

TRUSTEE BOARD MEETING 17TH – 18TH MARCH 2017 **(Mangere Town Library, Auckland)**

Present

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

Friday 17th March

The meeting commenced at 10.00am with a karakia.

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

Meeting Administration

Apologies

Cynthia Murray

Conflict of Interest

Avis – CEO Mid North Playcentre Association

Clare – Past President of Hutt Playcentre Association

Alaine – Taranaki Playcentre Association Rep

Susan – Life Member of Hutt Playcentre Association and Naenae Playcentre project

Alasdair – Chair of English Language Partners NZ

Ann – Employee North Shore and life member Narrowneck Playcentre

Additions and prioritising the agenda

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

Additions to the agenda:


- Grief Relief Workshop PLD for the Trustee Board

Approval of Previous Minutes:

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

10th – 11th February 2017 Trustee Board Meeting Minutes – *Meeting ratified the Loomio approval of the 10th – 11th February 2017 Trustee Board Meeting Minutes and distribution.*

Next Steps:

- Secretary to distribute the following minutes to the whole organisation:
 10th – 11th February 2017 Trustee Board meeting minutes

Amendments to the Previous Minutes:

Amendments to the 10th December 2016 Trustee Board Meeting Minutes is as follows:

Page 3: Paragraph starting “Highlighted the achievable #s...” need to change “The T ngata Tiriti hui strongly felt that travel needed to be covered for cluster meetings, the meeting determined self-managing/centre paid travel.” to “Some in the T ngata Tiriti hui strongly felt that travel needed to be covered for cluster meetings, but the meeting agreed on self-managing/centre paid travel.”

Meeting agreed to approve the amendments to the 10th December 2016 Trustee Board Meeting Minutes.

Correspondence (January and February 2017)

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

Meeting ratified the Loomio approval of the January and February 2017 incoming and outgoing correspondence and distribution.

Next Steps:

- Secretary to distribute January and February 2017 correspondence.

Matters arising from the Minutes

Financial Analysis of Structure and Sick Leave

Not ready as yet, will be presented to the May Trustee Board as a draft budget. Focus at present for the CFO is the financial information for the legal amalgamation.

NZPF Bicultural Component 2016

Suggested to be transferred to the Māori Development Manager.

Meeting agreed to transfer this task to the Māori Development Manager once recruited.

Financials (December 2016 and January 2017)

The December 2016 and January 2017 financials had been circulated prior to the meeting and discussed on Loomio.

Meeting ratified the Loomio approval of the December 2016 and January 2017 financials and distribution.

Next Steps:

- Secretary to distribute December 2016 and January 2017 Financials.

Cash Reserves

There will be valid reasons why certain funds need to be ring-fenced, for example, where a grant was provided for a specific reason. We then have a fiduciary duty to ensure it is spent in the manner that it was intended. However, Playcentre as a whole, which includes Associations and Centres, have recognised and committed to the need for significant change. As an organisation we need to ensure that all Regional Hubs and Centres flourish, and that funds are used with maximum impact.

The 2014 Roadshow paper, which was printed in the Playcentre Journal, stated that Playcentre had recognised "We can choose to look after each other if we use our funding more strategically and become one family in one national organisation" to "better support everyone".

It is **recommended** that the model discussed above, that fulfils this outcome the best is the **fourth model** where we manage our funds on a centralised basis, where it goes to the initiatives that fulfil our strategic priorities, wherever in Aotearoa, that it happens to be in. However, there are certain important reasons to ring-fence certain funds e.g. from tied grants, and they should be recognised.

The Trustee Board should agree on a principle for treating assets and liabilities that are transferred from Associations. Once the guiding principle is decided upon the Federation management team will write a policy on this treatment.

Discussion:

Email received from Nelson Playcentre Association; there are funds available that the Association has queried due to no ring-fence, "appropriate in terms of preserving (for want of a better word) the assets etc for future whanau especially as we move to amalgamation". This highlights that Association ring-fence cash reserves also needs to be considered under this topic. Hui Tau Māori had considered the management of the cash reserves for ring-fence and how this could be used in the amalgamated structure. Noted, there are 3 ring-fence bank accounts that are not under Association umbrellas.

Funds which are tagged for a good reason needs to be respected and retained as such but need to think about the organisation as a whole.

Suggested that Associations consider what they wish to use their internal ring-fenced funds for in the amalgamation structure; encourage Associations to communicate with external stakeholders regarding the release ring-fenced funds.

Property bequeathed to Associations will be automatically transferred to the amalgamated organisation. Possibly need to contact the original owners. General Manager to investigate bequeathed and ownership of property further.

Suggested that templates or examples are made available to Associations to support them to work through scenarios regarding their funds and making decisions. Need to identify what a 'good reason' is.

Centres who have applied for grants will still have access to this. Highlighted that Associations currently support Centres in the required reporting of the received grants.

Discussion of management, support and accountabilities of funds and accounts in the future. Legally the Trustee Board will be accountable for the whole of the organisation.

Decision:

Meeting agreed to the recommended option 4: On transition, Regional Managers apply to have a certain amount of funds ring-fenced. A specific reason will need to be provided for the ring-fence to be granted, for example, a grant was received by an Association for a specific purpose, that the Association has not managed to implement as yet.

Next Steps:

- Operations to provide templates/examples for Associations to assist in the consideration of how the funds are to be managed.
- CFO to consider the extent of the information that should be collated now.
- May Trustee Board meeting agenda – Cash reserves update

The meeting went in committee at 11.25am and came out of in committee at 11.35am

Education Team Report

1. Education Team Plans up to November 2017

Recommendation:

Do this before the end of the first term of 2017 [it is my understanding that this will not be happening until June 2017??] There is no agreement about the scope of the jobs or the funding possibilities.

Discussion:

The Human Relationship Manager is currently having conversations with the Tertiary Education Funding Manager and Training Coordinator regarding the job descriptions for the Education roles for the amalgamated structure.

How do we ensure members complete the training in the short time that they are at Playcentre?

Discussion regarding the Education Co-Convenors regarding where they fit within the amalgamated structure and governance. Governance of the PTE will sit on the Trustee Board. Recognition of the knowledge and skills held by the Education Co-Convenors and how this could be utilised in the amalgamated structure.

Highlighted that there is the possibility of sub-committees in the amalgamated structure.

Discussion needs to be held about bringing the work completed into the amalgamation plan.

Transition for the Education Team needs to start now with the aim to handover to Tertiary Education Funding Manager and Training Coordinator in October. Transference of any signatories for the PTE will need to be transferred in October.

Discussion regarding what needs to be handed over; whether it is governance and management and where governance would be handed over.

Next Steps:

- General Manager to have a conversation with Tertiary Education Funding Manager and Training Coordinator regarding the Education report.
- Susan, Cynthia and the Change Programme Manager to have a conversation with the Education Co-Convenors regarding operations within the report.

2. Plan and Deliver Professional Development for the National Tutor Pool

Recommendation:

Trustee Board to approve extra funding to support the professional development for the national tutor pool.

Discussion:

Veronica discussed the budget for the provision of the delivery and structure of the training programme from bulk funding and TEC. Usually professional development for the tutors would have occurred at the National Education meeting, but the purpose of the National Education meetings was interpreted by Associations differently.

Decision:

Meeting agreed to the CFO considering the provision of professional development for the national tutor pool whilst drafting the overall budget.

Next Steps:

- Human Relationships Manager to consult with education staff on the recent survey of teaching staff.
- CFO to consider education professional development when drafting the budget.
- Operations Manager to investigate professional development for tutors through Exult.

Licensing Agreement Renegotiation

Background:

The current Licensing Agreement applies to Playcentres belonging to Playcentre Associations that are affiliated to the New Zealand Playcentre Federation Inc. (NZPF) and was driven by a change in Playcentre qualifications in 2001. It does not apply to any other Early Childhood Education (ECE) service. The current Agreement between NZPF and the Ministry of Education (MOE) has two parts:

- A. **The session supervision requirement** - The unique Playcentre context is defined and a set of Association and centre responsibilities identified. The supervision of Playcentre sessions requires Playcentres to use a supervision plan that is approved by their Playcentre Association.
- B. **The qualification requirement** - The qualification requirement for adults responsible for supervision of Playcentre sessions was approved by the New Zealand Qualifications Authority (NZQA), the Ministry of Education and the New Zealand Playcentre Federation Inc. and is based on courses in the Playcentre Diploma in Early Childhood and Adult Education. These 'qualifications' were published in the 84th issue of the New Zealand Gazette on 9 August 2001 and took effect on 1 January 2002. (Ref Playcentre licensing circular 2001)

A new Licensing Agreement is needed at this time both to reflect the structural change taking place in the Playcentre organisation and because of the change in qualifications to be delivered by Playcentre Education.

A new agreement and negotiations will need to consider:

1. The unique Playcentre context – as understood by Playcentre and MOE
2. Qualifications for licensing in Playcentre
3. Possible Opportunities
 - i. Improve Access to quality Funding (rate2)
 - ii. Cluster model
4. Transition Process (including analysis of qualifications actually being used for licensing now)
5. Communication strategy to be developed once an agreement is reached

Communication strategy

While the organisation is discussing a new licensing agreement perhaps we set up a Frequently Asked Questions and Answers option somewhere anyone wanting clarification can pose a question which can be answered. Q and As cumulatively building up for others to read.

It is really important with any change clear messages are distributed. A communication strategy which involves both Playcentres and MOE offices can be designed once agreement is reached.

Discussion:

Concerns raised about the Education Team report and the variation between the report and the licensing renegotiation report.

Need to seek common language when writing the policies i.e. Education Act, Te Whāriki etc.

The supervision requirements need to fit with the Playcentre Aotearoa constitution. Good opportunity to review the supervision requirements to fit with philosophy. Add '/' between parent caregiver.

Discussion regarding quality funding and the ability to renegotiate the minimum qualifications for licensing. Who sets the minimum qualifications for licensing. Highlighted what is proposed is a big difference compared from Course 3 to Level 4 currently. Concerns raised about sustainability; there is a low number of quality funded sessions.

Concerns raised whether the plan is achievable and whether the higher qualifications is setting the organisation up to fail.

The PTE database would be able to give some indication of how long members stay at Playcentre. Discussion on how long the average parent stays at Playcentre.

What is the difference between the Level 4 Playcentre Educator Award 20 credits and the NZ certificate in Early Childhood Education level 4 60 credits. Could there be another level between these two? Concern there is two people holding the supervision levels and how this affects the group supervision model.

Playcentre offers leadership training so possibly the framework suggested includes this to be able to provide quality Playcentre sessions; need confirmation about this.

Balancing internal individual needs of participants and needs of quality. Have other completion options been considered?

Internal consultation – what does this look like? Who would be consulted? Assumption that the consultation would occur with the Association Education Teams; consideration of the amount of workload being distributed to Associations.

Renegotiation will consist of the licensing agreement but not of the funding rate. Renegotiation of the funding rate will need to occur after the amalgamated operational structure has been completed.

The suggested training framework does not reflect the co-operative nature of Playcentre. How does the MoE licensing criteria match the NZQA framework; we have to provide MoE what Playcentre suggests is the licensing under the new framework and negotiate with MoE whether this would be appropriate.

Veronica gathered information to the questions from the Training Coordinator:

The writing teams have had the same concerns and trying to work through those concerns.

MoE has not set any minimum terms.

The Training Coordinator had concerns about adding the level 3 qualification as it is 60 credits which would take the same amount of time to complete as the level 4. It is part of a secondary school qualification and very basic, below the basic knowledge of those that would be completing the training. The standard for any employment qualification is level 4, the current course 2 and 3 qualifications are already at that level it is simply that number of credits is more to achieve level 4.

Concerns about the time to complete the training has been recognised this is due to current delivery options and scheduling; investigation of other options is also being considered.

Concern raised by the Training Coordinator that to add another internal qualification would be setting the bar too low; people will aim for the lowest qualification. If we set the lower levels we run into problems with the completion rates for TEC; leading to less funding received.

Noted the level 4 qualification is a recognised qualification that can be used outside of Playcentre. If we add additional 'stepping stones' then the organisation may need to be open to taking potential members that have completed level 3 as a qualification recognised within Playcentre. A selling point for members is the recognised qualification at the end. Level 4 is pitched at the team leader level and level 5 is pitched at session support level.

Need to get NZQA approval prior to approaching MoE for the renegotiation. A discussion held with MoE indicated that there may be the ability for them to review the programme whilst NZQA is reviewing it. Would the completion percentage be used to negotiate with TEC? The negotiation round is scheduled to be in May 2017. Currently lose 5% of funding each year because we don't meet the completion rates.

An individual needs to complete 60 credits to achieve level 4. Discussion regarding the possibility of adding an additional qualification that is credits towards the level 4 certificate.

Discussion held on the resources currently available for students to complete versus the possibilities in the future.

Suggested to highlight to members what roles would be available to those that complete the higher levels of training. Concerns raised on not having the programme content available to view.

Decision:

Meeting agreed that the Trustee Board holds concerns that the time to complete the credits for the proposed qualifications is not achievable and sustainable at this stage and more information is needed before a decision can be made.

More information is required and the Trustee Board would like the Training Coordinator to investigate whether there is the possibility of creating a course that is worth 40 credits.

Next steps:

- Operations to support the communication between NZQA, MoE and the Training Coordinator once the programme is written.
- Operations to communicate with the Education Team on the request for the required information for a decision to be made i.e. the NZQA framework compared to the proposed qualification. Analysis on meeting or exceeding the standards in the NZQA framework. Requested student data; completion rate for courses, enrolment rate for courses, duration, etc.
- Secretary to complete the analysis on the pink stats.
- Information to be loaded onto Loomio for a decision by the Trustee Board. Possible Skype meeting to discuss further.

Playcentre Property: Insurance Tender

A matter for your consideration is whether you want the Trustee Board (via Loomio) or authorise the General Manager to make the decision to join a shared insurance scheme with Te Kōhanga Reo National Trust or go out to tender as originally planned for Playcentre insurance contracts.

Discussion:

Consideration should be given to the costs related to insurance levies. A managed scheme seems like the best option going forward but question whether there are other insurance companies that could give a better quote.

Suggestion to approach Crombie Lockwood directly to see what they will offer Playcentre; noted there is a process to follow for tender for insurance.

Recommendation:

Decision:

Meeting agreed to the General Manager making the decision regarding options for Insurance.

Next Steps:

- Update to be presented by the General Manager to the Trustee Board.

Schedule of Delegations and Change of Signatories

Meeting agreed to update of the Delegated Authorities Policy and Schedule (attached).

Next Steps:

- Removal of signatories will be placed on the agenda for a future Trustee Board meeting once the paperwork has been completed.

Te Akoranga CYCLE Paper

Decide that there be one "Programmes Levy", such that SPACE, Babies CanPlay, CYCLE, and potentially any other programmes are charged the same levy rate. SPACE and Babies CanPlay levy currently set at 10% for March 2017, 15% for July 2017 and 30% from November 2017.

This option would give simplicity in that there are 2 possible levy rates and all 'alternative' programmes are being treated equally. It would also give clarity for any future programmes that are developed around the levy they should expect to pay.

