

Welcome to the

Inaugural Annual General Meeting & Ngā Whare Hui

Whiringa-ā-rangi | November 2019

Hosted by Te Whānau Tupu Ngātahi o Aotearoa
With assistance from Kate Hamill

Facilitated by
Te Whānau Tupu Ngātahi o Aotearoa Trustee Board



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Information

Hosts

Kate Hamill, is here to look after this meeting. Any questions, requests or if you need help with something - just ask! She can be reached at the registration desk and Kate's contact number in case you need it is 021 252 0440.

Parking

There is ample parking available at the Sudima. Just drive in and park.

Meeting Rooms

The meeting is to be held on the ground floor of the hotel. The main meeting room is Avon One. Tāngata Whenua caucus is meeting in Tasman Two; and Tāngata Tiriti caucus, in Tasman One.

Registration / Help Desk

This will be open throughout the meeting and will initially be located in the foyer of the hotel on Friday. Further updates will be provided at Fridays 'Housekeeping'. Kate can be found here.

Cell Phones

Please be considerate to other delegates and speakers by either turning off your mobile phone, or setting it to vibrate/silent mode.

Meals

Meals will be provided and dining spaces will be indicated at Fridays 'Housekeeping'.

Shuttles

If you want to stretch your legs after your flight the Sudima is just a few minutes' walk away on Memorial Ave. Or, when you land at the airport, make your way towards the Visitor Information desk on the ground floor. Nearby the information desk is the Accommodation Directory Board. Simply use the free phone and dial 27 and let them know you have arrived.

A list of airport return shuttle times will be posted at the registration desk for delegates returning to the airport on Sunday. Please advise Kate if you **do not** require a shuttle.

Whakatau: Expectations of Attendees and Delegates

Dress

For pōwhiri and whakatau women are expected to dress modestly in black, wearing tops/skirts or dresses that reach the knee or below, with arms and cleavage also covered. Men will be tidily dressed in jacket, shirt and trousers. Children are also neat and tidy with girls wearing skirts or dresses. Our kaumātua acknowledges the difference between a traditional ritual encounter and a contemporary one. In Playcentre we encourage best practice.

You are welcome to change once the ceremony is finished.



Arrivals Prior to Whakatau

If you arrive early, please book in and place your luggage in your room. If you arrive from 1pm onwards, DO NOT book in. There will be a place for you to leave your luggage during the ceremony.

Assembling for the Whakatau

Please assemble for the whakatau. The hosts will be inside the main room waiting. Once everyone is ready the manuhiri will come into the room, hongi the hosts and then move to where seating has been arranged.

During Whakatau

Once the whakatau begins, you are expected to stay the duration, children included. The ceremony is unlikely to be longer than 15 minutes although half an hour has been set aside.

Late Arrivals

If the whakatau has already begun, please feel free to come in and quietly take a seat.

Hongi

First Physical Contact The practice of hongi originates from the dawn of time and is a symbolic reference to the first breath of life and the merging of two groups; united as one under the umbrella of pōwhiri. It is the mixing of the life essence of both the tangata whenua and the manuhiri (visitors). It is also the first physical contact with each other. Once visitors enter the meeting room, they will be directed toward the tangata whenua to perform the ritual of hongi. It is customary for both males and females to undertake this process which is done by shaking hands and the pressing together of noses.

Karakia

Prayers the Māori people have always had a strong spiritual belief and karakia is practiced at the beginning and conclusion of events. A Hīmene (hymn) may also form part of the process. Immediately after the hongi, visitors are directed to their seats where they will stand until Hīmene (a hymn) and karakia (prayer) have been offered which offers gratitude for all things, and seeks guidance and safety for the remainder of the gathering. On both sides, males only must occupy the front row. The Hīmene will precede the karakia. Everyone will then be asked to sit.

Whakatau

Whakatau or mihi whakatau is a term used to describe a formal speech of welcome. Traditionally mihi whakatau were used for welcoming, introductions, openings and various other events which take place off the marae. A mihi whakatau includes a speech (or speeches) of greeting made during an official welcome to acknowledge those gathered together for a particular purpose. In contrast pōwhiri is a ritual of encounter that was traditionally carried out on the marae. However in more recent times it is not unusual for pōwhiri to be facilitated off the marae.



Waiata – Manuhiri Waiata Tautoko

Song of support, the waiata tautoko is the complement of one's speech. It should uphold the mana of the speaker and their group. Following each mihi, a waiata is customarily performed. This can be in the form of a cultural chant or a contemporary song. Occasionally, the speaker may share a light-hearted story to conclude his mihi.

