

Trustee Board Meeting

New Zealand Playcentre Federation
Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa

Meeting #: 02/2019-G1

Date: Friday, 12 April 2019

Time: 1:30pm – 6pm

Location: Tapu te Ranga marae, Island Bay, Wellington

Attendees: Alaine Tamati-Aubrey, Avis Stewart, Cynthia Murray, Michelle Hutton, Ruth Jones, Tiso Ross

Apologies: Nil

Administrative

- 1 Karakia & Welcome
- 2 **Conflicts of Interest register:**
 - 2.1 Alaine Tamati-Aubrey Waitara Playcentre, Puriri Whakamaru o Taranaki
 - 2.2 Avis Stewart Mid Northland Playcentre Association, Te Waewae Koukou
 - 2.3 Cynthia Murray Opotiki Playcentre, Eastern Bay of Plenty Association, Te Taonga ō Pōhutukawa, NZPF employee
 - 2.4 Michelle Hutton Blockhouse Bay Playcentre, Auckland Playcentres Association, NZPF employee
 - 2.5 Tiso Ross Hataitai Playcentre, Wellington Playcentre Association, Motu Kairangi Kahui Ako Early Childhood Group
 - 2.6 Ruth Jones Wallaceville Playcentre, Hutt Playcentre Association

Governance Policy

- 3 NZPF Philosophy
- 4 11-Risk Governance Checklist
- 5 1-Governance Framework Part A
- 6 2-Governance Framework Part B
- 7 List of Governance Policy
- 7.1 *The meeting agreed to the List of Governance Policy for delivery at Hui a-Tau Māori and Tangata Tiriti Hui 2019 onwards.*
- AL Co-Presidents to format List in preparation.

Strategic Discussion

- 7 Review 2014-2019: Goals 1 & 2
- 8 Strategic Aspirations

Communications

- 9 Consultation Pathways

Hui preparation & sharing

- 10 Delivery of Policy & List
- 11 Airbeds
 - 11.1 *The meeting agreed to purchase 2 Airbeds (1 per governance whare) for use at Hui a-Tau Māori and Tangata Tiriti Hui 2019 onwards.*
- AL GM to action purchase

Trustee Board Meeting

New Zealand Playcentre Federation
Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa

Meeting #: 02/2019-M
Date: Saturday, 13 April 2019
Time: 8:30 am – 6:00 pm
Location: Tapu Te Ranga Marae, Island Bay, Wellington

Attendees: Alaine Tamati-Aubrey, Avis Stewart, Cynthia Murray, Michelle Hutton, Ruth Jones, Tiso Ross
Sean McKinley (General Manager), Karen Roberts (Minutes)

Apologies: Nil

Administrative

- 1 Karakia & Welcome
 - 2 **Conflicts of Interest register:**
 - 2.1 Alaine Tamati-Aubrey Waitara Playcentre, Puriri Whakamaru o Taranaki
 - 2.2 Avis Stewart Mid Northland Playcentre Association, Te Waewae Koukou
 - 2.3 Cynthia Murray Opotiki Playcentre, Eastern Bay of Plenty Association, Te Taonga ō Pōhutukawa, NZPF employee
 - 2.4 Michelle Hutton Blockhouse Bay Playcentre, Auckland Playcentres Association, NZPF employee
 - 2.5 Tiso Ross Hataitai Playcentre, Wellington Playcentre Association, Motu Kairangi Kahui Ako Early Childhood Group
 - 2.6 Ruth Jones Wallaceville Playcentre, Hutt Playcentre Association
 - 2.7 Sean McKinley None
 - 2.8 Karen Roberts None
 - 3 **Approval of minutes and correspondence**
 - 3.1 *The meeting approved the NZPF Trustee Board meeting minutes for February 2019*
Change start time from 9pm to 9am
 - 3.2 *The meeting approved the Correspondence for March 2019* Approved
 - 4 Matters arising Matters arising have been actioned as indicated in Teams
- Note: Matters arising will now be tracked using an Action List (AL)

Reporting

- 3 **General Manager Report**

The General Manager spoke to the report and provided an overview of major elements in the report.

Education and Licensing.

The Trustee Board agreed to evaluation of the current NZPF Education Programme and Licensing requirements.

The Trustee Board requested data on enrolled students and completion at each future Board meeting.