The income for CYCLE programmes is lower than that for SPACE/Babies CanPlay, due to the different funding rates for 'Under 2's' and '2 and overs'. This means that a larger proportion of the funding goes on facilitator costs, even where both programmes have 2 paid facilitators per session. A 30% levy would mean that CYCLE programmes would need to find additional funding just to meet the facilitator costs, let alone any session running costs.

CYCLE programmes could be given some assistance to ensure they are maximising the opportunities for funding.

The Programme Coordinator already proposed at a regional level for the SPACE/Babies CanPlay programmes would also oversee CYCLE, and this along with other admin and property costs would be covered by the 30% levy.

This was approved via Loomio; this decision will be in reserve if the Te Akoranga paper is agreed to at National Executive.

Discussion:

Trustee Board cannot investigate until further data is gained from all Associations; noted this is not a current priority and that will be decided by operations at a later date.

The National Executive needs to know what it will look like in the amalgamation and the full impact on the budget; this information needs to come from Operations.

By applying the reduced levy to the CYCLE programme it is a risk that other Associations may request the same levy. Where will the funding be taken from the budget if the reduced levy is applied?

Suggested that the National Executive is given information and a recommendation that this decision is a management decision.

\$30,000 is total of bulk funding for CYCLE levy 50% is \$15,000. If other sessions request to be given the same consideration this is a risk to the budget and the amalgamation.

Information required to be presented to the National Executive meeting:

- Funding implications
- Risks of agreeing with recommendations from Te Akoranga paper
- Impact on the amalgamation
- Summary of numbers
- How the decision of the SPACE/Babies Can Play was made

Need to consider how this would impact the whole and need to look at the wider implications of this decision.

The information from Operations to be sent to Te Akoranga Playcentre Association prior to distributing to the whole of the organisation.

Noted, the CYCLE programme has been running for 9 years and yet to be sustainable.

Next Steps:

- The operations paper to be loaded onto Loomio by Wednesday 22nd March 9am review by the Trustee Board.
- Final paper to be sent to Te Akoranga Playcentre Association on Thursday 23th March 9am, Ann to contact the Association to communicate that a Trustee response is being collated and the Association will receive this prior to the rest of the organisation.
- Secretary to distribute the information to Associations on Monday 27th March.

Conflict of Interest

Highlighting what is a conflict of interest and confirming this in the meeting; this was done well for this meeting.

March National Executive Meeting

General Manager Observer

Open invitation to the General manager to attend each whare as and when he is available to observe. Noted need to manage the behaviours within the houses i.e. the awareness of the General Manager only observing in the whare. Reminder to be given to the delegates of the need of both whare to be given the 'same information at the same time'.

Check with each whare at the start of the meeting to ensure they are ok with this.

Decision:

Meeting agreed to offer an open invitation to the General Manager to attend each whare as and when he is available to observe

Next Steps:

- Susan and Alaine to communicate this to the house facilitators so they are aware.

Meeting closed at 6.06pm

Saturday 18th March

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

Welcome, Opening and Karakia

The meeting opened at 8.30am with a Karakia

Legal Amalgamation Affidavit

Report received from the Honorary Legal Advisor with an update of the status of the completion of the legal amalgamation affidavit.

It was noted the completed documentation needs to be sent to the Associations prior to the submission to the Crown Law Office to review.

The CFO is providing the financial information to the Honorary Legal Advisor as the priority.

Have a deadline of the document being sent to Association prior to the National Executive meeting, allowing for a week to be reviewed by Associations and then submission to the Crown Law Office.

Veronica noted that from a conversation with Neilson Law, they advised that 13 Associations of the 29 that are using the Federation lawyers have not sent back the letter of engagement to the lawyers.

Suggested to have these signed by the delegates at the National Executive meeting.

Decision:

Meeting agreed for the documents (when completed) to be circulated to the Associations before submission to Crown Law Office.

Next Steps:

- Operations Manager to follow up the letters of engagement from the Associations who have not returned this document.
- General Manager to request Hon Legal Adviser, David McLay, to ensure relevant Charitable Scheme documentation is distributed to Associations prior to the National Executive meeting on Friday 31 March, providing them with a week to provide him (the Hon Legal Adviser) with any corrections/edits.

Grief Relief PLD

Susan has had a conversation with Clare Laurenson, www.griefrelief.co.nz, regarding the grief process that members will be going through as the changes of the amalgamated structure continues. Recommend that Clare provides PLD to the next Trustee Board meeting so the Trustee Board can better support members through the change.

Suggested plan something positive and inspiring for the Conference.

Discussion regarding the Human Relationships Manager providing grief/redundancy advice to Association employees. EAP is already provided for employees as an individual support through this change.

Decision:

Meeting agreed to Susan engaging Grief Relief to provide PLD for the Trustee Board meeting in May.

Next Steps:

- Susan to negotiate a voluntary group rate for providing this service to the Trustee Board.
- Finance to inform Susan how much budget is available for Trustee Board PLD.
- May Trustee Board meeting agenda – Grief Relief

March National Executive Meeting

Logistics

Quorum has been reached for the meeting.

The Change Programme Manager, Human Relationships Manager and CFO will be attending the National Executive meeting in the role of supporting the amalgamation plan presentation and will be available to answer questions that come up from this presentation.

Suggested having parking bays available so people can write their messages and questions on post it notes.

Suggested the Change Programme Manager, Human Relationships Manager and CFO to put together a FAQ to be distributed to the meeting prior to the presentation.

Discussion regarding the run sheet for the National Executive meeting and amendments made as necessary.

Discussion held on the role modelling for the governance discussion paper section of the agenda.

Discussion regarding voting at the National Executive Meeting and how this is presented as an option of decision making at the meeting.

A remit will need to be presented to the November AGM regarding March 2018 National Executive.

Next Steps:

- Operations Manager to contact possible third Advisory Panel members.
- Secretary to let the Operations Manager know what gifts are available.
- Secretary to provide parking bays in each room for questions
- Secretary to order resources/stationery for the National Executive meeting; people to let the Secretary know what is required by Wednesday 22nd March - Large Post it notes
- Matters arising from the October 2015 and March 2016 National Executive meeting minutes Secretary and Operations Manager to review
- Wording for Alaine for the National Executive meeting minute decision to be given by the Secretary.
- Diversity video link to be provided to the Operations Manager for IT set up.
- Secretary to prepare the voting papers in case the decisions are moved to a ballot vote.

Reports

T ngata Tiriti Trustee Board Report

1. *Advocacy – Key messages (Susan's portfolio)*

Background:

Opportunities arising for attending political events as we approach the election; There is a need for consistent messages to be developed and shared with our members [See attached “EEF Election 2017 Federation key messages” as an example]

Impacts:

Strong, consistent approach to Playcentre perspectives being represented

Concerns:

Mixed messages being represented in different forums, different parts of the country

Considerations:

Focus on our strengths, our philosophy, a positive future that includes Playcentre supporting parents as the first and best educators of their own children, in their own communities, in a cooperative way.

Recommendation:

Engage wider membership in developing these messages (Maureen Woodham’s elevator spiel, Dalene Mactier positive framing, Jeremy Randerson civic messages, etc)

Decision:

Meeting agreed to Susan coordinating this advocacy project to engage wider membership in developing these messages with the assistance of Maureen Woodham’s elevator spiel, Dalene Mactier positive framing, Jeremy Randerson civic messages, etc.

Next steps:

- Susan to coordinate the development of a one page document.

2. Tangata Tiriti Hui 2017/2018

Background:

Inaugural T ngata Tiriti Hui held in 2016 – no established process for holding an annual Hui for T ngata Tiriti

Impacts:

Opportunity to continue building T ngata Tiriti culture & developing our shared vision

Concerns:

Budget not available

Considerations:

Need to be specific about the purpose of the Hui

When is a reasonable time to hold it – AGM in November; new budget year 1.9.17; timeframe for AGM papers & nominations for AGM 8 weeks prior?

Recommendation:

Planning for T ngata Tiriti Hui is discussed at National Executive (T ngata Tiriti whare).

Discussion:

There is no provision in the current budget, which ends in August, there is an expectation that there will be budget allocated in next year’s budget. The funding allocation in the budget will be based on the amount used for the last T ngata Tiriti hui.

T ngata Tiriti to consider when their meeting will be held in line with consultation to National Meetings.

Next steps:

- Budget confirmed as being available, planning can begin

3. March National Executive registrations cost

Background:

Cost for last National Executive \$488 – this time \$530

T ngata Tiriti Hui at same venue; costs (excluding travel) = \$16,515.92 (budgeted \$21,795.59)

Impacts:

Are we able to reach quorum?

Concerns:

Deterrent for attending

Considerations:

Additional costs for National Executive: more meeting rooms & professional development.
Venue has its own shuttle.

Discussion:

Are there other costs that have created the increase in registration?

Noted that the costs of T ngata Tiriti and the National Executive meeting would need to be compared including the specific costs involved.

4. Supporting the Playcentre Journal (Clare)

Background:

Lack of articles being provided

Impacts:

Delays in production & smaller issue

Concerns:

Loss of content & readable interest

Considerations:

Priorities

Discussion:

How can the Trustee Board genuinely support the Journal?
Where does the Journal fit in the Annual Plan?

Journal Editor is getting frustrated that articles are not being supplied or provided on time and the management of what articles to use in available space.

Suggested to use past journal articles.

Need governance strategy of what types of information would like to be seen in the journal in the future.
Need clarity of the audience intended for the journal. The intended audience is the membership of Playcentre but awareness needs to be given that it is available to the wider public.

T ngata Whenua Trustee Board Report

1. Trustee Board Links & Portfolio / Review:

As we transition to Governance it is timely we review Trustee Board Portfolio Links.

Background: Historically, Standing Committee/Trustee Board held 'Portfolios' as 'Areas of Operation' due to lack of employees and to ensure the maintenance of these areas to review policy.
Links are to enable Reporting and Relationship Building.
Links & Portfolios were distributed to the organisation in June 2016. See attachment, which has been highlighted and comments.

Impacts:

- ✚ Enabling a distinct line between Governance and Operations roles, responsibilities and tasks;
- ✚ Enabling General Manager to grow his team without cross-communications and quasi-reporting mechanisms;
- ✚ Enabling General Manager to establish clear communication lines with Operational team;
- ✚ Enabling clear Governance-Operations communication line.

Concerns:

- ✚ Timing: the General Managers priority is the amalgamation. When/Time 'Links & Portfolios' are passed over to the operational team should be managed by the General Manager;
- ✚ Handover: tacit knowledge and incomplete projects need to transfer. How does this happen?

Considerations:

- ✚ There will always be operational deadlines that need to be met. Time and turnover is highlighted here;

- ✚ Ensuring the wider membership both governance & operational are notified;
- ✚ Indication of Trustee Board moving towards Governance only and away from Operations/Management responsibilities and tasks;
- ✚ This will also trigger review of Trustee role descriptions, Code of Conduct and NZPF Confidentiality agreement.

Next steps:

- Trustee Board to feedback thoughts on the changes needed as indicated in attachment.
- Operations to review and amend and bring to the May Trustee Board meeting.
- May Trustee Board meeting agenda – Trustee Board Links and Portfolios.

2. SPACE NZ Trust: - use of NZPF Air New Zealand booking service

Background: Susan has made contact with past co-presidents Marion Pilkington and Maureen Woodhams for historical knowledge and clarification. When SPACE was under Hutt Playcentre Association, the NZPF Air New Zealand booking system was utilised. There was no Memorandum of Understanding as this was considered as supporting the Association. Currently SPACE NZ Trust utilise the NZ Playcentre Federation (NZPF) Air New Zealand booking system. SPACE NZ Trust is invoiced for ticketing fee and cost of flights.

Impacts:

- ✚ NZPF Employee and Contractor tasks and time in processing;
- ✚ Cost to NZPF unknown;
- ✚ This is not a priority for the Operational team;

Concerns: as indicated in Impacts.

Considerations:

- ✚ Awareness of the relationship between NZPF & SPACE NZ Trust;
- ✚ Best way forward for NZPF;
- ✚ Less focus for Operational team on amalgamation.

Decision:

Meeting agreed to no longer offer this service to SPACE NZ Trust.

Next steps:

- Operations to advise SPACE NZ Trust this service is no longer available.

4. Rental Car for HaTM2017

As M ori Federation Officers will be 'hosting' Hui -Tau M ori 2017. We will need to hire a vehicle for

- a. if delegates need a doctor or other health reasons and
- b. any further unidentified local travel/needs.
- c. We recommend that as Avis' details are on file a car be hired.

Next Steps:

- Secretary to contact Avis on the requirements for the rental car.

Lock-Down of Decision Making

The following was raised: "while we are building capacity for partnership relationship at cluster r p level, what mechanisms can we put into place to avoid lock-down of decision-making at AGM level where the houses cannot reach consensus?"

Background: The Honorary Legal Advisor was asked the above. He reminded me of the current constitution clause 10, that being:

- 10.2 Where consensus does not produce a decision, and a decision is required, the following options shall be considered:
 - 10.2.1 suspend deliberation pending further information/research;
 - 10.2.2 delegate the decision to the Trustee Board; or
 - 10.2.3 use formal voting detailed in Clauses 10.3 and 10.4.
 - 10.3 Voting entitlement at meetings of the Federation shall be as follows

Impacts:

- ✚ Ensuring resources are prepared and available;

- ✚ Preparation, understanding as a team the tools the organisation has available.

Concerns:

- ✚ Current constitution voting differs for General meetings and National Executive meetings.
- ✚ Trustee Board knowing and agreeing what decisions could fall under 10.2.1, 10.2.2 and 10.2.3.

Considerations:

- ✚ AGM decisions there is a 'standard list' e.g. Honorary Auditor, Legal Advisor ...
- ✚ Other decisions, would need to be identified for clarification and a way forward established at Trustee Board in preparation for Conference

Discussion:

Discussion on the history of the two house model and passing this history on to our membership. Encourage members read the Te Tiriti o Waitangi Audit, April 1999 and Structural Analysis Report for Playcentre, May 2005 and encourage people to act in Whanaungatanga.

Centres are building relationships, clusters are further building on relationships, the perspectives will be shared at these levels which will filter through to the national meetings.

There is natural representation of all cultures at centre level, is the cluster level needing this representation? This is the role modelling that is needed at National Executive. Recognise this is an issue.

Discussion regarding race versus culture.

Issue is whilst we encourage the partnership in the Centres and clusters there will be some clusters that don't have any M ori representation or wh nau M ori that may not want to be part of that role. Highlighting that clusters may ask wh nau M ori to be the token M ori representation for biculturalism.

T ngata Tiriti Trustee Board to manage the need of the T ngata Tiriti caucus to work effectively in the Tiriti o Waitangi framework. The doing is to have conversations and work on building these relationships.

The T ngata Tiriti hui and Hui Tau M ori are facilitated or managed by the Trustees to ensure the hui are working on the same page.

Since October 2015 the National Meeting decision making process has been managed better from learning from the outcomes from the October 2015 National Executive Meeting.

Notification of what will occur at the upcoming Hui Tau M ori is stated in the T ngata Whenua Trustee Board report each Trustee Board meeting for awareness.

If people have an initiative at the cluster level then need to consider how that initiative will be researched further in partnership.