Playcentre Aotearoa General Manager, Sean McKinley will speak on behalf of the organisation. When the waiata tautoko begins all Playcentre Aotearoa stand and join in. The speaker often concludes his speech directly after waiata. If this occurs, stay standing until his speech is finished. Waiata for Playcentre Aotearoa is our Mōteatea: E Tipu, E rea. Here is the link https://www.youtube.com/watch?v=Nndh_g86bWw. Please make sure you are familiar so you can join in.

Kai – Food (and the process of whakanoa)

This is the final yet equally as important stage of the whakatau process where all visitors and active participants are invited to partake of food to whakanoa (lift the final tapu or sacredness of) the whakatau ritual. Once this stage is completed, visitors are then deemed to be 'tangata whenua' for the duration of their stay with tangata whenua.

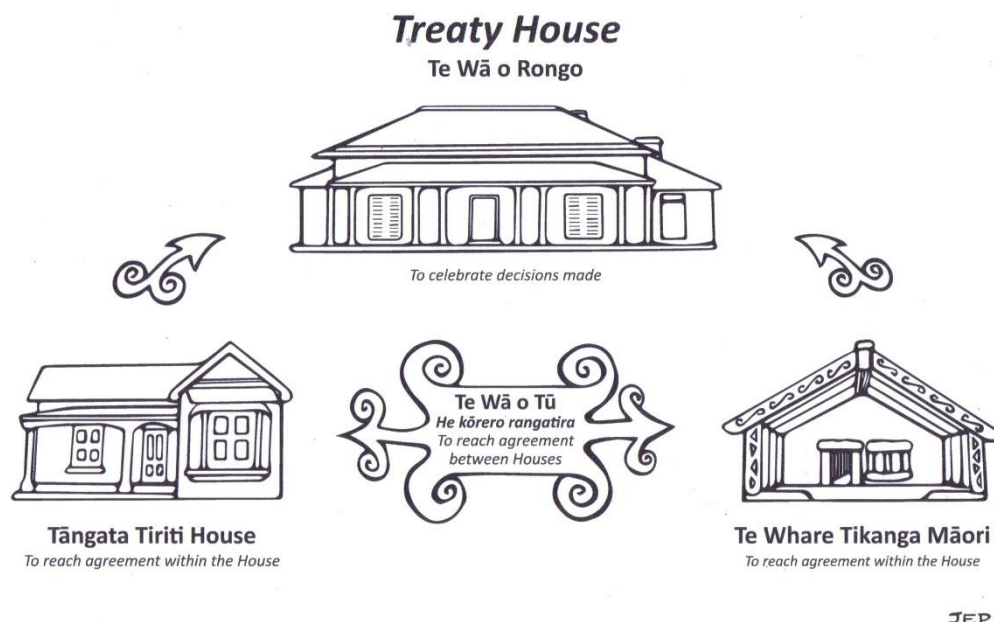
The speaker will let everyone know that mihi have concluded then invite all participants to partake in something to eat to become whakanoa or to lift the final tapu of whakatau. A karakia to bless the food will precede kai.



Two House Model Procedures

1.0 The Purpose of the Houses/Spaces

Using the Raukawa – Mihinare Model



1.1 Treaty of Waitangi House (Te Wā o Rongo)¹

This house is about unity, peace and celebration. We gather together to welcome and farewell, to share information, listen to presentations, ratify and celebrate decisions made. Debate occurs OUTSIDE this house.

At a *pā*, this space would be represented by the inside of the *whare tipuna* or *whare nui*, which in turn represents the *whare tangata* (womb) or a state of being *noa* (safe, free from restrictions).

1.2 Te Wā o Tū²

This space is about debate, negotiation, concession, utilising the wisdom and experience of the group (life members, current/past Officers and delegates), seeking clarification and consensus. It is the place between the *Tikanga Māori* and *Tikanga Pākehā* Houses and the Treaty of Waitangi House.

At a *pā*, this space is the *marae ātea* (the main courtyard). Many *marae* continue to hold their *pōwhiri* on the *marae ātea* to allow a free flowing exchange of ideas and to contain *tapu* (transitional state, time of uncertainty).

1.3 Te Whare Tikanga Māori and the Tikanga Pākehā House

These houses mirror the attributes of Te Wā o Tū but are cultural retreats that allow the business to be conducted according to the customs, traditions and ways of each culture.

¹ Te Wā o Rongomātāne (Rongo). Rongo is the God of Peace as well as the kūmara, which is often ceremonially used to signify that we have entered a peaceful phase in proceedings. The domain of Rongo is inside the whare nui or meeting house of a pā.

