

## TRUSTEE BOARD MEETING 27<sup>TH</sup> – 28<sup>TH</sup> JULY 2018 (CAPITAL GATEWAY MOTOR INN, WELLINGTON)

### Friday 27<sup>th</sup> July

The meeting commenced at 1.45pm with a karakia.

**Attending:** *Alaine Tamati-Aubrey, Susan Bailey, Ruth Jones, Ann Langis, Cynthia Murray, Avis Stewart, Alasdair Finnie (General Manager), Meagan Ranby (Administrator), Veronica Pitt (Service Delivery Manager), Marina Cook (CFO) and Julia Frew (HR Manager)*

### Meeting Administration

#### **Apologies**

None

#### **Conflict of Interest – appendix 1.**

Alaine reminded the meeting about the confidentiality agreement.

### HR Manager Report

#### **Policies**

##### **Discussion:**

- Highlighted that some of the information contained in the policies won't fit some of the Centres.
- In November we are one entity, the Centres will fall under Playcentre Aotearoa policies no longer under Association policies and will be presented that way for external organisations.
- Highlighted risk of not having generic compliance based policies at National level for Centres supported by procedures.
- Discussion regarding the role that Governance and Management will have related to policies.
- Legally required to have policies available nationally. The legal responsibility for Health and Safety is held by the Trustee Board and General Manager so it would be advisable for this policy to be reviewed by the Trustee Board.
- National Ministry of Education will review the policies, indicate any red flags and sign off nationally. Centres may still need Centre specific policies/procedures but that do not contradict national ones.
- Trustee Board fed in what they expected to see if these policies were within a Centre. Would like to see simple and relevant policies for Centres.
- Do not include governance in the policies, unless required by the legislation or other external requirements.

##### **Next Steps:**

- Operations via the Service Delivery Manager to coordinate with Ministry of Education to review and sign off policies.
- Cynthia interested in consulting of the formatting of the policy booklet.

### CFO Report

#### **April Budget and June Balance Sheet**

##### **Decision**

*Meeting agreed to accept the April Budget to actual results posted on Loomio in May and the June Balance sheet.*

#### **Approval of the Group Accounts**

##### **Discussion:**

- Group accounts received prior to the meeting, but not yet signed off by the Auditors. There may be some final questions but these should be able to be answered by the CFO.
- Explanation of the movement of the parent accounts was given by the CFO.
- Acknowledgment of the Auditors toward the end of the completion of the audited Group Accounts process.

**Decision:**

*Meeting agreed to approve the signing of the Group Accounts by the Co-Presidents upon completion of due diligence procedures and recommendation of the CFO and General Manager and subsequent lodgement with Charities Commission to meet the 31 July 2018 statutory deadline.*

**Insurance**

**Discussion:**

- On a two year insurance policy agreement with the current insurance company.
- Other options will be reviewed regarding renewal of insurance next year.

**Decision:**

*Meeting agreed to approve the \$90,000 increased excess discount of the insurance premium be set aside for a "self-insurance" fund to cover claims excess under \$5,000.*

**Next Steps:**

- Operations via CFO and Property and Assets Manager to communicate the impact on compliance and costs from incidents that have occurred this year.

*1.45pm Avis entered the meeting*

**Budget**

**Discussion:**

- There will be some Association liabilities that the Federation will inherit which we are currently unaware of. Once this year's audit has been completed then we will have a better idea of what to expect from Associations.
- Discussion regarding the living wage. The living wage is a philosophical discussion that needs to be held by governance. Noted most roles are well below market rates for the NGO sector.
- Concerns raised regarding financial stability.
- Discussion regarding leave and mileage for the Centre Roles. Changing the mileage would have a big positive impact on the Centre roles.
- Discussion on scoping of roles; whether tasks within job descriptions have been reviewed.

*5.20pm Julia Frew left the meeting*

*5.40pm Marina Cook left the meeting*

Meeting closed 5.45pm

*Trustee Board continued to meet after dinner*

**Finance Report**

**Decision:**

*Meeting approved the recruitment of an additional Accounts Administrator for the accounts receivable role immediately.*

**Decision:**

*Meeting did not approve the recruitment of a second additional Accounts Administrator to provide Xero support to centres and support the fixed asset register.*

**Next Steps:**

- Operations to provide more information to the Trustee Board i.e. what is the cost?

**Decision:**

*Meeting did not approve the CFO to recruit (if deemed needed) on a fixed term or contract basis, additional staff or professional service consultant time to assist in the preparation of the Group accounts and year end procedures in order to meet all statutory and TEC timelines for the 2017/18 year end.*

**Next Steps:**

- Operations to provide more information to the Trustee Board i.e. what is the cost?

**Decision:**

*Meeting did not approve the CFO to seek professional consultancy advice in the area of Business Combinations upon Legal Amalgamation.*

**Next Steps:**

- Operations to provide more information to the Trustee Board i.e. what is the cost? Trustee Board are wanting to ensure there is a cap on this spend

**Decision:**

*Meeting did not approve the Recommended Budget in the interim period prior to full ratification in the November 2018 Conference.*

**Discussion:**

- It is assumed that 'other programmes' e.g. Space are included in income. Can we please see the breakdown per programme.
- How many sessions are run nationally?
- Trustee Board believes that the current practice of working within a budget not ratified by Conference is risk averse. Trustee Board believes the 'work schedule' will need to adjust (similar exercise to when the NZPF end of financial year was changed). I.e. need to align with new time frame. A reset: do a budget for 18 months/ 6 months + 12 months. This will enable AGM to decide on budget for the next year.
- Trustee Board recommends adjustment for 2019 Conference budget. Budget to be for 2019/20 & 2020/21.
- Budget to align with Strategic Plan. For future, annual plan and reporting to align with Strategic Plan.
- The Trustee Board want to make good decisions.
- We don't want to hold up progress.
- Or restrict the new General Manager.
- Please provide full information so Trustee Board are enabled to make good decisions, e.g. Income: show \$\$\$ @ 50% levy & \$\$\$ @ 30% levy.
- Trustee Board message: bottom line is that levy needs to stay at 50% for centres.
- Does this decision align to the NZPF Strategic Plan?

