

# Te Whānau Tupu Ngātahi o Aotearoa | Playcentre Aotearoa

## Annual General Meeting Papers 2021



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## Tikanga | Rationale

Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa constitution can be found [here](#).

The following clauses of the TWTNoA-PA constitution are emphasised:

3. WHAKAMĀTAU / PHILOSOPHY

10. NGĀ HUI / MEETINGS

11. WHAKATAKOTORANGA WHAKAARO / DECISION MAKING

## Definitions of Constitutional Terms

Receive – ‘to be given or presented with’

Consider – ‘to think carefully about or reflect on’

Confirm – ‘to give approval to’

Determine – ‘to decide, or make a decision’

Endorse – ‘to approve or support’

Appoint – ‘to formally choose someone for an official position’

Confer – ‘to award an honour’

The Trustee Board, on behalf of the membership, has developed the strategic direction and governance policies, and has presented the financial audited accounts, annual report and the budget. There are no papers for 10.10.11, 10.10.12, 10.10.13 as there are no remits, other business, or life membership nominations this year.

Nā mātou noa, nā,

*Avis Stewart, Michelle Hutton, Tiso Ross, Char Martin, Ranee Davies*

*TWTNoA-PA Trustee Board*



## AGM 2021 Timeline

**31st May** – AGM Notice and papers circulated (emailed to centres and on Website).

**4th June – 24th June** – Regional Meetings (Term 2, Week 6, 7 & 8)

Regional governance spaces and Rōpū Māori to organise hui to discuss AGM papers and select representatives. Consult with Centres and/or Rōpū Māori members in your region to set a date/time for the hui. Send date and time of hui to [co-presidents@playcentre.org.nz](mailto:co-presidents@playcentre.org.nz) at least two weeks prior to enable Zoom links to be set up and communicated to members.

**25th June** – Questions regarding AGM papers, please submit to [co-presidents@playcentre.org.nz](mailto:co-presidents@playcentre.org.nz) by 12 noon.

**5th July** – AGM paper questions and responses will be emailed to centres and on website.

**23<sup>rd</sup> July** – Registrations open on Friday 4<sup>th</sup> June, and close at 12pm, Friday 23<sup>rd</sup> July 2021. Please click [here](#) to register.

**31<sup>st</sup> July** – AGM online – 9.30am to 12.30pm



## Saturday, 31st July 2021

- 9:15am** Sign into Zoom waiting room
- 9.30am** Nau mai | Welcome
- 9.35am** Karakia | Waiata Mōteatea
- Apologies** (as received)
- 9.40am** Trustee Board welcome and introduction
  
- 10:30am** Presentation of papers in the Treaty House
- 11:15am** Move to Whare (breakout rooms) – Please note all papers, questions and responses have been circulated prior
  
- 11.45am** Negotiators to meet in Te Wā o Tū
- 11.55am** Te Wā o Tū | Treaty House – Presentation of outcomes of papers 10.10.2 to 10.10.10
- 12.10pm** Comments and farewells
- 12.30pm** Karakia Whakamutunga



## Principles of Āta

Link to view the Principles of Āta available [here](#).

## Two House Model Procedures

*Using the Raukawa – Mihingare Model - Prepared by Rachelle Hautapu (2012) and updated in 2020 by Avis Stewart*

Link to view the Two-House Model Procedures available [here](#)

## Karakia Tīmatanga

Kia hora te marino	May peace be widespread
Kia whakapapa pounamu te moana	May the seas be like greenstone
Hei huarahi mā tatou I te rangi nei	A pathway for us all this day
Aroha atu,	Let us show respect for each other
Aroha mai	For one another
Tātou i a tatou katoa	Bind us all together
Hui ē,	
Tāiki ē	

*Playcentre Journal, Issue 162 – Summer Raumatī 2020, pages 34 & 35*



## Waiata

Following each mihi or karakia, a waiata is customarily performed. This can be in the form of a cultural chant or a contemporary song. Occasionally, the speaker may share a light-hearted story to conclude his mihi.

Waiata for Playcentre Aotearoa is our Mōteatea: E Tipu, E rea. Here is the link

[https://www.youtube.com/watch?v=Nndh\\_g86bWw](https://www.youtube.com/watch?v=Nndh_g86bWw). Please make sure you are familiar so you can join in.

