

# What is the Annual Management Plan?

A year-long plan to ensure centres meet their operational and compliance requirements. This includes important dates for centre officers.



## Annual Management Plan

- During the year tasks are completed as set out in the plan. The plan should be regularly reviewed to ensure tasks have been completed.
- A suggested plan template from the Ministry of Education can be found here  
<http://www.education.govt.nz/early-childhood/running-a-service/starting-a-service/starting-a-centre-based-ece-service/annual-plan/>
- Centres should review/prepare a new plan for the next year prior to the centre AGM.

January

December



## Centre AGM

- At the AGM centres confirm the next year's annual management plan. The plan should then be displayed for members to view regularly.
- Centres must have an annual management plan to meet the licensing criteria GMA8 - Annual Plan.