**Staffing structure amendments required to grow Playcentre Aotearoa**

**Discussion:**

- Questions asked: What is the scope for new roles? When was the data collated? Who was involved in the collation? What were the questions? How has work efficiencies/productivities been accounted? Who is the employer?

**Approval of Previous Minutes:**

The 4-6<sup>th</sup> May 2018 Trustee Board Meeting Minutes had been circulated prior to the meeting and discussed on Loomio.

**Decision:**

*The decision on Loomio did not meet quorum (approval by Susan, Alaine and Ruth)*

**Amendments to previous meeting minutes:**

- May minutes did not reflect the final decision made which was that we agreed that a remit will be needed sometime in the future to enable the change to 'titles' in the Constitution.

**Trustee Board Report  
Social Media policy**

**Discussion:**

- Continuing Issues: Use of Facebook by staff, using personal accounts, no parameters at the moment
- Trustee Board goals for Social Media Communications:
  - consistent and accurate messages,
  - staff and Operational volunteer (e.g. Journal Editor, PR Coordinators) and Trustee Board sustainability and protection of their personal space
  - effective use of social media platforms consistent with philosophy and strategic plan

**Decision:**

*Meeting agreed to a policy being developed in consultation with the Trustee Board.*

**Next steps:**

- Operations to draft Social Media Policy (Service Delivery Manager to coordinate)
- September Trustee Board Meeting agenda – Draft Social Media Policy

**Budget Implications from Tangata Tiriti Hui**

**Discussion:**

- Questions: How does this enable the selection of 24 for Conference? What if clusters grow to 40? Will we keep increasing the budget?
- If every cluster was 5 centres, there would be 89 clusters. So 178 reps.
- Air travel costs in budget are not realistic, need to be raised to a minimum of \$250 for return flight per delegate.
- Where can't take decisions off the floor, needs to go through consultation process, need to have all the information.
- Information on costs needs to go back to Hui delegates.
- Trustee Board works in partnership for the benefit of the whole organisation. Decisions that have overall budgetary implications need to come to the whole board before going to a hui.
- Then the Hui can have sound information to make decisions.

**Decision:**

*Meeting did not agree to budget a registration increase to Tāngata Tiriti Hui in the 2018/2019 budget.*

**Next steps:**

- Tangata Tiriti Trustees to send out draft minutes, create a statement to communicate to delegates, call delegates to relay information and encourage dialogue, send email follow up confirming information relayed. Include information on this process and next steps in Trustee report to Tāngata Tiriti House at Conference, further discussion with House at Conference and/or Hui as needed.

**Collation of Association SGM data**

**Decision:**

*Meeting agreed to approve a koha of \$190.00 to volunteer for 11.5 hours of work completed.*

**National Executive meeting – August 2018**

**Discussion:**

- As of close of registrations on the 24th we have not reached quorum for this meeting. Therefore no decisions can be made.
- Ann's ticket cannot be shifted. If Ann does not attend, can she buy her ticket off Federation to be used for her personal use in the future.

**Decision:**

*Meeting agreed to follow process moving forward as per NZPF Handbook clause 6.7.2 Interest Group Meetings*

**6.7.2 Viability of an Interest Group Meeting**

*December 2003*

*If there are less than 20 registrations on close of registration, the following applies:*

*Registration includes all who are able to attend and is not limited to the number of Associations attending. Confirm number with Federation Convenor, who will be in contact with the Trustee Board support person.*

*The following steps to be followed:*

1. *Hosting Association to decide if they wish to host an interest group meeting.*
2. *Registered Associations to be notified that there are not enough registrations to proceed with a national meeting and what the extra costs involved are.*
3. *Registered Associations to be asked if they wish to attend, and given a timeframe in which to respond.*
4. *Hosting Association, Federation team, Trustee Board and registered Associations to evaluate the response and discuss.*
5. *Decision to be made as to whether to continue to host an interest group meeting.*
6. *Registered Associations to be notified by phone and in writing of the outcome.*

*Original cost was based on with meeting quorum. As we have not met quorum, there will be an increase in costs, and there may be further increases depending on final numbers.*

**Next steps:**

- Cynthia to phone Te Whare Tikanga Māori delegates, Susan and Ruth to contact Tāngata Tiriti delegates on Monday 30th July. Information collected by 3rd August, due back by 9am Monday 6th. Provide pathway for papers that have received: Living Wage discussion paper at AGM, Playcentre Awareness Week discussion paper to AGM, should the interest group meeting not go forward. Conference call shortly after to decide which staff and Trustees will be required.

## **Trustee Board Work Plan**

### **Discussion:**

- Stakeholders and/or Partners queried
- Alaine to provide a summary for each area (#)

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## **Saturday 28<sup>th</sup> July**

**Attending:** *Alaine Tamati-Aubrey, Susan Bailey, Ruth Jones, Ann Langis, Cynthia Murray, Avis Stewart, Alasdair Finnie (General Manager), Veronica Pitt (Service Delivery Manager) and Meagan Ranby (Administrator)*

### **Welcome, Opening and Karakia**

The meeting opened at 8.45am.

### **Budget**

#### **Discussion:**

- The Trustee Board indicated that some of the proposals were able to be decided however it was felt additional information was required regarding the staffing structure proposals, including job descriptions, raw data gained from feedback and employment pack template.
- Trustee Board being asked to increase hours for roles where the Trustee Board don't know if the hours need to be increased.
- Uncomfortable approving the budget and staffing structure for the new roles with the main concern being allowing the new General Manager to feed into the process.
- Consideration to having approval of two budgets approved in one year or having an additional AGM to approve prior to the start of the new financial year.
- Discussion regarding the seemingly firefighting that this budget presents. Consultation takes time and meaningful consultation could not take place before the July Trustee Board meeting. The feedback was gained from Regional staff of what they are hearing within their regions from the staff.
- Focus for the new General Manager will be what he recommends for the staff in 2020. The proposals in the budget and staffing structure are changes that have been needed for a while.
- More information requested and given regarding leave for CSWs and CAs.
- The General Manager has the delegation to approve staffing changes but the proposals have an impact on the budget which is being presented to the Trustee Board. The employer is Playcentre Aotearoa; liability lies with the Trustee Board. Trustee Board needs to feel secure about the data and process that has been followed to make the decisions.
- Risk in having knowledge within limited number of people; the Management Team is working to ensure this knowledge is shared and not isolated.
- There is no intention to increase the levy from 50%.

