



Auckland Hospital Preschool Society Incorporated

ANNUAL GENERAL MEETING

29 April 2020

Via Zoom

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GOVERNANCE GROUP AT 31 DECEMBER 2019

- Stuart Angel – Chairperson
- Kheng Ho – Treasurer
- Anna Creak – Secretary
- Alexis Cameron
- Andrey Ivanov
- Bridget Little
- Emma Gilbert
- Julianne Exton – Centre Director

MANAGEMENT STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2019

The Governance Group are responsible for the judgments 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 31 December 2019.

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

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



AGENDA

1. Apologies
2. Minutes of Previous Meeting
3. Chairperson's Report – Stuart Angel
4. Treasurer's Report – Kheng Ho
5. Confirmation of Financial Statements
6. Appointment of Auditor
7. Confirmation of Governance Group

We farewell retiring members Alexis Cameron and Andrey Ivanov who have worked diligently with the governance group and will be greatly missed.

The following current parent members are available for the coming year:

Stuart Angel, Kheng Ho, Anna Creak, Bridget Little, and Emma Gilbert.

New nominations were received from Emma Wackrow, Nicole Wilde, Shivani Fox-Lewis and Hilton Johnson, by the final date for nominations which was Thursday 19 March 2020.

8. General Business

Proposal to amend Rules of the Society.

MINUTES

Minutes of the Annual General Meeting of the Auckland Hospital Pre-School Society Incorporated held in the Clinical Education Centre, Level 5, Auckland City Hospital Campus, Grafton, Auckland at 7.00 pm on Thursday 20 June 2019.

Refreshments were served from 7.00 pm then the meeting opened at 7.30 pm

Present:

Stuart Angel, Anna Creak, Alexis Cameron, Bridgette Little, Kheng Ho, Angela Kelly, Debbie Blackbourn, Ken Bean, Emma Wackrow, Haeley Mato, Iris Fontanilla, Martyn Alexander, Jennifer Chesbrough, Owen Chesbrough, Luciana Marcondes, Nicky Lawrence, Susan Horobin, Taryn Tyshetska, Andy Barr

Staff present:

Amita Khanna, Mereseini Ravono, Durga Devi Toolap, Ritu Khanna, Shirlene Murphy, Maeling Davids, Bridgette Towle, Michelle Hughes, Ashley Bowen, Laraine Tuaputa, Charlotte D'Silva, Yvonne Taylor, Sheree Teau, Julianne Exton, Katja Puri, Marguerite Moala, Wendy O'Donnell, Ripeka Page

1. Apologies

Apologies were received from:

Alex Antony, Alice Minhinnick, Amy Hodgson, Catherine Yozu, Celina Yu, Deborah and Caleb Hughes, Danielle Baker, Emma and John Scotter, Fleur Chapman, Geoff Mato, Ilse Dirkzwager, Liz and Matt Corcoran, Joanne Lim and Maxwell Chang, Kathryn and Hamish Gawith, Kyle Tam, Marina and Andrey Ivanov, Martin Wackrow, Mitzi Nisbet, Nicola and Craig Gordon, Nicole Wilde, Rose Forster, Sarah Jane Simpson, Sheridan Wilson, Sophie Jillings, Svenja Koeslich, Thomas Hills, Dianne Saecker-Battley, Anna Jackson, Michelle Teau, Roya Sadeghian, Gina Granwal, Angela Hogan, Jaspreet Kaur, Angela Heape, Donna Veldkamp

Moved: Bridgette Little Seconded: Iris Fontanilla - CARRIED

2. Minutes of previous meeting

The minutes of the previous AGM, held in Thursday 2 August 2018, were approved.

Moved: Stuart Angel Seconded: Haeley Mato - CARRIED

3. Matters Arising

There were no matters arising.

4. Chairperson's Report

The Chairperson's report presented by Stuart Angel was confirmed.

