

New Zealand Playcentre Federation Inc
Conference 24-26 November 2017

Proceedings and Minutes
70th Annual Meeting & Conference
and
National Executive Meeting

Held at Waipuna Hotel and Conference Centre, Auckland



Hosted by New Zealand Playcentre Federation

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Minutes of the 70th Annual General Meeting/Conference and National Executive Meeting

24th – 26th Whiringa- -rangi / November 2017

Hosted by NZPF, with assistance from Event Action

Friday 24th November

Treaty House: Opening / Mihi Whakatau

The meeting opened at 10.30am with a Whakatau.

Register of Attendance:

Playcentre Association Representatives

Auckland	Heather Ruru, Hayley Kirk-Smith, Michelle Hutton, Rosemary Vidulich
Buller Westland	Mandy Coleman, Lilly-Anne Pugh
Canterbury	Erana Rattray, Stephanie Wood
Central Districts	Danielle Boswell, Pip Brunn, Nicole Foggo, Maegan Legg
Central Hawkes Bay	
Counties	Cojana Spears, Ranees Davies
East Waikato	Geraldine Jaques, Carol Tarrant, Delyce Wharekawa, Casey Dunseath
Eastern Bay of Plenty	Olivia Lusby, Kate Lively, Jessica Williams, Craig Langdon
Far North	Rebecca Hyde, Tania King
Hawke's Bay	Ruth Vincent
Hutt	Faith Tupou, Justine Van Niekerk, Delwyn Le Quesne
King Country	Julieanne Bull, Michelle Webber
Marlborough	
Mid Canterbury	Melanie Marr
Mid Northland	
Nelson	
North Shore	Euphymya Ngapo-Lavelle, Leisbeth Watson, Kavita Budhia
Northland	Michelle Apetera, Keri Squires
Otago	Amanda Russell, Sarah Ray
Rotorua	Tracey Bourke
South Canterbury	
Southland	Anita (Pip) Wilson, Donna Rushton, Gemma Perry, Emma Poole
Tair whiti	Mary-Jane Dixon
T maki	Tania Howarth, Debbie Rowland, Paulette Shirley
Taranaki	Racheal Reade, Shelley Hannam-Williams
Te Akoranga	Rachel Rix-Trott, Gemma Scott, Kiri McCabe
Thames Valley / Coromandel	Lesla Martin, Estelle McCoid (Saturday only)
Waikato	Emilee Middleton-Wood, Sylvia O'Leary
Wairarapa	
Wellington	Wai Miller, Amy Crookston, Melani Tiso Ross, Aimee Porteners
Western Bay of Plenty	Sian Dance, Tonya Pollard
Whanganui	Roseanne Rawson, Debra Smith

Trustee Board

Alaine Tamati-Aubrey, Susan Bailey, Avis Stewart, Ann Langis (Advisory Panel), Cynthia Murray (Advisory Panel) and Clare Ferguson

Education Co-Convenors

Char Martin and Cate Mawby

Te Whare Tikanga M ori Administrator: Ruth Jones

T ngata Tiriti Administrator: Pip Harper

Life Members

Beverley Morris and Marion Pilkington

Federation Employees

General Manager	Alasdair Finnie
Service Delivery Manager	Veronica Pitt
Chief Financial Officer	Liang Wells
Human Relationships Manager	Julia Frew
Senior Accounts Manager	Rachael Harrison
Property and Assets Manager	Alan Taylor
Change Programme Manager	Cissy Rock
Administrator	Meagan Ranby
Upper South Regional Manager	Dalene Mactier
Training Coordinator	Gillian Croad
Northern Regional Manager	Jenette Bell
Auckland Regional Manager	Anna-Louise Fleet
Central Regional Manager	Kaye Connolly
Lower North Regional Manager	Paulene Gibbons
Southern Regional Manager	Antoinette McLean

Facilitators

Te Whare Tikanga M ori Facilitator	Jo Newsham
T ngata Tiriti Facilitator	Morna Haist

Advisory Panel

Gabrielle Martell-Turner

Host Team Coordination

Kate Hamill - Click Events & Resources

Treaty House: AGM/Conference and National Executive Meeting Opens

Welcome by Co-Presidents Alaine Tamati-Aubrey and Susan Bailey

Alaine Tamati-Aubrey and Susan Bailey, Co-Presidents of NZ Playcentre Federation welcomed the delegates to the 70th NZ Playcentre Federation Conference and National Executive Meeting. (*Appendix 1.*)

Official opening of the 70th NZPF AGM/Conference and National Executive Meeting

Alaine introduced NZ Playcentre Federation Life Member Beverley Morris, to officially open the 70th NZ Playcentre Conference/AGM and National Executive Meeting.

Alaine introduced Beverley as a woman who has worked tirelessly during the past six decades to advocate to honour every child's right to play, a Children and Parents advocate, a Play Expert, a Writer, a Teacher, an Educator, a Pioneer of the Parents Centre, a member of International Play Association New Zealand branch, an Honorary Life Member of OMEP Aotearoa NZ.

A Playcentre member and advocate since 1951, a past President of NZPF and Life Member of the New Zealand Playcentre Federation since 1981.

The newest Life Member of International Play Association and Companion of the New Zealand Order of Merit, Beverley Morris QSO

Beverley started by congratulating the Federation for 70 years. Starting in 1941 in Wellington she explained that Playcentre was started for the benefit of children and their mothers. The idea slowly migrated throughout the country when it was decided that parenting education and children's play was important and in 1948 the Federation of Playcentres was formed. It was difficult at that time to communicate throughout the country how to do 'the Playcentre way'. Beverley noted she started at Newtown Playcentre in 1951.

In the 1970's there was an expansion of Playcentres this was during the beginning of the preschool movement in New Zealand. Women were starting to gain confidence as leaders and educators.

