

# Trustee Board Meeting

Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa

**Meeting #:** 01/2020-M

**Date:** Saturday 22 February 2020

**Time:** 8.30 am – 4:30 pm

**Location:** Victoria Court Motor Lodge, Te Aro, Wellington

**Attendees:** Ruth Jones (Chair), Avis Stewart, Michelle Hutton, Tiso Ross, Charmaine Martin, Ranees Davies Sean McKinley (General Manager), Marina Cook (CFO), Nicky Duncan (Minutes)

**Apologies:** Nil

## Administrative

- 1 Karakia & Welcome
- 1.2 **Introductions**
- 2 Conflicts of Interest Register
  - Ruth Jones Wallaceville Playcentre
  - Avis Stewart Mid Northland Playcentre Association, Te Waewae Koukou (previous)
  - Michelle Hutton Blockhouse Bay Playcentre (previous) and Adult Education programme facilitator
  - Tiso Ross Hataitai Playcentre (previous / life member), Motu Kairangi Kahui Ako Early Childhood Group
  - Char Martin Taranaki Playcentre (previous) and Facilitator and Commenter of Adult Education
  - Ranees Davies Takanini Playcentre (previous) and Centre Support Administrator
- 2.1 **Approval of minutes and correspondence**

*The meeting approved the NZPF Trustee Board meeting minutes for 19 October 2019 with agreed amendments and following review of outstanding action points*
- 2.2 **Minutes of the last meeting**

*The Board requested that Clause 3 of the Playcentre Philosophy statement is printed in poster form and displayed in all centres.*
- 2.2 **Correspondence**
- 2.3 **Matters arising**

The Action List was reviewed and updated.

## Reporting

<b>3</b>	<b>General Manager Report</b> <p>The General Manager spoke to the report and provided an overview of major elements in the report.</p>
<b>3.1</b>	<b>Current Significant Issues</b>
3.1.1	<b>Update on Playcentre Review Post Amalgamation</b> <p><b>Phase 1</b></p> <ul style="list-style-type: none"><li>– Phase 1 completed with advertised positions filled.</li></ul> <p><b>Phase 2 Update</b></p> <ul style="list-style-type: none"><li>– Currently undertaking meetings with potentially affected staff as part of Phase 2 of the review process.</li><li>– Consultation period closes 9 March 2020.</li><li>– Series of Zoom meetings and face-to-face visits will take place (through the Consultation and Decision stages) as in Phase 1.</li></ul> <p><b>Education and Licencing</b></p> <ul style="list-style-type: none"><li>– The Ministry of Education has granted an indefinite extension of Course 3 and it has been Gazetted. Awaiting copy of signed memo.</li></ul>
<b>3.2</b>	<b>Update on Strategic Plan Implementation</b>
3.2.1	The Strategic Plan was not progressed at the AGM. The Trustee Board will confirm the priorities, goals and key outcomes at this meeting.
<b>3.3</b>	<b>Major Key Performance Indicators</b>

3.3.1	Will be worked on once the Strategic Plan is progressed.
<b>3.4</b>	<b>Risk &amp; Compliance Update</b>
3.4.1	No discussion.
<b>3.5</b>	<b>Matters for noting</b>
3.5.1	Still awaiting a response to a meeting request from Minister Hipkins' Office. A successful meeting with Minister Martin took place in February 2020.
<b>Financial Report</b>	
4	The Chief Financial Officer spoke to her report and provided an overview of major elements in the January 2020 Spotlight report
4.1	Statement of Financial Performance/Revenue
4.2	Statement of Financial Position/Profit
4.3	Statement of Cashflow/Bank
<b>4.4</b>	<b>Highlights</b>
4.4.1	<ul style="list-style-type: none"> <li>– The introduction of Discover is providing factual evidence and an increase in revenue from Ministry of Education has been realised (thanks to a calculation correction).</li> <li>– The introduction of Timefiler has significantly reduced non-standard pay runs and the number of manual timesheets to process.</li> <li>– Annual leave liability has dropped and will continue to be managed.</li> <li>– The Governance budget was discussed (previously provided to the Trust Board).</li> <li>– Discussion on how the AGM and Hui may be run in 2020.</li> </ul>
	<i><b>For action:</b> Operations team to provide cost estimates for AGM and Hui hosting options (both face-to-face and online) as soon as possible.</i>
	<i><b>For action:</b> Marina to produce a budget for inclusion in the AGM papers (which will go live on 8 May 2020).</i>
<b>4.5</b>	<b>Matters for Approval</b>
4.5.1	<b>Playcentre Aotearoa Bank Accounts</b> <ul style="list-style-type: none"> <li>– Noted that current Authorisers are: Sean McKinley, Marina Cook, Karen Flattery, Veronica Pitt.</li> <li>– The meeting reviewed the Delegated Financial Authority (DFA) schedule.</li> </ul>
	<p><i>The meeting <b>agrees</b> to replace Playcentre Federation on the schedule with Playcentre Aotearoa.</i></p> <p><i>The meeting <b>agrees</b> to add the new HR Manager Meg Cooksley as a bank authoriser</i></p> <p><i>The meeting <b>agrees</b> to Delegated Financial Authority be updated for the following title changes - Property and Asset Manager replaced with National Property Manager, Maori Development Manager is replaced with Kaiwhakahaere Hononga Māori</i></p>
<b>4.6</b>	<b>Major Key Performance Indicators</b>
4.6.1	
<b>Substantive Items</b>	
5	<b>Decision papers and discussion of strategic issues</b>
5.1	<b>SSI Property Issues</b> 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	<b>Playgroup and Disaffiliation</b>
5.1.2	<b>2020 Strategic Plan with actions</b>
<b>Information</b>	
6	<b>Information papers for the board to note</b> (nothing tabled)
7	<b>General business</b>
7.1	<b>GM Outline of delivery, AGM presentation</b>

<b>Action List</b>				
<b>Meeting</b>				
		<b>Status</b>	<b>Owner</b>	<b>Due by</b>
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	August 2020
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	2	GM	October 2019
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 2020
03/2019-M	List of properties for disposal to be presented to the Trustee Board for August meeting	2	CFO	August 2020
03/2019-M	The process for a community consultation meeting prior to selling building is to be followed up	2	GM	August 2020
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	May 2020
02/2020-M	Operations team to provide cost estimates for AGM and Hui hosting options (both face-to-face and online) as soon as possible.	2	CFO	May 2020
02/2020-M	Chief Financial Officer to produce a budget for inclusion in the AGM papers (which will go live on 8 May 2020).	2		

**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: 2 May 2020**

**Time: 8.30am**

**Venue:**

**Airport Motel & Conference Centre**

**Corner Lyall Bay Parade & Tirangi Road, Rongotai, Wellington**