

# NAPIER KINDERGARTEN ASSOCIATION

## KINDERGARTEN COMMITTEE GUIDE



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## Introduction

Parental involvement in our kindergartens is highly valued by Napier Kindergartens. Through parent participation on local kindergarten committees we ensure the voices of our communities and parents are heard right in the heart of our kindergartens.

In 2011 Napier Kindergartens consulted extensively with parents, teachers and the Board regarding:

- the roles and responsibilities of committees,
- the benefits of having a committee and
- the ways in which barriers to forming or joining committees could be removed.

This resource captures the outcomes of the 2011 review and is designed to be used as an aide to both new and existing committees, and those considering joining a committee.

We would like to continue building this as a useful resource for committees, so we invite any suggestions regarding content you would find helpful to be made to the General Manager.



**Members of the Kindergarten Committee Review Panel**

Left to right: Jessica Uri (BOT & Parent), Kerry Hansen (Head Teacher), Michelle Cherry (Teacher), Heather Peek (Parent), Jo Doole (Parent & Relieving Teacher), Amelia Moorhead (Teacher), Jo Cox (Head Teacher), Nicola Peacocke (Parent), Jo Coffin (Parent), Kerin Savage (Parent)

## Our review identified barriers to parents joining or forming committees to be:

Formality	“committee” name/meeting structure/roles
Meetings	time of day meetings are held, duration, need for childcare for evening meetings, time commitment, frequency, care of children present when meetings held at end of session
Fundraising	constant need for fundraising, access to resources, networks, large fundraising projects may not be completed before parents leave kindergarten
Participation	predominantly female, internal politics/disagreements, lack of participation or sharing of work, differing personal agendas, differing values & beliefs, lack of understanding about the roles & responsibilities, perception of required skills & experience levels needed, English as a second language, time & availability constraints

## Our review identified benefits of having committees to be:

- Parents can act as powerful advocates or ambassadors for kindergarten
- Relationship building, networking & friendship building (across the kindergarten & the Association)
- Community voice/Parent representation
- Assistance with kindergarten tasks
- Assistance with fundraising
- Access to and awareness of community agencies
- Communication and information sharing, via formal and informal mediums
- Personal growth opportunities for committee members
- Support for kindergarten staff, with a focus on children as the heart of the kindergarten
- Encouraging a sense of belonging and contribution for parents
- Reporting back to the kindergarten community both formally and informally gives greater accountability and awareness of kindergarten achievements
- Sense of structure within the kindergarten community
- Greater awareness & understanding of children’s learning environment

# Committee Membership

## Who can be on a committee?

The parents, guardians or designated parental caregivers who currently have a child on the roll or waiting list of an Association kindergarten can be on a committee.

## How can parents join a committee?

Parents can be elected on to their local kindergarten committee by the kindergarten community at the kindergarten AGM, or they may be co opted on to the committee at any time after. To co-opt means to elect or appoint and this can be done by the committee without the rest of the kindergarten voting.

## What skills or experience is required to be on a committee?

No special skills or experience are required of any parent to be on a committee. What committees are normally looking for are people who have the ability to contribute a little of their time, enthusiasm and interest and who have a willingness to work in with others.

## How many people can be on a committee?

There is no limit to how many people may be on a committee; although the larger a committee is the more difficult it may be to co ordinate meetings and communications etc. Committees may operate with a small number of members and be supported by other parents who wish to assist the kindergarten but do not wish to be on the committee.

It is suggested a minimum of 3 parents/caregivers are needed to form a committee.

## How long can you be on a committee for?

The normal term for a committee member is one year (from one kindergarten AGM until the next). Committee members will often come and go at various times throughout a year however.

Committee members may have an interest in staying on the committee for more than one year and can do so, as long as they are re elected and:

- have a child at kindergarten or
- have a child on the kindergarten waiting list

If a committee members' child leaves part way through a kindergarten year, they may continue to remain on the committee, if they wish, until the next kindergarten AGM.

## How do parents exit a committee?

If your child has left kindergarten during the year your committee membership will automatically end at the next kindergarten AGM, unless:

- you have another child on the waiting list and you wish to be re elected to stay on or
- you wish to exit the committee at the same time as your child leaves kindergarten.

This means that it is possible for a parent to remain on the committee when their child has left, up until the next kindergarten AGM.

If you wish to leave a committee at any other time however all you need to do is notify the committee (verbally or in writing). This may be done via the Head Teacher or the President or Chairperson.

### Can I be on the Board of Trustees as well as my local kindergarten committee?

No, once a person has been appointed to the Board of Trustees they must end their local kindergarten committee membership.

## Role of the President or Chairperson

In a formal committee the role of a person who has been elected by the committee members to be its President or Chairperson is to:

- ensure everyone has a fair say
- ensure meetings stay on focus and finish on time
- ensure the committee has at least one representative who attends the Association AGM
- ensure participants receive a copy of the meeting minutes
- liaise with the teaching team
- welcome new committee members and help induct them in their role
- prepare a President's or Chairperson's report for the Kindergarten AGM
- keep agreed tasks on target – people are doing what they agreed to do
- present their annual report at the kindergarten AGM (or ask another to present it on their behalf) (Example of a President's Report is located at **Appendix 6** )

## Role of Treasurer and Secretary

The role of Treasurer is being phased out as this work is now undertaken by the Association on behalf of committees.

A committee can decide if it wants to elect a Secretary or not. A Secretary will be responsible for recording meeting minutes and distributing these in a timely manner to committee members.

If a committee does not elect a Secretary, this responsibility must be shared amongst committee members and may include teachers.

## Kindergarten Committee Role:

To act as ambassadors and advocates for both the kindergarten and high quality early childhood education.

To support the teachers in their encouragement of parent participation and the running of the kindergarten.

To assist kindergarten staff in the provision of a warm, welcoming, inclusive kindergarten experience for children and whanau (families).

To represent the parent voice within the kindergarten community.

## Kindergarten Committee Responsibilities:

In carrying out their responsibilities Kindergarten Committee Members must abide by Association policies and guidelines at all times.

Kindergarten Committee Members are not expected to do everything themselves however they will have overall responsibility for ensuring that the kindergarten is well supported to run smoothly. They may co-opt other parents or form sub committees to assist with various activities.

In carrying out their responsibilities they must have regard to the kindergarten as the place of employment for kindergarten staff, therefore the committee cannot alter or use the premises in any way without consultation with the staff or without regard to Association policy.

The teaching team will guide and support their kindergarten committee, taking an interest in committee activities however the Committee should understand that although staff often assist with Committee activities, volunteer input is not *expected* of staff (eg fundraising functions, working bees).

In all areas of responsibility Committees will always act in the best interests of the children.

A summary of the specific responsibilities of a committee is set out below:

- Develop Strategic Fundraising Plans
- Fundraising
- Welcoming of new families
- Kindergarten Whanau Events
- Communication
- Low level maintenance
- Ratification of Resource Expenditure
- Media
- Meetings
- Association and Kindergarten AGM

## Develop Strategic Fundraising Plans

The introduction of 20 Hours ECE has enabled the Association to allocate sufficient operating funds to each kindergarten to cover their basic operating costs, including provision for new and replacement resources and excursions (an example of a kindergarten budget is located at **Appendix 11**). It has also enabled the Association to pick up more of the costs of running and maintaining kindergarten buildings, shifting most of this responsibility away from kindergarten committees.

As a result kindergarten committees are able to focus their fundraising on projects that:

- enhance the learning environment or
- contribute to the provision of a warm, welcoming and inclusive kindergarten for children and whanau (families).

Some of the projects undertaken will be large and possibly span several years (eg, playground redevelopments), while other projects may be much smaller in nature and therefore able to be completed within a year (eg replace dolls clothing).

Kindergartens need to plan for the future cost of replacement of items (such as bark, shade sails, sand and matting, children's tables & chairs) or regular maintenance (such as tree pruning, clearing guttering). Committees may be able to support the kindergarten by fundraising or helping with these projects.

It is therefore desirable for the committee to work alongside the teaching team to develop a 5 year plan which will establish long and short term goals. By formulating plans over a 5 year time frame both teachers and committee members will have a clearer picture of the needs of the kindergarten and the long term objectives – this will be particularly helpful as committee members will come and go over that time and having a long term plan will ensure a degree of consistency. It also provides a great way to encourage committees to engage with their teaching team and the community to talk about their aspirations for what children will be able to enjoy at their kindergarten and in their kindergarten environments.

The 5 year plan can be shared with parents; it shows those considering joining the committee what the fundraising commitment might be, and what the kindergarten is working towards.

Having agreed on a 5 year plan, the committee and teachers can then establish the potential costs of the projects and develop annual fundraising targets.

The 5 year plan should be revisited on an annual basis to review achievements towards the goals or revise and agree to any changes to the goals. This will ensure a degree of flexibility. An ideal time to do this might be at the 1<sup>st</sup> committee meeting that is held after the kindergarten AGM.