At what point does learning of the two house model occur to prepare our members prior to attending the National Meeting?

When does the learning of the 4 p's, partnership, participation, protection and spirituality, honouring Te Tiriti o Waitangi happen and how does it look at each level?

Acknowledge when decision making has worked well in the past and how far we, as an organisation, have come in our bicultural journey.

Suggested this concern is included as part of the governance paper discussion at National Executive.

Houses are able to write their own papers within their own processes. Consultation needs to happen with both houses prior to the meeting. Each house has the criteria of the Advisory Panel and are strongly encouraged to consult with their r p .

Meeting closed at 2.50pm

Next Trustee Board meeting:

Online Meeting	24 th April 7.30 – 8.30pm
Trustee Board	5-6 th May 2017, Wellington – Reports due in 27 th April

True and accurate record:

Signed: Date:

Signed: Date:

Incoming Correspondence: 1 - 28 February 2017

Date of Report: 8th March 2017

Trustee Board Meeting: 17-18 March 2017

Date	No	Code	Method	From / To	Subject	Copied/Fwd. to	How
1/02/2017	1	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
1/02/2017	2	Misc	Email	NZARC	Non Profit Matters - Some would call it coincidence	Trustee Board, Ops Mgr, GM	Email
2/02/2017	3	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
3/02/2017	4	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
3/02/2017	5	Fin	Email	CallPlus	CallPlus Invoice and Online Reporting Notification	Accnts Mgr	Email
3/02/2017	6	Misc	Email	Ministry of Health	Limited Stakeholder review of the draft Physical Activity Guidelines For Under-Fives (3 February to 3 March 2017)	Trustee Board, Ops Mgr, GM	Email
4/02/2017	7	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
7/02/2017	8	Misc	Email	Early Learning Bulletin	He Pānui Kōhungahunga - the Early Learning Bulletin - Special Edition - Mumps	Federation Officers	Email
7/02/2017	9	Fin	Email	Te Whatu Manawa Maoritanga o Rehua Trust / ATA	FW: NZ Playcentre Federation: Hui ā-Tau Māori 2017		
7/02/2017	4	Misc	Post	NZCER	Annual Report 2015-2016	Trustee Board Mtg	
7/02/2017	5	Misc	Post	TRCC	TRCC Course Programme January - December 2018	Trustee Board Mtg	
7/02/2017	6	Fin	Post	NZ Post	Statement of Accounts	Accnts Mgr	Email
7/02/2017	7	Misc	Post	Ministry of Education	Reply to request for feedback extension	Trustee Board Mtg	
8/02/2017	10	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
8/02/2017	11	Misc	Email	Ministry of Education	Teacher-led Innovation Fund (TLIF)	SB, ATA, GM	Email
8/02/2017	12	Fin	Email	ACE Aotearoa	Invoice INV-0152 from ACE Aotearoa	Accnts Mgr, GM	Email
8/02/2017	13	Misc	Email	ECAC	ECAC next week	SB	Email
8/02/2017	14	Misc	Email	Hutt Playcentre Association / GM, ATA, SB	RE: Hutt Association - hub locations		
9/02/2017	15	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
9/02/2017	16	Misc	Email	ERO	ERO's Extending their language - expanding their world: children's oral language (birth - 8 years) report is now published	Ed Team, Trustee Board, Ops Mgr, GM	Email
10/02/2017	17	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
10/02/2017	18	Misc	Email	ECAC	OECD presentation at ECAC	SB	Email
10/02/2017	19	Misc	Email	NCWNZ	NCWNZ Board Looking Forward 2017	Trustee Board, Ops Mgr, GM	Email
10/02/2017	20	Misc	Email	NCWNZ	MP Jan Logie's Domestic Violence Victims' Protection Bill	Trustee Board, Ops Mgr, GM	Email
10/02/2017		Misc	Email	Isentia	Media Alert	Media Monitors	Email

Incoming Correspondence: 1 - 28 February 2017

Date of Report: 8th March 2017

Trustee Board Meeting: 17-18 March 2017

11/02/2017	21	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
12/02/2017	22	Misc	Email	EEF	Early Education Federation Council Meeting 16 February 2017	SB, ATA, GM	Email
12/02/2017	23	Misc	Email	Hui E!	Hui E! Pānui February-Huitānguru 2017	Trustee Board, Ops Mgr, GM	Email
13/02/2017	24	Misc	Email	Education Gazette	Volume 96 Number 2	Federation Officers	Email
13/02/2017	25	Misc	Email	ECAC	ECAC agenda - OECD item	SB, ATA, GM	Email
14/02/2017	26	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
14/02/2017		Misc	Email	Isentia	Media Alert	Media Monitors	Email
14/02/2017		Misc	Email	ECAC	ECAC agenda for tomorrow, Wed 15 Feb	SB	Email
14/02/2017		Misc	Email	NZCER	You'll want to know about our latest report, a new book on peer tutoring and more	Ed Team, Trustee Board, Ops Mgr, GM	Email
14/02/2017		Misc	Email	EEF	Re: ECE services involved in CoLs	SB, ATA, GM	Email
14/02/2017		Misc	Email	EEF	R: Members Top Three Current for our meeting on Thursday	SB	Email
15/02/2017		Misc	Email	GETS	Tender Notification	Ops Mgr	Email
15/02/2017	Fin	Email		Wellington Airport / Acnts Mgr	WIAL Invoice attached		
15/02/2017	Misc	Email		Parliament	RE: Social Capital of Playcentre	SB	Email
15/02/2017	Misc	Email		EEF	Early Education Federation Memo Number Two 2017	Trustee Board, Ops Mgr, GM	Email
16/02/2017	Misc	Email		GETS	Tender Notification	Ops Mgr	Email
16/02/2017	Misc	Email		Ministry of Education	CONFIDENTIAL BRIEFING - Te Whāriki Update	SB, ATA, GM	Email
16/02/2017	Misc	Email		ECAC	Follow-up from ECAC yesterday	SB, ATA, GM	Email
16/02/2017	Misc	Email		Hui E!	Invitation to a Briefing in Wellington	Trustee Board, Ops Mgr, GM	Email
16/02/2017	Misc	Email		NZARC	Non Profit Matters - Serving members where it matters most	Trustee Board, Ops Mgr, GM	Email
16/02/2017	Misc	Email		IPA	IMPORTANT INFORMATION FOR ALL IPA MEMBERS	Trustee Board, Ops Mgr, GM	Email
16/02/2017	Misc	Email		IPA	IPA NOMINATION PACKAGE-IMPORTANT INFORMATION FOR ALL IPA MEMBERS	Trustee Board, Ops Mgr, GM	Email
16/02/2017	Fin	Email		Wellington Airport / Acnts Mgr	Statement from Wellington International Airport Limited		
17/02/2017	Misc	Email		GETS	Tender Notification	Ops Mgr	Email
17/02/2017	Misc	Email		ERO	ERO's new publications: school trustees booklet, Communities of Learning Kāhui Ako, oral language	PLD, Ed Team, Trustee Board, Ops Mgr, GM	Email
17/02/2017	Misc	Email		Isentia	Media Alert	Media Monitors	Email
17/02/2017	Fin	Email		Wellington Airport / Acnts Mgr	WIAL Invoice attached		
18/02/2017	Misc	Email		GETS	Tender Notification	Ops Mgr	Email

Incoming Correspondence: 1 - 28 February 2017

Date of Report: 8th March 2017

Trustee Board Meeting: 17-18 March 2017

21/02/2017	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
21/02/2017	Fin	Post	NZPost	Statement of Accounts	Accnts Mgr	Email
21/02/2017	Fin	Post	NZPost	Invoice INV010035717	Accnts Mgr	Email
21/02/2017	Misc	Post	Exult	Tonic Magazine Issue 33	Trustee Board mtg	
21/02/2017	Misc	Post	EMA	Business Plus Issue 144	Trustee Board mtg	
21/02/2017	Misc	Email	NCWNZ	NCWNZ Co-opted Board Members	Trustee Board, Ops Mgr, GM	Email
22/02/2017	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
22/02/2017	Misc	Email	Haua Partnerships	Haua Partnerships are Live!	Trustee Board, Ops Mgr, GM	Email
22/02/2017	Misc	Email	Early Learning Bulletin	He Pānui Kōhungahunga - the Early Learning Bulletin February 2017 Issue	Federation Officers	Email
23/02/2017	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
			Hutt Playcentre Association / GM,			
23/02/2017	Misc	Email	ATA, SB	Re: Southern North Island Regional Hub location		
				He Pānui Kōhungahunga - the Early Learning Bulletin February 2017 Issue		
23/02/2017	Misc	Email	Early Learning Bulletin	Updated	Federation Officers	Email
24/02/2017	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
24/02/2017	Misc	Email	Isentia	Media Alert	Media Monitors	Email
24/02/2017	Misc	Email	NCWNZ	NCWNZ The Circular March 2017	Trustee Board, Ops Mgr, GM	Email
25/02/2017	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
27/02/2017	Misc	Email	Education Gazette	Volume 96 Number 3	Federation Officers	Email
27/02/2017	Misc	Email	EEF	Early Ed Fed Memo Number 2 2017	Trustee Board, Ops Mgr, GM	Email
28/02/2017	Misc	Email	GETS	Tender Notification	Ops Mgr	Email

Outcoming Correspondence: 1-28 February 2017

Date of Report: 8th March 2017

Trustee Board Meeting: 17-18 March 2017

Date	No	Code	Method	From	To	Subject	Copied to	How
13/02/2017	1	Misc	Email	SB	NZ Kindergarten - Clare Wells	Fw: Te Whariki RFP consortium	PLD, AL, ATA, GM	Email
15/02/2017	2	Misc	Email	ATA	Rehua Marae	FW: NZ Playcentre Federation: Hui ā-Tau Māori 2017		
17/02/2017	3	Misc	Email	ATA	Well South	FW: Hui in Christchurch		
17/02/2017	4	Misc	Email	SB	Ministry of Education	Re: CONFIDENTIAL BRIEFING - Te Whāriki Update	ATA, SB	Email
22/02/2017	5	Misc	Email	GM	Hutt Playcentre Association	Southern North Island Regional Hub location		

Trustee Board Meeting: 17-18 March 2017

Date	No	Code	Method	From / To	Subject	Copied/Fwd. to	How
1/01/2017	1	Misc	Email	IPA	2017: A Great New Year Ahead for Children and Play	Trustee Board, Ops Mgr, GM	Email
3/01/2017	2	Fin	Email	CallPlus	CallPlus Invoice and Online Reporting Notification	Accnts Mgr, Ops Mgr	Email
4/01/2017	3	Misc	Email	NCWNZ	NCWNZ - Congratulations on those receiving New Years honours including our President Rae Duff	Trustee Board, Ops Mgr, GM	Email
4/01/2017	4	Misc	Email	NCWNZ	Fwd: NCWNZ - Congratulations on those receiving New Years honours including our President Rae Duff	Trustee Board, Ops Mgr, GM	Email
5/01/2017	5	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
10/01/2017	6	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
12/01/2017	7	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
13/01/2017	8	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
13/01/2017	9	Misc	Email	Parliament	Oral submission	SB	Email
13/01/2017	10	Misc	Email	Hon. Hekia Parata	RE: Response to Te Whāriki consultation feedback/letter	Trustee Board, Ops Mgr, GM	Email
14/01/2017	11	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
16/01/2017	12	Misc	Email	Early Learning Bulletin	He Pānui Kōhungahunga - The Early Learning Bulletin - January 2017 Special Edition	Federation Officers	Email
17/01/2017	13	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
17/01/2017	14	Misc	Email	Isentia	Media Alert	Media Monitors	Email
18/01/2017	15	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
18/01/2017	16	Misc	Email	ECAC	ECAC meeting - proposed date 15 Feb 2017	SB, ATA, GM	Email
18/01/2017	17	Misc	Email	ECAC	FW: ECAC meeting - proposed date 15 Feb 2017	SB	Email
19/01/2017	18	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
19/01/2017	19	Misc	Email	Parliament	Confirmation of oral submission	SB, ATA	Email
20/01/2017	20	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
20/01/2017	21	Misc	Email	Isentia	Media Alert	Media Monitors	Email
21/01/2017	22	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
22/01/2017	23	Misc	Email	NCWNZ	NCWNZ - Honouring Members who were recognised in the New Years Honors List	Trustee Board, Ops Mgr, GM	Email
23/01/2017	24	Misc	Email	Te Akoranga Association / Ops Mgr	TE Akoranga CYCLE Paper		
24/01/2017	25	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
25/01/2017	26	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
25/01/2017	27	Misc	Email	Hutt Association / GM	Re: PRIVATE AND CONFIDENTIAL - Trustee Board decision on location of the regional hubs		

Incoming Correspondence: 1 - 31 January 2017

Trustee Board Meeting: 17-18 March 2017

Date of Report: 8th March 2017

26/01/2017	28 Misc	Email	GETS	Tender Notification	Ops Mgr	Email
27/01/2017	29 Misc	Email	GETS	Tender Notification	Ops Mgr	Email
27/01/2017	30 Misc	Email	NCWNZ	NCWNZ The Circular February 2017	Trustee Board, Ops Mgr, GM	Email
27/01/2017	31 Misc	Email	NCWNZ	NCWNZ media release: Remembering Dame Laurie Salas	Trustee Board, Ops Mgr, GM	Email
28/01/2017	32 Misc	Email	GETS	Tender Notification	Ops Mgr	Email
30/01/2017	33 Misc	Email	Education Gazette	Volume 96 Number 1	Federation Officers	Email
31/01/2017	34 Misc	Email	GETS	Tender Notification	Ops Mgr	Email
31/01/2017	35 Misc	Email	Isentia	Media Alert	Media Monitors	Email
31/01/2017	36 Misc	Email	NZTA	NZTA Estate & Trust Bulletin #134 January 2017	Trustee Board, Ops Mgr, GM	Email

Outcoming Correspondence: 1 - 31 January 2016

Date of Report: 2nd February 2016

Trustee Board Meeting: 12-14 February 2016

Date	No	Code	Method	From	To	Subject	Copied to	How
17/01/2017	1	Misc	Email	Ops Mgr	MoE	Playcentre Playgroups RE: PRIVATE AND CONFIDENTIAL - Trustee Board decision on location of the regional hubs		
26/01/2017	2	Misc	Email	GM	Hutt Association			
27/01/2017	3	Misc	Email	SB	Parliament	Fw: Confirmation of oral submission		

DRAFT as at 31 DECEMBER 2016
(Prepared by Accounts Manager from Info on hand)

