

Trustee Board Meeting

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

Meeting #: 03/2019-M

Date: Friday 28 June 2019

Time: 9.00 am – 3:00 pm

Location: Level 20 Aon Building, Willis St, Wellington

Attendees: Alaine Tamati-Aubrey, Avis Stewart (via zoom), Cynthia Murray (Via zoom), Michelle Hutton, Ruth Jones, Tiso Ross

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 o 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 12 – 13 April 2019*
 - 3.2 *The meeting approved the Correspondence for May / June 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 **Playcentre Aotearoa Staffing and Finances**
 - 3.1.2 **Employment:**

The Trustee Board, after consideration of the information provided in the General Manager's report and acknowledging that additional information can be provided, agreed to support the General Manager and Operational staff to prepare a report for the Board's consideration to implement an organisation wide review of current operations.

The Trustee Board advised that the review should be centred on the need to provide services to Centres that enabled them to remain licensed.
- AL The General Manager to bring framework plan to August board meeting including the cost of the framework and to include Space and other groups
- 3.2 **Junior Logs**

A presentation has been given to the Management Team at their recent meeting and was received positively. It is acknowledged that the current system is losing funding as a result of inaccuracies in

processing student attendance. The new SMS Discover will provide for monitoring of centres and regions and be included as part of KPI assessments for all staff once in place.

AL The Management Team will continue to keep the Trustee Board updated on progress and as the initial investigation process has been positive the Trustee Board will be provided with further detail on any future budget implications.

3.3 Update on Strategic Plan Implementation

The Strategic Plan Survey is to be closed on the 12th July and any information required by Operations will be provided to the General Manager by 19th July.

The Strategic Plan will be signed off at conference and Operations will set Annual plan from the Strategic plan.

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 projected expenditure exceeding revenue for the foreseeable years based on current funding income. With no long term maintenance plan and approximately \$1400 per centre budget for maintenance Playcentre Aotearoa is not future proofing our building stock. Current building maintenance costs mean that there are negative impacts across Centres with viable Centres propping up other centres through levies. Current revenue is too low and in future we will need to double it as there is no opportunity to address this by increasing the levy on Centres.

The Trustee Board approved the disposal of surplus buildings and land only after going through the recess process as per the Playcentre Aotearoa Constitution.

AL 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.

AL List of properties for disposal to be presented to the Trustee Board for August meeting

AL The process for a community consultation meeting prior to selling building is to be followed up

4.5. Matters for Approval

4.5.1

4.6 Major Key Performance Indicators

Substantive Items

5 Decision papers and discussion of strategic issues

5.1 Playgroup Decision Update.

The Trustee Board discussed the updated decision paper presented by the General Manager.

The Trustee Board noted that ECD funding was available for Playgroups at \$1.50 per child but that funding was not available for children in home based care.

The Trustee Board agreed that a planned approach to renewing a Centre's license was necessary and should be reviewed against the current issues e.g. is it an education issue?

The use of Provisional licenses should also be explored for Centres considering Playgroup status and Centres could return to Playcentre status via the MoE Relicensing check.

It was agreed that any Centres going into recess were required to ensure that assets were retained by Playcentre.

Centres that want to change to playgroup session only and have no intention to relicense must return assets to Playcentre and their membership is cancelled.

Centres that want to Disaffiliate are required to undertake the same process.

AL 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.

Information

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

7 General business

The Trustee Board thanked the General Manager and Chief Financial Officer for their work in presenting detailed information to the Board to aid their decision making.

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: August

Time: Thursday

12.00pm

Venue:

Brentwood

Hotel

August meeting

The Board to come to Wellington a day early.

- Prepping for AGM
- Budget
- Constitution
- Conference papers
- Strategic Plan