

**Hui-ā-Whānau**  
**Rāapa 131 Hakihea 2017**  
**5.15 – 7.00pm HUI**

**Ka hui tātou ki Tōku Whakaki Marihi**

	<b>Kaupapataka</b>	<b>Mā wai</b>	<b>Te roa</b>
1	<b>Karakia /Mihi</b>		5 meneti
	<b>Whakawhanaungatanga</b>		10 meneti
3	<b>Ngā Tono aroha</b>	Hekeritari	2 meneti
4	<b>Ngā meneti o tērā hui 08/11/2017</b>	Te katoa	2 meneti
5	<b>Ngā Take i puta mai:</b>	Te katoa	5 meneti
5	<b>Ngā reta tukuna mai/atu –</b>	Tumuaki	2 meneti
6	<b>Te Kārere o Te Kāhui Manutaki</b>	Kara, Joanee, Tania	15 meneti
7	<b>Ngā Pūrongo Whakahaere:</b> Kōmiti Pūtea Kōmiti Mahi Roopu Aortake	Tiatangata	10 Meneti 10 Meneti 10 Meneti
8	<b>Ngā take whānui:</b> • Komiti Kohi Putea	Hemi, Troy, Ngawai, Shannon	5 meneti
	• Roopu Papataakaro	Toti, Hollie	5 meneti
	• Komiti Whakawhanaungatanga	?	5 meneti
9	<b>Nga pānui mo te marama kei te heke mai</b>		
10	<b>Karakia Whakamutunga</b>		

<b>Venue:</b>	<b>Te Kōhanga Reo o Ngā Kuaka, Silverdale Road, Hamilton</b>				
<b>Duration:</b>	<b>Start:</b>	5.30pm	<b>Finish:</b>	6:40pm	<b>Quorum:</b> 5
<b>Nga Tangata i tae mai:</b>	Matua Neville, Whaea Hemi, Whaea Dorina, Whaea Ngawai, Whaea Virginia, Matua Rocky, Whaea Mahiti, Matua Toti, Matua Tai				
<b>Te Kahui Manutaki i tae mai:</b>	Kara Sikisini (Tumuaki)				
<b>Kaituhi meneti:</b>	Neville				

## **ITEM 1 KARAKIA TIMATANGA/MIHI**

**1.1 DORINA PAENGA I TUKU KARAKIA 5:30PM**

## **ITEM 2 MIHI WHAKATAU/PITOPITO KORERO/OPENING COMMENTS**

### **2.1 KO DORINA PAENGA**

- Nau mai haere mai nga whanau/kanohi hou – Matua Rocky te papa o Honor ki te whare tuakana, me Matua Tai te hoa o Whaea Massey (Kaiako Hou).
- Whaea Dorina is the new Chairperson and Whaea Virginia is Deputy Chair. This was motioned at the Hui-a-whanau on the 11<sup>th</sup> October 2017.
- Also, the agenda papers were sent out last Friday and Whaea Dorina asked if whanau could read these *before* the hui to help with timing for the hui.

## **ITEM 3 FORMAL BUSINESS**

### **3.1 NGĀ TONO AROHA**

Tammy Tauroa, Joanee Mokokoko, Tania Milner, Whanau Hudson, Tomairangi,

*Resolution 3.1 “Ka whakaaetia te whānau ki ngā tono aroha”*

<i>Kaimoutini:</i>	<i>Virginia Smith</i>	<i>Kaitautoko:</i>	<i>Hemi</i>
<i>Ka whakaae te whānau?</i>	<i>Ae</i>	<i>He kaiwhakahē?</i>	<i>Kao</i>

### **3.2 NGĀ MENETI O TERA HUI: 11<sup>TH</sup> OCTOBER 2017**

*Resolution 3.2 “Ka whakaae te whānau ki ngā meneti o tēra hui?”*

<i>Kaimoutini:</i>	<i>Virginia Smith</i>	<i>Kaitautoko:</i>	<i>Ngawai Smith</i>
<i>Ka whakaae te whānau?</i>	<i>Ae</i>	<i>He kaiwhakahē?</i>	<i>Kao</i>

### **3.3 NGA TAKE I PUTA MAI I NGA MENETI?**

Kao

## ITEM 4 TE KARERE O TE KAHUI MANUTAKI

KARA SIKISINI  
(TUMUAKI)

**Kōhanga Expo:** Need more whanau to support to achieve lower ratio for safety reasons. Currently only have 8 parents who have committed and been police vetted. 24 Ringa awhina needed for the ratio. If we can't get this number then we will look at a higher ratio, if this is not achievable then it will come down to single whare going with the committed parents tamariki attending.