	NORTHERN			MIDLAND			CENTRAL			SOUTHERN		
Accumulated Funds	333,255.34			505,216.77			311,361.76			724,824.52		
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			19,569.80			0.00		
PLUS Creditors due	0.00			0.00			0.00			146,253.44		
Funds Available in Bank Accounts	473,949.66			565,018.04			417,451.93			996,109.79		
LESS Creditors due	0.00			0.00			0.00			146,253.44		
LESS Allocations still to uplift	77,443.33			224,495.98			128,809.23			171,442.58		
LESS Contingencies Held	37,468.37			21,992.82			52,361.99			87,038.18		
Funds to Allocate	359,037.96			318,529.24			236,280.71			591,375.59		
Funds to hold	0.00			100.00			40,000.00			130,000.00		
Funds Available to Allocate	@Nov Mtg	196,861.33	Minute Taker New Building A/c		192,354.77	Minute Taker Cat 1 (60% of levies p	@ Nov Mtg	150,000.00	EM Land and/or Buildings	@Nov Mtg	86,471.95	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
		112,176.63	General A/c					46,280.71	General A/c			
		<u>359,037.96</u>			<u>318,529.24</u>			<u>236,280.71</u>			<u>591,375.59</u>	
Bank Balances		473,949.66			565,018.04			417,451.93			996,109.79	
Variance		0.00			0.00			0.00			0.00	
Made up of:												
<u>BANK BALANCES:</u>	03a/c	1,032.78	Cheque a/c	04a/c	5,332.33	Cheque a/c	05a/c	6,336.91	Cheque a/c	06a/c	466.74	Cheque a/c
	51a/c	221,297.81	Business Saver a/c	54a/c	393,334.79	Business Saver a/c	52a/c	25,654.95	Business Saver a/c	50a/c	711,103.40	Business Saver a/c
	79a/c	251,619.07	Investment - Maturity 2 April 2	81a/c	166,350.92	Investment - Maturity 18 Mar	86a/c	385,460.07	Investment - Maturity 15 Mar	82a/c	123,737.08	Investment - Maturity 18 March 2017
TOTALS		<u>473,949.66</u>			<u>565,018.04</u>			<u>417,451.93</u>		72a/c	160,802.57	Investment - Maturity 30 March 2017
											<u>996,109.79</u>	
<u>DEBTORS:</u>	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						Nelson
			North Shore	164 09	634.99	East Waikato			Hutt			Otago
			Tamaki	164 17	914.17	East Waikato			Tairarwhiti			South Canterbury
			Te Akoranga			EBOP			Taranaki			Southland
				154 05	5,557.77	King Country			Tairarwhiti			
				154 12	3,841.95	King Country			Taranaki			
				154 19	5,553.07	King Country			Taranaki			
				164 04	1,376.96	King Country			Wairarapa			
				164 11	943.60	King Country			Wanganui			
				164 19	1,418.49	King Country			Wellington			
						Rotorua						
						Thames Valley						
						Waikato						
						WBoP						
TOTALS		<u>0.00</u>			<u>34,992.24</u>			<u>19,569.80</u>			<u>0.00</u>	

Regional Capital Works Reconciliations

DRAFT

as at 31 DECEMBER 2016

(Prepared by Accounts Manager from Info on hand)

	<u>NORTHERN</u>			<u>MIDLAND</u>			<u>CENTRAL</u>			<u>SOUTHERN</u>		
TOTALS	<u>0.00</u>			<u>0.00</u>			<u>0.00</u>			<u>146,253.44</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	Dunsandel -	7,056.00	B Canterbury
	Peria	5,026.93	Far North	St Andre	4,243.15	Cat 1 Waikato	Belmont -	16,372.58	Hutt	Parora	7,881.75	B Buller Westland
	Hukerenu	0.00	Northland	River Dov	5,872.00	Cat 1 Waikato	Awatuna	6,045.65	Taranaki	Parkside - K	5,086.31	B South Canterbury
	Marsden	8,962.40	Northland	Atiamuri	14,380.83	Cat 1 Waikato	Waitara	384.00	Taranaki	Parkside	10,419.86	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	Omakau & I	86,707.95	A Otago
										Weston - Ins	0.00	B Otago
										Waikouaiti	31,218.43	A Otago
										Gleniti - fen	12,010.00	B South Canterbury
										Weston - Kil	5,062.28	B Otago
TOTALS	<u>77,443.33</u>			<u>224,495.98</u>			<u>128,809.23</u>			<u>171,442.58</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	0.00	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	South Brigh	4,364.60	B Canterbury
	Hukerenu	15,000.00	Northland				Westside	1,050.70	Wairarapa	Oxford - He	1,073.61	B Canterbury
	Marsden	1,120.30	Northland				Carterton	39,551.01	Wairarapa	Dunsandel -	10,000.00	B Canterbury
	Maungatu	1,349.30	Northland				Belmont -	2,046.57	Hutt	Redwood - I	2,202.49	B Canterbury
	Birkenhe	0.00	North Shore				Ashridge	5,757.46	Hawkes Bay	Parkside - K	699.64	B South Canterbury
	Pakurang	0.00	Tamaki							Parkside	3,302.48	B South Canterbury
	Glendene	7,500.00	Te Akoranga							Gleniti - Fen	1,929.37	B South Canterbury
										Queenstowr	750.00	B Otago
										TaiTapu	36,656.68	A Canterbury
										Weston - Ins	684.90	B Otago
										Weston - Kil	637.75	B Otago
										Omakau & I	17,341.59	A Otago
										Waikouaiti	3,902.30	A Otago
										Parora	1,064.75	B Buller Westland
TOTALS	<u>37,468.37</u>			<u>21,992.82</u>			<u>52,361.99</u>			<u>87,038.18</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
December 2016

	Current	November	October	September	Older	Total
Payables						
Accident Compensation Corporation	\$66.61	\$0.00	\$0.00	\$0.00	\$0.00	\$66.61
Air New Zealand	\$606.00	\$0.00	\$0.00	\$0.00	\$0.00	\$606.00
ASB Bank	\$484.89	\$0.00	\$0.00	\$0.00	\$0.00	\$484.89
BAILEY Susan	\$372.88	\$0.00	\$0.00	\$0.00	\$0.00	\$372.88
BDO Northland	\$2,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,300.00
Canterbury Playcentre Assn	\$146,253.44	\$0.00	\$0.00	\$0.00	\$0.00	\$146,253.44
Central Districts Playcentre Assn	\$49.68	\$0.00	\$0.00	\$0.00	\$0.00	\$49.68
CROAD Gillian	\$130.90	\$0.00	\$0.00	\$0.00	\$0.00	\$130.90
HJERTQUIST Sarah	\$875.64	\$0.00	\$0.00	\$0.00	\$0.00	\$875.64
HOGG Carolyn	\$701.35	\$0.00	\$0.00	\$0.00	\$0.00	\$701.35
Inland Revenue Department - P.	\$20,702.99	\$0.00	\$0.00	\$0.00	\$0.00	\$20,702.99
iSentia Limited	\$311.63	\$0.00	\$0.00	\$0.00	\$0.00	\$311.63
Johnsonville Playcentre	\$299.00	\$0.00	\$0.00	\$0.00	\$0.00	\$299.00
KELLY Olivia	\$348.50	\$0.00	\$0.00	\$0.00	\$0.00	\$348.50
KENNERLEY Carole	\$4,259.56	\$0.00	\$0.00	\$0.00	\$0.00	\$4,259.56
Mace IT Services Limited	\$2,156.25	\$0.00	\$0.00	\$0.00	\$0.00	\$2,156.25
MACTIER Dalene	\$1,371.05	\$0.00	\$0.00	\$0.00	\$0.00	\$1,371.05
MARTIN Charmaine	\$52.60	\$0.00	\$0.00	\$0.00	\$0.00	\$52.60
New Zealand Post Limited	\$124.50	\$0.00	\$0.00	\$0.00	\$0.00	\$124.50
Northland Playcentre Assn	\$60.30	\$0.00	\$0.00	\$0.00	\$0.00	\$60.30
NUGENT Trish	\$547.89	\$0.00	\$0.00	\$0.00	\$0.00	\$547.89
Print Media Copyright Agency	\$1,257.78	\$0.00	\$0.00	\$0.00	\$0.00	\$1,257.78
Spark	\$33.52	\$0.00	\$0.00	\$0.00	\$0.00	\$33.52
SQUIRES Keri	\$661.48	\$0.00	\$0.00	\$0.00	\$0.00	\$661.48
TAMATI-AUBREY Elaine	\$225.00	\$0.00	\$0.00	\$0.00	\$0.00	\$225.00
TaxiCharge New Zealand Limited	\$79.20	\$0.00	\$0.00	\$0.00	\$0.00	\$79.20
TEPANIA Iris	\$1,513.43	\$0.00	\$0.00	\$0.00	\$0.00	\$1,513.43
THOMAS Karen	\$86.95	\$0.00	\$0.00	\$0.00	\$0.00	\$86.95
TUPOU Faith	\$1,068.36	\$0.00	\$0.00	\$0.00	\$0.00	\$1,068.36
Victoria Court Motor Lodge	\$2,745.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,745.00
Webfarm Ltd	\$57.44	\$0.00	\$0.00	\$0.00	\$0.00	\$57.44
Xero (NZ) Limited	\$0.00	\$0.00	\$23.19	\$0.00	\$0.00	\$23.19
Total Payables	\$189,803.82	\$0.00	\$23.19	\$0.00	\$0.00	\$189,827.01

	Current	November	October	September	Older	Total
Total Expense Claims	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$189,803.82	\$0.00	\$23.19	\$0.00	\$0.00	\$189,827.01
	99.9878%	0.0%	0.0122%	0.0%	0.0%	

Aged Receivables
New Zealand Playcentre Federation
December 2016

	Current	November	October	September	Older	Total
Receivables						
A Kidz World	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$25.00
Auckland Playcentre Assn	\$773.00	\$57,287.74	\$0.00	\$0.00	\$54,338.76	\$112,399.50
Belmont Playcentre	\$26.50	\$0.00	\$0.00	\$0.00	\$0.00	\$26.50
Buller Westland Playcentre Assn	\$467.00	-\$2,888.04	\$0.00	\$0.00	\$0.00	-\$2,421.04
Canterbury Playcentre Assn	\$640.00	\$0.00	\$0.00	\$0.00	\$0.00	\$640.00
Central Districts Playcentre Assn	\$46.50	\$21,026.80	\$0.00	\$0.00	\$36,514.93	\$57,588.23
Central Hawkes Bay Playcentre	\$280.00	-\$2,832.74	\$0.00	\$0.00	\$0.00	-\$2,552.74
Counties Playcentre Assn	\$767.40	\$0.00	\$0.00	\$0.00	\$0.00	\$767.40
East Waikato Playcentre Assn	\$194.50	\$0.00	\$0.00	\$0.00	\$16,300.40	\$16,494.90
Eastern Bay of Plenty Playcentre	-\$605.28	\$0.00	\$0.00	\$0.00	\$0.00	-\$605.28
Far North Playcentre Assn	\$496.00	-\$4,250.38	\$0.00	\$0.00	\$0.00	-\$3,754.38
Galatea Playcentre	\$36.70	\$0.00	\$0.00	\$0.00	\$0.00	\$36.70
Hawkes Bay Playcentre Assn	\$296.00	\$0.00	\$0.00	\$0.00	\$0.00	\$296.00
Hutt Playcentre Assn	\$144.00	\$0.00	\$0.00	\$0.00	\$0.00	\$144.00
King Country Playcentre Assn	\$151.00	\$0.00	\$0.00	\$0.00	\$18,691.84	\$18,842.84
LOVE Janene	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00
Lower Hutt Playcentre	\$122.40	\$0.00	\$0.00	\$0.00	\$0.00	\$122.40
Marlborough Playcentre Assn	\$112.00	\$0.00	\$0.00	\$0.00	\$0.00	\$112.00
Matamata Playcentre	\$61.00	\$0.00	\$0.00	\$0.00	\$0.00	\$61.00
Mid Canterbury Playcentre Assn	\$78.40	\$0.00	\$0.00	\$0.00	\$0.00	\$78.40
Mid Northland Playcentre Assn	\$120.00	\$7,642.47	\$330.49	\$0.00	\$24,860.86	\$32,953.82
Ministry of Education - Napier	\$3,450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,450.00
Ministry of Education - Whangarei	\$3,881.25	\$0.00	\$0.00	\$0.00	\$0.00	\$3,881.25
Morrinsville Playcentre	\$12.40	\$0.00	\$0.00	\$0.00	\$0.00	\$12.40
North Shore Playcentre Assn	\$184.00	\$39,359.53	\$0.00	\$0.00	\$0.00	\$39,543.53
Northland Playcentre Assn	\$296.00	\$0.00	\$0.00	\$0.00	\$0.00	\$296.00
Otago Playcentre Assn	\$257.00	\$0.00	\$0.00	\$0.00	\$0.00	\$257.00
Otago University Childcare Assn	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00
Riverdowns Playcentre	\$28.50	\$0.00	\$0.00	\$0.00	\$0.00	\$28.50
Rotorua Playcentre Assn	\$320.00	\$0.00	\$0.00	\$0.00	\$0.00	\$320.00
South Canterbury Playcentre Assn	\$248.00	-\$1,959.87	-\$522.04	\$0.00	\$0.00	-\$2,233.91
Southland Playcentre Assn	\$0.00	\$0.00	-\$164.36	\$0.00	\$0.00	-\$164.36
SPACE NZ	\$0.00	\$260.00	\$0.00	\$0.00	\$0.00	\$260.00
Tairāwhiti Playcentre Assn	\$80.00	\$1,532.20	-\$344.24	\$0.00	\$0.00	\$1,267.96
Tamaki Playcentre Assn	\$960.00	\$0.00	\$0.00	\$0.00	\$0.00	\$960.00
Taranaki Playcentre Assn	\$1,640.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,640.00
Tauriko Playcentre	\$98.90	\$0.00	\$0.00	\$0.00	\$0.00	\$98.90
Te Akoranga Playcentre Assn	\$488.00	\$469.25	\$0.00	\$0.00	\$0.00	\$957.25
Te Kāwhata Playcentre	\$12.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12.00
Thames Valley Coromandel Playcentre	\$338.00	\$0.00	\$0.00	\$0.00	\$0.00	\$338.00
Waikato Playcentre Assn	\$240.00	\$56,369.97	\$0.00	\$0.00	\$0.00	\$56,609.97
Wairarapa Playcentre Assn	\$40.00	-\$700.06	\$0.00	\$0.00	\$0.00	-\$660.06
Wanganui Playcentre Assn	\$80.80	\$0.00	\$0.00	\$0.00	\$0.00	\$80.80
Waverley Playcentre	\$22.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22.00
Wellington Playcentre Assn	\$422.00	\$0.00	\$0.00	\$0.00	\$0.00	\$422.00
Western Bay of Plenty Playcentre	\$166.90	\$0.00	-\$67.03	\$0.00	\$0.00	\$99.87
WOODHAMS Maureen	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00
Total Receivables	\$17,502.87	\$171,316.87	-\$767.18	\$0.00	\$150,731.79	\$338,784.35
	5.1664%	50.5681%	-0.2265%	0.0%	44.492%	

Balance Sheet
New Zealand Playcentre Federation
As at 31 December 2016

31 Dec 2016

Assets

Bank

ASB Cheque Accounts

Admin Cheque a/c	\$391,870.25
CRCW Cheque a/c	\$6,336.91
Ed Tertiary Funding Chq a/c	\$52,356.66
Gwen Somerset Trust Chq a/c	\$3,518.75
MRCW Cheque a/c	\$5,332.33
National Meetings Chq a/c	\$2,606.87
NRCW Cheque a/c	\$1,032.78
PD Contract Cheque a/c	\$153,980.09
SRCW Cheque a/c	\$466.74
Total ASB Cheque Accounts	\$617,501.38

