

Trustee Board Meeting

Meeting #: 04/2021 - M

Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa

Date: August 13th - 15th 2021

Time: 1pm – 9am

Location: Capital Gateway Motor Inn,
Newlands, Wellington

Attendees: Avis Stewart, Michelle Hutton, Tiso Ross, Charmaine Martin, Ranee Davies,

Gill Morgan

Apologies: Nil

Administrative	
1	Karakia & Welcome
1.1	Introductions
2	Conflicts of Interest Register: Avis Stewart: Mid Northland Playcentre Association, Te Waewae Koukou (previous) Michelle Hutton: Blockhouse Bay Playcentre (previous) Tiso Ross: Hataitai Playcentre (previous/life member) Char Martin: Taranaki Playcentre (previous) and Facilitator and Commenter of Education Ranee Davies: Takanini Playcentre (previous) and Centre Support Worker Gill Morgan: Waikanae Playcentre (previous) Space Facilitator and Casual Centre Support Worker
2.1	Minutes of the last meeting: The meeting approved the minutes of the 26 th June 2021 Board meeting.

2.2	<p>Correspondence</p> <p>Correspondence from Co-Presidents Email from the 03/05/2021 to 06/08/2021 has been Accepted.</p>
2.3	<p>Matters arising: From May/June Board Minutes</p> <ul style="list-style-type: none"> - Aotea Island Playcentre is still ongoing, they are struggling to find an appropriately qualified person for the person's responsible list. - Mount Maunganui Playcentre is still ongoing. No new information at this stage. - Granity Playcentre - More information in Property Section of these minutes. - Glenmark Playcentre is still ongoing, there are options for a sale being explored with local church/pastor for Mainly Music. - SSI Hub New Lease and Sale of Building - Staff will remain as SSI office until the long term future of the region is decided. - Cornwell Park Playcentre - Michelle met with centre members during the holidays. The centre is still in a challenging position, they are facing an uphill battle with neighbours regarding resource consent at selected site. The centre members may need to consider alternatives. Avis and Michelle updated Virginia. Virginia will contact Jody Lunn to see what further support can be offered. - Okaihau – The Trustee Board approved the report recommendations via Teams/email on the 09/07/21. <p>Counties Association Office – Rane And Avis cleared out as much stuff as possible out of the office, Operations to sort out clearing the rest.</p> <ul style="list-style-type: none"> - Recess Process -- this is now on the NSM's project list. No new information at this stage. - Venue for Te Whare Tikanga Māori and Tāngata Tiriti – this will be held at the Brentwood Hotel in Wellington on the 29/10/21-31/10/21. - Tikipunga – The lease was completed with Steiner School. - Asbestos – Virginia awaiting peer review feedback on the Asbestos Management Plan from WSP. <p>* The Action list was reviewed (at the end of the meeting minutes)</p>

Governance	
3.1	PEB (Public Excluded Business)
3.2	<p>Hui Papers and Notice</p> <p>The trustee Board brainstormed ideals of what we could do at Whare hui</p> <ul style="list-style-type: none"> • Succession Planning/Trustee selection • Building a shared understanding of “what is Governance” • Regional Representation processes • How to build more connection with Trustee Board? • TT – Meeting quorum • TWTM – Recognising Rōpū • Mahi tahi – Kapa mahi • Tiaro ora – Alignment and Processes • Trustee Board Report – do one to share with both whare • Huringa Pūngao (kotahitanga) • Evolution of Playcentre (Playcentre History) • “Kia whakatomui to haere whakamua”
3.3	<p>AGM Review</p> <p>'The Board discussed the developments in the second online AGM held on 31/8/2021. The Board reflected on the different expectations that became evident during the meeting and considered ways to go forward with representatives especially keeping in mind the Huringa Pūngao strand for 2021 Kotahitanga / Unity</p>
3.4	<p>Governance Policies:</p> <p>The Trustee Board went over the following policies</p> <p>Governance Framework Part A and B</p> <p>The Trustee Board completed the:</p> <p>Risk Governance Checklist</p> <p>Constitution – The scheduled review will happen in 2022.</p>

Reporting	
4	General Manager
4.1	<p>General Manager Report</p> <p>Tabled, discussed, and Accepted</p>
4.2	<p>Playcentre Education Improvement Plan June 2021</p> <p>The trustee board discussed this plan, feedback noted will be sent to the Acting General Manager.</p>