**Tōku Mapihi Cohort Entry Procedures:** Tōku Mapihi have a new Cohort Entry policy which means that tamariki will start kura at the beginning of each term, and dependant on when their 5<sup>th</sup> birthday is. Tamariki will not start on their 5<sup>th</sup> birthday date. The issue for the Kōhanga is if there is a big roopu going through the transition this will put pressure onto our whare pepi. So its something that we will look at and prepare for.

**Calendar events:** Calendar of events handed out at hui. Orange shaded days are Kaiako days and the Kōhanga is closed. Kōhanga closes for the Christmas period on the 19 December and we start back 15 January 2018. The week commencing 8<sup>th</sup> January 2018 is a week-long waananga for Kaiako.

Resolution 4.1

*"That Kōhanga open date on Monday the 15<sup>th</sup> January 2018, and that parents don't pay fees during the closedown period."*

Resolution 4.2

*"That Te Kāhui Manutaki report be received"*

Kaimoutini:	Ngawai Smith	Kai Tautoko:	Hemi
Ka whakaae te whanau?	Ae	He kaiwhakahē?	Kao

## ITEM 5 TREASURERS REPORT (KOMITI PUTEA)

DORINA  
PAENGA  
(TREASURER)

- Many whanau have come forward to arrange payments of unpaid fees, however there are approximately 7 whanau who have not made any contact. This will be addressed by those whanau tamariki places becoming free next year.
- Just to let whanau know that when the Fees Policy is enforced, and termination letters are sent to whanau, there may be some unhappy whanau in our community. Please be aware that those whanau may not tell you about their unpaid fees, so whakapiki te mana o tatau Kōhanga, puritia te kaupapa o tatau.
- The fees policy has been amended to allow our Pou Tiaki as "first response" and take action to allow her to deal directly with unpaid fees as it was solely the responsibility of the Tumuaki. This policy will come before the whanau for approval soon.
- Xero – The Chart of Accounts are currently being set up by the National Trust and hopefully next week the Pou Tiaki can start her training for Xero.
- The draft budget has been compiled however Treasurer has not had the chance to meet with Komiti Putea yet to discuss, but will be presented at the next hui.
- The current budget is based on 25 – 49% certified Kaiako which results in a \$80,000 deficit. If we aim for 50-79% certified Kaiako, this brings in an additional \$127,000 revenue resulting in about \$30,000 surplus, therefore Kōhanga desperately need to recruit Certified Kaiako.
- As agreed to by whanau, a portion of the fees increase is to be allocated to help fund the new Papataakaro and is in the recommendations.

- Whaea Dorina concerned that one person sharing two roles is not best practice, and would like to step down as Treasurer at the December hui.
- Whaea Dorina has listed the outstanding issues for the Treasurer/Komiti Putea and is happy to see all these issues to be resolved so the new Treasurer can start on a clean slate, which includes the 2017 Audit. Nominations for Treasurer to be submitted by whanau at December hui.

**Korero kua puta mai o te whanau**

- We have five qualified staff currently and need another 4 qualified.
- Need to look at our recruitment strategy and put priority on:
  - Frequent advertisements every month keeping these fresh and updated all the time
  - Police Vetting (addressed in KM report)
  - Get out through our whanau networks.
- Could also look at introducing a Kaitakawaenga with the main role to support Kaiako. This could help create Nga Kuaka as “the best place to work”.
- Lets start getting a positive message about our Kōhanga that “this is the place to work”. We need to look at a wholistic approach to attracting quality Kaiako. A Kaitakawaenga could help do this. We need to look at a holistic approach to awhi our current kaimahi.
- To help create positive messages out in our communities, take photos of your tamariki do fun and exciting mahi at Kōhanga and use these to promote our Reo and Tikanga, for the website and/or on Social Media.
- Close up photos of tamariki hands playing in the paints or rummaging around in the lego box are great shots. Unless they are your child, avoid taking photos of tamariki faces.

**Action(s)**

- **Tumuaki to also look into Recruitment Agencies to get costings as this may help ID certified Kaiako.**
- **Tumuaki to ask Kaimahi at next hui about if this would be favored by Kaimahi, and before the next hui, if this is received favorably by Kaimahi, to identify what role Kaimahi would want this person to take.**
- **Whanau to start taking photos of Tamariki engaging at Kohanga and make available for Kohanga to use to promote Reo & Tikanga.**

- Resolution 5.1 That whanau receives and approves the Pūrongo Putea to 30 September 2017.*
- Resolution 5.2 That whanau approves the 2018 fee increase to take effect on Monday 15<sup>th</sup> January 2018.*
- Resolution 5.3 That whanau approves \$17,610 be taken from the fee increases over a 3-year period and for this amount to be extrapolated for immediate access by the Papataakaro Komiti to contribute to the Papataakaro fund.*
- Resolution 5.4 That whanau agrees for \$17,610 be used from cash reserves to contribute to the Papataakaro fund.*
- Resolution 5.5 That whanau approves Jefferies Nock & Associates Limited as the Auditor for 2017.*
- Resolution 5.6 That whanau approves Dorina Paenga as an authoriser on NetPay.*
- Resolution 5.7 That whanau receives notification that Dorina Paenga will stand down as Treasurer at the next Hui-a-whanau scheduled on 13<sup>th</sup> December 2017, but Dorina will see all outstanding projects to full closure including the Audit 2017, and whanau to send nominations to the Tari before this hui.*

