



## ANNUAL GENERAL MEETING

Aro Arataki Children's Centre

Thursday 1 October 2020

7-8 pm

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## GOVERNANCE GROUP AT 30 JUNE 2020

- Linda Harvey-Fitzgerald – Chairperson
- Duncan Law – Treasurer
- Kendyl Armstrong – Secretary
- Matthew Teirney - Member
- Ellie Chung – Centre Director
- Victoria Butler – ADHB Representative
- Julianne Exton – ECE Advisor

## MANAGEMENT STATEMENT FOR THE YEAR ENDED 30 JUNE 2020

The Governance Group is responsible for the judgements made in the operations of the Society and the financial statements being presented at this meeting.

The Financial statements fairly reflect the Society's financial position and operations for the year ended 30 June 2020.

The Governance group is responsible for overseeing the financial reporting processes undertaken by management.

Authority is delegated to the Centre Director around responsibility for ensuring a system of internal control designed to provide reasonable assurance as to the integrity and reliability of financial reporting.

# AGENDA

1. Welcome
2. Apologies
3. Minutes of Previous Meeting for AGM held on 19 September 2019
4. Chairperson's Report – Linda Harvey-Fitzgerald
5. Treasurer's Report – Duncan Law
6. Presentation and Adoption of the Statement of Accounts – James Butterworth, Accountant
7. Appointment of Auditor
8. Confirmation of Governance Group

It is time to farewell retiring member Matthew Teirney. Matt has worked diligently with the governance group over the past years and most recently as Chair. Matthew your valuable input and presence will be greatly missed.

The following current parent members have been nominated and are available for the coming year:  
Linda Harvey-Fitzgerald, Duncan Law and Kendyl Armstrong

New nominations were received from Grace McMonagle, Jarrod Blundell, Heather Carmichael and Amanda Welch by the final date for nominations which was Friday 25 September 2020.

9. General Business
  - a) Proposal to amend Rules of the Society.
  - b) Proposal to change name of the Society.

## MINUTES

Minutes of the Annual General Meeting of the Greenlane and National Women's Hospital Creche Inc held on premises at 1630 hrs on Thursday 19 September 2019.

Present: Linda Harvey-Fitzgerald, Matthew Teirney, Kendyl Armstrong, Jo Levy, Kelleigh Embers, Duncan Law, Emma Robertson, Sravan Eatoor, Ashleigh Sisepe, James Butterworth

Staff present: Luisa Luani, Lynn Scott

### 1. Apologies

Pathak Utsav

Moved: Matthew Teirney Seconded: Ashleigh Sisepe - CARRIED

### 2. Minutes of previous meeting

The minutes of the previous AGM, held on 27 September 2018, were approved.

Moved: Linda Harvey-Fitzgerald Seconded: Matthew Teirney - CARRIED

### 3. Matters Arising

There were no matters arising.

### 4. Chairperson's Report

The Chairperson's report presented by Matthew Teirney was confirmed.

### 5. Presentation and Adoption of the Statement of Accounts

Presented by James Butterworth and was confirmed. IT WAS RESOLVED THAT THE financial statements for the financial year end 2019 be accepted.

Moved: Sravan Eatoor Seconded: Matthew Teirney - CARRIED

### 6. Appointment of Auditor

IT WAS RESOLVED THAT Michael Stowers be appointed as our independent auditor for the coming year.

Moved: Sravan Eatoor Seconded: Matthew Teirney - CARRIED

### 7. Election of Governance Group

New committee members:

Duncan Law, Kelleigh Embers, Kendyl Armstrong, Emma Robertson. Ashleigh Sisepe, Pathak Utsav

Continuing Committee members:

Linda Harvey-Fitzgerald, Matthew Teirney, Sravan Eatoor

Moved: Linda Harvey-Fitzgerald Seconded: Matthew Teirney - CARRIED

### 8. General Business

Nil

Next AGM – TBC

## REPORTS

### 1. Chairperson's Report – Linda Harvey-Fitzgerald

It is my pleasure to present this report as the Chair of Aro Arataki on behalf of myself and Matthew Teirney, who was Chair for the earlier part of this year.