#### **Next Steps:**

- Operations to provide additional employment information to the Trustee Board.

## **Loomio decisions**

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

The 4 - 6<sup>th</sup> May 2018 Trustee Board Meeting Minutes had been circulated prior to the meeting and discussed on Loomio.

### **Decision:**

*Quorum was not met to approve the 4 - 6<sup>th</sup> May 2018 Trustee Board Meeting Minutes and distribution.*

## **Matters arising from Previous Minutes**

## **First Encounters 250 Commemorations**

### **Discussion:**

- Public Relations Coordinator is now managing this.

### **Approval of Correspondence:**

The April, May and June 2018 incoming and outgoing correspondence had been circulated prior to the meeting and discussed on Loomio.

*Meeting ratified the Loomio approval of the April, May and June 2018 incoming and outgoing correspondence and distribution.*

### **Next Steps:**

- Administrator to distribute the Incoming and Outgoing April, May and June 2018 correspondence.

## **Ratification of Loomio Decision**

The following decisions have been made via Loomio and ratified at this meeting

- Rawene Playcentre Building Contract.
- Reforecast budget for 2017-18 as presented at the May Trustee Board meeting.
- Co-Presidents signing the Parent only financial statements.
- Approval to recruit a permanent Senior Accounts Administrator 30 hrs/wk.
- SELO Contract.

## **General Manager Report**

### **Public Relations Strategy**

#### **Discussion:**

- Approx. \$24,000 had been budgeted in the 2017-18 financial year and \$48,000 for the 2018-19 year. It was agreed that the increase was justifiable in light of the work planned to implement the strategy.
- Discussion regarding the Public Relations Manager role's hours.
- Discussion regarding corporate sponsorships; whether Trustee Board want to provide guidance for this.
- Strategy should incorporate the Mōteatea.

### **Next Steps:**

- Trustee Board to include 'discussion of guidance for partnership/sponsorship' on the Trustee Board work plan.
- Operations to request Playcentre Aotearoa use the 'Welcome Home' song from Dave Dobbyn.

## **Legal Amalgamation**

#### **Discussion:**

- Trustee Board need to be clear if they will be supporters at Association SGMs; need to know the motion cannot be changed.
- Affidavits and paperwork need to be returned as soon as the meeting has concluded.
- Trustee Board members cannot be supporters in their own Associations as this is a conflict of interest.
- Highlighted Association information on Charities Services may not be up to date. The legal Association constitution is the version held by Charities Services.
- Discussion regarding the postal voting process; meeting quorum and the requirement of 1 vote for Association and 1 vote for Te Whare Tikanga Māori.

### **Next Steps:**

- Operations to follow up with Associations to ensure they are aware of the timeline and to clarify the role of the supporter as a process supporting role. Follow up email to be sent after the phone call.
- Operations to follow up with the Honorary Legal Advisor on any outstanding questions.
- Operations to provide a SGM minutes template to Associations.
- Operations to remind Associations to ensure their latest version of their constitution or any amendment is uploaded to Charities Services.

Meeting closed at 12.00pm

**Upcoming Dates:**

Reports due: 6<sup>th</sup> September

Next meeting: 14<sup>th</sup> September, The Brentwood,  
Wellington

True and accurate record:

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

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

## **Appendix 1. Conflict of Interest**

**Alaine Tamati-Aubrey** – Taranaki Playcentre Association Rōpū Māori and Waitara Playcentre Secretary and Co-Treasurer.

**Cynthia Murray** – Central Regional Centre Administrator and Community Support Worker, Eastern Bay of Plenty Playcentre Association SPACE, Eastern Bay of Plenty Playcentre Association President, Eastern Bay of Plenty Playcentre Association Rōpū Māori and Ōpōtiki Playcentre and Eastern Bay of Plenty Playcentre Association Life Member

**Ann Langis** – Narrowneck Playcentre Life Member

**Avis Stewart** – Mid North Playcentre Association

**Ruth Jones** – Life Member of Wallaceville Playcentre and Hutt Playcentre Association, and Acting President, Office Manager and Signatory for Hutt Playcentre Association.

**Susan Bailey** – Hutt Playcentre Association Life Member, Net Committee Member (run early intervention groups run by the Ministry of Education), Centre employee.

**Alasdair Finnie (General Manager)** – None

**Meagan Ranby (Administrator)** – None

**Marina Cook (Chief Financial Officer)** - None

**Veronica Pitt (Service Delivery Manager)** - None

**Julia Frew (Human Relationships Manager)** – Member of Blenheim Playcentre





## KAIWHAKAHAERE MATUA / GENERAL MANAGER'S REPORT TO THE TRUSTEE BOARD JULY 2018

### TIROHANGA WHĀNUI / OVERVIEW

- The major milestone with the legal part of the amalgamation process was completed on 25 June when the charitable scheme was approved by the Honourable Justice Downs in the High Court in Auckland. There is a separate update report on the steps Federation and Associations will now take before we apply to the Court seeking final orders (expected in mid November). David McLay and Neilsons in Hamilton have been thanked and congratulated for their work. I am very grateful too for Susan's, Veronica's, Marina's and Meagan's help in setting up the next steps pathway, making it as easy as possible for everyone to follow the final legal requirements to Amalgamation.
- Cissy Rock, Change Programme Manager, was farewelled at the end of a Management Team Day on 20 June. Her contribution has been quite remarkable to the change process. Her willingness to take on "anything that was needed" in such a professional and positive way has been a true inspiration. She will continue to work as a volunteer with Claire to foster the Friends of Playcentre programme.
- There is a theme coming through a number of this month's TB reports. For Playcentre to gain the benefits of Amalgamation it must now drive hard to attract members and raise revenue, and reverse the historical declining trend. Allied to this is the bravery required to spend money to increase key staffing changes and resources to support Playcentre's growth.
- It has been my privilege to work for Playcentre at such a key time in its journey. Thank you most sincerely for the opportunity to be a part of the Playcentre community again.
- "Manaaki whenua, manaaki tangata, haere whakamua". Care for land, care for people, move forward.

