

TRUSTEE BOARD MEETING 5TH – 6TH MAY 2017 **(CAPITAL GATEWAY MOTOR INN, WELLINGTON)**

Present

Alaine Tamati-Aubrey, Susan Bailey, Ann Langis, Cynthia Murray, Alasdair Finnie (General Manager), Veronica Pitt (Operations Manager), and Meagan Ranby (Secretary)

Friday 5th May

The meeting commenced at 10.15am with a karakia.

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

Meeting Administration

Apologies

Avis Stewart
Clare Ferguson

Conflict of Interest

Alaine – Taranaki Playcentre Association Rōpū
Susan – Life Member of Hutt Playcentre Association and Naenae Playcentre project
Alasdair – Chair of English Language Partners NZ
Ann – Employee North Shore and life member Narrowneck Playcentre

Additions and prioritising the agenda

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

Additions to the agenda:

- *Grief relief moved to Loomio*



Approval of Previous Minutes:

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

17th – 18th March 2017 Trustee Board Meeting Minutes – *Meeting ratified the Loomio approval of the 17th – 18th March 2017 Trustee Board Meeting Minutes with Ann's edits and distribution.*

Draft March 2017 National Executive Meeting Minutes – *Meeting ratified the distribution of the Draft March 2017 National Executive Meeting Minutes with Alaine's and Susan's amendments.*

Next Steps:

- Secretary to distribute the following minutes to the whole organisation:
 -  17th – 18th March 2017 Trustee Board meeting minutes
 -  Draft March 2017 National Executive Meeting Minutes

Matters arising from the Minutes

Change of Signatories

All agreed to remove Alaine Tamati-Aubrey, Susan Bailey and Cynthia Murray as signatories for the New Zealand Playcentre general bank accounts.

All agreed to remove Alaine Tamati-Aubrey, Susan Bailey and Cynthia Murray as signatories for the NZPF PD bank accounts.

Fiduciary care will remain with the Trustee Board via the monthly financial reporting and annual budget approval, with safeguards within Management reports and delegation policy and schedule. Management

will be managing the approval of payments. Alasdair explained some of the aspects of fraud to be wary of as Trustees; and the ability of specific organisations to provide a workshop on financial fraud.

Banking tokens were handed to the Operations Manager, CFO and Secretary from Alaine, Susan and Cynthia.

Correspondence (March 2017)

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

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

Next Steps:

- Secretary to distribute March 2017 correspondence.

Financials (February 2017)

The February 2017 financials had been circulated prior to the meeting and discussed on Loomio.

Meeting ratified the Loomio approval of the February 2017 financials and distribution.

Next Steps:

- Secretary to distribute February 2017 Financials.

Reports

General Manager Report

Stated that it was underestimated how much time would be put into completing the Q&A from the National Executive meeting. It has been heartening to see the volunteers voices being heard within the amalgamation feedback process and Alasdair intends to attend the workshop in Fielding.

Alasdair summarised his report.

South Canterbury and Counties are being followed up in relation to the outstanding information required for the legal amalgamation documentation.

Future PLD

Contact has been received from Ministry of Education to begin communications regarding SELO and future PLD opportunities.

Discussion regarding discussions held at ECAC in relation to SELO and whether Te Whāriki will be the only PLD funding available this year.

Cut off time for Ministers to communicate with organisations about policy changes are coming up in the next month or two.

Susan left the meeting at 12.00pm

Julia Frew, Human Relationships Manager entered the meeting at 1.00pm

Operational Structure

Questions and general discussion held on various aspects of the proposed operational structure.

Key note that the main focus is support for Centres so any consideration of changes to the structure impacting the budget needs to be made at the regional and national level.

Liang Wells, Chief Financial Officer (CFO) entered the meeting at 1.50pm

The meeting went into committee 1.50pm

The meeting came out of committee at 5.45pm

Liang and Julia left the meeting at 5.45pm

Meeting closed at 5.45pm

Ann Langis left the meeting at 7.00pm

Saturday 6th May

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

Quorum was lost Friday evening

Welcome, Opening and Karakia

The meeting opened at 9.15am with a Karakia

Te Whare Tikanga Māori agreed at Hui ā Tau Māori 2016 that the current Tāngata Whenua Trustees will remain in their positions until the end of the 2019 with election in 2020.

Susan is on the 1st year of the 2 year rotation as per clause 7.1.1 and 9.6 of the NZ Playcentre Constitution:

7.1.1 a Tangata Whenua Co-President and a Tangata Tiriti Co-President elected in alternate years for a term of two (2) years.

9.6 The Co-Presidents shall retire at the completion of their two (2) year term but shall be eligible for re-election provided that the maximum term of four (4) years for any Co-President is not exceeded.

This is good for consistency through the amalgamation.

Additions and prioritising the agenda

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

Te Akoranga Tamariki Nui Combined Session National Executive Decision

Option A

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

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

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

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

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

Option B

Decide on a 12% CYCLE levy, to ensure that they can continue to operate without needing significant additional funding.

This option would be closest to that requested previously by Te Akoranga, and would enable them to continue much as currently. If the programme was only run at current levels the impact for Playcentre nationally would be minimal (income of \$3,600, rather than \$15,000), however it would be very significant if the programme was expanded and could impact negatively on the overall amalgamation.

Operationally we would still want to have the Programmes Coordinator overseeing the programme and other functions streamlined with the national systems, meaning that on direct costs this could be costing more than Playcentre nationally is receiving. The balance would be if there was additional funding coming through increased attendance, at CYCLE or general sessions.

Option C

Decide that CYCLE programmes are valuable, but that they are to be treated equally with all other Playcentre sessions and will therefore be charged the same levy as all other sessions (50% on an ongoing basis).

This has the advantage of minimising the 'reduced levy' options available, and the possible financial impact on Playcentre nationally. With the full levy greater services could be provided within the national budget to support CYCLE and other Tamariki Nui sessions.

However, CYCLE programmes would find it difficult to continue, given their set per session costs. They are considered to be successful sessions that meet a need within their current communities and making a decision to, essentially, close them could impact negatively on perceptions of the impending amalgamation. Concerns have already been expressed by members about the ability for areas to be innovative and develop initiatives that meet a need in their community.

Recommendation: To approve Option A.

Proposal and decision made via Loomio:

Agree to Option A, as per CYCLE paper - graduated levy up to 30% in Nov 17
Decide that there be one "Programmes Levy", such that SPACE, Babies CanPlay, CYCLE, and potentially any other programmes are charged the same levy rate. SPACE and Babies CanPlay levy currently set at 10% for March 2017, 15% for July 2017 and 30% from November 2017.

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

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

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

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

Discussion:

The recent letter received from Te Akoranga Playcentre Association refers to the investigation of rolling programme out to the organisation.

There were a couple of Associations from the Tāngata Tiriti house at March National Executive who offered to assist in this investigation. Suggested putting scope of work around the investigation. Suggested that the group works with the Regional Manager when in place in approx. July 2017; needs to be bigger than a region investigating as there are similar programmes that are run across the country in different ways. Timeline, start and end date and boundaries needed; it is not a paper that will be presented to a national meeting. If we were to use the advisory panel review criteria it does not meet philosophy of mixed aged sessions. Maybe Playcentre needs to change its philosophy. Stated that the philosophy probably needs to change for the amalgamation.

Alasdair explained the process of investigation and decision making process of the Regional Manager; this will be included in the reply letter. Veronica read through the letter received and the trustees responded to the points. Difficulty as there is an employee involved and employment consultation has not been completed.

Decision (to be ratified):

The trustees have agreed to uphold the decision made via Loomio; Option a (above).

Meeting agreed that the trustees support the investigation of the Combined Sessions Tamariki Nui programme in due course following the process explained by Alasdair.

Next Steps:

- Operations Manager to draft a letter for the General Manager to review before sending to Te Akoranga Playcentre Association.

Reports

Tāngata Tiriti Trustee Board Report

1. NZNCW Ballot of Proposed Governance Changes

Background:

Series of emails received over past 6 months regarding the changes to NZNCW governance board.

