

TRUSTEE BOARD MEETING 4TH – 6TH MAY 2018 (CAPITAL GATEWAY MOTOR INN, WELLINGTON)

Friday 4th May

The meeting commenced at 1.10pm with a karakia.

Attending: *Alaine Tamati-Aubrey, Susan Bailey, Ruth Jones, Ann Langis, Meagan Ranby (Administrator) and Veronica Pitt (Service Delivery Manager)*

Meeting Administration

Apologies

Avis Stewart
Cynthia Murray

Conflict of Interest – appendix 1.

Additions and prioritising the agenda

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

Additions to the agenda:

Trustee Board Report

Discussion:

- Discussion regarding Trustee Board Governance role
- setting the line in the sand – confirming our boundaries for our decision making: the budget (as agreed at AGM), the Strategic Plan, our Philosophy...
- Discussion regarding shifting the mantra from 'Servicing our centres' to 'Serving our centres' – no longer 'more play, less admin'.

TRCC

Decision:

Meeting agreed to NZPF no longer providing a representative to the TRCC committee.

Next Steps:

- Susan to follow upon email received from TRCC dated 1/5/18.
- Administrator to advise TRCC secretary.
- Subscription to TRCC for each regional office is actioned
- Operations to check whether we pay a membership or subscription fee?

Hui ā Tau Māori update

Discussion:

- Te Ao Māori Field Workers (TAMFW) may not be in place in time to attend Hui ā Tau Māori
- Transformation programme unable to be effectively rolled out which was planned as introduction to TAMFW then to the Governors.
- Hui ā Tau Māori planning tracking under budget
- Hui ā Tau Māori database not been effective since AGM; TAMFW will need to manage the Database for regional rōpū
- One decision paper: Regional Rōpū

Next steps:

- Trustee Board: note for future Hui in templates (Budget/booklet/papers)
- Operations: deposit Koha for each Hui to each Co-President for payment in cash on the Monday of the week of each Hui

Trustee Board Quorum

Decision:

Meeting agreed to use technology to enable (at least) one of our 'rural' Trustees to attend.

Next steps:

- Operations to confirm connectivity to Zoom/Skype for September Trustee Board meeting.

Communications Plan

Discussion:

- Trustee Board discuss priorities for outward messaging to Centres and line up with Centre Chat Plan.
- Content of Centre Chat - the audience needs to be considered: what does Operations need Centres to know? Who needs to know this info?
- Share examples of other newsletters: Hui-e; He Pānui Kōhungahunga – the Early Learning Bulletin
- How can we help the Centres not be overloaded with info? What do Operations hear Trustee Board saying?

Trustee Board Induction

Discussion:

- Purpose of sharing at each Hui - Powerpoint for Tāngata Tiriti & Hui ā Tau Māori.

Next steps:

- Ensure 'Trustee Induction' is a fundamental component at each respective whare Hui.

First Encounters 250 Commemorations

Discussion:

- Tuia: Matauranga - The national education programme for Tuia Encounters 250 Dual Heritage Shared Future.
- To put this in the Playcentre context - many of our Playcentres are celebrating their anniversaries 40/50/60/70 years; an opportunity to record the histories of our Centres.
- Build up to Playcentre Awareness Week 2019? Hook into the 'Good Clean Fun' theme - telling our stories - prep for Conference: AGM theme - 75th - 'Blue Smoke' -

Next steps:

- Ruth to create a 'story board' for July TB meeting - why we need to engage our people & how.
- July Trustee Board meeting agenda – First Encounters 250 Commemorations.

2016 ECE Complaints and Incidents Report

Next steps:

- Operations: Consideration required of where this needs to sit for future reporting...
- September Trustee Board Meeting agenda - Progress report.

Treaty Audit

Discussion:

- Thanked Ruth for the work on this.
- Discussion about recommendations and understanding of The Audit.

Comms

Discussion:

- Supporting Operations.
- Currently appears to be Middle Management 'doing the do'.
- What we need is Senior Management to direct the 'do'.
- Priorities need to be established - what needs to be actioned NOW?
- Strengths based approach to reviewing other job descriptions.
- Review of Annual Plan to support the prioritising of workload.

- Further discussion with General Manager on Sunday

Tangata Tiriti Hui update

Discussion:

- Decision papers: Succession Plan & Membership Database papers; Tāngata Tiriti Trustees to have a shared view on the papers before hui.
- Purpose of hui: discussion around the difference in understanding by our members; moving from what was to what will be – GOVERNANCE meeting; use CVL info in opening session to establish/remind of governance/management roles

Hui alignment

Discussion:

- Travel claim process.
- Trustee Board induction; PowerPoint.

Loomio decisions

Approval of Previous Minutes:

The 9-10th February 2018 Trustee Board Meeting Minutes had been circulated prior to the meeting and discussed on Loomio.

Decision:

Meeting ratified the Loomio approval of the 9-10th February 2018 Trustee Board Meeting Minutes and distribution.

Next Steps:

- Administrator to distribute 9-10 February 2018 Trustee Board Meeting Minutes.

Approval of Correspondence:

The February and March 2018 incoming and outgoing correspondence had been circulated prior to the meeting and discussed on Loomio.

Meeting agreed the approval of the February and March 2018 incoming and outgoing correspondence and distribution.

Next Steps:

- Administrator to distribute the Incoming and Outgoing February and March 2018 correspondence.

Financial Report

Bank Signatory

Decision:

Meeting agreed to approve Marina Cook as signatory onto the NZPF General and the PD bank accounts.

Meeting agreed to approve Marina Cook as an Administrator to these accounts with full access.

