



Auckland Hospital Preschool Society Incorporated

ANNUAL GENERAL MEETING

Thursday 7 April 2022, 7.30 pm

Via Zoom

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GOVERNANCE GROUP AT 31 DECEMBER 2021

- Bridget Little– Chairperson
- Rhys Johnston – Treasurer
- Anna Creak– Secretary
- Emma Gilbert
- Nicole Wilde
- Shivani Fox-Lewis
- Hilton Johnson
- Emma Wackrow
- Bridgette Towle – Centre Director

MANAGEMENT STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2021

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 2021.

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 – Bridget Little
4. Treasurer's Report – Rhys Johnston
5. Confirmation of Financial Statements
6. Appointment of Auditor
7. Confirmation of Governance Group

The following current members are available for the coming year:

Bridget Little, Rhys Johnston, Anna Creak, Emma Gilbert, Emma Wackrow, Shivani Fox-Lewis and Hilton Johnson.

New nominations were received from Kim Aikins and Medha Rao.

8. General Business

MINUTES

Minutes of the Annual General Meeting of the Auckland Hospital Pre-School Society Incorporated held at Kids' Domain Early Learning Centre, Building 15, Auckland City Hospital, Grafton at 7.00pm, Thursday 25 March 2021

Members Present:

Rhys Johnston, Bridget Little, Gemma Parker, Chris Parker, Shivani Fox-Lewis, George Ridley, Emma Wackrow, Fleur Chapman, Monique Virtue, Hilton Johnson, Phyllis Phukubye-Johnson, Ashita Goundar, Nicole Wilde, Ellen Ou, Lida Nixon, Emma Glamuzina, Svenja Koeslich, Niki Ford, Nigel Ford, Timothy Hopgood, Sela Jane Hopgood, Stephen Marr, Lisa Blackwell.

Staff present:

Bridgette Towle, Shirlene Murphy, Wendy O'Donnell, Angela Hogan, Angela Heape, Mereseini Ravano, Charlotte D'Silva, Anna Jackson, Kim Varghese, Manjit Kaur, Elizabeth Fong, Donna Veldkamp, Yvonne Taylor, Aggie Topia, Ritu Khanna, Leticia Carneiro, Ripeka Page, Lyn Monkolsaosuk, Josie Fletcher, Amita Khanna, Alex Hamill, Mia (Yanqin) Tang, Maeling Vosataki.

1. Apologies

Apologies were received from:

Miriam & Eamon Duffy, Kylie & Peter Russell, Kim Newman, Jamie Kaio, Christina Lampey, Matthew Applegate, Janet & Lance Ballantyne, Kate Ross, Andrew Sweeny, Erin & Rob Kavanagh, Debbie Hughes, Martin Wackrow, Kara Wallace, Julie Kumar, Haeley Mato, Abi Gilding, Carmel Rapues, Maria Armstrong, Angela Bosco, Therese Kong, Jo Scott, Leon Birt, Michelle Butchart, Nicola Robson, Adam Saywell, Wanda Virtue-Shen, Emma Gilbert, Michelle Hughes, Marguerite Moala

Moved: Shivani Lewis-Fox Seconded: Emma Wackrow - CARRIED

2. Minutes of previous meeting

The minutes of the previous AGM, held 29 April 2020, were approved.

Moved: Bridgette Towle Seconded: Bridget Little - CARRIED

3. Matters Arising

There were no matters arising.

4. Chairperson's Report

The Chairperson's report presented by Bridget Little was confirmed.

Huge thank you to Bridgette Towle for her leadership through the COVID-19 disruptions and to all the leadership team and staff.

5. Treasurer's Report and confirmation of Financial Statements

The Treasurer's report presented by Rhys Johnston was confirmed.

IT WAS RESOLVED THAT THE financial statements for the year ended 31 December 2020 be accepted and the budgets for the forthcoming year confirmed.

