

**NAPIER COMMUNITY CHILDCARE CENTRE TRUST, GENERAL MEETING**

**MONTHLY MEETING HELD ON TUESDAY 27 August 2013 at Port Children's Centre.**

**MEETING COMMENCED AT 6.30pm**

**CHAired BY:** Christine Joyce

**PRESENT**

Trustees: Chris Joyce, Jessica O'Sullivan, Rawinia Lewis

Staff Trustees: Megan Garrett, Sarah Churcher

Staff: Nicola Brown (minutes), Michelle Greene, Lynda Clark, Carolyn Anderson, Barbara Martin

Visitors: Jacqui Leake (Port parent), Richard Gregory (left 7.20pm)

**APOLOGIES** – Trudi Rabbitte, Harry Machiela

**MINUTES OF PREVIOUS MEETING**

Moved minutes from the previous meeting, held 30 July 2013 at City Children's Centre be accepted as true and correct. Rawinia/Jessica

**MATTERS ARISING FROM PREVIOUS MEETING**

- a) Fundraising contact – Richard Gregory (his wife Diane works for Port) attended the meeting to put forward a proposal in relation to fundraising for resources for both centre.

*"Both he and Diane visited their grandchild's centre in Wellington which was a brand new centre with brand new resources etc. They then wondered what they could do to help our two centres to replace and buy new resources for the children. Richard said there is no conflict of interest due to Diane working for Port, he is working to assist both centres. We need to look at the resources to look at what needs replacing and what new items we would like. Richard put together a spreadsheet (attached) which is broken down into the two centres and then each room. We need to do a stock take of all items, and then staff need to say what needs replacing and draft a wish list as to what they would like in order to do their jobs better, this even includes office staff. Spreadsheet has opening stock, what needs replacing, what needs adding, then closing stock and then the cost of the budget will equal cost of replacements plus additions. This will be done based on maximum rolls in each room. Page two of the spreadsheet is then collated onto page one. Costings would be worked out on a total cost per child per room then total cost per centre. As children get older they require more resources, the amount in the nursery is likely to be less than in the kindy rooms based on cost per child. Richard explained that he is not trying to fundraise this project by way of raffles and cake stalls, he will be approaching CEO's of companies and people who make decisions in organisations. Richard approached the NCC and has got a favourable response from them although they are not able to make a decision until about February 2014. Richard's daughter has worked for JK and he has approached them and is waiting for a response. They saw an ex family from Port centre in Denmark while on holiday and hopes to obtain a contact with a firm over there who makes playground equipment and is the biggest playground company in the world. Might be a case of offering to be "test guinea pigs" on new playground equipment or new products they are releasing etc. Folders will be put together for each room for staff so that they know what their funding is like in their rooms and have copies of the spreadsheets etc. A management team would be formed which would consist of Chris, Lynda, Carolyn and Michelle. Richard would like a separate bank account to be opened and administered initially by Richard and Lynda. He would like us to talk to our accountants about getting guidelines for GST and tax implications etc. Wants to be able to be fully compliant. He would like to have authority to have access to the funds without necessarily seeking Trust approval first if monies are needed urgently. He would be reporting regularly to the Trust though. If this project is successful it could give the centres the chance to have enough money to have reserve funds for renewing and replacing resources as required. Richard advised he had been involved in the project team for raising monies for the Sacred Heart gym and has been chairperson of various Boards and PTAs. Would also be a good idea to involve parents in what we are doing and how they can help us. We need to think big. Need to see what we can offer sponsors, what return can be in it for them. Maybe logos on equipment? Would like to involve the press, television, radio etc to get as much exposure as possible. His son organised a scooter day in Wellington and had the television people there. Richard makes no promises but wants to do the very best and is certain we will have a great result. The opportunities are there. The Trustees then asked Richard questions: Was he involved in any other projects at the moment – No he is not. How much do we need to raise – all depends on the result of the stock take and wish list. Whether parents were to be involved – Richard said that he believes the initial meeting should be with staff and not huge to start off with and then have parental involvement. He said he would also like to get history and background of the centres and their not for profit status. Query as to whether he expected to be paid – no he is not. He said that Diane was so impressed by the new centre and the new resources and wanted us to have the same, he is semi retired and committed to helping with this project with assistance by the Trust. People have been good to him in his life and he now wants to give something back. How long would his involvement be for? Richard believes it will take a month or so to get things ready but hopefully about six months. His vision is to get both centres well equipped."*

Richard then thanked the Trust for meeting with him and advised his contact details were 844-0672, 021-496795 – email – [Richard.diane@xtra.co.nz](mailto:Richard.diane@xtra.co.nz). Chris thanked him for coming and his work so far. It was decided to have a joint special meeting for all staff and have the Trustees attend also. It was moved that Richard Gregory's services be engaged. Chris/Rawinia. The Trust then had a discussion once Richard had left. Lynda advised she didn't want to be a signatory due to issues in the past (with fraud by office administrator). As three Trustees were already signatories Lynda could be a signatory as a back up if needed. It was decided to use the on call account we already have (028 account) which has two hundred odd dollars in it already and has been sitting there open for a while. Lynda suggested that as Richard is wanting a secretary/assistant maybe Jacqui might like to assist as she is passionate in that field.

