

Trustee Board Meeting

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

Meeting #: 01/2019-G1

Date: Friday, 15 February 2019

Time: 1:30pm – 6pm

Location: Capital Gateway Motor Inn,
Newlands, Wellington

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

Apologies: Cynthia Murray

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 Hāitaitai Playcentre, Wellington Playcentre Association, Motu Kairangi Kahui Ako Early Childhood Group.
 - 2.6 Ruth Jones Wallaceville Playcentre, Hutt Playcentre Association.

Governance Policy

- 3 Governance Framework – Part A Work in progress
- 4 Governance Framework – Part B Work in progress
- 5 Dealing with Complaints Policy renamed to “6-Governance Complaints Policy and Procedure”

Strategic Discussion

- 6 Review 2014-2019: Goals 1 & 2 Understanding and building our knowledge base
- 7 Strategic Aspirations

Professional Development

- 8 Strategic Planning Building our knowledge base

Communications

- 9 Communications Pathway Good governance and consistent messages

Hui preparation & sharing

- 10 Papers: Decisions & Discussions Sharing of process and progress to date
- 11 TB role & responsibilities Understanding and building our knowledge base
- 12 Japan Playcentre Association Building our knowledge base
- 13 Early Learning Strategic Plan Building our knowledge base

Trustee Board Meeting

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

Meeting #: 01/2019-M
Date: Saturday, 16 February 2019
Time: 8:30 am – 6:00 pm
Location: Capital Gateway Motor Inn, Newlands,
Wellington

Attendees: Alaine Tamati-Aubrey, Avis Stewart, Michelle Hutton, Ruth Jones, Tiso Ross
Sean McKinley (General Manager), Marina Cook (Chief Financial Officer), Meagan Ranby (Administrator)

Apologies: Cynthia Murray

Administrative

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 - 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 Marina Cook None
 - 2.9 Meagan Ranby None
 - 3 **Approval of minutes and correspondence**
 - 3.1 *The meeting approved the NZPF Trustee Board meeting minutes for September and October 2018*
 - 3.2 *The meeting approved the Correspondence for September, October, November and December 2018*
 - 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
- 3.1 **Current Significant Issues**
 - 3.1.1 **Junior Logs:** Student Management System (SMS) has been identified as an issue at various levels of the organisation. Playcentre management have requested that the Ministry encourage other providers to include provision for the particular funding requirements of parent led programmes so that in future we have the option of more providers and the competitive pricing that would result.
TimeFiler: will begin being rolled out to all Playcentre staff across New Zealand from the beginning of Term 2 2019. The system is an online self-entry timesheet system. Once the timesheet is approved the TimeFiler will interface with our Payroll system to upload the appropriate pay. The cost savings of moving to the online system is estimated at up to \$85,000 per year (equivalent to 0.8% levy).
 - 3.1.2 **Employment:** will be contracted to provide Employment Relations and Health and Safety advice for a period of 1 year and a report will be provided to the Trustee Board prior to the completion of the contract advising whether the contract will be renegotiated for a further period.
 - 3.1.3 **Telecommunications:** The Vocus contract will be reviewed based on cost and delivery. The General Manager and appropriate staff will meet with Vocus management to discuss cost and delivery issues. A decision will be made on whether to remain with Vocus or seek another provider and the Trustee Board will be advised of the outcome.
- 3.2 **Matters for Approval**
 - 3.2.1 *The meeting approved a credit card for the General Manager with a limit of \$5,000.*
 - 3.2.2 *The meeting did not approve a credit card for the PLD Administrator with a limit of \$1,000 with the current information supplied.*
- AL Operations to update Delegated Authority Schedule
- 3.3 **Update on Strategic Plan Implementation**
 - 3.3.1 Identifiable Key Performance Indicators
 - AL Trustee Board to indicate to KPI's for Strategic Plan 2020
 - 3.3.2 The Public Relations Strategy

3.4 Major Key Performance Indicators

Strategic Objectives: At present the strategic plan does not have explicit Key Performance Indicators with set targets or measures but instead identifies a number of Strategic Action Initiatives. It would be good to clarify what the Strategic Objectives are and then we can develop the associated KPIs.

3.4.1

3.5 Risk & Compliance Update

3.5.1 *Update on risk and compliance management*

AL Operations to produce a Risk Management Plan for the Trustee Board by April

3.5.1.1 5 PC Philosophy: This policy needs to be approved by Trustee Board

AL Trustee Board to communicate additional feedback to the General Manager.

3.5.1.2 5 Communications:

AL Trustee Board to communicate additional feedback to the General Manager.

3.5.2 *Risk and Compliance Incidents*

3.5.2.1 Nothing tabled

3.6 Matters for noting

3.6.1 Purpose of rōpū: boundaries & expectations

AL Operations to provide a process to Hui ā Tau Māori for Rōpū budget by the 20th May.