Moved: Nicole Wilde Seconded: Ashita Goundar - CARRIED

6. Appointment of Auditor

IT WAS RESOLVED THAT Alex Houghton from BVO (Blackmore, Virtue and Owen) be appointed as our independent auditor for the coming year.

Moved: Tim Hopgood Seconded: Rhys Johnston – CARRIED

7. Election of Governance Group

Eight members of the Governance Group have indicated their availability for a further term. They are:

Bridget Little
 Anna Creak
 Rhys Johnston
 Emma Gilbert
 Nicole Wilde
 Emma Wackrow
 Shivani Fox-Lewis
 Hilton Johnson

The closing date for nominations was 4.30 pm Thursday 18 March 2021. The following new nominations were received.

Gemma Parker

IT WAS RESOLVED THAT THE parent members above and new nominated member would be confirmed as the Governance Group for the coming year.

Moved: Anna Creak Seconded: Fleur Chapman - CARRIED

7. General Business

There were no items of general business.

The Annual General Meeting closed at 7:35pm

REPORTS

1. Chairperson's Report – Bridget Little

It is my pleasure to present my second report as the Chair of the Auckland Hospital Preschool Society Incorporated on the 2021 financial year.

Despite another unpredictable year, our Kids' Domain team have continued to strive and achieve.

A professional learning day for all Kids' Domain staff was held Saturday 29 May. It was appropriately titled "Ko wai tātou? Who are we? Me haere tātou ki hea? Where are we going?" The purpose of this day was to review the philosophy of the organisation and to develop a five year strategic plan, with a particular focus on the holistic integration of bicultural practice. This day included a variety of activities to ignite collaborative thinking as well as some inspirational guest speakers, Te Rina Warren, Lecturer, Massey University and Leanne Aperā-Ngaha, Kaiako from Mana Tamariki (Kohanga Reo in Palmerston North). This day was enthusiastically received by the team and I would like to share a quote provided by Bridgette Towle to summarise this day:

Mā te whiritahi, ka whakatutuki ai ngā pūmanawa ā tāngata

Together weaving the realisation of potential

The collective experience of this day helped to inform the philosophy and direction of Kids' Domain moving forward. This contributed to the basis of the Kids' Domain Strategic and Annual Plans, which were reviewed in detail and ratified, with sign off from the Governance Group in November and February respectively.

An Emergency and Civil Defence Policy and Emergency Management Plan for Kids' Domain has been developed which supplements Auckland City Hospital's emergency protocols and covers contingencies and procedures specific to Kids' Domain including fire evacuation, earthquake, intruder / trespasser on the grounds, lockdown and civil defence emergencies. Research and preparations for setting up and carrying out the plan were comprehensive and involved consultation with external agencies including the various ADHB departments, Ministry of Education and Civil Defence. As part of the process a trial-run was conducted with the staff and children at the centre. This was managed in a way that only this team of experts can do – with subtlety, so as not to raise concern for the children, but with intent, to achieve safety goals. I imagine it was like herding cats, but am beyond grateful to the team for their efforts and commitment to the health and safety of our children.

Bridgette Towle and Shirlene Murphy created and presented a brilliant Early Childhood Education webinar titled 'Courage and Curiosity - Building a culture of Collaborative Research and Inquiry' that was recorded and remains available via 'The Education Hub'. I would encourage you all to listen in, as Bridgette and Shirlene describe and explain with passion the culture of inquiry and how this underpins the teaching and learning approach of Kids' Domain. This is a significant accomplishment that showcases the incredible work of the Kids' Domain team.

In celebration of Matariki, the KD Māori rōpū organised a breakfast in June, which was warmly received by the families / whānau of children at Kids' Domain. What a wonderful start to the day - great company, great kai, great korero – thank you to the team for making a cold winters day so much warmer.

In July, teachers from Aroha were interviewed about how they integrate visual arts into an inquiry based programme. This information has been incorporated into an online course promoting the use of visual arts

in early learning, starring our very own Marguerite Evening, Angela Heape, Angela Hogan and Bridgette Towle.