Business Saver Accounts

Admin Business Saver a/c	\$875,816.32
CRCW Business Saver a/c	\$25,654.95
Ed Tertiary Business Saver a/c	\$220,738.97
MRCW Business Saver a/c	\$393,334.79
NRCW Business Saver a/c	\$221,297.81
SRCW Business Saver a/c	\$711,103.40
Total Business Saver Accounts	\$2,447,946.24

Term Deposit Accounts

Admin Investment a/c	\$353,264.18
CRCW Investment a/c	\$385,460.07
Ed Tertiary Investment a/c	\$160,405.74
Gwen Somerset Investment a/c	\$53,344.05
MRCW Investment a/c	\$166,350.92
NRCW Investment a/c	\$251,619.07
SRCW Investment a/c	\$123,737.08
SRCW Term Deposit a/c	\$160,802.57
Total Term Deposit Accounts	\$1,654,983.68

Total Bank

\$4,720,431.30

Current Assets

Debtors	\$338,784.35
Promotional Stock	\$10,234.58
Total Current Assets	\$349,018.93

Fixed Assets

Accumulated Depreciation	-\$37,726.99
Fixed Assets (at Cost)	\$44,387.73
Total Fixed Assets	\$6,660.74

Total Assets

\$5,076,110.97

Liabilities

Current Liabilities

Creditors	\$189,827.01
GST	\$60,597.84
PAYE Clearing Account	\$2,335.14
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	-\$153,217.86
CRCW Interest	\$10,740.38
CRCW Project Surplus	\$5,151.85
Total CENTRAL REGION CAPITAL WORKS FUNDS	\$311,261.75

GWEN SOMERSET TRUST FUNDS

Gwen Somerset Accumulated Funds	\$55,374.57
Gwen Somerset Interest	\$1,488.23
Total GWEN SOMERSET TRUST FUNDS	\$56,862.80

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	\$7,626.20
MRCW Project Surplus	\$4,111.12
Total MIDLAND REGION CAPITAL WORKS FUNDS	\$505,216.76

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	\$8,325.20
NRCW Project Surplus	\$7,132.89
Total NORTHERN REGION CAPITAL WORKS FUNDS	\$333,455.01

SOUTHERN REGION CAPITAL WORKS FUNDS

SRCW Accumulated Funds	\$881,191.48
SRCW Allocations	-\$169,495.09
SRCW Interest	\$13,128.13
Total SOUTHERN REGION CAPITAL WORKS FUNDS	\$724,824.52

Total FUNDS HELD ON BEHALF	\$1,931,620.84
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Total Current Liabilities	\$2,184,400.79
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Total Liabilities	\$2,184,400.79
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Net Assets	\$2,891,710.18
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Equity

Admin Accumulated Funds	\$1,215,126.17
Current Year Earnings	\$1,340,923.62
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****Total Equity****\$2,891,710.18**

Regional Capital Works Reconciliations

DRAFT

as at 31 JANUARY 2017

(Prepared by Accounts Manager from Info on hand)

	NORTHERN			MIDLAND			CENTRAL			SOUTHERN			
Accumulated Funds	315,077.69			476,694.42			304,166.38			644,816.18			
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			19,569.80			0.00			
PLUS Creditors due	20,481.47			14,380.83			7,217.25			44,162.46			
Funds Available in Bank Accounts	476,253.48			550,876.52			417,473.80			814,010.47			
LESS Creditors due	20,481.47			14,380.83			7,217.25			44,162.46			
LESS Allocations still to uplift	77,443.33			210,115.15			128,809.23			127,280.12			
LESS Contingencies Held	38,768.22			21,992.82			53,324.29			87,038.18			
Funds to Allocate	339,560.46			304,387.72			228,123.03			555,529.71			
Funds to hold	0.00	Minute Taker		100.00	Minute Taker		@ Nov Mtg	40,000.00	EM	Unscheduled Works	@ Nov Mtg	130,000.00	Emergency Land/Buildings Fund
Funds Available to Allocate	@ Nov Mtg	196,861.33	New Building A/c	178,213.25	Cat 1 (60% of levies p		@ Nov Mtg	150,000.00		Land and/or Buildings		55,688.35	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)			0.00		Canterbury Support (until Nov'17)		361,959.61	Category B - Other Income
		92,699.13	General A/c					38,123.03		General A/c			
		339,560.46			304,387.72			228,123.03				547,647.96	
Bank Balances	476,253.48			550,876.52			417,473.80			814,010.47			
Variance	0.00			0.00			0.00			0.00			
Made up of:													
BANK BALANCES:	03a/c	1,233.58	Cheque a/c	04a/c	1,956.96	Cheque a/c	05a/c	6,343.64	Cheque a/c	06a/c	944.65	Cheque a/c	
	51a/c	221,434.75	Business Saver a/c	54a/c	382,568.64	Business Saver a/c	52a/c	25,670.09	Business Saver a/c	50a/c	528,526.17	Business Saver a/c	
	79a/c	253,585.15	Investment - Maturity 2 April 2	81a/c	166,350.92	Investment - Maturity 18 Mar	86a/c	385,460.07	Investment - Maturity 15 Mar	82a/c	123,737.08	Investment - Maturity 18 March 2017	
										72a/c	160,802.57	Investment - Maturity 30 March 2017	
TOTALS		476,253.48			550,876.52			417,473.80			814,010.47		
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	
			Counties	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						Nelson	
			North Shore	164 09	634.99	East Waikato			Hutt			Otago	
			Tamaki	164 17	914.17	East Waikato			Tairarwhiti			South Canterbury	
			Te Akoranga			EBOP			Taranaki			Southland	
				154 05	5,557.77	King Country			Taranaki				
				154 12	3,841.95	King Country			Wairarapa				
				154 19	5,553.07	King Country			Wanganui				
				164 04	1,376.96	King Country			Wellington				
				164 11	943.60	King Country							
				164 19	1,418.49	King Country							
						Rotorua							
						Thames Valley							
						Waikato							
						WBoP							
TOTALS		0.00			34,992.24			19,569.80			0.00		
CREDITORS:	Centre	Amount	Assn	Centre	Amount	Assn	Centre	Amount	Assn	Centre	Amount	Assn	
Marsden		1,120.30		Atiamuri	14,380.83	Cat 1 Waikato	Martinbor	7,217.25	Wairarapa	Waikouaiti	31,218.43	A	Otago
Morningside (Emergency works)		19,361.17			0.00					Weston - Kit	5,062.28	B	Otago
		0.00								Paroa	7,881.75	B	Buller Westland

Regional Capital Works Reconciliations

DRAFT

as at 31 JANUARY 2017

(Prepared by Accounts Manager from Info on hand)

	<u>NORTHERN</u>			<u>MIDLAND</u>			<u>CENTRAL</u>			<u>SOUTHERN</u>		
TOTALS	<u>20,481.47</u>			<u>14,380.83</u>			<u>7,217.25</u>			<u>44,162.46</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	Dunsandel -	7,056.00	B Canterbury
	Peria	5,026.93	Far North	St Andre	4,243.15	Cat 1 Waikato	Belmont -	16,372.58	Hutt	Paroa	0.00	B Buller Westland
	Hukerenu	0.00	Northland	River Dov	5,872.00	Cat 1 Waikato	Awatuna	6,045.65	Taranaki	Parkside - K	5,086.31	B South Canterbury
	Marsden	8,962.40	Northland	Atiamuri	0.00	Cat 1 Waikato	Waitara	384.00	Taranaki	Parkside	10,419.86	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	Omakau & I	86,707.95	A Otago
										Weston - Ins	0.00	B Otago
										Waikouaiti	0.00	A Otago
										Gleniti - fen	12,010.00	B South Canterbury
										Weston - Kil	0.00	B Otago
TOTALS	<u>77,443.33</u>			<u>210,115.15</u>			<u>128,809.23</u>			<u>127,280.12</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	0.00	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	South Brigh	4,364.60	B Canterbury
	Hukerenu	15,000.00	Northland				Westside	1,050.70	Wairarapa	Oxford - He	1,073.61	B Canterbury
	Marsden	0.00	Northland				Carterton	39,551.01	Wairarapa	Dunsandel -	10,000.00	B Canterbury
	Maungatu	1,349.30	Northland				Belmont -	2,046.57	Hutt	Redwood - I	2,202.49	B Canterbury
	Birkenhe	0.00	North Shore				Ashridge	5,757.46	Hawkes Bay	Parkside - K	699.64	B South Canterbury
	Pakurang	0.00	Tamaki				Martinbor	962.30	Wairarapa	Parkside	3,302.48	B South Canterbury
	Glendene	7,500.00	Te Akoranga							Gleniti - Fen	1,929.37	B South Canterbury
	Morningsi	2,420.15	Auckland							Queenstowr	750.00	B Otago
										TaiTapu	36,656.68	A Canterbury
										Weston - Ins	684.90	B Otago
										Weston - Kil	637.75	B Otago
										Omakau & I	17,341.59	A Otago
										Waikouaiti	3,902.30	A Otago
										Parora	1,064.75	B Buller Westland
TOTALS	<u>38,768.22</u>			<u>21,992.82</u>			<u>53,324.29</u>			<u>87,038.18</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
January 2017

	Current	December	November	October	Older	Total
Payables						
Air New Zealand	\$5,916.50	\$0.00	\$0.00	\$0.00	\$0.00	\$5,916.50
ASB Bank	\$408.48	\$0.00	\$0.00	\$0.00	\$0.00	\$408.48
Auckland Playcentre Assn	\$3,888.98	\$0.00	\$0.00	\$0.00	\$0.00	\$3,888.98
Glendene Playcentre	\$299.00	\$0.00	\$0.00	\$0.00	\$0.00	\$299.00
Inland Revenue Department - PAYE	\$10,739.76	\$0.00	\$0.00	\$0.00	\$0.00	\$10,739.76
iSentia Limited	\$311.63	\$0.00	\$0.00	\$0.00	\$0.00	\$311.63
KENNERLEY Carole	\$3,042.98	\$0.00	\$0.00	\$0.00	\$0.00	\$3,042.98
Mace IT Services Limited	\$2,156.25	\$0.00	\$0.00	\$0.00	\$0.00	\$2,156.25
MACTIER Dalene	\$1,944.95	\$0.00	\$0.00	\$0.00	\$0.00	\$1,944.95
Mid Canterbury Playcentre Assn	\$190.00	\$0.00	\$0.00	\$0.00	\$0.00	\$190.00
New Plymouth Playcentre	\$199.00	\$0.00	\$0.00	\$0.00	\$0.00	\$199.00
Northland Playcentre Assn	\$1,120.30	\$0.00	\$0.00	\$0.00	\$0.00	\$1,120.30
NZ Qualifications Authority	\$4,801.25	\$0.00	\$0.00	\$0.00	\$0.00	\$4,801.25
Spark	\$22.97	\$0.00	\$0.00	\$0.00	\$0.00	\$22.97
THOMAS Karen	\$878.54	\$0.00	\$0.00	\$0.00	\$0.00	\$878.54
Waikato Playcentre Assn	\$6,378.83	\$0.00	\$0.00	\$0.00	\$0.00	\$6,378.83
Wairarapa Playcentre Assn	\$7,217.25	\$0.00	\$0.00	\$0.00	\$0.00	\$7,217.25
Warehouse Stationery Ltd	\$528.99	\$0.00	\$0.00	\$0.00	\$0.00	\$528.99
Workplace Support	\$253.00	\$0.00	\$0.00	\$0.00	\$0.00	\$253.00
Xero (NZ) Limited	\$0.00	\$0.00	\$0.00	\$23.19	\$0.00	\$23.19
Total Payables	\$50,298.66	\$0.00	\$0.00	\$23.19	\$0.00	\$50,321.85

	Current	December	November	October	Older	Total
Total Expense Claims	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$50,298.66	\$0.00	\$0.00	\$23.19	\$0.00	\$50,321.85
	99.9539%	0.0%	0.0%	0.0461%	0.0%	

Aged Receivables
New Zealand Playcentre Federation
January 2017

	Current	December	November	October	Older	Total
Receivables						
A Kidz World	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$25.00
Auckland Playcentre Assn	\$0.00	\$0.00	\$57,287.74	\$0.00	\$54,338.76	\$111,626.50
Birkenhead Playcentre	\$46.57	\$0.00	\$0.00	\$0.00	\$0.00	\$46.57
BURKE Robbie	\$594.00	\$0.00	\$0.00	\$0.00	\$0.00	\$594.00
Canterbury Playcentre Assn	\$0.00	\$640.00	\$0.00	\$0.00	\$0.00	\$640.00
Central Districts Playcentre Assn	\$0.00	\$0.00	\$21,026.80	\$0.00	\$36,514.93	\$57,541.73
Counties Playcentre Assn	\$0.00	\$767.40	\$0.00	\$0.00	\$0.00	\$767.40
East Waikato Playcentre Assn	\$0.00	\$0.00	\$0.00	\$0.00	\$16,300.40	\$16,300.40
King Country Playcentre Assn	\$0.00	\$0.00	\$0.00	\$0.00	\$18,691.84	\$18,691.84
Mid Northland Playcentre Assn	\$0.00	\$0.00	\$0.00	\$0.00	\$24,860.86	\$24,860.86
Ministry of Education	\$86,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$86,250.00
Morningside Playcentre	\$134.55	\$0.00	\$0.00	\$0.00	\$0.00	\$134.55
Morrinsville Playcentre	\$0.00	\$12.40	\$0.00	\$0.00	\$0.00	\$12.40
Narrowneck Playcentre	\$46.57	\$0.00	\$0.00	\$0.00	\$0.00	\$46.57
Newmarket Playcentre	\$100.91	\$0.00	\$0.00	\$0.00	\$0.00	\$100.91
North Shore Playcentre Assn	\$0.00	\$0.00	\$39,359.53	\$0.00	\$0.00	\$39,359.53
NZPF Professional Development Contract	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Okato Playcentre	\$100.91	\$0.00	\$0.00	\$0.00	\$0.00	\$100.91
Otago Playcentre Assn	\$0.00	\$257.00	\$0.00	\$0.00	\$0.00	\$257.00
Otago Unversity Childcare Assn	\$0.00	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Park Road Playcentre	\$99.19	\$0.00	\$0.00	\$0.00	\$0.00	\$99.19
River Downs Playcentre	\$46.57	\$0.00	\$0.00	\$0.00	\$0.00	\$46.57
Rotorua Playcentre Assn	\$0.00	\$320.00	\$0.00	\$0.00	\$0.00	\$320.00
South Brighton Playcentre	\$67.27	\$0.00	\$0.00	\$0.00	\$0.00	\$67.27
SPACE NZ	\$1,185.60	\$0.00	\$0.00	\$0.00	\$0.00	\$1,185.60
Taihape Playcentre	\$69.86	\$0.00	\$0.00	\$0.00	\$0.00	\$69.86
Tairāwhiti Playcentre Assn	\$0.00	\$0.00	\$1,532.20	-\$344.24	\$0.00	\$1,187.96
Tamaki Playcentre Assn	\$0.00	\$960.00	\$0.00	\$0.00	\$0.00	\$960.00
Te Akoranga Playcentre Assn	\$0.00	\$488.00	\$469.25	\$0.00	\$0.00	\$957.25
Te Kauwhata Playcentre	\$0.00	\$12.00	\$0.00	\$0.00	\$0.00	\$12.00
Waikato Playcentre Assn	\$0.00	\$240.00	\$56,369.97	\$0.00	\$0.00	\$56,609.97
Wanganui Playcentre Assn	\$0.00	\$80.80	\$0.00	\$0.00	\$0.00	\$80.80
Waterloo Playcentre	\$93.15	\$0.00	\$0.00	\$0.00	\$0.00	\$93.15
Waverley Playcentre	\$0.00	\$22.00	\$0.00	\$0.00	\$0.00	\$22.00
Wellington Playcentre Assn	\$253.00	\$0.00	\$0.00	\$0.00	\$0.00	\$253.00
Western Bay of Plenty Playcentre Assn	\$0.00	\$160.00	\$0.00	-\$67.03	\$0.00	\$92.97
Total Receivables	\$89,168.15	\$3,969.60	\$176,045.49	-\$411.27	\$150,731.79	\$419,503.76
	21.2556%	0.9463%	41.9652%	-0.098%	35.931%	