4.00pm Veronica Pitt, Service Delivery Manager entered the meeting

5.30pm Meagan Ranby, Administrator entered the meeting

Relationship Meeting of NZ Playcentre Federation, SPACE NZ Trust and The Parenting Place

Attendees: Alaine Tamati-Aubrey, Susan Bailey, Ruth Jones, Ann Langis, Meagan Ranby (Administrator), Veronica Pitt (Service Delivery Manager), Kathy Wolfe (Space NZ Trust board member), Greg Fleming (Parenting Place Integration Subcommittee representative: CEO), Te Karere Scarborough (Parenting Place staff - Strategic Partnerships Director), Camilla Railton and Leanne Dawson (Space Management)

7.00pm Veronica Pitt, Service Delivery Manager left the meeting

Saturday 5th May

Attending: *Alaine Tamati-Aubrey, Susan Bailey, Ruth Jones, Ann Langis, and Meagan Ranby (Administrator)*

Welcome, Opening and Karakia

The meeting opened at 8.30am.

Susan read a quote – *'Education does not change the world education changes people and people change the world.'* (Paulo Freier)

Ratification of Loomio Decision

6 Regional Manager credit cards

The decision made via Loomio was ratified with the additional information received from the Service Delivery Manager and CFO:

- the credit card policy is contained in the Credit Card Use agreement shared on Loomio. This outlines the what, when and why and describes the safety mechanisms and boundaries that are in place and being utilised. This agreement was reviewed by our auditors and insurance company and meets their recommendations.
- each individual receiving a credit card will sign this agreement to ensure they are aware of the requirements.
- these policy details will also be included in the Financial Management policy being developed as part the policy project.
- the Line Manager monitors expenditure each month (for the Regional Managers this would be the SDM). The Senior Accounts Manager also sees the credit card statements each month and will raise any concerns with the CFO.

Trustee Board Report cont.

Treaty Audit Cont.

Recommendation 1. That Māori and tauwi members of the New Zealand Playcentre Federation decide whether they choose to accept the compromise of the overall constitutional framework required by the Charitable Trusts Act 1908 **

Decision:

Meeting agreed to review in 2 years if it is necessary to follow up with an official decision at a national meeting of Playcentre.

Recommendation 3. That the New Zealand Playcentre Federation include a statement in its objects that its policies and practices shall give effect to Te Tiriti o Waitangi

Discussion:

- Review in two years' time when internal practices are more settled.
- Review in a year how these recommendations have been put into practice.
- Celebrate what the organisation has achieved and publish this in the Playcentre Journal.

Decision:

Meeting agreed to review of this in 2 years' time.

Recommendation 5.

- (i) That each Association have the right to dual membership of the New Zealand Playcentre Federation and that these be known as kawatanga membership and rangatiratanga membership;
- (ii) That rangatiratanga representation at Federation level be decided by Māori within the Association and kawatanga membership be decided by all members;
- (iii) That an Association have kawatanga membership only, if it has no Māori members or decides not to implement a Tiriti based relationship

Discussion:

- Discussion regarding the terms in recommendation 5 and the purpose of changing the wording in the constitution.
- Membership needs to know the essence of Kawa/tikanga not just the definition of the words.
- Discussion regarding succession planning and emergent leadership.
- Advice from HR regarding role description vs job description for volunteers.
- Function of rōpū discussed to support incoming Trustee Board members.
- Finer details of how nominations are processed need to be considered within the new governance structure.
- Rōpū ideally should have a relationship with the cluster.

Decision:

Meeting agreed to a remit will be needed sometime in the future to enable the change to 'titles' in the Constitution.

Meeting agreed to change the wording of Trustee's Role Descriptions & Role Title - where it lists who we are accountable to, currently this is divided by House that the trustee comes from.

Meeting did not agree to change the process that Trustee's nominated from Tāngata Tiriti House are approved at Hui ā Tau Māori before being ratified at AGM.

Meeting agreed to review how recommendation Five (ii) can be met.

Meeting agreed to Trustee Board to increasing knowledge and understanding of our members about where their membership lies: Clusters, Rōpū and Centres; who is members of what; how to see the lines of Governance voice and emergent leadership in our structure now.

Recommendation 6. That the New Zealand Playcentre Federation establish dual kawanatanga/rangatiratanga positions for President and Vice President and that a structure for Standing Committee be established, which reflects a relationship of rangatiratanga and kawanatanga, where one party is not subordinate to the other.

Achieved

Decision:

Meeting agreed to Operations to oversee policy development to ensure it is equitable, as well as induction processes for employees to ensure they are empowered to understand Te Ao Māori and the effects of this in their work.

Advocacy

Discussion:

- Focus of visits will be why Playcentre needs additional funding and support
- How to pitch message, how Centre members will be part of the conversation. Communicate and seek permission from the Centre and Association,

Next Steps

- Trustees to consider their availability for these visits.

General Manager's Report

Safety in Playcentre

Discussion:

- Full costs haven't been supplied to date as Operations is seeking guidance on directions to take from TB on stages 1 and 2.
- Employees completing the checks vs contracting out to a company; benefit to Playcentre.
- Possibility of a one-off cost; once report has been completed, work completed to maintain Centres at a low risk status.
- Acknowledgement of the submission of the report.
- Not clear what the recommendations to the Trustee Board are, or that there are any governance decisions included.

- Property and Assets Manager holds the certificate therefore can direct a person to complete the work within the set standards.
- Compliance responsibility should not sit with volunteers any longer.

Decision:

Meeting agreed to the Property and Assets Manager managing the Property Team to complete the high risk assessments within budget and as per minimum standards from Ministry and insurers.

Next Steps:

- Operations to set up discussion threads in Loomio to define further conversations with TB on each stage of Playground Safety work required.

Establish Centre Support Admin Roles

Discussion:

- Organisation agreed to a review of the structure in 2018; however not all of the structure is in place to date.
- The current structure is to be reviewed prior to adding additional roles.

Meeting went in committee at 2.20pm

Meeting came out of committee at 3.05pm

Decision:

Meeting agreed to employ Centre Support Administrators for Regional Hubs as fixed term employees as the addition of this fixed term role does not fundamentally change the structure.

Next Steps

- July Trustee Board Meeting agenda item – Structure Review
- Operations to review operational structure and establish financial implications.

ICT Strategic Plan 2018-2020 Update

Discussion:

- Final Report from the consultant, Henrietta Hall, does not appear to reflect the Trustee Board thoughts discussed at the Trustee Board December 2017. GM to be asked to contact consultant to clarify this.