² Tūmataunga is the God of War and debate. His domain is outside, the marae ātea, defending the whare and their inhabitants until such time as the intentions of the 'visitors' are determined peaceful.



2.0 Expectations of Delegates

We are seeking a consensus position plus negotiating room on each paper according to the *Tangata Tiriti* viewpoint and the *Tangata Whenua* viewpoint. The two perspectives may be different or the same.

Tangata Whenua delegates to National Meetings are expected to represent the views, via each paper, of the *whānau Māori* group, e.g. *Puriri Whakamaru*, and *whānau Māori* (where families wish to be identified as *Māori*) within their Centres.

Tangata Tiriti delegates to National Meetings are expected to represent the views, via each paper, of non-*Māori whānau* within their Centres.

Delegates are expected to seek clarification on papers from the authors PRIOR to National Meetings.

3.0 At the Meeting

AT ALL TIMES pre-determined timeframes, meal times, etc., are adhered to ensuring the agenda, the hosts, the organisers and venue staff are honored.

3.1 Before Moving to the Tikanga Houses

Authors will present their papers in the *Treaty of Waitangi* House. Papers may be offered in a single session or in batches throughout the hui.

Please note all papers are worked through in the *Tikanga* Houses.

Before moving off:

- the facilitators for the weekend will have been introduced
- members of the advisory panel identified (refer to 3.3)
- the papers to be worked on in the current *Tikanga* House session will be identified
- the timeframe for the *Tikanga* House session will be determined
- venue details for each *Tikanga* House will be shared

3.2 In the Two Whare – Houses

Everyone assembles in their respective meeting rooms. Before discussion of papers begins, each *Tikanga* House will determine who will fill the following roles:

- minute taker
- messenger (convey messages to other *Tikanga* House, hosts, etc.)
- two lead negotiators (refer to 3.3)

Occasionally, a paper will require an additional ‘specialist’ negotiator (refer to 3.3).

3.3 Te Wā o Tū

3.3.1 The Key Roles

Te Wā o Tū is populated by a group of no more than ten people. This group consists of:

- an advisory panel (minimum of two, maximum of three)
- negotiators (six maximum with no more than three per House)
- the (main) author

The Advisory Panel

The advisory panel will be appointed by the Trustee Board prior to the meeting. It will be their responsibility to ensure registrations and attendant costs for the panel.



This group requires:

- an 'expert' in core philosophy and values and their application, e.g. a Federation life member
- an 'expert' in *Te Tiriti o Waitangi* and its application
- a member of the Trustee Board
- at least one member to be *Tangata Whenua*
- at least one member to be *Tangata Tiriti*

An advisory panel member may carry more than one role, e.g. a Trustee Board member may be considered one of the 'experts'.

The role of the advisory panel is twofold.

When the lead negotiators request it, the panel offers guidance on philosophy, core values and *Te Tiriti o Waitangi* as they relate to each paper.

Once consensus is reached, the panel determines if the decision enacts philosophy and *Te Tiriti o Waitangi*. If not, the critical issue/s is explicitly identified and reported to the lead negotiators for action/next steps.

The advisory panel is not part of the discussions between the two Houses except where the circumstances described above are activated.

Author

The author may be present if the advisory panel and the negotiators feel clarification is required. The author may be there anyway via one of the other key roles. Co-written papers only require one of its authors to be available.

Lead Negotiators

Each House appoints its two key negotiators who will act on every paper where consensus is sought. They will embody the attributes of *Te Wā o Tū* (outlined in 1.2). One of the two negotiators for each House may also need to be a messenger between *Te Wā o Tū* and their own House.

Specialist Negotiators

A paper may require specialist knowledge or information, hence the ability of each House to add a third 'specialist' negotiator on a paper by paper basis.

3.3.2 The Process

When one *Tikanga* House is ready, a message is sent informing the other *Tikanga* House. Messages may go back and forth for a short period until both Houses are ready.

Each *Tikanga* House sends their negotiators to meet for a pre-determined time period. At this time the House negotiators will:

- by paper, determine each other's position;
- by paper, confirm where consensus can be reached; and
- refer the consensus decision to the advisory panel for initial ratification. If the decision is not ratified, the critical issue/s is explicitly identified and reported to the lead negotiators for action/next steps. Final ratification occurs in the Treaty of *Waitangi* House.

Where consensus is not reached:

- identify the issues;
- look for the ways forward/alternative options;



- if the ways forward/alternative options are within the lead negotiators mandate, discuss further with the intention of seeking consensus; and
- if not, return to the Houses for further action/next steps.

