

TRUSTEE BOARD MEETING 14TH SEPTEMBER 2018 (Brentwood Hotel, WELLINGTON)

Friday 14th September

The meeting commenced at 9.11am with karakia.

Attending: *Alaine Tamati-Aubrey, Ruth Jones, Sean McKinley (General Manager), Meagan Ranby (Administrator), Marina Cook (CFO) and Tiso Ross (Incoming Trustee Board Member), Cynthia Murray (via Zoom), Avis Stewart (via Zoom)*

Meeting Administration

Apologies

Susan Bailey (Compassionate Leave)

Conflict of Interest – appendix 1.

Alaine reminded the meeting about the confidentiality agreement.

Loomio decisions

Ratification of Standard Trustee Board Loomio Decisions:

The 4 - 6th May 2018 and 27-28th July Trustee Board Meeting Minutes had been circulated prior to the meeting and discussed on Loomio.

July and August 2018 incoming and outgoing correspondence had been circulated prior to the meeting and discussed on Loomio.

Decision:

The meeting ratified the approval and distribution of the May Trustee Board Meeting Minutes with an amendment to Treaty Audit Cont. Recommendation 5 decision to read "Meeting agreed to a remit will be needed sometime in the future to enable the change to 'titles' in the Constitution.", 27-28th July Trustee Board Meeting Minutes and July and August Incoming and Outgoing correspondence as approved via Loomio.

Budget

Discussion:

- Focus on the coming year/s will be looking at efficiencies and where changes can be made which aligns with the philosophy of Playcentre.
- Necessary to use some accumulated funds for the coming year or two; there is an awareness that this cannot be the default in coming years.
- Last year ran a deficit budget yet had a \$1.5 million profit.
- \$6 million held in accumulated funds; budgeted \$700,000.00 of this to be used. There is a focus of not having to use the accumulated funds, in the current environment we will need to.
- Shift in thinking to long term efficiencies and savings, rather than always taking the cheapest option.
- Juniorlogs issues – A review has been completed. The funding we have received in the July round was a substantial decrease. There has not been an indication that we have had a significant decrease in enrolments. Juniorlogs errors indicates a large loss of income, this will need to be remedied. The Service Delivery Manager has indicated that we may be trialling an alternative SMS. Concern about trialling when we don't know if there is a problem existing, need to have clear parameters around what, how and why we are trialling.
- Finance should hold the ability to review the ingoing and outgoing data from Juniorlogs to analyse.
- Any proposed changes would be presented to the Trustee Board for consideration and approval. CFO, Service Delivery Manager and General Manager to review the SMS and bulk funding system.
- The Trustee Board are aware the staff have indicated a gap in staffing and resourcing; approve operations to investigate that gap further.

- Highlighted that Playcentre has the ability to meet some of the costs within the budget by applying for grants.
- Discussion held on the concerns of the Trustee Board in agreeing to the budget:
 - Efficiencies for the Playground Safety i.e. training within the organisation vs externally and employment efficiencies.
 - SPACE levy: the SPACE levy will be 100%; CFO to adjust the budget to present SPACE budget within the organisation budget.
 - Trustee Board understood the Centre Administrator role was a fixed term role to correct a backlog. Discussion regarding the requirements of Police Vetting employees and volunteers within the Education programme. More information required is acknowledged and this has been removed from the draft budget.
- The Trustee Board still to receive legal advice regarding the leave for Centre Support Workers and Centre Administrators; the information is being sought by the HR Manager.
- In preparation for AGM the Trustee Board needs to ensure they have done due diligence and reviewed the budget.
- Acknowledgement of the difference of the regions in the number of Centres and the needs within those regions in terms of role hours and the request to be able to be flexible or autonomous to make decisions by the General Manager to address this within budget. Discussion regarding the concerns held by the Trustee Board; felt they need to see job descriptions, creating equality/equity within the regions and what other support has been offered.
- Living wage paper being presented to the AGM; the first stage of this paper should be a philosophical discussion.
- Highlighted that the Health and Safety Coordinator isn't an urgent decision to be made but it is a requirement that will need to be put in place in the future as liability sits with the Trustee Board.
- Be clear on the role titles and consistency during discussions. Clarity given that the intention is to recruit an IT Manager for more strategic/broader approach and set up.
- Removed from the proposal: HR Support, Head of Education and PLD (General Manager to gain more oversight), second Accounts Administrator, increase in hours for Service Delivery Manager, and Property and Assets Manager
- Discussion held on the ability of the General Manager to recognise performance-based pay reviews. Acknowledgment of the organisation still in transition and wanting stability and efficiencies to be made beforehand. Conflict between not approving one decision on the ground staff vs the approval of the decision for the Regional and National staff. Bottom line is related to the 50% levy charged to Centres.
- The levy for Centres remains the same. The accumulated funds will be used to cover the additional costs. This is not a long-term option.
- \$3 million should be retained to ensure continuity of operations for 6 months if there is no income or for organisation wind down. Operations to provide a policy for this.
- The use of the accumulated funds was discussed.