### MAHERE Ā-TAU / ANNUAL PLAN 2017-2018 WHAKAHOU / UPDATE

- It incorporates the changes requested by the TB.

### TELECOMMUNICATIONS UPDATE

- Meagan Ranby, Administrator, reports that we currently have 309 centres fully connected to internet and phone line, with a further 59 centres being set-up with a wireless package. This leaves 46 centres where alternative options are being investigated.
- The project with Vocus Communications has escalated since the last report. We now have a dedicated Project Manager who is working to complete the connections as soon as possible. She is now reporting weekly to Meagan with updates.
- We haven't yet had a reply from the Acting Group Manager (ECE), Ministry of Education, regarding our submission on 16 May for additional funds.

### ICT STRATEGIC PLAN 2018-2019 UPDATE

- An ICT Strategic Plan 2018-2019 Update has been prepared by Alan Taylor, Property and Assets Manager, and Meagan Ranby, Administrator, outlining what is expected to be achieved by the end of this financial year, and the next steps for the 2018-2019 year.

### PARENTING PLACE PARTNERSHIP

- Veronica Pitt, Service Delivery Manager and I met with Parenting Place representatives regarding the delivery of SPACE within Playcentre on 24 May 2018.
- It was a positive meeting and both organisations are keen to consider how to best develop the partnership between us for mutual benefit.
- The Parenting Place has recently provided us with a draft Scoping Project outline, which we are in the process of providing feedback on.
- The Scoping project will consider the current situation and potential future developments for the SPACE programme within Playcentre.

### LEGAL AMALGAMATION



# Playcentre

- A report providing an update on the progress towards legal amalgamation prepared by Veronica Pitt, Service Delivery Manager.

## PUBLIC RELATIONS STRATEGY

- A report providing the proposed public relations strategy for the coming year prepared by Claire Gullidge, Public Relations Coordinator.



# Trustee Board Collated Report

July, 2018

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## Decisions:

### 1. Social Media policy

**Background:**

Zoom meeting held 28/5/18 Co-Presidents and staff

**Impacts:**

Social media policy required

**Concerns:**

Continuing issues with use of Social media by staff & membership

**Considerations:**

Who has time to police this? When can we expect to see a policy?

**Recommendation/Decision:**

Policy is written in consultation with TB

### 2. Budget implications from Tāngata Tiriti Hui outcomes

**Background:**

*Tāngata Tiriti Hui agreed to budget for 70 delegates [for 2019 -Tāngata Tiriti Hui]; based on 2 delegates attending per Cluster. Budget to include additional funds for Tāngata Tiriti Trustee Board nominees to attend.*

**Impacts:**

Budget for 70 delegates plus Trustees & Admin & nominees (up to 75)

Venue will need to be a Conference facility

**Concerns:**

Increased costs due to larger facility required

**Considerations:**

Budget for 2018 Hui based on 40 delegates: Marae based

Budget for 2017 Hui based on 40 delegates at conference venue – double for 2019?

**Recommendation/Decision:**

Include in 2018/2019 budget

**Next steps:**

CFO to include extra for 2019 Hui

### 3. Collation of Association SGM data

**Background:**

As the Interlocutory hearing has completed, the next step is to support Associations meeting their constitutional requirements. A volunteer collated the Associations SGM clauses information on our behalf

**Recommendation/Decision:**

Koha of \$190.00 to volunteer for 11.5 hours of work completed.

**Next steps:**

Operations to complete transaction

### 4. National Executive meeting – August 2018

**Background:**

Conference 2017 agreed to have a National Executive meeting. NZPF constitutional requirements have been met. At the writing of this report, registrations were still 'live'.

**Recommendation/Decision:**

This item is scheduled for Friday evening

**Next steps:**

Pending decision

## Discussions:

### 1. Strategic Plan (RJ)

**Background:**

Our national Playcentre Strategic plan ends in 2019, so now is the time to start process gathering our members thoughts on where to next.

**Impacts:** Full consultation of our members as well as garnering input from Operations as to feasibility of any plans will take time.

**Concerns:** ensuring all members feel they have been fully consulted, and that they are on board with any plan that eventuates so that we can have a smooth acceptance and transition from the current Strat Plan to the new.

**Considerations:** See attached document from Tāngata Tiriti Hui, with gathered information, including emerging themes.

**Discussion:** do Board members agree with the themes, are there more that have been overlooked?

**Next steps:** Present steps to Operations for feedback on financial capacity and feasibility.

### 2. Trustee Board 2018-2019 Work plan

**Background:**

As the amalgamation progresses a shift to a high level governance is required. To enable the Trustee Board effectiveness an annual work plan will provide Trustees with an outline of the year ahead. A work plan lets Trustees know what their commitments for the year will be and ensures adequate attention is given to the various functions which will otherwise be deferred or overlooked.

**Impacts:**

- NZPF has historically been reactive to the members at the table due to unproductive handovers and transfer of organisational knowledge. This has caused a knowledge gap and a breakdown in relationships.
- Implications on the 'whole organisation' when there is inability to maintain sound boundaries
- Induction programme needs to align with the work plan to ensure sustainability

**Concerns:**

- Sound foundation for future trustee board members.
- Lack of NZPF historical knowledge.
- A need for a clear delineation between Governance and Management for Playcentre Aotearoa.