Request received 24/4/17 to participate in Ballot to vote and to attend a Members meeting & workshop (20/5/17)

Impacts:

None (for NZPF) – opportunity to observe & participate

Concerns:

None

Considerations:

Opportunity to observe/participate in other governance 'structure' and their process.

Clear communications from NZNCW received to date with an alternative process being presented.

Recommendation:

Susan to attend

Decision (to be ratified):

Meeting agreed to Susan attending and vote on behalf of Playcentre

Next steps:

- Susan to attend and report back on outcome (notes on process used to be shared also)

2. TRCC (Teachers Refresher Course Committee) relationship

Background:

Susan met with Cathy Sheppard – Playcentre being on the TRCC committee is an historical commitment. The members must be registered Teachers. Cathy is happy to continue but she doesn't intend to be there on our behalf long-term.

From Cathy: "how TRCC works for the nomination point of view, is that traditionally TRCC has had a Playcentre Rep on it. (All other members are from unions.) They have to be a registered teacher in order to qualify to get on it, and be based in Wellington, and able to attend meetings 3x a term at 4-5.30 p.m. It is a voluntary position."

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:

Time and availability of a 'suitable' individual

Concerns:

As above

Considerations:

This could be an opportunity to decide whether Playcentre still needs to be represented on this committee – is there any benefit to Playcentre members?

This could be more relevant in the future – supporting centre members with another avenue of PD?

(although it's often not free PD with TRCC) - TRCC AGM is usually held in November so this will need to be decided before this time.

Recommendation:

More information required from TRCC directly as to the purpose of the Playcentre member on their committee?

Next steps:

- Management to write the letter to TRCC asking 'what is the purpose of the Playcentre member on their board'?
- Susan to write up bullet points to assist the writing of the letter

3. Te Whāriki 2017

Background:

See report below from 13/4/17 meeting

Impacts:

Ministry of Education (MOE) Funding for professional development (PD) for implementation of Te Whāriki being focused on Early Childhood Education (ECE) 'Teachers'

Concerns:

Possible exclusion of Playcentre members in PD being offered by MOE for implementation of Te Whāriki 2017

Considerations:

How will our members be included in the PD that is being suggested for the sector? What if it becomes NZ Playcentre Federation responsibility? (note: Te Kōhanga Reo National Trust have their own implementation strategy & funding from MOE)

Discussion:

Our members need to be kept up to date with the plans that will come from the MOE & the PD provider.

Will be a huge impact to bring people up to the new version and will be mostly aimed for teacher-led for workshops for release time which will make it difficult for Playcentre educators to attend.

Possible opportunity for PD to attend workshop and then provide support to Centres.

Next steps:

- Include regular info/updates in the Fed News including the webinar links. Webinars to be linked on Facebook and website.
- Follow up with MOE re PD for our members/educators
- Susan and Cynthia to communicate with the Education Team on how Te Whāriki is used in Playcentre.

Remit needed for Te Whānau Tupu Ngātaihi o Aotearoa - Playcentre Aotearoa Constitution to be formally adopt at the November AGM. Clause 16.1 of the current constitution requires an Association or Te Whare Tikanga Māori to present a remit. Discussion of which Association to approach; possibilities Tāmaki, Waikato or Otago. Wording for the remit will be drafted by the Honorary Legal Advisor and cannot be changed to retain the integrity of the court process.

Suggestion to have someone from a different organisation to be a guest speaker to talk about change and benefits within their organisation.

Veronica explained the process for the second SGM for Associations. Veronica will contact Counties for the letter of engagement on Monday and then the affidavit will need to be sent to the Associations to review, then the file can be submitted to the Crown Law Office next week.

4. Tangata Tiriti Hui 2017

Background:

Further to March Trustee Board meeting – Tāngata Tiriti National Executive agreed to have another Hui in 2017/2018 financial year prior to AGM – September best month. Looking at using The Brentwood again; central location; ease of access for flights and to the airport; familiarity with venue.

Impacts:

Timing – start 2pm Friday to 11am Sunday (as 2016 Hui).

Concerns:

Possible date conflicts with TB meeting

Considerations:

1st to 3rd Sept (*Father's Day*) – Brentwood available (pencil booking made)
8th & 9th Sept – TB meeting scheduled – Brentwood available
15th to 17th Sept – Brentwood not available until 3pm or later on the 15

Then it's the school holidays...

Discussion:

Is it possible to have our Trustee Board meeting the 1st & 2nd of September – allowing everyone (Trustee Board & Tāngata Tiriti members) to be home for Father's Day?

Decision (to be ratified):

Trustee Board meeting changed to the 1-2 September.

Next Steps:

- Secretary to add Sept Trustee Board meeting and Tāngata Tiriti hui dates to NZPF calendar.

Discussion held regarding learnings from March National Executive; decision making, late meetings, venue, etc.

Hui ā Tau Māori agenda items have been sent onto the appropriate people.

Meeting closed at 12.05pm

Next Trustee Board meeting:

Online Meeting 12th June 7.30 – 8.30pm

Trustee Board 23-24th June 2017, Auckland – Reports due in 15th June

True and accurate record:

Signed: Date:

Signed: Date:



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

	<i>Note: content derived from material supplied by Federation staff as well as GM</i>
<i>Amalgamation project</i>	
Overview	After National Executive, the major tasks have been in providing full answers to the questions raised about the Amalgamation, resulting in a 16 page Q&A document plus a further 16 page Q&A document just on HR. The second stages of staff consultation and engagement with volunteers have also begun. All staff are very busy at present!
Projects	
Change Programme 2017-2018	<p>Cissy Rock, Change Programme Manager, reports:</p> <p>The panui for the wider engagement workshops held in regions has been well received, RSVPS steadily coming in, with Wellington being the only Association to express to me their dissatisfaction with the location of workshops. They want one in Wellington. I am carefully designing these workshops to maximise the face to face opportunity.</p> <p>Rawene is the only Playcentre I am actively supporting; however, I expect to re-engage with Mid Canterbury, Tamaki, Buller Westland, Thames Valley Coromandel after the school holidays. Rawene has the MoE visiting on the 12th May and I am up there on May 5th to make sure paperwork in order and get the MOU and Agency Agreement signed.</p>
Telecommunications	<p>Meagan Ranby, Secretary, reports:</p> <p>CallPlus has been sending out Routers and Centres have been quite good at letting me know when they have been received so I can let CallPlus know so that they can proceed.</p> <p>There have been another 33 Centres completed so we now have</p>

	<p>a total of 112 completions.</p> <p>So far we have 26 Centres needing remedial work completed; we don't have a list of what specifically needs doing or the costs as yet.</p>
<p>Playcentre Property: Insurance Tender etc.</p>	<p>A report by Alan Taylor, Property Fund Manager (Central and Northern), is attached for your information, principally concerning the insurance tender process that is in train.</p> <p>The Property Funds Managers have been keeping in touch with Associations/ Centres with possible flooding issues: Kaeo and Tairāwhiti are OK; Edgecumbe is still to be assessed (Cynthia Murray expects a site meeting will take place shortly).</p> <p>Jerry Janssen, Property Fund Manager (Midlands and Southern) also reports:</p> <p>The next MRCWS meeting is scheduled for the 7th May with two applications from Waikato PCA received (River Downs PC – new roof \$11,680.60 + Tamahere PC – Waste Water System \$18,384.40).</p> <p>The SRCWF is just trying to organise a date for the meeting in August and working hard on applications.</p>
<p>ELI/SMS</p>	<p>Veronica Pitt, Operations Manager, reports:</p> <p>The full roll-out is about to begin, with Associations currently working on employing their data entry people. Training workshops are being held in 9 places around the country from May 8th to 18th. Associations will then enter their centres' child information by the end of June, and start entering attendance data by July - entering attendances from 1st June. The June RS7 will be done manually for all but the pilot centres, and the Oct RS7 will be done electronically.</p>
<p>Associations with outstanding levies</p>	<p>The Finance Team's (Liang Wells and Rachael Harrison) update report is attached.</p>
<p>Legal</p>	<p>We have received all the original copies of the affidavits from</p>