Decision:

Meeting agreed to present and 100% levy for programmes in the budget and a programmes budget to be included as part of the NZPF budget.

Meeting approved to enable the General Manager's budget line for performance-based pay reviews be capped at \$75,000 for the 2018-2019 budget.

Meeting approved a cap of \$1,000,000 that will be used from the accumulated funds to enable the 2018-2019 budget.

Meeting approved the draft 2018-2019 budget to be presented to the AGM.

Next Steps:

- CFO to investigate whether all SPACE employees are contracted by the Federation and if there are any remaining under Associations.
- CFO to investigate the Centre Support Administrator role and present outcomes to the December Trustee Board.
- October Trustee Board Meeting agenda – Information to increase 10 hours per week for Centre Support Coordinator role and IT Manager.
- December Trustee Board meeting agenda – Information to increase Centre Administrator wages, leave for Centre Support Workers and Centre Administrators, increase Centre Support Workers' wages, Centre Support Administrator role permanent, increase 10 hours per week for Centre Support Coordinator role, Health and Safety Coordinator and IT Manager.
- February Trustee Board meeting agenda – Information for additional Accounts Administrator

- CFO to assist with wording for the AGM budget paper to indicate the 50% levy, the usage of accumulated funds of the specified amount and the purpose.
- General Manager to draft an accumulated funds policy.
- October Trustee Board meeting agenda - CFO to re-present the final budget to the Trustee Board.

Bank Signatory

Decision:

Meeting agreed to approve Karina Bergin as signatory onto the NZPF General and the PD bank accounts.

Meeting agreed to approve Karina Bergin as an Administrator to these accounts with full access.

2019 AGM Timing

Discussion:

- Playcentre Aotearoa Constitution clause 10.10.1. states Annual General Meetings shall be held within three months of the end of financial year.
- The 2018 AGM will be under the current constitution, a change in timing will be needed to align with the Playcentre Aotearoa constitution.
- Highlighted the consolidated accounts will never meet the AGM timeline.
- Current process: HaTM and Tāngata Tiriti Hui are held May and June respectively. These hui would gain governance aspiration to be brought to the Trustee Board meeting in July. Decision papers due to the Administrator in October.
- Awareness of the timing impact at Centre level; AGM prep time and end of financial year if the AGM is held in July or August. The reporting from Centres impact on the reporting of the NZ Playcentre Federation, by moving the AGM it allows Centres more time.
- Previous years audited accounts will be able to be presented at an AGM if the timing is changed.
- Proposal:
 - 2019 Oct/Nov AGM 1 day and Hui 2 day
 - 2020 July AGM
 - 2020 Oct/Nov Hui
- Acknowledgment of the inability to present the audited accounts at either the 2018 and 2019 AGM.

Next Steps:

- October Trustee Board Meeting agenda – Change of Hui and AGM timeline; Operations to provide paper to support the decision.
- Marina to present a review of insurance options to a future Trustee Board meeting.

