

Trustee Board Meeting

Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa

Meeting #: 05/2020-M

Date: Saturday 5 December 2020

Time: 9:00 am – 3:00 pm

Location: Capital Gateway Motor Inn, Newlands, Wellington

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

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 **Minutes of the last meeting**

The meeting approved the minutes of the 20 June 2020 Board meeting (with previously submitted amendments).

2.2 **Correspondence**

Correspondence was not discussed but will be on the February 2021 Agenda.

2.3 **Matters arising**

The Action list was reviewed (at the end of the meeting).

Reporting

3 Chief Financial Officer – Financial Report

The CFO talked to the draft financial accounts; key outtakes included:

- That Playcentre is in a better cash position than expected going into 2021.
- Savings made on temporary pause on Capital Works spending, the introduction of TimeFiler and the Telecommunications project (though controversial) will save a significant amount, particularly over the Christmas period.
- Discussion on Ministry of Education advances and the washup process.
- Accounts receivable down – much less written off than in previous years. Individual invoices for Space programmes being managed more effectively.
- Insurance premiums (provider is Ando) paid in one lump sum annually – there is no option to pay monthly with this provider and paying monthly would increase the overall cost.

The Auditors suggested we change the name of the Parent and Group accounts. Need to know from Trustees what they would like them defined as by the end of next week (before the Financial Accounts are signed off).

3.1	<p>General Property Matters Discussion on contents insurance and recent flooding in some centres (claims have been made). Shade sails not always being maintained (not covered under insurance if 6-7 years old).</p> <p>Discussion on cyclical maintenance plan (painting, roof, sand etc). Property team working on updated checklist for centres.</p> <p>Moving from Filemaker to Discover for Property database. Running a survey next year to gather current information.</p> <p>October Spotlight report Money from Ministry of Education has been received (bar the \$500K property assessment fund) which is being managed by MoE on behalf of Playcentre. A tender process is currently underway.</p> <p>On track / a little under budget in salaries due to vacancies. Leave liabilities high as we approach Christmas but will decrease following the Christmas period as leave is paid out.</p> <p>Decision <i>The Trustees accepted the June, July August, September, October 2020 Spotlight reports.</i></p>
4	<p>Chief Financial Officer – Decision Papers</p>
4.1	<p>Approval for CV Check CV Check is a Ministry of Education approved system used to undertake Police checks. A sample group was previously approved by the CFO for CV Check to complete checks on.</p> <p>The Trust Board had several queries as it was unclear from the paper how or whether a cost saving will be made, and what budget line the cost will be covered by.</p> <p>Decision: <i>More information required before the Trustee Board make a decision. Requested that HR/Operations show where the cost saving will be made. Sounds like it is replacing another cost but not apparent in the paper.</i></p>
4.2	<p>Xero pricing change (Starter and Standard packages) The Xero package pricing change has come about as there is no other option due to changes made by Xero. There are a small percentage of centres (and the Playcentre shop) that invoice more than 20 times a month so most will not be affected by the limitations of the starter package.</p> <p>Decision: <i>The Standard Plan be downgraded to the Starter Plan for all centres. If centres wish to upgrade, it will be at their own cost.</i></p>
4.3	<p>Building sale proceeds</p> <p>Recommendation: Given Playcentre Aotearoa received the large un-tagged Grant from the Government so can support the deficit, I recommend that the funds be tagged for property use in order to invest in Playcentres long term viability rather than a short-term band aid.</p> <p>Decision: <i>The Trustee Board do not accept the recommendation at this time. The Board have had insufficient time to consider the paper.</i></p>