## Karakia Whakamutunga

Kua mutu ā mātou mahi

Our work is finished

Mō tēnei wā

For the moment

Manākitia mai mā katoa

Blessings upon us all

O mātou hoa,

Our friends

O mātou whānau

Our families

Aio ki te Aorangi

Peace to the universe

*Playcentre Journal, Issue 162 – Summer Raumatī 2020, pages 36 & rear cover*



## Introduction

Minutes of the Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa Annual General Meeting 2020 can be found [here](#).

Any corrections to be minutes must be emailed to the Co-Presidents

([co-presidents@playcentre.org.nz](mailto:co-presidents@playcentre.org.nz)) by 12 noon, 25<sup>th</sup> of June.

## Recommendation

The Annual General Meeting approves the Minutes of the Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa Annual General Meeting 2020.

Nā mātou noa, nā,

*Avis Stewart, Michelle Hutton, Tiso Ross, Char Martin, Raneë Davies*

*TWTNoA-PA Trustee Board*





## 10.10.2 Receive the Annual Report

Annual General Meeting 2021



### Introduction

Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa constitution indicates that:

10.10. Annual General Meetings shall:

10.10.2. receive the Annual Report.

The Playcentre Aotearoa Annual Report 2019/2020 can be found [here](#).

### Recommendation

The Annual General Meeting receives the Annual Report and that the report has been circulated within the constitutional timeframes.

Nā mātou noa, nā,

*Avis Stewart, Michelle Hutton, Tiso Ross, Char Martin, Ranee Davies*

*TWTNoA-PA Trustee Board*



### Introduction

Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa constitution indicates that:

10.10. Annual General Meetings shall:

10.10.3. consider the audited Financial Statements.

See pages 74 – 98 of the Playcentre Aotearoa Annual Report 2019/2020 found [here](#) and Audit Completion Report 2019/2020 found [here](#).

### Recommendation

The Annual General Meeting has considered the audited Financial Statements that have been circulated, within the constitutional timeframes.

Nā mātou noa, nā,

*Avis Stewart, Michelle Hutton, Tiso Ross, Char Martin, Ranee Davies*

*TWTNoA-PA Trustee Board*



## 10.10.4 Consider the Strategic Direction of Playcentre Aotearoa by Confirming Key Outcomes, Goals and Priorities



Annual General Meeting 2021

### Introduction

Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa constitution indicates that:

10.10. Annual General Meetings shall:

10.10.4. consider the strategic direction of Playcentre Aotearoa by confirming key outcomes, goals and priorities

Ngā Whāinga o Te Whānau Tupu Ngātahi o Aotearoa 2020 – 2030 can be found [here](#) on the website.

### Recommendation

The Annual General Meeting confirms the key outcomes, goals and priorities of the Strategic Plan 2020 – 2030, as circulated within the constitutional timeframe.

Nā mātou noa, nā,

*Avis Stewart, Michelle Hutton, Tiso Ross, Char Martin, Ranee Davies*

*TWTNoA-PA Trustee Board*



# 10.10.5. Consider the Policies Developed by the Trustee Board



Annual General Meeting 2021

## Introduction

Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa constitution indicates that:

10.10. Annual General Meetings shall:

10.10.5. consider the policies developed by the Trustee Board.

The governance policies can be found [here](#).

## Recommendation

The Annual General Meeting has considered the Governance policies developed by the Trustee Board, which have been presented within the constitutional timeframes.

Nā mātou noa, nā,

*Avis Stewart, Michelle Hutton, Tiso Ross, Char Martin, Raneë Davies*

*TWTNoA-PA Trustee Board*



## 10.10.6. Consider the Budget and Determine the Levy to be Paid by Playcentres



Annual General Meeting 2021

### Introduction

Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa constitution indicates that:

10.10. Annual General Meetings shall:

10.10.6. consider the budget and determine the levy to be paid by Playcentres.

The Playcentre Aotearoa Operational Budget 2020 – 2021 can be found [here](#) in the following section of this booklet.

Reference: Ministry of Education bulk funding notices and handbook, TWTNoPA constitution

### Recommendation

The Annual General Meeting has considered the 2021-2022 budget that has been circulated, within the constitutional timeframes.

For the 2021-2022 financial year the meeting agrees to the following levies for bulk funding received between 1 September 2021 and 31 August 2022:

1) Levy for licensed Centre sessions of Playcentre Aotearoa - Retained at 50% of GST exclusive bulk funding based on Child Funded Hours only. Excludes those centres that are exclusively programme based sessions.