Kaimoutini: Dorina Paenga Kai Tautoko: Ngawai Smith  
Ka whakaae te whanau? Ae He kaiwhakahē? Ae

## ITEM 6 KOMITI MAHI

- VIRGINIA SMITH (DEPUTY CHAIRPERSON)
- Police Vetting – Virginia spoke directly with Kōhanga National trust who are happy for the Kōhanga to have a direct registration with police for vetting
  - National trust happy for Kaiako to start immediately whilst waiting for police vetting to come through.
  - Look at adding to Child Protection Policy

### Korero kua puta mai o te whanau: Whanau Feedback

- Excellent outcome!
- Shame we didn't know this before and could have started new Kaiako earlier

*Resolution 6.1 That whanau receives the Komiti Mahi report*

Kaimoutini: Ngawai Smith Kai Tautoko: Hemi  
Ka whakaae te whānau? Ae He kaiwhakahē? Kao

## ITEM 7 ROOPU AROTAKE

DORINA PAENGA

- There are approximately 30 plus policies that Kōhanga need to review. These are listed in priority as some have not been reviewed in years. Priority 1 polices for example have not been reviewed for several years. Priority 4 policies are scheduled to be reviewed in 2017.
- There are only 2 whanau members actively engaging in Roopu Arotake so Whaea Dorina has asked if whanau can help by adding their name to a policy that they can be a Māngai for.
- Whaea Dorina will email the policy to the Māngai. If the Māngai could read through the policy and mark any chances and email back to the Tiatangata. This policy will then be screened with TKM before distribution onto the website for whanau

feedback. All feedback will be forward to the Māngai to collate and if necessary include and update the policy. The final draft will be posted on the website to inform whanau that this policy will be ratified and approved at the following monthly hui.

**Action(s)** • **Whaea Dorina to email policies to Māngai**

## ITEM 8 PAPATAAKARO (KOMITI PAPATAAKARO) & KOMITI KOHI PUTEA

KOMITI  
PAPATAAKARO:  
TOTI

- Had a hui with Kaiako and whanau to discuss the Papataakaro and anything that they would like. Toti showed whanau a 3D image of the Papataakaro for funding. Toti is aiming high so that if we didn't get the funding that we can opt for other things
- Wanting whanau who can help with funding applications to get together so that they can strategically plan.
- \$130,000.00 is the quote received
- Will post 3D images on facebook
- Fundraising Komiti. Raised \$350.00 sausage sizzle. Current fundraising is calendars.

KOMITI KOHI  
PUTEA: HEEMI

*Resolution 8.1*

*"That whanau receive and approve the Kohi Putea and Papataakaro reports"*

*Kaimoutini:*

*Neville*

*Kaitautoko:*

*Dorina*

*Ka whakaae te whānau?*

*Ae*

*He kaiwhakahē?*

*Kao*

## ITEM 9 GENERAL BUSINESS

### 9.1 OTHER MATTERS

- Heemi: wants to ask whanau to implement a policy Para kore. For zero waste.
- Heemi will bring draft policy to next whanau hui
- Ngawai: Said that she has a teacher currently working at Berkley who would like to come one day a week for work experience at the Kōhanga. Although she will be in touch with Kara.

### 9.2 WHAKAMUTUNGA

- Next Hui-a-whanau to be held on Wednesday 13 December 2017
- Hui-a-whanau meeting concluded at 6:40pm by Dorina

**Approved as a correct record of proceedings of the Hui-a-whanau meeting held on 8 November 2017, Te Kōhanga Reo o Ngā Kuaka, Hamilton.**

Tiatangata: \_\_\_\_\_ Date: \_\_\_\_\_

Komiti Pūtea presents the Pūrongo Pūtea (Treasurers Report) for Te Kōhanga Reo o Ngā Kuaka period ending **31 October 2017**. It has been prepared for whanau at the Hui-a-whanau held on 13 December 2017. This report comprises the Financial Statements for the period ending 31 October 2017, and key issues for consideration which are as follows:

### 1. Solvency Testing

As at the 31 October 2017 the cheque and savings accounts had a closing balance of **\$135,902.48** and **\$195,632.51** respectively. Both ANZ savings accounts had a closing balance of **\$50,000**. Total Liabilities as at 31 October 2017 was **\$100,262.53**. Nga Kuaka can cover their short-term and medium-term debt.