	<p>Associations, with Veronica Pitt sending the final 2 to Nielsen Law on 27th April. This includes affidavits from all Associations except Mid North.</p> <p>Agreement to use Nielsen Law and David McLay is outstanding from Counties, South Canterbury and Taranaki. We are following up. North Shore and East Waikato have indicated they are using their own lawyers.</p> <p>We understand the national affidavits required have now been completed by Alaine Tamati-Aubrey, Liang Wells and Maureen Woodhams.</p>
Ring-fencing of Funds and Property Policy	<p>Liang Wells, Chief Financial Officer, has now prepared a policy on this topic for the Trustee Board. It is recommended that the Ring-fencing of Funds and Property Policy be approved.</p> <p>Note: it is proposed to use this policy document and application form to provide Associations with advance notice of how funds/property will be used in future and the criteria for ring-fencing decisions being made.</p>
Education	<p>Gillian Croad, Training Coordinator, and Glenda Caradus, Tertiary Education Funding Manager, report:</p> <p>The programme for the NZ Certificate in Early Childhood Education and Care [Level 4] and the NZ Diploma in Early Childhood Education and Care [Level 5] was submitted on 3 April 2017. We received confirmation that we would hear from the evaluator within 15 days if they needed further information but since then have heard nothing.</p> <p>We also received a notification from NZQA that all applicants had to provide evidence of having informed qualification developers of their intention to develop a programme i.e. inform NZQA that we had informed NZQA staff in charge of the National Qualifications Framework that we were planning to develop a programme, and ask if there were any changes to this we needed to know about. This request was sent on 13 April but we have had no response to this. We await their decision.</p> <p>As part of the amalgamation we have continued the process of</p>

	<p>supporting the preservation and archiving of education records by asking smaller Associations to continue to send them to the Education team so they can be passed onto the new regional management personnel when appointed. The latest Associations are Mid Canterbury, Eastern Bay of Plenty and Marlborough. Central Districts records are being collected this week as its record keeper has resigned.</p> <p>We have also gathered copies of teaching staff employment agreements from around the country and collated them for Julia Frew to gain some idea of the range of these within the organisation. We shall be forwarding these onto her soon as she begins the process of developing standard agreements to replace these.</p> <p>Once we know the result of the programme submitted, the Training Coordinator will develop workshop, teaching and learning materials and assignments for the new programme with a view to trying to get the new lower level internal award available as a pilot in some areas to coincide with a new licensing agreement to make the transition between the two as smooth as possible. This will involve working out transition plans from current modules to the new qualification as well as providing the new material for delivery.</p> <p>Single Data Return (SDR) - the April SDR is significant as it is the last opportunity to report completions for students with course end dates in 2016 to be included in the TEC Educational Performance Indicator (EPI) calculations. The 2017 April return has compliance changes which required a major upgrade of the Student Management System which has been successfully achieved. The SDR will be submitted by the due date of 28th April.</p> <p>TEC Funding Audit - TEC advised this week that a senior TEC auditor will visit for two days in the week of 29 May to 4 June. The intended focus is on the conditions under which TEC funding is provided to NZPF specifically:</p> <ul style="list-style-type: none"> · The reporting through the Single Data Return, including
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	<p>recording enrolments and withdrawals.</p> <ul style="list-style-type: none"> · Compliance with Student Achievement Component funding conditions. · The financial support for the equipment infrastructure required to deliver the approved qualifications. · Whether inducements or benefits have been provided to students. <p>We believe the other items they have listed such as Responsibility for subcontracting arrangements, The Annual Maximum Fee Movement (AMFM) policy relating to fees and course costs, and the refund of any fees that have been overcharged are not applicable.</p> <p>They will need to visit the Tertiary Education Funding Manager's home to check enrolment records which support the SDR data submitted and may also need to see student record at Association level – our hope is they will sample one Association.</p> <p>TEC will need all Association audited accounts to see that equipment infrastructure support comes from NZPF (Bulk Funding) not from TEC Student Achievement Component (SAC) funding. We have all but EBOP's audited accounts . Two Associations have not submitted audited accounts to the Charities Commission as they are required to do – they risk being struck off the register. Counties last return was August 2014 and Eastern Bay was August 2015. Liang Wells, Chief Financial Officer, is following up.</p> <p>Key Information Set (KIS) for qualifications provided. We are now required to add this information to our website. The simplest way is with a link button which takes a data feed from CareersNZ, NZQA qualifications data and some TEC data fields. We are working on this.</p> <p>Training Grant Distribution. We are looking at a limited (perhaps 50%) distribution to active approved training sites to carry them through until the amalgamated structure takes over direct</p>
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	<p>payment of the costs associated with education delivery.</p> <p>The Playcentre Education staff are preparing an updated paper on Licensing Agreement Renegotiation for the Trustee Board's consideration covering the issues the Board wanted more information on. It will be loaded on the Trustee Board's confidential Loomio by Wednesday 3 May.</p>
<i>Other Business of Note</i>	
Resignation of Carole Kennerley, Professional Development Contract Co-Director	<p>It is with regret that I received the resignation of Carole Kennerley on 25 April from the role of PLD Co-Director with effect from 15 July 2017. Carole said it had been an absolute privilege to work for Playcentre, but the time is right for her to hand over this responsibility to someone else as she and her husband are moving to a new phase of their lives that involves more travel both within NZ and overseas as they head towards their semi-retirement. She has indicated she would like to stay on our list of facilitators.</p> <p>Carole has done an outstanding job for Playcentre over the last ten years. She has been a most successful PLD director, always well organised, meticulous, and delivering quality PLD on time.</p> <p>She helped to secure 3 MOE PLD programmes (the last offered to Playcentre uncontested) and negotiated and secured numerous SELO 1 and 2 programmes. She has provided a high level of targeted support to Playcentres ensuring that they can continue to operate as Playcentres, delivering quality programmes for their tamariki and whānau.</p> <p>She has done an excellent job developing supportive and nurturing relationships, growing a strong team of PLD facilitators who are delivering high quality programmes.</p> <p>Although I have personally known Carole for only a short time, I have really appreciated her consistent thoughtful support and contribution to the Federation staff team.</p>
Ministry of	The PLD Team's Co-Directors, Carole Kennerley and Dalene

**Education RFP on
SELO for 2017-2018**

Mactier, have still not heard whether SELO will continue to be a funded MOE initiative.

The latest Milestone 7 report submitted for SELO 3 is attached for information.



Susan Bailey

Report to the Trustee Board

May TB meeting, 2017

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

Decisions:

1. NZNCW Ballot of Proposed Governance Changes

Background:

Series of emails received over past 6 months regarding the changes to NZNCW governance board.

Request received 24/4/17 to participate in Ballot to vote and to attend a Members meeting & workshop (20/5/17)

Impacts:

None (for NZPF) – opportunity to observe & participate

Concerns:

None

Considerations:

Opportunity to observe/participate in other governance 'structure' and their process
Clear communications from NZNCW received to date with an alternative process being presented.

Recommendation/Decision:

Susan to attend

Next steps:

Susan to attend and report back on outcome (notes on process used to be shared also)

2. TRCC (Teachers Refresher Course Committee) relationship

Background:

Susan met with Cathy Sheppard – Playcentre being on the TRCC committee is an historical commitment. The members must be registered Teachers. Cathy is happy to continue but she doesn't intend to be there on our behalf long-term.

From Cathy: *"how TRCC works for the nomination point of view, is that traditionally TRCC has had a Playcentre Rep on it. (All other members are from unions.) They have to be a registered teacher in order to qualify to get on it, and be based in Wellington, and able to attend meetings 3x a term at 4-5.30 p.m. It is a voluntary position."*

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Nominees will have their membership confirmed at the AGM.

Impacts:

Time and availability of a 'suitable' individual

Concerns:

As above

Considerations:

This could be an opportunity to decide whether Playcentre still needs to be represented on this committee – is there any benefit to Playcentre members?