The recommended levy is being retained at 50%.

2) Levy for Centre sessions of Playcentre Aotearoa operating exclusively programme based sessions that Playcentre Aotearoa manage the full employment of - Be 100% of GST exclusive bulk funding based on Child Funded Hours only. Programmes that are recognised, but not limited to, are – SPACE, Babies Can Play, CYCLE.



- 3) Levy **will not** be applied to Ministry of Education Equity payments being; Low Socio-Economic funding, Special Needs funding, Language, Isolation, Funding and Annual Top-up for Isolated Services (ATIS).

Nā mātou noa, nā,

*Avis Stewart, Michelle Hutton, Tiso Ross, Char Martin, Ranees Davies*

*TWTNoA-PA Trustee Board*



# Playcentre Aotearoa Operational Budget 2020 – 2021

Annual General Meeting 2021



Income	National	% of levies	Governance	Education and PLD	Programmes	2021/22 AGM Budget	2020/21 AGM Budget	Movement	Commentary
Interest Received	52,500		0	0	0	52,500	60,000	-7,500	Reduction in Official Cash Rate resulting in lower interest rates for term deposits along with lower bank balances as reserves are reduced will reduce income.
Levies	5,784,028		0	0	0	5,784,028	5,383,557	400,471	Levies are still set at 50% of FCH revenue.
Grants	250,000		0	0	0	250,000	50,000	200,000	With a dedicated grants administrator an increase in grant income is expected.
Parent Contributions	0		0	0	270,000	270,000	286,733	-16,733	Budget 2021/22 based on 2020/21 actual income, conservative estimate
Bulk Funding	0		0	0	2,145,000	2,145,000	1,936,982	208,018	This is Programme funded hours for SPACE, Babies Can Play and CYCLE Programmes.
Sundry Income	50,000		0	1,145,000	0	1,195,000	1,194,171	829	Education and PLD revenue are combined funding from TEC and MoE for the contracted services provided. The national revenue is made up of rental of unoccupied ex-association offices and vacant Playcentres plus other miscellaneous revenue such as donations.
<b>Total Income</b>	<b>6,136,528</b>		<b>0</b>	<b>1,145,000</b>	<b>2,415,000</b>	<b>9,696,528</b>	<b>8,911,443</b>	<b>785,085</b>	
Expenditure	National	% of levies	Governance	Education and PLD	Programmes	2021/22 AGM Budget	2020/21 AGM Budget	Movement	Commentary
Wages	2,697,040	47%	0	1,109,894	1,905,014	5,711,948	5,683,189	28,759	This is contracted wages for National Service Centre Staff, Regional staff, Education, PLD, Programme staff including facilitators.
Centre Facing Wages	1,957,280	34%	0	0	0	1,957,280	1,462,046	495,234	This is centre facing wages spent on Centre Advisors and Regional Funding Administrators only
Other Employment	118,442	2%		0	6,600	125,042	40,000	85,042	This is to cover ACC levies, employee assistance programme, additional cost to cover annual leave for centre paid staff.
<b>Total Employment</b>	<b>4,772,762</b>	<b>83%</b>	<b>0</b>	<b>1,109,894</b>	<b>1,911,614</b>	<b>7,794,270</b>	<b>7,185,235</b>	<b>609,035</b>	Total employment at current contracted rates equates to 91% of levy revenue and is the highest spend area for Playcentre Aotearoa.
Building Costs	500,000	9%	0	0	14,000	514,000	1,009,000	-495,000	Only essential repairs and maintenance will be considered for funding in FY2021/22. The total costs for building repairs and maintenance for FY2021/22 will likely be much higher than budgeted once full results of property surveys are known. Other avenues of funding will be explored (e.g. MoE for MoE-owned buildings), but the Board is aware that some cash reserves may need to be spent in this area. Centres will need to access their own reserves where possible to ensure centres that have no reserves are able to get the minimum support needed.
IT Licenses	501,494	9%		20,250	0	521,744	528,094	-6,350	Licenses include Discover and Xero for all centres, payroll software including TimeFiler and other miscellaneous small purchase software such as back up programmes and consolidation software.
Insurance Paid	540,000	9%	0	0	0	540,000	477,209	62,791	Insurance paid to cover the entire property portfolio including contents, cyber, indemnity and other small items insurance where needed.
Telecoms	456,436	8%		14,000	0	470,436	577,496	-107,060	Lower than FY2020/21 due to change in supplier.
<b>Direct Expenses</b>	<b>1,997,930</b>	<b>35%</b>	<b>0</b>	<b>34,250</b>	<b>14,000</b>	<b>2,046,180</b>	<b>2,591,799</b>	<b>-545,619</b>	Total direct expenses that are necessary to maintenance of the properties and costs paid on behalf of centres.