<p>4.4</p>	<p>Trustee Board Expectations: PA policy will read “all proceeds from sales of assets will be allocated by the Trustee Board”. When a decision for property sale is presented to the Trustee Board, allocation of proceeds from the sale must be included as part of the decision and may vary depending on the priorities of the organisation at the time. Related policies - Delegated Authority Policy and Recess Centres Policy (tbc).</p> <p>Consideration of vacant properties x6</p> <p>Rosehill Playcentre – Proposal to Sell</p> <p>Recommendation: The property is leasehold on Council land, and we consider that a sale while the building is in top condition would be the best solution for Playcentre Aotearoa. Refer to the full paper for more details.</p> <p>Decision: <i>The Trustee Board do not accept the recommendation at this time. Further information may be required. The Board have had insufficient time to consider this paper in enough depth to make a good decision.</i></p> <p>Tikipunga Playcentre</p> <p>Recommendation: Offer the Council the opportunity to buy back the building or a local community group willing to buy the building and take over the lease.</p> <p>Decision: <i>The Trustee Board approves that discussions with Whangarei District Council can be initiated. Operations must keep the Co-Presidents regularly apprised of the progress/outcomes of these discussions. The Board also agree with the recommendation “That we do not do anything to the building other than urgent or basic maintenance until we have an organisation interested”.</i></p> <p><i>The final decision on any sale or disposal of this property shall be made solely by the Trust Board.</i></p> <p>Sherwood Playcentre</p> <p>Recommendation: This is not a Playcentre owned building so our recommendation is to end the lease with MoE and end all further costs of maintaining this building as soon as practicable.</p> <p>Decision: <i>The Trustee Board agree with the recommendation to terminate the lease, once Onerahi Playcentre are back in their own building.</i></p> <p>Okaihau The Trustee Board note the following sentence from the paper presented: <i>“However, given the building especially in its current vandalised state is of minimal value if “the community” steps forward to take ownership assumes all costs of ownership including those incurred since the closure of the centres”</i></p>
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	<p>The correct recess process was not followed for this centre and the Trustee Board understands that the centre's funds were at \$12,000 at time of recess, and because the correct recess process was not followed these funds were incorrectly allocated.</p> <p>Recommendation: If "The community" has not been identified and/or assumed costs after a period of time (e.g., 3 months from the date of writing) it is recommended the building be sold or given back to the council or interested community groups in the area.</p> <p>Decision: <i>The Trustee Board have decided that the building should be returned to the community and authorise Operations to explore finding a community group who can take over ownership of the building and the land lease. Operations must keep the Co-Presidents regularly apprised of the progress/outcomes of these discussions.</i></p> <p>Foxton</p> <p>Recommendation: That the building be considered for sale.</p> <p>Further information and clarity required. Additionally, Minutes of Community meetings must come to the Trustee Board.</p> <p>Decision: <i>The Trustee Board does not agree with the recommendation. The full recess process needs to be followed for this centre. The centre must be in recess for up to two years, before it can be officially closed, and disposal of assets can be considered.</i></p> <p><i>Once the Trustee Board has received further information then this decision may be reconsidered.</i></p>
4.5	<p>Put Tui Road in recess and merge with Papatoetoe Playcentre</p> <p>Recommendation: It is our recommendation to continue to encourage the centres to Merge and NOT approve any funding be put into the Tui Road centre, allowing them to either increase their size and fundraising to cover their costs or they will go into recess when the last of the cash runs out – expected term 1 2021 and then offer the members to merge with Papatoetoe.</p> <p>The Trustee Board had a number of questions and referred to the Constitution, Clause 5.5 – Recess/Closure of Centres. The Board requested a scoping report to objectively assess both Tui Road and Papatoetoe Playcentres.</p> <p>Decision: <i>The Trustee Board do not accept the recommendation at this time. The Board have had insufficient time to consider this paper.</i></p>
4.6	<p>Cornwall Park</p> <p>Options to lease or purchase have not been fully explored. The Trustees cannot come to an agreement without more information, including a financial impact report.</p> <p>Decision: <i>Of the options presented there are two that are viable for the organisation at this current time:</i></p> <ul style="list-style-type: none"> a) Pack away centre at current location by building an extension to the current location to create a pack away centre, and b) Lease a similar premise that has been vacated by previous ECE centre.

<p>4.7</p>	<p><i>Now need to work alongside the centre to determine the best pathway forward.</i></p> <p><i>The Trustee Board will make the final decision based on all information gathered.</i></p> <p>SSI Regional office</p> <p>Recommendation: Approval is given for the sale of 114 Main Road, Fairfield and the Agency Agreement is signed asap in order to get the sale underway. Agency Agreement is provided.</p> <p>Approval is given for the new lease at 285 South Road, Caversham. Preference for lease to be signed and 2 months' rent to be paid asap and for work necessary to be priced. Lease is provided.</p> <p>Decision: <i>The Trustee Board does not agree with the recommendation at this time. Further information is required.</i></p> <p>Please note – the Trust Board must sign ANY and ALL sale and purchase agreements.</p>
<p>4.8</p>	<p>Milton Playcentre Discussion on Milton Playcentre and what is happening (refer Teams). No decision can be made by the Trustee Board until reports have been presented.</p>
<p>4.9</p>	<p>Aotea Playcentre This report/proposal has not come to the Trustee Board through the correct channels and was delivered too late for the Trustee Board to have sufficient time to consider the proposal. We note that this proposal was sent from the regional team to the National team on 20th November.</p>
<p>4.10</p>	<p>Kohiwi Road Playcentre The building (Council owned) has been sub-leased by Playcentre Aotearoa to a church group.</p>
	<p>ACC levy Discussion on annualisation for the Trustee Board members which is possible but complicated when trustees are employees as well. Marina to explore further and provide an update at the February meeting.</p>
<p>5</p>	<p>General Manager – Reporting</p>
<p>11.45am</p>	<p>The Trustees welcomed Thomas Tawhiri, Acting General Manager to the meeting and introductions were made.</p> <p>Thomas talked about his time with Playcentre Aotearoa so far and his kaupapa with the Te Ao Maori Fieldworkers and his understanding about Te Huringa Pūngao and Te Māhere strategies.</p> <p>Thomas acknowledged Sean, talked about the Phase 2 Restructure delays and the process that was worked through to bring it to final decision stage.</p> <p>Thomas talked the Trustees through the new structure diagram as part of the Phase 2 restructure. He acknowledged the Board will require some support with internal communications and getting information onto the website. Other key outtakes included:</p> <ul style="list-style-type: none"> • A revised name for the current Te Ao Maori Field workers needs to be decided and agreed.

