

## TRUSTEE BOARD MEETING 10<sup>TH</sup> – 11<sup>TH</sup> NOVEMBER 2017 (CAPITAL GATEWAY MOTOR INN, WELLINGTON)

### Friday 10<sup>th</sup> November

The meeting commenced at 1.00pm with a karakia.

**Attending:** *Alaine Tamati-Aubrey, Clare Ferguson, Ann Langis, Avis Stewart, Cynthia Murray, Alasdair Finnie (General Manager), Meagan Ranby (Secretary), Liang Wells (CFO) and Veronica Pitt (Service Delivery Manager)*

### Meeting Administration

#### **Apologies**

Susan Bailey

*Liang and Veronica entered the meeting at 1.00pm*

#### **Conflict of Interest**

Alaine – Taranaki Playcentre Association Rōpū and Waitara Playcentre Co-Secretary and Co-Treasurer  
Ann - Employee NSPA and life member of Narrowneck Playcentre.

#### **Additions and prioritising the agenda**

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

- Feedback from SPACE NZ Trust meeting

### Loomio decisions

#### **Approval of Previous Minutes:**

The 13-14<sup>th</sup> October 2017 Trustee Board Meeting Minutes had been circulated prior to the meeting and discussed on Loomio.

*Meeting agreed the approval of the 13-14<sup>th</sup> October 2017 Trustee Board Meeting Minutes and distribution.*

#### **Next Steps:**

- Secretary to distribute 13<sup>th</sup>-14<sup>th</sup> October 2017 Trustee Board Meeting Minutes.

#### **Approval of Correspondence:**

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

*Meeting agreed the approval of the October incoming and outgoing correspondence and distribution.*

#### **Next Steps:**

- Secretary to distribute the Incoming and Outgoing October correspondence.

### Reports

#### **General Manager Report**

- Update on the recruitment of the CFO given and the interim plan.

#### **Next Steps**

- Arrangements to be made for Clare to speak to the IT consultant to share her experiences of the current systems in place as she was unable to attend the Zoom Meetings.

### SPACE

- A lot of feedback received as a result of the fact sheet being distributed.
- Meeting held with Waikato SPACE to review their feedback. Concerns held regarding the parent fee; price point has been investigated in the community and the cost may be detrimental to the programme.

- Meeting held with SPACE NZ Trust concerns raised regarding the parent fees. They also indicated they prefer the standardised programme.
- Veronica and Liang to review the budget to investigate whether some of these concerns can be alleviated.
- Price point that people would be happy with is \$120, this makes a big impact to the budget.
- Review of the costs that are paid to SPACE NZ Trust.
- Key concerns are the parent fees and standardisation. SPACE NZ Trust is wanting NZPF to continue with local connections; how will this continue when Associations will no longer exist.
- SPACE NZ Trust has requested Trustee Board to provide a vision to create growth and investment.
- SPACE NZ Trust have indicated that if NZ Playcentre Federation considers their concerns then they may consider recruiting a dedicated PR person for SPACE, employed by SPACE, but working to promote SPACE for Playcentre
- Highlighted data required of the numbers of children/parents moving from SPACE to Playcentre.
- National SPACE Coordinator would work within the SPACE NZ Trust rather than within the Playcentre Team. Additional information needed of the role and quantifiable data to make a decision.
- SPACE NZ Trust want to decide by 1 December whether to invest the funding with Playcentre.
- Request from SPACE NZ Trust not to increase the levy in the near future.
- Information on intellectual property law explained regarding SPACE NZ Trust content.

#### **Next Steps**

- Management Team to present more information to the Trustee Board regarding the SPACE Coordinator role.
- Discussions need to be held with Work and Income NZ's National Office to gain a shared understanding of how the normal child care subsidy and additional training subsidy will work for Playcentre members across New Zealand doing training. The information will then be shared with all in Playcentre.
- Clare to write united organisation message; moving forward to meet the needs of our communities.
- Service Delivery Manager to write a message moving away from the levy.
- Management to provide to Clare responses to SPACE questions for inclusion with the other Conference paper questions.

#### **Financial Report**

- Contractor is on board currently aggregating all of the data.
- Update on the collation of Centre reporting packs, group registration and agency agreements given.
- 2 Volunteers are assisting at present
- Te Akoranga RS2 is still outstanding.
- The insurance cover is not enough to claim for a rebuild of a of a Centre destroyed by fire, so the premiums will most probably rise next year. A hire agreement/policy is currently being developed that covers outside session birthday parties or similar events to meet insurance requirements.

#### **Next Steps**

- Liang to follow up Te Akoranga Playcentre Association RS2 form.

#### **Property**

**Items A & B** - these estimates were based on information provided at the MRCWS Meeting.

**Item A** - Mt Maunganui Playcentre - This Playcentre is currently an Council-owned building on Council land - and the Council has decided that the land the Playcentre currently sits on needs to be rezoned. The estimate included in the report is \$150,000 and an application should be received soon.

**Item B - Tauriko Playcentre** - A new State Highway has been approved for the road between the Kaimai Ranges and Tauranga - meaning that the road that passes immediately in front of the Playcentre is going to be expanded into the grounds of the Playcentre and school. The Committee are starting a "Feasibility Study" but have not yet commenced the project and therefore the "approx \$150,000" estimate will not be needed.

**Item C - St Helliers/Glendowie Playcentre** – This is a building upgrade, due to water leakage from ground, and expected to be around \$70,000. .