Beverley stated adult communication and relationships is important and needs to be remembered as children's needs stay the same. Playcentre has survived a lot of change. Remember that the Playcentre movement is based on democracy and Beverley encouraged everyone to remember the children. Beverley stated she was sure that Playcentre would be around for another 70 years.

Introductions

Alaine introduced Morna Haist (T ngata Tiriti Facilitator) and Jo Newsham (Te Whare Tikanga M ori Facilitator) as the facilitators for the meeting.

Apologies

The following apologies were noted: -

Associations

Wairarapa Playcentre Association

Federation Personnel

Glenda Caradus – Tertiary Education Funding Manager

Life Members:

Margaret Wollerman
Pam Hanna
Robbie Burke

Housekeeping

Veronica Pitt read out the housekeeping for the meeting.

Delegates requested to sign in on the quorum board when they enter the Treaty House.

Additions to the Agenda

None

Meeting Overview

Morna Haist, T ngata Tiriti Facilitator, gave an overview of today's programme.

Morna shared how a temperature checking process would be used later in the day; this process was in preparation of the decisions to be made during the meeting.

An overview of the remainder two days of the meeting was then given.

The Two House Model Process

Veronica Pitt, Process Advisor, summarised the Two House Model and the voting process for the attendees.

Group Contract

Jo Newsham, Te Whare Tikanga M ori Facilitator, explained the meaning of ta for the meeting.

The translation for ta means care, with deliberation, where ta is about growing respectful relationships.

ta philosophy is interconnected with all M ori philosophy, part of Te Ao M ori and the guiding principles which connects the philosophy as a whole.

Here we have our ta phrases; these guidelines we have chosen for our organisation to use now and in the future to help guide us as individuals and in groups to grow respectful relationships during our Hui.

ta Haere: To be intentional and approach reflectively
This demands deep and actioned respect by all involved parties, requiring an awareness of relationships, boundaries and cultural requirements.

ta Whakarongo: To listen with reflective deliberation
Is indicative of the holistic nature of the ta philosophy, according to time, space and validating the speaker allowing open communication from the heart, mind and soul.

ta Noho: To give quality time to be with people and their issues
This guides actions and interactions and dictates quality time and space goes hand in hand with ta Haere.

ta Whakaaro: To think with deliberation, considering possibilities

ta K rero: To communicate and speak with clarity.

ta whakaaro and ta k rero combine to ensure words are spoken that have been given careful deliberation and chosen thoughtful reflection.

Introductions and Group Building

Association delegates, Federation Officers and Employees introduced themselves.

Delegates participated in a puzzle making group building activity.

1.00pm Lunch

Te Whare M tauranga: Presentation of Decision Papers

At 2.00pm the delegates returned to the Te Whare M tauranga.

Trustee Board presented the recommendations from the Conference decision papers.

Remit: Change to Meetings to be held in 2018

Recommendation/s:

1. RESOLVES that National Executive shall not meet before November 2018 (notwithstanding Clause 11.2.1 of the Constitution) unless a special meeting is requested under Clause 11.2.2 of

the Constitution subject to the Trustee Board providing a report to Associations on or before 30 April 2018.

Remit: Financials statements to be approved by Postal Ballot

Recommendation/s:

1. RESOLVES that a postal ballot may be held under Clause 10.5 of the Constitution for the purposes of any Special General Meeting considering approval of the Consolidated Financial Statements of New Zealand Playcentre Federation Inc. and its Controlled Entities for the financial year ending 31 August 2017.

Remit: Postal Ballot maybe held

Recommendation/s:

1. RESOLVES that a postal ballot may be held under Clause 10.5 of the Constitution for the purposes of any Special General Meeting considering approval of the charitable scheme under the Charitable Trusts Act 1957.

2017 – 2018 Budget

Recommendation/s:

1. That the budget for the financial year 1 September to 31 August 2018 be approved.

Approval of 2017 March National Executive Meeting minutes

Recommendation/s:

1. That the minutes of the March 2017 National Executive Meeting be accepted.

Federation Levy

Recommendation/s:

1. That the Federation levy for the Sept 2017- August 2018 Financial year be 50% of GST exclusive bulk funding, plus GST. The levy will be applied to all bulk funding received between November 2017 and November 2018, excluding MoE Equity, ATIS funding, ECD funding, and bulk funding earned by SPACE/Babies Can Play/CYCLE sessions.
2. **SPACE/Babies CanPlay/CYCLE Levy**

Recommendation:

That the SPACE/Babies CanPlay/CYCLE levy for the September 2017 – August 2018 financial year be 30% of GST exclusive bulk funding, plus GST. The levy will be applied to all bulk funding received for SPACE/Babies CanPlay/CYCLE sessions between November 2017 and November 2018.

Explanatory Notes

It is our expectation that SPACE/Babies CanPlay/CYCLE, will be fully integrated into the Amalgamated organisation during the 2018 financial year. Accordingly, for the 2018/2019 financial year, we are anticipating that the levy rate being recommended to Conference in 2018 will be consistent with the other bulk funding received from the Ministry of Education of 50%. We accept that SPACE/Babies CanPlay/CYCLE may run at a loss in 2018/2019 financial year, and we view this as an investment into these specific programmes as they represent a good stepping stone into transitioning into main sessions, and are of value to the parents who participate in them. We will continue to work with the Programme Co-ordinators on an on-going basis to ensure that SPACE/Babies CanPlay/CYCLE become self-sustainable in the future.

Approval of Honoraria Payments

Recommendation/s:

1. That Federation Officers shall be entitled to receive Honoraria Payments as detailed above, for the 12 month period from September 2017 – Aug 2018.