Annual Plan 2017-2018 Update

Discussion:

- If a key action cannot or will not be completed, it was suggested that it should be struck through and a reason added in the Comments section.
- Highlight in bold the lead per key action as not clear at present.
- Can't see how the work is enabling the amalgamation and is concerned about the additional workload for staff that this encourages.

Meeting closed at 4.30pm

Sunday 6th May

Attending: *Alaine Tamati-Aubrey, Susan Bailey, Ruth Jones, Ann Langis, Marina Cook (Chief Financial Officer), Alasdair Finnie (General Manager) and Meagan Ranby (Administrator)*

Welcome, Opening and Karakia

The meeting opened at 8.40am.

General Manager Report

General Manager Recruitment

Meeting went into committee 8.30am

Meeting came out of committee 10.00am

Loomio

Decision:

Meeting agreed to Marina Cook, CFO be added to the Confidential Trustee Board Loomio group.

Next Steps:

- Operations to add Marina to the Confidential Trustee Board Loomio Group.

Safety in Playcentres Cont.

Discussion:

- Training for the initial assessors will be in this financial year, further assessors will be in next year’s budget.
- Investigate other options such as training to the trainer level or if the management holding the certification can sign off the audit of the Regional Property Coordinators.
- Risk of training someone who then leaves and the cost of having to retrain.
- \$12,000 for the training has been included in the budget reforecast.
- Compliance is not up for discussion; it needs to happen although if it’s not in the structure or in the budget then it will need to come to the Trustee Board for approval.
- The information requested in the latest Centre Chat may be currently held in Associations. The information is also needed for the finance team.

Next Steps:

- Operations to check whether Playcentre playground information is held by Associations before requesting information from Centres.

Financial Report

Increase of Daily Credit Limit

Discussion:

- Documentation to be created setting controls for finances.

Decision:

Meeting agreed to increase the daily credit limit from \$600,000 to \$1.5m to allow for bulk funding to be paid to all centres on the same day. Payments higher than \$600,000 to be authorised by 2 signatories.

Next Steps:

- Operations to add bulk funding approval to the Schedule of Delegations

Parent Accounts

Discussion:

- New format to meet new standards.
- Changes to the accounting standards and how it relates to Playcentre explained.
- Note on remuneration explained.
- Consolidated accounts will not be ready in the next couple of months. Discussion of the status of the consolidated accounts.

Next Steps:

- Reforecast is needed to be approved via Loomio
- Auckland SPACE discussion to be moved to Loomio.

Meeting closed at 12.10pm

Upcoming Dates:

Reports due: 19th July

Next meeting: 27th – 29th July, Wellington

True and accurate record:

Signed: Date:

Signed: Date:

Appendix 1. Conflict of Interest

Alaine Tamati-Aubrey – Taranaki Playcentre Association Rōpū and Waitara Playcentre Co-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

Ann Langis - None

Avis Stewart – Mid North Playcentre Association

Ruth Jones – Life Member of Wallaceville Playcentre 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



GENERAL MANAGER'S REPORT TO THE TRUSTEE BOARD

APRIL 2018

OVERVIEW

- Positive progress made with legal part of the amalgamation process, with both the Attorney General's Report being received on 19 February and the first High Court hearing fixture obtained for 25 June 2018 in Auckland. Special thanks are due to the persistence and diligence of David McLay and Neilsons in Hamilton, as well as all the Playcentre governors, volunteers and staff who have contributed so much to preparing the extensive documentation required.
- Marina Cook, BCA, CA, of Wellington commenced work as CFO (30 hours per week) on 9 April, previously working as an Audit Manager for Ernst and Young, Wellington. I am most grateful to Rachael Harrison for her work as Acting CFO for over 4 months.
- Claire Gullidge, BA/BCom, of Napier commences work as Public Relations Co-ordinator (10 hours per week) in late April, previously working as Marketing and Business Manager, Hampton Downs Motorsport Park in Auckland.
- Sadly, Lyndsey Pownall Craig had to resign for personal reasons as Māori Development Manager in mid-April after making a significant contribution to developing a draft strategy and training materials.
- Cissy Rock, Change Programme Manager, has agreed to extend her contract till 29 June 2018, so there can be a smooth transition on PR work with Claire Gullidge, including covering a period of maternity leave for Claire that is expected in mid – May.
- Steady progress has been made on a number of financial milestones which are fully covered in the separate Finance Report.
- With national staff support, regional staff have worked tirelessly to fill the centre facing staff in their regions. There are still gaps mainly in the Central North and Lower North Island Regions.
- We have identified a need to create Centre Support Administrator roles in our new structure to alleviate pressure building in particular on Centre Support Coordinators: a separate report and recommendation is below.

ANNUAL PLAN 2017-2018 UPDATE

- Our first update is attached. Now that the TB meets face to face every 2-3 months with the GM and key Operations staff, it is planned to update this for each of these meetings.
- All national and regional managers have contributed to it – we hope you enjoy it!
- I anticipate it will ease reporting preparation on the Annual Plan for the November AGM.

TELECOMMUNICATIONS UPDATE

- Meagan Ranby, Administrator, reports that we currently have 304 centres fully connected to internet and phone line, with 111 centres experiencing a connection issue.
- Attached is a draft of a submission to the Ministry of Education which sets out the situation in more detail, and when finalised next week will be seeking the Ministry's support to fund at least these costs in 87 centres.
- A sum of \$112,500 has been included in the Budget Reforecast to ensure the work can proceed if the submission to the Ministry is not successful.

ICT STRATEGIC PLAN 2018-2020 UPDATE

- Following her engagement with the Trustee Board at the last meeting, Henrietta Hall has updated her report (attached) taking account of feedback and further discussions with staff about what could be achieved in the first year.
- The key page to consider is Appendix F on p.35 of the report.
- More economical ways of achieving ICT governance, management and support (see 4.3 on p.35) will be investigated for inclusion in the 2018-2019 Budget.
- A sum of \$40,000 has been included meantime in the Budget Reforecast to progress some of the more pressing IT work.