5. Treasurer's Report and confirmation of Financial Statements

The Treasurer's report presented by Kheng Ho was confirmed.

IT WAS RESOLVED THAT THE financial statements for the year ended 31 March 2019 be accepted and the budgets for the forthcoming year confirmed.

Moved: Stuart Angel Seconded: Ken Bean - CARRIED

- premises and facilities
 - health and safety practices
 - governance, management and administration.
2. During the actual inspection, two ERO inspectors looked at the service's systems for managing the areas that have a potentially high impact on our children's wellbeing:
- emotional safety (including positive guidance and child protection)
 - physical safety (including supervision; sleep procedures; accidents; medication; hygiene; excursion policies and procedures)
 - suitable staffing (including qualification levels; police vetting; teacher registration; ratios)
 - evacuation procedures and practices for fire and earthquake.

The initial feedback given to the management of Kids' Domain affirmed that the centres values and principles, that are held most dearly, are visible, fully integrated and that the humanity, the collective heart of Kids' Domain, is alive and deeply embedded in everyday encounters. The wairua (spirit) and manaaki (hospitality), the warmth and the welcome from the children and teachers was acknowledged and fully appreciated.

In the formal 'grading' of the centre Kids' Domain was awarded the highest possible category of **very well placed**. In reading the final report there were so many outstanding comments but I have selected just a few that I feel captures what we all hold dear about Kids Domain.

- Teachers skilfully enhance children's interest in and exploration of the natural world, inside and outside of the centre gates, through a te ao Māori lens.
- Leaders and teachers weave te ao Māori concepts such as ako, kaitiakitanga, whanaungatanga throughout the programme and centre practices. Children's records of learning reflect their growing knowledge and understanding of the dual cultural heritage of Aotearoa, New Zealand.
- Their (teachers) deep inquiry into providing an environment and resources that engage and promote learning for younger children has resulted in carefully considered uncluttered, inviting play spaces. Teachers' interactions are calm and respectful, and children are relaxed and settled.
- They co-construct the programme with children through adult and child-led inquiries, learning alongside each other.

I am sure you will agree that the final report is outstanding and we can be assured that Kids' Domain is providing and will continue to provide the very best possible education and care for our children and for our families/whanau long into the future. All credit must go to the amazingly professional and competent team for their wonderful efforts each and every day. I feel that something Julianne Exton said sums it all up beautifully, "It's in these moments when our work together is held up and mirrored back to us that we can truly celebrate the community we have become through the efforts of people past and present."

Health and Safety remains a top priority for Kids' Domain both as a place of learning and a as a place of employment. To ensure that we are striving for best possible practice the centre engaged Health and Safety specialist Louise Taylor from Extend Education. Louise has guided the team through an update of the Kids Domain's Health and Safety annual plan, staff inductions and daily procedures. The Kids' Domain Health and Safety committee will continue to meet on a regular basis to ensure best practice is being delivered. We feel confident that we are more than fulfilling our legal requirements in this important area.

We continue to invest in our teaching and work areas to ensure that we are providing inspirational learning spaces for our children and a great work environment for our staff. A snapshot of recent projects includes

the refurbishment Tumanako room and art space, an upgrade of the air-conditioning system, replacement playgrounds gates, outdoor curtains for Aroha to make this space more useable throughout the year, new data projectors and new Kereru 'cubbies'. We also upgraded the entrance door locking systems and these are now direct linked to the ADHB security services to enable better monitoring of access afterhours, and automatic lock down during an emergency if required. We still have upgrades to the garden and pond area scheduled and these will be moved until early 2020 and will be carried out along with new projects planned and included in the Capex budget that our treasurer will outline later in the meeting.

The Governance Group has continued its comprehensive review of Kids' Domain policies. During this reporting period the group has updated and ratified the policies on Kids' Domain fees, communication, health and safety, administering medication as well as updating the Society rules.