Receipt of New Zealand Federation Report

Recommendation/s:

1. That the Federation reports for the 2016-2017 year be received.

Appointment of Auditors and Honorary Solicitor or Legal Advisor

Recommendation/s:

1. That BDO Northland be appointed Federation Auditors.
2. That David Neilson - Solicitor and David McLay be appointed our legal advisors.

Rights of Federation Officer to Attend National Executive

Recommendation/s:

1. That the Federation Officers be entitled to attend the National Executive Meeting in November 2017:

Education Co-Convenors,
Journal Editor,
Te Whare Tikanga M ōri Administrator
T ōngata Tiriti Administrator

Voting Rights of Federation Officers

Recommendation/s:

1. That the Trustees have a right to vote at General Meetings or meetings of the National Executive if a vote is required.
2. That other Federation Officers have a right to vote at General Meetings or meetings of the National Executive if a vote is required.

Approval of previous National Meeting minutes

Recommendation/s:

1. That the minutes of the Minutes of the 69th New Zealand Playcentre Federation Annual Meeting and Conference be accepted.

Meagan advised that correspondence had been received from Robbie Burke relating to the 2016 NZPF Annual Meeting and Conference meeting minutes, after review this did not contain any amendments to the minutes and was forwarded to the Trustee Board for review and reply.

Cluster Memorandum of Understanding and Cluster Leadership Team

Recommendation/s:

1. That New Zealand Playcentre Federation agree to make the addition of Clause 8.6 (below) to Te Wh ōnau Tupu Ng ōtahi o Aotearoa – Playcentre Aotearoa Constitution by way of remit accepted at an SGM at the earliest convenience once the Te Wh ōnau Tupu Ng ōtahi o Aotearoa – Playcentre Aotearoa Constitution is activated following legal amalgamation:

8. Tangata Tiriti House

8.6 Clusters:

- 8.6.1 Playcentres will organise themselves into governance groups (**Clusters**) according to shared philosophy and/or geography and/or other factor(s) deemed of importance by those Playcentres (**Cluster Members**).

- 8.6.2 Each Cluster shall be bound by a Memorandum of Understanding that Cluster Members create in partnership with R p M ori to reflect each Cluster's identity, organisational practices and philosophy.
- 8.6.3 Decision making within a Cluster, including but not limited to any decision to amend a Cluster's Memorandum of Understanding, shall be by consensus between the Cluster Members but in the absence of consensus the status quo shall remain.
- 8.6.4 Cluster Members shall annually nominate and elect a number of their own, with the rules for election to be determined in the Memorandum of Understanding from time to time in force, to form a leadership team who will provide Cluster Members with support and guidance.
- 8.6.5 Clusters and Cluster Members shall otherwise be operated in accordance with the rules and procedures of the Cluster from time to time agreed on by Cluster Members.

Affiliation to Te Wh nau Tupu Ng tahi o Aotearoa – Playcentre Aotearoa

1. That the New Zealand Playcentre Federation agree that Auckland Playcentre Association (and by extension Auckland Playcentres Association's member Centres) will be allowed to affiliate to Playcentre Aotearoa and that:
 - a. The New Zealand Playcentre Federation/Playcentre Aotearoa will support any necessary wording changes required to the legislation framework to ensure that Auckland Playcentres Association continues to receive Bulk Funding at the Playcentre rate.
 - b. An amendment will be made to the new Constitution of Te Wh nau Tupu Ng tahi O Aotearoa – Playcentre Aotearoa on the day that it is adopted as the legal constitution of the new organisation as follows:

Under "4.1. Playcentre Aotearoa shall consist of:" insert a new point "4.1.5 Any Playcentre or group of Centres who affiliate to Playcentre Aotearoa, including but not limited to Auckland Playcentres Association."
2. That a process for affiliation can be developed for any other Associations or Centres who do not wish to participate in the amalgamation

Temperature Checking Process

Morna explained the process that will be followed for the temperature checking. This included informal bus stopping in 4 groups relating to the decision papers. The intent was to allow an opportunity for delegates to gain greater clarity and to indicate their decision making positions.

The meeting closed for the day at 6.30pm

Friends of Playcentre Official Launch Dinner and Potted History

Saturday 25th November

Te Whare M tauranga

The meeting re-convened in the Te Whare M tauranga at 8.45am with a karakia.

Morna and Jo welcomed everyone and reviewed the programme for the day.

Feedback on the temperature checking process

A summary of the clarifications relating to the decision papers was given and referral to the Questions and Answers document distributed prior to Conference.

AGM decisions

Voting Rights of Federation Officers:

There is no provision for voting rights of Federation Officers under the Playcentre Aotearoa constitution. This conference decision paper relates to the coming year prior to the Playcentre Aotearoa constitution coming into effect. The votes held by the Trustee Board will not annul the votes held by the Association/Centre governors.

Remits

Postal Ballot maybe held: Request to investigate options for online voting.

Financial Decisions

Approval of Honoraria Payments: Honoraria cannot be increased for the 2017-2018 year.

Caucus Time

At 9.00am, delegates moved into the Te Whare Tikanga Māori and Tūngata Tiriti Houses to caucus.

10.30 am: Morning Tea

Caucus Time

At 11.00 am, delegates returned to the Te Whare Tikanga Māori and Tūngata Tiriti Houses to caucus.

1.00pm: Lunch

Caucus Time

At 2.00pm, delegates returned to the Te Whare Tikanga Māori and Tūngata Tiriti Houses to caucus.

4.00pm Afternoon Tea

Caucus Time

At 4.30pm, delegates returned to the Te Whare Tikanga Māori and Tūngata Tiriti Houses to caucus.

7.00pm: Dinner

Farewell to outgoing Federation Officers and Thank you's

Sunday 24 May

Te Whare Mā tauranga

The meeting reconvened at 8.30am with a karakia.