### 2. Tamariki Enrolments and Unpaid Fees

The number of tamariki enrolled has decreased by 3, reflecting the tamaiti who have transitioned to kura. The unpaid fees amount has increased across the board for the Hōtaka Programme: HH by \$2,538 and HM by \$1,407. Nga Kuaka unpaid fees have only decreased slightly by \$230. Very disappointing for all 3 Tamariki/Rangatahi Te Reo Maori focused initiatives.

Date	Enrolled Tamariki Numbers	Outstanding Fees		
		Nga Kuaka	Hotaka Hararei	Hotaka Manaaki
As at 31 October 2017	45	\$26,438.03	\$4,831.78	\$4,402.65
As at 30 September 2017	43	\$26,668.34	\$2,293	\$2,995
As at 31 August, 2017	46	\$25,015.25	\$1,939.00	\$1,800.10
As at 31 July, 2017	44	\$25,754.17	\$1,854.38	\$2,490.34
As at 30 June, 2017	44	\$30,211.93	\$725.00	\$3,187.43

#### ACTION TO BE TAKEN

*Nga Nama - fees policy to be ratified by whanau.*

### 3. Hotaka Manaaki (After School) and Hotaka Hararei Programme (Hoilday Programme)

Hotaka Hararei continues to be a challenge and the Tumuaki has planned to meet with the Hotaka Manaaki Programme Co-ordinator. Students numbers have been low, registration forms sent out late and little if no promotion of the programme is conducted. Better communication and management of the Hotaka Programme is needed to ensure that Nga Kuaka funding is not used to prop up Hotaka Manaaki Programme. The Hotaka Manaaki Programme has strong student numbers however unpaid fees continue to be a problem. The new Xero system from 2018 will start to produce separate financial statements for the Hōtaka Programmes and unfortunately because Hotaka does not have cash reserves, and fees are not being honoured, this programme will be running at a continuous loss.

#### ACTION TO BE TAKEN

*Tumuaki to review the Hōtaka Manaaki Programme for 2018.*

### 4. Unallocated Funds (Funds not approved in the Budget)

Hui-a-whanau	Description	Amount
2 13/11/2017	Fire Department call-out	\$1,200 (approx)

The Hamilton Fire Brigade was called to Nga Kuaka premises due to a fire alarm being set off on Wednesday 22 November 2018. The cost is approximately \$1,200.

## 5. Draft Budget 2018

### 7.1 Based on 55 tamariki enrolled and 50% - 79% certified teaching staff

The Draft budget for 2018 presented is calculated on 55 enrolled tamariki and 50% - 79% certified teaching staff (funding band). Komiti Putea have discussed with Te Kāhui Manutaki the need to ensure enrolled tamariki are 55 tamaiti for 2018, and with the current staffing levels can be achieved with quality rations. This has also been highlighted with Komiti Mahi to ensure qualified staffing levels (50%-79%) are achieved during 2018. If staffing levels are budgeted at 25% - 49% certified teaching, this would result in a loss in revenue of approximately \$120,000.

### 7.2 Closing Ngā Kuaka from 8<sup>th</sup> – 12<sup>th</sup> January 2018.

At the last hui-a-whanau on 8<sup>th</sup> November 2017, whanau approved Nga Kuaka to open on the 15<sup>th</sup> January 2018 which will allow Kaimahi to waananga during the first week of January. Whanau will not be charged fees for the week 8<sup>th</sup> – 12<sup>th</sup> January. However, what was not disclosed to whanau was the financial implications of paying full staff wages, and Kōhanga receiving no income during the week of the 8<sup>th</sup> January 2018. This has been considered in the 2018 budget.

- **Expenses:** Staff wages for a week is *approximately \$15,000*.
- **Loss in Income:** The *approximate* loss (depending on the number of tamariki) in income for the week is reflected in the table below:

Tamaiti #s	Kaupapa Funding	Fees	Loss of Income
10	\$1,965	\$1,380	\$3,345
20	\$3,930	\$2,760	\$6,690
30	\$6,046	\$4,200	\$10,246

## 6. Motion to ratify Rules of the Society

Rules 9.2 and 9.5 are to be ratified at the next AGM on the 14<sup>th</sup> March 2018. These rules related to the monies being banked into Kōhanga bank accounts and signatories for financial purposes for Kōhanga. The intention to amend these rules is to allow Te Kāhui Manutaki (The Leadership Team) more responsibility to manage the day-to-day finances for Te Kōhanga Reo o Nga Kuaka. (ref Te Roopu Arotake). The amendments are as follows:

#	Clause	Comment
9.2	All monies received by the society are to be paid by the Treasurer or <a href="#">Kaiwhakahaere</a> into such bank accounts as approved by the whanau. Any two persons being the chairperson, treasurer, any elected officer of the society, <a href="#">Pouwhakahaere</a> and the Tumuaki may jointly sign any financial instruments of the society.	Add members of Te Kāhui Manutaki to manage the day-to-day finances and accounts of Nga Kuaka.
9.5	...The auditor must be a member of the New Zealand Society of Accountants, <a href="#">a registered auditor</a> and must not be a member of the Society.	Add the need for the auditor to be a "registered auditor"

## 7. Nga Nama – Fess Policy

This policy has been amended to update the fees charged to matua as per the agreed increase in fees (ref Fee Review) and to extend the responsibility of the Operations Co-ordinator (Pou Tiaki) to manage and track unpaid fees. This policy needs to be ratified (ref Te Roopu Arotake).



## 8. Enrolments

Enrolments will soon be digitised to ensure the accurate and timely collection of enquiries and information regarding tamaiti. This will assist in helping Kaimahi to settle tamariki and a smooth transition into their whare. The Whakauru Policy will also need to be reviewed by whanau and ratified early 2018.

## 9. Auditor 2018

Jefferies Nock & Associates Limited have confirmed availability to be Auditors for 2017 year. Cost is \$1,850 plus GST.

## 10. XERO

Data has been transferred from MYOB to XERO by the national trust, and preliminary training provided by the National Trust. More in-depth training by KPMG may also be needed Training is still needed for the Pou Tiaki.

## 11. Position of Treasurer

Dorina will officially step down as Treasurer as at 13<sup>th</sup> December 2017, however will hold a position on Komiti Putea as Tiatangata. Nominations for the new Treasurer should be forwarded to the Tari before the next hui-a-whanau on 14<sup>th</sup> Feb 2018.

## 12. Group Recommendations

No.	Ref.	RECOMMENDATIONS
1		That whanau receives and approves the Pūrongo Putea to 31 October 2017.
2	4	That whanau receives notification of the unallocated expenses incurred during the last month, of \$1,200 for the Fire Department.
3	7.1	That whanau receives and approves the 2018 draft budget.
4	7.2	That whanau receives notification of the loss in income from closing Kōhanga, and full wages and salaries expense incurred (\$15,000) during the week 8 <sup>th</sup> – 12 <sup>th</sup> January 2018.
5	9	That whanau approves the cost from Jefferies Nock & Associates Limited to conduct the 2017 audit for Nga Kuaka of \$1,850.
6	11	That whanau receives and approves the resignation of Dorina Paenga as Treasurer.

In the last month, 1 Komiti Pūtea meeting was held on Tuesday 21 November 2017.

### Nga Mihi, Komiti Putea

December 2017

**Te Kōhanga Reo o Ngā Kuaka**  
2018 ANNUAL BUDGET

TOTAL INCOME		TOTAL EXPENSE	
INCOME - TKR O NGĀ KUAKA		EXPENSE - TKR O NGĀ KUAKA	
Dividend Income		ACC Levies Expense	\$6,000 0.5%
Donated Goods & Services		Accounting Fees - Xero	\$360 0.0%
Fundraising Revenue	\$2,000	Audit Fees	\$1,850 0.2%
Gain on Sale of Fixed Assets		Bad Debts / write offs	\$20,000 1.8%
Interest Income	\$4,000	Bank Charges / Fees	\$500 0.0%
Koha Income		Cleaning, sanitary & rubbish	\$32,000 2.9%
Miscellaneous Income	\$80,000	Computer & electronic repairs & maintenance	\$2,160 0.2%
MSD - Wage Subsidy Income		Depreciation Expense	\$15,000 1.4%
Grants Income	\$1,800	Loss on Sale of Fixed Assets	0.0%
Rental and Hire Income		Electricity power & gas	0.0%
Equity Funding	\$40,000	Fundraising expenses	\$500 0.0%
Kaupapa Funding	\$681,000	General expenses	0.0%
Purapura Wananga	\$0	Insurance expense	\$4,500 0.4%
Whanau / Matua Fees	\$385,320	Interest expense	0.0%
WINZ Child Care Subsidy		IRD penalties and interest	\$1,600 0.1%
<b>TOTAL</b>	<b>\$1,194,120</b>	Kai / kohanga groceries	\$9,000 0.8%
		Whanau hui and governance	\$600 0.1%
		Kaimahi training & general	\$12,945 1.2%
		Wages - Kaimahi	\$816,270 74.0%
		Wages - Kairiwhi	\$70,000 6.3%
		Wages - HAD	\$34,000 3.1%
		KiwiSaver contributions	0.0%
		Koha and taonga expense	\$500 0.0%
		Legal & professional expenses	\$15,000 1.4%
		Mokopuna Oranga Pumau ( MOP ) Insurance	\$2,000 0.2%
		Mokopuna gifts; trips and other expenses	\$8,600 0.8%
		Payroll or software expenses	\$4,790 0.4%
		Petty Cash expense	\$600 0.1%
		Postage / Courier / Freight Expense	0.0%
		Printing, photocopying & toner	0.0%
		Purapura wananga expenses	0.0%
		Rates Expense	0.0%
		Rental & occupancy	0.0%
		Repairs & maintenance expense	\$10,000 0.9%
		Tamariki Resources and materials	\$24,290 2.2%
		Security & safety expense	0.0%
		Stationery and office supplies	\$8,000 0.7%
		Telephone / internet fees	0.0%
		Travel & accommodation	0.0%
		Unidentified expenses	0.0%
		Waka & Fuel expenses	\$500 0.0%
		Advertising and promotion	\$2,000 0.2%
		WINZ Child Care Subsidy expense	0.0%
		<b>TOTAL</b>	<b>\$1,103,565</b>
TOTAL INCOME			\$1,194,120
TOTAL EXPENSES			\$1,103,565
SUPLUS/DEFICIT			\$90,554.72

