

# Trustee Board Meeting

Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa

**Meeting #:** 02/2020-M  
**Date:** Saturday 2 May 2020  
**Time:** 9.00 am – 4:30 pm  
**Location:** [www.zoom.us](http://www.zoom.us)

**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 minutes of the 22 February 2020 Board meeting with agreed amendments to the Action list as follows. Items removed were:*
- General Manager to scope organisation structure review and report back to TB.
  - Infographic on Strategic Plan and Centre Annual Business Plan to drafted for TB consideration.
  - List of properties for disposal to be presented to TB for August meeting.
  - The process for a community consultation meeting prior to selling a building is to be followed up.
- NB: The latter two Property-related actions that were removed are partially complete.
- 2.2 Replacement Action Items will be included in the 2 May 2020 minutes.
- Correspondence**  
The meeting noted the list of correspondence since the creation of the new Trustee Board member email addresses.
- 2.3 **Policy Review**  
The Governance Policies reviewed by the Trustee Board prior to the meeting:
- Governance complaints policy and procedure
  - Principles of natural justice
  - Inappropriate use of social media.
- 2.4 **Matters Arising**  
The Action List was reviewed and updated (as above).

Reporting	
3	<b>General Manager Report</b>
	The General Manager spoke to his report and provided an overview of major elements in the report.
3.1	<b>Current Significant Issues</b>
3.1.1	<b>Update on Playcentre Review Post Amalgamation Phase 2 Update</b> – Phase 2 was put on hold due to the Covid19 situation.

	<ul style="list-style-type: none"> <li>– Budget Day (14 May 2020) will reveal what Playcentre Aotearoa may potentially receive in additional Government funding.</li> </ul> <p><b>Education and Licensing</b></p> <ul style="list-style-type: none"> <li>– Seeking an extension and flexibility around the requirements for the Person Responsible prior to moving to Level 2 and Level 1.</li> <li>– Regular updates and discussions continuing between Playcentre Aotearoa and Ministry of Education.</li> <li>– The management team are putting together a plan for reopening and will share it with the Trustee Board before it is released to centres.</li> </ul>
<b>3.2</b>	<b>Update on Strategic Plan Implementation</b>
3.2.1	To be discussed later in the meeting.
<b>3.3</b>	<b>Major Key Performance Indicators</b>
3.3.1	To be discussed later in the meeting.
<b>3.4</b>	<b>Risk &amp; Compliance Update</b>
3.4.1	Risks are ever changing in the current climate and being updated regularly.
<b>3.5</b>	<b>Matters for noting</b>
3.5.1	Nil.
<b>Financial Report</b>	
<b>4</b>	The Chief Financial Officer spoke to her report and provided an overview of major elements in the April 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>– Improved processes and systems have resulted in lower than expected staff costs.</li> </ul>
	<b>Observations</b>
	<ul style="list-style-type: none"> <li>– Budget 2020/21 will be reviewed again once the May "Government Budget" has been announced</li> <li>– Government funding for the period 1 February to 30 June 2020 will be based on enrolments, rather than attendance.</li> <li>– Playcentre Aotearoa (and therefore individual centres) are ineligible to apply for the wage subsidy as part of the Governments Covid-19 relief package.</li> <li>– the impact of significant long-term underfunding in property maintenance and deferred maintenance is starting to become apparent.</li> </ul>
<b>4.5</b>	<b>Matters for Approval</b>
4.5.1	<p><b>Christchurch shop decision</b>  <i>The meeting <b>agrees</b> to move the Playcentre shop - formally Canterbury Playcentre Shop bank accounts to ASB to align with the National Organisation for better oversight, management and approval.</i></p> <p><b>People decision</b>  <i>The meeting <b>agrees</b> to remove Veronica Pitt from the bank authority.</i></p> <p><b>Management Accounts – 6-monthly review</b>  <i>The meeting <b>agrees</b> the Management accounts.</i></p>
<b>4.6</b>	<b>Major Key Performance Indicators</b>
4.6.1	The creation of KPIs in connection with the 2020 Strategic Plan was discussed. The Trustee Board will continue work on this. Further discussion will be considered on possibility of contacting or co-opting someone with expertise to support KPI drafting.
<b>4.7</b>	<b>Budget</b>
4.7.1	<ul style="list-style-type: none"> <li>– The policy for accessing The National Property Fund is being reviewed and once rewritten will be shared with centres.</li> <li>– The budget shows a projected deficit. More attendance at centres is the biggest thing that will help to address the deficit.</li> <li>– Raising the levy is not a desired or recommended course of action with many centres struggling but Governance will examine what funding is being levied e.g. ATIS funding.</li> </ul>
<b>Substantive Items</b>	
<b>5</b>	<b>Discover</b>

5.1	Sean gave a general update on the Discover roll-out. A work plan has been initiated to develop and implement requirements for Playcentre. At a future Board meeting Sean will share the back-end features and reporting capabilities to inform decision making.
5.1.2	<b>2020 Strategic Plan with actions</b>
	Refer to 4.6.
<b>Information</b>	
<b>6</b>	<b>Information papers for the board to note (nothing tabled)</b>
<b>7</b>	<b>General business</b>
7.1	<p><b>GM Outline of delivery, AGM presentation</b></p> <ul style="list-style-type: none"> <li>The AGM papers, AGM notice and a timeline will be made available on the website on 8<sup>th</sup> May 2020.</li> </ul> <p>An information guide for delegates will be made available nearer the time of AGM.</p>

<b>Action List</b>				
<b>Meeting</b>	<b>Action</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	On-going
01/2019-M	Trustee Board to indicate to KPI's for Strategic Plan 2020	2	GM	On-going
01/2019-M	Operations to update Delegated Authority Schedule	2	CPx2	August 2020
02/2019-M	Enrolment and Completion Data for PTE Students to be provided at each TB meeting	2	GM	June 2020
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	October 2019
03/2019-M	List of properties for disposal to be presented to the Trustee Board for August meeting	2	GM	August 2020
03/2019-M	The process for a community consultation meeting prior to selling building is to be followed up	2	CFO	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	August 2020
01/2020-M	Operations team to provide cost estimates for AGM and Hui hosting options (both face-to-face and online) as soon as possible.	3	GM	May 2020
01/2020-M	Chief Financial Officer to produce a budget for inclusion in the AGM papers (which will go live on 8 May 2020).	3	CFO	May 2020
02/2020-M	<p>TB Meeting Minutes Process:</p> <ol style="list-style-type: none"> <li>Minute taker to send out draft minutes to TB to review within one week of TB meeting.</li> <li>TB to review and Co-presidents to feedback any amendments within one week.</li> <li>Minutes to be approved at the next TB meeting.</li> <li>Minute taker to send out approved/final minutes from previous meeting to TB.</li> <li>Co-presidents to send approved/final minutes to Claire to load onto website.</li> </ol>	3	GM/TB	May 2020
02/2020-M	Trustee Board and General Manager to each revisit the 2020 Strategic Plan and discuss again/	3	GM	

**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: Saturday 20<sup>th</sup> June 2020**

**Time: 9am**

**Venue: via Zoom**