Susan welcomed the meeting into Te Whare Mā tauranga and acknowledged delegates attending the meeting.

The quorum in the room was checked and confirmed.

Announcement of the decisions

A request was received by two attending delegates that any decisions not able to be made by consensus and decided to go to vote would be conducted by secret ballot.

Remit: Change to Meetings to be held in 2018

Decision

*The following **motion was rejected** via secret ballot vote -*

That National Executive shall not meet before November 2018 (notwithstanding Clause 11.2.1 of the Constitution) unless a special meeting is requested under Clause 11.2.2 of the Constitution subject to the Trustee Board providing a report to Associations on or before 30 April 2018.

Remit: Financials statements to be approved by Postal Ballot

Decision

*The following **motion was accepted** via secret ballot vote –*

That a postal ballot may be held under Clause 10.5 of the Constitution for the purposes of any Special General Meeting considering approval of the Consolidated Financial Statements of New Zealand Playcentre Federation Inc. and its Controlled Entities for the financial year ending 31 August 2017.

Remit: Postal Ballot maybe held

Decision

*The following **motion was accepted** via secret ballot vote –*

That a postal ballot may be held under Clause 10.5 of the Constitution for the purposes of any Special General Meeting considering approval of the charitable scheme under the Charitable Trusts Act 1957.

2017 – 2018 Budget

Decision

*The following **motion was accepted** via secret ballot vote –*

That the budget for the financial year 1 September to 31 August 2018 be approved.

Approval of 2017 March National Executive Meeting minutes

Decision

*The **meeting agreed** to the following –*

That the minutes of the March 2017 National Executive Meeting be accepted.

Federation Levy

Decision

*The **meeting agreed** to the following –*

1. *That the Federation levy for the Sept 2017- August 2018 Financial year be 50% of GST exclusive bulk funding, plus GST. The levy will be applied to all bulk funding received between November 2017 and November 2018, excluding MoE Equity, ATIS funding, ECD funding, and bulk funding earned by SPACE/Babies Can Play/CYCLE sessions.*

2. *SPACE/Babies CanPlay/CYCLE Levy*

That the SPACE/Babies CanPlay/CYCLE levy for the September 2017 – August 2018 financial year be 30% of GST exclusive bulk funding, plus GST. The levy will be applied to all bulk funding received for SPACE/Babies CanPlay/CYCLE sessions between November 2017 and November 2018.

With the addition of the following statement: We value these programmes and where programmes cannot afford the 30% levy work is undertaken in consultation with relevant

parties to come up with a feasible and sustainable solution.

Statement from the Advisory Panel:

It has been a pleasure to review this decision as we can see that both houses have worked in partnership to make an effective governance decision.

Approval of Honoraria Payments

Decision

The meeting agreed to the following –

That Federation Officers shall be entitled to receive Honoraria Payments as detailed above, for the 12 month period from September 2017 – Aug 2018.

Receipt of New Zealand Federation Report

Decision

The meeting agreed to the following –

That the Federation reports for the 2016-2017 year be received.

Appointment of Auditors and Honorary Solicitor or Legal Advisor

Decision

The meeting agreed to the following –

- 1. That BDO Northland be appointed Federation Auditors.*
- 2. That David Neilson - Solicitor and David McLay be appointed our legal advisors.*

Rights of Federation Officer to Attend National Executive

Decision

The meeting agreed to the following –

That the Federation Officers be entitled to attend the National Executive Meeting in November 2017:

*Education Co-Convenors,
Journal Editor,
Te Whare Tikanga M ori Administrator
T ngata Tiriti Administrator*

Voting Rights of Federation Officers

Decision

The following motions were rejected via secret ballot vote -

- 1. That the Trustees have a right to vote at General Meetings or meetings of the National Executive if a vote is required.*
- 2. That other Federation Officers have a right to vote at General Meetings or meetings of the National Executive if a vote is required.*

Approval of previous National Meeting minutes

Decision

The meeting agreed to the following –

That the minutes of the 69th New Zealand Playcentre Federation Annual Meeting and Conference be accepted.

Cluster Memorandum of Understanding and Cluster Leadership Team

Decision

The meeting agreed to the amended decision as follows –

That New Zealand Playcentre Federation/ Te Wh nau Tupu Ng tahi o Aotearoa – Playcentre Aotearoa agree to make the addition of the following Clauses to Te Wh nau Tupu Ng tahi o

Aotearoa – Playcentre Aotearoa Constitution by way of remit voted on at an SGM at the earliest convenience once the Te Wh nau Tupu Ng tahi o Aotearoa – Playcentre Aotearoa Constitution is activated following legal amalgamation:

Clusters:

Playcentres will organise themselves into Clusters according to shared philosophy and/or geography and/or other factor(s) deemed of importance by those Playcentres (**Cluster Members**).

Each Cluster shall be bound by a Memorandum of Understanding that Cluster Members create in partnership with R p M ori to reflect each Cluster's identity, organisational practices and philosophy.

Decision making within a Cluster, including but not limited to any decision to amend a Cluster's Memorandum of Understanding, shall be by consensus between the Cluster Members but in the absence of consensus the status quo shall remain.

Clusters and Cluster Members shall otherwise be operated in accordance with the rules and procedures of the Cluster from time to time agreed on by Cluster Members.

RIDER:

This decision has been discussed and it is agreed in good faith that the remit only needs to be formally ratified by way of vote at the SGM.

An SGM will be called to take place no earlier than 12 weeks after Te Wh nau Tupu Ng tahi o Aotearoa – Playcentre Aotearoa Constitution has been enacted in accordance with Clause 11.6.3 of Te Wh nau Tupu Ng tahi o Aotearoa – Playcentre Aotearoa Constitution

The following process will be used:

10.11. Ng Hui Ohore / Special General Meetings:

10.11.1. may be called either on the direction of the Trustees or at the request of at least 10% of Playcentres or R p M ori;

10.11.2. requires the giving of at least four (4) weeks' notice of such a meeting stating the intended purpose, to all Playcentres and R p M ori;

10.11.3. shall only consider that business for which it was specifically called.