Before reporting back to the respective Houses, the negotiators will determine next steps, e.g. return to the Treaty of *Waitangi* House to ratify those decisions first, then return to *Tikanga* House to tackle unfinished business or vice versa. The negotiators will also decide how to present those papers on which a consensus discussion has been reached.

Report back to the respective *Tikanga* Houses.

Provided the timeframe exists, these steps may be repeated before returning to the Treaty of *Waitangi* House.

3.4 Post-Discussion of Papers

The *Tikanga* Houses' negotiators meet at the front. The paper/s where consensus has been reached are presented and ratified according to the previously agreed process.

CELEBRATION!

If there are papers waiting for a decision, the Trustee Board who are managing the agenda will determine when more time is available.



Hui and AGM November 2019 – Questions & Responses

Thank you for the questions received. Responses have been collated by paper, and by where/Hui/AGM.

At Playcentre national meetings we utilise the Two House Model. A key part of this tool is to ensure that each of the partners receive the 'same information at the same time'. Therefore, papers will be presented in the Treaty House when we are all together. The Treaty House is also called Te Wā o Rongo, the place of peace. Papers are presented only.

Playcentre Aotearoa is in a time of change; as we refine our processes and establish best practice which is effective and efficient way to enable consensus decision making, whilst ensuring that our Playcentres' and Rōpū Māori voices remain at the heart of all that we do. We acknowledge that change can be challenging, we also know that our members are resilient and passionate. Thank you for "dancing with the uncertainty" these changes may present to you as delegates.

Tāngata Tiriti Hui Paper Questions

Playcentre's Regional Group Names

1. *If delegates are being sent by regions rather than clusters, how is this expected to work in practice?*

Ans. These processes are a work in progress.

2. *Can we have a clear position statement on governance from clusters? I think there is supposed to be a kapa mahi on grass roots governance but the funding model and naming paper seems to assume that clusters will no longer be able to send representatives. In 2018 clusters sent representatives and at amalgamation we were told that clusters would be sending representatives. At TT hui it seemed otherwise. Please could we be told (so that all members find out) if the explicit intention is that clusters are not sending representatives and that regional groups send representatives.*

Ans. Clusters are not formally recognised in the constitution. The intent of clusters is resource sharing, and networking and support amongst centres. You are correct, that is what occurred. It was a stop-gap measure to enable representation during the amalgamation process, as many associations were effectively defunct.

The intention is that regions will select delegates to attend national meetings going forward. As indicated in the constitution in Clause 6 "Playcentre Aotearoa will be organised regionally to provide support to centres" and Clause 10.5 "Representatives to General Meetings will be determined by an election process according to each house's protocols with regard to geographical and other representational principles".

3. *Why is the paper "Playcentre's Regional Group Names" being presented prior to the house deciding whether it wishes to operate within a regional governance framework, and more specifically, before what the structure of a regional governance framework might look like has been determined?*

Ans. As stated in the paper these governance spaces need to have names to enable the administration of regional meeting funding.



Selection Election of Tāngata Tiriti Trustees 2019

1. *As this paper states 2019 in its title are we only agreeing to this process for this calendar year?*

Ans. The process in this paper will apply from Tāngata Tiriti Hui in November 2019 to November 2020.

2. *If this is to be the ongoing house process, why in step six if voting is required is each region (which have yet to be set up) allocated four votes?*

Ans. Tāngata Tiriti whare will decide at the hui in November 2019 whether this will be the on-going process for the whare.

3. *Why does step four not refer to the nominees being given access to the 'Governance Manual' referred to in the Trustee Board policy "Board succession planning - or planning for success"?*

Ans. The Governance Manual has not yet been created.

Hui-ā-Tau Māori Paper Questions

No questions were received.

Questions for the Whole Organisation

1. *What was the legal advice received that resulted in the table of trustee terms in the "Tāngata Tiriti Trustee Terms 2019-2020" paper? How does this legal advice impact on the constitutional requirement 11.7.3, that "all selected persons/individuals, shall serve a term of two (2) years with half of the Trustee Board retiring every year, ensuring both houses are equally represented at all times"?*

Ans. The legal advice was received on 13th August from our Honorary Legal Advisor, David McLay, as indicated in the table in the "Tāngata Tiriti Trustee Terms 2019-2020" paper. In relation to Clause 11.7.3, the impact is to align the governance with our constitution.

2. *When will the remaining minutes of the trustee board's meetings be available on the website?*

Ans. The Trustee Board meets quarterly. Part of each meeting is to approve the minutes of the previous meeting. Once approved they are released.

3. *Regarding our regional hubs, is there are reason we cannot all use the area names in te reo?*

Ans. The Regional Hubs are operational. If this question is regarding the regional governance groups, Tāngata Tiriti are yet to have this conversation.