Aro Arataki went into this year with an Interim Director and other staffing gaps. This was a difficult position to be in to start the year off and was followed by a challenging time for the centre.

I would like to take this opportunity to sincerely thank Luisa Luani who stepped into the Interim Director role, and Lynn Scott our Office Manager, who together ensured that the day to day operation of Aro Arataki continued.

Following a series of concerns being raised with the Committee and Ministry of Education, the centre undertook several investigations both independently as well as with the support of the ADHB HR team. The centre also underwent a full centre review by the Ministry of Education. Since that period Aro Arataki has been operating under a provisional licence.

All outcomes from our own investigations were implemented with the support and guidance of the ADHB HR Team. We were fortunate to have the support of this valuable resource and I hope that this gives you confidence that the processes followed were of a high standard. Victoria Butler, HR Manager was instrumental in supporting the centre, along with her team and she has been an active voice within the Committee since she started with us earlier this year.

As difficult as it was for Aro Arataki to undertake a Ministry of Education review and be moved to a provisional licence, it has given us a roadmap for moving forward. Along with this we were successful in gaining the support of Julianne Exton, recently retired Centre Director of Kids Domain to support the centre from April onwards.

We were also successful in our recruitment for the Centre Director role and were delighted to have Ellie Chung join us as Centre Director for the later part of the year. We are also very fortunate to continue to have Julianne involved to support the transition and as we work through the Ministry of Education requirements.

The provisional licence we have been working under has provided the centre with external professional development input that is supporting the on-going professional learning and development of the staff. We have had several visits by the Ministry of Education since the first review and have had positive feedback about the changes and improvements that have been implemented in the centre. This has been accomplished in a very short period of time, and with the additional challenges of closures and working under the Covid-19 Alert level restrictions. The hard work put in by the whole team has not gone unnoticed and this has given the centre the opportunity to refresh itself.

A fundamental part of any ECE centre is its philosophy statement. Our centre philosophy is currently being reviewed and unpacked by the team and when completed will underpin how the centre operates, will inform our teaching practices and will support continued development.

There has been significant investment this year in upgrading the centre, from furniture, resources and updating of IT equipment. There are more plans underway to ensure that the environment is of the highest standard and is engaging for the tamariki.

The committee has put in a significant amount of time supporting the centre this year and I would like to thank you all for your commitment. Julianne, and now Ellie have picked up the reins and this has allowed the committee to return to acting as the governance body rather than being involved in the operational aspects. This is the intention of the committee and supports a sustainable model for the future.

As we plan for a sustainable future, we have reviewed our rules and updated our essential operational policies and practices. The committee has been renamed from 'Management Committee' to 'Governance Committee' to be clear about its role moving forward.

The changes we have seen in a very short time have been immense and I can't credit Ellie, Julianne and their team enough for their work since April. I can see that the centre is in excellent hands and I hope that all our members can see the impact this is having on their tamariki.

We are very lucky to have a team of staff who are committed to the tamariki and the centre and have embraced and blossomed with the changes in the last few months.

**Linda Harvey-Fitzgerald,  
Chair**

## 2. Treasurer's Report – Duncan Law

Evening, this is my first treasures report since filling the treasure role when Sravan Eatoo stepped down in April this year.

Aro Arataki Children's Center finances continue to be in a strong position. The Ministry of Education review and the impact of Covid-19 led to unforeseen changes in expenditure and income for the 2019-2020 financial year.

For the 2019-2020 financial year, the governance group had set a break-even budget, but due to unforeseen changes in staffing and New Zealand Government wage subsidy the centre ended the financial year with an operating surplus.