- b) Strategic plan – Jessica only got back from holiday last night so hasn't had an opportunity to make the changes to the strategic plan yet. Jessica wondered whether we needed to add a portion about engaging with parents more about what is happening at the centres and what their feedback is. It was advised that getting feedback from parents is virtually non-existent but Lynda said it is worth a try. Jessica will forward the strategic plan through once she has made changes/additions.
- c) Website – Chris has not spoken to Trudi about the website recently but would chat to her about it and whether it was something she wished to carry on with, whether it was almost ready to go live or whether we should explore other options. Lynda advised that she never had a problem with the old website and whether it might be a case of just jazzing it up a bit with colour etc. Nicola advised that we pay Bizlinks each month to maintain the website and make changes etc and we could make small changes for either no cost or minimal cost. Chris didn't want anything more to be explored until she spoke to Trudi first.
- d) Policies – Rawinia and Lynda are now reviewing the financial policies. They went through three of them and will meet again next Wednesday to go through the financial policy re financial management and financial controls and will have the drafts for the next meeting. Michelle reported that as a result of the City staff meeting and discussions about the policies staff commented in relation to the uniform policy that they would like the "bottom half" to be professional, tidy and appropriate for completing their job satisfactorily rather than state you must wear say dark blue jeans, dark trousers etc. Jessica said she would tidy them up to have them ready to be signed off for the next meeting then move onto Health and Safety.
- e) New Trustee – Jacqui Leake who is a Port parent advised the Trust that she knew staff at Port had been fundraising for the toddler room extension and that the project had now been placed on hold. She has a financial mind and interest and would like to look into raising the monies for the extension. She said she didn't know that Richard was coming tonight so loved his ideas and vision for the centres. If the Trust were wanting the extension to go ahead she could assist with it. She advised that as she was going through the centre she noticed that the toddler room didn't have the wow factor and that other people had commented the same thing. She did accept that people look at different things though. Chris asked her whether she would still be interested in joining the Trust even if the toddler room extension didn't go ahead. Chris said it would be something we could put on the wish list for the Port toddler room that the outside area could be "beautified" by adding small things like nice gardens etc. It was moved that Jacqui join the Trust. Jessica/Sarah  
Chris wondered if we could have a sign up on the City door like the one that is up on the Port door as we need a Trustee at City also. Jessica advised she had had some interest and Lynda advised she had interest as well. It was decided to approach serious parents and get them to come to the meeting and get their expression of interest. Try to make it as casual as possible so that they don't think they are part of a "line up".

#### **CORRESPONDENCE:**

**FINANCIAL REPORT:** Rawinia advised that there was a profit of \$11,732.00 this month which showed accurate budgeting for July as the budgeted profit was \$11,637.00. There were some variances – less than expected Free ECE funding, greater MOE funding, greater fees, although there was more money spent on relievers at Port it was offset by less relievers required at City. The underspends matched the overspends. Overall YTD profit was \$33,836 as opposed to a budgeted YTD loss of \$30,379. On the whole everything is looking great although Lynda added we are not out of the woods yet so still needs to be cautious. Jessica queried the cashflow budget. Nicola asked the Trust whether she could forward the updated actuals to the Trust at the beginning of each month (so after the monthly meeting) so that it was accurate as bringing to the meeting before the end of each month would give inaccurate figures. This was OK and then Rawinia would report on it at the next meeting briefly.

**SUPERVISOR'S REPORT** – Nothing to report further. Chris queried the roll at City and whether there was a waiting list at present. Lynda advised that there wasn't much on the waiting list but it could change very quickly. There is a new enrolment for three days per week for a toddler and an enquiry for a kindy child for three days. The budget was prepared on 88% enrolments. Rawinia queried putting enrolments in the strategic plan. Jessica

advised that it could be something along the lines that the centres each need to be independently financially viable. Chris advised that we needed to be mindful that as the number of children were reduced this then needed to be equated by expenses. Lynda advised she advertised in the Napier Courier not so long ago. There was a discussion about getting a big flag (the windsurf sail type style) be put up out the front of City so people actually know there is a childcare centre here.

**CITY STAFF REP / ROOM REPORTS** – As tabled.

**PORT STAFF REP / ROOM REPORTS** – As tabled. Sarah queried whether the Trust read the room reports and whether they still wanted to continue to receive them as there is no feedback back to the staff. The Trust would like them to stay as it lets them know what is happening in all the rooms. It was also decided that as the newsletters get circulated every second month on the off month maybe give each parent a copy of the room report. Room reports to be put on the website and on the front door for viewing.

**FINANCIAL AND CENTRE ADMINISTRATION REPORT** – As tabled.

**GENERAL BUSINESS** –

- a) Grant application – It was resolved that a request be made to The Infinity Foundation for funding towards the cost of purchasing new carpet for the kindy room at Port for the amount of \$1,475.00. Chris/Rawinia

**DATE OF NEXT TRUST MEETING**

At City Children's Centre 24 September 2013, at 6.00pm

**MEETING CLOSED AT 8.32pm**

**These minutes are a true and accurate record.**

**Christine Joyce  
Chairperson**

**Trustee authorised on behalf of the Napier Community Childcare Centre Trust**