Playcentre

VULNERABLE CHILDREN'S ACT SAFETY CHECKING FOR PLAYCENTRE EDUCATION TRAINEES

- A report prepared by Veronica Pitt, Service Delivery Manager, Glenda Caradus, Tertiary Education Funding Manager, and Gillian Croad, Training Coordinator, is attached for information.

PROPOSAL TO ESTABLISH CENTRE SUPPORT ADMINISTRATOR ROLES

- A report **and recommendation** prepared by Veronica Pitt, Service Delivery Manager, with input from Julia Frew, Human Relationships Manager, and Regional Managers, is attached.



FINANCE REPORT TO THE TRUSTEE BOARD

APRIL 2018

AUGUST 2017 FINANCIAL STATEMENT PRESENTATION

- The Parent accounts are complete and with the auditors BDO Northland.
- Charities Services have granted an extension to the filing date for the Parent and Group Accounts to the 31st of July 2018.
- TEC have received the 6 month to August 2016 accounts and 2016/17 budget and assessed the Federation as having met the viability requirements for these periods.
- The consolidation work carried out by the contractors to map Xero to the reporting packs is nearing completion and contractor hours are expected to wind up.
- Volunteer days, utilising student resources from Victoria University of Wellington, to complete the consolidation process of the mapped reporting packs are due to kick off from the week of 7th of May.

THE 2017 YEAR END RESULTS AND THE IMPACT OF THE PBE STANDARDS.

- A summarised Balance sheet for the year end 31 August 2017 is shown in Appendix A.
- The Parent operated at a surplus of \$1.16m for the year to 31 August 2017.
- The adoption of the Public Benefit Entity ("PBE") standards increased the opening retained earnings by \$1.13m with adjustments made to recognise revenue in the period it was earned rather than spent as previously recognised under Old Generally Accepted Accounting Principles ("GAAP").
- Under International Public Sector Accounting Standards ("IPSAS"), the Capital Works Fund no longer meets the definition of a liability. This resulted in an adjustment increasing the opening retained earnings by a further \$1.9m as well as \$985k moving through the expense line of the income statement reducing the profit for the 2017 year.
- Audit findings not yet received at time of writing.

MARCH 2018 RESULTS TO DATE

- The current year to date figures are attached in Appendix A
- Year to date operating results show a deficit of \$226k, this is made up of the operating deficit and the movement of the Capital Works Fund that under PBE Standards is required to pass through the Income Statement.
- The deficit is mainly a result of the timing changes to the recognition of revenue and will correct towards the end of the financial year.
- Cash at bank is higher than at August 2017 as a result of timing of bulk funding payments, this is consistent with the decrease in receivables and increase in accounts payable.
- Increased spend on Property Plant and Equipment was budgeted for as part of the increase in National operations during the amalgamation period and is mainly made up of IT hardware such as laptop computers.

BUDGET MARCH 2018 REFORECAST

- The March 2018 Budget review and reforecast is attached as Appendix B.
- Note this is the operating budget only and does not include the SPACE, TEC or Capital Works Fund Budgets.
- The period to March 2018 shows expenditure behind annual forecast. The reforecast has increased the bottom line to an expected surplus of \$550k.



Appendix A

Statement of Financial Position		
as at 31 March 2018		
	Mar-18	Aug-17
Accumulated Funds		
Accumulated surpluses or (deficits)	(226,574)	1,159,152
Reserves	6,814,985	5,655,833
Total Accumulated Funds	6,588,410	6,814,985
Presented by		
Current Assets		
Cash at Bank	7,697,055	3,629,042
Debtors and Prepayments	0	3,861,483
Inventory	11,198	11,198
	7,708,252	7,501,722
Non-Current Assets		
Term Deposits	5,297,695	4,701,831
Property, Plant & Equipment	96,746	7,563
	5,394,441	4,709,394
Total Assets	13,102,693	4,709,394
Current Liabilities		
Accounts payable and Accruals	1,477,792	682,306
Employee Provisions	0	33,718
Total Current Liabilities	1,477,792	716,024
Non-Current Liabilities		
Funds Held on Behalf	5,036,491	4,680,108
Total Non-Current Liabilities	5,036,491	4,680,108
Total Liabilities	6,514,283	5,396,132
Total Assets less Total Liabilities (Net Assets)	6,588,410	6,814,985



Trustee Board Report

May 2018

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

Decisions:

TRCC (Teachers' Refresher Course Committee) – “Professional Development For Teachers, By Teachers”

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

Based in Wellington the TRCC members are nominated by the teacher unions 3 early childhood representatives (NZEI); 3 primary representatives (NZEI); 3 secondary representatives (PPTA); 3 tertiary representatives (ASTE); other members may be co-opted on. <http://www.trcc.org.nz/trcc>

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

Impacts: Cathy Sheppard has been the representative for the past few years and has recently stepped down after indicating late last year that she would be unable to continue in this role.

Concerns: It is difficult to see the exact purpose of having a Playcentre representative is on this committee. It has also been difficult to source a representative within Playcentre, Wellington based, who is a registered Teacher, without having a defined purpose for this role. The Committee meets monthly in Wellington.

Considerations: Is it still relevant to have a Playcentre representative on this Committee? Previous rep described providing suggestions for workshops based on her experiences working with our centre members. Past Co-Pres suggested “TRCC is mostly useful as PD for our tutors, which the Diploma does not easily provide”.

Playcentre could promote the TRCC workshops – our members do access the workshops now. These are not always/often free courses. Our members/Regional offices/Education staff could subscribe to receive Email Notifications about Courses specific to areas of interest.

Recommendation/Decision: NZPF no longer provide a representative on the committee

Next steps: Administrator to advise TRCC secretary. Subscription to TRCC for each regional office is actioned

Hui-a-Tau Māori & Tāngata Tiriti 2018 preparations

Background: Both Hui being held at Tapu te Ranga Marae in Wellington. First Tāngata Tiriti Hui to be held on a Marae. Co-Presidents (and Trustees) need to be prepared for meeting ‘requirements’ for each Hui; TB are responsible for Hui budgets – accountability and transparency.