Te Kohanga Reo o Nga Kuaka  
Profit Loss Statement  
1 January to 31 October 2017

	October 2017		YTD 1 Jan to 31 Oct 2017		YTD Variance		Annual	
	Actual	Budget	Actual	Budget	Amount	%	Budgeted	Budget %
<b>INCOME</b>								
<b>Te Kohanga Reo o Nga Kuaka</b>								
National Trust Grant TKR	\$0.00	\$0.00	\$388,679.04	\$368,313.34			\$552,470.01	<b>57.9%</b>
WINZ Subsidies TKR	\$10,503.39	\$4,393.83	\$94,693.95	\$43,938.30			\$52,725.96	5.5%
Equity Funding - TKRNTB	\$0.00	\$0.00	\$9,277.95	\$26,538.00	\$17,260.05	65.0%	\$39,807.00	4.2%
Fees TKR	\$12,936.14	\$25,252.01	\$139,821.87	\$252,520.10	\$112,698.23	44.6%	\$303,024.12	<b>31.8%</b>
Interest TKR	\$0.00	\$333.33	\$93.20	\$3,333.30	\$3,240.10	97.2%	\$3,999.96	0.4%
Fundraising (Papatakaro) - TKR	\$341.60	\$0.00	\$341.60	\$0.00			\$0.00	0.0%
Fundraising TKR	\$30.00	\$0.00	\$2,604.10	\$0.00			\$0.00	0.0%
Koha TKR	\$0.00	\$0.00	\$260.00	\$0.00			\$0.00	0.0%
Miscellaneous Income TKR	\$0.00	\$0.00	\$253.65	\$0.00			\$0.00	0.0%
UOW Cleaning Grant	\$0.00	\$0.00	\$0.00	\$0.00			\$1,800.00	0.2%
<b>Total TKR o NK</b>	<b>\$23,811.13</b>	<b>\$29,979.17</b>	<b>\$636,025.36</b>	<b>\$694,643.04</b>			<b>\$953,827.05</b>	<b>100.0%</b>
<b>Hotaka - After School</b>								
MSD Grant Hotaka Af Sch	\$0.00	\$0.00	\$7,157.50	\$9,388.00	\$2,230.50	23.8%	\$9,388.00	26.6%
WINZ Subsidies Hotaka A/S	\$2,221.83	\$652.17	\$20,439.84	\$6,521.70			\$7,826.04	22.2%
Fees Hotaka - After School	\$4,665.30	\$904.34	\$16,050.41	\$14,919.17			\$18,083.31	51.2%
Interest Hotaka A/S	\$0.00	\$0.00	\$31.06	\$0.00			\$0.00	0.0%
Fundraising Hotaka A/S	\$0.00	\$0.00	\$84.00	\$0.00			\$0.00	0.0%
<b>Total Hotaka - After School</b>	<b>\$6,887.13</b>	<b>\$1,556.51</b>	<b>\$43,762.81</b>	<b>\$30,828.87</b>			<b>\$35,297.35</b>	<b>100.0%</b>
<b>Hotaka - Holiday</b>								
MSD Grant Hotaka Hol	\$0.00	\$0.00	\$7,157.50	\$9,388.00	\$2,230.50	23.8%	\$9,388.00	29.4%
WINZ Subsidies Hotaka Hol	\$3,189.06	\$2,201.01	\$8,900.39	\$8,804.04			\$8,804.04	27.6%
Fees Hotaka - Holiday	\$2,372.87	\$3,433.75	\$7,234.61	\$13,735.00	\$6,500.39	47.3%	\$13,735.00	43.0%
Interest Hotaka Hol	\$0.00	\$0.00	\$31.08	\$0.00			\$0.00	0.0%
<b>Total Hotaka - Holiday</b>	<b>\$5,561.93</b>	<b>\$5,634.76</b>	<b>\$23,323.58</b>	<b>\$31,927.04</b>	<b>\$8,603.46</b>	<b>26.9%</b>	<b>\$31,927.04</b>	<b>100.0%</b>
<b>Total Income</b>	<b>\$36,260.19</b>	<b>\$37,170.44</b>	<b>\$703,111.75</b>	<b>\$757,398.95</b>	<b>\$54,287.20</b>	<b>7.2%</b>	<b>\$1,021,051.44</b>	
<b>Gross Profit</b>	<b>\$36,260.19</b>	<b>\$37,170.44</b>	<b>\$703,111.75</b>	<b>\$757,398.95</b>	<b>\$54,287.20</b>	<b>7.2%</b>	<b>\$1,021,051.44</b>	