Strategic plans do not need to be overly complex or detailed.

An example of what a Strategic Plan might look like is attached **Appendix 12**.



## Fundraising

### 1. Fundraising should not be onerous

Kindergarten fundraising is an important function of the kindergarten committee but is also one of the greatest barriers to attracting people onto committees. To minimise the burden of fundraising falling on the shoulders of only a few parents, realistic fundraising goals need to be set, resources provided to help committees with fundraising ideas and information, and the committee should be able to co opt other parents to assist with fundraising initiatives.

The Association sets aside a small amount of funding each year to assist kindergartens to achieve fundraising goals where needed – this can be accessed via teachers in consultation with the management team and is subject to the availability of funds.

Under no circumstances should families be compelled to donate or to participate in fundraising activities.

Care should be taken not to commit future committees to long term contractual obligations for which they must fundraise. Examples of this might be:

- agreeing to sponsor a child's education within Aotearoa for a period of 6 years
- agreeing to lease equipment for the kindergarten for a 5 year period
- agreeing to purchase a specified amount of resources from a supplier for a 4 year period

A list of fundraising ideas and sources is located **Appendix 16**

### 2. Fundraising should be for defined purposes that align with NKA Constitution

As a registered charity our Association and kindergarten can undertake fundraising for any purpose which aligns with our Constitution's objectives (ie to further the education of young children in Aotearoa). When considering fundraising initiatives you must therefore ask the question 'How does this further the education of young children in Aotearoa?' If we fundraise for anything outside of our Constitutional objectives, we risk losing our status as a charity.

Within those constraints however there remains a fairly broad scope for fundraising initiatives. Consider purchasing additional resources that are not covered by the kindergarten's operating budget - this would include helping to create or maintain attractive buildings and grounds for children to enjoy and learn within. A few examples of these types of fundraising projects include:

• Shade sails	• Sandpits	• Sustainable gardens
• Planter boxes	• Children's tables & chairs	• Outdoor activity equipment
• Drinking fountains	• Playground upgrade	• Worm farms
• Outdoor seating	• Swings	• Sun hats for children

As a registered charity we are able to issue receipts for donations received which the donee can claim tax rebates for. Some families may prefer to make an annual donation rather than be involved in fundraising activities, so this should be available as an option to families.

Fundraising activities should be respectful of our values as an organisation and policies, so care must be given to the type of fundraising activities undertaken (for example, raffles for alcohol or cigarettes are prohibited, we don't condone serving alcohol at any fundraisers with underage children present).

Fundraising activities involving children should always be conducted in a manner that meets our health and safety obligations, legal or regulatory requirements, and which considers the rights of the child to dignity and privacy.

With the consent of the Head Teacher fundraising activities not directly related to kindergarten may be undertaken within the kindergarten, provided it is absolutely clear to the community that it is not a kindergarten fundraising activity and we cannot issue a receipt for donations. For example a community may wish to fundraise for one of its' children facing a serious health issue or sponsor a disabled child to attend a specialist camp or event.

Kindergarten communities may wish to fundraise for other early childhood communities within Aotearoa that have been adversely affected. An example of this was when a large number of Christchurch kindergartens were affected by the devastating earthquake of February 2011. Many Napier kindergartens fundraised for resources to help these kindergartens to get re established and assist young children back into a normal routine as quickly as possible. This fitted with our Constitutional objectives and values.

Fundraising at kindergarten should not be undertaken to support political parties or private businesses.

If there is any doubt about the appropriateness of a fundraising activity, this should be cleared with the General Manager before the fundraising commences.

### **3. Association assisted fundraising events**

There is support for the concept of an Association-wide organised fundraising event which benefits all kindergartens. With a representative from each kindergarten (excluding Wairoa), an Association fundraising committee may be formed to organise one large fundraising event as and when required eg book an entertainer to perform at the Municipal Theatre or organise an on line auction, with all proceeds allocated either equally or in an agreed manner to every kindergarten (including Wairoa).

This would support kindergartens that struggle to fundraise successfully and may also raise public awareness of our Association. The fundraiser should focus on activities that require minimal organisation and maximum returns. Organising fairs and market day events are extremely time consuming and often produce minimal funds.

The Association will consider calling for volunteers to assist with organising a large fundraising activity at the request of kindergarten committees. Regard will be given to our capacity to organise an event taking into account resources, budgets, venue availability and risks.

#### **4. Sponsorships**

The Association adopts a cautious attitude to sponsorship although it is acknowledged that sponsors can be a valuable means of accessing funding, services or resources for kindergartens.

Sponsorship often creates a long term relationship between the Association and the sponsor so care must be taken to ensure the sponsor is reputable and shares similar values to our organisation. Relationships with sponsors must be treated with respect. We recognise that sponsors may want their sponsorship acknowledged in some way and it is appropriate to do so; however we do not want sponsorship to be intrusive or used as a means of accessing our families purely for the purpose of generating income.

Appropriate ways of acknowledging sponsorships include mention of the sponsors in kindergarten and Association newsletters and AGM reports, a small placard or notice on display in the kindergarten and a mention on the Association website.

Any committee considering a sponsorship relationship **MUST** contact the General Manager first to discuss.

#### **5. Grant Applications**

Grants are available from a number of charitable organisations and are a major source of funds for kindergarten projects. When applying for a grant you are saying you need financial support to fund the project, therefore **you can only apply for a grant in advance of a project being started**. Consider breaking bigger projects down into smaller stages and apply for funding for each stage separately.

Each charity stipulates the eligibility criteria for their grants and what causes it will support.

Organisations donating funds often do not expect to fund an entire project themselves but will contribute towards the cost. They may wish to know what other organisations have been asked to donate or have agreed to donate towards the project. They have an expectation the kindergarten has contributed towards the project via their own fundraising efforts and/or will fund the balance.

When a grant application is successful there are obligations we must meet with regards the time within which the funds must be spent and providing evidence the expenditure has occurred.

Kindergartens are required to apply for approval from the General Manager before applying for grants. The Committee meeting minutes should show the following record (or words to similar effect):

**Motion:** The committee will, after obtaining the approval of the Associations' General Manager, fundraise to **name the project** (eg redevelop the sandpit) through grant applications and other fundraising initiatives.

The reason for making this record is that many donee organisations want a copy of the minutes to show:

- the committee's agreement to undertake the project and apply for grants,
- the project has the Association's support and
- a commitment is made to also try other methods of raising funds.

The Association provides the services of our Finance Support person to assist kindergartens with preparation of their grant applications. She is experienced at applying for grants, has built up good relationships with various grant organisations and completes the audit part of the process once a grant has been received. There is no charge to a kindergarten for this assistance.

Funds received from a charitable grant are not repayable by the kindergarten provided the funds received are spent for the purpose for which they were granted and within the required timeframe. Charities may consider giving an extension of time to complete the expenditure of the funds donated if there is a good reason for the delay, however don't wait until it's too late to apply for an extension. The Association must be notified if an extension is required.

Sometimes charitable organisations will allow the purpose for which a grant was given to be changed, but this should only be done in **exceptional** circumstances, with Association knowledge, and it must be approved by the grant organisation **before** going ahead with the expenditure. Wanting to spend funds on something other than what they were granted for can call our future credibility into account when applying for further grants.

Fundview is an online database with information about various charitable organizations, what they will donate to etc. This is available from the local public library, via the Association or the internet.

## 6. Raffles

Raffles are a form of lottery covered by the Gambling Act 2003 and are a relatively easy and popular way to fundraise, however there are some rules you need to abide by:

- Raffle must be undertaken for a charitable purpose
- All prizes \$500 or less fall into Level One gambling category
- All prizes exceeding \$ 500 up to \$ 5,000 fall into Level Two gambling category (approval of General Manager required)
- Prizes exceeding \$5,000 in value fall into Level Three gambling category and require a gambling licence from Department of Internal Affairs (approval of General Manager required)
- Prohibited prizes include alcohol, tobacco and firearms

- There are legal rules around what information needs to be shown on tickets issued and how the raffle is drawn. (Refer to **Appendix 14**)
- The Association requires that even for raffles with a prize value of \$500 or less that the draw is conducted publicly and the person drawing the winning ticket(s) does not have a stake in the draw

Organisers of Level One gambling can participate in the raffle, but neither organisers nor the Association can participate in raffles that fall into Level Two and Three categories. *Note: The **organiser** is defined as the natural person who conducts the activity*

## **7. Fundraising Approval Requirement**

General Manager approval to fundraise is required for any project expected to cost in excess of \$ 1,000.

Further approvals will be required at various stages throughout the remainder of the project (a flowchart regarding the approvals process is located at **Appendix 4**).

