

Trustee Board Meeting

Meeting #: 10/2019-M
Date: Saturday 19 October 2019
Time: 9.00 am – 5:00 pm
Location: Capital Gateway Motor Inn, Wellington

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

Attendees: Alaine Tamati-Aubrey, Avis Stewart, Michelle Hutton, Ruth Jones, Tiso Ross, Ranees Davies (incoming Trustee Board member)

Sean McKinley (General Manager), Marina Cook (CFO), Nicky Duncan (Minutes)

Apologies: Cynthia Murray, Charmaine Martin

Administrative

- 1 Karakia & Welcome
- 2 **Introductions**
 - 2.1 Alaine Tamati-Aubrey Waitara Playcentre, Puriri Whakamaru o Taranaki
 - 2.2 Avis Stewart Mid Northland Playcentre Association, Te Waewae Koukou (previous)
 - 2.3 Cynthia Murray Opotiki Playcentre and Playcentre Aotearoa employee
 - 2.4 Michelle Hutton Blockhouse Bay Playcentre and Adult Education programme facilitator
 - 2.5 Tiso Ross Hataitai Playcentre, Motu Kairangi Kahui Ako Early Childhood Group
 - 2.6 Ruth Jones Wallaceville Playcentre
 - 2.7 Ranees Davies Takanini Playcentre (previous)
- 3 **Conflicts of Interest register** Updated
- 4 **What's on top**
- 5 **Approval of minutes and correspondence**
 - 5.1. *The meeting approved the NZPF Trustee Board meeting minutes for 9 August 2019 with agreed amendments and following review of outstanding action points*
- 6 **Philosophy**
 - 6.1 *The Board requested that Clause 3 of the Playcentre Philosophy statement is printed in poster form and displayed in all centres.*
- 7 **Review General Manager report**
- 8 **Review board reporting requirements**
- 9 **Whole of Playcentre risk review**

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	Update on recent discussions with Ministry of Education around co-design and addressing current deficit in the short-term. Phase 1 Timeline Discussion on Phase 1 of the restructure, including timing and focus of the new positions. Phase 2 Phase 2 will commence in early 2020.
3.2	Update on Strategic Plan Implementation
3.2.1	
3.3	Major Key Performance Indicators

3.3.1				
3.4	Risk & Compliance Update			
3.5.1				
3.5.1.1				
3.6	Matters for noting			
3.6.1				
Financial Report				
4	The Chief Financial Officer spoke to her report and provided an overview of major elements in the June 2019 Spotlight report			
4.1	Statement of Financial Performance/Revenue			
4.2	Statement of Financial Position/Profit			
4.3	Statement of Cashflow/Bank			
4.4	Current Significant Issues			
4.4.1	The Chief Financial Officer spoke to her report and noted: <ul style="list-style-type: none"> – Auditors currently completing an audit - working out of the National Service Centre – Annual leave balances need to be managed – Bulk funding is due from Ministry of Education in November – The Finance team have done a large amount of tidying up of finances and have made significant headway. 			
	Discussion on the parent fee contribution versus participant in relation to SPACE			
	For action: Marina to complete a form and bring to the next meeting for approval regarding tagged funds from the former North Shore Association.			
4.5.	Matters for Approval			
4.5.1	Approval Max – change Governance access (add Avis then remove Alaine)			
4.5.2	IRD – no longer any Trustee Board members			
4.5.3	Xero – remove Alaine. Add Avis (authoriser only)			
4.5.4	NZPF Bank Accounts. Noted that current Authorisers are: Sean, Marina, Karen F, Veronica The Board will review the Delegated Financial Authority schedule at the next meeting <i>The meeting agrees the changes to Approval Max and Xero</i>			
4.6	Major Key Performance Indicators			
4.6.1				
Substantive Items				
5	Decision papers and discussion of strategic issues			
5.1	SSI Property Issues Discussion on Capital works and maintenance plan to meet licensing requirements and the need to develop a National Strategy to aid funding application			
5.1.1	Playgroup and Disaffiliation			
5.1.2	2020 Strategic Plan with actions			
Information				
6	Information papers for the board to note (nothing tabled)			
7	General business			
7.1	GM Outline of delivery, AGM presentation			
Action List				
Meeting	Action	Status	Owner	Due by
01/2019-M	Operations to produce a Risk Management Plan for the Trustee Board	2	GM	June 2020
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	2	GM	June 2020
02/2019-M	Enrolment and Completion Data for PTE Students to be provided at each TB meeting	3	GM	May TB
02/2019-M	Infographic on Strategic Plan and Centre Annual Business Plan to drafted for TB consideration	3	GM	June TB
03/2019-M	General Manager to scope organisation structure review and report back to Trustee Board	3	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	October 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: 22 February 2020

Time: 8.30am

Venue: Wellington