Te Kohanga Reo o Nga Kuaka  
Profit Loss Statement  
1 January to 31 October 2017

EXPENSES								
Te Kohanga Reo o Nga Kuaka								
ACC Levies TKR	\$0.00	\$500.00	\$4,444.97	\$5,000.00			\$6,000.00	0.7%
Admin TKR	\$820.01	\$666.67	\$8,115.56	\$6,666.66	(\$1,448.90)	-21.7%	\$8,000.00	0.9%
Audit TKR	\$0.00	\$125.00	\$1,989.83	\$1,250.00	(\$739.83)	-59.2%	\$1,500.00	0.2%
Bank Fees TKR	\$0.00	\$41.67	\$52.40	\$416.66			\$500.00	0.1%
Building Maintenance TKR	\$134.60	\$0.00	\$134.60	\$0.00	(\$134.60)		\$0.00	0.0%
Cleaning TKR	\$0.00	\$2,666.67	\$21,146.28	\$26,666.66			\$32,000.00	3.5%
Fee Refunds TKR	\$0.00	\$0.00	\$4,285.07	\$0.00	(\$4,285.07)		\$0.00	0.0%
Furniture and Equipment TKR	\$0.00	\$583.33	\$2,390.71	\$5,833.34			\$7,000.00	0.8%
Insurance	\$0.00	\$250.00	\$0.00	\$2,500.00			\$3,000.00	0.3%
Kai TKR	\$670.83	\$750.00	\$6,673.09	\$7,500.00			\$9,000.00	1.0%
Koha TKR	\$150.00	\$166.67	\$570.00	\$1,666.66			\$2,000.00	0.2%
Miscellaneous TKR	\$460.24	\$833.33	\$9,269.90	\$8,333.34	(\$936.56)	-11.2%	\$10,000.00	1.1%
MOP Insurance	\$0.00	\$125.00	\$0.00	\$1,250.00			\$1,500.00	0.2%
PL & Contents Insurance	\$0.00	\$166.67	\$0.00	\$1,666.66			\$2,000.00	0.2%
Papa Tākaro - TKR	\$0.00	\$666.67	\$0.00	\$6,666.66			\$8,000.00	0.9%
Repairs and Maintenance TKR	\$0.00	\$833.33	\$1,572.13	\$8,333.34			\$10,000.00	1.1%
Staff Development TKR	\$1,571.65	\$1,000.00	\$3,430.88	\$10,000.00			\$12,000.00	1.3%
Tamariki Resources TKR	\$0.00	\$1,666.67	\$8,970.62	\$16,666.66			\$20,000.00	2.2%
Trips Activities TKR	\$238.67	\$666.67	\$1,560.06	\$6,666.66			\$8,000.00	0.9%
Wages TKR	\$66,762.11	\$56,788.92	\$487,723.26	\$567,889.20			\$681,467.04	74.0%
Wages - Relievers TKR	\$7,902.46	\$5,833.33	\$68,615.94	\$58,333.34	(\$10,282.60)	-17.6%	\$70,000.00	7.6%
Wages HDA - TKR	\$0.00	\$1,166.67	\$25,771.91	\$11,666.66	(\$14,105.25)	-120.9%	\$14,000.00	1.5%
Depreciation Expense	\$0.00	\$1,250.00	\$0.00	\$12,500.00			\$15,000.00	1.6%
<b>Total TKR</b>	<b>\$78,710.57</b>	<b>\$76,747.27</b>	<b>\$656,717.21</b>	<b>\$767,472.50</b>			<b>\$920,967.04</b>	<b>100.0%</b>

Te Kohanga Reo o Nga Kuaka  
Profit Loss Statement  
1 January to 31 October 2017