4. *We have also spoken about the consultation process and would like to suggest that a survey could be done via the new sign in tablets. An example would be, as a parent signs their children in they are asked if they have 5 minutes to complete a survey. They then have the support of other members on session, it is quick and straight forward to complete.*

Ans. Thank you for your feedback.



AGM Paper Questions

General

1. *I was wondering when the remaining things will be released e.g. annual report, annual accounts. I want to keep an eye out for them.*

Ans. The Annual Report is being drafted to meet the requirements of our registered status with Charity Services which requires that we include and report on our financial statements. The financial year for Playcentre Aotearoa ended on 31 August 2019 and once all centres have completed their finance packs we can start the consolidated accounts and audit process. It is expected that the finalised accounts will be available at the beginning of the 2020 at which time we can complete the Annual Report.

2. *Are there any life member proposals or other items that fit into the papers (some of which feel like outlines / placeholders).*

Ans. Clause 4.2.2 of the constitution states “forwarding copies of such a proposal, within two (2) weeks for consideration by Playcentres and Rōpū Māori”. An email was sent to Playcentres and Rōpū Māori on 24/09/19.

3. *With the suggested change to the timing of the AGM, how will the constitutional requirement be met for the AGM be held within three months of the end of financial year (clause 10.10.1)? How will the budget consideration process work?*

Ans. Clause 10.10.1. states “Annual General Meetings shall be held within three months of the end of financial year”. The AGM will be held in July each year which is within three months of the end of the financial year (31st August). This will allow us to set the budget prior to starting the year end and determine the levy prior to the first bulk funding payments on 1 November.

4. *Regarding the papers concerning our co-president and trustee tenure. While they are currently reading to align with the constitution, looking at the way this will be worked through does not necessarily provide the best in terms of stability for the organisation*

- *Is there to be a review of the constitution and if so when?*
- *How and who will be involved in any review of the new constitution?*

Ans. Yes. A review will be undertaken two years following amalgamation, as agreed at Conference 2017. The governance of Playcentre Aotearoa will be involved in the review.

5. *We have worked outside the constitution before (namely at the time of amalgamation, practically with regard to our trustees and co-presidents tenure). Is it envisaged that this will happen again?*

Ans. It is not envisaged.

10.10.2. receive the Annual Report

1. *Will Centres be receiving the Annual Report prior to AGM?*

Ans. As noted above the Annual Report is currently being drafted to meet the requirements of our registered status with Charity Services which requires that we include and report on our financial statements. The financial year for Playcentre Aotearoa ended on 31 August 2019 and once all centres have completed their finance packs we can start the consolidated accounts and audit



process. It is expected that the finalised accounts will be available at the beginning of the 2020 at which time we can complete the Annual Report.

2. *Annual Report - What is meant by decision paper? What exactly are we deciding?*

Ans. This is the inaugural year of Playcentre Aotearoa and is a journey of learning for all of us. The Trustee Board has made an error in labelling this paper as a decision paper.

10.10.3. consider the audited Financial Statements

1. *Could you please explain why the recommendation of paper 10.10.3 is written "The AGM receives the audited financial accounts", when the constitution directs the AGM to "consider" them?*

Ans. Audited Financial Statements - Why does the recommendation say 'receive' when the constitution indicates 'consider'?

You are correct. The recommendation will be amended to align with the constitution.

2. *Will Centres be receiving the audited financial accounts prior to AGM?*

Ans. No, the 2018/19 financial statements will not be available prior to AGM as finance packs are still outstanding.

10.10.4. consider the strategic direction of Playcentre Aotearoa by confirming key outcomes, goals and priorities:

1. *How many individuals responded to the online survey about the strategic plan? How many of these individuals were Centre members? How many of these individuals were staff?*

Ans. There were 174 responses in total - 26 employees, 18 no response, 130 members.

2. *How many Playcentres responded to the online survey about the strategic plan?*

Ans. 11 Playcentres.

3. *How many play groups responded to the online survey about the strategic plan?*

Ans. Unable to quantify as 'playgroup' was not an option.

4. *How many Clusters responded to the online survey about the strategic plan?*

Ans. One cluster.

5. *How many Rōpu Māori responded to the online survey about the strategic plan?*

Ans. Zero Rōpū Māori.

6. *The Strategic Plan contains strategic priorities and goals, but no key outcomes. The constitution 10.10.4 states that the AGM shall "consider the strategic direction of Playcentre Aotearoa by confirming key outcomes, goals and priorities", so why have key outcomes not been included in the strategic plan? And, when can we expect to view these key outcomes?*

Ans. The key outcomes as of 19/10/19 have not been developed. It is the Trustee Board's goal to have these in place by the July 2020 AGM.