Impacts: Establishing good processes for future TB – creating new habits. TWTM sharing templates to support processes for TT

Concerns:

- Potential for issues to arise as new processes established
- Communications/information overload for Centres
- Unfamiliar issues could arise as new processes emerge

Considerations:

- Timeline for Hui papers – discuss at TB meeting [papers to be indicated at Conference] papers to centres before cluster meeting prior to Hui
- Budget impacts – registrations/flight bookings/ koha for marae
- New delegates coming forward have highlighted tacit knowledge gap.

Recommendation/Decision:

Lil Regie information needs to be refined to cater for new membership

Next steps:

- TB – note for future Hui in templates (Budget/booklet/papers)
- Operations - deposit Koha for each Hui to each Co-President for payment in cash on the Monday of the week of each Hui

TB Quorum

Background: September meeting: FIFO – Venue/ flights booked. Ann has indicated no longer able to attend – we will need to use technology to bring in another Trustee to meet quorum

Impacts: Meeting still needs to proceed, flights and venue booked/paid for – meeting to continue

Concerns: Enabling quorum to be reached

Considerations: 2 Trustees had previously indicated non-attendance at this meeting due to significant travel costs for a FIFO

Recommendation/Decision: Need to use technology to enable (at least) one of our ‘rural’ Trustees to attend.

Next steps: Operations to confirm connectivity to Zoom/Skype for September TB meeting

Communications Plan

Background: TB had developed plan in January for Governance messaging for Fed News. Centre Chat has a different timeline

Impacts: Governance messaging needs to be at the same time as Centre Chat messages to ensure Centres are not overwhelmed with emails/messages

Concerns: Centres are potentially receiving a large volume of emails (from National Operations & Regional Hubs) so TB need to minimise creating any further traffic

Considerations: Whose needs are being met by the messages we need to send out?

Recommendation/Decision: TB to discuss priorities for outward messaging to Centres and line up with Centre Chat Plan

Next steps:

Reminders for copy sent	To Newsletter	Assn+ Staff		Centres
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put a week before	writer			
20 Feb	27 Feb	5 March	March	Friday 9
27 March	3 April	9 April	April	Friday 13
24 April	1 May	7 May	May	Friday 11
22 May	29 May	4 June	June	Friday 8
19 June	26 June	2 July	July	Friday 6
24 July	31 July	6 August	August	Friday 10
21 August	28 Aug	10 Sept	September	Friday 14
2 Oct	9 Oct	15 Oct	October	Friday 19
23 October	30 Oct	5 Nov	November	Friday 9
20 Nov	27 Nov	3 Dec	December	Friday 7

Trustee Induction

Background: Due to the inconsistencies/interpretations of requirements to be a NZPF Trustee and the implication this has on decision-making at the Trustee Board and further. As the 2 respective whare address their tikanga/protocols it is necessary to remind the organisation the role of Trustee is for the New Zealand Playcentre Federation, each whare has its own processes of how an individual achieves Trusteeship.

Impacts: Governance message is inconsistent as to expectations/requirements for a Trustee for New Zealand Playcentre Federation.

As individuals bring their personal journey and knowledge to the organisation it is appropriate to ensure the individual has the view of 'the whole organisation'.

There is a potential to revisit unnecessarily, rather than review and acknowledge Playcentres history in its entirety.

Time, energy, focus and resources

Concerns:

Inconsistency of governance perspective for individuals.

Future proofing and building the environment for future Trustees needs to be stabilised.

Turnover of membership has highlighted the need for inclusion of a 'Trustee Induction' to occur at each respective whare Hui.

Considerations:

Potential Trustees need to understand to be a Trustee they will represent the New Zealand Playcentre Federation at all times.

Decision:

Approve 'Trustee Induction' PowerPoint as a component for each respective whare Hui.

Next steps:

Ensure 'Trustee Induction' is a fundamental component at each respective whare Hui.

Discussions

First Encounters 250 Commemorations (*Ruth – from ECAC*)

Background: A national commemoration, Tuia – Encounters 250, will acknowledge this pivotal moment in our nation's history as well as the exceptional feats of Pacific voyagers who reached and settled in Aotearoa many years earlier. Commemoration events will be held across the country and in particular will reflect the ambitions of these unique communities. There are already significant preparations underway to ensure Tuia – Encounters 250 is a commemoration all New Zealanders will want to be a part of. The commemoration uses a Māori name (Tuia) and European concept of time and commemoration (Encounters 250). Tuia means 'to weave or bind together' and is drawn from a whakataukī (proverb) and karakia (ritual chant) that refers to the intangible bonds established between people when they work together. The logo references waka hourua (double-hulled voyaging canoes) and tall ship rigging, Pacific binding, raranga (weaving), the shape of a hull and the inter-lacing of our dual heritage. The key font used in the logo 'Bodoni' was designed in the late 18th century and was seen at that time to embody the future and 'the rational thinking of the Enlightenment'. (Taken from <https://mch.govt.nz/tuia-encounters-250>)

Tier 1 Commemoration, last one was WW1, this will take place in 2019. This is a chance to reset our dual heritage. Spearheaded by Ministry of Culture & Heritage, 14 other government agencies involved. It will be a whole country series of events, this is the Ministry of Education's part of the plan. There will be "map" of what other government agencies are doing at a local level.

MoE will be supplying resources (ideas, templates)

Impacts: Great opportunity for centres to look into their heritage, their stories, how they began, but also the stories of their area, the mana whenua. Also, would make for an awesomely linked in PAW theme!

Concerns: PAW is about celebrating us as Playcentre, and this may make us lost in the crowd - however given the actual date of the landing is Oct, this is a valuable idea to consider.

Considerations: An opportunity not to be missed; resources being created/ provided by MOE

Discussion: An opportunity for Playcentre to pick up on

Next steps: Allocate project to: TB member or New PR Co-ordinator

2016 ECE Complaints and Incidents Report.

Background: MOE report released 12 April 2018. MOE investigated 245 of the 331 complaints (for the ECE sector) received. Of the complaints we investigated, 163 were upheld. In each case where a complaint was upheld we undertook some form of intervention. Forty-seven (47) complaints resulted in a service's licence being amended to provisional, suspended, or cancelled.

