

# Trustee Board Meeting

Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa

**Meeting #:** 03/2020-M  
**Date:** Friday 26 August 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

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

## Administrative

1	Karakia & Welcome	
1.2	<b>Introductions</b>	
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**

*No meeting minutes were tabled.*

#### **Correspondence**

The meeting approved the correspondence up until 26/8/2020.

2.2

### 2.3 **Policy Review**

No Governance Policies discussed.

2.4

### **Matters Arising**

**Due to the pandemic situation no staff were present at this online meeting, the board worked on governance matters and preparation for Hui-a-Tāu and Tāngata Tiriti hui.**

## Action List

Meeting	Action	Status	Owner	Due by
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	2	GM	August 2020

	requirement for a national policy on charging for children who are receiving homebased care.			
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	TB Meeting Minutes Process: 1. Minute taker to send out draft minutes to TB to review within one week of TB meeting. 2. TB to review and Co-presidents to feedback any amendments within one week. 3. Minutes to be approved at the next TB meeting. 4. Minute taker to send out approved/final minutes from previous meeting to TB. 5. Co-presidents to send approved/final minutes to Claire to load onto website.	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 5<sup>th</sup> December 2020**

**Time: 9am**

**Venue: Capital Gateway, Newlands, Wellington.**