7. *The strategic plan has had a great deal of work over the last couple of years. We are focused on Goal One*

- *How is this goal focused on ensuring we are providing a quality early childhood education experience for our tamariki?*
- *At what point will we see a more detailed plan for operations, presenting actions to understand the current context various playcentres operate in and what challenges there may be to retaining members, promoting ourselves, getting through the current education lag for licencing etc.*

Ans. Strengthening support for our centres will allow Playcentre Aotearoa members to focus on achieving our constitutional objectives as outlined in Clause 2.

Goal One is about building on the information we have as a national organisation and utilising this information to ensure that we make informed decisions that benefit all tamariki across all Centres. It is about identifying best practice examples and making them available to all Centres in order that we provide quality support, delivery and make the best use of Playcentre Aotearoa resources. As we are better able to tell the story of what we do well, based on evidence and research, rather than the anecdotal then we will all benefit from the outcomes.

The operations team are actively working on identifying the actions, measures and timeframes in order to meet the goals as drafted and once the new Strategic Plan is accepted the Action Plan will be finalised and presented to Playcentre Aotearoa prior to the July 2020 AGM

10.10.5. consider the policies developed by the Trustee Board

1. *The Governance Policy "Community consultation" p.3 asks "Who is the board going to consult?" the answer talks about students and their parents, it does not mention Playcentres and Rōpū Māori, will this policy, and any others that require it, be updated to refer to Playcentres and Rōpū Māori where appropriate?*

Ans. This policy is currently under review.

2. *The Governance Policy "Board succession planning - or planning for success" p.2 has the question "Has your board a folder of relevant information for prospective trustees to read before deciding to stand for your board?" The answer to this question does not mention a folder being available for prospective trustees, only a Governance Manual accessible to the Trustee Board; Will this Governance Manual be made accessible to prospective Trustees? How, and when, will this Governance Manual be made available to prospective Trustees?*

Ans. The Governance Manual has not been developed yet. Yes. It is intended that all governance policies and supporting material will be available on the website under the governance tab.

3. *Where do I find the governance policies that have been developed by the Trustee Board?*

Ans. On the Playcentre Aotearoa website, governance tab, AGM Papers 2019
<https://www.playcentre.org.nz/wp-content/uploads/2019/09/AGM-Papers-2019-Booklet-1.pdf>

4. *Thank you for providing the Trustee Board policies for consultation and reflection. We see that these have been borrowed from elsewhere and therefore do not always read true to the philosophy and operation of our organisation. We do not believe these are ready to be agreed but rather see them as*



a starting point. We are particularly concerned with regard to the document regarding consultancy, given this is an underpinning ethos of Playcentre. To that end

- *is there a plan to develop all of these further and if so,*
- *how is it envisaged that further refining of these documents will take place i.e. a kapa mahi group or expertise brought in from external sources?*

Ans. Yes. The governance policies are under review. The Trustee Board have a schedule to review all policies.

10.10.6. consider the budget and determine the levy to be paid by Playcentres

1. *Regarding the budget, 10.10.6, the budget indicates a \$2.27m deficit, does Playcentre Aotearoa have sufficient reserves to cover this deficit?*

Ans. Yes, the projected deficit is based on Playcentre fulfilling all of its commitments and we do currently have the reserves to cover this.

2. *Has there been any discussion or explanation about why there is such a large projected deficit in the budget?*

Ans. The projected deficit is mainly the result of employee commitments due to a large employment structure and increasing costs of items paid on behalf of centres including insurance, telecoms and licenses for our IT infrastructure e.g. Discover, Microsoft, etc.

3. *We note that there is a several million deficit. How is this being managed? Does it indicate that our current model/structure of employment is not viable longer term?*

Ans. Playcentre Aotearoa is currently undertaking a scheduled review of the Playcentre Aotearoa operational structure in order to address the deficit and provide for a more sustainable structure. This process is being undertaken alongside the work on co-designing a new funding model for Playcentre Aotearoa with the Ministry of Education and reviewing our compliance and licensing requirements.

4. *I would like to know why the PR spend is being cut in next year's budget. While I know we need to make savings due to budget deficit, we are fighting an uphill battle to have people even being aware that Playcentre exists. Successful PR leads to growth and growth produces funding. Cutting PR could accelerate Playcentre's decline.*

The PR budget is small for national PR. Our cluster (whole Dunedin region) was disappointed lately to be turned down in our request for funding for a local PR initiative. If each Playcentre had just one new enrolment from the initiative, the 50% Federation levy would have well exceeded the amount we asked for, but the funds are difficult for us to find as centre. As well as national PR, it would be nice to have funds for regional PR initiatives as we often know what avenues will work locally.