In November Julianne Exton gave notice of her intention to retire and stepdown from her position as Centre Director at Kids' Domain on the 31 March 2020. Julianne began working at the centre in November 1994 for the society as Manager of the Auckland Hospital Staff Preschool with a focus on structural change management, culture building, and people development. At this time, she envisaged that the role would be for 2-3 years. Julianne, I think we can all safely say that you certainly achieved all of this and more! Now, after 25 years and half a lifetime of work and as you prepare to leave the building for the last time, we salute you. Words cannot fully express our gratitude and appreciation for everything that you have done for the children and whanau of past, present and future. Kids' Domain is what it is today because of your leadership.

Once Julianne expressed her wish to retire the Governance Group was tasked with the difficult mission of appointing a suitable replacement to fulfil some rather large and stylish(!) shoes. It really is down to the high-level of professional development training and opportunities at Kids' Domain that we were able to appoint a 'home-grown' candidate in Bridgette Towle, Kids' Domain Pedagogical Leader. The Governance Group is extremely confident that Bridgette will provide the right mix of passion for life-long learning and the strong management skills that this role requires. We wish Bridgette every success in this new role and will look forward to working with her in the coming year.

In my role as Chair I am fortunate to be supported by a very effective, hardworking and engaged group of people and I would like to offer thanks to each of them; they all contribute so much energy and time to their roles. Thank you to, Kheng Ho, Anna Creak, Bridget Little and Emma Gilbert for your time over the last twelve months and for agreeing to support Kids' Domain again over the coming year. I also offer my thanks and gratitude to Alexis Cameron and Andrey Ivanov, who, after several years of service, will be stepping down.

Finally, I would like to express my heartfelt gratitude to Julianne and her team for the hard work, dedication, enthusiasm and commitment that they demonstrate every day with our children.

Stuart Angel, Chair
Auckland Hospital Preschool Society Incorporated

Treasurer's Report – Kheng Ho

Hi – I am Kheng Ho

Kids' Domain finances are currently in a position to be able to weather the current instability in the economy driven by Covid-19. This is primarily due to Julianne Exton and past and current governance group's financial prudence. However, as is required with any fast changing environment we will keep regularly reviewing our financial position and we will keep you updated as the situation changes.

Kids' Domain shifted the balance date/ financial year end to be align with the calendar year. As a result, the financial statements presented tonight are for 9 months Ending 31 December 2019. Income and expenses over the 9 month period are comparable to the first 9 months of the previous financial year.

Income

The actual income for the 9 month from March 2019 to December 2019 is comparable to the first 9 months of the previous financial year.

Expenses

The centre management and the governance group continue to monitor and control expenditure. Over the last 9 months expenses have tracked with minimal variance from the budgeted expense projections.

Balance Sheet

The balance sheet remains in a strong position with the Society holding reserves \$1.5m. These are currently held mainly in term investments.

Audit

We have submitted our financial records to be audited by BVO - Blackmore Virtue and Owens Accountants and Business Advisors as per best practice. We are pleased to announce that the report has met our expectation and standards required.