**Considerations:**

Content work plan to include: Meeting schedule, Strategy Formulation, Strategy Implementation (Management presentations), GM, Accountability, Monitoring and Supervision, Policy Making and Review, Organisational Governance and Stakeholder Communication.

**Discussion:**

This item is scheduled for Saturday evening after dinner

**Next steps:**

Finalise for approval at the October Trustee Board meeting for release to new incoming

## Information sharing and activities since the last report

### Hui-a-Tau Maori held (18-20 May)

**Attendees:** 4 NZPF Trustees, 1 NZPF Life Member, 3 Tamariki and 18 Delegates from 13 Rōpū Māori

**Deliverable content completed:**

- Understanding of MDM and TAMFW roles;
- Huringa Pūngao (10-year Transformation Programme) Manaakitanga is the kaupapa for May 2018 – May 2019;
- External delivery Workshop: Implementing Biculturalism at Centre Level;
- Good Governance: Trustee Induction;
- Decision Paper: Rōpū Māori: The future is here

*1. Rōpū Māori are formally recognised by Te Whare Tikanga Maori.*

a) Puriri Whakamaru o Taranaki (Taranaki), b) Kapa Tautoko ki Whanganui-a-Tara (Wellington), c) Puriri Whakamaru o Te Awakairangi (Hutt), d) Counties, e) Kia Puāwai o Tamaki (Te Akoranga), f) Puriri Whakamaru o Otago (Otago), g) Te Kimiora o Tamaki (Tamaki), h) Te Tairāwhiti, i) Rawhiti Waikato (East Waikato), j) Te Taonga o

Pohutukawa (EBoP), k) Tauranga Moana Whānau Rōpū (WBoP), l) Mahi Ngātahi o Puawai (North Shore), m) Te Roopu Whakaaro Kotahi (Northland), (Final list to be confirmed by Trustee Board)

Past Rōpū Māori are acknowledged for their contribution. Future Rōpū Māori have the opportunity to be recognised at Hui ā-Tau Māori and General Meeting.

*2. Six (6) Regional Rōpū Māori are created from the formally recognised Rōpū Māori and are formally recognised by Te Whare Tikanga Māori.*

**Decision:** The meeting agreed to Rōpū Māori as listed 1a-1m are formally recognised by Te Whare Tikanga Maori. Kua mana? Āe!

**Decision:** The meeting agreed to 6 Regional Rōpū Māori being created from the formally recognised Rōpū Māori and are formally recognised by Te Whare Tikanga Māori. Kua mana? Āe!

- Co-President/s communicated with several members re Tāngata Tiriti Hui

### **Tāngata Tiriti Hui (June 8-10)**

Held at Tapu te Ranga Marae, Island Bay, Wellington, Tāngata Tiriti Hui was attended by 32 Cluster delegates and 3 Tāngata Tiriti Trustees along with our Administrator, Meagan. Overall, a successful weekend, despite having to overcome a few challenges such as: contractor unable to facilitate due to illness; child being injured and requiring emergency medical care; some decisions had to be deferred because of time pressure; however a few decisions were made (see below).

#### **Outcomes:**

\*Meeting agreed to approve the 2017 Tāngata Tiriti Hui minutes.

\*Meeting agreed to approve the 2017 Tāngata Tiriti Caucus Conference minutes

\*Meeting agreed to Susan Bailey (Co-President for a one year term), Ruth Jones (Trustee for a one year term) and Tiso Ross (Trustee for a one year term) with a succession plan to be developed by a Kapa Mahi group. The succession plan to include Michelle Hutton, Amanda Russell and other interested members for emergent leadership.

The selection of Trustees to be ratified at the 2018 NZ Playcentre Federation AGM.

\*Meeting agreed to budget for 70 delegates [for 2019 -Tāngata Tiriti Hui]; based on 2 delegates attending per Cluster. Budget to include additional funds for Tāngata Tiriti Trustee Board nominees to attend.

### **Advocacy Report (SB)**

- Early Learning Strategic Planning hui (3 May) SB
  - o Contributed to discussions – promoting Playcentre’s vision, Mission & philosophy
  - o Reminding sector of parents’ importance
- ‘Education Summit’ in Auckland (12/13 May) ATA
  - o
- Social Sector Budget Lock-up (17 May) SB
  - o Fresh energy – new thinking: Foundations for the future
  - o 1.6% increase for ECE sector
- Vulnerable Children’s Advisory committee meeting @ MOE 31/5/18 SB
  - o Oranga Tamariki – info sharing update & Code of practice
  - o MSD – Work programmes
  - o Multi-agency team – updates
  - o Learning support - discussion
- ECAC (6 June) RJ
  - o Update on Budget 17 Learning Support initiatives & delivery approach
  - o Minister Hipkins - discussion
  - o Strategic Work updates
    - Summit and Education Conversation
    - Strategic work programme overview
    - ECE strategic plan
    - Home-based review
    - Workforce strategy
  - o Budget 18 overview

- Budget 18 learning support update
  - Complaints and incidents reporting
- SuPERU presentation on 'Transitions' (14/6/18) SB
  - Growing up in NZ study
  - Providing rich data on how NZ society is changing
- SB & RJ visited Pt Howard Playcentre with National Party MP Nicola Willis (18/6/18)
  - Well received by Centre (MP attended as child) – good discussions took place with members
- 'Building on Success for All' hui (18/6/18) SB
  - "Supporting students to be the best they can be" Tracey Martin - Developing a 'Child Wellbeing Strategy'
  - Interactive sessions – what are the highest priorities for change to the Learning Support Action Plan?
- SB met with Clare Wells, NZK, to discuss restructure process & legal amalgamation (28/6/18)
  - NZK restructure
  - Successes & challenges for Playcentre
- Early Learning Strategic Planning hui (12/7/18) SB
  - Strategic plan (not Action Plan) workshopping around themes emerged at last Hui
- ECE network meeting in Wgtn (17/7/18) SB
  - Workforce data discussions
  - ELSP feedback
- SB, GM & CFO met with Lawyer to discuss legal amalgamation plan