Statement from the Advisory Panel:

The future remit in question should not be placed in Clauses 7 or 8 in order to uphold Te Tiriti o Waitangi.

Affiliation to Te Wh nau Tupu Ng tahi o Aotearoa – Playcentre Aotearoa

Decision

The following **motions were rejected** via secret ballot vote -

1. That the New Zealand Playcentre Federation agree that Auckland Playcentre Association (and by extension Auckland Playcentres Association's member Centres) will be allowed to affiliate to Playcentre Aotearoa and that:
 - a. The New Zealand Playcentre Federation/Playcentre Aotearoa will support any necessary wording changes required to the legislation framework to ensure that Auckland Playcentres Association continues to receive Bulk Funding at the Playcentre rate.
 - b. An amendment will be made to the new Constitution of Te Wh nau Tupu Ng tahi O Aotearoa – Playcentre Aotearoa on the day that it is adopted as the legal constitution of the new organisation as follows:

Under "4.1. Playcentre Aotearoa shall consist of:" insert a new point "4.1.5 Any Playcentre or group of Centres who affiliate to Playcentre Aotearoa, including but not limited to Auckland Playcentres Association."

2. *That a process for affiliation can be developed for any other Associations or Centres who do not wish to participate in the amalgamation*

Results of Selections/Elections announced

Te Whare Tikanga Māori

Alaine Tamati-Aubrey	Perehitana Takirua/Co-President
Avis Stewart	Kaitiaki/Trustee Board
Cynthia Murray	Kaitiaki/Trustee Board

Tāngata Tiriti

Susan Bailey	Co-President
Ann Langis	Trustee Board
Ruth Jones	Trustee Board

Susan and Alaine thanked Morna and Jo for their work and dedication to facilitate decision making during the meeting.

Caucus Time: Poroaki/Farewells

At 9.15am delegates returned to the Te Whare Tikanga Māori and Tāngata Tiriti Houses to caucus.

10.30 am: Morning Tea

Treaty House:

The meeting reconvened at 11.00am

Alaine and Susan acknowledged employees of NZ Playcentre Federation and Marion Pilkington, Life Member acknowledging their whānau at home who supported them to attend.

Susan officially closed the meeting by passing mauri back to the people of the area and pass over the tokotoko.

Tania (Tāmaki) closed the meeting as a representative of Mana Whenua with a Karakia.

Meeting Closed 11.30am

Appendices

Appendix 1. Co-Presidents Opening Speech

E tipu e rea ka tipu koe hei tangata.

Grow up oh little one, so you may become a strong person

Kia kotahi ai, te whānau, te hapū, me te iwi e

So that you will bring together our families, our wider families, our people

As we were putting together this opening speech, thinking about the purpose of this meeting, we realised we are fearful for the future of Playcentre but together we have changed that fear into courage and now we ask you, the movers and shakers/our members what can we do with the gifts we have, our principals & values; our compassion, respect, integrity, whanaungatanga, manakitanga and maramatanga. These will help us all work together for the future of Playcentre, for the children and the adults in the sandpit.

As we reflected on our own experiences, where Alaine's moko asked "Are you coming to session tomorrow Nan ... You won't do adult stuff eh Nan."

Susan visited her friends on session, where it felt so natural to sit in the sandpit listening to the adults and children signing the wheels on the bus in te reo Māori while everybody joined in, in their own way.

From Rabbi Lorde Jonathon we share:

When we have too much of the "I" and too little of the "we," we can find ourselves vulnerable, fearful and alone.

So we think the simplest way of safeguarding the future "you" is to strengthen the future "us" in four dimensions: the us of relationship, the us of identity, the us of responsibility, and of course, the us that is Playcentre.

So for the sake of the future "you", together let us strengthen the future "us."

As we work together this weekend, we'd like to you keep in mind what Playcentre means to you, and remember that this will remain with you, where ever life takes you. Life is a journey, and Playcentre has been part of all our life journeys so far, and we think you would all agree that we are all here to do what we can to enable Playcentre to continue to be around for future NZ parents & their tamariki.

Also keep in mind, your Treaty partner in Playcentre. In 1989 Playcentre made the commitment to biculturalism and publicly endorsed the Treaty of Waitangi – in 1994 the Constitution was amended to read "The NZ Playcentre Federation acknowledges Te Tiriti o Waitangi as the founding document of Aotearoa, New Zealand". Since then, we have been working out how that looks and how it can work for us, as Playcentre. We are still learning, and we will continue to learn, and grow, as individuals, as members of Playcentre, and as a co-operative organisation.

As we work together over this weekend, continuing to build the future for Playcentre, look towards the future for all members of Playcentre. We need to consider our responsibilities to each other, and the relationships we will create, the partnerships we can sustain, and acknowledge the journey that each one of us has had and is having.

We, your Trustees, don't know everything. We are doing the best we can, with what we've got – we need your help and continued support, to get Playcentre through this time of change. We can get through this together, unified, we are stronger...