<http://education.govt.nz/ministry-of-education/information-releases/2016-early-childhood-education-ece-complaints-and-incidents-report>

Impacts: Playcentre was involved in 0.6% of the complaints

Concerns: Are we aware of the complaints? Are there any ongoing issues raised by these complaints? Is there a process for monitoring and reviewing these?

Considerations: How do we manage this in the future? Who will manage this?

Discussion: Without knowing the content of the complaints, not much to do at this point. Raising awareness of potential issues/complaints to establish a process at some stage...

Next steps: Operations: Consideration required of where this needs to sit for future reporting...

Treaty Audit (Ruth)

Background: NZPF Treaty Audit was released in 1999. A review on progress has been conducted and recommendations offered for the TB.

Impacts, Concerns, Considerations, Discussion & Next steps: Refer to Appendix: Treaty Audit Report, May 2018

Advocacy – Nicola Willis (MP National Party)

Background: Co-Presidents invited to speak with new National Party MP, Nicola Willis, Early Childhood Education portfolio holder. Conference call held 20.4.18 including GM

Impacts: National Party now in opposition – new MP gaining perspective on Playcentre's needs

Concerns: Playcentres diversity and history to be represented adequately and professionally

Considerations: Nicola Willis requested visits to a few Playcentres. Co-Presidents suggested she visit centres where Trustees reside – giving a broad view of Playcentres throughout NZ. (No cost to Playcentre) MP has requested visit to centre she attended as a child (in Lower Hutt)

Discussion: Trustees live in Wellington (Lower & Upper Hutt); Taranaki; Auckland; Bay of Plenty; Northland. Available dates have been shared with Co-Presidents

Next steps:

Trustees to allocate dates available; Co-Presidents to advise MP of when & where visits can take place. Please refer to Confidential for dates

Information sharing and activities since the last report

- **Highlights from ECAC (Wed 7th March)** *Ruth Jones attended*

Early Learning Data - Craig Jones.

ELI caused a break in reliable data. 2015 is the start of reliable data (Question: why are home based co-ordinators counted as teachers?) The data is currently 0-4 years range, can we have range changed to 0-6years, that is what ECE are interested in, plus the impact of cohort entry. The level of detail available is good.

Stats monitoring Group - this sets the census questions. Asking for what questions ECAC would like in this? (*why do we as Playcentre do NZPF Data Collection & Rs61P? We should be making the MoE do the work for us!*) Development of Strategic Plan for Early Learning - a group will be set up for this, need direction from the Minister first. Workforce definition will be widened to include more than just teachers. Mobility of info, looking at a platform to share the information to follow the child! Data will be released night of Friday 9th March.

First Encounters 250 - Nicola Meek

Tier 1 Commemoration, last one was WW1, this will take place in 2019. This is a chance to reset our dual heritage. Spearheaded by Ministry of Culture & Heritage, 14 other government agencies involved. It will be a whole country series of events. This is the Education part of the plan. There will be "map" of what other government agencies are doing at a local level.

Concept of Tuia - weave or bind together; an intangible bond that comes from working together. MoE will be supplying resources (ideas, templates)

Iona Holstead (Secretary for Education) - Asked ECAC "what is on your mind?"

She shared about the upcoming Education Summits and Strategic Plan development, this is the Minister's work, a review of all levels of education in NZ, looking for submissions from all sectors of society.

Asked how can engagement in Kahui Ako be improved in ECE sector?

Education Summit – Emily Fabling & Andrea Schollmann

This is a 30 vision for Education in NZ, a listening opportunity for Ministry, there is a survey open to general public, and the summits. Post Summit - there will be more target conversations, pulling out the values, vision and principles garnered from conversations at summits and survey that will guide the planning. There will be a Touchstone Group (to keep the process honest from what is heard at Summits), and a Virtual Reference Group (to reflect and check in with).

Learning Support - Paul Scholey

- OLLi is up and running; SLTs are getting good feedback. This is English focused, recognised that there is a gap in Te Reo & Pasifika, this will be addressed at a later date. No process for the initiative to be evaluated at this stage, so this will be looked at too.

- The Incredible Years program is continuing (particularly the 1Year: Autism program. There is expansion planned for a 1 Year: Toddler program (0-2years) Parent and teachers involved in this.

Happy to answer any queries: paul.scholey@education.govt.nz

Targeted Funding - Colin Meehan

1st March was the 1st payment, went well by and large. Reporting template is available, looking to automate this, it is paper based for now. Based around tamariki dependant on benefit, getting data from MSD - there is a document for process & privacy (in minutes). Questions from ECAC - why only long term beneficiary dependants, 20% threshold at 1 service may mean individuals in need miss out, 2000 services received this round what is this need goes up? What happens with the reporting? MoE is hoping to publish a report. Will this be reviewed every year? Will there be conversations to support challenging the rate?

Targeting funding doesn't preclude pooling, consult with parents and if can show how it benefits child then go for it.

Workforce Strategic & Planning Team - Amanda Kent

MoE is gathering data & evidence around this to help inform building initiatives in the sector.

Questioned where parent led services fit in this terminology? This conversation is about the supply and demand of teachers.

ERO EL Evaluation Methodology & Indicators - Deena Major & Lee Rowe

This is an ongoing project; this feedback is a continuation of that given at last ECAC. Shifting focus from describing "what we've been doing" to "these are the outcomes" Impact of organisation Internal Evaluation findings about governance, management and organisational leadership will be included in individual service reports. Playcentre is part of the trial group.

All large organisations will be given a separate ERO report on governance and management: impact and effectiveness of organisation on those under it. There is electronic submission through google docs (this is the system of reporting currently used in schools).

Advisory Group Reports - written reports were circulated prior to the meeting.

IES - looking at Kahui Ako, how to engage communities, how to ensure ECE are included.

VC Sector - Enabling Good Lives (disability group) MoH has taken the lead, hoping to make it a separate ministry. Wanting the money to follow the child.