2.30pm Marina left the meeting

General Manager report

Meeting accepted the General Manager Report and supporting papers

Meeting closed at 3.00pm

Upcoming Dates:

Reports due: 11th October

Next meeting: 19th October, The Brentwood, Wellington

True and accurate record:

Signed: Date:

Signed: Date:

Appendix 1. Conflict of Interest

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

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

Avis Stewart – Mid North Playcentre Association

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

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

Sean McKinley (General Manager) - None

Meagan Ranby (Administrator) – None

Marina Cook (Chief Financial Officer) - None

Tiso Ross (Incoming Trustee Board) - Wellington Playcentre Association executive and signatory, Wellington Cluster support team and Hataitai Playcentre and Motū Kairangi Kahui Ako ECC Representative

Incoming Correspondence: 1 - 31 August 2018

Trustee Board Meeting: September 2018

Date	No	Code	Method	From / To	Subject	Copied/Fwd. to	How
1/08/2018	1	Misc	Email	EEF / SB, ATA, General Manager	Fw: Request to meet with Minister Martin		
1/08/2018	2	Misc	Email	NCWZN	Register now for He Toa Takitini one day conference	SB, ATA	Email
3/08/2018	3	Fin	Email	Ministry of Education	Payment Remittance Advice	Accnts Receivable	Email
3/08/2018	4	Misc	Email	Isentia	Media Alert	Media Monitors	Email
5/08/2018	5	Misc	Email	IPA Aotearoa	IPA Aotearoa NZ Minutes July and AGENDA for 7th August meeting	Trustee Board, General Manager	Email
7/08/2018	6	Fin	Email	Exult	Invoice INV-16313 from Exult Limited for Playcentre Federation NZ	Accounts Payable	Email
7/08/2018	7	Misc	Email	Isentia	Media Alert	Media Monitors	Email
8/08/2018	8	Misc	Email	Commerce Commission	Commerce Commission 'Story of a toy' video [CCNZ-iManage.FID240213]	Public Relations	Email
8/08/2018	9	Fin	Email	Charities Services	Annual Return Payment Reminder	Accounts Payable	Email
9/08/2018	10	Misc	Email	NZARE	NZARE Conference 2018	Trustee Board, General Manager	Email
10/08/2018	11	Misc	Email	Isentia	Media Alert	Media Monitors	Email
13/08/2018	12	Misc	Email	Hui E!	Sector hui on the Indicators Aotearoa NZ with Stats NZ	Trustee Board, General Manager	Email
14/08/2018	13	Misc	Email	NCWZN	Birth certificate changes welcomed by takatāpui, trans and non-binary people		
15/08/2018	14	Fin	Email	Freeparking	FREEPARKING Pro Forma Invoice	Accnts Payable	Email
15/08/2018	15	Fin	Email	Charities Services	Annual Return Receipt	Accnts Payable	Email
15/08/2018	16	Fin	Email	BDO Northland Ltd	Statement from BDO Northland Ltd for New Zealand Playcentre Federation Inc	Accnts Payable	Email
16/08/2018	17	Fin	Post	NZ Post	Invoice INV010768934	Accnts Payable	Email
16/08/2018	18	Fin	Post	NZ Post	Invoice INV010785278	Accnts Payable	Email
16/08/2018	19	Fin	Post	NZ Post	Statement of Accounts	Accnts Payable	Email
16/08/2018	20	Misc	Post	NZARE	NZ Journal of Educational Studies Vol 53 No 1		
16/08/2018	21	Misc	Post	EMA	Business Plus Issue 161	HR Mgr	Post
16/08/2018	22	Fin	Post	Baldwins Intellectual Property	Invoice 443774 and Certificates of registration	Accnts Payable	Email
16/08/2018	23	Misc	Email	NCWZN	Action Item: Your Voice, Your Data, Your Say	Trustee Board, General Manager	Email
17/08/2018	24	Misc	Email	Charities Services	Charities Services Annual Meeting		
17/08/2018	25	Fin	Email	PRATTS / PAM	Invoice 43535		
17/08/2018	26	Misc	Email	Isentia	Media Alert	Media Monitors	Email

