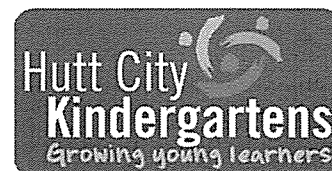


Governing Board Meeting: Minutes



26th June 2018

HCK Association Offices

Unit 4, 125 Naenae Road, Naenae

Attendees: Andy Cleave (Chairperson), Bronwyn Davies (deputy chair), Jo Culhane (staff rep), Lynette Glover, Christine Newson, Kaye Goodall, Norma Roberts (Senior Teacher), Tony DeLorenzo (GM)

Guests: Leisha Pettigrew, Andy Rodger, Nicole Galuska, Gwen Davitt

Apologies: Kate Fitzgerald,

Actions arising from previous meetings

#	Action	Due Date	Revised Date Due
1.	Andy to contact Dave to get a handover for the President Role Contact has been made but to meet for handover Not actioned. However, need to get President's folder from David. Ask David to hand it into Kindergarten. Andy to follow up again with David.	March 2018	July-18
2.	Tony to review JD and update, Christine and Tony to meet to start discussing HR requirements. Action: Christine and Tony to meet on Tuesday next week and complete before next board meeting	May 2018	July 2018
3.	Board to consider specific actions because of the Board survey. Action: Bronwyn to present at next Board Meeting	July 2018	

Actions arising from current meetings

#	Action	Due Date
1.	Jo/Tony to set up internal staff rep email	June 2018
2.	Andy to add Staff Reps to the agenda items	June 2018
3.	Lynette & Tony to discuss content of the Financial Report.	August 2018
4.	Tony to review the current staff rep Job Description and seek feedback on base camp prior to elections in October	September 2018
5.	Tony to draft up comms message to go out to teachers around the role of the staff rep	October 2018
6.	Tony to complete a review of the other two big building projects and present these to the board in July.	July 2018

1. Meeting opening

The meeting opened with the Karakia.

2. Confirmation of Agenda, Minutes and Matters Arising

Declaration of Conflict of Interest – Leisha needs to declare a conflict due to being a lawyer, she is not able to give out any legal advice outside of her Government Department. Andy Rodger declared a conflict with working at IRD, and not being able to give tax advice.

Changes to Agenda: Strike out staff report. MOVED: Andy SECONDED: Bronwyn. The motion to accept the agenda was CARRIED.

Confirmation of the minutes from the previous meeting – Point 3, General changed to Education. MOVED: Christine SECONDED: Jo. The motion to accept the minutes was CARRIED

Matter arising not covered in the agenda: N/a

3. Co-option of Incoming Board Members

3 voting positions (once Christine leaves tonight), 1 co-opted position.

Christine has officially resigned tonight and will hand over her voting rights at the end of the meeting tonight. Andy Rodgers will refrain from voting tonight and will be co-opted at the end of the meeting.

Gwen Davitt needs to be given honorary membership to the Association before voting MOVED: Andy, SECONDED: Bronwyn. Voting – all members voted yes, there were no No's. The motion to give honorary membership to Gwen Davitt was CARRIED.

Motion to Co-opt Leisha Pettigrew, Nicole Galuska: MOVED Andy, SECONDED: Christine, voting – all members voted yes, there were no No's. The motion to co-op Leisha and Nicole was CARRIED.

Motion to co-opt Andy Rodger at the end of tonight's meeting MOVED: Andy, SECONDED: Lynette, voting – all members voted yes, there were no No's. The motion to co-op Andy was CARRIED.

Volunteers called for minute taking role, Bronwyn and Leisha to share this going forward.

Welcome to all the new board members.

4. Aoga Amata, Samoan Early Childhood Centre

What is the difference between HCK in teaching criteria, it is play based like HCK, and covers 6 months to 6. Written documentation and language used is Samoan.

Lack of support and Governance is a key issue for Aoga Amata, current staff undertake all different roles at the centre.

Questions around the financial viability and if we choose to invest, what investment are we making and will this put at risk any of our Kindergartens

Integrating existing resource Pacifica, Auckland identify their different Kindergartens by calling them Kindies

Van service is still in operation so how would you use this to our advantage to encourage enrolments within the catchments

Staff wanting the point of difference, feedback from staff on the strategy, best interest of children at the heart of the Kindergarten – 6 hours not full day-care hours. Need to address this context with staff in an open environment, how do you address this so everyone feels comfortable. It is the issue of Kindergarten staying separate from day-care models

Debt, what is being done to reduce this by the centre to clear some of this or settle?