Appendix 2. Cluster MOU and Leadership Team – Decision Paper Presentation

11/24/2017

Cluster MoU and Leadership Team – Decision Paper

Presented by Auckland Playcentres Association

Proposal:

- that a Memorandum of Understanding and a Leadership team, be made **compulsory and binding** on the Cluster membership and protected in Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa Constitution

The MoU Does:

- Fit within the Governance Structure of Playcentre Aotearoa
- Support the Cluster
- Provide cohesion within the Cluster
- Define the shared understandings of the Cluster
- Provide a mechanism for internal governance
- Strengthen internal governance
- Ensure the unique qualities of centres are secured
- Ensure centres can continue to meet the needs of their community
- Ensures that the centre decides what is best for their centre
- Ensures centre voice is paramount in the strategic direction
- Ensures institutional and cultural knowledge is not lost
- Ensures change happens through consensus and through the Playcentre Philosophy lens

The MoU is:

- As simple as the Cluster needs
- As broad as the Cluster needs
- For centres by centres

The MoU Doesn't:

- Need to be onerous
- Need to add to the workload of Clusters in any significant way
- Slow down decision making
- Add a layer of governance to the Governance Structure

Example MoU #1:

- Centres agree to a minimal involvement in national governance as energy and capacity allows
- Centres agree to elect 2 centre members/centre life members to be on the Cluster Leadership Team
- Centres agree to be self-governing and make operational decisions to reflect the needs of their own centre community within the rules of the PA Constitution
- Centres agree to take part in cluster meeting as each centre as energy and capacity allows
- Centres agree to actively maintain relationships with local rūpū

Example MoU #2:

- Centres agree to full involvement in national governance
- Centres agree to elect 4 centre members/centre life members to be on the Cluster Leadership Team
- Centres agree to the following operational requirements of the Cluster:
 1. Minimum attendance of 2 sessions per week
 2. Group supervision model
 3. Ratio of 1 adult: 5 children
 4. All centre members are working towards a minimum of C3. Individual centres to determine timelines for achieving this.
 5. Maximum of 25 children per session
- Centres agree to elect a centre member who will represent the centre at a minimum of one Cluster meeting per term at a centre on a rotational basis
- Centres agree to actively maintain relationships with local rōpū
- Centres who wish to amend the MoU will present the change at a Cluster meeting and a decision on the change will be decided at the following Cluster meeting after consultation with centre members. Decisions will be made by consensus.

Constitutionalising Clusters**Why are Clusters Important?**

- Clusters are a mechanism for grass-roots governance however have no strength in the organisation
- The delegates for Tangata Tiriti Hui come from Clusters therefore the Cluster is where the centre voice is heard
- The Cluster supports and develops understanding of governance decisions – centres alone are in an echo chamber
- Clusters hold the institutional knowledge and cultural knowledge of the Cluster centres

Why Do We Want Clusters Constitutionalised?

- We did not accept the Playcentre Aotearoa Constitution at two National meetings prior to acceptance
- We agreed to the Playcentre Aotearoa Constitution for 'legal purposes only'
- We have agreed the Governance Structure needed to be agreed and the detail provided BEFORE acceptance of the Playcentre Aotearoa Constitution could be written or accepted
- We agreed that once we decided on the detail of the Governance Structure this would be constitutionalised
- Clusters is the only part of the Governance Structure that is not constitutionalised
- Constitutionalising Clusters ensures participation in Clusters

Why We Shouldn't Wait:

- We have NEVER agreed that we would not change the Playcentre Aotearoa Constitution for two years after legal amalgamation
- David McClay's advice is given outside the context of, and in opposition to the decisions of the National Executive
- David McClay's advice does not provide a legal reason for not amending the Playcentre Aotearoa Constitution, just that he believes we need more time for consideration
- The Clusters have been discussed and considered for the last 3 years, we do know what we need and we have considered it
- APA have legal advice that it is necessary to include Clusters and the function of Clusters in the Playcentre Aotearoa Constitution to secure their presence in the Playcentre Aotearoa Governance Structure. Our Honorary Legal Advisor, Catherine Atchison, has been an active member and supporter of Playcentre for the last 35 years
- Constitutionalising Clusters is actioning the decision of the National Executive

Recommendation:

- That New Zealand Playcentre Federation agree to make the addition of Clause 8.6 (below) to Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa Constitution by way of remit accepted at an SGM at the earliest convenience once the Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa Constitution is activated following legal amalgamation.

8. Te Ngāta Toki House

8.8 Clusters:

8.8.1 Playcentres will organise themselves into governance groups (Clusters) according to shared philosophies and/or geography and/or other factors deemed of importance by those Playcentres (Cluster Members).

8.8.2 Each Cluster shall be bound by a Memorandum of Understanding that Cluster Members create in partnership with Teo Whānau Tupu Ngātahi to reflect each Cluster's identity, organisational practices and philosophy.

8.8.3 Decision making within a Cluster, including but not limited to any decision to amend a Cluster's Memorandum of Understanding, shall be by consensus between the Cluster Members but in the absence of consensus the status quo shall remain.

8.8.4 Cluster Members shall annually nominate and elect a number of their own, with the rules for election to be determined in the Memorandum of Understanding from time to time or from time to time, to form a leadership team who will provide Cluster Members with support and guidance.

8.8.5 Clusters and Cluster Members shall otherwise be operated in accordance with the rules and procedures of the Cluster from time to time agreed on by Cluster Members.

Affiliation to Te Whānau Tupu Ngātahi – Playcentre Aotearoa

Presented by Auckland Playcentres Association

Why Affiliate?

- Our 15 centres do not feel safe to amalgamate.
- We have significant concerns regarding:
 - the lack of protection for grass-roots governance, and
 - the lack of protection for Playcentre philosophy as expressed in communities throughout Aotearoa

Affiliation Will:

- Allow APA and PA to work in partnership
- Mutually protect the Playcentre brand
- Allow APA centres to retain and protect our core philosophy
- Allow all other centres to continue to move forward towards amalgamation

Recommendation for Decision:

1. That the New Zealand Playcentre Federation agree that Auckland Playcentre Association (and by extension Auckland Playcentres Association's member centres) will be allowed to affiliate to Playcentre Aotearoa and that:
 - a. The New Zealand Playcentre Federation/Playcentre Aotearoa will support any necessary wording changes required to the legislation framework to ensure that Auckland Playcentres Association continues to receive Subsidy Funding at the Playcentre rate.
 - b. An amendment will be made to the new Constitution of Te Whānau Tupu Ngātahi O Aotearoa – Playcentre Aotearoa on the day that it is adopted as the legal constitution of the new organisation as follows:
Under "4.1.1. Playcentre Aotearoa shall consist of:" insert a new point "4.1.1.5 Any Playcentre or group of centres who affiliate to Playcentre Aotearoa, including but not limited to Auckland Playcentres Association."
2. That a process for affiliation can be developed for any other Associations or centres who do not wish to participate in the amalgamation.