Balance Sheet
New Zealand Playcentre Federation
As at 31 January 2017

31 Jan 2017

Assets

Bank

ASB Cheque Accounts

Admin Cheque a/c	\$275,320.49
CRCW Cheque a/c	\$6,343.64
Ed Tertiary Funding Chq a/c	\$127,523.34
Gwen Somerset Trust Chq a/c	\$3,522.49
MRCW Cheque a/c	\$1,956.96
National Meetings Chq a/c	\$2,609.64
NRCW Cheque a/c	\$1,233.58
PD Contract Cheque a/c	\$141,918.56
SRCW Cheque a/c	\$944.65
Total ASB Cheque Accounts	\$561,373.35

Business Saver Accounts

Admin Business Saver a/c	\$876,337.01
CRCW Business Saver a/c	\$25,670.09
Ed Tertiary Business Saver a/c	\$220,870.20
MRCW Business Saver a/c	\$382,568.64
NRCW Business Saver a/c	\$221,434.75
SRCW Business Saver a/c	\$528,526.17
Total Business Saver Accounts	\$2,255,406.86

Term Deposit Accounts

Admin Investment a/c	\$353,264.18
CRCW Investment a/c	\$385,460.07
Ed Tertiary Investment a/c	\$161,592.30
Gwen Somerset Investment a/c	\$53,344.05
MRCW Investment a/c	\$166,350.92
NRCW Investment a/c	\$253,585.15
SRCW Investment a/c	\$123,737.08
SRCW Term Deposit a/c	\$160,802.57
Total Term Deposit Accounts	\$1,658,136.32

Total Bank	\$4,474,916.53
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Current Assets

Debtors	\$419,503.76
Promotional Stock	\$10,234.58
Total Current Assets	\$429,738.34

Fixed Assets

Accumulated Depreciation	-\$37,949.53
Fixed Assets (at Cost)	\$44,935.72
Total Fixed Assets	\$6,986.19

Total Assets	\$4,911,641.06
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Liabilities

Current Liabilities

Creditors	\$50,321.85
GST	\$16,715.79
PAYE Clearing Account	\$1,172.68
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	-\$160,435.11
CRCW Interest	\$10,762.25
CRCW Project Surplus	\$5,151.85
Total CENTRAL REGION CAPITAL WORKS FUNDS	\$304,066.37

GWEN SOMERSET TRUST FUNDS

Gwen Somerset Accumulated Funds	\$55,374.57
Gwen Somerset Interest	\$1,491.97
Total GWEN SOMERSET TRUST FUNDS	\$56,866.54

MIDLAND REGION CAPITAL WORKS FUNDS

MRCW Accumulated Funds	\$535,393.76
MRCW Administration costs	-\$504.70
MRCW Allocations	-\$55,590.45
MRCW Honoraria	-\$200.00
MRCW Interest	\$7,865.51
MRCW Project Surplus	\$4,111.12
Total MIDLAND REGION CAPITAL WORKS FUNDS	\$491,075.24

NORTHERN REGION CAPITAL WORKS FUNDS

NRCW Accumulated Funds	\$789,959.81
NRCW Administration & Meeting Costs	-\$4,531.68
NRCW Allocations	-\$468,551.51
NRCW Interest	\$10,429.35
NRCW Project Surplus	\$7,132.89
Total NORTHERN REGION CAPITAL WORKS FUNDS	\$334,438.86

SOUTHERN REGION CAPITAL WORKS FUNDS

SRCW Accumulated Funds	\$881,191.48
SRCW Allocations	-\$205,775.80
SRCW Interest	\$13,562.96
Total SOUTHERN REGION CAPITAL WORKS FUNDS	\$688,978.64

Total FUNDS HELD ON BEHALF	\$1,875,425.65
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Total Current Liabilities	\$1,943,655.93
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Total Liabilities	\$1,943,655.93
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Net Assets	\$2,967,985.13
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Equity

Admin Accumulated Funds	\$1,215,126.17
Current Year Earnings	\$1,417,198.57
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	\$2,967,985.13
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General Manager's Report
Report to the Trustee Board
March 2017

	<i>Note: content derived from material supplied by Federation staff as well as GM</i>
Amalgamation project	
Overview	Positive progress has been made since the last Trustee Board meeting on moving the Amalgamation along, particularly with the commencement of employee consultation and an engagement process with other members of Playcentre, plus the further development of the Amalgamation Plan.
Projects	
Change Programme 2017-2018	<p>Cissy Rock, Change Programme Manager, reports:</p> <p>The engagement document has gone out to Associations, Centres, Federation personal and life members. A number of phone calls and emails have resulted, with the main theme being relief at the sense of momentum, as well as being provided with a vehicle to express opinions greatly appreciated. I have also scheduled two skypes, the first of which we mainly discussed centre support roles and the potential loss of institutional knowledge.</p> <p>My main focus has been on the Amalgamation Plan, which has a fresh look and is very easy to follow. I imagine the plan will alleviate rumours and the unknown, giving Associations real timeframes to work with. This will assist with trust building.</p> <p>National Executive will be a pivotal opportunity to demonstrate our ability to hear, respond and co-create. I am planning the workshop with Alasdair so that it will be dynamic, interactive and useful.</p> <p>Associations I am actively working with:</p> <ul style="list-style-type: none"> • Northland to encourage the adoption of Mid North Centres • Mid Canterbury to assist with an MOU with Canterbury

	<ul style="list-style-type: none"> • Tamaki – needs property support <p>Hot spots on my radar and needing further contact as of 7/3/17:</p> <ul style="list-style-type: none"> • South Canterbury (recent) needs financial support • Hawkes Bay • Central Hawkes Bay • Nelson • Otago • Southland <p>I am working my way through the list of Associations, touching base in a number of ways. Future focus will need to be ensuring conditions are ripe for a regional approach.</p>
Employee consultation	<p>Julia Frew, Human Relationships Manager, reports:</p> <p>Feedback is coming in from employees slowly. Key themes so far are around if the centre support roles (Centre Admin and Session Excellence Facilitator) have enough hours allocated to support Centres, and questions around timeline and process to move people over/make redundant.</p> <p>Alasdair and Julia held a number of skype meetings with all in the Federation team, to ensure they were given the opportunity to ask for clarification on the document, and to reiterate we are here to support them during amalgamation, as well as to encourage them to provide feedback on the proposed structure.</p> <p>A reminder that the timeline from here is: 17th March feedback is due on this first round of employee consultation. Then Julia and Cissy will collate and theme the feedback and this will be provided to Alasdair to review then place on the TB's Confidential Loomio by 28th (at latest) for consideration, as updated structure needs to be sent out by Julia on 7th April for the second round of consultation. We'd also like to try and give Association Presidents/HR contacts a few days advance notice of the updated structure document too.</p>
Telecommunications	<p>Meagan Ranby, Secretary, reports:</p> <p>To date 77 Centres have phone connections. Our contact at CallPlus is confident that all phone connections, excluding those</p>

	<p>Centres that have not provided information or those needing remedial work completed, will be able to be completed by the end of March. It has been highlighted that there is a need for both CallPlus and I to be able to see the information in real time so CallPlus is developing an online database which we both can access to see the status of Playcentres at any one time; another manager will be able to have access to this also if we wish. CallPlus and I will have weekly online meetings prior to the Management Team meeting to be able to relay up to date information to Management.</p> <p>I have sent out 100 emails to Centres and Associations in the week beginning 27 February seeking the information required for their connections, and another 103 emails have been sent out in the week beginning 6 March.</p> <p>Alan Taylor, Property Fund Manager (Central and Northern), has inquired with a few regional funding agencies as to the possibility of grant applications being successful to complete the remedial work required for the Centres not able to connect due to wiring or trenching, etc being needed; so far indications have been positive.</p> <p>Meagan will include an update in the supplementary Federation News in the week beginning 13 March.</p>
Playcentre Property: Insurance Tender	<p>A report by Alan Taylor, Property Fund Manager (Central and Northern), to me is attached for your information.</p> <p>I have supported the continuing investigation of the Kohanga Reo Scheme as it has the potential to lower our overall insurance costs for property and contents if we have a shared insurance arrangement with them. They are also seeking Business Interruption insurance, which we hold already. As you will see, we should be able to decide this by the end of March.</p> <p>A matter for your consideration is whether you want the Trustee Board (via Loomio) or authorise the General Manager to make the decision to join a shared insurance scheme with Kohanga Reo Trust or go out to tender as originally planned for</p>

	Playcentre insurance contracts.
ELI/SMS	<p>Veronica Pitt, Operations Manager, reports:</p> <p>Work is underway to bring 165 more centres on to the SMS in April, with the remaining centres following in May. Julia Frew, Human Relationships Manager, is assisting with the HR aspect of the project as we are asking Associations to employ the data entry personnel. Ongoing conversations are occurring with the pilot Associations around errors or concerns (some are programme-related and some are human error) and further training.</p>
Xero	<p>Veronica Pitt, Operations Manager, reports:</p> <p>Nothing new to report at this stage. Possible that one or two more Centres have signed up (381 out of 455 Centres were accessing Xero in February), and there are ongoing queries that are being addressed between myself, Rachael Harrison, Accounts Manager, and Liang Wells, Chief Financial Officer.</p> <p>It is expected that a short document with specific 'hints' for Playcentres about Xero will be completed by the end of March.</p>
Associations with outstanding levies	<p>Liang Wells, Chief Financial Officer, reports:</p> <p>In our last report to the Trustee Board, we analysed the outstanding levies from Associations that had been invoiced in the past financial year, which amounted to \$277,354. Since that report, I have made contact with these Associations to encourage payment of these invoices.</p> <p>The largest debtor is Auckland Association (\$111k), and we have been making positive progress in terms of alleviating their issues which had prevented payment. Cissy Rock, Change Programme Manager, attended the Association's February meeting and presented a broad outline of the draft Amalgamation plan to them. We also produced a document which demonstrates the value that the Federation provides for the levy that it charges. The Association will be voting on payment in the very near future,</p>

	<p>and we will follow up with them on its decision.</p> <p>The next largest debtor is Central Districts Playcentre Association (\$57k) and they have indicated payment in early April when they are expecting to have sufficient funds for payment of the invoices.</p> <p>Waikato Playcentre Association (\$56k) have paid their levies of \$39K, and the Trustee Board approved the write off of the remaining debt which represents their equity portion of the levies of \$17k.</p> <p>North Shore Playcentre (\$39k) have paid \$21k since our last report, and we will continue to follow up the remaining \$18k.</p> <p>The last debtor of significance is Mid-North Association (\$11k – owing from invoices issued in last financial year). The last Trustee Board meeting approved the write off of \$10k of this, however, the total debt owed by Mid-North is \$24k. We have received significant funds from Mid-North in the month of March, amounting to \$142k, as they prepare to wind up. However, we anticipate that most of this will need to be distributed to their Centres and any Association that may help to support these centres after Mid-North winds up. we are not yet confident of receiving payment of the remaining debt. We will continue to monitor its recoverability.</p>
Legal	<p>All the outstanding information from the Associations has been collected. However, we have had recent correspondence from South Canterbury indicating that they now intend to join and wanted to confirm their paperwork had been received. We had no record of their documents ever being received, so we have sent them all the relevant templates to complete as soon as possible and by the week beginning 13 March. This means all Associations (except Mid North as it is winding up) will be included in the legal Amalgamation when it occurs in 2018.</p> <p>Alaine has completed the affidavit requested by David McLay. A further affidavit on financial matters will be completed by Liang Wells in consultation with David McLay. I have requested him to</p>

	lodge all documents with the Crown Law Office by 17 March.
Amalgamation of Cash Reserves	Liang Wells', Chief Financial Officer, paper on this topic is attached. It includes a recommendation which I support.
Education: ECE Licensing Qualifications	The Playcentre Education staff are preparing a paper for the Trustee Board's consideration. It will be a preliminary paper discussing the proposals to take to MOE on ECE licensing qualifications and transition plan. It will be loaded on the Trustee Board's confidential Loomio by Tuesday 14 March.
<i>Other Business of Note</i>	
Delegations	Attached separately is a revised version of the Federation's Delegations document that reflects the changes made to the Federation's management structure and the changes to a higher governance role for Trustee Board members. It is recommended that the March 2017 Delegated Authorities Policy and Schedule for the Federation be approved.
Ministry of Education RFP on PLD to support the implementation of Te Whāriki	<p>The PLD Team's Co-Directors, Carole Kennerley and Dalene Mactier, advised on 8 March that they have received notification from the Ministry of Education (MoE) that unfortunately our proposal to deliver the Te Whāriki contract to Playcentres has been declined. In a few weeks' time MoE will be sending us an evaluation of our proposal which will be useful for us to work through.</p> <p>Carole and Dalene have no idea at this stage as to what other PLD contracts might come up for tender this year. We are hoping that SELO will continue to be a funded MOE initiative, however until a RFP comes out we cannot even be sure of that.</p> <p>Carole met with a regional MOE representative this week and she indicated that they too are waiting to have things confirmed by national office around PLD initiatives/funding after 30 June.</p> <p>A year or so ago there was some discussion between Playcentre and MOE's National Office about possible separate funding (not exactly sure if this was from PLD \$\$ or a separate MOE funding stream) to assist with training up all the new regional support staff. As Veronica Pitt and I are having an update meeting with MoE on 13 March we will raise that there.</p>

	<p>If no further PLD Requests for Proposals (RFPs) are put on the New Zealand Government Electronic Tenders Service (GETS) this year, then it will be a case of seeing if there is another way of sourcing funding for PLD in Playcentre.</p>
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A.G. Taylor (PFM)

Briefing Report to General Manager - 5/3/2017

1.0 Insurance Tender

1.1 During the past month I have had a number of phone and email contacts with John Cribb from the national Kohanga Reo Trust. He is responsible for the management of that organisation's insurance arrangements. We have discussed the possibility that the amalgamated Playcentre organisation could become part of that scheme - resulting in cost savings for both organisations.

1.2 As was outlined in my February report, 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:

- 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,
- Playcentre would share in the control/management of the insurance arrangements (i.e. we would not simply be a "customer" of the Te Kohanga insurance arrangements.