A first this year was the compilation and publication of Ngā Pūrākau o Kids' Domain – The Stories of Kids' Domain. The purpose of this publication was to capture and celebrate the happenings and learning experienced throughout the centre, whilst also serving to bring the KD community together. This book is stunning and was enthusiastically received by the KD parents and whānau. Ka pai team on this wonderful accomplishment.

As with all professional organisations, we had a few members of staff that moved on this year. I would like to acknowledge and thank Leticia Carneiro, Lyn Mongkolsaosuk and Ella Babae for their hard work and dedication to the education of our children. I would also like to acknowledge and warmly welcome Noel Zhang, Tayla McMurchy, Holly Clark and Madeline Olivares who have joined the Kids' Domain team and welcome back Michelle Teau, who has returned from maternity leave. Our beautiful Roya Sadeghian remains on leave as she undergoes medical treatment. She remains in our hearts and prayers and we look forward to welcoming her back when she has completed her treatment and is ready.

From a Governance Group perspective, as in years past, in April we welcomed the opportunity to participate in a Governance Group workshop facilitated by Carol Scholes from Threshold Management Limited. We all left the workshop feeling very inspired and harnessed that energy to create more vision around the model of the Governance Group and how we can best support Kids' Domain moving forward.

And on that note, I would like to acknowledge and thank the incredible team that I have the pleasure of working with as part of our Governance Group. Rhys Johnston (Treasurer), Anna Creak (Secretary), Nicole Wilde (Health and Safety representative), Emma Gilbert, Hilton Johnson, Shivani Fox-Lewis and Emma Wackrow. A big thank you also to Gemma Parker for her contribution to the group before she moved on due to a change in employment last year. This month we will also bid farewell to Nicole as her youngest transitions to school – Nicole has been an enormous support to Kids' Domain in her role as Governance Group Health and Safety Representative - her input has been particularly valuable as we have navigated the complex and ever-changing Covid environment. Thank you all for your amazing mahi, enthusiasm and contribution to support the best interests of Kids' Domain, its staff and whānau.

This past year the Governance Group have undertaken a comprehensive review of Kids' Domain policies. During this reporting period, the group has updated and ratified the policies on Equity; Confidentiality; Privacy; Information, Communication, Technology and Social Media; Health and Safety; Investment; Emergency and Civil Defence Policy and Emergency Management Plan.

We continue to invest in our environment to ensure we are able to provide safe and quality care and teaching for our children. Some of the improvements that have been undertaken this last reporting year include:

- New dining room and outdoor furniture
- New shelving units in Aroha Construction Area
- New parent sign in desks in Pounamu, Mātauranga and Tūmanako
- New lockers in Aroha
- White noticeboards in Tūmanako
- Laundry cupboard

Finally, I would like to acknowledge and wholeheartedly thank Bridgette and the Kids' Domain Team. It has been another difficult year from a Covid perspective and we realise how much you have had to adapt to navigate this challenging landscape. We are incredibly grateful and appreciative of your hard mahi,

dedication, enthusiasm and commitment to ensuring the health, safety, education and happiness of our children each day.

Bridget Little, Chair
Auckland Hospital Preschool Society Incorporated

2. Treasurer's Report – Rhys Johnston

Like the preceding year, 2021 proved to be difficult at times. There has been a lot of uncertainty, and this makes it difficult to plan financially. However, we have come through it all with a sound financial result.

Fortunately, Kids' Domain continued to qualify for Government financial support during 2021 which helped us immensely.

On average, we plan for day-to-day (operational expenditure) to be covered by fees and Government funding, with income from our investments to help fund capital expenditure (playground improvements, for example). We do this so that the fee structure is fair and commensurate with our operational expenditure. Fee income was under pressure again due to lockdown, hence the Government support was so welcomed.