Financial Report

4 The Chief Financial Officer spoke to the report and provided an overview of major elements in the Spotlight January 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 Online timesheet update

4.4.2 Process upgrades in finance

4.4.3 Centre wage on-billing

4.4.4 Bulk funding

4.4.6 Credit control

4.4.7 Xero authorisation of expenses

AL Operations to provide a claim guide

4.5. Matters for Approval

4.5.1 Resolution to apply for External Grants:

The meeting approved Marina Cook, Chief Financial Officer to apply on the NZPF's behalf for external Grant funding towards operational expenses from the following Grantors:

- *The Lion Foundation Northland*
- *The Lion Foundation Central*
- *The Lion Foundation Waikato and Bay of Plenty*
- *The Lion Foundation Southern*

4.5.2 *The meeting did not agree to reinvest our surpluses from the 2016/17 and 2017/18 years into our centres through levy reductions in the upcoming budget for 2019/20.*

AL Operations to investigate other tangible options for reinvestment into Centres due to Trustee Board April

4.6 Major Key Performance Indicators

4.6.1 Aim to continue to increase revenue and decrease costs through process and structure improvements in order to reduce the budgeted deficit for the 2018/19 year;

4.6.2 Reinvest our surpluses from the 2016/17 and 2017/18 years into our centres through levy reductions in the upcoming budget for 2019/20.

4.6.3 *The meeting approved to support centres to better manage their finances by upgrading all centres to Xero business edition*

4.6.4 Process Manual Development

Substantive Items

5 Decision papers and discussion of strategic issues

5.1 Okato Playcentre: *The meeting did not agree to the additional expenditure of approximately \$152,829.75 to complete the removal of asbestos and recladding.*

AL 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

Information

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

- 7 General business**
- 7.1 Communications Pathway
- AL Operations to present to Trustee Board before the Hui a-Tau Māori in May
- 7.2 Early Learning Strategic plan, NZPF Submission will be drafted by Operations, distributed to Regions with material for Centres to use if they wish
- 7.3 Align NZPF Remits for amalgamated organisation: *The meeting agreed to a \$200.00 gift voucher*
- AL Operations to investigate options to recognise volunteers and employees, for projects which are out of employment scope
- AL Operations to consider how the legal title and trading name of Playcentre will be presented once legal amalgamation occurs.
- AL 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.
- AL Playcentre Bulletin Deadlines: Operations to inform Trustee Board.

Action List

Meeting	Action	Status	Owner	Due by
01/2019-M	Playcentre Bulletin Deadlines: Operations to inform Trustee Board.	1	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.	1	GM	
01/2019-M	Operations to consider how the legal title and trading name of Playcentre will be presented once legal amalgamation occurs.	1	GM	April TB
01/2019-M	Operations to investigate options to recognise volunteers and employees, for projects which are out of employment scope	1	GM	
01/2019-M	Operations to present to Trustee Board before the Hui a-Tau Māori in May	1	GM	20/05/2019
01/2019-M	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	1	GM	22/02/2019
01/2019-M	Operations to investigate other tangible options for reinvestment into Centres	1		April TB
01/2019-M	Xero authorisation of expenses. Operations to provide a claim guide	1	CFO	April TB
01/2019-M	Purpose of rūpū: boundaries & expectations. Operations to provide a process to Hui ā Tau Māori for Rōpū budget.	1	CFO	20/05/2019
01/2019-M	5 Communications: Trustee Board to communicate additional feedback to the General Manager.	2	CPx2	22/02/2019
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	22/02/2019
01/2019-M	Operations to produce a Risk Management Plan for the Trustee Board	2	GM	April 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	01/03/2019

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

Trustee Board Meeting

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

Meeting #: 01/2019-G2

Date: Sunday, 17 February 2019

Time: 9:00pm – 11:00am

Location: Capital Gateway Motor Inn,
Newlands, Wellington

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

Apologies: Cynthia Murray

Administrative

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 - 2.6 Ruth Jones Wallaceville Playcentre, Hutt Playcentre Association.

Understanding and building our knowledge base

- 3 TB role & responsibilities Understanding and building our knowledge base

Governance Action List

Meeting #	Action	Status	Owner	Due by
01/2019-G1	Governance Framework – take offline	2	Co-Presidents	29/03/2019
01/2019-G1	Communications Pathway – work with GM	2	Co-Presidents	16/02/2019

In Closing

- 4 Review of meeting
- 5 Karakia whakamutunga

Next meeting:

Date: 12-14 Paenga-whāwhā | April 2019
Time: 12pm to 11am
Venue: Tapu Te Ranga marae
44 Rhine Street
Island Bay, Wellington 6023