**Item D - Omokoroa Playcentre** – Kitchen upgrade, actual cost may be more than the “approx \$20,000” estimate, and that the final MRCWS approval may not be completed before 1st December.

**Item E - Various Canterbury Earthquake Projects –**

a. Belfast Playcentre was recently destroyed in a fire. The Playcentre had been under-insured by the Canterbury Association - and the Insurance Company has approved a \$300,000 payment.

Canterbury Association is finalising a request to SRCWS for approximately \$150,000.

And a couple of other projects due to the earthquake.

## Conference

### Questions from Conference papers

- The meeting ran through the questions from the conference papers that have been received.
- Discussion regarding the conference papers and the requirement for decisions to be made at conference.
- Legal advice requested relating affiliation and the interpretation of the Education Regulations. We are also seeking an update of David's legal amalgamation process diagram.

### Next Steps

- Clare to collate the answers to the conference paper questions by Wednesday 15<sup>th</sup> Nov, Clare to load on Loomio for feedback on Thursday 16<sup>th</sup> Nov and Meagan to distribute to Associations Thursday 16<sup>th</sup> Nov afternoon.

*Liang and Veronica left the meeting at 5.00pm*

### Gwen Somerset Fund Application

*Meeting agreed to approve \$1,851 from the Gwen Somerset Fund for Conference.*

## Tāngata Whenua Report

### TRCC

*Meeting agreed to nominate Cathy Sheppard for Teachers Refresher Course Committee for 2017-2018.*

### Next Steps:

- April work plan - Trustee Board member to investigate whether the TRCC aligns with the goals of Playcentre.

### OMEP membership

- NZ Playcentre Federation is not a member of OMEP Aotearoa but has had membership to the OMEP Wellington branch.
- Discussion regarding priorities and renewal.

*Meeting agreed to defer membership status until such time that governance has the time to engage.*

### October Trustee Board Meeting decisions ratification

*Meeting agreed to ratify the decisions made at October 2017 Trustee Board meeting.*

Meeting closed at 6.00pm

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## Saturday 11<sup>th</sup> November

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

### Welcome, Opening and Karakia

The meeting opened at 8.40am.

### Trustee Board Work Plan and 2018 Meetings

- Discussion on Trustee Board induction. Brief needed of the current state of the nation.

- Discussion on future Trustee Board meetings and work plan.
- Governance training to be included in the induction for the Trustee Board.
- Caucus time to be allowed during the February Trustee Board meeting.
- Discussion regarding clusters and Centre voice. The role of Cluster is for Centres to gain a broader view of the implications of each decision from other Centres. Inputting into the process so that as many Centres' voices as possible are heard at the AGM.
- Confirmed AGM 2018 will run from Friday to Sunday.
- Strategic plan will be for the whole organisation.

**Next Steps:**

- Secretary to send exit interview to Clare to be returned to HR.
- Secretary to ensure decision making process image available at Conference.
- Alaine to forward the confirmed Trustee Board meeting dates to the Secretary.
- Secretary to book up to September 2018 Trustee Board meeting.
- General Manager to communicate the Strategic Planning workshop needs from Trustee Board to the Change Programme Manager.
- General Manager to communicate with Management for the operational work plan.

**Programme Levy Criteria**

- If it is a Playcentre building with Playcentre bulk funding then it is a Playcentre general session.
- General Sessions are dictated by the licensing agreement through the funding handbook.
- SPACE is not a general Playcentre session as it is an external contract using our licence.
- Discussed an alternative to a levy criteria; i.e. having criteria to grant additional funding if a session is not self-funding. Criteria could be to seek outside funding, complete the training, etc.
- Regions need to support the Centres to develop education plans.
- Framework needed for external programmes to operate within Playcentre Aotearoa.
- Aware some Centres in some communities are not financially viable on 50% funding. Requirement to support Centres to move to being able to operate financially on 50%.

**Next Steps:**

- Operations to investigate the status of Babies CanPlay in the amalgamated organisation.
- Ann to work further on the governance framework and load to Loomio for feedback for draft to be presented at Dec Trustee Board meeting and finalisation at the Feb Trustee Board Meeting.
- Secretary to forward the licensing agreement to Ann.
- General Manager to confirm the proposed timeline for the criteria will work for the Management Team.

Meeting closed at 12.00pm

**Upcoming Dates:**

*Reports due: 30<sup>th</sup> November*

*Fed News due date: 30<sup>th</sup> November*

*Next meeting: 8<sup>th</sup> December – Zoom Meeting*

True and accurate record:

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

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



**General Manager's Report**  
**Report to the Trustee Board**  
**November 2017**

	<b><i>Note: content derived from material supplied by Federation staff as well as GM</i></b>
<b>Amalgamation project</b>	
<b>Overview</b>	<p>Resolution of the location of the Auckland Regional hub at the Te Akoranga Association's Offices in Henderson has enabled the operational team to move with greater certainty in preparing that region for Amalgamation. All 6 Regional Managers are working very hard, in consultation with their respective Associations, Centres and the Human Relationships Manager, in making staff appointments to the new structure. In addition, recruitment for the CFO and Māori Development Manager has commenced.</p> <p>Federation staff continue to be stretched and I am asking them all to be aware of trying to preserve a work/life balance during this intense period of the operational Amalgamation.</p>
<b>Change Programme</b>	<p>Cissy Rock, Change Programme Manager, reports:</p> <ul style="list-style-type: none"> <li>• Change Chat is becoming the 'go to' place for information, and now has an Index. Issue 11 was sent out on 3 November</li> <li>• Friends of Playcentre has been the main focus. Potted history presentation for the dinner shaping up well, with the focus on adults working together. Great response to Facebook posts</li> <li>• Association/Centre links. There has been a steady flow of contact, largely around topics covered in Change Chat. There is a degree of fatigue evident amongst some Associations.</li> </ul>