MOU and Leadership Paper

Clarifying Questions and Answers

Why do we need to constitutionalise the MOU?

For future protection of our individual and diverse expressions of Playcentre Philosophy, so that centres can meet the needs of their community as they see fit. Without constitutionalising the MoU there is not security around this.

Auckland may choose to have an MOU, why do others have to? Can MOUs be an option but not a requirement?

If MoUs are constitutionalised, and therefore compulsory for everyone, then there is security in the MoU. If they are not, it would be the equivalent of a 'gentlemen's handshake agreement' which can easily be overridden without due process and thorough decision-making.

Can we remove 8.6.4 (leadership team)?

APA could live with the removal of 8.6.4 but would be sad to see the security of emergent leadership pathways eroded.

What's the definition of a 'governance group'?

Centres that group together to discuss governance issues and share their needs and aspirations for their communities to be carried forward into national meetings, and centre level operations. We could live with this being called a 'governance forum'.

Are we talking about an MOU which is normally non-binding or are we actually talking about a contract/agreement which is binding? MoU terminology is confusing.

We are talking about an agreement between centres about a shared understanding of how those centres will and do express Playcentre Philosophy, how those centres will support each other in governance, and how those centres will operate within the Cluster. Because MoUs will take a variety of formats (could be a simple shared vision statement or a detailed outline of operations), our legal advice is that MoU is the appropriate term to allow for flexibility.

What is your proposed consequence for non-compliance?

The consequences for non-compliance would be the same for any other aspect of non-compliance of the Constitution. However, this is more about security for Clusters that do have MoUs than consequences for those that don't. If a Cluster doesn't have an MoU, the consequences may be that they have less security.

Who would enforce or take action on a centre that does not meet obligations of their MoU? What happens if a cluster 'unenrols' a centre for not participating in their cluster?

The cluster would need to work through the reasons why the centre can't/won't meet their obligations of the MoU. Perhaps the Cluster would need to adjust their MoU to reflect the changing needs of the Cluster. Perhaps the centre may choose to change to a Cluster that is more in line with their expression of Philosophy?

MoU in example 2 did not mention your operation under Playcentre Aotearoa Constitution?

This was just an example. Upon reflection that statement would be unnecessary because, as a member of Playcentre Aotearoa, you already commit to operating under the Playcentre Aotearoa Constitution. Some Clusters may feel it's nice to have that included.

What are the costs involved?

No costs involved.

Can we add a rider instead of voting in favour of this paper, that a commitment to grassroots governance be annually reviewed across centres, TT and TWTM?

That would not give APA centres enough security to feel they are proceeding safely.

Is the main issue with regard to the Clusters not having a formal place in the Constitution OR is it the MoU that is important?

Both are equally important to APA centres.

If we said yes to your recommendation on Clusters, would that influence your decision to amalgamate?

Yes, our centres have said that they would feel safe to proceed with the amalgamation with these guarantees in place.

If centres can belong to more than one Cluster, does that mean they have more than one set of rules that they have to follow?

If the centre wanting to belong to two Clusters, finds that the MoU of one of those Clusters does not reflect the way their centre expresses Playcentre Philosophy, then the Cluster would need to find a way to proceed through adjusting their MoU or accepting a temporary arrangement if appropriate.

How does this compulsory Cluster not add another layer?

This is a forum for governance and the Cluster, in and of itself, is not a decision-making body other than to agree the MoU and make decisions about how the cluster will operate internally.

Can we amend the Constitution now it has been submitted to the High Court?

No. This is why we are presenting this as a decision paper not a remit.

We currently have 32 Associations who all run differently and amalgamating for unity and survival, would this not create the same scenario?

Associations have Executive Teams/Governance Boards (and other terms for similar things). Associations provide services and also have a management focus/responsibilities. Clusters are about supporting centres, providing a forum for governance and creating unity and connectedness whilst at the same time valuing and preserving diversity in expressing Playcentre philosophy.

Affiliation Paper

Clarifying Questions and Answers

Can you drop your amalgamation status to become an affiliate at another date?

No

What are the rights of an affiliate? What are the responsibilities of an affiliate?

Affiliates have the right to continue to function as a Playcentre and be funded as such. Responsibilities: Affiliates must function according to Playcentre Philosophy in the Constitution and meet licensing requirements.

If affiliated members are not paying levies do they get to use the new Playcentre Education system that is under development on behalf of Playcentre Aotearoa? Would you pay a service fee?

We do not necessarily need to use the Playcentre Aotearoa education system but if we need to or have to as part of our responsibilities as an affiliate, then yes we would pay for the usage of the education system.

How will the Auckland Region work with 2 full members and one affiliate? Do you expect your centres to have full decision making power in the region?

APA centres would not be part of the region. Services would be completely provided by APA service delivery.

If the MoU paper is passed, will APA amalgamate?

Yes.

Where is the fairness in losing the funding of APA while still offering all of the services?

APA will be providing their centres all services required. Centres would not be using Playcentre Aotearoa services unless there was an agreement otherwise and APA would pay for that service. However, we do not envisage us doing this.

Could this apply for a year? Would this satisfy your 15 centres to amalgamate? We would rather operate with you moving forward, not separate.