This could be more relevant in the future – supporting centre members with another avenue of PD? (although it's often not free PD with TRCC) - TRCC AGM is usually held in November so this will need to be decided before this time.

Recommendation/Decision:

More information required from TRCC directly as to the purpose of the Playcentre member on their committee?

Next steps:

Letter to TRCC asking what is the purpose of the Playcentre member on their board...

Discussions:

3. Te Whāriki 2017

Background:

See report below from 13/4/17 meeting

Impacts:

MOE Funding for PD for implementation of Te Whāriki being focused on ECE 'Teachers'

Concerns:

Possible exclusion of Playcentre members in PD being offered by MOE for implementation of Te Whāriki 2017

Considerations:

How will our members be included in the PD that is being suggested for the sector? What if it becomes NZPF responsibility? (note: TKRNT have their own implementation strategy & funding from MOE)

Discussion:

Our members need to be kept up to date with the plans that will come from the MOE & the PD provider.

Next steps:

Include regular info/updates in the Fed News

Follow up with MOE re PD for our members/educators – through ECAC (?)

4. Tangata Tiriti Hui 2017

Background:

Further to March TB meeting – TT Nat Exec agreed to have another Hui in 2017/2018 financial year prior to AGM – September best month. Looking at using The Brentwood again – central location; ease of access for flights & to the airport; familiarity with venue

Impacts:

Timing – start 2pm Friday to 11am Sunday (as 2016 Hui).

Concerns:

Possible date conflicts with TB meeting

Considerations:

1st to 3rd Sept (*Father's Day*) – Brentwood available (pencil booking made)

8th & 9th Sept – TB meeting scheduled – Brentwood available

15th to 17th Sept – Brentwood not available until 3pm or later on the 15th

Then it's the school holidays...

Discussion:

Is it possible to have our TB meeting the 1st & 2nd of September – allowing everyone (TB & TT members) to be home for Father's Day ☺

Next steps:

Operations to advise whether this is feasible or TT Hui adjust start time for 15th-17th

5. Media (responding to current issues)

Background:

Lack of presence in media with current issues in ECE – launch of Te Whāriki; new Minister for Education; opportunities for upcoming election

Impacts:

Playcentre side-lined further in the ECE sector and in society

Concerns:

Playcentre philosophy undermined and overshadowed by teacher-led services/ECE market place; Playcentre disappears from public space; Continued undermining of value of parents in their children's education;

Considerations:

How has NZPF responded to issues in the past? In a timely manner? Portfolio currently Ops Mgr role – is this still the best place?

Discussion:

Does the Comms plan cover responding to issues in the media (as mentioned above)? Political messages being worked on but how does the Comms plan support this?

Next steps:

Comms plan further defined to cover responding to issues in the media & support for political advocacy.

6. Grief/Change support

Background:

Further to March TB meeting: ATA & SB met with Claire Laurenson prior to Nat Exec to discuss possible future support. Claire is able to offer support for the TB and for our members.

Impacts:

Support for our members

Concerns:

Cost & availability/accessibility

Considerations:

How and when will this take place? How much will it cost? How many people can attend? How can we reach as many people as possible?

Discussion:

Claire has experience of working with individuals and organisations similar to Playcentre's current 'situation'. She can offer support/creative workshop/s which enable individuals to work through the change process as a journey. There is the possibility of working with the TB individually and also to run a 'session/workshop' at our AGM.

Next steps:

How much is in the budget – this will determine the scope

Information sharing and activities since the last report

- MOE Cross Sector Forum meeting (Akld) – see attached notes
- TB meeting (Akld)
- Liaised with American Journalist (Dan Kois) re investigating Playcentre for his current book project – meeting didn't happen and no further contact received – appears he has gone to Denmark for next part of his 'story'
- Nat Exec – (and continuing work on Te Akoranga Decision paper)
- Discussion with Massey University researcher (Aisling Gallagher) – long-term project: "Constructing a Childcare Market in Aotearoa/New Zealand" – report/final outcome 2018/19?
- Discussion with Change/Grief manager – Clare Laurensen: ongoing discussions re support for TB and wider membership – possible workshop/event at AGM (see above)
- Debrief with Bronwen Olds – Partnership workshop at Nat Exec; possible workshop/event at AGM?
- Attended Dr Helen May seminar @ Victoria University – ECE Policy review 1980's to now... opportunity for further discussions about Playcentre's journey within this?
- Attended official Te Whāriki Launch with ECAC at MOE and ECAC briefing (see attached notes)
- Began developing 'Political messages' for build up to Election 2017 – liaised with Maureen Woodhams, Jeremy Randerson & others...
- Debrief with Madeleine Taylor post Nat Exec – review processes for TT prior to 2017 Hui
-

Focus for the coming period

- Prepare for TT 2017 Hui
- Attending MOE 'Building on Success for All' forum (9/5/17)
- Continuing to develop 'Political messages' in build up to election 2017
-

Attachments...

Cross Sector Forum on Raising Achievement

10 March 2017 Sky City Convention Centre, Auckland

Hekai Parata – theme for the day: 'TRANSFORMATION'

→While adults sort out their understanding of a new system/structure, the children are missing out...

→CoL's = bringing all sectors together to focus on the pathway of learning for children: putting children at the centre of the focus – to 'cause' learning to happen

? Sharing Information Student Initiative (SISI)

→Seamless transitions for children managed by 'adults' (the teachers)

→Stewardship role of the Minister – MOE; ERO; etc...

- Personalised pathways
 - Cohort entry
 - SMART tool (rich learning opportunities)
 - Specialist teachers across & within (CoL's)
 - Vocational pathways
- Continuous improvement cycle/systems

→Everyone has their own 'cultural frame of reference'...

→Raising Achievement for All

Issue of the day: Communities of Learning (CoLs)

- Personalised pathways for kids through quality teaching in Communities of Learning | Kāhui Ako
 - Reiterated the 'learning pathway' being 0-18
- Domains of Development
 - **Teaching** collaboratively for the best learning outcomes for every child
 - **Leading** for progress and achievement for every child and every teacher
 - **Evidence** guiding our practice and actions
 - **Pathways** developing and connecting along the whole educational journey for every child
 - **Partnering** with families, employers, iwi and community
 - **Building** a thriving Community of Learning | Kāhui Ako
- Exemplars were provided;
- Only 95 ECE services are involved in CoL's throughout NZ – possibly 2 Playcentres?
 - Conversation with a CoL leader who had recently met with ALL ECE services in their area – the list did not include any Playcentres; Data gathered from ELI?
 - Conversation with a rural CoL leader who has begun connecting with local Playcentre/s to encourage their input (follow up conversation from recent MOE Rural & Isolated Technical Reference Group meeting)
- Resources provided
 - A guide to understanding the progress of your Community of Learning | Kāhui Ako: Development Maps
 - Domains of Development 'handouts' (note: Partnering pack only has Iwi & Pasifika handouts)(Building pack may have useful resources for Playcentre)
 - ERO: Communities of Learning | Kāhui Ako in action – what we know so far
 - ERO: Communities of Learning | Kāhui Ako – Working towards collaborative practice
 - ERO: Communities of Learning | Kāhui Ako – Collaboration to improve learner outcomes: What does the evidence tell us about what works?
 - ERO: Educationally powerful connections with parents and whānau

- The BES (Best Evidence Synthesis) exemplars: Using evidence for improvement (www.educationcounts.govt.nz/topic/BES)
-

13/4/17 Te Whāriki: Briefing for ECAC with Nancy Bell (& Chris Harwood)

Introducing Te Whāriki (2017), additional collateral and distribution plan

- \$4m over 14 months for ECE sector: to reach 1000 services ('enquiry network' – alongside of SELO)
- 2 providers – TKRNT & another (TBC)

Seven key shifts

- What really matters? ERO know that strong leaders make a difference
- Using the learning outcomes
- Assessment practice
- Broad & deep curriculum (the whole curriculum for every child)
- Affirming children's unique cultural identity
- Involving parents & whanau – not just to get parent in the door: engaged with the curriculum
- Personalised learning pathways to school & kura

Distribution

- Will be released in 2 weeks – hard copies – start of Term 2
- Posters – parent pamphlet – 2017 document
- x5 per centre – order up to 10 extra per centre (from Down the back of the chair)

Implementation support for Te Whāriki (2017)

- 'Curriculum Champions' – pedagogical leading for (a) service – to cascade over a group of 'services'
 - TKRNT – Kairaranga; curriculum champions – 12 in total
- May 1st – workshops to be announced – starting on 22 May
- Resources on line & will hold 'online stories'
- TKI www – not called 'Te Hono' as previously advised – Te Whāriki – see EC Bulletin

"Weaving Te Whāriki in the Teaching & Learning area..."