The process outlined in the flowchart is similar to that followed by teachers for other projects. The process is designed to ensure:

- the project complies with our procedures, policies, regulatory obligations, licencing, Health & Safety and legal requirements
- the Association can provide appropriate guidance and support where required

## **Welcoming of new families**

Committee Members can be involved in welcoming new families into the kindergarten community. This can be achieved by extending a warm welcome to new comers, telling them about the various committee activities and organising opportunities to get together or join in with other whanau (family) events at the kindergarten. Examples of how this might be done include:

- extending a welcome to the family in a newsletter,
- an individual letter of welcome to the family,
- an invitation to attend a committee meeting or a whanau (family) event,
- committee members personally introduce themselves and welcome new families,
- at kindergarten whanau (family) events committee members can help introduce the family to others at the event.

Please rely on the teaching team for guidance as to when the time is right to introduce new families to committee members.

## **Kindergarten Whanau (Family) Events**

The kindergarten community can be an invaluable source of support for parents new to parenting or our communities.

The Committee can help foster community relationships by organising events, in conjunction with the teachers, for children, parents and extended family members (grandparents, aunts,

uncles etc). There might, for example, be a midterm BBQ, an end of term disco, a party to celebrate the completion of a project or a significant anniversary date for the kindergarten (such as 25<sup>th</sup> year of operating). To encourage participation, it is expected that no fundraising occurs at these events as this can be a barrier to attendance by families.

It is essential that the safety and wellbeing of children is considered in any event organised under the Association's umbrella, whether it is on kindergarten premises or not, or during session time or not.

Teachers will be expected to follow our excursion and health & safety policies, which include preparing a full risk analysis and details of how identified risks will be minimized or eliminated.

The Association reserves the right to have the final say on whether an event organised under our umbrella or on our property goes ahead and in doing so will consider what the consequences for a child may be in the event that an identified risk occurs. We must have regard to the potentially significant legal implications of any harm coming to a child while under our custodial care. In our view it is better for us to err on the side of caution, even though parents may view the event as safe.

## Communication

Committees may wish to communicate with families or other kindergartens within the Association regarding their:

- success with fundraising or
- success with other committee activities/initiatives or
- need to request support.

Any communication with families by the Committee must be approved by the Head Teacher.

All communications must reflect the philosophy, values and professionalism of the Association.

Committees are not required to prepare newsletters for the community, but if they wish examples of committee newsletters to parents is located at **Appendix 15**.

## Low Level Maintenance

Low level maintenance refers to tasks of a routine or minor nature and includes such things as:

- lawn mowing
- shrub pruning
- small tree pruning
- weeding
- clearing guttering
- washing kindergarten external walls down annually
- replacing bark
- replacing sand
- cleaning of equipment, resources or buildings
- watering lawns & gardens over term breaks

Regular planned maintenance ensures our assets are maintained in good working order, are fit for purpose and compliant with any relevant rules, standards and regulations.

While the Association provides some funding to cover unexpected health and safety costs it is not expected to have to pick up these costs if they have arisen due to a failure to adequately plan for or undertake regular maintenance work.

Committee members are not required to undertake low level maintenance work in the kindergarten but may on occasion wish to do so, or call for volunteers to do so, or fundraise to pay for the work to be done.

Changes in the ACC Act and Health and Safety Act and more stringent insurance clauses mean that the Association now carries a greater level of responsibility for any injury to, or damage caused by, volunteers or inexperienced people. For example in 2012 a school Board of Trustees was held accountable for the death of a child, who was killed when playing on a pile of logs which a staff member had been left to stack.

If a volunteer is injured while doing work on behalf of the kindergarten, the Association may possibly be liable for any loss of wages incurred by the volunteer as a consequence of the injury.

If volunteers are unreliable this may result in necessary work not being completed – leaving our kindergartens looking less than appealing or below the standards we expect for our children.

For these reasons it is often more desirable to employ registered trades people even though it may be more expensive to do so.

Regrettably, in the past, well intentioned volunteers have caused significant damage to kindergarten property as a result of inexperience, even when undertaking the simplest of tasks.

Reputable, experienced trades' people should have their own equipment, Health & Safety policies, operate within accepted industry relevant compliances and standards, and carry public liability insurance. Their work should carry a warranty and in the case of a dispute the matter may be taken to the disputes tribunal. This may not be the case with volunteers.

When considering using volunteers these questions need to be asked:

- Do they have the relevant skills, experience or qualifications?
- Do they have the appropriate equipment?
- Do they know about health & safety practices?
- What is the level of risk associated with the task?
- What is the likelihood of something going wrong?
- Are they reliable?
- What recourse do we have if the work undertaken is not up to standard and how will that affect our relationship with the person?

### Ratification of Committee Expenditure

The Association provides kindergarten committees with regular financial reports. These keep track of funds raised by committees, show how these have been expended and how much is remaining to be spent.

Committees are only required to authorise or ratify kindergarten expenditure which is paid for from committee funds. Authorisation is the act of granting approval to go ahead with the expenditure, ratification is the act of giving of confirmation that the expenditure has occurred.

If the expenditure is \$1,000 or less the committee can proceed directly with the giving of their authorisation and ratification.

If the expenditure is over \$ 1,000 prior approval of the General Manager is required even if the General Manager has already approved the project. This is because there may be contracts to be entered into by Association on behalf of the kindergarten, health and safety arrangements to be made and other issues addressed.

The expenditure must occur within Association guidelines and have regard to the stipulations of any grants received from charitable organisations.

## Media

From time to time Committees may wish to use the media to help promote their kindergarten or a project which they are raising funds for, or they may be approached to comment on an early childhood education issue. Great care must be taken in dealing with the media, hence the need for Association approval before any contact is made. An inadvertent statement taken out of context may cause harm or misrepresent the Associations' position on any matter.

The Association however recognises and endorses the good publicity generated when kindergarten achievements are celebrated in the media and in principle supports this.

The Association also has an annual advertising budget which includes provision for some advertising regarding specific kindergartens to be done.

## Meetings

A committee must establish, in liaison with the teaching team, regular Committee meeting dates and times.

The frequency, length and formality of meetings were identified as major barriers to parents joining committees. Meetings should be brief, well run, enjoyable, informative, create a sense of achievement and occur only as frequently as is required.

If meetings go on for too long, lose their sense of direction or are badly run this will put people off being involved. Formality should be relaxed if necessary, although there is a requirement to maintain a record of the meeting and its outcomes.

Everybody must be given a fair opportunity to have their say.

The minimum number of times a committee should meet is once a term. They may meet more frequently if they wish.

Ideally meetings should not exceed 1 hour in length. If they are held after a session, a half hour meeting might be preferable.



Meetings must occur outside of session times.

If meetings are held after a session and children are still present, at least one teacher and a parent should supervise the children (preferably as far away from the meeting area as practicable). This is to reduce interruptions and meeting duration as well as meet our OSH obligation to ensure children's safety even though the session has ended.

Meetings should have an agenda (refer to **Appendix 8** for examples of agenda).

Teachers do not need to present a formal report to the committee at each meeting – particularly if much of the information has been made available to the community by other means. However there will be information that is of specific interest to the committee (such as progress with fundraising efforts and purchases made) and this should be provided to them by the teachers.

In order to keep the meeting on target and focused there needs to be a person in control of the meeting. In a formal committee this may be a person who has been voted on as President or Chairperson. In an informal meeting this may be whoever is willing to take on this role, including the Head Teacher.

If the person who normally runs the meeting or records minutes is absent a volunteer from those present should, with the agreement of those present, take over chairing or minuting of the meeting.

The venue for the meetings should be the kindergarten.

The minimum number of people who must be present (referred to as a quorum) for any decisions made to be valid are:

- Formal committees - 2/3rds of the members of the committee (for example if you have 6 parents on the committee, 4 need to be present to achieve a quorum)
- Informal committees (which are likely to have significantly less members) - 2 parent members are required to achieve a quorum.

Staff are not able to move or second any motions at a committee meeting or committee AGM, nor do they have voting rights. They do however have the right to speak, to express their opinion and present reports or information to the committee. While teachers do not have voting rights their views should be given considerable weight in any discussion.

Voting at committee meetings or kindergarten AGM's is carried by a simple majority ie more than 50% of those present and entitled to vote have voted in favour.

Only elected or co opted Parent Members of the committee have the right to vote at committee meetings. Any Parent Member of a kindergarten community can vote at the kindergarten AGM. A Parent Member includes parents of a child at kindergarten or on the waiting list to attend kindergarten.

The following may attend a kindergarten committee meeting:

- the kindergarten's staff
- kindergarten committee members
- parents helping the committee with a project
- invited guests (including Association Management or Board Members)
- anyone considering joining the committee

### Presenting financial information at meetings

Presenting financial information regarding the kindergarten or committee funds can be daunting. The Association will be able to assist in this area if needed by either providing a written report explaining the financial statements in simple terms or by attending the meeting and presenting the information on your behalf.