Kheng Ho
Treasurer, Auckland Hospital Preschool Society Incorporated

BUDGETS

1. Operational Budget January to December 2020

	This budget	Previous budget
INCOME:	\$	\$
Fees	1,160,330	1,163,284
Education grant	1,196,870	1,198,116
Fundraising	2,400	2,400
Books and other	4,400	1,200
Interest	40,000	36,000
TOTAL INCOME	\$2,404,000	\$2,401,000
EXPENSES:		
ACC Levy	12,000	12,000
Accounting and consulting	30,500	6,000
Advertising and recruitment	2,400	2,400
Audit	4,000	4,000
Bank fees	480	480
Cleaning supplies and equipment	18,000	18,000
Computing resources and maintenance	1,800	1,800
Depreciation	60,000	48,000
Educational equipment & resources	36,000	36,000
Events and community functions	10,800	10,800
Freight and courier	240	240
Fundraising expenses	1,200	1,200
General and administration	1,200	1,200
Groceries and kitchen supplies/equip	60,000	60,000
Insurance	8,000	7,000
Legal expenses	12,000	6,000
Licenses for software	6,000	3,000
Linen and laundering	9,600	9,600
Office expenses	1,200	1,200
Printing and stationery	2,400	2,400
Reliever contract	103,000	98,000
Repairs & maintenance	15,000	15,000
Salaries (inc. holidays, Kiwi saver, allows)	1,953,580	1,996,380
Staff meetings and welfare	7,200	7,500
Subscriptions	7,200	6,000
Telephone and internet	3,000	3,600
Training, PD and research	36,000	42,000
Website maintenance and costs	1,200	1,200
Total Expenditure	\$2,404,000	\$2,401,000
Surplus/ (Deficit)	0	0

NOTES TO OPERATIONAL BUDGET FOR 2020

All amounts in the budget are exclusive of GST.

1. This is the first budget with the new financial balance date (year-end) of 31 December 2020. The first quarter (January through March) includes income and expenditure amounts set in the previous year with the assumptions associated with that budget. This is with the exception of income from MOE funding which has increases from 1 January 2020 added in for that first quarter. New budget amounts for salaries, childcare fees and MOE funding are projected as below.
2. Fee Income is based on targeted average child occupancy of 94% with a 3.5 % increase to fees charged to parents from April 2020. Fee income has been based on Pounamu working with 20 children (instead of currently 25) as maximum occupancy from approx. April 2020 (with reduction by one FTE staff person to compensate)
3. Ministry of Education Income is based on 94% occupancy at the 80% MOE funding rate. The MOE 20 Hours ECE subsidy is applied to children 3 years and over. An ECE funding increase of 1.75% from January 2020 has been factored in.
4. Salaries (with holiday pay, kiwi saver and allowances included) includes a 2% 'cost of living' increase for all 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.
5. Contract Reliever costs are estimates only based on previous years, and provide for relief teacher cover for 45% of teaching staff leave. There is also provision for practicum leave for teachers in qualification training. Relievers contracted above estimates may negatively impact financial results as strict minimum adult: child ratios are required for our service to remain operational, and claim MOE funding.
6. Contractor, accounting and legal expenses have been provided for in expenditure cost centres to accommodate changed management and leadership roles. Salary allocation for management and leadership has been reduced by one FTE position from April 2020. These are first time estimates for contracted out work during 2020.
7. Training, professional development and research allows for qualification and advanced training and professional learning for all staff, and teacher research. Provisionally registered teachers are involved in a minimum of 2 years in house programme.
8. The ACC Levy is based on current ACC levy rates x projected salary allocation.
9. Interest income is based on \$1,100,000 funds fixed on term investment at 3.40% interest rate per annum along with interest earned for residue funds placed in on call savings accounts. The best possible interest rates for term investments of up to 12 months at approved banks will be sought.
10. Depreciation expense is based on current rates applicable as per IRD schedules. These are listed on the Kids' Domain asset schedule and calculated using diminishing value method and accrued monthly.
11. All other expenditure estimates are based on actual figures for the previous year.
12. Any surplus future projects. Any loss incurred will be funded by taking up surplus from the 2021 financial year.