Date	No	Code	Method	From / To	Subject	Copied/Fwd. to	How
1/03/2017	1	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
2/03/2017	2	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
2/03/2017	3	Misc	Email	NZARC	Non Profit Matters - Captivating Introductions	Trustee Board, Ops Mgr, GM	Email
2/03/2017	4	Misc	Email	Family Times Magazine	Family Times Magazine	GM, Ops Mgr	Email
2/03/2017	5	Misc	Email	Hui E!	P nui – Pout -te-rangi - March 2017	Trustee Board, Ops Mgr, GM	Email
3/03/2017	6	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
3/03/2017	7	Fin	Email	CallPlus	CallPlus Invoice and Online Reporting Notification	Accnts Mgr	Email
3/03/2017	8	Misc	Email	NCWNZ	Action Item: Proposed changes to Board composition and Board appointment (SGM)	Trustee Board, Ops Mgr, GM	Email
3/03/2017	9	Misc	Email	Isentia	Media Alert	Media Monitors	Email
3/03/2017	10	Misc	Email	EEF	Early Ed Fed News Update - 3 March 2017	Trustee Board, Ops Mgr, GM	Email
3/03/2017	11	Misc	Email	Charities Services	Charities Services Newsletter - March 2017	Trustee Board, Ops Mgr, GM	Email
4/03/2017	12	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
5/03/2017	13	Misc	Email	EEF	Early Ed Fed list of Conferences/Events of Interest - 2017	Trustee Board, Ops Mgr, GM	Email
6/03/2017	14	Misc	Email	Hawkes Bay Association / GM	Update re Hawkes Bay Playcentre Association		
6/03/2017	15	Misc	Email	NZSL	New Zealand Sign Language at Playcentre. Please Read!	GM, Ops Mgr	Email
7/03/2017	16	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
7/03/2017	17	Misc	Email	Isentia	Media Alert	Media Monitors	Email
8/03/2017	18	Misc	Email	Hui E!	UPDATE! Invitation to a Briefing in Wellington	Trustee Board, Ops Mgr, GM	Email
9/03/2017	19	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
9/03/2017	20	Fin	Post	NZ Post	Statement of Accounts	Accnts Mgr	Email
9/03/2017	21	Fin	Post	NZ Post	Tax Invoice INV010076888	Accnts Mgr	Email
9/03/2017	22	Fin	Post	KPMG	Tax Invoice 4400071793	Accnts Mgr	Email
9/03/2017	23	Misc	Post	North Shore Association	Legal Amalgamation documentation	Honorary Legal Advisor	Post
10/03/2017	24	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
10/03/2017	25	Misc	Email	EEF	OECD IESLs information public	SB, ATA	Email
10/03/2017	26	Misc	Email	Police Vetting	Police to begin cost recovery later this year	GM, Ops Mgr	Email

Incoming Correspondence: 1 - 31 March 2017

Date of Report: 1st May 2017

Trustee Board Meeting: 5-6 May 2017

10/03/2017	27	Misc	Email	Isentia	Media Alert	Media Monitors	Email
11/03/2017	28	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
13/03/2017	29	Misc	Email	Education Gazette	Volume 96 Number 4	Federation Officers	Email
14/03/2017	30	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
14/03/2017	31	Misc	Email	Isentia	Media Alert	Media Monitors	Email
				Wellington Airport / Accnts Mgr			
14/03/2017	32	Misc	Email	Mgr	Statement from Wellington International Airport Limited		
					Fw: Reimbursement of Travel Expenses - National Cross-Sector Forum 10		
14/03/2017	33	Fin	Email	Ministry of Education / SB	March 2017	Accnts Mgr	Email
					NCWNZ- Invitation to a Conference Call Tuesday 21, Thursday 23 or		
15/03/2017		Misc	Email	NCWNZ	Friday 24th March	SB, ATA	Email
15/03/2017	34	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
16/03/2017		Misc	Email	GETS	Tender Notification	Ops Mgr	Email
16/03/2017		Misc	Email	NCWNZ	Action item: Domestic Violence - Victims' Protection Bill	Trustee Board, Ops Mgr, GM	Email
				Honorary Legal Advisor /			
16/03/2017		Misc	Email	General Manager, Ops Mgr	Fw: FOR TRUSTEE BOARD - CHARITABLE SCHEME DOCUMENTATION	Trustee Board	
17/03/2017		Misc	Email	GETS	Tender Notification	Ops Mgr	Email
17/03/2017		Misc	Email	Isentia	Media Alert	Media Monitors	Email
17/03/2017		Misc	Email	NCWNZ	You have a chance to shape NCWNZ policy - a call for Remits	SB, ATA	Email
18/03/2017		Misc	Email	GETS	Tender Notification	Ops Mgr	Email
				Waikato Association /			
19/03/2017		Misc	Email	Employee Feedback	Space Feedback to NZPF		
20/03/2017	35	Fin	Post	NZ Post	Invoice #INV010093043	Accnts Mgr	Email
20/03/2017	36	Fin	Post	KPMG	Reminder letter	Accnts Mgr	Email
20/03/2017		Fin	Email	University of Otago	University of Otago Payment Advice - Journal subscription	Accnts Mgr	Email
20/03/2017		Misc	Email	NZARC	Non Profit Matters - Engaging Board Meetings	Trustee Board, Ops Mgr, GM	Email
20/03/2017		Misc	Email	Early Learning Bulletin	He P nui K hungahunga - The Early Learning Bulletin March 2017 Issue	Federation Officers	Email
21/03/2017		Misc	Email	GETS	Tender Notification	Ops Mgr	Email
21/03/2017		Misc	Email	Hui E!	Invitation – Please share with your Colleagues and network	Trustee Board, Ops Mgr, GM	Email
21/03/2017		Misc	Email	Isentia	Media Alert	Media Monitors	Email
22/03/2017		Misc	Email	GETS	Tender Notification	Ops Mgr	Email

Incoming Correspondence: 1 - 31 March 2017

Date of Report: 1st May 2017

Trustee Board Meeting: 5-6 May 2017

23/03/2017	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
24/03/2017	Misc	Email	Isentia	Media Alert	Media Monitors	Email
25/03/2017	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
26/03/2017	Misc	Email	Te Akoranga Association	Combined centre Tamariki Nui	Trustee Board	Email
27/03/2017	Misc	Email	Education Gazette	Volume 96 Number 5	Federation Officers	Email
28/03/2017	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
28/03/2017	Misc	Email	Isentia	Media Alert	Media Monitors	Email
28/03/2017	Misc	Email	ECAC	Ministry of Education Invitation to the Building on Success for All Forum	SB, ATA, General Manager	Email
29/03/2017	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
30/03/2017	Fin	Email	IPA	Membership renewal completed - International Play Association: Promoting the Child's Right to Play		
30/03/2017	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
30/03/2017	Misc	Email	Police Vetting	Notice of Cost Recovery fee for New Zealand Police Vetting Requests	HR Mgr, General Manager	Email
30/03/2017	Misc	Email	NCWNZ	Update on 20 May meeting	Trustee Board, Ops Mgr, GM	Email
31/03/2017	Misc	Email	GETS	Tender Notification	Ops Mgr	Email
31/03/2017	Misc	Email	NCWNZ	NCWNZ The Circular April 2017	Trustee Board, Ops Mgr, GM	Email
31/03/2017	Misc	Email	Isentia	Media Alert	Media Monitors	Email
31/03/2017	Misc	Email	NZARE	NZARE NEWSLETTER	Ed Team, Trustee Board, Ops Mgr, GM	Email
31/03/2017	Misc	Email	NZARE	NZARE E-NEWSLETTER WITH CORRECTION	Ed Team, Trustee Board, Ops Mgr, GM	Email