### **Income**

Income for the 2019-2020 financial year increased from the previous year due to the wage subsidy and the government funding continuing during the Covid-19 lockdown. However, income from fees dropped due to the Covid-19 Level 4 lock down which saw the centre closed with no fees being charged to members during April and operating with restricted members present for Level 3 and subsequent levels.

Following the Covid-19 lockdown and restrictions a number of members have withdrawn from Aro Arataki reducing the total occupancy for the centre.

**Expenses**

The management and governance committee continue to monitor and control expenditure. However, we had some unexpected changes to staffing, with the previous centre director resigning in late 2019 along with other resignations and staff taking parental leave. The governance group opted to take a cautious approach to new staff appointments which resulted in reliever costs being higher for the financial year as registered relievers provided the required registered teacher numbers for funding. This increased the overall expenses for the financial year

**Balance Sheet**

The balance sheet remains in a strong position with the Centre holding reserves of \$900,000 currently held in term investment accounts and our on-call savings account

**Looking forward**

Following the Ministry of Education review the governance group reviewed all salaries. This increased staffing costs for the next financial year. This and an increase in the staff development budget have necessitated a 10% increase in fees from August 2020 and a further 5% increase in early 2021.

This is the first fee increase at the centre in 7 years and was considered necessary so that the centre may attract and retain registered teachers in a very competitive sector and also equip, resource and maintain the learning environments to benefit our children.

**Audit**

We have submitted our financial records to be audited by Michael Stowers ACA as per best practice. We are pleased to announce that the report has met our expectation and standards required.

**Duncan Law,  
Treasurer**



## BUDGETS

### Aro Arataki Children's Centre

#### Operational Budget July to December 2020 – 6 months

	2020 - 6 months
<b>INCOME:</b>	\$
Fees – ECE from Parents	314,686
Fees – Enrolment	900
ECE Funding Grant from MOE	409,714
Fundraising	600
Interest	18,000
Other	2,100
<b>TOTAL INCOME</b>	<b>\$746,000</b>
<b>EXPENSES:</b>	
ACC Levy	3,000
Accounting	2,400
Advertising and recruitment	600
Audit	3,800
Bank fees	120
Cleaning Nappies & Bathroom Supplies	9,000
Computing resources and maintenance	300
Contractors	33,000
Depreciation	18,000
Educational equipment & resources	12,000
Events and Society Expenses	3,000
Freight and courier	60
General and administration	600
Groceries and kitchen supplies/equip	27,000
Insurance	5,000
Legal & HR (Employure)	9,000
Licenses for software	4,200
Linen and laundering	6,000
Office Equipment and assets <500	1,200
Parking	600
Printing and stationery	2,400
Reliever contract	36,000
Repairs & maintenance	3,000
Salaries (inc. holidays, Kiwi saver, allows)	555,820
Staff meetings, events and welfare	4,200
Subscriptions & Registrations	1,800
Telephone and internet	300
Training, PD and research	3,000
Website maintenance and costs	600
<b>Total Expenditure</b>	<b>\$746,000</b>
<b>Surplus/ (Deficit)</b>	<b>0</b>

## NOTES TO OPERATIONAL BUDGET FOR THE SIX MONTHS JULY TO DECEMBER 2020

All amounts in the budget are exclusive of GST. This budget is the first without the OSP and is solely set up for running an ECE programme. The budget is for a 6-month period from 1 July 2020 to 31 December 2020 and based on approval from IRD to change balance date to 31 December each year from 2020 onwards.