Update on Te Whāriki - How will the Ministry support the ongoing education of this? Contracts currently are for 1 year. In process of consulting with services/teachers about what is useful, valuable, what their needs are resource wise? Who are the Kaitiaki of Te Whāriki going forward, beyond July 2018? Feedback is welcome.

Corrections - (this came up during the course of other conversations)

When Department of Corrections are releasing people into the community they have a process for contacting schools in an area, however they are becoming aware of ECE's in the community too that will be impacted, especially home-based carers (hence the rise in signage on homes) There is a DoC go-to person in each region, there just needs to be contact made. Clare Wells (Kindergartens) suggested ECAC could be a use in education of this process.

- **EEF (Thurs 8th March)** *Ruth & Susan attended -*

There was feedback from ECAC (held previous day) from two delegates that were present. This led discussion around to what EEF's Focus for Council Meetings in 2018, continuing on from a document prepared and shared at a previous meeting. Outcomes of this discussion - EEF wants to be more than a networking meeting; thinking about best way to engage in advocacy as a group (keeping statements broad so they can come out in a timely manner); using time of change within Education as a whole (in light of the upcoming Summit) to get more of our members around the ECAC table, to request minutes of ECAC come out in a timely manner and to hold EEF before ECAC as it used to so that we can as a group be more effective.

There was also discussion around

Definition of "industry" - industry = manufacturing for profit. Do we want to be known as ECE industry?

Whānau transformation through education and information

Sending a note to new Minister of Education, welcoming him to attend our EEF meetings at any time

Some members indicated they wouldn't be re-subscribing in the coming year and why

Signage of Barnardo's in home carers and how this effects their overall visibility in the sector

- TT Hui prep: Susan & Ruth visited Tapu te Ranga Marae to meet with 'Co-ordinator' there and discuss use of venue for TT Hui.

Focus for the coming period

- Early Learning Strategic Plan Ministerial Reference Group meeting: 3 May (Susan)
- MOE Education Conversation | Kōrero Mātauranga Summit: 10 May (Alaine) (several other Playcentre members attending in different capacities)
- Hui-a-Tau Māori: 17th – 20th May
- VCA Advisory Group meeting 31st May (Susan)
- Trustee Board check in: Zoom; 5th June
- Alaine on leave: 5th – 17th June
- EEF 5th June
- ECAC 6th June
- Tāngata Tiriti Hui: 8th – 10th June

Incoming Correspondence: 1 - 28 February 2018
Trustee Board Meeting: May 2018

Date of Report: 8th March 2018

Date	No	Code	Method	From / To	Subject	Copied/Fwd. to	How
1/02/2018	1	Misc	Email	NZTA	NZTA Estate & Trust Bulletin #140 January 2018	Trustee Board, General Manager	Email
5/02/2018		Fin	Email	Baldwins Intellectual Property	January Invoice	Accnts Mgr	Email
9/02/2018		Misc	Email	Isentia	Media Alert	Media Monitors	Email
12/02/2018		Misc	Email	Hui E!	Hui E! Monthly Pānui – Huitanguru/February 2018 He Pānui Kōhungahunga - February 2018 Special Edition: Consultation on options for cohort entry	Trustee Board, General Manager	Email
12/02/2018		Misc	Email	Early Learning Bulletin		Federation Officers	Email
13/02/2018		Misc	Email	Isentia	Media Alert	Media Monitors	Email
14/02/2018		Fin	Post	NZ Post	Statement of Accounts	Accnts Mgr	Post
14/02/2018		Misc	Post	EMA	Business Plus Issue 155	HR Mgr	Post
14/02/2018		Fin	Post	NZ Post	Statement of Accounts	Accnts Mgr	Post
14/02/2018		Fin	Post	NZ Post	Tax Invoice #INV010509322	Accnts Mgr	Post
14/02/2018		Fin	Post	Far North District Council	Rates Invoice	Accnts Mgr	Post
14/02/2018		Misc	Post	Exult Auckland Playcentre Association /	Tonic Magazine Issue 37	Trustee Board Mtg Trustee Board, General Manager	
14/02/2018		Misc	Email	ATA, SB	FW: Levy payment		
16/02/2018		Misc	Email	Isentia	Media Alert	Media Monitors General Manager, SD Mgr,	Email
16/02/2018		Misc	Email	Charities Services	Charities Services Newsletter - February 2018	Accnts Mgr	Email
19/02/2018		Misc	Email	EEF / SB, SD Mgr, General Manager	Early Ed Fed Memo Number One 2018		
20/02/2018		Misc	Email	CORE	Te Whāriki Webinar 7 Mana Aotūroa/Exploration - Registration Open	Centres / CSC Coordinators	Email
21/02/2018		Misc	Email	EEF / SB, SD Mgr, General Manager	Early Education Federation - News Update 21 February 2018		
21/02/2018		Misc	Email	EEF / SB, SD Mgr, General Manager	Re: Early Education Federation - News Update 21 February 2018		
23/02/2018		Misc	Email	ECAC /SB	Other advisory group reports for next ECAC		
23/02/2018		Misc	Email	NCWNZ	You have the chance to shape NCWNZ policy – a call for Remits	Trustee Board, General Manager	Email
23/02/2018		Misc	Email	NCWNZ	NCWNZ The Circular March 2018	Trustee Board, General Manager	Email
26/02/2018		Misc	Email	ECAC /SB	Information sharing guidance for Kāhui Ako - resource published		

Incoming Correspondence: 1 - 28 February 2018

Date of Report: 8th March 2018

Trustee Board Meeting: May 2018

26/02/2018	Misc	Email	Early Learning Bulletin	He Pānui Kōhungahunga - the Early Learning Bulletin February 2018 Issue	Federation Officers	Email
27/02/2018	Misc	Email	ECAC /SB	Targeted funding for disadvantage documentation published		
27/02/2018	Misc	Email	ECAC /SB	ECAC - call for advisory group members		
27/02/2018	Misc	Email	Isentia	Media Alert	Media Monitors	Email