<b>Telecommunications</b>	<p>Meagan Ranby, Secretary, reports:</p> <ul style="list-style-type: none"> <li>• Installations and system set up checks scheduled as follows for the six regional hub offices: <ul style="list-style-type: none"> <li>– Northern: 9 November</li> <li>– Auckland: January 2018 as requested by Te Akoranga Association</li> <li>– Central North Island: week beginning 6 November</li> <li>– Lower North Island: 7 November</li> <li>– Upper South Island: week beginning 13 November</li> <li>– Lower South Island: 10 November.</li> </ul> </li> <li>• An update on Centres still in issue will be provided on Loomio early next week.</li> </ul>
<b>Conference 2017</b>	<p>Meagan Ranby, Secretary, reports:</p> <p><i>Sponsorship for Conference:</i>  Monetary sponsorship received from Mace IT, including lanyards. Xero is still considering sponsorship. Crombie and Lockwood will be donating stationery, drink bottles, pens etc.</p> <p><i>Registrations as of 3/11/2017:</i>  24 Te Whare Tikanga Māori delegates from 19 Associations  37 Tāngata Tiriti delegates from 24 Associations</p> <p>Total of 61 delegates from 26 Associations.</p>
<b>Regional Managers</b>	<p>Veronica Pitt, Service Delivery Manager, reports:</p> <p>It is great to have the full team of 6 Regional Managers now in place, with the addition of Paulene Gibbons in the Lower North Island joining us this week. We have a team induction day scheduled for 7 November in Wellington to help us gain traction on shared understandings and forward planning. We are also looking forward to taking advantage of the NZPF Conference for more face-to-face time to develop and progress the new structure and ways of working collaboratively across the country.</p>

	<p>The Regional Managers are making good progress on employing the necessary staff with an initial focus on the Centre Support and Centre Administration roles. There are a number of logistical and policy issues to work through as we go through this process, but good progress is being made, particularly in the areas where Regional Managers have been in place for longer.</p>
<b>Junior Logs</b>	<p>Veronica Pitt, Service Delivery Manager, reports:</p> <p>Juniorlogs administrators have been working over the last month to undertake any necessary resubmissions of the RS7 for their centres. I have met with Mace IT to consider possible ways of amending both our practice and the system to avoid a repeat of the issues that were experienced during the first week of October. Possible solutions are currently being considered and will be implemented during December/January with any necessary updates to our processes communicated to employees as soon as possible. The reporting features of the system are starting to go live, with the ability to report based on the type of session, at centre level, now available. This will be particularly helpful for getting information on SPACE/BabiesCanPlay or CYCLE sessions in order to enable the differing levy rate. It will also be useful for analytical purposes in the future.</p>
<b>Legal</b>	<p>David McLay, Legal Adviser, has not yet received any feedback from the Crown Law Office on the legal amalgamation documents lodged with it. He will update his legal amalgamation process diagram to include the steps separately incorporated Centres will need to take, so it is available for the AGM/Conference.</p>
<b>Education Overview</b>	<p>Glenda Caradus, Tertiary Education Funding Manager, and Gillian Croad, Training Coordinator report:</p> <ul style="list-style-type: none"> <li>• Some progress has been made designing the learning resources for the first four modules that make up the Parent Educator Award.</li> <li>• We have begun appointing regional education staff with the first one starting in late October and others starting in the week beginning 6 November.</li> </ul>

	<ul style="list-style-type: none"> <li>• We have answered a couple of queries from MOE with respect to licensing. MoE is aiming to commence the gazetting process by the end of the year or earlier.</li> <li>• TEC's Base Funding confirmation of \$855,145 (excl GST) for 2018 was received on 2 November, and is the same amount as 2017 applied across the old and new qualifications.</li> </ul>
<p><b>PLD Overview</b></p>	<p>Dalene Mactier, Director, Professional Learning and Development Team, reports:</p> <ul style="list-style-type: none"> <li>• The extension of the current SELO 3 contract is on track and on budget and will be completed by the end of November.</li> <li>• Kara Daly has been appointed to manage SELO 1 contracts.</li> <li>• Since August we have negotiated and committed to complete three SELO 1 contracts. The SELO 1 contracts are in Southland, Taranaki and Waikato.</li> <li>• We've submitted the Milestone 9 report in October. We have not yet received feedback about the report.</li> <li>• We are still waiting to hear about future MOE PLD programmes.</li> </ul>