1. Fee Income is based on targeted average child occupancy of 85% with a maximum role of 70 children. 20 in Kiwi, 20 in Kea and 30 in Tui. This is the first increase since 2014 which has required an initial 10% increase to the base fee rate of approx. \$5.00 per child per day. A further increase of 5% to base fee rates will follow in the budget for the 2021 financial year. The overall increase to fees averages out at 2.5 % each year across the previous 6 years which is less than the average cost of living increases.
2. Ministry of Education Income is based on 85% occupancy at the 80% MOE funding rate that will apply from 1 July 2020. The MOE 20 Hours ECE subsidy is applied to children 3 years and over. In 2021 it may be possible to apply for a higher level of ECE funding of 100% required registered teacher status is consistently attained.
3. Salaries (with holiday pay, kiwi saver and allowances included) includes a 3% 'cost of living' increase for staff, plus individual adjustments for training, qualification steps, and other required changes. There is holiday pay provision and a 3% loading for Kiwi Saver compulsory employer contributions. Payment for staff to attend evening staff meetings is also included.
4. Contract Reliever cost is an estimate only and provides for relief teacher cover for 45% of teaching staff leave. There is also provision for practicum leave for two teachers who will be taking up qualification training from July 2020. Actual costs above estimates may negatively impact financial results. This may be unavoidable because strict minimum adult: child ratios are required for the service to remain operational and claim staged levels of MOE funding.
5. Contractor, accounting and legal expenses have been provided for any contract personnel engaged to work within the service for this period of change management.
6. Training, professional development allows for qualification training for 2 teachers who are enrolled at Unitec from July 2020 along with professional learning for other staff as appropriate. Provisionally registered teachers will be involved in a minimum of 2 years supervision. All staff will be involved in the SELO professional learning provided free of charge by the Ministry of Education between June and November 2020.
7. The ACC Levy is based on current ACC levy rates x projected salary allocation.
8. Interest income is based on \$900,000 funds fixed on term investment at 2.00% interest plus funds in on call savings account. The best possible interest rates for term investments of up to 12 months at approved banks will be sought. Current interest rates remain low therefore interest income may be slightly over estimated.
9. Depreciation expense is based on current rates applicable as per IRD schedules. These are listed on the Aro Arataki asset schedule and calculated using diminishing value method and accrued monthly.
10. All other expenditure estimates are based on actual figures for the previous year.
11. Any surplus will fund future projects. Any loss will be offset by surpluses from previous years.

## Aro Arataki Children's Centre

### Capital Expenditure Budget July to December 2020

Project Name	Detail	Estimate	\$
Modular classroom Furniture	Replacement art, music, block, and book storage units for learning environment. Optional suppliers and prices for each unit on hand.		10,000
Data Project and Screen	Ceiling mounted data projector, pull down screen with ceiling mounted sound, and data ports – in new 'Project Room/Gallery'		5,000
Laptops – Teacher Workspace	Laptops for adult teacher release (non-contact) work-space upstairs x 3 Lenovo X390		6,700
Additional Laptop	Laptop for new Director		
Website Design and Development	Design and implement Aro Arataki website with interface to Childcare Management Software		6,000
Single Dish Drawer	Install and plumb single dish drawer to staff room		1,500
	Total:		\$29,200

**These are estimates only and are GST exclusive.**

**This budget is funded from depreciation and any surplus invested from previous years.**

## PLANS

### 1. Strategic Visioning Statements July 2020 to December 2023

A	Curriculum, research and professional learning Regulation 43
1	Children: <i>Visioning Focus – to create environments and opportunities where Children freely come to know themselves, the people they are with and to experience the natural and created world they inhabit at their own pace as agentic learners.</i>
2	Community: <i>Visioning Focus - to reimagine ways to connect with each, rediscover what community means to us, and how this will be authentically expressed at Aro Arataki</i>
3	Bicultural Practices: <i>Visioning Focus - to develop shared understandings of the bicultural identity of NZ and what this means in a multicultural society and for our every-day moments and teaching practices.</i>
4	Citizenship: <i>Visioning Focus - take seriously our responsibility for the world we share and ensure our practices are ethical and reflect socially just values</i>
5	Teacher Thinking - Learning and Development and Practice: <i>Visioning Focus - teachers to demonstrate an understanding of children’s learning, their interests, whanau and life contexts through making learning visible within the centre, and in their communication with families.</i>
B	Premises/facilities and health and safety: Regulations 45 and 46
6	Projects, Health and Safety: <i>Visioning Focus - to invest in and resource projects for improvements for Aro Arataki’s people, places and things in order to support the strategic vision and aspirations of our centre.</i>
C	Governance, management and administration: Regulation 47
7	Governance: <i>Visioning Focus - to foster communication within our Aro Arataki community (parents, teachers, children), in ways that invite participation and shared understandings with our purpose and philosophy.</i>
8	Management and Administration: <i>Visioning Focus - to provide a quality ECE service in a resourceful and financially sustainable manner.</i>
9	Networks: <i>Visioning Focus - connect and network in ways that broaden our community and that strengthen this organisation</i>