2. Capital Expenditure Budget 2020

1 January 2020 to 31 December 2020		
(Estimates only and GST exclusive)		
Carried forward from 2019	Front of building improvements: <ul style="list-style-type: none"> • Fixed park benches/tables front entrance. • Revamp pond and garden area • Replace water wheel by Aroha entrance • Large planters/pots/art work by front entrance ways 	17,000
	Playground improvement: <ul style="list-style-type: none"> • New moveable large wooden boxes and planks for all safe fall areas – to cater for younger and older children safely 	9,000
New outside projects 2020	Aroha/Kereru Playground border fence: <ul style="list-style-type: none"> • Remove old fence palings • Create new boundary using interesting natural materials • Plant elevated garden spaces and seats on Aroha side similar to Kereru side 	20,000
	Pounamu / Kereru Playground: <ul style="list-style-type: none"> • Extend canopy to provide larger weather tight outdoor play space • Repair/replace gutters and flashings along roofline to enable this • Review hard surface along playground entrance way under canopy • Install drop down/pull down transparent outdoor blinds 	20,000
New Inside Projects 2020	Aroha Construction: Replace shelving units in Aroha (Tumanako) construction area Build additional cupboard unit in Laundry above child bed storage	5,000
	Total	\$71,000

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

PLANS

1. Strategic (Long-term) Plan – 2015 to 2020

A	<i>Curriculum, research and professional learning Regulation 43</i>
	<i>Strategic Focus 1: Self of the Child</i> For children to be free to develop and explore their identity, relationships and existence in the material and the natural world
	<i>Strategic Focus 2: Community of Kids' Domain</i> To foster our sense of community and connection to each other, the past, present and future.
	<i>Strategic Focus 3: New Zealand</i> To develop a stronger shared understanding of the bicultural identity of NZ and what this means in a multicultural society and for our practices.
	<i>Strategic Focus 4: World citizenship</i> To ensure our thinking and practices reflect ethical, moral and socially just values and that as a collective we take seriously our responsibility for the world we share.
	<i>Strategic Focus 5: Research</i> To sustain and grow our research capacity, scope, and influence both nationally and internationally.
	<i>Strategic Focus 6: Inquiry Based Learning</i> To embed a culture of inquiry based learning that is responsive, reflective and innovative, and make this visible in new ways.
	<i>Strategic Focus 7: Professional Learning</i> To inspire and support developing talent, vision and innovation in teachers and in their thinking and practices.
B	Premises/facilities and health and safety: Regulations 45 and 46
	<i>Strategic Focus 8: Resourcing</i> To invest in, and resource the people and projects of today that will continue to support the strategic vision and historical aspirations of our organisation.
C	Governance, management and administration: Regulation 47
	<i>Strategic Focus 9: Philosophy</i> To foster communication within our Kids' Domain community (parents, teachers, children), in ways that invite participation and shared understandings with our purpose and philosophy.
	<i>Strategic Focus 10: Sustainable World Class Service</i> To provide world class early childhood education and care in a resourceful and financially sustainable manner.
	<i>Strategic Focus 11: Auckland District Health Board</i> To foster a stronger sense of partnership between Kids' Domain and ADHB and make visible the unique role we play in supporting ADHB with its strategic focus through our service.