**Finance Report**  
**Report to the Trustee Board**  
**November 2017**

<b>Updates</b>	
<p><b>Financial Statement Preparation</b></p>	<p>Information only –</p> <p>The due date for Centre and Association reporting packs was due 20 October 2017.</p> <p>As at the 27<sup>h</sup> October, we have received 328 of the 450 Centre reporting packs ie 73%, with another 122 to chase.</p> <p>We have received 24 of the 32 Associations, ie 75%, so another 8 to chase.</p> <p>We have had a contractor begin work on aggregating the financial statements, and building the model required to perform the consolidation and prepare financial statements. We are working with the recruiter to find a person with actual financial statement preparation skills.</p> <p>We have also had one accounting student volunteer express interest in helping with our financial statement preparation from Victoria University.</p>
<p><b>Group Registration on Charities Commission</b></p>	<p>Information only –</p> <p>We have sent out a memo to Associations which details the reasoning for Group Registration on the Charities Commission website. In addition, we have asked for authorisation to undergo the Group Registration process once all filings are up to date. This is due back by the 8 November.</p> <p>We have received 6 signed approvals, with 3 indicating the date that it will be sent, due to timing of AGMs. We will chase once the deadline of 8 November has occurred.</p>
<p><b>Agency Agreement</b></p>	<p>Information only –</p> <p>We have received 247 Agency Agreements so far, out of an expected 411 Agreements, this represents 60%.</p>

	<ul style="list-style-type: none"> <li>• 21 North Shore agreements are being compiled by NSPA, and they are hoping to return these by 3 November</li> <li>• 15 Auckland and 11 Te Akoranga centres haven't signed RS 2s, so they don't need to sign agency agreements yet, and therefore not included in the 411 total expected.</li> </ul> <p>Meagan is chasing the remaining agreements that were expected to have been received by the 1 November.</p>									
<b>RS 2</b>	<p>There are 3 RS 2s that haven't been processed by the MOE:-</p> <ul style="list-style-type: none"> <li>• Auckland – this won't be signed until amalgamation has been decided on.</li> <li>• North Shore – The President has committed to signing the RS 2 once all Centres have signed their Agency Agreement which is expected by the 3 November.</li> <li>• Te Akoranga – They will discuss this issue once Federation has decided on how SPACE bulk funding will be paid out i.e. to Associations or retained within the Federation. This information is being communicated this week (before 3 November).</li> </ul> <p>The main issue with not having these RS 2s processed is that the Associations have retained the advances for the June to October period.</p>									
<b>Invoicing of Advances</b>	<p>Of the June advances, we have invoiced \$953,435. Of this amount, that was due for receipt by 1 November 2017, we have received \$624,142. This leaves \$329,293 outstanding. This is made up from:-</p> <table border="1" data-bbox="435 1384 1481 2020"> <thead> <tr> <th data-bbox="435 1384 831 1435">Association</th> <th data-bbox="831 1384 991 1435">Amount</th> <th data-bbox="991 1384 1481 1435">Reason</th> </tr> </thead> <tbody> <tr> <td data-bbox="435 1435 831 1845">Canterbury Playcentre Assn</td> <td data-bbox="831 1435 991 1845">135,061</td> <td data-bbox="991 1435 1481 1845">There is a current dispute of approx. \$17K between the records of CPA and NZPF. This is currently being worked out between the team. The CFO has requested that CPA transfer over the undisputed amount of \$118k while the remainder is being resolved.</td> </tr> <tr> <td data-bbox="435 1845 831 2020">Otago Playcentre Assn</td> <td data-bbox="831 1845 991 2020">62,745</td> <td data-bbox="991 1845 1481 2020">The President has indicated that there will be difficulty paying this amount, however, there is a building that OPA</td> </tr> </tbody> </table>	Association	Amount	Reason	Canterbury Playcentre Assn	135,061	There is a current dispute of approx. \$17K between the records of CPA and NZPF. This is currently being worked out between the team. The CFO has requested that CPA transfer over the undisputed amount of \$118k while the remainder is being resolved.	Otago Playcentre Assn	62,745	The President has indicated that there will be difficulty paying this amount, however, there is a building that OPA
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Otago Playcentre Assn	62,745	The President has indicated that there will be difficulty paying this amount, however, there is a building that OPA								

			owns that could be sold to cover this debt.
	Tamaki Playcentre Assn	53,057	To be followed up
	Rotorua Playcentre Assn	25,067	Rotorua have indicated some cash flow issues.
	East Waikato Playcentre Assn	15,306	To be followed up
	Mid Canterbury Playcentre Assn	13,894	To be followed up
	Thames Valley Coromandel Playcentre Assn	10,366	To be followed up
	Taranaki Playcentre Assn	8,414	To be followed up
	South Canterbury Playcentre Assn	5,384	South Canterbury have indicated some cash flow issues
		<b>329,293</b>	

**Debtors**

	Advances (as above)	Equity & Levies	Other	Total	Notes
Total Auckland Playcentre Assn		\$181,967.59		\$181,967.59	Payment not expected until Stock Street sold
Total Buller Westland Playcentre Assn		\$4,219.79		\$4,219.79	
Total Canterbury Playcentre Assn	\$135,061.22	\$10,726.00		\$145,787.22	Refer above under Advances
Total Central Districts Playcentre Assn		-\$1,313.98		-\$1,313.98	
Total Central Hawkes Bay Playcentre Assn		-\$5,366.85		-\$5,366.85	
Total Counties Playcentre Assn		-\$3,192.52		-\$3,192.52	
Total East Waikato Playcentre Assn	\$15,305.78	\$12,391.41	\$3,908.89	\$31,606.08	To be followed up
Total Eastern Bay of Plenty Playcentre As		-\$2,314.93	\$249.25	-\$2,065.68	
Total Far North Playcentre Assn		-\$3,760.03	\$281.44	-\$3,478.59	
Total King Country Playcentre Assn		\$15,108.15		\$15,108.15	Historical RCW invoices of \$18K expected to be written off with RCW wind up
Total Mid Canterbury Playcentre Assn	\$13,894.18	\$1,609.65		\$15,503.83	To be followed up
Total Mid Northland Playcentre Assn		\$7,635.76	\$40.00	\$7,675.76	Historical RCW invoices of \$13K expected to be written