## **Focus for the coming period**

Incoming Correspondence: 1 - 30 April 2018

Trustee Board Meeting: 27-29 July 2018

Date	No	Code	Method	From / To	Subject	Copied/Fwd. to	How
2/04/2018		Misc	Email	IPA Aotearoa	IPA Aotearoa NZ March 6th Minutes	Trustee Board, General Manager	Email
3/04/2018		Fin	Email	PMCA	PMCA Licence 2018 Renewal - Invoice	Accnts Mgr	Email
4/04/2018		Misc	Email	Ministry of Education	Invitation to attend Nelson City ECE group	PLD Director, SB	Email
4/04/2018		Misc	Email	Ministry of Education / SB	Call for EOTC and NZSL advisory group reps		
4/04/2018		Misc	Email	NZTA	NZTA Members Brief 053 April 2018	Trustee Board, General Manager	Email
4/04/2018		Misc	Email	Hui E!	Hui E! Monthly P nui – Paenga-wh wh / April 2018	Trustee Board, General Manager	Email
5/04/2018		Misc	Email	Early Learning Bulletin	He P nui K hungahunga - April 2018 Special Edition: Future of Early Learning in New Zealand	Trustee Board, Management Team	Email
5/04/2018		Misc	Email	Ministry of Education / SB	Invitation to join the Early Learning Strategic Plan Reference Group		
6/04/2018		Misc	Email	ECAC / SB, RJ	ECAC minutes and actions		
6/04/2018		Misc	Email	Isentia	Media Alert	Media Monitors	Email
10/04/2018		Misc	Email	Isentia	Media Alert	Media Monitors	Email
12/04/2018		Fin	Post	Nielsen Law	Invoice	Accnts Mgr	Email
12/04/2018		Fin	Post	NZ Post	Statement of Accounts	Accnts Mgr	Email
12/04/2018		Misc	Post	EMA	Business Plus Issue 157	HR Mgr	Post
12/04/2018		Misc	Email	Ministry of Education / SB, RJ	Release of 2016 ECE complaints		
13/04/2018		Misc	Email	Isentia	Media Alert	Media Monitors	Email
13/04/2018		Misc	Email	Government / ATA, SB, General Manager	Hon Chris Hipkins invites you to join the Education Conversation   K ro Maturanga in Auckland		
16/04/2018		Misc	Email	ECAC / SB, ATA, General Manager	RE: Next Building on Success for All Forum - June 18, Wellington		
17/04/2018		Misc	Email	Isentia	Media Alert	Media Monitors	Email
18/04/2018		Misc	Email	EEF / SB, ATA, General Manager	Early Education Federation News Update - April 2018		
19/04/2018		Misc	Email	Charities Services	Charities Services Newsletter - April 2018	CFO, General Manager	Email
19/04/2018		Misc	Email	EEF / SB, ATA, General Manager	Early Education Federation Meeting - Tuesday 5th of June		
20/04/2018		Misc	Email	Hui E!	Reminder: Register for the Civil Society SDG Pre-Summit Consultation	Trustee Board, General Manager	Email
20/04/2018		Misc	Email	Isentia	Media Alert	Media Monitors	Email
23/04/2018		Misc	Email	Ministry of Education	Nelson City Network/cluster meeting. Feedback from 12th April meeting	PLD Director	Email

Incoming Correspondence: 1 - 30 April 2018

Trustee Board Meeting: 27-29 July 2018

24/04/2018	Misc	Email	Isentia	Media Alert	Media Monitors	Email
24/04/2018	Misc	Email	ECAC / SB EEF / SB, ATA, General Manager	Consultations and bills		
26/04/2018	Misc	Email	Te Rito Maioha Early Childhood New Zealand / SB, ATA, General Manager	Fw: Early Education Federation News Update - April 2018		
27/04/2018	Misc	Email	Isentia	Fw: Te Rito Maioha stakeholder request	Media Monitors	Email
27/04/2018	Misc	Email	NCWNZ	Media Alert	Trustee Board, General Manager	Email
30/04/2018	Misc	Email	NZTA	NCWNZ The Circular May 2018	Trustee Board, General Manager	Email
30/04/2018	Misc	Email	Te Rito Maioha Early Childhood New Zealand / SB, ATA, General Manager	NZTA Estate & Trust Bulletin #141 April 2018		
30/04/2018	Misc	Email	Manager	Fw: Early Learning Strategic Plan		



Outgoing Correspondence: 1 - 30 April 2018

Trustee Board Meeting: 27-29 July 2018

<b>Date</b>	<b>No</b>	<b>Code</b>	<b>Method</b>	<b>From</b>	<b>To</b>	<b>Subject</b>	<b>Copied to</b>	<b>How</b>
6/04/2018		Misc	Email	SB	Ministry of Education	Re: Invitation to join the Early Learning Strategic Plan Reference Group	ATA, General Manager	Email
12/04/2018		Misc	Email	SB	Ministry of Education	Consultation on issues being consideration for legislation in 2018	ATA, General Manager ATA, General Manager,	Email
24/04/2018		Misc	Email	SB	EEF	Fw: Early Education Federation News Update - April 2018	RJ	Email