Trustee Board Meeting: 6 May 2018

Date	No	Code	Method	From / To	Subject	Copied/Fwd. to	How
2/03/2018		Misc	Email	ECAC / SB	RFP for SELO professional development services panel	PLD Director	Email
2/03/2018		Misc	Email	Isentia	Media Alert	Media Monitors	Email
4/03/2018		Misc	Email	IPA Aotearoa	IPA NZ March 6th Committee Meeting Epsom Campus 6:00 Re: IPA Aotearoa NZ -Meeting January 30th 2018 6:00 pm Epsom Campus +Minutes 22 November 2017	Trustee Board, General Manager	Email
5/03/2018		Misc	Email	IPA Aotearoa		Trustee Board, General Manager	Email
5/03/2018		Misc	Email	ECAC / SB, RJ	ECAC agenda and supporting papers		
6/03/2018		Misc	Email	Isentia	Media Alert	Media Monitors	Email
7/03/2018		Misc	Email	Hui E! EEF / General Manager, SB,	Hui E! Monthly P nui – Pout -te-rangi/March 2018	Trustee Board, General Manager	Email
7/03/2018		Misc	Email	ATA	Early Ed Fed Memo Number 2 2018 - re meeting tomorrow		
8/03/2018		Misc	Email	ECAC / SB, RJ	Papers and slides from ECAC yesterday		
8/03/2018		Fin	Post	Kapiti Coast District Council	Invoice 31st January	Accounts Mgr	Email
8/03/2018		Fin	Post	NZ Post	Invoice INV010562690	Accounts Mgr	Email
8/03/2018		Misc	Post	TRCC	Annual Report	Trustee Board Mtg	
12/03/2018		Misc	Email	Ministry of Education	Early learning data release	Trustee Board, General Manager, TC, TEFM, SD	Email
15/03/2018		Misc	Email	ECAC / SB, RJ	Consultation on options for cohort entry closes Mon 19 March		
16/03/2018		Misc	Email	Te Rito Maioha Early Childhood New Zealand	International Child Development Symposium	Trustee Board, General Manager	Email
16/03/2018		Misc	Email	Isentia	Media Alert	Media Monitors	Email
16/03/2018		Fin	Email	NZ Trustees Association	Invoice 13687 from NZ Trustees Association for The TRUSTEES/BOARD MEMBERS & Staff . M11279	Accnts Mgr	Email
19/03/2018		Misc	Email	Hui E!	Hui E! Community Aotearoa - Invitation for continued support-M te huruhuru ka rere ai a Hui E!	Trustee Board, General Manager	Email
20/03/2018		Misc	Email	Isentia	Media Alert	Media Monitors	Email
20/03/2018		Misc	Email	Ministry of Education	Consultation on issues being consideration for legislation in 2018	Trustee Board, General Manager	Email
21/03/2018		Misc	Email	NZQA	FW: Parent International	Trustee Board, General Manager	Email
21/03/2018		Fin	Post	Far North District Council	Instalment Penalty Notice - Rawene Playcentre	Accnts Mgr	Email
21/03/2018		Fin	Post	Kapiti Coast District Council	Statement	Accnts Mgr	Email
21/03/2018		Fin	Post	NZ Post	Statement of Accounts	Accnts Mgr	Email

Incoming Correspondence: 1 - 31 March 2018

Date of Report: 30th April 2018

Trustee Board Meeting: 6 May 2018

21/03/2018	Misc	Post	ECC	Swings and Roundabouts Autumn Issue	Trustee Board mtg	
21/03/2018	Misc	Post	EMA	Business Plus Issue 156	HR Mgr	Post
21/03/2018	Fin	Post	DLA Piper	Statement	Accnts Mgr	Email
21/03/2018	Fin	Post	Nielsen Law	Invoice #11066	Accnts Mgr	Email
22/03/2018	Misc	Email	[Name withheld]	Papakura Playcentre	Auckland Playcentre Association	Email
22/03/2018	Misc	Email	EEF / General Manager, SB, ATA	Fwd: Consultation on issues being considered for legislation in 2018		
23/03/2018	Misc	Email	Isentia	Media Alert	Media Monitors	Email
23/03/2018	Misc	Email	Ministry of Education / SB, RJ	Release of the 2016 ECE Complaints and Incidents Report – Embargoed until 5pm Monday 26 March		
23/03/2018	Misc	Email	NZARE	He P taka Tuku K rero Vol 40, Issue 1, March 2018	Trustee Board, General Manager	Email
23/03/2018	Misc	Email	EEF / General Manager, SB, ATA	Early Ed Fed Memo Number 3 2018		
26/03/2018	Misc	Email	Ministry of Education / SB, RJ	RE: Release of the 2016 ECE Complaints and Incidents Report – Embargoed until 5pm Monday 26 March		
26/03/2018	Misc	Email	Early Learning Bulletin	He P nui K hungahunga - the Early Learning Bulletin March 2018 Issue	Trustee Board, Mgt Team	Email
27/03/2018	Misc	Email	Isentia	Media Alert	Media Monitors	Email
28/03/2018	Misc	Email	Hui E!	Hui E! Community Aotearoa - Invitation for continued support-M te huruhuru ka rere ai a Hui E!	Trustee Board, General Manager	Email
29/03/2018	Misc	Email	Ministry of Education / SB, RJ	Consultations and bills		
29/03/2018	Misc	Email	NCWNZ	NCWNZ The Circular April 2018	Trustee Board, General Manager	Email
30/03/2018	Misc	Email	Isentia	Media Alert	Media Monitors	Email

Outgoing Correspondence: 1 - 31 March 2018

Date of Report: 30th April 2018

Trustee Board Meeting: 6 May 2018

Date	No	Code	Method	From	To	Subject	Copied to	How
19/03/2018		Misc	Email	ATA	Auckland Director of Education	Minister's Education Summit Event - nominations sought	General Manager	Email
19/03/2018		Misc	Email	ATA	SPACE NZ Trust & Parenting Place	Governance Letter from New Zealand Playcentre Federation	SB, General Manager	Email