					off with RCW wind up
<b>Total North Shore Playcentre Assn</b>		\$11,000.00		\$11,000.00	Need to credit this out of accounts, was washed up in EQ80 invoice
<b>Total Otago Playcentre Assn</b>	\$62,744.89	-\$3,622.18		\$59,122.71	Refer above under Advances
<b>Total Rotorua Playcentre Assn</b>	\$25,067.15	-\$2,326.95	\$389.25	\$23,129.45	Refer above under Advances
<b>Total South Canterbury Playcentre Assn</b>	\$5,383.53	-\$2,739.00	\$48.00	\$2,692.53	Refer above under Advances
<b>Total Tairāwhiti Playcentre Assn</b>		\$1,006.54	\$68.45	\$1,074.99	
<b>Total Tamaki Playcentre Assn</b>	\$53,056.52	\$8,840.82	\$1,462.00	\$63,359.34	Refer above under Advances
<b>Total Taranaki Playcentre Assn</b>	\$8,413.99			\$8,413.99	Refer above under Advances
<b>Total Te Akoranga Playcentre Assn</b>		\$7,882.33	\$488.00	\$8,370.33	To be followed up
<b>Total Thames Valley Coromandel Playcentre Assn</b>	\$10,366.22	-\$4,615.73		\$5,750.49	
<b>Total Waikato Playcentre Assn</b>		-\$3,480.38		-\$3,480.38	
<b>Total Wairarapa Playcentre Assn</b>		-\$5,343.52		-\$5,343.52	
<b>Total Wellington Playcentre Assn</b>		\$14,243.34	\$993.50	\$15,236.84	WPA have advised that they will not be transferring this over until legal amalgamation
<b>Total Western Bay of Plenty Playcentre Assn</b>			\$958.50	\$958.50	

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\$329,293.48    \$231,070.99    \$16,424.70    \$576,736.07

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The credits (“-“ amounts) represent those associations who are in an equity receivable position. We are awaiting the majority of payments to come from those associations who are in a payable position before making those payments.

<b>Payroll System</b>	We have performed our first pay run using the new payroll system and the transition has been successful. All Federation staff are now being run through the payroll system, some Wellington SPACE facilitators, and a couple of Centre Based staff.
<b>Property</b>	Please find <b>attached</b> separately an update on the Status of Regional Capital Works Funds.  Insurance Update – as part of the insurance proposal process, we asked

Ando to provide us with a 2 year commitment to the premium amount, which they agreed to with the following conditions:-

- No more than 60% loss ratio on either perils premium or the earthquake premium, and
- That there is no change to their reinsurance programme, and
- No more than a 10% change up or down in values

With the recent fire at the Belfast premise, we have an estimated cost of \$150k - \$200K. Investigations are still occurring as to whether Playcentre will have liability or whether the person hiring the centre for the birthday party will have liability. In the event, that Playcentre has liability for the settlement, this will mean that it will be likely that we will exceed the loss ratio which will impact our premium cost next year.

Prior to this claim, we had a total of \$30k of insurance claims paid out since the insurance was taken out on 1 June.



# Tangata Whenua Trustees - Report to the Trustee Board

November, 2017

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As a Trustee Board we have agreed that progressing the amalgamation is a priority with ensuring our Centres are serviced being the over-arching focus. If our operational team are to focus their time and energy on the amalgamation there will be operational gaps where we as Trustees will need to progress to a point of readiness for handover to Operations.

## Decisions:

### **1. Hui ā-Tau Māori (HaTM) 2018:** - Travel, Operations Process.

#### **Background:**

As per Te Whare Tikanga Māori: Future Hui 2018 – 2021 paper presented to HaTM2017. Tapu te Ranga marae, Island Bay, Wellington has been booked for Thursday 17th May to Sunday 20th May 2018. We have signalled to TWTM via Ngātahi (NZPF TW Report to Conference2017) At Conference we will impress the need to book flights early to stay within budget.

#### **Impacts:**

- How to minimise the financial impact on budget;
- Ensure all cost are accounted for in actuals for travel;
- How do we ensure all travel costs are being accounted for?

#### **Concerns:**

- Where flights are booked, this needs to be communicated earlier to each Hui to stay within the budgeted amount of \$200.00 return per delegate attending;
- Travel from home and airport return or where delegates can drive needs to be communicated earlier to each Hui to stay within the budgeted amount.
- What operational systems are in place/could be put in place to receive 'Claims for Travel' from delegates?

#### **Considerations:**

- How do we prepare each Hui to understand the process required to
  1. Return flights budget of \$200.00 per delegate;
  2. Claim travel from home to airport return and
  3. Delegates driving to each Hui.

#### **Next steps:**

- Operations to make recommendations to February 2018 Trustee Board.