## Incoming Correspondence: 1 - 30 June 2018

## Trustee Board Meeting: 27-29 July 2018

Date	No	Code	Method	From / To	Subject	Copied/Fwd. to	How
1/06/2018		Misc	Email	ECAC / SB	Papers for ECAC next week		
4/06/2018		Misc	Email	EEF / SB, ATA, General Manager	ECAC Meeting agenda		
5/06/2018		Fin	Email	Tapu te Ranga Marae	Invoice #60 from Tapu Te Ranga Marae 9	SB, CFO	Email
5/06/2018		Misc	Email	NCWNZ	Nominations for NCWNZ Standing Committee Convenors 2018-2020	Trustee Board, General Manager	Email
6/06/2018		Misc	Email	ECAC / SB	Early learning data and evidence advisory group		
6/06/2018		Fin	Email	Niche Consulting Group / SB	Fw: Invoice INV-0403 from Niche Consulting Group Limited for New Zealand Playcentre Federation	CFO, HR Mgr, General Manager	Email
7/06/2018		Misc	Email	ECAC / SB	Slides and papers from ECAC yesterday		
7/06/2018		Fin	Email	Ministry of Education	Payment Remittance Advice	Accnts Rec	Email
8/06/2018		Misc	Email	Isentia	Media Alert	Media Monitors	Email
10/06/2018		Misc	Email	IPA Aotearoa	IPA Aotearoa NZ event - 20th June	Trustee Board, General Manager	Email
11/06/2018		Fin	Email	Ministry of Education	Purchase Order WK70001641	Accnts Rec	Email
11/06/2018		Misc	Email	Hui E!	Hui E! Monthly P nui – Pipiri / June 2018	Trustee Board, General Manager	Email
12/06/2018		Misc	Email	ECAC / SB, RJ	Budget slides and paper from ECAC last week		
12/06/2018		Misc	Email	ECAC / SB, RJ	ECAC actions - contact details for feedback and call for advisory groups		
12/06/2018		Misc	Email	Isentia	Media Alert	Media Monitors	Email
13/06/2018		Fin	Post	NZ Post	Invoice # INV010667880	Accnts Payable	Email
13/06/2018		Fin	Post	NZ Post	Statement of Accounts	Accnts Payable	Email
13/06/2018		Misc	Post	New Plymouth District Council	Acknowledgement of Application for Resource Consent	ATA	Email
13/06/2016		Fin	Post	EMA	Invoice 1192281	HR Mgr	Email
13/06/2018		Misc	Post	New Plymouth District Council	Building on Council owned land	ATA	Email
13/06/2018		Fin	Post	NZ Post/Contact Energy	Invoice	Counties Playcentre Association, Auckland Regional Office	Email
13/06/2018		Misc	Post	Tairua Playcentre	Centre Support Fund Application	HR, SD Mgr, CFO	Email
13/06/2018		Misc	Post	EMA	Business Plus Mag Issue 159	HR Mgr	Post
14/06/2018		Fin	Email	Ministry of Education	Payment Remittance Advice	Accnts Rec	Email
14/06/2018		Misc	Email	Red Beach Playcentre	Re: Open Letter regarding Licensing and Education programme	General Manager, SD Mgr, TEFM	Email

Incoming Correspondence: 1 - 30 June 2018

Trustee Board Meeting: 27-29 July 2018

15/06/2018	Misc	Email	New Plymouth District Council	PIM18-123544 37 Carthew Street	ATA, PAM	Email
15/06/2018	Misc	Email	Isentia	Media Alert	Media Monitors	Email
18/06/2018	Misc	Email	EEF / SB, ATA, General Manager	Early Education Federation Memo Number 6 2018		
18/06/2018	Misc	Email	EEF / SB, ATA, General Manager	Fw: Online survey on Early Learning Strategic Plan		
18/06/2018	Misc	Email	Auckland Playcentre Association / Trustee Board, General Manager	Fw: Open Letter regarding Licensing and Education programme		
19/06/2018	Misc	Email	Isentia	Media Alert	Media Monitors	Email
20/06/2018	Misc	Email	Hui E!	[special alert to our network] Health and Safety at Work Volunteer Amendment Bill	Trustee Board, General Manager	Email
21/06/2018	Misc	Email	New Plymouth District Council	CONVERT CHURCH TO EARLY CHILDHOOD CENTRE – 37 CARTHEW ST, OKATO	ATA, PAM	Email
21/06/2018	Fin	Post	Whangarei District Council	Tax Invoice Hikurangi Playcentre building project	PAM	Email
21/06/2018	Fin	Post	DLA Piper	Statement	Accnts Payable	Email
22/06/2018	Misc	Email	Isentia	Media Alert	Media Monitors	Email
22/06/2018	Misc	Email	Charities Services	Charities Services June Newsletter	General Manager, CFO	Email
22/06/2018	Fin	Email	Ministry of Education	Payment Remittance Advice	Accnts Receivable	Email
25/06/2018	Misc	Email	Early Education Magazine / SB	Contribution to Early Education	ATA, General Manager	Email
25/06/2018	Misc	Email	Early Learning Bulletin	He P nui K hungahunga - the Early Learning Bulletin June 2018 Issue	Mgmt Team, Trustee Board	Email
26/06/2018	Misc	Email	Isentia	Media Alert	Media Monitors	Email
26/06/2018	Misc	Email	NCWNZ	Action Item: Tomorrow's Schools Review	ATA, SB, General Manager	Email
26/06/2018	Misc	Email	Ministry of Education / SB, ATA, General Manager	VCA Minutes and Presentations		
26/06/2018	Misc	Email	Ministry of Education / SB, ATA, General Manager	Early learning data and evidence advisory group		
27/06/2018	Misc	Email	ECAC / SB	Consultations and bills		
27/06/2018	Misc	Email	ECAC / SB	Change of ECAC secretariat		
28/06/2018	Fin	Email	Ministry of Education	Payment Remittance Advice	Accnts Receivable	Email
28/06/2018	Misc	Email	NCWNZ	Action Item: Living Standards Framework	Trustee Board, General Manager	Email
29/06/2018	Misc	Email	EEF / SB, ATA, General Manager	Early Education Federation Memo Number 7 re Letter to the Minister		

Incoming Correspondence: 1 - 30 June 2018

Trustee Board Meeting: 27-29 July 2018

29/06/2018	Misc	Email	Isentia	Media Alert	Media Monitors	Email
29/06/2018	Misc	Email	NCWNZ	NCWNZ The Circular July 2018	Trustee Board, General Manager	Email
29/06/2018	Misc	Email	NCWNZ	NCWNZ Conference 2018 - He Toa Takitini: Strength in Diversity	Trustee Board, General Manager	Email