	<ul style="list-style-type: none"> • The Pedagogical Lead and National Support Manager roles will connect the education and service arms within the National Service Centre. • First interviews (RMs) taking place next week with roles confirming roles on 24th December, then focussing on tier below. • National Support Manager and Pedagogical Lead will be advertised externally mid-January. • Playcentre needs to decide what it will be going forward (volunteer-led, whanau-led or otherwise) – this is what Ministry of Education want to know.
	<p>GM Report Thomas talked to the key messages in his report.</p> <p>Ministry of Education hui</p> <ul style="list-style-type: none"> • Timetable being developed for property assessments. • Interested in long-term funding model and educational delivery model – not going to be ready for 2021 but need to position for 2022. • Open to discussion on qualification requirements to meet licensing. <p>ERO meeting 24-25th September 2020 Thomas, Susan, Keri, some RMs and CAs attended a meeting with ERO staff on the Nga Ara Whai Hua framework. ERO taking a collaborative approach to working with Playcentre.</p> <p>Strategic priorities and annual plan Strategic priorities are in a holding pattern may be able to be developed between the management team and Trustee Board (a meeting together). Key Performance Indicators should flow out of this exercise.</p> <p>Risk and compliance In draft. A register needs to be put in place.</p> <p>Code Blue Managed ICT Services Company Code Blue will be presenting their recommendations/solutions to Playcentre before Christmas (will be brought back to the Board).</p> <p>SSI Regional Office There was a discussion about SSI Regional office and possible sale of the building. As per discussion with Marina earlier in the meeting, more work on alternative options e.g. shared office space is required.</p> <p>The Trustee Board reiterated that they must sign ANY and ALL sale and purchase agreements.</p> <p>The Trustee Board referred to the Constitution, Clause 9.11 re the process and timeline for reports going to the Trustee Board. All papers need to go up through reporting lines to the General Manager.</p>
7	<p>Information papers for the Board to note</p>
	<p>Property stats There was a brief discussion on the Property stats (how many operating, licensed, how many run Space etc) provided for information. The Trustee Board queried the accuracy of the data.</p>

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	August 2020
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	3	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	3	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 follow the child. There is also a requirement for a national policy on charging for children who are receiving homebased care.	3	GM	August 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. Or "Minute taker to upload draft minutes to Teams in the relevant meeting folder and tag in Trustee Board members within one week of TB meeting." 2. TB to review and Co-Presidents to feedback any amendments within one week. Or "TB to review and Co-presidents to email amended minutes back to minute taker within one week of draft minutes being received from Minute Taker" 3. "Minute taker to upload amended minutes to appropriate meeting folder in Teams within one week of draft minutes being received back from Co-Presidents" 3. Minutes to be approved at the next TB meeting. 4. Minute taker to upload to Teams approved/final minutes from previous meeting. 5. Co-Presidents to send approved/final minutes to Claire to load onto website.	3	GM/TB	May 2020
05/2020-M	Budget to be presented at the February 2021 Trustee Board meeting (broken down so easy to understand for all).	1	CFO	Feb 2021
05/2020-M	Induction paper on ACC levy for Trustee Honoraria to be developed for incoming trustees.	2	CFO/TB	
05/2020-M	The Communications Manager will have a relationship with the Trustee Board (to be added to the job description, under key relationships).	1	GM	Feb 2021

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 27th February 2021

Time: 9am

Venue: Capital Gateway Motor Inn, Newlands, Wellington