### **2. NZPF Trustee Board Work Plan for 2018:** - Governance Process.

#### **Background:**

This document needs to be finalised for several reasons:

1. Fiscal responsibility - F2F / face to face meetings logistics (travel, venue, meals) need to be confirmed earlier;
2. Trusteeship responsibility – understanding legal responsibilities and managing risk;
3. Being able to identify and address 'governance specific' issues and accessing sound advice for the issues;
4. Being well prepared as a Trustee Board to work remotely;
5. Shifting as a Trustee Board to 'governance only';
6. It is proposed Consent items can be discussed and agreed on Loomio and ratified as a batch;

**Impacts:**

- How to minimise the financial impact on budget;
- How to identify Professional Development for the Trustee Board as a whole;
- Advocacy portfolio needs to be streamlined alongside external subscriptions
- Incomplete projects held with Trustees – identify and assess priority
- How do we ensure all travel costs are being accounted for?

**Concerns:**

- Work Plan has identified 5 key F2F meetings;
- The 2 indicated with \* are yet to be allocated 'governance specific' issues;

**Considerations:**

- Do we need to have the 2 \* meeting F2F?
- Effective use of time of NZPF Secretary
- How can Trustee Board improve our working together practice?
- How to include emerging TW Trustees to see what happens at the table in 2018-2019 period?

**Next steps:**

- Confirm Trustee Board 2017-2018 Work Plan

**3. Teachers Refresher Course Committee Inc (TRCC) Nominations for 2017/2018:** - Governance Process.**Background:**

The Teachers' Refresher Course Committee (TRCC) was established by Dr Clarence Beeby, Director General of Education, in 1946. It was funded by a Government grant that was intended to give teachers a sense of responsibility for their own professional development. The courses were to be held in a teacher's own time with funding to assist with travel costs.

The TRCC was established on the premise that the responsibility for educational standards is not the prerogative of the state alone, but one that needs to be shared between teachers and state.

As part of the restructuring of education the TRCC became an incorporated society in 1989, and in 1992 became a stand-alone organisation on contract to the Ministry of Education to provide refresher courses for teachers.

[http://www.trcc.org.nz/trcc\\_2008/doormouse/main/trcc\\_2008\\_main.php?pid=391253444&watp=0](http://www.trcc.org.nz/trcc_2008/doormouse/main/trcc_2008_main.php?pid=391253444&watp=0)

The TRCC will be holding its Annual General Meeting on Thursday 7th December 2017 and in accordance with its rules is now calling for nominations to the committee for the coming year.

The rules state that:

*The Committee shall consist of up to three persons per sector nominated annually by the executives of the appropriate teachers' organisations registered under the terms of the Labour Relations Act 1897 and the State Sector Act 1988 or any subsequent amendments to these Acts. Such persons so nominated shall be members of the appropriate teacher organisation. At least one Early Childhood representatives is to be nominated through the New Zealand Playcentre Federation.*

Nominees will have their membership confirmed at the AGM.

The current member representing the Playcentre is Cathy Sheppard.

**Impacts:**

- On TRCC rules;
- Philosophical and Strategic alignment unidentified;
- No financial impact

**Concerns:**

- Minimal distraction from amalgamation;

**Considerations:**

- Could this be moved to operations in time?
- Effective use of Trustee Board time
- If Trustee Board responsibility, see Work Plan

**Next steps:**

- Add to Trustee Board 2017-2018 Work Plan OR
- Tag to Operations in the future
- Ensure TRCC know all communications to NZPF Secretary

**Discussions:****1. Hui ā-Tau Māori (HaTM) 2018:** - Regional Rōpū.

**Background:** As of Hui ā-Tau Māori 2017 it was indicated by some current active Association Rōpū, they did not believe they were also amalgamating.

**Impacts:**

- Association rōpū not fully understanding that the amalgamation is inclusive of rōpū;
- Rōpū emotional connection to what they currently have, some only recently;
- Playcentre Aotearoa can only fund 6 Regional Rōpū.

**Concerns:**

- We are aware there is 3-5 active Association Rōpū  
*Description:* A rōpū is 2 or more whānau Māori, meeting to meet their needs as whānau Māori and ensure representation at NZPF governance meetings (e.g.: NZPF AGM/Conference and HaTM);

**Considerations:**

- We understand there is an endeavour to bring together Association Rōpū in 2 regional spaces.
  1. Wider Auckland Region and
  2. Southern North Island Region
- Currently in Te Whare Tikanga Māori we have Associations Tangata Whenua represented by individual whānau Māori where there is no rōpū.  
Our data (collected since 2007) shows: 22 Associations have had representation in Te Whare Tikanga Māori, Active Rōpū Māori have decreased from 13 to 3-5;
- As Tangata Whenua Trustees we believe Regional Rōpū will be beneficial because:
  - Rōpū membership will grow due to amalgamating current membership;
  - sharing of responsibility, which enable 'big picture think tanks / Puna Nekeneke';