### Meeting Minutes

Meeting minutes need to capture:

- Date & time of meeting
- Who was present
- What was agreed (summary only – not full discussion)
- Record of any motion to fundraise for a project via grant applications (ref **page 12 - motion** for the wording needed)
- Agreement that the previous minutes are an accurate record of the meeting

Ideally the minutes should be prepared and distributed to participants as soon as is practically possible after the meeting (while it's still fresh in everyone's mind).

The minutes should also be sent to those who would have normally been present but were absent for that meeting.

The minutes are recorded by whoever the committee agrees should record them – in a formal committee a secretary or minute taker may have been appointed. In an informal committee this role may be taken on by teachers.

After the minutes have been recorded they need to be confirmed as being a true and accurate record. This is normally done at the next meeting ie committee meeting minutes are confirmed at next committee meeting and AGM minutes are confirmed at next AGM. Only those who were present at the meeting can actually confirm the minutes are a true and accurate record.

An example of a formal committee's minutes is given in **Appendix 9**  
An example of an informal committee's minutes is given in **Appendix 10**

## Association and Kindergarten AGM

It is desirable that the Committee appoints at least one parent from the Committee who is willing to attend the Association AGM (Annual General Meeting) in April and at least two parents to attend the Kindergarten AGM (March/April). These meetings are an opportunity for the parent voice to be heard on matters affecting the Association or the kindergarten, to share and celebrate successes achieved as well as challenges faced and may require Members to vote on important matters including amendments to our Constitution.

### Kindergarten Committee AGM's

Ideally each kindergarten committee, whether formal or informal, should hold an AGM (Annual General Meeting). These normally occur during March/April and should be held at the kindergarten out of contact hours or where it suits, during the evening.

An AGM should be between 30 minutes to one hour long and followed by some light refreshments. Some Committees will continue after the AGM with their normal Committee Meeting, however that is optional.

We are required to notify the public of the dates and times of our Kindergarten and Association AGMs – this is organised and paid for by the Association.

Where possible a representative of the Board of Trustees will attend local kindergarten committee AGMs.

An agenda is to be prepared for each AGM (an example of an agenda is at **Appendix 5**). The purpose of an AGM is to report to its parents on the kindergarten's financial position, income, fundraising and expenditure as well as any other matters of interest to the community. It is also the time to elect new Committee Members (nominations can be taken from the floor). In the more formal committee the President or Chair will present a report, as well as the Head Teacher (an example of a President's or Chair's report is to be found at **Appendix 6**, and a Head Teachers report at **Appendix 7**).

The AGM is also an ideal time to hand out Letters of Service to those Committee Members who are leaving (or have left during the year). Some parents include their letter in their CV's or resume's when applying for work positions. An example of a Letter of Service is to be found at **Appendix 13**. Based on information provided by the Head Teacher Letters of Service are prepared by the Association and are signed by the General Manager. These are presented to outgoing committee members at the AGM by a Board representative.

### Who can attend kindergarten AGM meetings?

These are essentially public meetings and include the following:

- the kindergarten's staff
- kindergarten committee members

- invited guests (including Association management or Board Members)
- anyone considering joining the committee or who is standing for re election
- any parent or caregiver of a child attending the kindergarten or on the waiting list to attend
- any other member of the public who wishes to attend

## **Committee Operation**

### **Committees may operate formally or informally.**

Some kindergartens may find they work better with an informal style of committee such as Friends of the Kindergarten or Whanau groups, therefore kindergartens should have a choice about whether they have committees that operate formally or informally, and what they choose to call themselves. The differences between ‘formal’ and ‘informal’ committees are identified as:

<b>Formal Committees</b>	<b>Informal Committees</b>
<ul style="list-style-type: none"> <li>• <b>Accept all the roles and responsibilities of a committee</b></li> <li>• <b>Are structured with defined roles such as President, Secretary</b></li> <li>• <b>Operate better in a kindergarten that has had a committee with high levels of support for some time</b></li> <li>• <b>Most members are in place for a minimum of one year, may co opt other parents or form sub committees to assist with various functions</b></li> <li>• <b>Committed to fundraising as required</b></li> <li>• <b>Use the term ‘Committee’ when identifying themselves</b></li> <li>• <b>May have 5 or more members</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>May only be responsible for one or more of the roles and responsibilities of a committee, but not all</b></li> <li>• <b>Are less formal or structured with regards to meetings and roles of members</b></li> <li>• <b>May suit a kindergarten that has not had a committee for some time or is struggling to attract parents onto the committee</b></li> <li>• <b>May have variable terms of office, less than one year, may co opt other parents in to assist with various functions</b></li> <li>• <b>May have lower expectation regarding fundraising</b></li> <li>• <b>May opt to use a term other than ‘Committee’ when identifying themselves</b></li> <li>• <b>May have a smaller number of members (ie less than 5)</b></li> </ul>

Committees may grow and evolve over time, so they may start as informal committees and then move to more formal committees or vice versa.

### **Committees may form sub committees.**

Committee Members should not be expected to do everything themselves; they are able to form sub committees or co opt other parents to assist with various activities such as fundraising or organising whanau kindergarten events. This allows other parents or caregivers to participate in areas they feel they can contribute to without the full obligations of being a Committee Member.

### **Code of Conduct for Committee Members**

All Committee Members (in both formal and informal committees) should agree to sign a Committee Code of Conduct form. This is an agreement between Committee Members about how they will behave with regards to each other, how they will resolve any differences of opinion and maintain confidentiality. It's not expected that parents co opted to assist with projects or involved in a subcommittee are required to sign a Code of Conduct. **(Ref Appendix 1 for Code of Conduct)**

### **Conflicts of interest to be declared**

Committee Members are required to declare if there is any possible conflict of interest with regards to either being on the kindergarten committee or participating in certain dialogues and/or activities.

A conflict of interest exists when a committee member has a vested interest in a particular outcome, which may affect how they act or vote with regard to a matter being considered by the committee. For example if a member owned a business supplying furniture and the committee were considering upgrading the kindergarten furniture, the Member's business may be one of the suppliers being considered. Therefore that Member has a potential conflict of interest when the committee is considering where it will purchase the furniture from.

Once a conflict of interest has been declared the committee can then determine how that might affect the Member's ability to participate in the discussion/activity or with regards to any voting. In the above example, the committee may decide that the Member can participate in the discussion because they have valuable expertise to contribute, but might not be allowed to vote on the outcome as to which furniture or supplier they would like to purchase from.

Another area of potential conflict of interest is with regards to existing familial, personal or business relationships between Committee Members and/or between Committee Members and the kindergarten staff.

Where such relationships exist the perception may arise that decisions or discussions within the committee are being unfairly influenced and this must be managed with care. This does not eliminate any parent being on the Committee simply because they have a familial, personal or business relationship with a staff member or another Committee Member, the exception however being with regards the role of President or Committee Chairperson.

The person who takes on the role of President or Chair of the Committee should not be a parent who has a familial, personal or business relationship with any of the staff of the kindergarten.

### **Relationship between committees and kindergarten staff**

The relationship between Committee Members and kindergarten staff is that of a partnership and should be supportive, co operative, harmonious and respectful. The focus of staff and parent committee members should be:

- the health and wellbeing of children,
- great educational outcomes for children,
- creation of a warm, welcoming environment and
- working towards the aspirations of parents for their children.

Committee Members are to respect that kindergarten staff are employees of the Association, the kindergarten is their workplace and that teacher's first priority is delivery of the curriculum and safety of the children.

Our teachers are obligated to work within licencing and funding criteria, health and safety regulations, Association policies and procedures and Te Whaariki curriculum.

They have strategic plans and visions for their kindergarten and valuable experience to contribute. They are therefore well placed to provide committees with advice and guidance which should be given suitable weight by the committee.

A committee cannot force any idea or initiative on staff which does not have staff or Association support.

### **Where can we go for additional support with queries?**

Your teachers or the General Manager are available to provide additional support or assistance with regards any aspect of setting up or running a kindergarten committee.