## 2. Short Term Plan July 2020- December 2021

1. Curriculum, research and professional learning Regulation 43			
<p>Children:</p> <p><i>Visioning Focus – to create environments and opportunities where Children freely come to know themselves, the people they are with and to experience the natural and created world they inhabit at their own pace as agentic learners.</i></p> <ul style="list-style-type: none"> <li>○ Teachers to strengthen teaching practices ensuring children are engaged and supported to develop within mixed age settings.</li> <li>○ Teachers to develop the art of being fully present while engaging in meaningful and positive interactions with children.</li> <li>○ Teachers to notice the ways that children learn in and through the inside and outside environments and make this visible through a variety of forms of documentation.</li> <li>○ Children will be able to see themselves and their experiences reflected back to them through pedagogical documentation that is generative and accessible.</li> <li>○ To develop a living infant and toddler curriculum and ‘kaupapa’ (ways of working) for infants and toddlers</li> <li>○ To enhance experiences of transitioning for older children as they prepare to leave for the wider world</li> </ul>	Who?	When?	Done?
	Director with Ed Leader and Teachers	June – Dec 2020	
<p>Community:</p> <p><i>Visioning Focus - to reimagine ways to connect with each, rediscover what community means to us, and how this will be authentically expressed at Aro Arataki</i></p> <ul style="list-style-type: none"> <li>○ Children and teachers engage in regular ‘outings’ to spend time and make connections with natural world of Cornwall park and the neighbourhood of the Greenlane Clinical centre grounds.</li> <li>○ Further develop teacher competency using Story Park for engagement and communication with parents around parent/whanau aspirations for their child and about their child’s learning.</li> <li>○ Hold at least two whole community social events each calendar year to celebrate</li> </ul>	Who?	When?	Done?
	Team Leaders Ed Leader Director	Oct 2020  July 2020  Aug, Oct, Dec 2020 TBC 2021	
<p>Bicultural Practices:</p> <p><i>Visioning Focus - to develop shared understandings of the bicultural identity of NZ and what this means in a multicultural society and for our every-day moments and teaching practices.</i></p> <ul style="list-style-type: none"> <li>○ Review of Te Tiriti o Waitangi Partnership policy and bicultural practice and identify areas for further learning</li> <li>○ Explore together the concept of Manākitanga</li> <li>○ Teacher practices and ways of working/being together in the centre will strengthen children and adults to be confident in their individual and cultural identity and to understand and respect others.</li> </ul>	Who?	When?	Done
	Director  Team Leaders  Ed Leader	Sep-Dec 2020   Feb-Apr	