Expenditure	National	% of levies	Governance	Education and PLD	Programmes	2021/22 AGM Budget	2020/21 AGM Budget	Movement	Commentary
Travel	217,000	4%		42,200	16,000	275,200	515,965	-240,765	Travel budget is mainly for the cost of Centre Advisors to travel to centres. This also covers National meetings as well as travel for education and delivery of programmes.
PR	30,000	1%	0	4,000	0	34,000	71,255	-37,255	Budget for public relations including the hosting and maintenance of the website and other advertising.
Consultancy, Legal, Computer Expenses	239,500	4%		28,500	0	268,000	172,699	95,301	Made up of contractors to support employment gaps, legal advice, property advice and project management as well as IT support.
Rent and Home Office	83,840	1%	0	0	98,500	182,340	211,520	-29,180	This covers the rental on the National Service Centre, Regional offices where these are not owned.
Utilities and Office Costs	148,500	3%		7,600	61,400	217,500	260,866	-43,366	Reduced for less home office positions and lower number of offices
Audit	60,000	1%		0	0	60,000	60,000	0	Annual Audit of the Parent and Group accounts only.
PLD	37,250	1%	0	500	3,000	40,750	22,225	18,525	This is for Professional Learning and Development costs for employees, many of these courses can be run in house by our PLD team.
Parenting Place (Space) Costs	0	0%	0	0	87,500	87,500	83,468	4,032	These are participant and programme fees paid to Parenting Place who hold the license for the Space Program.
<b>Other expenses</b>	<b>816,090</b>	<b>14%</b>	<b>0</b>	<b>82,800</b>	<b>266,400</b>	<b>1,165,290</b>	<b>1,397,998</b>	<b>-232,708</b>	Total expenses for running the Regional offices, travel and overheads.
<b>Governance</b>									
Honoraria	0	0%	38,000	0	0	38,000	38,000	0	Honoraria payments to two Co-Presidents and 4 Trustee Board Members.
Travel and events	0	0%	123,333	0	0	123,333	185,000	-61,667	This covers face to face meetings for the Trustee Board, travel and accomodation for two Hui's, AGM planned to be held on-line
Legal and consultancy	0	0%	10,000	0	0	10,000	10,000	0	Contingency for legal or other consultancy advice.
Home Office	0	0%	3,600	0	0	3,600	3,600	0	Telecom and internet allowance for Trustee Board members.
Other operating costs	0	0%	6,540	0	0	6,540	5,500	1,040	Equipment or telecom costs for Trustee Board members or required for member attendance or communication to AGMs or Hui meetings.
<b>Total Governance</b>	<b>0</b>	<b>0</b>	<b>181,473</b>	<b>0</b>	<b>0</b>	<b>181,473</b>	<b>242,100</b>	<b>-60,627</b>	
<b>Total Cash expenditure</b>	<b>7,586,782</b>	<b>131%</b>	<b>181,473</b>	<b>1,226,944</b>	<b>2,192,014</b>	<b>11,005,740</b>	<b>11,175,032</b>	<b>-169,292</b>	Total budgeted cash outflow for the year.
<b>Total Cash Inflow/(outflow)</b>	<b>-1,450,254</b>	<b>-31%</b>	<b>-181,473</b>	<b>-81,944</b>	<b>222,986</b>	<b>-1,309,212</b>	<b>-2,263,589</b>	<b>954,377</b>	Cash deficit is the actual amount of cash that goes out of the year over the amount that comes in. This will be the drop in the bank balance.
Depreciation	500,000	9%	0	0	0	500,000	500,000	0	Depreciation for the property portfolio, this is non cash - i.e. no cash leaves the bank to pay for this.
<b>Non cash expenses</b>	<b>500,000</b>	<b>9%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500,000</b>	<b>500,000</b>	<b>0</b>	
<b>Total Operating Expense</b>	<b>8,086,782</b>		<b>181,473</b>	<b>1,226,944</b>	<b>2,192,014</b>	<b>11,687,213</b>	<b>11,675,032</b>	<b>12,181</b>	Total cash and non cash operating expenses.
<b>Total Operating Profit/ Loss</b>	<b>-1,950,254</b>	<b>-32%</b>	<b>-181,473</b>	<b>-81,944</b>	<b>222,986</b>	<b>-1,990,685</b>	<b>-2,763,589</b>	<b>772,904</b>	Total book operating deficit and reduction to reserves.