No decision required tonight, Tony will provide further information around:

- Accurate Financial picture, more information on Empower
- Comparisons of what other Kindergartens are running
- Some NZK figures on running a centre – what is the norm
- Projections of culture diversity will this continue in terms of viability
- Demographics and interest in the service continuing

Best case scenario they get their licence, worst case scenario we will need to decide prior to the next meeting. Would be worthwhile undertaking a quick risk review to look at risks regarding both decisions.

Tony is meeting with the Aoga Amata lawyer on the 4th July. Once further information is supplied there is the possibility that there will be a special meeting called for a decision to be made prior to next meeting.

Constitution needs to be reviewed to see how the voting works and what would happen if a split vote.

A strong communication plan should be considered for any decision.

5. NZK update, Kindergarten 2026, Conference and Dannevirke

Have considered zoning the country if they were to go ahead with the 2026 plan and breaking up the county to 7 areas. HCK need to communicate a decision to NZK to continue considering the 2026 one association. First vote by 31 August as to whether they will set up the company.

6. Update on Boulcote

The Resource consent is underway. Email received today there is going to be a town hall meeting on the 24th July. Ministers, parents, Summerset etc. will be present. The school believes the consent will go ahead so the school needs to now focus on what they can benefit from this.

7. Ratification of Strategic Plan

Lynette had tabled had an amended Strategic Plan based on the feedback from staff from consultation. It was agreed to move innovation and replace with Respect. Norma added that ERO will be reviewing the Strategic Plan and how this filters down to the kindergarten and teacher objectives and priorities for learning.

MOVED: Andy, SECONDED, Bronwyn – Ratification of the Strategic plan motion was CARRIED

8. Break

9. Health & Safety Reporting

Discussion has been had between Kate and Tony regarding Health & Safety reporting. Previously the Board had pushed back on this reporting. Tony will bring back some reporting for the Board to consider for a way forward.

10. Business Plan Review

Business plan has not been completed fully, but a draft has been handed out to the Board tonight. There has been a delay in this and the budget due to the Strategic Plan.

The increased fees and the increase in enrolment numbers has seen that the budget is looking like achieving a surplus of 374k. Also planned is increasing the resource across 3 kindergarten to increase the contact and release the head teachers. Ultimately would like to roll this out to a further 5 over the next 12 months. This will move us forward toward 100% teaching staff.

Will also introduce more head teacher meetings to 4 times a year and extra support for some kindergartens that require more support.

Association will also look at employing a Speech and Language person to work across the Kindergarten.

Funding has been set aside for "team building" - \$500 per Kindergarten.

The budget will change once the business plan is finished so any questions please post on base camp. It is anticipated that the Business Plan and Budget will be available in the July meeting.

11. Staff Reps

Have removed the report from this meeting.

Update from Andy from the conference in Christchurch as to what other associations do. He spoke to 3. What we are doing is different from the three associations. They have the staff reps on the board from a governance perspective, bringing to the board a perspective from a teaching, learning perspective.

JD currently asks reps to engage with staff and provide feedback to the Board.

Don't want to put more work on the staff rep but want them to bring views to the Boards. Staff reps are happy if Board are not expecting a big report each month but one or two paragraphs.

Email group set up for staff to provide feedback.

Action: Current JD to be reviewed, seeking feedback on Base Camp before elections.

Action: Tony to draft up comms message to go out to teachers around the role of the staff rep

Staff rep election comes up in October – would be good to have completed the review of the role prior to this time so the role can be clearly communicated to staff prior to Election

12. Management, Financial and Senior Teacher reports

Maungaraki kitchen, whanau room and disabled toilet build, how did it get to the point and when does this come to the Board for approval. Fundraising by the kindergarten is contributing to the

Action: Tony to complete a review of the other two big projects and present these to the board in July.

There are no clear guidelines for Kindergartens regarding building projects. Tony is working to clear this up.

Approval for expenditure for the development at Maungaraki Kindergarten. MOVED: Andy
SECONDED; Kaye

REPORTS MOVED; Kaye, SECONDED; Lynette

13. Other

Actions from last meeting: Updated as above.

Inwards Correspondence:

Board wishes to thank Christine for her contribution to the Board.

14. Any general business

N/A

15. Board only item

The meeting closed at 10.25pm

The next Board meeting date is set for Tuesday, 26th June 2018.

Minutes Confirmed

(Signature of President)

Date