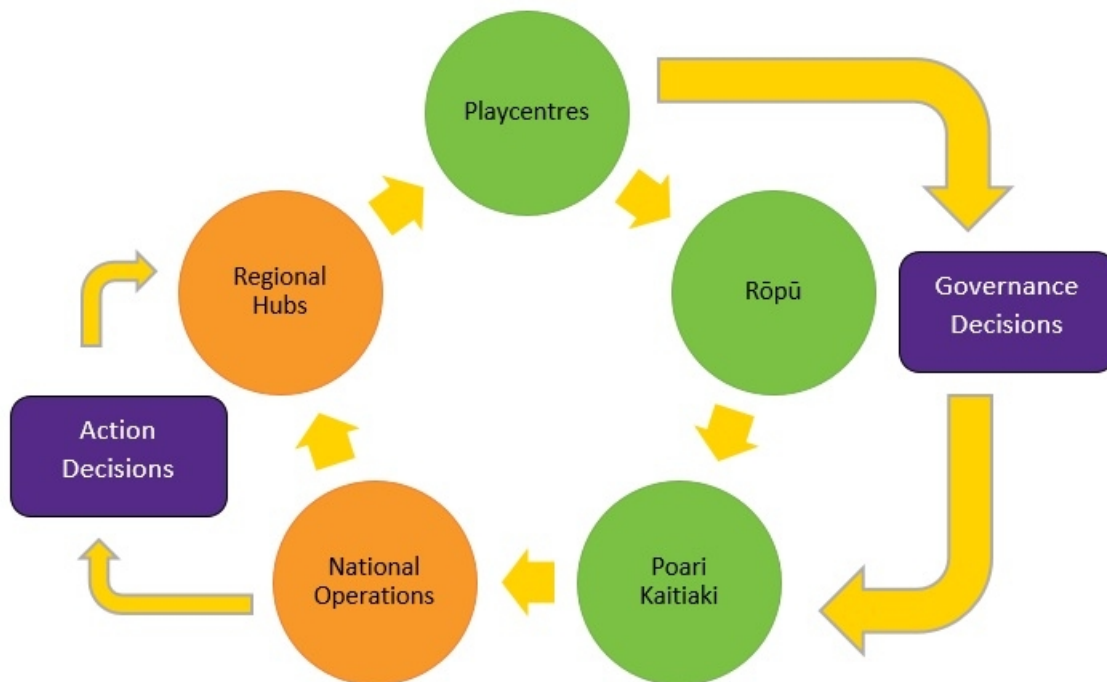
**Next steps:**

- Tangata Whenua trustees to communicate to Te Whare Tikanga Māori individual delegates to connect to neighbouring rōpū.



## Information sharing and activities since the last report

1. Governance – Operations cycle graphic as per Ngātahi: Conference 2017



## Focus for the coming period

- Te Whare Tikanga Māori – preparing for HaTM 2018;
- Māori Development Manager – Assets handover Sunday of NZPF Conference 2017;
- Hui a Tau Maori 2018 – Governance content, Rōpū names, Travel Claim process.

## Trustee Board Meeting: 10-11 November 2017

Date	No	Code	Method	From / To	Subject	Copied/Fwd. to	How
1/10/2017	1	Misc	Email	IPA Aotearoa	IPA Aotearoa NZ AGM 31st October and "The Power of Play - Unleashed!"	Trustee Board, General Manager	Email
2/10/2017	2	Misc	Email	Mgr	September 2017		
2/10/2017	3	Misc	Email	Hui E!	Hui E! Monthly Pānui – Whiringa-a-nuku / October 2017	Trustee Board, General Manager	Email
3/10/2017	4	Misc	Email	Isentia	Media Alert	Media Monitors	Email
3/10/2017	5	Misc	Email	ECAC	Workforce questions	SB	Email
3/10/2017	6	Misc	Email	ECAC	ECAC minutes and actions	SB, ATA, General Manager	Email
4/10/2017	7	Fin	Email	Baldwins Intellectual Property	Statement from Baldwins - New Zealand Playcentre Federation Inc (3040022) September 2017	Accnts Mgr, SD Mgr	Email
4/10/2017	8	Misc	Post	National Scout Centre	Symposium invite	General Manager	Email
4/10/2017	9	Misc	Post	Conferenz	HR Tech and Analytics Conference	HR Mgr	Post
5/10/2017	10	Misc	Email	ECAC	RE: Workforce questions	SB, ATA, General Manager	Email
6/10/2017	11	Fin	Email	Wellington Airport Conference Centre / Accnts Mgr	WIAL Invoice attached		
8/10/2017	12	Fin	Email	ROE Printing	Invoices - Certificates & Labels	Accnts Mgr	Email
9/10/2017	13	Misc	Email	AKL Association / Ops Mgr	Fw: Fw: SPACE in the Auckland/Northern Region	General Manager	Email
9/10/2017	14	Misc	Email	NCWNZ	AI Social Workers Registration Bill	SB, ATA, General Manager	Email
10/10/2017	15	Fin	Email	Baldwins Intellectual Property	RE: New Zealand Playcentre Federation - Ownership of and Ability to Control Use of the PLAYCENTRE and Associated Trade Marks[Our Ref 20600NZ] [B-	Accnts Mgr	Email
10/10/2017	16	Misc	Email	Te Akoranga Association / ATA, General Manager, SB	FW: Conversation re Playcentre Aotearoa		
10/10/2017	17	Misc	Email	Cognition Research	SELO Evaluation Feedback	PLD Director	Email
10/10/2017	18	Misc	Email	Isentia	Media Alert	Media Monitors	Email
11/10/2017	19	Misc	Email	OMEPE	OMEPE October Meeting	Trustee Board, General Manager	Email
11/10/2017	20	Fin	Email	Wellington Airport Conference Centre / Accnts Mgr	Statement from Wellington International Airport Limited		
11/10/2017	21	Misc	Email	OMEPE	Fwd: FW: A PLD course that supports the chlld's mana in in amidst behavior that challenges us as teachers.	Trustee Board, General Manager	Email
12/10/2017	22	Misc	Email	Charities Services	Don't miss out on Charities Services Annual Meeting	CFO, SD Mgr, General Manager	Email