<ul style="list-style-type: none"> <li>○ Offer voluntary and fully funded in centre te reo lessons for all staff that are able and interested.</li> </ul>		2021	
<p>Citizenship: <i>Visioning Focus - take seriously our responsibility for the world we share and ensure our practices are ethical and reflect socially just values.</i></p> <ul style="list-style-type: none"> <li>○ Engage in a sustained PLP programme through the SELO provisions of the Ministry of Education and through this encounter the concepts of citizenship, ethical practice, and values-based learning.</li> <li>○ Establish positive team culture amongst teachers and create new ways of working together.</li> </ul>	Who?	When?	Done?
	Centre Director Team Leaders	June-Nov	
<p>Teacher Thinking - Learning and Development and Practice: <i>Visioning Focus: teachers to demonstrate an understanding of children's learning, their interests, whānau and life contexts through making learning visible within the centre, and in their communication with families.</i></p> <ul style="list-style-type: none"> <li>○ Teachers to engage in professional learning that re-introduces core areas of Te Whariki (2017): <ul style="list-style-type: none"> <li>● A focus on learning that matters here.</li> <li>● Language, culture and identity of the learner is affirmed.</li> <li>● Every child experiencing a rich curriculum</li> <li>● Parents and whānau engaged in their child's learning</li> <li>● Personalised pathways to school and kura</li> </ul> </li> <li>○ Utilise internal evaluation as the vehicle for enhancing teacher knowledge and practice around curriculum criteria. Facilitated through a mix of whole team PLD and one on one mentoring.</li> </ul>	Who?	When?	Done?
	Director	July	
	Director	Aug-Nov	
<b>2. Premises/facilities and health and safety: Regulations 45 and 46</b>			
<p>Projects, Health and Safety: <i>Visioning Focus - to invest in and resource projects for improvements for Aro Arataki's people, places and things in order to support the strategic vision and aspirations of our centre.</i></p> <ul style="list-style-type: none"> <li>○ Fund and carry out projects as agreed and provided for in Capex Budgets (refer to Capex Budgets 2020 and 2021)</li> <li>○ Implement new Health and Safety Policy, Programme and annual plan and review. This includes establishing a HS committee with staff representative from each room.</li> <li>○ Review health and safety practices and design procedures that meet children's act requirements and demonstrate best practice.</li> </ul>	Who?	When?	Done?
	Governance	Jul-Dec 2020	
	Director with HS Committee	Aug 2020-Aug 2021	
<b>3. Governance, management and administration: Regulation 47</b>			
<p>Governance: <i>Visioning Focus - o foster communication within our Aro Arataki community (parents, teachers, children), in ways that invite participation</i></p>	Who?	When?	Done?

<p><i>and shared understandings with our purpose and philosophy.</i></p> <ul style="list-style-type: none"> <li>○ Review philosophy to reflect what Aro Arataki aspires to be and become</li> <li>○ Develop and strengthen governance group membership, knowledge and culture</li> <li>○ Review Rules/Constitution of the Society</li> <li>○ Survey parents to gauge communication and satisfaction.</li> <li>○ Survey employees to gauge engagement and satisfaction.</li> <li>○ Develop the next long-term plan/strategic vision for the service</li> </ul>	Community	Aug 2020	
<p>Management and Administration: <i>Visioning Focus - To provide a quality ECE service in a resourceful and financially sustainable manner.</i></p> <ul style="list-style-type: none"> <li>○ Review of policies and practice to ensure all teachers are actively engaging parents and whānau in their child’s learning.</li> <li>○ Integrate technology platforms to allow shared access and use of information and resources e.g. Discover/Xero/Smart Pay</li> </ul>	Governance Governance Director Director Governance	Jul 2020 Jul 2020 Nov 2020 Nov 2020 Oct 2020	
<p>Networks: <i>Visioning Focus - connect and network in ways that broaden our community and that strengthen this organisation</i></p> <ul style="list-style-type: none"> <li>○ Review service supply agreement with the ADHB, and the license to occupy building 29</li> <li>○ Actively network with ECE services from other DHBs</li> <li>○ Engage with Human Resources representative from the ADHB</li> </ul>	Who?  Governance Office Manager	When?  July 2020 onwards July 2020	Done?   Done?

**We are committed to furthering the purposes of Aro Arataki Children’s Centre and to serving our community every day.**

**Thank you for attending the AGM**