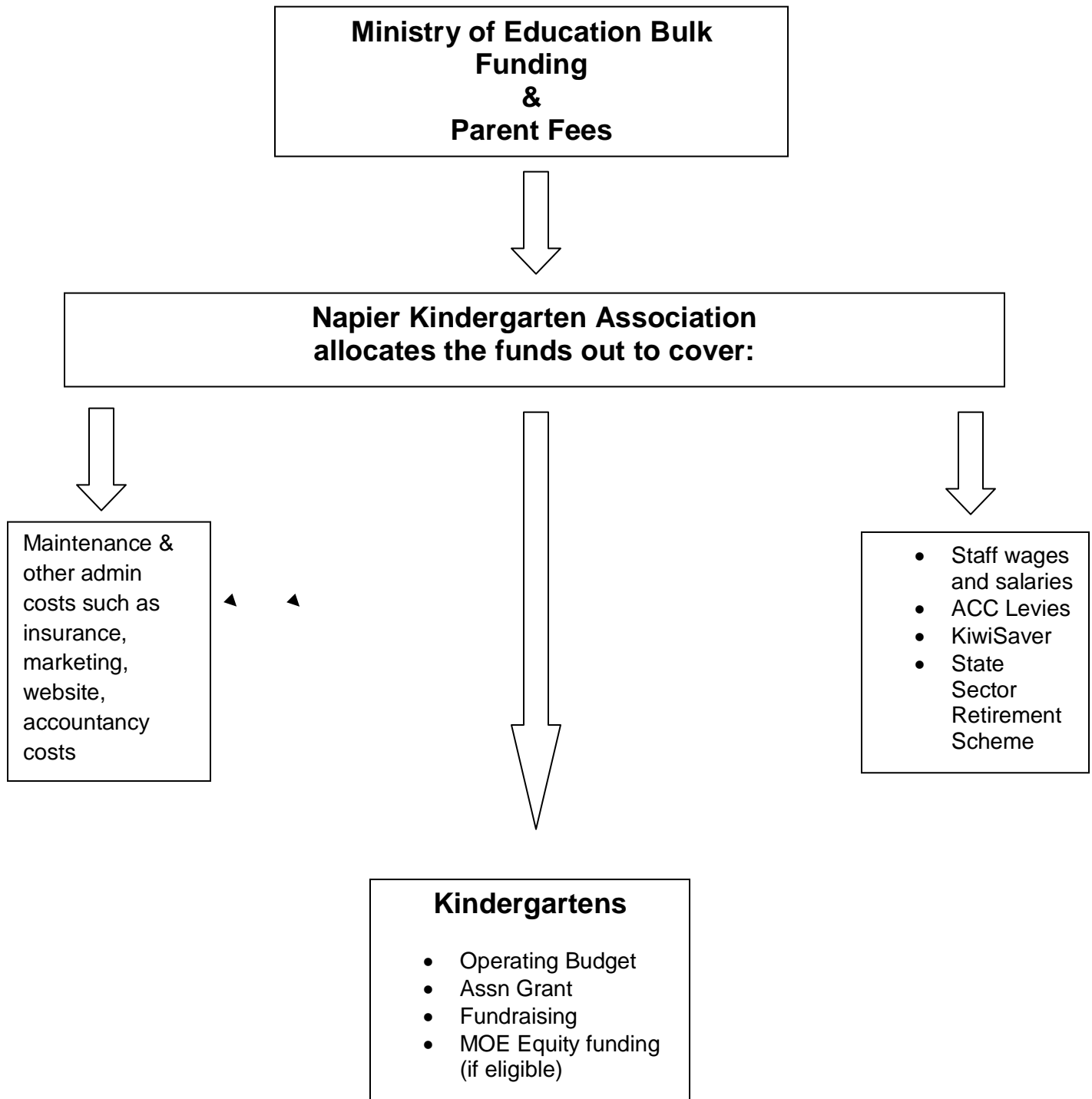
## Kindergarten Committee Code of Conduct

### As a Kindergarten Committee Member I agree to:

1. Keep the needs of all children and their learning paramount.
2. Be honest, reliable and trustworthy in all dealings.
3. Maintain the confidentiality and trust vested in me and act with discretion.
4. Ensure that where I disagree with the committee stance on any matter, this disagreement is resolved within the committee.
5. Respect the function of the kindergarten local committee and ensure that I do not act contrary to the Napier Free Kindergarten Association Policies, Early Childhood Acts and Regulations.
6. Ensure that all actions on behalf of the committee are approved by the committee, respecting that no individual member shall make decisions on behalf of the committee.
7. Display loyalty and respect to fellow Committee Members, Teachers and Association staff.
8. Declare if there is any potential conflict of interest with regard to any information or matter being considered by the Committee.
9. Direct any media approach to the General Manager if the issue concerns the Kindergarten Association or the wider Kindergarten movement.

Name:.....Signature:.....Date:.....

## The Funding Flow





## **Ministry of Education Funding**

Bulk funding is received from the Ministry of Education based on:

- The percentage of trained teachers employed
- The number of children attending
- The number of hours they attend
- Regularity of attendance
- The All Day licence funding rate
- Attestation of 20 hours

## **Parent Fees**

Parent fees represent between 1% and 2% of the Associations income. No child is excluded on the basis of non payment of fees. Fees received are used by the Association to fund work or projects within our kindergartens.

## **Annual Operating Budget Allocation to Kindergartens**

Each year we allocate to kindergartens funds to cover their basic operating costs. This is calculated on a lump sum basis plus an amount per child place. These allocations are reviewed each year.

In 2010 the lump sum was \$ 16,200 and the amount per child place was \$ 240.

Kindergartens receive this money irrespective of whether parents pay fees or not.

Each year the teaching teams review and sign off on their kindergarten budget – thereafter they are responsible for managing their expenditure within their budget.

## **Association Grant**

The Association sets aside funds to assist kindergartens who require additional support financially or need assistance with completing a project. Kindergartens have to apply to the Association for this assistance. Once the available funding has been allocated no further grants can be made until the following budget year. This is funded by parent fees.

## **Fundraising**

We recognise that kindergartens are dependent on fundraising and Grant Applications to help the kindergarten provide resources that enhance quality education and which fall outside of their annual operational funding provision.

For external Grant Applications the Association provides assistance via our Finance Support person (Julie Crook) who prepares and files applications on behalf of kindergartens (using quotes they have provided). She then completes the audit requirements for kindergartens which were successful in their applications. Julie has developed good working relationships with various charities, undertakes training on fundraising and is able to ensure everything is in order to ensure favorable consideration of grant applications.

## Association Maintenance & Administrative Costs

Administrative costs:

Costs covered by the Association for expenses such as computer software, web hosting, insurances, accountancy fees, auditing fees etc as well as Management team costs.

Maintenance costs:

Larger items of maintenance such as painting building exterior, signage, replacing roof, fences etc which are covered by the Association.

A list of who has responsibility for various costs is attached at **Appendix 3**

## Association Financial Year

Our financial year is 1 Jan to 31 December.

## Salaries and wages

**The Association is the legal employer of all Association staff (not the kindergartens). Only the General Manager can make employment offers, provide contracts or direct staff as to the duties they must undertake.**

Staff salaries and wages are paid by the Association.

Teacher's salaries and working terms and conditions are set by their collective agreement; the Association is legally bound to abide by these and cannot award teachers in excess of the agreed salary levels or working terms and conditions.

Each kindergarten has a Kindergarten Support Worker or Teacher Aide support provided by the Association.

Some of our kindergartens receive Equity Funding from the Ministry of Education which is additional to the operational funding received by the kindergarten. There are restrictions around how this funding may be spent, but a number of kindergartens have elected to use the funding to recruit additional support (such as a teacher aide or Kindergarten Support Worker). While the kindergarten may be funding the additional cost, it is still the Association which is the employer and manages the employment and wages payment processes.

On occasion a kindergarten may wish to employ additional Kindergarten Support Worker or Teacher Aide support for a limited period of time or for a particular event or project (for example – additional cleaning in preparation for an event being hosted at the kindergarten, or prior to an ERO review). If the kindergarten is unable to fund this they may ask if their committee would be prepared to fundraise to cover the costs of the wages for these one off events.

***Under no circumstances however should a committee be asked to consider doing this unless prior approval of the General Manager has been sought first, nor should any discussion be held with any person who may be asked to undertake the work.***

There are likely to be legal consequences for the Association arising from unauthorised discussions with individuals regarding their employment terms and conditions.

**EXPENDITURE**

The following is a general guide as to who pays for what within our kindergartens. There may be occasions where some other arrangement regarding payment is negotiated. In all cases where expenditure is to be incurred which the Association is expected to pay for, the Association must be contacted first (other than standard, ongoing costs such as fire & electrical checks etc).

