

Trustee Board Meeting

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

Meeting #: 04/2019-M
Date: Friday 9 August 2019
Time: 8.30 am – 5:00 pm
Location: Brentwood Hotel, Wellington

Attendees: Alaine Tamati-Aubrey, Avis Stewart, Cynthia Murray, Michelle Hutton, Ruth Jones, Tiso Ross, Charmaine Martin (incoming Trustee Board member)
Sean McKinley (General Manager), Marina Cook (CFO), Karen Roberts (Minutes)

Apologies:

Administrative

- 1 Karakia & Welcome
- 2 **Conflicts of Interest register:**
 - 2.1 Alaine Tamati-Aubrey Waitara Playcentre, Puriri Whakamaru o Taranaki
 - 2.2 Avis Stewart Mid Northland Playcentre Association, Te Waewae Koukou
 - 2.3 Cynthia Murray Opotiki Playcentre, Eastern Bay of Plenty Association, Te Taonga ō Pōhutukawa, NZPF employee
 - 2.4 Michelle Hutton Blockhouse Bay Playcentre, Auckland Association President, and Adult Education programme facilitator.
 - 2.5 Tiso Ross Hataitai Playcentre, Wellington Playcentre Association, Motu Kairangi Kahui Ako Early Childhood Group
 - 2.6 Ruth Jones Wallaceville Playcentre, Hutt Playcentre Association
 - 2.7 Sean McKinley None
 - 2.8 Marina Cook None
 - 2.9 Karen Roberts None
- 3 **Approval of minutes and correspondence**
 - 3.1 *The meeting approved the NZPF Trustee Board meeting minutes for 28 June 2019*
 - 3.2 *The meeting approved the Correspondence for July / August 2019 Approved*
 - 4 Matters arising Matters arising have been actioned as indicated in Teams.
Only high level governance correspondence to be sent to the Board Board to meet with auditors at a later date.

Note: Matters arising will now be tracked using an Action List (AL)

Reporting

- 3 **General Manager Report**

The General Manager spoke to the report and provided an overview of major elements in the report.
- 3.1 **Current Significant Issues**
 - 3.1.1 **Rural Playcentre (Email: 01/07/2019)**
 - 3.1.2 **Operational Reset (Confidential):**

4.55 pm. Cynthia Murray and Michelle Hutton left the room due to conflict of interest as paid staff.

Recommendation

That the Trust Board approves the General Manager to proceed with the Operational Reset as proposed.

Approved. All Agreed.

**See discussion notes.

3.1.1 Not a board issue. Is an operational issue. GM to respond. Licensing to be negotiated with MOE. Tiso to draft response and share with Avis. Board will respond to say operations will sort it.

3.2 Matters for Approval

AL

3.3 Update on Strategic Plan Implementation

3.4 Major Key Performance Indicators

To be finalised once the Strategic Plan is finalised.

3.5 Risk and Compliance Update

The Risk Management Plan is being drafted based on the previously agreed Risk Management Framework paper presented to the Trustee Board.

3.5.2 Risk and Compliance Incidents

3.5.2.1 Nothing tabled

3.6 Matters for noting

3.6.1 None

Financial Report

4 The Chief Financial Officer spoke to the report and provided an overview of major elements in the Spotlight June 2019 report

4.1 Statement of Financial Performance/Revenue

4.2 Statement of Financial Position/Profit

4.3 Statement of Cashflow/Bank

4.3 Statement of Cashflow/Bank

4.4 Current Significant Issues

4.4.1 The Chief Financial Officer spoke to her report and raised a number of issues including Investments- looking at conservative funds management
Payroll issues, timesheet fraud
Properties portfolio

Tagged fund applications- operations role to manage.

Taranaki tagged funds- Conflict of interest registered by Cha and Alaine. Issues to follow up on as disclosed by Alaine.

Review of Vacant properties

Discussion of SSI hub space. Need market value appraisal. Regional property person will be instructed to manage the process.

Regional Managers lack of financial understanding to enable them to manage budgets.

Discussion on the consultation process around the Apiti building. Needs to be no desire to reopen the Playcentre.

Operational Budget for conference discussion.

Check policy- do we do pay for people to go to work.

Maori Education initiatives- remove the word Maori- add budgeted amount to PLD

Additional commentary required.

AL Work with MOE to put forward a budget bid in the next round

AL CFO to bring investment options to the board- looking at conservative portfolio

AL Board members to have financial understanding training

Board wants to see all tagged funds including Roupou funds

Contact previous President of Apiti Playcentre to ensure the decision to cease Playcentre has been made

4.5. Matters for Approval

4.5.1 - Tagged Funds-Approved

- Vacant buildings review- SSI – approved

Counties- approved as per recommendation

Kohiwi Rd- Approved as per recommendation. Avis will discuss decision with Karen Thomas

Mangakino- Approved as per recommendation

Mateire- Approved as per recommendation-

Apiti- Approved as per recommendation after contact made with previous president to ensure consultation had taken place

Buller /Westland – Approved as per recommendation

Runanga- Approved as per recommendation

4.6 Major Key Performance Indicators

Substantive Items

5 Decision papers and discussion of strategic issues

5.1

Information

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

7 General business

Discover presentation by Ewart. Pilot underway. !5 centres. Scattered across the country. Excellent feedback. Inputting data from Junior logs.

Action List

Meeting	Action	Status	Owner	Due by
01/2019-M	5 PC Philosophy: This policy needs to be approved by Trustee Board. Trustee Board to communicate additional feedback to the General Manager.	3	CPx2	June TB
01/2019-M	Operations to produce a Risk Management Plan for the Trustee Board	2	GM	June TB
01/2019-M	Trustee Board to indicate to KPI's for Strategic Plan 2020	2	CPx2	Aug TB
01/2019-M	Operations to update Delegated Authority Schedule	1	GM	June TB
02/2019-M	Enrolment and Completion Data for PTE Students to be provided at each TB meeting	1	GM	June TB
02/2019-M	Trustee Board to develop a statement on Licensing and Education	3	CPx2	May 2019
02/2019-M	Infographic on Strategic Plan and Centre Annual Business Plan to drafted for TB consideration	1	GM	June TB
02/2019-M	General Manager to develop the risk management plan for Playcentre Aotearoa.	1	GM	June TB
02/2019-M	Unspent additional Education funding agreed to by the TB is returned the general fund and not retained by restricted funds.	1	CFO	June TB
02/2019-M	General Manager to review underspend across the NZPF and develop an investment plan.	1	GM	June TB
02/2019-M	Philosophy Statement to be reviewed and re-presented to TB. Policy must include full detail of NZPF Philosophy.	3	GM	August TB
03/2019-M	General Manager to scope organisation structure review and report back to Trustee Board	1	GM	August TB

03/2019-M	The Management Team to update TB on Discover rollout and provide with further detail on any future budget implications.	2	GM	August TB
03/2019-M	In order to lower maintenance and insurance costs discussions will be held with the Ministry of Education on Playcentre obligations to maintain and insure MoE land and buildings.	2	GM	August TB
03/2019-M	List of properties for disposal to be presented to the Trustee Board for August meeting	2	CFO	August TB
03/2019-M	The process for a community consultation meeting prior to selling building is to be followed up	2	GM	August TB
03/2019-M	General Manager to discuss with the Ministry re clarification on playgroup funding and the requirement that funding following the child. There is also a requirement for a national policy on charging for children who are receiving homebased care.	2	GM	August TB

Action List Notes:

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

Next meeting:

Date: Friday and Saturday 18 & 19 October

Time: 12.00pm

Venue: Capital Gateway