW Administration costs	-\$504.70
MRCW Allocations	-\$41,209.62
MRCW Honoraria	-\$200.00
MRCW Interest	\$5,911.28
MRCW Project Surplus	\$4,111.12
Total MIDLAND REGION CAPITAL WORKS FUNDS	\$503,501.84

NORTHERN REGION CAPITAL WORKS FUNDS

NRCW Accumulated Funds	\$789,959.81
NRCW Administration & Meeting Costs	-\$4,531.68
NRCW Allocations	-\$467,431.21
NRCW Interest	\$8,117.83
NRCW Project Surplus	\$7,132.89
Total NORTHERN REGION CAPITAL WORKS FUNDS	\$333,247.64

SOUTHERN REGION CAPITAL WORKS FUNDS

SRCW Accumulated Funds	\$881,191.48
SRCW Allocations	-\$23,241.65
SRCW Interest	\$10,256.25
Total SOUTHERN REGION CAPITAL WORKS FUNDS	\$868,206.08

Total FUNDS HELD ON BEHALF	\$2,075,267.75
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Total Current Liabilities	\$2,291,331.47
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Total Liabilities	\$2,291,331.47
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Net Assets	\$2,974,207.75
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Equity

Admin Accumulated Funds	\$1,215,126.17
Current Year Earnings	\$1,423,421.19
Ed Tertiary Accumulated Funds	\$33,200.58
PDC Accumulated Funds	\$153,048.79

SPECIAL PROJECT FUNDS**Asset Replacement Fund**

AR Accumulated Funds	\$62,269.83
AR Trf to General Federation a/c	-\$2,271.04
Total Asset Replacement Fund	\$59,998.79

Conference and Convention Fund

CC Accumulated Funds	\$4,643.00
CC Loan Granted	-\$5,845.50
Total Conference and Convention Fund	-\$1,202.50

Federation Contingency Fund

FC Accumulated Funds	\$21,035.52
FC National Meeting Surplus	-\$1,969.36
Total Federation Contingency Fund	\$19,066.16

Public Relations Initiatives Fund

PR Accumulated Funds	\$2,491.00
Total Public Relations Initiatives Fund	\$2,491.00

Research Fund

RF Accumulated Funds	\$56,780.00
Total Research Fund	\$56,780.00

Special Maori Education Fund

SME Accumulated Funds	\$7,067.57
Total Special Maori Education Fund	\$7,067.57

World Indigenous Peoples Conference Fund

WIPC Accumulated Funds	\$5,210.00
Total World Indigenous Peoples Conference Fund	\$5,210.00

Total SPECIAL PROJECT FUNDS	\$149,411.02
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Total Equity	\$2,974,207.75
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