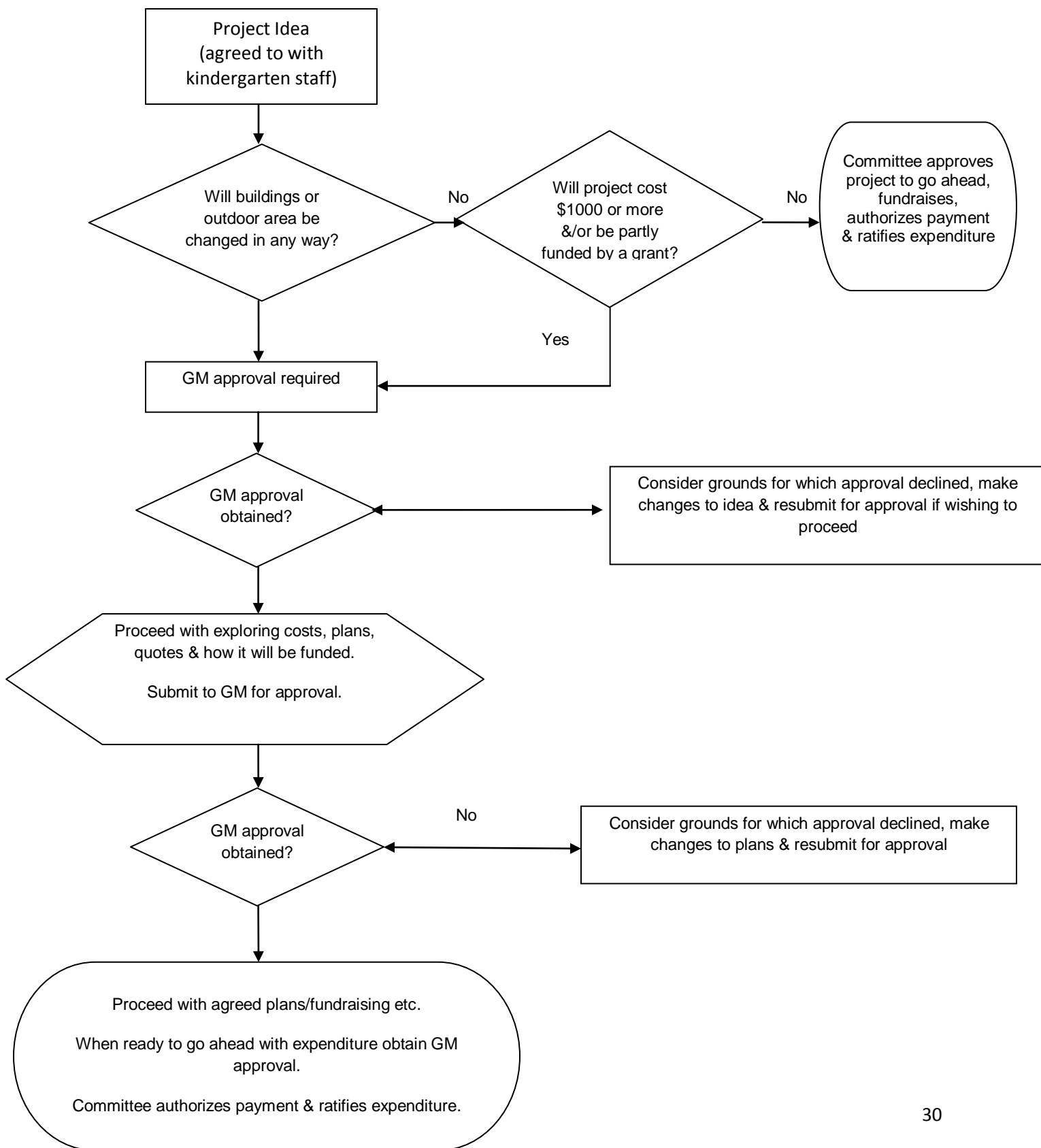
<b>Expense Type</b>	<b>Who Pays For It</b>
AGM - advertising meetings in public notices	Assn
Bank Fees (your Visa account only)	Kgtn
Building Exterior – Painting	Assn
- Repairs to Structure	Assn
- 6 monthly cleaning (wash down)	Kgtn
- Clean/Unblock guttering	Kgtn
- Replace/Repair Roof	Assn
- Replace/alter windows	Assn
- Replace/repair guttering	Assn
Broadband monthly fee	Kgtn
Books, for teachers professional use, in kgtn library	Kgtn
Cellphone - initial phone supplied by assn, replacements by kgtn	Assn/Kgtn
Monthly plan paid by	Kgtn
Child Profile Folders	Assn
Cleaning services & products	Kgtn
Computer virus checking licence & software	Assn
Computers for Admin functions (InfoCare etc) – purchase & repairs of (each kindergarten was supplied with one)	Assn
Computers/laptops additional, purchase, installation & repairs of	Kgtn
Computers/laptops purchased for provisional teacher pch & repair of	Assn

Consumables – Play/Pets/Films	Kgtn
Counseling costs for staff, as agreed with Assn	Assn
Diversification – costs associated with changing licence including equipment for new staff, office alterations to accommodate new staff, break out rooms, bedding for children, laundering facilities etc)	Assn
Electrical equipment safety check & repairs to building wiring	Assn
Electrical equipment – repairs to faulty items or replacement eg zips, vacuum cleaners, jugs, radios, refrigerators	Kgtn
Equipment – new & replacement & repairs of	Kgtn
Excursions (no donations or fees to be charged to parents for child excursions. Costs of parents attending & assisting with excursion is not to be charged to the parent)	Kgtn
Fans – repairs to	Kgtn
Fire Safety Equipment check & repairs, replacements required to equipment (annually)	Assn
First Aid Supplies & Equipment	Kgtn
First Aid Prof Devpmnt	Assn
Fridge magnets for parents	Assn
Gardens/Lawns	Kgtn
Gate & fence maintenance & repairs	Assn
Groceries for kgtn & Civil Defense	Kgtn
Health & Safety – costs arising to address an identified H & S issue (negotiated with Assn)	Assn
Heaters & heat pumps – repairs to	Kgtn
Heat pumps – annual service contract	Kgtn
InfoCare Software & Licensing costs	Assn
Inoculations for staff – flu & hepatitis	Assn Reimburses
Internal Maintenance – painting, wallpapering, minor alterations	Kgtn
Insurance premiums (annual) – buildings & equipment	Assn

Insurance claims – All claims under \$250	Assn
Insurance Excess of \$ 250	Assn
KSW hours agreed to be covered by the Assn	Assn
KSW hours – additional hours wanted by kgtns	Kgtn
Laundering of soiled linen, clothing	Kgtn
Mail Holds or rediverts over term breaks (\$10/week)	Kgtn
Office equipment – new & replacement (printers,copiers,faxes,cameras, powerpoints,phones etc)	Kgtn
Paving Maint (damaged/hazardous pathways)	Assn
Playgrounds - New & Replacement Equipment, Bark, Sand, Shadesails, Plants, Trees	Kgtn
Phone Book Listing (yellow & white pages)	Assn
Phone costs	Kgtn
Plumbing – minor repairs & replacement eg blocked toilets, hot water cylinders, faulty taps, blocked guttering	Kgtn
Plumbing – major repairs eg new underground pipes required	Assn
Projects - internal alterations, playground devpmnt	Kgtns
Security Services & Equipment and call out charges	Assn
Shadesail storage costs (over winter or term breaks)	Kgtn
Storage sheds – new & maintenance	Kgtn
Tree pruning	Kgtn
Vandalism – claim under insurance	Assn
Vinyl Flooring repairs & replacement	Assn

# Approvals Flowchart

(for kindergarten projects towards which committees will be raising funds)



## Kindergarten AGM Agenda & Meeting Procedures

### **WELCOME**

Welcome everyone to the meeting, particularly any visitors (Board of Trustees etc), new parents etc. If possible welcome these people by name. Remind those present that only parents or committee members (excluding staff) can make and second motions, or vote.

Introduce the person who will be chairing the meeting (this ideally should be the Chairperson or President of the committee, but may be the Head Teacher)

### **2 APOLOGIES**

Apologies received must be called for and written down. A motion is then made that the apologies received be accepted. This motion must have a seconder and then those present can agree verbally to accept the motion

**Move/Second**

**All in Favour**

### **3 MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING**

Copies of these minutes should be available for people to read, ideally in advance of the meeting. Alternatively they can be read out by the Secretary or Head Teacher at the meeting – however this tends to take unnecessary time.

A motion is required to be made that the minutes of the previous meeting are accepted as a true and accurate record of that meeting. This motion must be seconded. Only people who were present at that previous meeting can move and second this motion.

Members are then invited to raise any matter from the previous minutes for discussion or to identify any errors in the minutes recorded.

The members present will then be asked to vote for or against the motion made to accept the minutes as a true and accurate record.

**Move/Second**

**Any Discussion**

**All in Favour?**

**Any Against?**

**Carried**

#### **4 PRESIDENT/CHAIRPERSON'S REPORT**

The President/Chairperson reads his/her report to the meeting. The Chairperson's report should be an overview of events during the year from the Committee's point of view. It should include relevant thanks for sponsorship/monies received, work undertaken etc.

The President/Chairperson asks if there are any questions about their report or discussion to be had, then moves the report be accepted and asks for it to be seconded.

**Move/Second**

**Any discussion**

**All in Favour?**

**Any Against?**

**Carried**

#### **5 HEAD TEACHER'S REPORT**

Prepared by either the head teacher or the whole teaching team. It should summarise the year from the staff perspective and include anything of special note or interest to the community. At the conclusion, the President/Chairperson asks if there are any questions about the report or discussion needed, then moves the report be accepted, and asks for a seconder (the teachers are not able to move their own reports as they are not voting members of the committee).

**Move/Second**

**Any discussion**

**All in Favour?**

**Any Against?**

**Carried**

#### **6 PRESENTATION OF ANNUAL ACCOUNTS AND AUDITOR'S REPORT**

Each kindergarten will receive 2 or 3 reports (a committee report & a kindergarten operating report, those kindergartens who receive equity funding will also receive an equity funding report). These are provided by the Association's Finance Manager and copies must be available for those attending the meeting.