For 2021, we recorded a surplus before investment income of \$14k (or c.1% of our operational income). This indicates that our fees were about right given the circumstances.

During the year we placed \$1.125m of funds with a fund manager (Simon Hepple of Pie Funds), with the aim of achieving returns better than term deposit. This pot of money was built up over the best part of two decades. As the investment matures, it should provide us with a steady stream of income. Our income from investments was \$117k for 2021, but this is mainly unrealised gains. However, a poor start to 2022 (war in Ukraine, inflation) has eroded a lot of these gains.

Rhys Johnston, Treasurer
Auckland Hospital Preschool Society Incorporated

BUDGETS

1. Operational Budget January to December 2022

	This budget	Previous budget
INCOME:	\$	\$
Fees	1,229,306	1,230,724
Education grant	1,257,200	1,235,102
Fundraising and other income	1,800	1800
Interest	60,000	33,000
TOTAL INCOME	2,548,306	\$2,500,626
EXPENSES:		
ACC Levy	13,000	12,000
Advertising and recruitment	16,000	6,000
Audit	5,000	4,500
Bank fees	350	450
Cleaning supplies and equipment	28,000	21,000
Computing resources and maintenance	1,800	1,800
Consulting & Accounting	15,000	12,000
Depreciation	65,000	60,000
Educational equipment & resources	35,411	32,376
Entertainment & Events	12,000	10,800
General expenses	600	1,200
Groceries and kitchen supplies/equip	63,000	60,000
Insurance	8,000	8,000
Legal expenses	3,000	3,000
Licenses for software	7,800	7,500
Linen and laundering	9,600	12,000
Office expenses	1,200	1,200
Printing and stationery	6,000	6,000
Relievers	120,000	108,000
Repairs & maintenance	15,000	15,000
Salaries (inc. holidays & KiwiSaver)	2,069,545	2,072,260
Staff meetings and welfare	7,800	7,200
Subscriptions	7,200	7,200
Telephone and internet	3,000	3,000
Training, PD and research	30,000	25,200
Website maintenance and costs	5,000	1,800
Total Expenditure	\$2,548,306	\$2,500,626
Surplus/ (Deficit)	0	0

NOTES TO OPERATIONAL BUDGET FOR 2022

All amounts in the budget are exclusive of GST.

1. Salary and parent fee increases have historically been applied from 1 April in keeping with a 31 March end of year financial date. Current circumstances allow us to realign timing of increases/changes to the current 31 December end of year financial date.
2. Fee Income is based on targeted average child occupancy of 92% and a new daily rate of \$52 for children over 3 years old. The new daily rate spreads the cost of attendance across the week rather than being applied on an escalating scale in line with MOE '20 Hours ECE' funding. The new daily rate results in a small fee increase for part-time children and a fee decrease for full time children. The daily rate of \$75 for under 3-year-olds remains unchanged. The reduction in targeted child occupancy rates is due to the time required to rebuild enrolments to pre-closure levels.
3. Ministry of Education Income is based on 92% occupancy at the 80% MOE 'pay parity' funding rate. The MOE 20 Hours ECE subsidy is applied to children 3 years and over. MOE funding increases since the last budget including the across the board 1.2% funding increase from 1 January 2022 have been applied.
4. Interest Income is based on 4.8% of interest generated from \$1,250,000 invested in managed funds.
5. Salaries (with holiday pay, kiwi saver and allowances included) with 0% increase applied. The 0% increase is based on staff being well supported during Covid lockdowns. The salary budget will be reviewed in March 2022 when more information is available with regard to pay parity rates, and again in November 2022 to bring any increases into alignment with the current 31 December end of year financial date.
6. Contract Reliever costs are estimates based on relief teacher cover for 70% of teaching staff leave. 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.
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. 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.
10. All other expenditure estimates are based on actual figures for the previous year.
11. Any surplus will be put towards maintaining contingency and future capital development. Any loss incurred will be funded by taking up surplus from the 2021 financial year, or from capital investment.