Outgoing Correspondence: 1 - 31 March 2017

Date of Report: 1st May 2017

Trustee Board Meeting: 5-6 May 2017

Date	No	Code	Method	From	To	Subject	Copied to	How
6/03/2017	1	Misc	Email	GM	Hawkes Bay Association	Re: Update re Hawkes Bay Playcentre Association	CPM, CFO, HRM	Email
7/03/2017	2	Misc	Email	Ops Mgr	South Canterbury Association	Re: South Canterbury Assn	GM	Email
23/03/2017	3	Misc	Email	GM	Honorary Legal Advisor	Re: FOR TRUSTEE BOARD - CHARITABLE SCHEME DOCUMENTATION	Ops Mgr	Email

DRAFT as at 28 FEBRUARY 2017
(Prepared by Accounts Manager from Info on hand)

	NORTHERN			MIDLAND			CENTRAL			SOUTHERN		
Accumulated Funds	248,338.25			491,282.02			304,182.11			681,435.71		
Plus Equity 75 levies invoiced	83,807.10			55,178.77			74,871.70			74,329.89		
Plus Equity 76 levies invoiced	56,887.22			39,614.74			50,788.27			50,701.94		
LESS Debtors owing	158.00			34,992.24			19,569.80			0.00		
PLUS Creditors due	67,016.40			0.00			0.00			0.00		
Funds Available in Bank Accounts	455,890.97			551,083.29			410,272.28			806,467.54		
LESS Creditors due	67,016.40			0.00			0.00			0.00		
LESS Allocations still to uplift	10,426.93			210,115.15			122,802.23			127,280.12		
LESS Contingencies Held	36,823.92			21,992.82			51,025.09			87,038.18		
Funds to Allocate	341,623.72			318,975.32			236,444.96			592,149.24		
Funds to hold	0.00			100.00			40,000.00			130,000.00		
Funds Available to Allocate	@Nov Mtg	196,861.33	Minute Taker New Building A/c		178,420.02	Minute Taker Cat 1 (60% of levies p	@ Nov Mtg	150,000.00	EM Land and/or Buildings	@Nov Mtg	56,027.17	Emergency Land/Buildings Fund Cat A - Add 60% of Levies plus int
Funds Available to Allocate		50,000.00	Unscheduled Works		126,074.47	Cat 2 (40% of levies)	@ Nov Mtg	0.00	Canterbury Support (until Nov/17)		361,959.61	Category B - Other Income
		94,762.39	General A/c					46,444.96	General A/c			
		<u>341,623.72</u>			<u>304,594.49</u>			<u>236,444.96</u>			<u>547,986.78</u>	
Bank Balances		455,890.97			551,083.29			410,272.28			806,467.54	
Variance		0.00			0.00			0.00			0.00	
Made up of:												
<u>BANK BALANCES:</u>	03a/c	755.20	Cheque a/c	04a/c	1,958.84	Cheque a/c	05a/c	630.86	Cheque a/c	06a/c	1,064.66	Cheque a/c
	51a/c	201,550.62	Business Saver a/c	54a/c	382,773.53	Business Saver a/c	52a/c	24,181.35	Business Saver a/c	50a/c	520,863.23	Business Saver a/c
	79a/c	253,585.15	Investment - Maturity 2 April 2	81a/c	166,350.92	Investment - Maturity 18 Mar	86a/c	385,460.07	Investment - Maturity 15 Mar	82a/c	123,737.08	Investment - Maturity 18 March 2017
TOTALS		<u>455,890.97</u>			<u>551,083.29</u>			<u>410,272.28</u>		72a/c	160,802.57	Investment - Maturity 30 March 2017
											<u>806,467.54</u>	
<u>DEBTORS:</u>	Inv #	Amount	Assn	Inv #	Amount	Assn	Inv #	Amount	Assn	Inv #	Amount	Assn
			Auckland	144 22	3,908.99	East Waikato	17 1013	11,698.06	Central Districts EQ75			Buller Westland
			Countries	154 03	3,800.09	East Waikato	17 2013	7,871.74	Central Districts EQ76			Canterbury
			Far North (1.5%)	154 10	2,542.39	East Waikato						Marlborough
			Mid Northland	154 17	3,684.60	East Waikato						Mid Canterbury
	173 05	158.00	Northland	164 02	815.17	East Waikato			Hutt			Nelson
			North Shore	164 09	634.99	East Waikato			Tairarwhiti			Otago
			Tamaki	164 17	914.17	East Waikato			Taranaki			South Canterbury
			Te Akoranga			EBOP			Wairarapa			Southland
				154 05	5,557.77	King Country			Wanganui			
				154 12	3,841.95	King Country			Wellington			
				154 19	5,553.07	King Country						
				164 04	1,376.96	King Country						
				164 11	943.60	King Country						
				164 19	1,418.49	King Country						
						Rotorua						
						Thames Valley						
						Waikato						
						WBoP						
TOTALS		<u>158.00</u>			<u>34,992.24</u>			<u>19,569.80</u>			<u>0.00</u>	

Regional Capital Works Reconciliations

DRAFT

as at 28 FEBRUARY 2017

(Prepared by Accounts Manager from Info on hand)

	NORTHERN			MIDLAND			CENTRAL			SOUTHERN		
TOTALS	67,016.40			0.00			0.00			0.00		
<u>SURPLUS TO STILL INVOICE:</u>	Centre	Amount	Assn	Centre	Amount	Assn	Centre	Amount	Assn	Centre	Amount	Assn
TOTALS	0.00			0.00			0.00			0.00		
<u>ALLOCATIONS STILL TO UPLIFT:</u>	Centre	Amount	Assn	Centre	Amount	Assn	Centre	Amount	Assn	Centre	Amount	Assn
	Freeman's	5,400.00	Auckland	Raglan - I	200,000.00	Cat 1 Waikato	Terrace E	0.00	Central Districts	Dunsandel -	7,056.00	B Canterbury
	Peria	5,026.93	Far North	St Andrew	4,243.15	Cat 1 Waikato	Belmont -	16,372.58	Hutt	Paroa	0.00	B Buller Westland
	Hukerenu	0.00	Northland	River Dov	5,872.00	Cat 1 Waikato	Awatuna	6,045.65	Taranaki	Parkside - K	5,086.31	B South Canterbury
	Marsden	0.00	Northland	Atiamuri	0.00	Cat 1 Waikato	Waitara	384.00	Taranaki	Parkside	10,419.86	B South Canterbury
	Pakurang	0.00	Tamaki				Westside	0.00	Wairarapa	Queenstowr	6,000.00	B Otago
	Glendene	0.00	Te Akoranga				Carterton	100,000.00	Wairarapa	Omakau & I	86,707.95	A Otago
										Weston - Ins	0.00	B Otago
										Waikouaiti	0.00	A Otago
										Gleniti - fen	12,010.00	B South Canterbury
										Weston - Kit	0.00	B Otago
TOTALS	10,426.93			210,115.15			122,802.23			127,280.12		
<u>CONTINGENCIES STILL TO UPLIFT:</u>	Centre	Amount	Assn	Centre	Amount	Assn	Centre	Amount	Assn	Centre	Amount	Assn
(Note: Figures still to be confirmed)	Freeman's	675.78	Auckland	Mamaku -	217.91	Cat 1 Rotorua	Terrace E	1,112.26	Central Districts	Queenstowr	1,807.84	B FL Otago
	Papakura	3,273.89	Counties	Raglan - I	20,000.00	Cat 1 Waikato	Opunake	0.00	Taranaki	Parkside - F	0.00	B South Canterbury
	Pukekohe	5,362.50	Counties	Tamahere	1,774.91	Cat 1 Waikato	Awatuna	806.09	Taranaki	Queenstowr	620.18	B Otago
	Peria	3,186.60	Far North				Waitara	789.40	Taranaki	South Brighi	4,364.60	B Canterbury
	Hukerenu	15,000.00	Northland				Westside	0.00	Wairarapa	Oxford - He	1,073.61	B Canterbury
	Marsden	0.00	Northland				Carterton	39,551.01	Wairarapa	Dunsandel -	10,000.00	B Canterbury
	Maungatu	0.00	Northland				Belmont -	2,046.57	Hutt	Redwood - I	2,202.49	B Canterbury
	Birkenhe	0.00	North Shore				Ashridge	5,757.46	Hawkes Bay	Parkside - K	699.64	B South Canterbury
	Pakurang	0.00	Tamaki				Martinbor	962.30	Wairarapa	Parkside	3,302.48	B South Canterbury
	Glendene	6,905.00	Te Akoranga							Gleniti - Fen	1,929.37	B South Canterbury
	Morningsi	2,420.15	Auckland							Queenstowr	750.00	B Otago
										TaiTapu	36,656.68	A Canterbury
										Weston - Ins	684.90	B Otago
										Weston - Kit	637.75	B Otago
										Omakau & I	17,341.59	A Otago
										Waikouaiti	3,902.30	A Otago
										Parora	1,064.75	B Buller Westland
TOTALS	36,823.92			21,992.82			51,025.09			87,038.18		
	(Next Meetings : 6-7 Aug, 5 Nov? & April?)			(Next Meetings : 21 August, November? & April?)			(Next Meetings : 11-12 November? April? July?)			(Next Meetings : 16-18 Sept, 18-20 Nov? & April? June?)		