# 10.10.7. Endorse the Co-Presidents Selected by Each House



Annual General Meeting 2021

## Introduction

Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa constitution indicates that:

- Te Whare Tikanga Māori shall be responsible for: 7.6.5. selection of a minimum of three (3) members up to a maximum of five (5) members of the Trustee Board and such other Officers as may be deemed necessary; and
- Tāngata Tiriti House shall be responsible for: 8.5.5. selecting of a minimum of three (3) members up to a maximum of five (5) members of the Trustee Board and other Officers as may be deemed necessary; and
- 10.10.7. endorse the Co-Presidents selected by each House.

## Recommendation

The meeting endorse:

1. Avis Stewart, as Co-President from Te Whare Tikanga Māori (2021-2023)
2. Michelle Hutton, as Co-President from Tāngata Tiriti House (2021- 2023)

Nā mātou noa, nā,

*Avis Stewart, Michelle Hutton, Tiso Ross, Char Martin, Raneë Davies*

*TWTNoA-PA Trustee Board*



## 10.10.8. Endorse up to Four (4) Trustees Selected by Te Whare Tikanga Māori



Annual General Meeting 2021

### Introduction

Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa constitution indicates that:

- Te Whare Tikanga Māori shall be responsible for: 7.6.5. selection of a minimum of three (3) members up to a maximum of five (5) members of the Trustee Board and such other Officers as may be deemed necessary; and
- 10.10.8. endorse up to four (4) Trustees selected by Te Whare Tikanga Māori.

### Recommendation

The meeting endorse:

1. Char Martin, as Trustee Board Member from Te Whare Tikanga Māori (2021-2022)
2. Ranee Davies, as Trustee Board Member from Te Whare Tikanga Māori (2021-2023)

Nā mātou noa, nā,

*Avis Stewart, Michelle Hutton, Tiso Ross, Char Martin, Ranee Davies*

*TWTNoA-PA Trustee Board*



# 10.10.9. Endorse up to Four (4) Trustees Selected by Tāngata Tiriti House



Annual General Meeting 2021

## Introduction

Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa constitution indicates that:

- Tāngata Tiriti House shall be responsible for: 8.5.5. selecting of a minimum of three (3) members up to a maximum of five (5) members of the Trustee Board and other Officers as may be deemed necessary; and
- 10.10.9. endorse up to four (4) Trustees selected by Tāngata Tiriti House.

## Recommendation

The meeting endorse:

1. Gill Morgan, as Trustee Board Member from Tāngata Tiriti House (2021-2023)
2. Clause 9.8 (below) will be invoked following the AGM to co-opt Tiso Ross onto the Trustee Board for 2021-2022 for stability and consistency.

9.8. The Trustee Board shall have power to co-opt up to two (2) non-voting members for specific tasks; the Trustee Board shall use its best endeavours to identify persons who have the skills, qualifications and experience required and follow due process to co-opt an appropriate person for a specific term; members shall be informed of any such co-option.

Nā mātou noa, nā,

*Avis Stewart, Michelle Hutton, Tiso Ross, Char Martin, Ranee Davies*

*TWTNoA-PA Trustee Board*



# 10.10.10. Appoint an Auditor, and an Honorary Legal Advisor



Annual General Meeting 2021

## Introduction

Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa constitution indicates that:

10.10. Annual General Meetings shall:

10.10.10. appoint an Auditor, and an Honorary Legal Advisor.

## Recommendation

The meeting appoints BDO Wellington as Auditor and David McLay as Honorary Legal Advisor.

Nā mātou noa, nā,

*Avis Stewart, Michelle Hutton, Tiso Ross, Char Martin, Ranee Davies*

*TWTNoA-PA Trustee Board*