2. Capital Expenditure Budget 2022

1 January 2022 to 31 December 2022 (Estimates only and GST exclusive)		
Carried forward from 2021	Front of building improvements: <ul style="list-style-type: none"> Fixed park benches/tables front entrance 	3,000
	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 dropdown/pull down transparent outdoor blinds 	20,000
	Aroha Playground: <ul style="list-style-type: none"> Re-roof playhouse 	2,500
	Pounamu / Kereru Playground: <ul style="list-style-type: none"> Landscaping design for covered areas Remove stump/reinstate exposed aggregate Landscaping and planting of covered areas Wooden tables and chairs for covered area Re-roof playhouses 	20,000
	Office & Staffroom: <ul style="list-style-type: none"> Side tables and plants 	1000
	SUB TOTAL	46,500
New outside projects for 2022	Aroha: <ul style="list-style-type: none"> Bughouse based on children's design Replace plants on fence line between Kereru and Matauranga 	2,000 500
	Front of building improvement: <ul style="list-style-type: none"> Reroof car seat shed Replace fencing around recycling bins 	4,000
New Inside Projects for 2022	Pounamu & Kereru: <ul style="list-style-type: none"> White noticeboards Replace couches x 4 	1,500 4,000
	Technology update: Update/replace desktop computers through-out centre (8) Buy new ipads x 10 @ \$960.00 Laptops x 2	5,000 9,600 3,000
	SUBTOTAL	29,600
	TOTAL	\$76,100

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

PLANS

1. Strategic (Long-term) Plan – 2022 to 2025

Kaitiakitanga is the overarching concept of this plan. Our mission is to protect and grow our strong whānau based learning culture and to create a sustainable future. The strategic plan has been created in consultation with the Kids' Domain community and reflects our philosophy. It has been designed to align with Te Ara Poutama's five domains of quality outcome and process indicators and, is informed by the National Education Learning Priorities (NELP).

Te Ara Poutama Domain	Strategic Priorities
<p>The learner and their learning.</p> <p>We are kaitiaki of whakamana and whanaungatanga.</p>	<p>1. Whānau are actively involved in partnering teachers in a wide range of curriculum design opportunities that support children's cultural identities, curiosity, and sense of belonging in the Centre and our local community.</p> <p><i>Rationale: To partner with whānau to design a responsive and innovative curriculum for children that strengthens and sustains their mana, identity, language and culture.</i></p>
<p>Collaborative professional learning and development builds knowledge and capability.</p> <p>We are kaitiaki of inclusive, culturally responsive and innovative curriculum.</p>	<p>2. Kaiako and leaders are collectively responsible for facilitating group inquiry and can understand and articulate the complex inter-relationship of the outcomes generated for all learners.</p> <p>3. Kaiako are actively and deeply inquiring into their individual practice, confronting bias, and ensuring inquiry and professional learning contribute to improved learner outcomes.</p> <p><i>Rationale: To embed a sustainable and collaborative culture of inquiry where children and kaiako learn from and with each other.</i></p>
<p>Evaluation for improvement.</p> <p>We are kaitiaki of sustainable quality.</p>	<p>4. All evaluative and inquiry processes focus on sustainable improvement and innovation, and all teachers have strong evaluative capability.</p> <p><i>Rationale: To make visible and understood the interconnection between evaluation, inquiry, sustainable growth and innovation, and improved outcomes for learners.</i></p>
<p>Leadership fosters collaboration and improvement.</p> <p>We are kaitiaki of a focused, collaborative culture.</p>	<p>5. Leaders actively foster teacher agency and facilitate the conditions for teachers to take and share the lead in both everyday practice and collaborative inquiry.</p> <p><i>Rationale: To develop the leaderful practice of all teachers so that they experiment, innovate, articulate and share their learning and expertise with others.</i></p>
<p>Stewardship through effective governance and management.</p> <p>We are kaitiaki of excellence, equity and innovation.</p>	<p>6. Centre resources are managed to develop and sustain a collective understanding of the priorities and approaches that support the wellbeing and learning of all those in the Centre community.</p> <p>7. Centre systems and processes are clearly and explicitly aligned with and designed to support strategic priorities.</p> <p>8. Centre relationships with external organisations and agencies, within and beyond the education sector, are actively pursued to support positive educational and community outcomes.</p> <p><i>Rationale: To grow and sustain organisational capacity and improve effectiveness.</i></p>