Ans. Thank you for your feedback. The PR annual budget has actually been increased, the actual spend in previous year exceeded the budget due to the website overhaul which was a one off spend.

5. *What are Ministry of Education Equity payments?*

Ans. This is income received by Centre that is not currently included in the levied amount. The Ministry of Education provides these additional payments to some centres based on things such as socioeconomic disadvantage, isolation, etc. If your centre receives this funding it is noted in the



funding notice you receive. <http://www.education.govt.nz/early-childhood/funding-and-data/equity-funding-for-early-learning-services/>

6. *To interpret the budget I need to understand what activities of Playcentre are considered Education (is this education of adults or children or both) and what activities are considered PLD (is this adult PLD that sits outside of the formal Playcentre education programme culminating in C series)?*

Ans. Education is adult education provided by the Education team to obtain the Playcentre Qualification. PLD is a separate MOE funded contract that is provided to adults at centre identified as benefitting from additional training, this is provided by the PLD team and is not related to the ECE qualification.

7. *What's the plan to pay for the deficit?*

Ans. The projected deficit is based on Playcentre fulfilling all of its commitments and we do currently have the reserves to cover this.

8. *What's the plan to reduce the deficit in future years? How do we become sustainable?*

Ans. Playcentre Aotearoa is currently undertaking a scheduled review of the Playcentre Aotearoa operational structure in order to address the deficit and provide for a more sustainable structure. This process is being undertaken alongside the work on co-designing a new funding model for Playcentre Aotearoa with the Ministry of Education and reviewing our compliance and licensing requirements.

The scheduled review will also be addressing the ability of Playcentre Aotearoa to identify new revenue streams to support the structure.

9. *I feel we need the context of the overall financial statements to ask good questions for the budget. When will we get the overall financial statements?*

Ans. The audited financial statements will be available approximately 3 months after all finance packs have been completed by centres.

10. *We are grateful that the levy (Section 10.6.6 Consider the budget and determine the levy to be paid by Playcentres) is to stay the same at 50% however we are concerned that the Playcentre Aotearoa accounts are in deficit and this could therefore change. We would like to know and be assured that any cuts to the budget would come from the top before our levy be increased? We understand that there are plans in process to increase Playcentre Aotearoa income.*

Ans. The levy is determined at AGM each year and cannot be increased between AGM's.

10.10.11. Consider any remits that have met the requirements of clause 11.6

1. *It is unclear from the summary document whether we agree with all of the proposals, therefore, is it possible to be sent a copy of the remits in full?*

Ans. Where do we find copies of the remits being repealed? If we are being asked to approve repealing or amending remits we need to have copies of them to consider.

No. The sheer volume of 44 years of remits is not practical to share with the membership.



2. *Regarding paper 10.10.11, as most of the remits that are proposed to be retained or replaced are not part of the constitution, within which documents will the retained or replaced remits reside?*

Ans. This is yet to be decided.

3. *Also can you please explain how remits are actually carried out and carried forward? How do we access them and actually know what exists? Are they updates to the constitution? Policies? strategy? I feel the point of remits is a bit lost on me.*

Ans. The remits to be considered are from 1975 onwards. The remits for consideration have either been incorporated into the current constitution or are in policy form. Review of the Constitution will occur in 2 years from legal amalgamation.

10.10.12. confer National Life Membership as appropriate

1. *The constitution requires "agreement of 80% of Playcentres and 80% of Rōpu Māori, by postal or electronic ballot, to award Life Membership" (4.2.3). How many fully licensed Playcentres are currently part of Playcentre Aotearoa? How many provisionally licensed Playcentres are currently part of Playcentre Aotearoa? How many play groups are currently affiliated to Playcentre Aotearoa? How many Rōpu Māori are currently recognised by Playcentre Aotearoa?*

Ans. Clause 4.2.3 does not require Playcentres to be classified in this way. Clause 4.1.1 states members of Playcentre Aotearoa are "Playcentres: amalgamated into Playcentre Aotearoa and any such Centre that applies, meets requirements and is endorsed by the Trustee Board". Clause 4.1.2 states "Rōpū Māori: as recognised by Te Whare Tikanga Māori".

