



Te Whānau Tupu Ngātahi o Aotearoa

Kaitiaki | Trustee Board nomination form

The successful nominee will need to complete a form for 'fit and proper person' and 'conflicts of interest' statutory declarations, which are required from governing members of a private training establishment (PTE) under the Education Act 1989 ("the Act")

Policy (Pre-requisites-Remits from NZPF Conference 1993):

- All Playcentre Aotearoa Officers and nominees (elected and/or appointed) to have completed Treaty of Waitangi workshops and participate in ongoing training in Treaty and Bi-Cultural related issues.
- Representatives reflect their commitment to Playcentre by choosing Playcentre as the main early childhood education for their children

Name: Jody Lunn

Playcentre: Paremata, Porirua

Te Upoko o te ika a

Rōpū Māori: maui

Region: Lower North Island

EDUCATION AND SKILLS THAT WOULD ADD VALUE TO THE TRUSTEE BOARD

What have you bi-culturally contributed to your Playcentre | Rōpū Māori?

As President of Paremata Playcentre I chose to attend for a 3rd Playcentre duty day to attend a term of bilingual sessions at the adjacent Paekakariki Playcentre with my daughter in 2018. This term solidified the benefits of these reo rua sessions as a way forward for ensuring tikanga and te ao maori thrive in our centres for me.

Following this term of attendance I proposed, and the centre subsequently agreed to invite Whaia Wai to join our centre as volunteer for one session per week. Whaia Wai is a valued Kuia of Playcentre in Wellington, bringing her knowledge, her aroha and guidance to our centres over many years. Whaia Wais involvement and influence at Paremata has continued since and has encouraged other members to begin their reo journey and to understand the importance of te ao maori.

As Treasurer for WPA association for the 18months prior to amalgamation, I was able to consider the financial position and make recommendation to the 2x clusters and ropu prior to transferring funds to the amalgamated entity. As such we were able to honour the previous WPA Exec committees wishes to transfer \$150k minimum to the new Playcentre Aotearoa entity, as well as making available a fund for each Playcentre to be able to support member Education (approx \$3.5k per centre) , in any way they each saw fit (babysitting, support worker wages for a session for a year, mileage for member travel to workshops etc). I also proposed a total fund of \$10k be distributed to each of the centres holding bilingual sessions (4x) to enable a Noho Marae to be held for members of Wellington centres to attend. These funds were made

available, however the noho has been deferred twice due to the pandemic and marae availability. Fingers crossed for 2022.

My children attended Playcentre as their primary ece for their pre-school years. I started when my daughter was born and my son had just turned 2, after completing SPACE with my son in his first year. My children also attended the local Kindergarten for 1 to 2 days per week in their final year before starting school (ironically, primarily so that I could fit in my hours working for Playcentre Aotearoa!). My childrens attendance at Playcentre varied between 2 and 5 sessions per week. My personal attendance on session varied between the minimum 1 session, up to 3 sessions per week at times, also filling in for others as the need arose on occasion.

What will you contribute to Te Whānau Tupu Ngātahi o Aotearoa?

- Business acumen, gained through university study and 15 years working fulltime and 4 years part time in commercial interiors, business management, property management and residential architectural design in NZ.*
- Property management and construction Knowledge*
- Wide knowledge of Playcentre, through SPACE attendance in 2013, centre volunteer 2014-2019; centre treasurer (2015-17); centre vice president (2016), centre president (2017-2019); Association property convenor (2017-2018); Association treasurer (2018-2019); achieved Playcentre Course 3 within 2 years of joining playcentre (prior to transition to new education system).*
- Experience as a recent graduating Playcentre whanau (graduated in term 4 2019)*

What will you contribute to the Trustee Board?

Construction & Property industry

- ● Knowledge of construction methods for commercial building and interior fitout. - ● Architectural design skills and understanding of building code and standards.
- ● Project Manager of interior and new build projects across NZ.
- ● Facilities management for commercial clients; actioning maintenance, managing building compliance and preparing and evaluating tenders.

Marketing and Administration

- ● Writing, proofreading and editing content for expressions of interest and tenders, including assembling documents in Indesign and Photoshop.
- ● Managing customer product ranges including preparing client catalogue submissions, establishing pricing and ordering procedures.
- ● Preparing monthly sales and project reports for clients and senior staff.

Management

- ● Managed teams of nationwide staff, including designers, project managers, customer services and installations teams.
- ● Senior Management Team member, working alongside General Manager and Chief Financial Officer navigating a business through a merger, acquisitions and restructures.
- ● Client manager for key accounts, planning and reporting regularly.

Communication, Planning and Organisational skills

- ● Effective communicator and excellent time management skills. High level of professionalism and adaptability.
- ● Able to think strategically whilst focusing on details and producing results. - ● Developing te reo skills and knowledge of te ao maori and tikanga.