Outgoing Correspondence: 1 - 30 June 2018

Trustee Board Meeting: 27-29 July 2018

<b>Date</b>	<b>No</b>	<b>Code</b>	<b>Method</b>	<b>From</b>	<b>To</b>	<b>Subject</b>	<b>Copied to</b>	<b>How</b>
5/06/2018		Misc	Email	SB	ECAC	Re: Early Education Federation Council Meeting - Tuesday 5 June 2018	General Manager	Email
12/06/2018		Misc	Email	SB	TRCC	Playcentre and TRCC	ATA, General Manager	Email
14/06/2018		Misc	Email	Admin	Playcentres	Open Letter regarding Licensing and Education programme		
27/06/2018		Misc	Email	SB	ECAC	Re: ECAC actions - contact details for feedback and call for advisory groups	SD Mgr	Email

Incoming Correspondence: 1 - 31 May 2018

Trustee Board Meeting: 27-29 July 2018

<b>Date</b>	<b>No</b>	<b>Code</b>	<b>Method</b>	<b>From / To</b>	<b>Subject</b>	<b>Copied/Fwd. to</b>	<b>How</b>
1/05/2018		Misc	Email	Isentia	Media Alert	Media Monitors	Email
1/05/2018		Misc	Email	Ministry of Education / SB, ATA, General Manager	Fw: Reference Group meeting Thursday 3 May - Agenda and background papers		
2/05/2018		Misc	Email	NZEI Te Riu Roa / SB, ATA, General Manager	Fw: Playcentre and TRCC		
3/05/2018		Fin	Post	Far North District council	Rate Invoice	Accounts Mgr	Email
3/05/2018		Misc	Email	ECAC / SB	Call for agenda items for June ECAC meeting		
3/05/2018		Misc	Email	ECAC / SB	ERO evaluation report - responding to language diversity in Auckland		
4/05/2018		Misc	Email	Hui E!	Hui E! Monthly P nui – Haratua / May 2018	Trustee Board, General Manager	Email
4/05/2018		Misc	Email	Isentia	Media Alert	Media Monitors	Email
4/05/2018		Misc	Email	Ashburton District Council	Methven Play Centre	PAM	Email
7/05/2018		Misc	Email	IPA Aotearoa	IPA Aotearoa NZ Committee Meeting 8thMay Agenda	Trustee Board, General Manager	Email
8/05/2018		Fin	Email	BDO / CFO	NZPF 2017 financial statements and representation letter		
15/05/2018		Misc	Email	NCWENZ	Action Item: Low-emissions Economy Draft Report	Trustee Board, General Manager	Email
15/05/2018		Fin	Post	NZ Post	Statement of Accounts	Accounts Mgr	Email
15/05/2018		Fin	Post	NZ Post	Invoice #INV010660521	Accounts Mgr	Email
15/05/2018		Fin	Post	DLA Piper	Statement	Accounts Mgr	Email
15/05/2018		Misc	Post	IRD	Registration of Playcentre Aotearoa	SD Mgr, General Manager, Accnts Mgr, CFO	Email
15/05/2018		Misc	Post	Auckland Playcentres Association	Annual Report		
15/05/2018		Fin	Post	Ricoh	Invoice A716656 Auckland Regional Office	Accnts Mgr	Email
15/05/2018		Fin	Post	Ricoh	Invoice A715529 Auckland Regional Office	Accnts Mgr	Email
15/05/2018		Misc	Post	EMA	Business Plus Issue 158	HR Mgr	Post
16/05/2018		Misc	Email	Ministry of Education / SB, ATA, General Manager	Fw: Early Learning Strategic Plan Reference Group Meeting 11 July 2018		
17/05/2018		Misc	Email	Ministry of Education EEF / SB, ATA, General Manager	RE: NZ Playcentre Federation Funding Submission	General Manager	Email
18/05/2018		Misc	Email		Early Education Federation News Update - 18 May 2018		
18/05/2018		Misc	Email	Isentia	Media Alert	Media Monitors	Email
21/05/2018		Misc	Email	Ministry of Education / SB, ATA, General Manager	Budget 2018 - Learning Support information		

Incoming Correspondence: 1 - 31 May 2018

Trustee Board Meeting: 27-29 July 2018

22/05/2018	Misc	Email	Isentia	Media Alert	Media Monitors	Email
24/05/2018	Misc	Email	ECAC / SB	Call for other advisory group reports for ECAC		
24/05/2018	Misc	Email	Ministry of Education / SB, ATA, General Manager	Fw: Minister's announcement of the next stage of Funding Review and the replacement of the decile system		
25/05/2018	Misc	Email	Isentia	Media Alert	Media Monitors	Email
25/05/2018	Misc	Email	NCWNZ	NCWNZ The Circular June 2018	Trustee Board, General Manager	Email
27/05/2018	Misc	Email	IPA Aotearoa	IPA Aotearoa NZ Minutes Committee meeting 8th May	Trustee Board, General Manager	Email
28/05/2018	Misc	Email	Ministry of Education EEF / SB, ATA, General Manager	Early Childhood Bulletin Early Education Federation Council Meeting - Tuesday 5 June 2018	Trustee Board, Mgmt Team	Email
29/05/2018	Misc	Email	ECAC / SB	Consultations and bills		
30/05/2018	Misc	Email	Ministry of Health	Consultation on draft Heat Health Plan Guidelines	HR Mgr, SD Mgr	Email
31/05/2018	Misc	Email	NCWNZ EEF / SB, ATA, General Manager	NCWNZ Conference 2018 - Proposed Remits	Trustee Board, General Manager	Email
31/05/2018	Misc	Email	Manager	Early Education Federation Memo Number Five 2018		

Outgoing Correspondence: 1 - 31 May 2018

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<b>Date</b>	<b>No</b>	<b>Code</b>	<b>Method</b>	<b>From</b>	<b>To</b>	<b>Subject</b>	<b>Copied to</b>	<b>How</b>
17/05/2018		Misc	Email	Admin	Ministry of Education; Helen Hurst & Kathryn Burch	NZ Playcentre Federation Funding Submission		General Manager Email