Aged Payables
New Zealand Playcentre Federation
February 2017

	Current	January	December	November	Older	Total
Payables						
Air New Zealand	\$4,651.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,651.00
ASB Bank	\$1,787.66	\$0.00	\$0.00	\$0.00	\$0.00	\$1,787.66
Auckland Playcentre Assn	\$0.00	\$3,888.98	\$0.00	\$0.00	\$0.00	\$3,888.98
BAILEY Susan	\$369.01	\$0.00	\$0.00	\$0.00	\$0.00	\$369.01
BURKE Robbie	\$476.25	\$0.00	\$0.00	\$0.00	\$0.00	\$476.25
Canterbury Playcentre Assn	\$7,056.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,056.00
CARADUS Glenda	\$125.51	\$0.00	\$0.00	\$0.00	\$0.00	\$125.51
DALY Kara	\$3,599.01	\$0.00	\$0.00	\$0.00	\$0.00	\$3,599.01
FERGUSON, Clare	\$128.20	\$0.00	\$0.00	\$0.00	\$0.00	\$128.20
HART Karina	\$4,266.01	\$0.00	\$0.00	\$0.00	\$0.00	\$4,266.01
HJERTQUIST Sarah	\$1,920.76	\$0.00	\$0.00	\$0.00	\$0.00	\$1,920.76
HOGG Carolyn	\$1,468.80	\$0.00	\$0.00	\$0.00	\$0.00	\$1,468.80
Inland Revenue Department - P/A	\$10,403.55	\$0.00	\$0.00	\$0.00	\$0.00	\$10,403.55
iSentia Limited	\$311.63	\$0.00	\$0.00	\$0.00	\$0.00	\$311.63
Karori Playcentre	\$299.00	\$0.00	\$0.00	\$0.00	\$0.00	\$299.00
KELLY Olivia	\$262.17	\$0.00	\$0.00	\$0.00	\$0.00	\$262.17
KENNERLEY Carole	\$11,837.94	\$0.00	\$0.00	\$0.00	\$0.00	\$11,837.94
KPMG Auckland	\$265.66	\$0.00	\$0.00	\$0.00	\$0.00	\$265.66
LANGIS Ann	\$331.84	\$0.00	\$0.00	\$0.00	\$0.00	\$331.84
Lil Regie Limited	\$47.15	\$0.00	\$0.00	\$0.00	\$0.00	\$47.15
Mace IT Services Limited	\$2,156.25	\$0.00	\$0.00	\$0.00	\$0.00	\$2,156.25
MACTIER Dalene	\$2,925.41	\$0.00	\$0.00	\$0.00	\$0.00	\$2,925.41
MARTIN Charmaine	\$387.60	\$0.00	\$0.00	\$0.00	\$0.00	\$387.60
NEILL Liz	\$1,132.17	\$0.00	\$0.00	\$0.00	\$0.00	\$1,132.17
New Zealand Post Limited	\$898.10	\$0.00	\$0.00	\$0.00	\$0.00	\$898.10
Newmarket Playcentre	\$199.00	\$0.00	\$0.00	\$0.00	\$0.00	\$199.00
Northland Playcentre Assn	\$8,962.40	\$0.00	\$0.00	\$0.00	\$0.00	\$8,962.40
Otago Playcentre Assn	\$38.64	\$0.00	\$0.00	\$0.00	\$0.00	\$38.64
Pegasus Rental Cars	\$76.40	\$0.00	\$0.00	\$0.00	\$0.00	\$76.40
RANBY Meagan	\$72.30	\$0.00	\$0.00	\$0.00	\$0.00	\$72.30
South Canterbury Playcentre As	\$9,398.86	\$0.00	\$0.00	\$0.00	\$0.00	\$9,398.86
Spark	\$66.75	\$0.00	\$0.00	\$0.00	\$0.00	\$66.75
SQUIRES Keri	\$2,567.14	\$0.00	\$0.00	\$0.00	\$0.00	\$2,567.14
TAMATI-AUBREY Elaine	\$284.40	\$0.00	\$0.00	\$0.00	\$0.00	\$284.40
TaxiCharge New Zealand Limiter	\$248.60	\$0.00	\$0.00	\$0.00	\$0.00	\$248.60
TAYLOR Alan	\$574.89	\$0.00	\$0.00	\$0.00	\$0.00	\$574.89
Te Akoranga Playcentre Assn	\$58,054.00	\$0.00	\$0.00	\$0.00	\$0.00	\$58,054.00
TEPANIA Iris	\$1,790.26	\$0.00	\$0.00	\$0.00	\$0.00	\$1,790.26
TUPOU Faith	\$1,198.73	\$0.00	\$0.00	\$0.00	\$0.00	\$1,198.73
Waikato Playcentre Assn	\$25.45	\$0.00	\$0.00	\$0.00	\$0.00	\$25.45
Warehouse Stationery Ltd	\$143.98	\$0.00	\$0.00	\$0.00	\$0.00	\$143.98
Wellington International Airport L	\$480.70	\$120.75	\$0.00	\$0.00	\$0.00	\$601.45
Wellington Playcentre Assn	\$944.36	\$0.00	\$0.00	\$0.00	\$0.00	\$944.36
WISHNOWSKY Nadine	\$431.04	\$0.00	\$0.00	\$0.00	\$0.00	\$431.04
Xero (NZ) Limited	\$0.00	\$0.00	\$0.00	\$0.00	\$23.19	\$23.19
Total Payables	\$142,664.58	\$4,009.73	\$0.00	\$0.00	\$23.19	\$146,697.50

	Current	January	December	November	Older	Total
Total Expense Claims	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$142,664.58	\$4,009.73	\$0.00	\$0.00	\$23.19	\$146,697.50
	97.2509%	2.7333%	0.0%	0.0%	0.0158%	