If you have a committee treasurer they should point out any high or low points, if not, this will be done by the Head Teacher.



After the reports have been presented, a motion is required that the Kindergarten Committee finance report be accepted as a true and accurate record of the committees financial statement and a seconder is called for. (The Kindergarten operating and equity reports will be ratified by members at the Association AGM). Those present are invited to ask questions or have a discussion about any aspect of the reports before members are asked to vote on the motion to accept the report.

**Move/Second**

**Any discussion**

**All in Favour?**

**Any Against?**

**Carried**

## **7 ELECTION OF COMMITTEE FOR THE FORTHCOMING YEAR**

Nominations can be received from the floor. People are able to nominate themselves. The nominations can be taken in a group and then a motion must be made that those nominated be elected to the kindergarten committee (or whatever name the committee goes by). A seconder for the motion will be required before going to a vote. Nominees must receive at least 50% of the votes of those present & eligible to vote in order to be elected.

**Move/Second**

**All in Favour?**

**Any Against?**

**Carried**

*NB: Election of office bearers (such as President, chairperson, secretary etc) is done by the committee and should occur at the next local committee meeting following the kindergarten Annual General Meeting.*

## **8 GENERAL BUSINESS**

Items of general business should be called for.

**This is where your Board of Trustees Representative(s) will give a brief talk, and hand out any confirmation of service letters to departing committee members.**

At the end of the talk, the President/Chairperson should thank the Board Members.

The President/Chairperson should then ask if there are any other items of general business.

If there are no further items of general business the President/Chairperson should declare the meeting closed at whatever the time is.

**NB:** At the conclusion of the Annual General Meeting, there should be a short recess (cup of tea etc) and then the local committee meeting, if you are having one, should be convened.

Two Board of Trustees Representatives will usually attend a local committee AGM. They do not stay for the Local Committee meeting afterwards.

If you are unsure about anything before your AGM, please contact the General Manager.

Have a good AGM – don't forget to pat yourselves on the back for all the hard work you have done!!!

## Example of Committee Chairperson or President's AGM Report

I'd like to start my report by thanking our committee members for their hard work this year, as well as the parents who gave us a hand with our raffles and the garden and storage shed clean ups.

We had 5 members on our committee this year, plus help from a number of parents for various activities. Our committee was able to raise \$ 3,015.00 this year from 3 raffles and a sausage sizzle. This fundraising is going towards new chairs for the children and we have a further \$5,000 to go to reach our goal. We're looking at applying for grants to help with the balance we need as well as additional fundraising to cover any shortfall.

We applied for grant funding to replace some of our outdoor equipment. We received \$ 2,000.00 from Eastern & Central Community trust and this was spent on new climbing equipment and buckets and spades for the sandpit.

Earlier in the year we were able to spend \$ 1,500.00 towards new plants for the garden by the sandpit, which now looks really attractive. Committee members, teachers and other parent helpers cleaned up the area and then did the planting. The children are really enjoying this area now and spend lots on time there. This was funded from money raised by the committee in the previous year.

We've had a large number of children turn 5 this year and leave kindergarten, so we have had a lot of new families to welcome into the kindergarten. To help with this we organized with the teachers to hold a BBQ for our families at the end of each term and also 2 kindergarten shared lunches. Our families have enjoyed these opportunities to meet together and share the facilities of the kindergarten.

Our teachers were keen to have a major clean out of the storage shed so one Saturday in June we had a group of 10 parents and teachers come together to help with this. We worked for a morning on the clean up and finished with hot pizzas and bread.

The Association put new autex walls in for us in September and this has made a huge difference to how the inside of our kindergarten looks. The children's artwork really stands out on it. Our children were really excited about it and some thought they had a new kindergarten.

We had 8 committee meetings during the year, as well as additional meetings of those who were helping out with the raffles and sausage sizzle. Our meetings are about an hour long, which includes a bit of time for a cuppa.

We have 3 committee members who will be leaving us after this AGM, so we'd really like to see some new parents join us on the committee.

## Example of a Head Teacher's AGM Report

This has been another incredibly busy year for our kindergarten and I'd like to thank our committee, parents and the Association for their support.

### 2008 Relicensing

We were relicenced under the 2008 Regulations in June, which involved us in reviewing our kindergarten policies, having safety glass installed in some of our windows and spending a day with the Ministry who checked everything in our kindergartens complied with the 2008 regulations.

### ERO Review

Shortly after completing the relicencing we were reviewed by ERO. We were thrilled with the reviewers' comments which acknowledged in particular the outcomes we are achieving for children and the close community relationships we have fostered, which they saw as a strength.

### Teacher Professional Development

This year Susan completed her provisional teacher registration process.

As a team we attended the NKA 2 day conference in October and 3 workshops run by the Association during term breaks on self review, marketing your kindergarten and sustainable education.

Individually each of our teachers attended a one day workshop on areas of interest such as playground safety standards, whakatipu ideas and awareness, literacy skills and social skills.

### Excursions

Our children and their whanau went on 4 excursions this year:

- One to the aquarium April to follow the children's interest in fish
- One in June on the double decker bus to the landfill reclamation and then the cool cat for an ice cream
- One in August to the Wiggles show at the Municipal theatre
- One in December to Santas forest

In addition to our excursions we had a number of artists share their skills and talents in the kindergarten. We had a visit from Wendy & Jill the face painting ladies, Cheery the Clown, Mr Grinch and the fire department.

### Children's Interests

This year our children followed their interest in fish, dinosaurs and the Olympic games. We held our own mini Olympic games at the kindergarten, followed by our own awards ceremonies. Children responded really well and shared with us their favorite sports and talked about the games they watched at home.

In addition to celebrating Waitangi Day we also celebrated National days for France and USA with flags, lunch and interesting information about these countries as we have 2 new families start with us from these places.

### Fundraising and projects

Our fundraising has gone really well this year; the committee fundraising has helped with establishing plants by the sandpit and now the committee has started to fundraise for new ergonomic chairs for the children. The \$ 2,000 we received from grants for new climbing equipment has really been put to good use. Children are enjoying the range of activities they can now do in this area. The new garden area is encouraging our children to study plants and enjoy the feel of the different plant textures as well as the scents.

Our vision is to create an area under the verandah that can be better used in wet weather conditions so this year we'll begin to explore some of the options available and we're really keen to set up a chicken coup with a couple of chickens in it.

A big big thank you to the parents who helped us this year with the cleanup of the storage shed, the garden planting, weeding, shrub trimming, moving equipment out in preparation for the autex wall installation and for taking our pet turtles home to be looked after over the term breaks.

We're aware our laptops may need replacing over the next two to three years so we are going to apply for a grant to replace one laptop at a time.

Thank you to the Association for our new autex walls, all of our kindergarten community has enjoyed the new look.

### Health and Safety

During the year health and safety checks were undertaken – we topped up our bark area and secured our stove and microwaves to the wall for added earthquake protection.

Our annual electrical appliances check found all of our appliances were in good order.

Our fire safety equipment checks found our fire extinguishers were all in good order.

We undertook our fire drills as required during the year.

### Enrolments

This year we had 22 children turn 5 and leave kindergarten during Term 2. This meant of course that we had 22 new children starting during Term 2, luckily not all at the same time. We worked really closely with families to help settle their children in well.

During the past year we have had the following percentages of ethnicities attending our kindergarten:

65%	European
25%	Maori
5%	Pacifika
1%	French
2%	American
2%	Asian

This has meant we have enjoyed a rich mixture of cultures and have incorporated understanding of these cultures into our learning.

### Staffing

This year we said a fond farewell in April to Jean who had taught at our kindergarten for 10 years. Jean moved with her family to Tauranga and she is greatly missed. We were fortunate enough to be able to

welcome Cynthia permanently to our team in July. Cynthia has already made her mark by entralling the children with her puppetry skills.

A big thank you to teachers Bridgette and Minnie for their dedication and commitment to this kindergarten and to our kindergarten support worker, Tiffany, who is adored by all and who spoils us with cooking treats.

We're very happy with the things we achieved last year, most of all watching our children as they gained in confidence and learning and the wonderful relationships we have developed with our families. We've enjoyed working alongside our committee members and really look forward to welcoming new members to the committee. Ka kite.

## **Example of Formal Committee Meeting Agenda**

1. **Apologies**
2. **Additional items to be added to Agenda?**
3. **Committee Finances**
4. **Fundraising**
5. **Projects**
6. **New Families**
7. **Whanau Events**
8. **Minutes of previous meeting**
9. **Next Meeting date and time**

## **Example of Informal Committee Meeting Agenda**

1. **Additional items to be added to agenda?**
2. **Projects**
3. **Fundraising**
4. **Whanau events**
5. **Minutes of previous meeting**
6. **Next meeting date and time**

## Example of Formal Committee Meeting Minutes

**Minutes of committee meeting held 9 May 2012**

7:00 pm to 8:00 pm

**Present:** Parents - Jane Hoover, Peter Crippen, Grace Morgan, Joel Bud, Tania Bird  
Teachers: Racquel, Minnie, Bridgette, Cynthia

**Apologies:** Scott Peterson

Motion: Apology be accepted

Moved: J Hoover  
2<sup>nd</sup>: P Crippen  
All in favour/Carried

### Committee Finances

Committee financial statement to 31 March 2012 discussed. Approval from Association granted to purchase climbing equipment from the \$ 2,000.00 Eastern & Central grant received.