2. Annual Plan – January 2020 to December 2020

A	Curriculum, research and professional learning Regulation 43
<p><i>Strategic Focus 1: For children to be free to develop and explore their identity, relationships and existence in the material and the natural world</i></p>	
<p>Annual Plan Goals</p> <ul style="list-style-type: none"> △ Begin to explore the centrality of story making and telling in the lives of young children. △ To provide the platforms for children’s playfulness to flourish into authentic learning opportunities. △ Teachers to explore new and different ways for children to express their thinking and creativity through multiple artistic languages. △ Teachers to delve more deeply into capturing the lived experiences of infants and toddlers and develop a ‘living and learning kaupapa’ for infants and toddlers. 	
<p><i>Strategic Focus 2: To foster our sense of community and connection to each other, the past, present and future.</i></p>	
<p>Annual Plan Goals</p> <ul style="list-style-type: none"> △ Encourage teachers to actively seek and foster connections between their thinking and practices and the emerging thinking and practices of others across the centre. △ The concept Manaakitanga will be our ‘connecting’ focus across Kids’ Domain. △ Enter into exchanges with entities within our local community such as, but not limited to, the Domain Gardeners, the Auckland Art Gallery and the Auckland Museum. △ Facilitate a review of use of the story park platform for parent communication and engagement. 	
<p><i>Strategic Focus 3: To develop a stronger shared understanding of the bicultural identity of NZ and what this means in a multicultural society and for our practices.</i></p>	
<p>Annual Plan Goals</p> <ul style="list-style-type: none"> △ Māori rōpu to be proactive in supporting further implementation of Te reo me nga ona Tikanga across the centre. △ Offer voluntary te reo lessons as a follow up to last year’s te reo programme. △ Compulsory noho marae for all staff focusing on whakawhanaungatanga. 	
<p><i>Strategic Focus 4: To ensure our thinking and practices reflect ethical, moral and socially just values and that as a collective we take seriously our responsibility for the world we share.</i></p>	
<p>Annual Plan Goals</p> <ul style="list-style-type: none"> △ Review KD Philosophy and continue to incorporate a Te Aō Māori perspective. △ Reflect on our teaching and learning practices with a commitment to reduce, reuse and recycle wherever possible. 	
<p><i>Strategic Focus 5: To sustain and grow our research capacity, scope, and influence both nationally and internationally.</i></p>	
<p>Annual Plan Goals</p> <ul style="list-style-type: none"> △ Open to opportunities for teachers to engage with academics and researchers in ECE. △ Empowering teachers to share their stories of learning internally and externally. △ Explore software platforms to support Kids’ Domain in self-publishing stories of learning. 	

Strategic Focus 6: To embed a culture of inquiry based learning that is responsive, reflective and innovative, and make this visible in new ways

Annual Plan Goals

- △ Resource and mentor teachers to engage in their performance appraisal inquiries and goals.
- △ Continue to explore and experiment with new and innovative ways to engage in documentation for learning.
- △ Experiment with methodologies that support children's role as co-researchers.

Strategic Focus 7: To inspire and support developing talent, vision and innovation in teachers and in their thinking and practices.

Annual Plan Goals

- △ Facilitate teachers to engage with the process of inquiry in authentic and leaderful ways that generates their own professional learning and the learning of others.
- △ Promote and encourage leaderful teams across Kids' Domain.
- △ Hold KD conference or professional learning event to create opportunities for staff to share their talents, stories of learning and thinking in process.
- △ Engage professional learning providers to support growth and innovation.

B Premises/facilities and health and safety: Regulations 45 and 46

Strategic Focus 8: To invest in, and resource the people and projects of today that will continue to support the strategic vision and historical aspirations of our organization.

Annual Plan Goals

- △ Review Health and Safety policy and plan implemented in 2019.
- △ Undergo 3-yearly Food Business Audit for ongoing Licencing with Auckland City.
- △ Fund and carry out projects as agreed and provided for in Capex Budget.
- △ As a community create the KD Strategic plan for period 2021-2026.

C Governance, management and administration: Regulation 47

Strategic Focus 9: To foster communication within our Kids' Domain community (parents, teachers, children), in ways that invite participation and shared understandings with our purpose and philosophy.

Annual Plan Goals

- △ Grow opportunities for the KD community to use their individual and collective talents and to welcome ideas to enhance the service.
- △ Plan events, communications and interactions between governance, management, families and staff.
- △ Seek formal and informal feedback from families and employees to gauge satisfaction.

Strategic Focus 10: To provide world class early childhood education and care in a resourceful and financially sustainable manner.

Annual Plan Goals

- △ Embed every day sustainable practices for environments, resources, people and systems.
- △ Streamline financial, administrative and organizational processes to improve service provision.
- △ Set up integrated technology platforms to allow shared access and use of information and resources.

Strategic Focus 11: To foster a stronger sense of partnership between Kids' Domain and ADHB and make visible the work we do and the unique role we play in supporting ADHB with its strategic focus through our service.

Annual Plan Goals

- △ Develop stronger partnerships with other DHB ECE services.
- △ Develop stronger partnerships with HR representative from ADHB.

Thank you for attending the AGM

Governance Group Members 2020