Incoming Correspondence: 1 - 31 August 2018

Trustee Board Meeting: September 2018

20/08/2018	27	Fin	Email	Ministry of Education	Payment Remittance Advice	Accnts Receivable Trustee Board, General Manager	Email
20/08/2018	28	Misc	Email	IPA Aotearoa	IPA Aotearoa NZ Minutes 7th August and Important Notices	Media Monitors	Email
21/08/2018	29	Misc	Email	Isentia	Media Alert	Accnts Payable Trustee Board, General Manager	Email
21/08/2018	30	Fin	Email	Generosity NZ	Invoice 16504963	Media Monitors	Email
21/08/2018	31	Misc	Email	NZARE	ECE Sig Update	Accnts Receivable	Email
22/08/2018	32	Misc	Email	ECAC / SB	RE: Kāhui Ako ECE grant funding - for your review	Accnts Receivable	Email
23/08/2018	33	Fin	Email	Ministry of Education	Payment Remittance Advice	Media Monitors Trustee Board, General Manager	Email
24/08/2018	34	Fin	Email	Ministry of Education	Document Purchase Order	General Manager, CFO	Email
24/08/2018	35	Misc	Email	Isentia	Media Alert	Trustee Board, General Manager	Email
24/08/2018	36	Misc	Email	NCWENZ	NCWENZ The Circular September 2018	Trustee Board, General Manager	Email
24/08/2018	37	Misc	Email	Charities Services	Sector Newsletter August	Trustee Board, General Manager	Email
27/08/2018	38	Misc	Email	EEF / SB, ATA, General Manager	4 September 2018	Trustee Board, General Manager	Email
27/08/2018	39	Misc	Email	ACYA	Notice of ACYA 2018 AGM	Trustee Board, General Manager	Email
27/08/2018	40	Misc	Email	EEF / SB, ATA, General Manager	GENERAL MEETING 4 September 2018	Trustee Board, General Manager	Email
28/08/2018	41	Misc	Email	ECAC / SB	September ECAC	Trustee Board, General Manager	Email
28/08/2018	42	Misc	Email	Isentia	Media Alert	Media Monitors Trustee Board, General Manager	Email
29/08/2018	43	Misc	Email	Hui E!	Community Sector hui on well-being indicators with Stats NZ	Trustee Board, General Manager	Email
29/08/2018	44	Misc	Email	Ministry of Women	Invitation to Suffrage Day Celebration at Parliament Buildings He Pānui Kōhungahunga - the Early Learning Bulletin August 2018 Issue	Trustee Board, General Manager	Email
29/08/2018	45	Misc	Email	Early Learning Bulletin		Management Team	Email

Outgoing Correspondence: 1 - 31 August 2018

Trustee Board Meeting: September 2018

Date	No	Code	Method	From	To	Subject	Copied to	How
13/08/2018	1	Misc	Email	Admin	NCWNZ	NCWNZ Conference apologies		