Incoming Correspondence: 1 - 31 October 2017

Date of Report: 6th Nov 2017

Trustee Board Meeting: 10-11 November 2017

13/10/2017	23 Misc	Email	Isentia	Media Alert	Media Monitors Trustee Board, General Manager, G Martell-Turner	Email
15/10/2017	24 Misc	Email	IPA Aotearoa	IPA Aotearoa NZ Event & AGM 31st October	Manager, G Martell-Turner	Email
16/10/2017	25 Misc	Email	ECE Convention / SB, ATA	Fw: ECE Convention		
16/10/2017	26 Misc	Email	NCWNZ / ATA, SB	Fw: Applications now open for Aspiring Board Member		
16/10/2017	27 Misc	Email	ECC / SB, ATA, General Manager	Fw: Invitation to the launch of the Free SunSmart Early Childhood Online professional development module	Wellington and Hutt Association	Email
16/10/2017	28 Misc	Email	Victoria University of Wellington / CF, General Manager	Fw: How do children learn to play nicely?		
16/10/2017	29 Misc	Email	Early Learning Bulletin	He Pānui Kōhungahunga - The Early Learning Bulletin October 2017 Issue	Federation Officers	Email
17/10/2017	30 Misc	Email	Isentia	Media Alert	Media Monitors Trustee Board, General Manager, G Martell-Turner	Email
17/10/2017	31 Misc	Email	IPA Aotearoa	IPA Aotearoa NZ AGM and nominations	Manager, G Martell-Turner	Email
20/10/2017	32 Misc	Email	NCWNZ	125 years of Suffrage in 2018 - info from Ministry for Women	File Trustee Board, General Manager, G Martell-Turner	
22/10/2017	33 Misc	Email	IPA Aotearoa	RE: IPA Aotearoa NZ AGM and nominations	Trustee Board, General Manager, G Martell-Turner	Email
24/10/2017	34 Misc	Email	IPA Aotearoa	IPA Aotearoa AGM- Nominations received.	Trustee Board, General Manager, G Martell-Turner	Email
24/10/2017	35 Misc	Email	IPA Aotearoa	IPA Aotearoa NZ AGM Nominations received.	Trustee Board, General Manager, G Martell-Turner	Email
24/10/2017	36 Misc	Email	Isentia	Media Alert	Media Monitors	Email
24/10/2017	37 Misc	Email	OMEP Wellington	OMEP November Meeting	Wellington and Hutt Association CFO, Trustee Board, General Manager	Email
25/10/2017	38 Fin	Email	OMEP Wellington	OMEP 2017-18 subscriptions due	Manager	Email
25/10/2017	39 Fin	Email	Capital Gateway Motor Lodge	RE: NZ Playcentre Federation 12-14 October	Accnts Mgr	Email
25/10/2017	40 Misc	Email	Hui E!	Reminder: Hui E! Annual General Meeting	Trustee Board, General Manager	Email
26/10/2017	41 Misc	Email	NZARE	NZARE Early Childhood SIG hui on 19 November	Trustee Board, General Manager	Email
26/10/2017	42 Misc	Email	Asia NZ Foundation / SB	Fw: SAVE THE DATE: Invitation to Starting Strong - Launch of Asian under fives report (08/11/2017)	ATA, General Manager	Email

Incoming Correspondence: 1 - 31 October 2017

Date of Report: 6th Nov 2017

Trustee Board Meeting: 10-11 November 2017

26/10/2017	43 Misc	Email	IPA Aotearoa	IPA Aotearoa NZ -AGM and Heather Knox event 31st October	Trustee Board, General Manager, G Martell-Turner	Email
27/10/2017	44 Misc	Email	Isentia	Media Alert	Media Monitors	Email
27/10/2017	45 Misc	Email	NCWNZ	NCWNZ The Circular November 2017 Fw: Agenda and Presentations for Building on Success for All Forum	Trustee Board, General Manager	Email
29/10/2017	46 Misc	Email	Ministry of Education / SB		ATA, General Manager	Email
29/10/2017	47 Misc	Email	Ministry of Education / SB	Fw: Handout for Building on Success for All Forum	ATA, General Manager	Email
30/10/2017	48 Misc	Email	ECAC	Call for agenda items for next ECAC	SB	Email

Outgoing Correspondence: 1 - 31 October 2017  
 Trustee Board Meeting: 10-11 November 2017

Date of Report: 6th Nov 2017

<b>Date</b>	<b>No</b>	<b>Code</b>	<b>Method</b>	<b>From</b>	<b>To</b>	<b>Subject</b>	<b>Copied to</b>	<b>How</b>
9/10/2017		Misc	Email	SD Mgr	AKL Association	Fw: Fw: SPACE in the Auckland/Northern Region	General Manager	Email
17/10/2017		Misc	Email	Sec	ECAC	Re: Response needed: FW: Other advisory/subgroup membership	SB, General Manager	Email
16/10/2017		Misc	Email	ATA	Te Akoranga Association	FW: Conversation re Playcentre Aotearoa		
20/10/2017		Misc	Email	CF	AKL Association	Trustee Board responses to Conference 2017 Decision Papers		