1.3 I therefore asked John to provide me with a written outline of their insurance scheme - and received the following information in response:

- *Our Insurance works as a managed fund and we work through our broker when it comes to claims. There is a little flexibility in the way we handle the claims but our Brokers administer the claims and work with us. E.g. if we have a fire they carry out all the administration towards the claim and tender for the builders to do the repairs etc. Where we assist because we have a property division is that we do have builders in different parts of the Country to call on. They still need to tender for the work however but because we have National discounts with providers like ITM for building materials, Noel Leeming for Appliances and Carpet Court etc. we are able to reduce the cost of the rebuild/claim.*
- *Our insurance cover for buildings is on full replacement according to the square metre area of the building.*
- *If a building is 150 square metres the full replacement cover is \$450,000 costed at \$3000 a square metre. This includes any decking and out buildings that are below 20 square metres. All our buildings over 21 square metres are priced separately - but at the same level of replacement value. If the main building is connected to other outside buildings, the cover is on the total area of all buildings.*
- *We do not make claims to buildings on indemnity value cover unless for special reasons. All our claims are on full replacement. Same with contents they are on full replacement subject to any special circumstances.*
- *Our contents insurance values are on the size of the building and what licensed numbers they are.*

<i>80 to 100 sq metre building</i>	<i>Licence for 15</i>	<i>\$40,000 replacement value</i>
<i>101 to 125sq metre building</i>	<i>Licence for 20</i>	<i>\$50,000 replacement value</i>
<i>126 to 150sq metre building</i>	<i>Licence for 30</i>	<i>\$60,000 replacement value</i>

- The highest costs in contents replacement are normally the carpets and vinyl and we are current negotiating to include these items in the building cover and not contents. This will allow us to reduce the content costs.
- What you do have which we don't is the Business interruption and we are currently negotiating with our insurers about this cover.
- The contents and building premiums charges are all the same across NZ. Normal insurance cover has a different rate for different regions. When you look at the size of King Country buildings and line them up with the Wellington quotes, the premiums are a lot higher.

1.4 As a result of receiving this information and discussing it with Alasdair - I responded seeking answers to specific questions raised by Alasdair:

Question *Who is the insurer underwriting all this? What is their current insurance rating?*

Response *The Broker is Crombie Lockwood and the under writers are with NZI. I am sure everyone knows NZI creditability and rating and they have their underwriters as well.*

Question *How does the insurance cover work? We need to see the legal documents about it all.*

Response *We have a full insurance document that covers everything and we get annual updates prior to our renewal each year. The documents are similar to what you sent me but twice the size. I am happy to send you a copy. I can scan and send on Monday it is over 100 pages. How it works, the managed fund is very simple and not complicated and for most people easy to understand.*

Question *Are you satisfied the "managed fund" would work as well as our RCW Funds. Would we have control as to how the funds are invested? Would our portion be kept separate?*

Response - *There is no investment in the managed fund although when you look up the web sites they talk about investment of funds etc. Our Insurance Managed fund investment is to the individual centres. What you pay covers costs and like all insurance, you pay for your cover in advance. If any building withdraws during the 12-month term, the repayment of the premium is pro-rata. The key to the success of the Managed Fund is the amount of claims you have. If very little claims are made you do end up with a profit however if claims exceed the exposure level there is no profit. What we have managed to do over the years is keep the premiums low to the individual centre by restricting any premium increase. We manage the fund to enable our movement to have the best cover, best replacement costs according to the value of assets.*

- *The managed fund is set up to put any profits back through each centre through its premiums. We are proposing for the first time to benefit those that do not put in claims to get a reduced premium for the following year. This is describe more like a no claim bonus. When the earthquakes struck and the Insurance world went mad with high premiums the managed fund was able to stay steady with very little increase.*

Question *Are we absolutely sure it is not a "self-insurance" scheme? It doesn't sound as though it is if there is an insurer involved.*

- *It is not a self-insurance scheme; it is a self-managed scheme and we have Crombie Lockwood administrating the claims.*
- *The Managed fund has operated successfully for 25 years and I understand from what our Brokers are saying it's the best run Managed Fund in the country.*
- *I am sure once we are able to meet and discuss any issues you have you will be a lot clearer.*

- *I believe if the premiums we can show demonstrate it is a saving to your organisation and your organisation is interested I could arrange a meeting with our Brokers to explain in their words how it works.*
- *Bringing your organisation on board would help to reduce premiums because of the numbers; however it does come with added risk.*

- 1.7 John has asked me to provide specific building size (square metres) for each of the Playcentres in the Auckland area so he can provide a detailed comparative quote.
- 1.8 It is intended that John and I will meet during the next two weeks to discuss the matters further - he is currently awaiting confirmation of the date he will be visiting the Kohanga Reo Regional Office in Hamilton.
- 1.9 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. I believe that we are on schedule to meet this deadline - i.e.
 1. by successfully completing the negotiations to join the Kohanga Reo scheme;
 2. or if these negotiations are unsuccessful - to revert to the original plan of tendering out the Playcentre Insurance contracts.



Delegated Authorities Policy and Schedule

March 2017

Introduction

This policy and the schedule of delegations are intended to provide clarity on the authority required for specific tasks within NZ Playcentre Federation.

A delegation is authority to act for or represent another or others. Delegations are intended to ensure that the organisation operates effectively by empowering its people with appropriate authority so they can carry out their responsibilities.

The NZPF Constitution

The NZPF Constitution says:

- The National Executive acts for the Federation on all matters between meetings of the Federation, creates and maintains the policy framework of the Federation ... and acts in a governance role.
- The Trustee Board acts for and exercises the powers of the National Executive in between meetings of the Federation, mitigates risk to the Federation, ensures that the Federation acts lawfully and fulfils its obligations to the community and its stakeholders ... and oversees the stewardship of assets and ensures finances of the Federation are appropriately managed.

Principles

- Clear accountability and delegation limits protect NZPF and individuals.
- The National Executive or Trustee Board may delegate a function, but this does not absolve responsibility. The National Executive or Trustee Board remains accountable for what occurs.
- The National Executive or Trustee Board has the right to revoke any delegations.
- No person shall exercise any delegation or approve any payment which relates to, or is of any benefit to themselves.
- Delegations need to take into account the requirements of the position (is delegation required to effectively carry out the role?) and the risk (does the delegation expose the organisation to too much budgetary or other risk?).

Policies

Approval of Delegations:

- Financial Delegations are approved by National Executive or the Trustee Board and any changes to delegations must be approved by the National Executive or Trustee Board.
- Delegations apply to the *position* not the particular *individual*.
- A delegation given to a position will apply to any subsequent person who holds that position.

Exercising Delegations:

- Delegations need to be exercised with due regard to budget limitations
- Before processing any payment the Accounts Manager will check that it has been approved by a person with the correct level of authority.

- All payments must be authorised by any two signatories approved by the Trustee Board.

Authorities

The Federation (at the AGM) has authority to:

- Determine levies payable by Associations
- Decide which Federation Officers may attend National Executive
- Determine the voting rights of Federation Officers attending General Meetings and National Executive
- Confer life membership
- Appoint Auditors and a Legal Advisor/Honorary Solicitor
- Determine Federation Officer honoraria

The National Executive (at bi-annual meetings of the National Executive) has authority to:

- Determine Federation officer positions, other than Trustees
- Approve and review the Federation budget

In-between meetings of the National Executive the Trustee Board has the authority to act as necessary on all matters except those specified above.

DELEGATED FINANCIAL AUTHORITIES SCHEDULE

The New Zealand Playcentre Federation (NZPF) delegated authority levels are:

TB	Trustee Board
GM	General Manager
CFO	Chief Financial Officer
OM	Operations Manager
TBM	Trustee Board Member
HR	Human Relations Manager
PD	Professional Development Directors
PM	Property Fund Managers
OS	Other Staff of NZPF and Federation Officers

Financial Delegations (per item)	Authority Level Required ¹
Contract Commitments incl lease agreements	
Approve MOE Licencing Contracts	TB
Approve Contracts up to \$20,000 pa	CFO
Approve other Contracts up to \$100,000 pa	GM
Approve other Contracts over \$100,000 pa	TB
Operational expenditure	
Payroll and GST transactions	OM
Purchase Orders/Supplier Invoices Outside Budget over \$50,000	TB
Purchase Orders/Supplier Invoices Outside Budget up to \$50,000	GM
Purchase Orders/Supplier Invoices Outside Budget up to \$10,000	CFO
Purchase Orders/Supplier Invoices Outside Budget up to \$1,000	OM
Purchase Orders/Supplier Invoices Within Budget over \$100,000	GM
Purchase Orders/Supplier Invoices Within Budget up to \$20,000	CFO
Purchase Orders/Supplier Invoices Within Budget up to \$5,000	OM
Purchase Orders/Supplier Invoices Within Budget up to \$200	OS
Capital Expenditure (including unbudgeted items) – Fixed Assets	
Capital Expenditure over \$50,000	TB
Capital expenditure up to \$50,000	GM
Capital Expenditure up to \$10,000	CFO
Capital Expenditure up to \$1,000	OM
Sale and Purchase of Real Estate	TB
Disposal of capital assets over \$10,000	GM
Disposal of capital assets up to \$10,000	CFO
Disposal of capital assets up to \$1,000	OM
Disposal of capital assets up to \$500	PM
Write off of assets (excl debtors detailed below)	CFO
Investments	
Investing Surplus Cash on Short-Term Fixed Deposit	CFO
Investments in Long Term (12 months or more)	GM
Withdrawing Money on Term Deposit before Maturity	CFO
Signatories, payments and fund transfers	
Approve/change/remove signatories	TB
Funds transfers between NZPF Bank Accounts	CFO
Governance expenditure (Trustee board and Nat Exec)	

¹ **Authority Level Required** column shows the minimum authority level required to carry out a delegation. For example, the Manager of the “Authority Level” role or above could also carry out the same delegation.

Financial Delegations (per item)	Authority Level Required ¹
Board Expenses within Budget	OM
Board Expenses outside Budget	TB (Both Co-Presidents to approve)
Travel and Hospitality	
Staff travel and hospitality expenses	Line Manager up to \$500, then follow "Operational Expenditure" rules above
Volunteer expenses/reimbursements	Follow "Operational Expenditure" rules above
Staff Claims and Reimbursements	
Approval of monthly reimbursements <i>Expenditure must be accompanied by receipts with detailed explanations of the nature and purpose of the expense, including (where applicable) the name of any other party.</i>	<p>Line Manager up to \$500, then follow "Operational Expenditure" rules above.</p> <p>All General Manager expenses to be approved by one Co-President of Trustee Board.</p> <p>All Trustee Board members expenses to be approved by one Co-President of Trustee Board.</p> <p>Co-President of Trustee Board expenses to be approved by the other Co-President.</p>
Accounts Receivable	
Authority to recover debt from associations using debt collectors or netting against monies owed by NZPF to association	CFO
Authority to recover debt from employees private expenses paid by NZPF	CFO
Authority to Write Off Debt < \$20,000	CFO
Authority to Write off Debt > \$20,000	GM

Personnel Delegations (per item)	Authority Level Required ²
Human Resources - Positions	
Establishing or disestablishing paid positions	GM
Establishing or disestablishing Federation Officer positions	TB
Appointment to established positions – PD Facilitators	PD
Appointment to established positions – Other Staff	GM
Human Resources - Remuneration	
Establishing and reviewing salary levels within budget	HR
Establishing and reviewing salary levels outside budget	GM
Human Resources - Positions	
Accepting resignations	Line Manager
Redundancy	GM
Human Resources - Disciplinary	
Placing an employee on paid leave	HR
Suspending an employee	HR
Issuing formal verbal or written warnings	HR
Issuing a final warning	HR

² **Authority Level Required** column shows the minimum authority level required to carry out a delegation. For example, the Line Manager of the "Authority Level" personnel could also carry out the same delegation.

Personnel Delegations (per item)	Authority Level Required ²
Dismissing an employee	GM
All disciplinary matters relating to GM	TB through Co-Presidents
Human Resources – Employment Agreements	
Permanent, fixed term and casual individual agreement sign-off within budget	HR
Contractor agreement sign-off within budget	HR
Any individual or contractor agreement sign-off outside budget	GM
Casual individual agreement sign-off – PD Facilitators	PD
All matters relating to the GM's employment agreement	TB through Co-Presidents
Human Resources – Hours of Work	
Approval of hours of work (of reporting staff)	Line Manager
Approval of overtime within budget	Line Manager
Approval of overtime outside of budget	CFO
Approval of time in lieu	Line Manager
Secondary employment approval	HR
Human Resources - Leave	
Annual leave	Line Manager
Leave without pay	HR, PD for PD Facilitators
Bereavement leave	HR, PD for PD Facilitators
Parental leave	HR, PD for PD Facilitators
Special leave for jury service	HR, PD for PD Facilitators

Other Delegations (per item)	Authority Level Required ³
Funding	
Approval of contracts for sponsorship	GM
Approval of grant applications	OM
Media, Communications	
Media Statements	GM and TB Co-Presidents

Absence of authoriser

When an Authority Level detailed in above Delegated Authority schedule, including the General Manager, is absent for more than one week the delegations detailed below shall take effect. Judgement should be exercised by the “Delegate” as to the seriousness of decisions they should make. Where a decision has significant implications or is of a serious nature consideration should be given as to whether the decision should be delayed until the relevant manager returns. Decisions of a minor nature should be made.

Authority Level absence	Delegate
General Manager	CFO
Chief Financial Officer	GM
Both General Manager & Chief Financial Officer	OM
Human Relations Manager	GM
Line Manager	HR

Key contacts for relationships

Key Contacts	
Bank Accounts	CFO
Xero	OM

³ **Authority Level Required** column shows the minimum authority level required to carry out a delegation. For example, the Line Manager of the “Authority Level” personnel could also carry out the same delegation.

Inland Revenue	CFO
Todd Foundation	OM
Honorary Legal Advisor	GM
Auditors	CFO
Lotteries	OM
Police Vetting	HR
Charities Services	CFO
Tertiary Education Commission	TEFM
NZ Qualifications Authority	TC



Education

Report to the Trustee Board

[March 2017]

Content should include information from your role and from your link/s

Ed Team Plans up to Nov 2017

Decision/Action: Employ Education regional staff, as per plan and initiate Ed meeting with them once employed.

Background: In order to keep continuity now that the regions have been decided, we need to get on with this to keep the program operating

Impacts: certainty for employees and integrity for the program

Concerns: reporting going off track and impacting the reporting to TEC and

Considerations: Ed team **MUST** be involved in this process and have final sign off on those offered the 12 positions.

Recommendation/Decision: Do this before the end of the first term of 2017 [it is my understanding that this will not be happening until June 2017???] There is no agreement about the scope of the jobs or the funding possibilities.

Next steps: Ensure Ops manager has the re-crafted job descriptions out of the feedback from Chch Nat Ed.

Advertise / Employ and plan meeting with Ed team and these staff to firm up how Ed will operate going forward.. I think this role now sits with the HR manager and the GM and change management and financial person.