Nā mātou noa, nā

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

Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa Trustee Board



Where: Treaty House – main meeting room - Avon One

Agenda

Ngā Hui ā-Whare

Friday, 22 November 2019

2pm	Mihi Whakatau – Avon One
2:30pm	Whakanoa Afternoon Tea
2:45pm	Housekeeping
	Whakawhanaungatanga
3pm	Whare Hui Open
	Tangata Tiriti Hui – Tasman One
	Hui ā-Tau Māori – Tasman Two
6pm	Dinner
7pm	Te Wā Anō – Free time

Annual General Meeting

Saturday, 23 November 2019

8:30am	Nau mai Welcome
8:45am	Introductions
Apologies	(as received by Administrator)
9:30am	Scheduled Review of Playcentre Aotearoa Operational Structure

It is time to restore a balance to our Playcentres, so that they can enjoy what Playcentre has to offer and are supported, encouraged and valued for what they do. This session will work with attendees to identify, what is required by Centres for us to succeed as a Centre focussed operational team.

10:30am	Morning Tea
11:00am	Huringa Pūngao
12:00pm	Āta Principles and the Two-House model

Treaty House: Avon One

Tangata Tiriti Whare: Tasman One

Te Whare Tikanga Māori: Tasman Two

Te Wā o Tū: Lewis room



Presentation of the Annual General Meeting papers

Please refer to Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa constitution

10.10.2. receive the Annual Report;

10.10.3. consider the audited Financial Statements;

10.10.4. consider the strategic direction of Playcentre Aotearoa by confirming key outcomes, goals and priorities;

10.10.5. consider the policies developed by the Trustee Board;

10.10.6. consider the budget and determine the levy to be paid by Playcentres;

10.10.7. endorse the Co-Presidents selected by each House;

10.10.8. endorse up to four (4) Trustees selected by Te Whare Tikanga Māori;

10.10.9. endorse up to four (4) Trustees selected by Tāngata Tiriti House;

10.10.10. appoint an Auditor, and an Honorary Legal Advisor;

10.10.11. consider any remits that have met the requirements of clause 11.6.;

10.10.12 confer National Life Membership as appropriate.

12:30pm Lunch

Working within the Two-House model

2:45pm Progress on Outcomes for AGM papers

3:00pm Afternoon Tea

On completion of AGM business; time has been set aside for an informal conversation about

“Working in Partnership”

5:30pm Close of Annual General Meeting

Te Wā Anō | Free time

6:30pm Kai Hākari | Celebratory Dinner

8:00pm Mā hea mai i tēnā | Acknowledgements

8:30pm Whakangahau | Entertainment



Sunday, 24 November 2019

- 8:30am** Whakatuwhera | Open (Avon One)
Ngā whare poroaki
- 10:30am** Morning Tea
- 11:30am** Close of Meeting

A packed lunch will be provided

Haere tū atu, hoki tū mai
Go well and return in good health



Taraketi | Representatives

Northern North

Tania King Paopao
Angela Sly
Rachel Rix-Trott

Auckland

Pennie O'Connor
Claire Wall Shaw
Jessica King + child

Central North

Rose Goodger
Lucy Sheppard
Stephanie Brown
Amy O'Hagan + child

Lower North

Michelle Keighley
Pia Bradshaw
Gillian Morgan
Amy Crookston
Shanna Trewern

Upper South

Susanne Bux
Lorelei Norris

Southern

Annaliese Donehue
Jose McKenzie + child
Diana Wright

Ngā Puāwai Puriri Whakamaru

Ngā Kākano Puriri Whakamaru

Paia Terepo
Ranee Davies

Te Poho o Puriri Whakamaru

Delyce Wharekawa
Kelsey McKoy
Siobhan Moran
Mary-Jane Dixon
Kelsey McKoy

Te Upoko o te-Ika-a-Māui Puriri Whakamaru

Wai Miller
Kate Fairhurst
Char Martin

Te Upoko o te Waka-a-Māui Puriri Whakamaru

Mandy Coleman
Andrea Read + child

Te Kohinga Tonga Puriri Whakamaru

Sarah Ray + child
Skye Walton + child
Abbey Marsh



Trustee Board

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

Incoming Trustees

Char Martin
Ranee Davies

Life Member

Marion Pilkington

Staff

Sean McKinley
Nicky Duncan
Mārika Williams

Contractors

Kate Hamill
Bethan Hemlock (Saturday morning only)

Mai i | From

Puriri Whakamaru o Taranaki
Wallaceville Playcentre
Te Waewae Koukou
Te Taonga o Pōhutukawa
Blockhouse Bay Playcentre
Hataitai Playcentre

Puriri Whakamaru o Taranaki
Puriri Whakamaru o Takanini

Mahi Ngātahi o Puāwai

General Manager
Administrator
Māori Development Manager

Click Resources and Events
Change Manager