The Trustee Board to develop a statement to be published in the Bulletin advising that the Operations team have been requested to investigate new ways of licensing and education.
- AL Enrolment and Completion Data for PTE Students to be provided at each TB meeting
- AL Trustee Board to develop a statement on Licensing and Education
- Employment and Pay Scale Issues.**

Cynthia Murray and Michelle Hutton left the meeting as they are paid staff.
- AL General Manager to scope organisation structure review and report back to Trustee Board
- Trustee Board noted that the Education Review Office uses He Pou Tātaki to review early childhood education services and this is a good base
- 3.1 **Current Significant Issues**
 - 3.1.1 **Centralised Information and SMS:**

As previously discussed at the February 2019 meeting the Student Management System (SMS) to be used by NZPF is being reviewed and work is progressing on whether it is possible to build on the SMS and extend this to cover the areas of education, property and broader member management.
 - 3.1.2 **TimeFiler:**

The rollout of Timefiler is continuing and the Payroll staff are identifying issues that are being addressed on a case by case basis. This includes errors in payments, 'retiring' past employees still live within the payroll system and ensuring that the hours worked by NZPF staff adhere to legal requirements.

- 3.1.3 **Employmenure:**
Employment documents have now been drafted and are being reviewed to ensure that they reflect the many variations of employment within the NZPF. These Employment documents are also being aligned with Timefiler to make sure that we are capturing all the information required. New employment contracts and any current contracts requiring updates are now being replaced with the Employmenure documents.
- 3.1.4 **Telecommunications:**
A review of the Vocus contract based on cost and delivery has been undertaken with a meeting with Vocus management to discuss cost and delivery issues. A number of concerns about the ability of Vocus to complete the contract remain and it was decided to approach SPARK to seek their help in completing the rollout of internet access to all Centres. This is currently underway.
- 3.2 Matters for Approval**
None.
- 3.3 Update on Strategic Plan Implementation**
- 3.3.1 The Trustee Board have requested an infographic to be provided for Centres on the development of Strategic Plans and Annual Management plans. The Trustee Board will provide an outline for the infographic.
- AL Infographic on Strategic Plan and Centre Annual Business Plan to drafted for TB consideration
- 3.4 Major Key Performance Indicators**
- 3.4.1 **Strategic Objectives:** Draft Key Performance Indicators have been written and will be considered as part of the development of the Strategic Plan. Once the strategic Plan is drafted then we can clarify what the Strategic Objectives are and further develop the associated KPIs.
- 3.5 Risk & Compliance Update**
- 3.5.1 *Update on risk and compliance management*
Risk management framework was presented to the Trustee Board for their information outlining how risk management would be managed across the NZPF.
The meeting agreed to adopt the framework and requested the General Manager to continue with the development of a Risk Management Plan for the NZPF as well as specific risk management plans for individual projects as they were proposed.
- AL General Manager to develop the risk management plan for Playcentre Aotearoa.
- 3.5.2 *Risk and Compliance Incidents*
- 3.5.2.1 Nothing tabled
- 3.6 Matters for noting**
- 3.6.1 None

Financial Report

- 4 The General Manager spoke to the report and provided an overview of major elements in the Spotlight February 2019 report
- 4.1 Statement of Financial Performance/Revenue
- 4.2 Statement of Financial Position/Profit
- 4.3 Statement of Cashflow/Bank
- 4.3 Statement of Cashflow/Bank
- 4.4 Current Significant Issues**
- 4.4.1 The Trustee Board noted the positive financial position of the NZPF.
The Trustee Board was concerned that there is an underspend in several budget lines where the Trustee Board had agreed to increased expenditure.
The Trustee Board noted a significant proportion of restricted Education funds remained unspent at the same time that the Trustee Board had provided an additional \$100,000 to Education. While Education restricted funds remained unspent the Trustee Board requested that the additional \$100,000 be returned to general funds.
The Trustee Board noted that the NZPF currently has \$4.8 million of unrestricted funds and that this must be invested back into the organisation but before this is done an Investment plan must be provided to the Trustee Board.
The Trustee Board noted that the tagged funds for Playground improvement in properties is not evident as an amount but is accounted for.
The Trustee Board noted their concern that Centres and staff are not receiving the services promised due to underspend and requested that the General Manager undertake a review of delivery across the organisation.

AL General Manager ensure that unspent additional Education funding agreed to by the TB is returned the general fund and not retained by restricted funds.