Aged Receivables
New Zealand Playcentre Federation
February 2017

	Current	January	December	November	Older	Total
Receivables						
Auckland Playcentre Assn	\$777.00	\$0.00	\$0.00	\$57,287.74	\$54,338.76	\$112,403.50
Birkenhead Playcentre	\$23.29	\$0.00	\$0.00	\$0.00	\$0.00	\$23.29
Blenheim Playcentre	\$23.29	\$0.00	\$0.00	\$0.00	\$0.00	\$23.29
Buller Westland Playcentre Assn	\$428.85	\$0.00	\$0.00	\$0.00	\$0.00	\$428.85
BURKE Robbie	\$747.00	\$0.00	\$0.00	\$0.00	\$0.00	\$747.00
Central Districts Playcentre Assn	\$0.00	\$0.00	\$0.00	\$21,026.80	\$36,514.93	\$57,541.73
Counties Playcentre Assn	\$0.00	\$0.00	\$53.00	\$0.00	\$0.00	\$53.00
East Waikato Playcentre Assn	\$0.00	\$0.00	\$0.00	\$0.00	\$16,300.40	\$16,300.40
King Country Playcentre Assn	\$0.00	\$0.00	\$0.00	\$0.00	\$18,691.84	\$18,691.84
Mid Northland Playcentre Assn	\$0.00	\$0.00	\$0.00	\$0.00	\$24,860.86	\$24,860.86
Ministry of Education	\$0.00	\$86,250.00	\$0.00	\$0.00	\$0.00	\$86,250.00
Ministry of Education - Hamilton	\$3,450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,450.00
Ministry of Education - Lower Hu	\$2,990.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,990.00
Ministry of Education (ECAC)	\$107.06	\$0.00	\$0.00	\$0.00	\$0.00	\$107.06
Morningside Playcentre	\$33.64	\$0.00	\$0.00	\$0.00	\$0.00	\$33.64
Mount Maunganui Playcentre	\$23.29	\$0.00	\$0.00	\$0.00	\$0.00	\$23.29
Narrowneck Playcentre	\$46.58	\$46.57	\$0.00	\$0.00	\$0.00	\$93.15
Newmarket Playcentre	\$33.64	\$0.00	\$0.00	\$0.00	\$0.00	\$33.64
North Shore Playcentre Assn	\$159.25	\$0.00	\$0.00	\$18,806.65	\$0.00	\$18,965.90
Northland Playcentre Assn	\$158.00	\$0.00	\$0.00	\$0.00	\$0.00	\$158.00
NZPF Professional Development	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Okato Playcentre	\$67.28	\$100.91	\$0.00	\$0.00	\$0.00	\$168.19
Otago University Childcare Assn	\$0.00	\$0.00	\$10.00	\$0.00	\$0.00	\$10.00
Papamoa Playcentre	\$10.82	\$0.00	\$0.00	\$0.00	\$0.00	\$10.82
Park Road Playcentre	\$66.12	\$99.19	\$0.00	\$0.00	\$0.00	\$165.31
River Downs Playcentre	\$23.29	\$0.00	\$0.00	\$0.00	\$0.00	\$23.29
South Brighton Playcentre	\$33.64	\$67.27	\$0.00	\$0.00	\$0.00	\$100.91
SPACE NZ	\$338.80	\$0.00	\$0.00	\$0.00	\$0.00	\$338.80
Taihape Playcentre	\$46.58	\$69.86	\$0.00	\$0.00	\$0.00	\$116.44
Tamaki Playcentre Assn	\$209.25	\$0.00	\$960.00	\$0.00	\$0.00	\$1,169.25
Taranaki Playcentre Assn	\$204.25	\$0.00	\$0.00	\$0.00	\$0.00	\$204.25
Te Akoranga Playcentre Assn	\$0.00	\$0.00	\$488.00	\$0.00	\$0.00	\$488.00
University of Otago Dunedin	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00
Waikato Playcentre Assn	\$0.00	\$0.00	\$0.00	\$17,450.54	\$0.00	\$17,450.54
Wanganui Playcentre Assn	-\$913.75	\$0.00	\$0.00	\$0.00	\$0.00	-\$913.75
Waterloo Playcentre	\$23.29	\$0.00	\$0.00	\$0.00	\$0.00	\$23.29
Xero (NZ) Limited	\$26,105.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,105.00
Total Receivables	\$35,320.46	\$86,633.80	\$1,511.00	\$114,571.73	\$150,706.79	\$388,743.78
	9.0858%	22.2856%	0.3887%	29.4723%	38.7676%	

Balance Sheet
New Zealand Playcentre Federation
As at 28 February 2017

28 Feb 2017

Assets

Bank

ASB Cheque Accounts

Admin Cheque a/c	\$274,833.18
CRCW Cheque a/c	\$630.86
Ed Tertiary Funding Chq a/c	\$198,219.06
Gwen Somerset Trust Chq a/c	\$3,525.87
MRCW Cheque a/c	\$1,958.84
National Meetings Chq a/c	\$385.35
NRCW Cheque a/c	\$755.20
PD Contract Cheque a/c	\$133,389.77
SRCW Cheque a/c	\$1,064.66
Total ASB Cheque Accounts	\$614,762.79

Business Saver Accounts

Admin Business Saver a/c	\$876,795.59
CRCW Business Saver a/c	\$24,181.35
Ed Tertiary Business Saver a/c	\$220,985.78
MRCW Business Saver a/c	\$382,773.53
NRCW Business Saver a/c	\$201,550.62
SRCW Business Saver a/c	\$520,863.23
Total Business Saver Accounts	\$2,227,150.10

Term Deposit Accounts

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

Total Bank	\$4,500,049.21
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Current Assets

Debtors	\$388,743.78
Promotional Stock	\$10,234.58
Total Current Assets	\$398,978.36

Fixed Assets

Accumulated Depreciation	-\$38,149.32
Fixed Assets (at Cost)	\$44,935.72
Total Fixed Assets	\$6,786.40

Total Assets	\$4,905,813.97
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Liabilities

Current Liabilities

Creditors	\$146,697.50
GST	\$26,082.40
PAYE Clearing Account	\$5,723.84
Rounding	\$0.40
Suspense Account	\$19.57

FUNDS HELD ON BEHALF

CENTRAL REGION CAPITAL WORKS FUNDS

CRCW Accumulated Funds	\$452,218.96
CRCW Administration Costs	-\$3,631.58
CRCW Allocations	-\$160,435.11
CRCW Interest	\$10,777.98
CRCW Project Surplus	\$5,151.85
Total CENTRAL REGION CAPITAL WORKS FUNDS	\$304,082.10

GWEN SOMERSET TRUST FUNDS

Gwen Somerset Accumulated Funds	\$55,374.57
Gwen Somerset Interest	\$1,495.35
Total GWEN SOMERSET TRUST FUNDS	\$56,869.92

MIDLAND REGION CAPITAL WORKS FUNDS

MRCW Accumulated Funds	\$535,393.76
MRCW Administration costs	-\$504.70
MRCW Allocations	-\$55,590.45
MRCW Honoraria	-\$200.00
MRCW Interest	\$8,072.28
MRCW Project Surplus	\$4,111.12
Total MIDLAND REGION CAPITAL WORKS FUNDS	\$491,282.01

NORTHERN REGION CAPITAL WORKS FUNDS

NRCW Accumulated Funds	\$789,959.81
NRCW Administration & Meeting Costs	-\$4,531.68
NRCW Allocations	-\$554,929.08
NRCW Interest	\$10,548.31
NRCW Project Surplus	\$7,290.89
Total NORTHERN REGION CAPITAL WORKS FUNDS	\$248,338.25

SOUTHERN REGION CAPITAL WORKS FUNDS

SRCW Accumulated Funds	\$881,191.48
SRCW Allocations	-\$230,112.41
SRCW Interest	\$13,901.78
Total SOUTHERN REGION CAPITAL WORKS FUNDS	\$664,980.85

Total FUNDS HELD ON BEHALF	\$1,765,553.13
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Total Current Liabilities	\$1,944,076.84
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Total Liabilities	\$1,944,076.84
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Net Assets	\$2,961,737.13
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Equity

Admin Accumulated Funds	\$1,215,126.17
Current Year Earnings	\$1,410,950.57
Ed Tertiary Accumulated Funds	\$33,200.58
PDC Accumulated Funds	\$153,048.79

SPECIAL PROJECT FUNDS

Asset Replacement Fund

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

Conference and Convention Fund

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

Federation Contingency Fund

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

Public Relations Initiatives Fund

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

Research Fund

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

Special Maori Education Fund

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

World Indigenous Peoples Conference Fund

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

Total SPECIAL PROJECT FUNDS	\$149,411.02
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Total Equity	\$2,961,737.13
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