Early Childhood & Education industry

- ● Playground training, certified to operationally audit playgrounds to NZS5828:2015. ● Worked in a play based learning primary school.
- ● Facilitating session based education for preschool children and whanau.

Provide a brief non-Playcentre work, volunteer, education and life history prior to and/or

during Playcentre

Regional Property Coordinator, Playcentre Aotearoa, March 2018 – Current
Lower Hutt based property contact for 95 north island early education centres providing grounds and building advice to the committees. Liaising with staff, as well as territorial authorities and contractors to maintain compliance and leases. Part time role.

Teacher Aide, Adventure School , Oct 2019 – 19 Dec 2019 Outdoor Play teacher aide role, supporting new entrant growth in the junior classes primarily facilitating outdoor play in the play based learning environment. Fixed term, 6 hr per week.

National Manager – Projects & Marketing Jul 2010 – Jan 2013 **Dexion Commercial NZ Ltd**, Lower Hutt

Managing delivery of sales support functions, installations and project teams, pricing and marketing for clients nationally. Working closely with General Manager and senior leadership team to manage production, procurement, manufacturing and assembly. Contributor to NZ strategic plan and implementation of restructures post amalgamation of Optim with Precision, then acquisition and amalgamation with Dexion Commercial, and subsequent acquisition by GUD Holdings Ltd.

National Manager – Optim Projects & Design Jul 2008 – Jul 2010 **Dexion Commercial NZ Ltd**, Lower Hutt

Delivering core services and property role outs to national clients along with the project team. Navigating amalgamation of business units within a larger business entity. Diversifying client base.

National Manager - Projects & Design Dec 2004 – Jul 2008 **Project Manager, Projects division** Dec 2002 – Dec 2004 **Architectural Designer, Projects division** Oct 2000 – Dec 2002 **Optim Group Limited**, Lower Hutt

The projects division provided nationwide architectural, interior design and project management services to a number of commercial clients and complemented a furniture production facility. Primarily servicing nationwide government clients. Core responsibilities included space planning and detailed design for building consent and tendering; interior design and finishes selection; building and maintaining client relationships; job costing, pricing and project cost control; furniture design and logistics; On-site construction and contractor management; project management of construction and furniture installation; managing staff effectively for commercial success and team satisfaction

Facilities Administrator & Contracts Manager Nov 1999 – Oct 2000 **Knight Frank Limited**, Wellington

Responsibilities included receiving client work requests, dispatching contractors, processing quotations and invoices, customer service, database maintenance & reporting, property inspections, building warrant of fitness maintenance and tendering of contracts.

Adventure School PTNi (Parent Teacher Network Incorporated) • Secretary. May 2019 - **mid 2021** • General committee member. Feb 2018 – current

Paremata Playcentre

- President, 2 consecutive years. Oct 2017 - Sept 2019
- Vice President, Oct 2016 Oct 2017
- Treasurer, 2 consecutive years. Aug 2015 - Oct 2017
- Duty team member. Feb 2015 - Oct 2019

Whitby Toy Library General committee member June 2015 - July 2019

Wellington Playcentre Association

- Treasurer. Oct 2017 - June 2019
- Property Convenor Oct 2016 - Oct 2017

***Time Commitment** – please comment on your ability to meet the time commitment for the Trustee Board Member role:*

I currently work 25 hours per week as an Architectural Designer for a small residential architectural business. I also work 10 hours per week in the role of Regional Property Coordinator for Lower North Island.

I have recently stepped down as Secretary of my local School PTA, which took a number of hours each term in setting agendas, typing minutes and managing email accounts. I am transitioning to being a general committee member and will continue with arranging the school discos when we can return to holding events.

I would look to transition my hours of paid employment with Playcentre Aotearoa to ensure I can commit the hours for trustee board member.

I do not wish to be considered for the Co-President trustee role.

I believe there are efficiencies to be gained in the time commitment of the trustee board now that we have a CEO appointed and inducted. I believe staff need to be encouraged and empowered to do more to support centre members to understand governance and to be governors. I believe the trustee board, staff, alumni volunteers and centre members need to work together to advance Playcentres' status as the choice for whanau led early childhood education in NZ. The amalgamation has brought huge change to the structure of Playcentre. Society continues to evolve, Playcentres governance administration needs to as well to ensure our systems, and processes remain valid for today's tamariki and matua. We all need to commit to communication and connection, the foundation of Playcentre.

REFERENCES

Name of referee	Marina Cook, former Playcentre Aotearoa CFO
Telephone	Provided on enquiry
Email	Provided on enquiry

If you have questions you wish to be directed to the nominee, please send them to the *Whare / House Administrator* to be forwarded on.