Motion: Financial statement to 31 March 2012 be accepted as a true and accurate record.

Moved: T Bird  
2<sup>nd</sup>: J Bud  
All in favour/Carried

### Fundraiser

Next fundraiser will be a grocery hamper raffle to be sold over July, proceeds to go towards new chairs for children. Jane & Grace agreed to organise this.

### Projects

Agreed to invite parents to help us with a working bee to weed the gardens and repaint the family corner chairs and tables during the next term break.

### New Families

Three new families started this term. They have each had a welcome letter from the committee and will be invited to the end of term family BBQ.

### Whanau activities

Grace & Joel have arrangements in hand for organizing end of term family BBQ & invitations to go out to families next week.

### Minutes

Motion: Minutes of committee meeting held 27 March 2012 be accepted as a true and accurate record

Moved: T Bird  
2<sup>nd</sup>: J Bud  
All in favour/Carried



## Example of Informal Committee Meeting Minutes

**Minutes of Friends of the Kindergarten meeting held 9 May 2012**

7:00 pm to 8:00 pm

**Present:** Parents - Jane Hoover, Peter Crippen, Grace Morgan, Joel Bud, Tania Bird

Teachers: Racquel, Minnie, Bridgette, Cynthia

**Absent:** Scott Peterson

At our meeting we all agreed the following:

### **Projects**

Teachers will invite parents to help us with a working bee to weed the gardens and repaint the family corner chairs and tables during the next term break. To encourage parents to come along we'll make sandwiches for the helpers. Our kindergarten will provide the bread & fillings.

### **New Families**

Three new families started this term. They will be invited to the end of term family BBQ by the teachers on our behalf.

### **Whanau activities**

Grace & Joel will help the teachers to organize an end of term family BBQ on the 22 June. Kindergarten will supply bread, onions & sauce, families to bring meat. Teachers will ask parents who has a BBQ we can borrow.

### **Parent area**

A sofa will be placed inside the entrance/sign in area next to the children's profile books for parents who wish to stay awhile.

### **Minutes**

Our minutes from the meeting held 27 March 2012 are accurate.

**Example of a kindergarten budget  
Draft Budget - 2013**

**Kindergarten Funds**

**Receipts**

		2012 actual
Free ECE	33,000	27,414
Parent Fees		4,083
WINZ Subsidy		1,047
Interest	250	321
Donations		375
Fundraising		265
Sundry	125	965
	<u>33,375</u>	<u>34,470</u>

**Payments**

Consumable Play / Film / Pets	3,500	3,197
Excursions & Entertainment	2,000	1,985
New & Replacement Equipment	4,000	6,943
Repairs & Maintenance Equipment	500	626
Total Childrens' Direct Expenses	<u>10,000</u>	<u>12,751</u>

Cleaning Materials	15,000	14,627
Telephone	1,350	1,284
Power	1,850	1,701
Rates	500	440
Groceries	1,000	1,185
Bank Fee	30	47
Postage, Stationery & Photocopying	3,200	3,152
Repairs & Maintenance Property	2,000	1,705
Repairs & Maintenance Building	500	947
Educational Books	300	
Playground Development		2,137
Sundry	250	207
	<u>35,980</u>	<u>40,183</u>

**Budget Deficit**

**-2,605**      **Deficit**      **-5,713**

plus 2013 Opening Bank Balance	3,234	plus 2012 Opening	8,947
2013 Closing Bank Balance	<u>629</u>	2012 Closing	<u>3,234</u>

**MOE Equity**

**MOE Equity Income**      5,800      6,618

**MOE Equity Expenditure**

New & Replacement Equipment	2,000		
	<u>3,800</u>		

**MOE Budget Surplus**

**3,800**      **Surplus**      **6,618**

plus 2013 Opening MOE Bank Balance	7,369	plus 2012 Opening	751
2013 Closing MOE Bank Balance	<u>11,169</u>	2012 Closing	<u>7,369</u>

## Example: Kindergarten 5 Year Strategic Fundraising Plan

	2013	2014	2015	2016	2017
<b>Long Term Goal:</b> <b>Playground redevelopment</b>	<b>Stage One</b> Consultation & plans drawn up Estimated Cost \$ 2,600	<b>Stage Two</b> New sandpit with sand & outdoor storage boxes Estimated Cost \$ 11, 000	<b>Stage Three</b> Sensory garden with seating & murals Estimated cost \$ 5,800	<b>Stage Four</b> New swings & Shade Sails Estimated cost \$ 15,000	<b>Stage Five</b> Raised Planter Boxes for children to grow vegetables & flowers Create large lawn area Estimated cost \$ 5,500
<b>Short Term Goals</b>	Replace dress up clothes \$ 250 Repaint family corner resources (cots, beds, kitchen etc) Cost of paint \$ 100		Carpentry area resources – tidy up & replace missing/broken items \$ 300		Replace puppets and toy baby clothes \$ 150

Example of Confirmation of Service Letter (original will be supplied on official letterhead)

Date

### CONFIRMATION OF SERVICE

#### **Name**

The Napier Kindergarten Association has an annual income in excess of \$5 million; is responsible for 15 kindergartens, 900 children, some 65 permanent staff and any number of relieving/casual staff, and 248 families on the Parents as First Teachers Contract.

Administration of the Association and its kindergartens relies heavily on voluntary input at two levels:

- ◆ Local Committee Level
- ◆ Board of Trustees Level

The Association encourages its local committees to target people with particular skills to ensure that the children in our kindergartens receive the best possible early childhood education, resources and facilities available to them.

**Name** has been a committed and enthusiastic member of the team at Local Committee level at **Name** Kindergarten for one year. **Name** has been a very active and supportive member of the committee organising and helping with some fantastic events. **Name** has always been hardworking in every role and willing to undertake any work asked of her with a positive attitude and a great sense of fun. **Name** has shown wonderful support to the teaching team and will be sadly missed.

Kindergarten's survival depends on the work of local committee members, and the Association acknowledges and appreciates the considerable time and effort **Name** has put in during her time at **Name** Kindergarten.

**HELEN McNAUGHTEN**  
**GENERAL MANAGER**

## Raffles – Rules and regulations

Every organiser and society (or an individual where section 22 of the Act applies) must comply with the following rules when conducting a lottery that is class 1, class 2 and class 3 gambling -

- (1) The organiser must clearly indicate to all participants the rules and requirements by which the lottery will be played.
- (2) A ticket is the only valid basis for participating in the lottery.
- (3) A ticket is the only valid basis for winning a lottery.
- (4) Where tickets are sold to the general public, the date, time and location of the draw shall be publicly notified.
- (5) Where tickets are sold to the general public, the drawing of the lottery must be open to the public.
- (6) Tickets cannot be sealed.
- (7) Each ticket sold must have an equal chance of being drawn.
- (8) Each ticket sold and no other ticket is included or represented when the draw is made.
- (9) No ticket can be adjoined to a ticket in any other lottery.
- (10) Tickets in the lottery must not be combined with a fee to any other event or entertainment.
- (11) Prizes must be given only to person(s) who win.
- (12) Prizes must be given to winners within 3 months after the draw, unless the winner cannot be identified or located, or does not wish to accept the prize.
- (13) The details of any conditions attached to a prize must be clearly indicated at the point of sale.
- (14) Ticket sellers must ensure that information is obtained from ticket purchasers to identify and contact the person to whom the ticket is sold.
- (15) Prize winners must not incur costs additional to the cost of participation in the lottery when claiming their prize.
- (16) Prizes offered must not be changed once the lottery has commenced.
- (17) The authorised purpose(s) to which the net proceeds of the lottery are applied or distributed must not change once ticket sales have commenced.

## Conduct of game - class 2 and class 3 gambling

Every society and organiser must comply with the following additional rules when conducting a lottery that is class 2 or class 3 gambling –

- (1) A lottery cannot jackpot.
- (2) Neither the society nor the organiser may hold a ticket.
- (3) A ticket, which has been drawn, is not eligible to be drawn again in the same draw.
- (4) Tickets must be individually numbered.

*Note: The **organiser** is defined as the natural person who conducts the activity and **society** means an association of persons established and conducted entirely for purposes other than commercial purposes*

*Class 1 – prize value \$500 or less*

*Class 2 – Prize value over \$500 and up to \$ 5,000*

*Class3 – Prize value greater than \$ 5,000*