5	Financials
5.1	<p>Spotlight Report for June</p> <p>Tabled, discussed, and Accepted</p>
5	Property
5.1	<p>Buller Bay Playgroup</p> <p>In February 2021, following a request from Buller Bays Playgroup the Board decided to donate \$8,000 to Buller Bays playgroup from Granity Playcentre funds. Subsequent to the February meeting, the Board received further information from ex-members of Granity Playcentre, which necessitated the Board reviewing our initial decision. Following an information gathering and discussion process the Board requested a list of assets (which had been previously owned by Granity Playcentre) from Buller Bays Playgroup. As requested, the Board has received this list of assets from Buller Bays Playgroup. Based on an evaluation of this asset list, the Trustee Board has decided to amend their initial decision made at the Board's February 2021 meeting, to now donate \$2,000 to Buller Bays Playgroup from the Granity Playcentre Funds.</p>
5.2	<p>Tui Road</p> <p><i>Recommendations:</i></p> <p>That Tui Rd Playcentre be put into recess effective immediately</p> <p>The Trustee Board agree to this recommendation.</p>

Centre license to be cancelled. As this is a MoE owned building and land this would trigger clause 9.1 of the POD agreement, meaning that there would be an early termination of our lease.

The Trustee Board agree to this recommendation

Property Coordinator to negotiate the final termination date and ensure that clauses 8.2 and 8.3 of the POD are followed.

The Trustee Board agree to this recommendation, the money in the bank account is to be used in the first instance for clause 8.2

That Papatoetoe Playcentre have first right of refusal of any resources at Tui Rd, with the remainder to be distributed or sold to local Playcentres.

The Trustee board agrees to Papatoetoe Playcentre getting first right of refusal. An asset list should be compiled, including the data of where the items were distribution to.

Incase of the centre reopening within 2 years, the items can be retrieved. The Trustee Board do not agree to other centres having to purchase Tui Road equipment.

Option to delegate Papatoetoe or other local centre to run a closing sale at Tui Rd as a fundraiser to save staff hours, or Additional staff hours to be allocated to oversee distribution of resources.

The Trustee Board's question to the Acting General Manager is to please provide the board with an estimated budget of hours and total cost of clearing out the centre from an employee.

That the Board determine if any of the remaining funds for Tui Rd be transferred to Papatoetoe to support the merging of the membership. (Currently \$3,674 in bank with approx.\$2,500 to come in Bulk Funding.)

The Trustee Board do not agree with this recommendation, any funds in Tui Rd Playcentre's bank accounts will be ringfenced and will be distributed at the Trustee Board's discretion. The Trustee Board authorise Michelle and Avis (Co-Presidents) to approve necessary costs to ensure 8.2 and 8.3 of the pod agreement.

Regional staff to develop final timeline for preparing building and grounds to be surrendered to MoE.

The Trustee Board agree to this recommendation.

Meeting Closed: 10:30pm

Matters Arising:

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
02/2019-M	Enrolment and Completion Data for PTE Students to be provided at each TB meeting	2	GM	On-going
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	
03/2019-M	The process for a community consultation meeting prior to selling building is to be followed up.	2	NSM	
03/2020-M	FM to produce Spotlight report each month and load to Teams	3	FM	On-going
02/2021-M	Structure and upload of reports to teams: e.g. Property 1. Summary report – for each decision give a short summary and recommendations a. Decision 1 Folder (documents in this order): i. Detail summary document – full background information, any previous decisions made, updates since last presented ii. Relevant attachments – proposals, leases, plans, emails, minutes of community meetings, valuations, etc b. Decision 2 Folder.....	1	GM	On-going
02/2021-M	Playcentre Aotearoa property policy will read “all proceeds from sales of assets will be allocated by the Trustee Board”.	1	GM	
02/2021	The letterhead needs to be changed on the website with the family logo on it not the flower. AL (action List)	1	CM	

Action List Notes:

- Status of item: 1-Not started, 2-In progress, 3-Complete
- Owner: CPx2-Co-Presidents, GM-General Manager, FM- Financial Manager, CM – Communications Manager, NSM – National Service Manager

Next meeting:

Date: Saturday 18th September 2021

Time: 9am

Venue: Zoom Online Meeting

Meeting minutes approved: Saturday 18th September 2021