2. Annual (Short-term) Plan – January 2022 to December 2022

2022 Annual Plan	
Strategic Priority 1. <i>Whānau are actively involved in partnering teachers in a wide range of curriculum design opportunities that support children's cultural identities, curiosity, and sense of belonging in the Centre and our local community.</i>	
Goals: <ul style="list-style-type: none"> a. Review parent/whānau partnership and identify areas for improvement. b. Investigate new ways to involve whānau in curriculum design and inquiry. c. Connect with local Māori to learn the history and pūrākau of Auckland Domain. d. Facilitate children to document and reflect on learning experiences to enhance theory making, mana and learner identity. 	
Strategic Priority 2. <i>Kaiako and leaders are collectively responsible for facilitating group inquiry and can understand and articulate the complex inter-relationship of the outcomes generated for all learners.</i>	
Goals <ul style="list-style-type: none"> a. Deepen understanding of the connections between collaborative inquiry, pūrākau and our philosophy. b. Engage in professional learning to progress knowledge and skills around giving and receiving feedback for the purpose of strengthening leaderful practices. c. Kaiako to be collectively responsible for documenting group inquiry. 	
Strategic Priority 3. <i>Kaiako are actively and deeply inquiring into their individual practice, confronting bias, and ensuring inquiry and professional learning contribute to improved learner outcomes.</i>	
Goals: <ul style="list-style-type: none"> a. Grow knowledge and understanding of Matariki with the intent to actively engage children and whānau in Matariki celebrations for 2022. b. Build kaiako knowledge and skills of STEAM to increase its integration and visibility in the curriculum. c. Inquire into an ecology of listening and how it opens hearts and minds to difference, connection and new potential. 	
Strategic Priority 4. <i>All evaluative and inquiry processes focus on sustainable improvement and innovation, and all teachers have strong evaluative capability.</i>	
Goals: <ul style="list-style-type: none"> a. Further integrate infant & toddler kaupapa and engage with it at a deeper level. b. Facilitate and encourage teachers to use an evaluative lens in inquiry processes that focuses on outcomes for children. 	
Strategic Priority 5. <i>Leaders actively foster teacher agency and facilitate the conditions for teachers to take and share the lead in both everyday practice and collaborative inquiry.</i>	
Goals: <ul style="list-style-type: none"> a. Design and introduce a Professional Growth Cycle. b. Provide a professional learning and mentoring programme to strengthen pedagogical leadership skills and knowledge. 	
Strategic Priority 6. <i>Centre resources are managed to develop and sustain a collective understanding of the priorities and approaches that support the wellbeing and learning of all those in the Centre community.</i>	

Goals: a. Manage COVID-19 responses to protect and support the health and well-being of the KD community.
Strategic Priority 7. <i>Centre systems and processes are clearly and explicitly aligned with and designed to support strategic priorities.</i>
Goals: a. Develop fuller explanations of the philosophy concepts and explore ways to integrate these meaningfully into systems and processes.
Strategic Priority 8. <i>Centre relationships with external organisations and agencies, within and beyond the education sector, are actively pursued to support positive educational and community outcomes.</i>
Goals: a. Encourage and facilitate staff to share their stories of learning with others including within and beyond the Kids' Domain community. b. Engage with the Central Plant Building construction project to make the children of Kids' Domain visible as active members of the hospital community.

Thank you for attending the AGM

Governance Group Members 2022