Incoming Correspondence: 1 - 31 July 2018

Trustee Board Meeting: September 2018

Date	No	Code	Method	From / To	Subject	Copied/Fwd. to	How
2/07/2018	1	Misc	Email	EEF / SB, ATA, General Manager	Early Ed Fed News Update - 2 July 2018	Trustee Board, General Manager	
2/07/2018	2	Misc	Email	Hui E!	Hui E! Monthly P nui – H ngongoi / July 2018	SD Mgr, General Manager	Email
3/07/2018	3	Misc	Email	Office of Hon Tracey Martin	Playcentre Person Responsible		Email
3/07/2018	4	Misc	Email	ECAC / SB	June 2018 ECAC Minutes and Action Log	Trustee Board, General Manager	
3/07/2018	5	Misc	Email	NCWNZ	NCWNZ Conference 2018 Preliminary Draft Papers	General Manager	Email
4/07/2018	6	Misc	Email	Ministry of Education / SB	Sleep Furniture Guidance review		
5/07/2018	7	Misc	Email	ECAC / SB	ECE Workforce Data Sub Group meeting		
10/07/2018	8	Misc	Email	ERO	Embargoed - Awareness and confidence to work with Te Wh riki evaluation (to be released Thurs 12 July)	Trustee Board, General Manager	Email
10/07/2018	9	Misc	Email	Minstry of Education	EMBARGOED until published online Wednesday 11 July - 2017 ECE Complaints and Incidents Report	SDM, Trustee Board, General Manager	Email
11/07/2018	10	Misc	Email	NZARE	He P taka Tuku K rero Vol 40, Issue 2, July 2018	Trustee Board, General Manager	Email
11/07/2018	11	Fin	Email	BDO Northland	Statement from BDO Northland Ltd for New Zealand Playcentre Federation Inc	CFO	Email
12/07/2018	12	Misc	Email	NCWNZ	Action Item: Ageing Population	File	
12/07/2018	13	Misc	Email	NCWNZ	Action Item: NCEA Review	Trustee Board, General Manager	Email
13/07/2018	14	Misc	Email	Isentia	Media Alert	Media Monitors	Email
17/07/2018	15	Misc	Email	Isentia	Media Alert	Media Monitors	Email
18/07/2018	16	Misc	Email	Ministry of Education / SB, ATA	SAVE THE DATE: Building on Success for All Forum		
19/07/2018	17	Fin	Post	Ricoh	Invoice # A788321	Accnts Payable	Email
19/07/2018	18	Misc	Post	Hon Tracey Martin	Response to 16th January 2018 request	ATA, SB, SD Mgr, General Manager	Email
19/07/2018	19	Fin	Post	DLA Piper	Statement	Accnts Payable	Email
19/07/2018	20	Fin	Post	NZ Post	Statement of Accounts	Accnts Payable	Email
20/07/2018	21	Misc	Email	Isentia	Media Alert	Media Monitors	Email
20/07/2018	22	Misc	Email	NCWNZ	NCWNZ Conference 2018 - Papers	Trustee Board, General Manager	Email
23/07/2018	23	Misc	Email	Ministry of Education /SB, ATA, General Manager	Fw: Using PlayCentre Budget bid information (passed to Minister Martin) in the Early Learning Strategic Plan		

Incoming Correspondence: 1 - 31 July 2018

Trustee Board Meeting: September 2018

24/07/2018	24	Misc	Email	Isentia	Media Alert	Media Monitors	Email
24/07/2018	25	Fin	Email	NZARE	Subscripton Invoice INV-3422	Accnts Payable	Email
27/07/2018	26	Misc	Email	NCWNZ	NCWNZ Conference - very important information!	ATA, SB, General Manager	Email
27/07/2018	27	Misc	Email	Isentia	Media Alert	Media Monitors	Email
27/07/2018	28	Misc	Email	NCWNZ	NCWNZ The Circular August 2018	Trustee Board, General Manager	Email
30/07/2018	29	Misc	Email	Ministry of Education	NZ Playcentre Federation funding submission letter	General Manager	Email
31/07/2018	30	Misc	Email	Early Learning Bulletin	July Issue 2018	Mngmt Team, Trustee Board	Email
31/07/2018	31	Misc	Email	IPA Aoteraoa	Submission to Hon. Chris Hipkins-support Nature-based Early childhood services	SB	Email
31/07/2018	32	Misc	Email	IPA Aoteraoa	IPA Recalling support for submission to Chris Hipkins	SB	Email

Outgoing Correspondence: 1 - 31 July 2018
 Trustee Board Meeting: September 2018

Date	No	Code	Method	From	To	Subject	Copied to	How
2/07/2018	1	Misc	Email	Administrator	Hon Tracey Martin	Playcentre Person Responsible Re: Early Education Federation Memo Number 7 re Letter to the Minister	General Manager	Email
9/07/2018	2	Misc	Email	SB	EEF			
12/07/2018	3	Misc	Email	SDM	Police Vetting	Submission on Police Vetting legislation		
23/07/2018	4	Misc	Email	SB	Ministry of Education	Fw: Using PlayCentre Budget bid information (passed to Minister Martin) in the Early Learning Strategic Plan		
23/07/2018	5	Misc	Email	SD Mgr	Ministry of Education	Re: Sleep Furniture Guidance review	SB, ATA, General Manager	Email