1. Plan and deliver PD for national tutor pool.

Background: This would normally have happened at Nat Ed meeting, but as we are not having any more, we wish to focus on upskilling our current tutor pool to support the new program and ensure the quality of delivery we expect. The Nat Ed meeting highlighted to us that we get too many admin hangers on and not enough tutors coming!!

Impacts: need more funding (TB to support)

Concerns: - getting buy in from tutors in rural areas and finding out what their concerns and sharing methods and outlines. Making sure everyone is tutoring to current Education theory and practice.

If we don't do this, we may lose tutors that we will really need going forward. It is also a great chance to meet some we may not have had ever attend a National meeting because they are not involved in the admin level in Associations.

Tutors need certainty around how they are going to be supported and access admin services/pay etc.

Considerations: all tutors are required to undertake PD annually according to the terms of employment.

This is a good way to introduce tutors to the new regional staff and start to form relationships around work and tutor needs in terms of accessing tutoring resources.

Recommendation/Decision: TB to approve extra \$\$ to support this work.

Plan some regional events, within the new regions to take stock of who we have and what the do.

Next steps: Figure out what and how to do this - Ed team to plan once regional staff are in place. Gillian has recently surveyed teaching staff, so Ed Team will look at what we have learnt in order to [once again this will depend on those other people!!1]

2. New program of Study

Background: Please bear in mind, that is not going to be implemented overnight. It is close to going to NZQA for approval, but you all need to understand that a final entry cutoff for the current program has yet to be negotiated with NZQA and then, all students in the current program still need to be supported through to completion. The transition may take up to 2 years.

DONE SO FAR.

- Reading Resources new Programme.
- Programme Outline.
- Programme Delivery.
- Sections revised QMS.
- L4 and L5 description for students.
- Managing consistency of Quals.
- A new procedure put in place for the programme.

Next steps: Submission and then further negotiation of date with NZQA.

Facebook page is running very well. Gillian posting up all new parts of the Adult Ed Programme for viewing by the National Tutor Pool. Tutor pool seeing this as a very valuable tool, and the Team capture the extended audience not on FB via "The Link" and "Hononga"



Susan Bailey

Report to the Trustee Board

March, 2017

Content should include information from your role and from your link/s

Decisions:

1. Advocacy – Key messages (Susan's portfolio)

Background:

Opportunities arising from attending political events as we approach the election; There is a need for consistent messages to be developed and shared with our members [See attached "EEF Election 2017 Federation key messages" as an example]

Impacts:

Strong, consistent approach to Playcentre perspectives being represented

Concerns:

Mixed messages being represented in different forums, different parts of the country

Considerations:

Focus on our strengths, our philosophy, a positive future that includes Playcentre supporting parents as the first and best educators of their own children, in their own communities, in a cooperative way.

Recommendation/Decision:

Engage wider membership in developing these messages (Maureen Woodham's elevator spiel, Dalene Mactier positive framing, Jeremy Randerson civic messages, etc)

Next steps:

TB to coordinate the development of a one page document for dissemination at Nat Exec.

2. Key governance messages (Comms – Ann)

Background:

Governance message missing from last two Kawepūrongo - Fed News.

Impacts:

Lack of presence of Governance (from the TB)

Concerns:

No consistent Governance message being shared from the TB to our members

Considerations:

Do we have a set process to decide on the messages that need to be shared each month?

Recommendation/Decision:

We develop/agree to a Comms plan with key messages to be shared each month

Next steps:

We develop/agree to a Comms plan with key messages to be shared each month

3. Tangata Tiriti Hui 2017/2018

Background:

Inaugural TT Hui held in 2016 – no established process for holding an annual Hui for TT

Impacts:

Opportunity to continue building TT culture & developing our shared vision

Concerns:

Budget not available

Considerations:

Need to be specific about the purpose of the Hui

When is a reasonable time to hold it – AGM in November; new budget year 1.9.17; timeframe for AGM papers & nominations for AGM 8 weeks prior?

Recommendation/Decision:

Planning for TT Hui is discussed at Nat Exec (TTT where)

Next steps:

Budget confirmed as being available then planning can begin

Discussions:

1. Nat Exec registrations cost

Background:

Cost for last Nat Exec \$488 – this time \$530

TT Hui at same venue; costs (excluding travel) = \$16,515.92 (budgeted \$21,795.59)

Impacts:

Are we able to reach quorum?

Concerns:

Deterrent for attending

Considerations:

Additional costs for Nat Exec: more meeting rooms & PD

Venue has its own shuttle

Discussion:

Are there other costs that have created the increase in registration?

Next steps:

Can we plan better for future meetings?

2. Supporting the Playcentre Journal (Clare)

Background:

Lack of articles being provided

Impacts:

Delays in production & smaller issue

Concerns:

Loss of content & readable interest

Considerations:

Priorities

Discussion:

How can the TB genuinely support the Journal?

Where does the Journal fit in the Annual Plan?

Next steps:

Establish a Comms plan around the Journal?

Information sharing and activities since the last report

- ERO publication follow up (outstanding item from October report)
 - Discussion at EEF again in February (see attached notes).
 - Several more new publications in last few months
 - New CEO – opportunity to develop new relationship and discuss more inclusive approach to their comms strategy?
- Education Act review: presented submission to Select Committee, 2/2/17; seemingly well received. Good questions from MP's; Reiterating Playcentre philosophy; meeting the needs of tamariki and whanau within NZ communities
- Small, Isolated & Rural Schools Technical Reference Group meeting @ MOE 9/2/17
 - variety of schools represented; we were the only ECE representative;
 - Discussion of context of and specific challenges faced by small & isolated schools & ECE
 - To what extent and how can the costs of small size and isolation be mitigated through CoL's: enlightened some reps of how/where ECE's fit/don't fit within CoL's
 - Determining isolation index
 - (see full notes attached)
- ECAC – meeting attended 15/2/17
 - Te Whāriki update
 - Review of Funding Systems
 - OECD Early Learning Study
 - Education Council's Leadership strategy
 - Communities of Learning/ Kāhui Ako
 - Cross Sector Forum meeting 10.3.17 for CoL's
- EEF – meeting attended 16/2/17
 - Te Whāriki update
 - Food Act
 - ERO publications
 - OECD study
 - CoL's Joint Initiative 'strategy' & MOE response
 - Funding review
 - Every Child Counts – NZEI campaign to restore ECE funding
 - 2017 policy priorities for EEF members; 2017 Forum event?
 - Cohort entry to school; impacts
 - EEF Code of Conduct
- Attended presentation 23.2.17 from Dr Gordon Cleveland, Economist: University of Toronto: *ECE - equality, affordability, quality and availability*. Presentation in response to OECD Early Learning Study being supported by MOE/NZ Govt (see ECAC & EEF notes)
 - Presented some research about ECE & disadvantage/vulnerable children (how is this defined?)
 - Immediate benefits vs long term outcomes for children
 - ECE is a purchased service; schooling is not

- Great discussion about measuring outcomes for ECE (what does “one year of curricula progress mean” for young children?)
 - Govt looking for a ‘line of sight’ between investment and outcome
- Te Whāriki update – Confidential Briefing
 - Latest/final draft presented
 - Looking much more inclusive and user friendly
 - Much of the feedback gathered has been taken into account
 - A statement specific to parent led services and parent educators included
 - Launch date to be advised
 - Implementation phase to come...
- Cross Sector Forum on Raising Achievement – 10.3.17
 - Continuing discussions around Communities of Learning (CoL’s): pathways for learning 0-18yrs...

Focus for the coming period

- Nat Exec prep
- Key messages
- Political messaging for upcoming election
- Tangata Tiriti ‘development’ – Hui prep?
- Association support – thinking around how best for TB to support our members

Confidential Items



Tangata Whenua Trustees - Report to the Trustee Board

March, 2016

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. Trustee Board Links & Portfolio / Review: - as we transition to Governance it is timely we review Trustee Board Portfolio Links.

Background: Historically, Standing Committee/Trustee Board held 'Portfolios' as 'Areas of Operation' due to lack of employees and to ensure the maintenance of these areas to review policy.

Links are to enable Reporting and Relationship Building.

Links & Portfolios were distributed to the organisation in June 2016. See attachment, which has been highlighted and comments.

Impacts:

- Enabling a distinct line between Governance and Operations roles, responsibilities and tasks;
- Enabling General Manager to grow his team without cross-communications and quasi-reporting mechanisms;
- Enabling General Manager to establish clear communication lines with Operational team;
- Enabling clear Governance-Operations communication line.

Concerns:

- Timing: the General Managers priority is the amalgamation. When/Time 'Links & Portfolios' are passed over to the operational team should be managed by the General Manager;
- Handover: tacit knowledge and incomplete projects need to transfer. How does this happen?

Considerations:

- There will always be operational deadlines that need to be met. Time and turnover is highlighted here;
- Ensuring the wider membership both governance & operational are notified;
- Indication of Trustee Board moving towards Governance only and away from Operations/Management responsibilities and tasks;
- This will also trigger review of Trustee role descriptions, Code of Conduct and NZPF Confidentiality agreement.

Next steps:

- Update and redistribute Links & Portfolio.

2. SPACE NZ Trust: - use of NZPF Air New Zealand booking service

Background: Susan has made contact with past co-presidents Marion Pilkington and Maureen Woodhams for historical knowledge and clarification. When SPACE was under Hutt Playcentre Association, the NZPF Air New Zealand booking system was utilised. There was no Memorandum of Understanding as this was considered as supporting the Association. Currently SPACE NZ Trust utilise the NZPF Air New Zealand booking system. SPACE NZ Trust is invoiced for ticketing fee and cost of flights.

Impacts:

- NZPF Employee and Contractor tasks and time in processing;
- Cost to NZPF unknown;
- This is not a priority for the Operational team;

Concerns: as indicated in Impacts.

Considerations:

- Awareness of the relationship between NZPF & SPACE NZ Trust;
- Best way forward for NZPF;
- Less focus for Operational team on amalgamation.

Next steps:

- Advise SPACE NZ Trust this service is no longer available.

3. 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: This was tabled for the February 2017 Trustee Board meeting, Discussion component of Tangata Whenua Report. This needs to be addressed this meeting to ensure the Trustee Board are meeting and enabling deadlines to be met by employees.

"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 the wider Trustee Board group and those responsible for meeting deadlines.

Considerations:

- Final Governance messages for the year, needs to be sent to NZPF Secretary for inclusion.
- August 2017, Governance message needs to go under another heading e.g. 'Kāwai Kumara / Kumara vine';
- See: Trustee Board manual - June 2016, page 7, Federation News.

Next steps:

- Final governance messages released to Federation Secretary by Monday, 20 March 2017.

4. Rental Car for HaTM2017

As Māori Federation Officers will be 'hosting' Hui a-Tau Māori 2017. We will need to hire a vehicle for

- a. if delegates need a doctor or other health reasons and
- b. any further unidentified local travel/needs.
- c. We recommend that as Avis' details are on file a car be hired.

5. HaTM First Aid Kit purchase

As Māori Federation Officers will be 'hosting' Hui a-Tau Māori 2017. We will need to purchase a First Aid Kit.

- a. We recommend the Warehouse Stationery, Protec First Aid Kit General Purpose for \$34.95.
- b. First Aid kit will be transferred to Māori Development Manager.

Discussions:

1. ***Conflict of Interest:*** - Operations has indicated a concern with 'how' we identify a conflict. See NZPF 3.24 Policy Conflict of Interest attachment for further information. As we progress with the amalgamation it is important that we as Trustees and our employees who advise us, understand our responsibilities.

Background: As Playcentre members we need to be able to identify a Conflict of Interest and ensure we enter this at the beginning of the meeting and how we as a group would manage this conflict.

Impacts: Transparency and accountability to our organisations membership and to external bodies.

Concerns:

- Varying knowledge levels for this area;
- Inconsistency of interpretation, which leads to transparency and accountability issues.

Considerations:

- This is not a concern for the operational team;

Next steps: Based on response for the above consideration is of how we proceed.

2. ***Lock down of decision making:*** - the following was raised: "While we are building capacity for partnership relationship at cluster roopu level, what mechanisms can we put into place to avoid lock-down of decision-making at AGM level where the houses cannot reach consensus?"

Background: David McLay was asked the above. He reminded me of the current constitution clause 10, that being:

- 10.2 Where consensus does not produce a decision, and a decision is required, the following options shall be considered:
- 10.2.1 suspend deliberation pending further information/research;
- 10.2.2 delegate the decision to the Trustee Board; or
- 10.2.3 use formal voting detailed in Clauses 10.3 and 10.4.
- 10.3 Voting entitlement at meetings of the Federation shall be as follows

Impacts:

- Ensuring resources are prepared and available;
- Preparation, understanding as a team the tools the organisation has available.

Concerns:

- Current constitution voting differs for General meetings and National Executive meetings.
- Trustee Board knowing and agreeing what decisions could fall under 10.2.1, 10.2.2 and 10.2.3.

Considerations:

- AGM decisions there is a 'standard list' e.g. Honorary Auditor, Legal Advisor ...
- Other decisions, would need to be identified for clarification and a way forward established at Trustee Board in preparation for Conference

Next steps: Based on response for the above will indicate how we proceed.

3. Conference / AGM workshop

Looking forward to Conference. We are suggesting dues to the amalgamation our members will need support for what and how to archive.

Archives New Zealand's information and records management guidance for the New Zealand public sector is now only available online from the Records Toolkit. It is suggested a workshop facilitated by Archives NZ be available.

Information sharing and activities since the last report

1. Application to complete research in Playcentre.

Luke is a doctoral student in early childhood education at Victoria University of Wellington. The research project is work towards his PhD thesis. Topic: Touchscreen Tablet Pedagogy in Early Childhood Education. This project will explore touchscreen tablet use for teaching and learning in four major service types: education and care centres, home-based services, kindergartens, and Playcentres. For this study, teachers/educators include adults working in early childhood services who are in contact with children through distal and proximal pedagogical practices. This research has been approved by the Victoria University of Wellington Human Ethics Committee 0000023433.

2. Research request.

Aisling Gallagher, Senior Lecturer in Geography, Massey University Manawatu. Aisling is currently conducting a three year research project into the creation of a market for childcare and ECE in New Zealand since 2000. This project has received financial support from the Royal Society of New Zealand. Susan and I will be interviewed, the focus is "the challenges the Playcentre Federation and its members have faced and the changes you have experienced during this time" and "how Playcentre has adapted to the changes in the childcare market over the past ten years". This will occur Thursday 30/03/2017 at 3pm.

3. Affidavit from Co-President for Amalgamation Charitable Scheme, draft received 16/02/2017, awaiting final to sign.

4. Little Lungs is a Smokefree Cars and Homes messages programme between Well South and Southern District Health Board, confirmed 02/03/2017 for HaTM2017.

5. Resources for TWTM and TT; the Trustees job descriptions, NZPF Code of Conduct and NZPF Confidentiality agreement need to be made available for both where during National Executive, Conference, and respective where Hui. This is to ensure both where have the same information available at the same time. Education convenors role description also available separately as these positions will not be available as of Conference 2017.

Focus for the coming period

- Te Whare Tikanga Māori – March 2017 National Executive: Communications, Ngātahi and HaTM Survey.
- Hui a Tau Maori 2017 – Governance content, Rōpū names.

Confidential Items

Nil