AL General Manager to review underspend across the NZPF and develop an investment plan.

4.5. Matters for Approval

4.5.1 *The meeting agreed to address delivery issues and constraints as a result of growing restricted funds, a cap on restricted funds is recommended. In relation to restricted funds held by Education a prudent amount would be 50% of TEC delivery revenue in one financial year.*

4.5.2 *The meeting agreed to purchase 2 Airbeds (1 per governance whare) for use at Hui a-Tau Māori and Tangata Tiriti Hui 2019 onwards.*

4.6 Major Key Performance Indicators

Substantive Items

5 Decision papers and discussion of strategic issues

5.1 Playgroup Decision.

The Trustee Board discussed the decision paper presented by the General Manager.

The Trustee board noted that staffing and resource allocation was an Operational decision for the General Manager.

The Trustee Board reiterated that there is process for Playcentres to go into recess and that this should be followed. The Operations Team would be expected to bring information pertaining to individual Centres prior to any decisions being made about Centres going into recess.

Information

6 Information papers for the board to note (nothing tabled)

7 General business

7.1 NZPF Philosophy Statement Policy needs to be reviewed and rewritten to make sure that it picks up everything as per the original policy (Refer Volume 142.)

7.3 Amalgamation- being finalised to go to court. Waiting for date for consideration.

Philosophy Statement to be reviewed and re-presented to TB. Policy must include full detail of NZPF Philosophy.

Action List

Meeting	Action	Status	Owner	Due by
01/2019-M	Playcentre Bulletin Deadlines: Operations to inform Trustee Board.	3	GM	22/02/2019
01/2019-M	Ethics applying for grants: Be clear that Centres cannot apply for grants that they are not paying for even for costs covered by Centre levies.	3	GM	
01/2019-M	Operations to consider how the legal title and trading name of Playcentre will be presented once legal amalgamation occurs.	2	GM	June TB
01/2019-M	Operations to investigate options to recognise volunteers and employees, for projects which are out of employment scope	2	GM	
01/2019-M	Communications Pathway - Operations to present to Trustee Board before the Hui a-Tau Māori in May	3	GM	20/05/2019
01/2019-M	Okato Playcentre - Operations to complete a title check for ownership. Regional personnel need to be involved to support families to stay in Playcentre. Operations to come back to Trustee Board with future information	3	GM	22/02/2019
01/2019-M	Operations to investigate other tangible options for reinvestment into Centres	2		June TB
01/2019-M	Xero authorisation of expenses. Operations to provide a claim guide	2	CFO	June TB
01/2019-M	Operations to provide a process to Hui ā Tau Māori for Rōpū budget.	2	CFO	20/05/2019
01/2019-M	5 Communications: Trustee Board to communicate additional feedback to the General Manager.	2	CPx2	June TB
01/2019-M	5 PC Philosophy: This policy needs to be approved by Trustee Board. Trustee Board to communicate additional feedback to the General Manager.	2	CPx2	June TB
01/2019-M	Operations to produce a Risk Management Plan for the Trustee Board	2	GM	June TB
01/2019-M	Trustee Board to indicate to KPI's for Strategic Plan 2020	2	CPx2	22/02/2019
01/2019-M	Operations to update Delegated Authority Schedule	1	GM	June TB
02/2019-M	Enrolment and Completion Data for PTE Students to be provided at each TB meeting	1	GM	June TB
02/2019-M	Trustee Board to develop a statement on Licensing and Education	1	CPx2	May 2019
02/2019-M	General Manager to scope organisation structure review and report back to Trustee Board	1	GM	June TB
02/2019-M	Infographic on Strategic Plan and Centre Annual Business Plan to drafted for TB consideration	1	GM	June TB
02/2019-M	General Manager to develop the risk management plan for Playcentre Aotearoa.	1	GM	June TB
02/2019-M	Unspent additional Education funding agreed to by the TB is returned the general fund and not retained by restricted funds.	1	CFO	June TB
02/2019-M	General Manager to review underspend across the NZPF and develop an investment plan.	1	GM	June TB
02/2019-M	Philosophy Statement to be reviewed and re-presented to TB. Policy must include full detail of NZPF Philosophy.	1	GM	June TB

Action List Notes:

- Status of item: 1-Not started, 2-In progress, 3-Complete
- Owner: CPx2-Co-Presidents, GM-General Manager, CFO-Chief Financial Officer