Possibly with review after that year as to whether APA centres amalgamate at that point, or leave the organisation, or continue to affiliate. We would have to take this to our centres. However the Trustee Board have previously stated that this would not be operationally possible.

Appendix 4. Questions and Answers from Conference Decision Papers

1. Pay equity between CSW and Administrators, how do we ensure we have continuity and quality in staffing? Why do they have different rates?
 - CSWs and Centre Administrators are the biggest group of employees, and a small wage increase has big impact on expenses
 - Once the rate is increased, it can't be decreased. We need to ensure we can afford any costs on an ongoing basis.
 - We have committed to a pay review in the first half of 2018 once we are in a more stable position post operational amalgamation and associations have wound down their activities
 - The CSWs and Centre Administrators are performing different roles, and hence have different pay rates.
2. Pay rates for education employees?
 - These casual employees will be provided employment agreements before the end of this calendar year. These will include a pay scale for the different modules. Pay scale ranges from \$21 to \$24 per hour.
3. Can education level be considered in pay rates?
 - Yes, pay scales are based on education qualifications and experience.
4. Concern over travel allowance for Centre Support Travel in regions which require a lot of travel for less \$ in travel rates (below the AA rate)
 - This was discussed at a Trustee Board Meeting, and the decision was to increase the hourly wage rate for Centre Support Workers and Centre Administrators rather than mileage allowance. The TB preferred to value centre support and centre administration employees by increasing their wage rate, as opposed to mileage which goes to all employees, and also mileage costs are unpredictable at this point in time
 - More effective and less administration
5. Do we want to pay a living wage? Can we afford to? How will we ensure continuity and quality in staffing
 - This can be considered in our salary review in the first half of 2018
 - We recommend waiting for our organization to have completed the operational amalgamation and have had a period of stability to ensure all expenses are known before committing to additional costs
 - Paying the living wage is our aspiration for the organization. However our first priority is financial stability
 - The organization could include the living wage in the Strategic Plan, and provide a commitment to employees that the first employees to receive a pay rise will be the employees below living wage - that are within the national budget control.
 - We will provide guidance for centres as to appropriate wage rates, but some centres would not have budgeted for living wage at this point
6. Why are we still being asked to agree to the programmes levy given the papers that came out last week?
 - The national organization will be retaining 100% of the SPACE/Babies Can Play and CYCLE bulkfunding, however, the levy decision of 30% is providing clarity over the allocation between back office/infrastructure and the running of the programme.
 - This shows the commitment to spend at least 70% of the bulk funding on the management and delivery of the programmes, and shows the allocation used when key aspects of the programme were designed eg for SPACE - parent fees, centre hireage, wages rates etc
7. Does the 30% levy apply to other sessions that run similarly to CYCLE, eg big kids with paid supervisors or bilingual programs that have paid facilitators
 - See Q&A (full version) page 8, number 40 – as stated we are refining our approach on managing and affording programmes, where all sessions (programmes or not) are levied at 50% and where they cannot afford the 50% levy, can apply to Regional Managers for assistance
 - This reflects that programme sessions receive the same services from Playcentre Aotearoa as other sessions, and it will reduce the administrative burden of only having one levy.

- A programmes criteria is being created by the Trustee Board to give Regional Managers guidance in what would be considered a Programme
8. If we move to one charities number and Playcentre becomes the political advocate for whanau and tamariki that we originally felt we could be then if that occurs, could we lose our charities status (as other groups have done recently) e.g. Greenpeace
 - In our new constitution our objects are “charitable and will be the advancement of education within Aotearoa New Zealand...”
 - Charitable organisations are able to advocate, as long as it is connected to their primary purpose, but doesn’t become their main activity.
 - From our initial investigations, it seems that Greenpeace was deregistered due to:-
 - "Non-violent, but potentially illegal activities (such as trespass), designed to put (in the eyes of Greenpeace) objectionable activities into the public spotlight were an independent object disqualifying it from registration as a charitable entity," per the judge on Greenpeace’s appeal to the deregistration.
 - We don’t expect Playcentre to be in the same position
 - We note that in August 2014, the Supreme Court of New Zealand decided that political advocacy for a charitable undertaking was allowed. Greenpeace has the right to apply to the Charities Board for re-consideration of its charitable status
 9. Grants over \$10,000 need audited accounts too, some smaller providers only hand out money locally
 - The funding bodies that have been contacted have advised that they would accept the consolidated accounts for this requirement
 - Centres can make the decision to have their individual accounts audited if they desire. Centres would weigh up the cost of preparing financial statements and audit engagement with the revenue gain of the proposed application for grants.
 - Guides will be provided to centres to ensure they consider this before applying for the grant.
 10. Why are we building up reserves, not spending money you have collected to provide services and support at this crucial time?
 - Best practice is, you need 6 months of reserves retained to be able to operate, this would amount to approx. \$3M
 - In addition, we require a buffer to pay centre based wages before being reimbursed by Centres
 - As bulk funding is received 3 times a year, we need to ensure that we have sufficient cash to operate over those months that we don’t receive income; for example, looking at the budget for 2018, at its lowest point, we have \$776K of cash reserves
 11. How much of the \$2m reserves will be used by the end of this fiscal year?
 - There is a budgeted deficit of \$120K.
 12. Can we move some of the property levied funds into other areas for 1 year creating a budget closer to \$0, reducing deficit?
 - There has been a lower amount attributed to property than in prior years – last year’s spend of approx. \$1m compared to the budget of \$516k
 - However, many of the regional capital works have been planning for the wind down of their property scheme and have spent their money ensuring their properties are in a good shape.
 - We need to ensure we have sufficient amounts set aside for maintenance projects and urgent repairs, and other works demanded by licencing requirements