<b>Hotaka - After School</b>								
ACC Levies Hotaka A/S	\$0.00	\$16.67	\$0.00	\$166.66			\$200.00	0.5%
Administration Hotaka A/S	\$0.00	\$29.17	(\$47.17)	\$291.66			\$350.00	0.8%
Audit Hotaka A/S	\$0.00	\$33.33	\$517.50	\$333.34	(\$184.16)	-55.2%	\$400.00	0.9%
Bank Fees Hotaka A/s	\$0.00	\$1.67	\$0.00	\$16.66			\$20.00	0.0%
Cleaning Hotaka A/S	\$0.00	\$87.50	\$287.20	\$262.50	(\$24.70)	-9.4%	\$350.00	0.8%
Furniture and Equipment H A/S	\$0.00	\$0.00	\$0.00	\$250.00			\$500.00	1.2%
Kai Hotaka A/S	\$124.91	\$100.00	\$985.94	\$1,000.00			\$1,200.00	2.8%
Koha Hotaka A/S	\$0.00	\$0.00	\$0.00	\$75.00			\$150.00	0.4%
Miscellaneous Hotaka A/S	\$0.00	\$41.67	\$93.88	\$416.66			\$500.00	1.2%
Phone Hotaka A/S	\$0.00	\$0.00	\$0.00	\$75.00			\$100.00	0.2%
Rent Hotaka A/s	\$0.00	\$0.00	\$0.00	\$750.00			\$1,000.00	2.4%
Staff Development Hotaka A/S	\$0.00	\$0.00	\$95.69	\$375.00			\$500.00	1.2%
Tamariki Resources Hotaka A/S	\$0.00	\$0.00	\$0.00	\$600.00			\$800.00	1.9%
Trips Activities Hotaka A/S	\$0.00	\$0.00	\$21.70	\$375.00			\$500.00	1.2%
Wages Hotaka A/S	\$1,886.99	\$1,044.35	\$16,777.05	\$16,709.60	(\$67.45)	-0.4%	\$20,887.01	49.6%
Wages - Relievers Hotaka A/S	\$1,034.01	\$680.40	\$11,346.75	\$10,886.40	(\$460.35)	-4.2%	\$13,608.00	32.3%
Wages HDA - Hotaka A/S	\$0.00	\$90.00	\$786.42	\$900.00			\$1,080.00	2.6%
<b>Total Hotaka - After School</b>	<b>\$3,045.91</b>	<b>\$2,124.76</b>	<b>\$30,864.96</b>	<b>\$33,483.48</b>			<b>\$42,145.01</b>	<b>100.0%</b>

Te Kohanga Reo o Nga Kuaka  
Profit Loss Statement  
1 January to 31 October 2017

<b>Hotaka - Holiday Program</b>								
ACC Levies - Hotaka Hararei	\$0.00	\$16.67	\$0.00	\$166.66			\$200.00	0.6%
Admin HOtaka Hol	\$0.00	\$29.17	\$0.00	\$291.66			\$350.00	1.0%
Audit Hotaka Hol	\$0.00	\$41.67	\$402.50	\$416.66			\$500.00	1.4%
Bank Fees Hotaka Hol	\$0.00	\$1.67	\$0.00	\$16.66			\$20.00	0.1%
Cleaning Hotaka Hol	\$0.00	\$87.50	\$80.00	\$350.00			\$350.00	1.0%
Furniture Equipment Hotaka Hol	\$0.00	\$0.00	\$0.00	\$250.00			\$500.00	1.4%
Kai Hotaka Hol	\$10.00	\$200.00	\$74.59	\$800.00			\$800.00	2.3%
Koha Hotaka Hol	\$0.00	\$25.00	\$0.00	\$100.00			\$100.00	0.3%
Miscellaneous Hotaka Hol	\$0.00	\$125.00	\$93.90	\$500.00			\$500.00	1.4%
Phone Hotaka Hol	\$0.00	\$25.00	\$0.00	\$100.00			\$100.00	0.3%
Rent Hotaka Hol	\$0.00	\$150.00	\$0.00	\$600.00			\$600.00	1.7%
Staff Development Hotaka Hol	\$0.00	\$100.00	\$56.57	\$400.00			\$400.00	1.1%
Tamariki Resources Hotaka Hol	\$0.00	\$125.00	\$0.00	\$500.00			\$500.00	1.4%
Trips Activities HOtaka Hol	\$139.13	\$1,250.00	\$1,174.59	\$5,000.00			\$5,000.00	14.2%
Wages Hotaka Hol	\$2,140.52	\$2,839.50	\$7,315.92	\$11,358.00			\$11,358.00	32.2%
Wages - Relievers Hotaka HP	\$1,681.94	\$3,444.50	\$6,699.77	\$13,778.00			\$13,778.00	39.1%
Wages HDA - Hotaka HP	\$0.00	\$50.00	\$0.00	\$200.00			\$200.00	0.6%
<b>Total Hotaka - Holiday Program</b>	<b>\$3,971.59</b>	<b>\$8,510.68</b>	<b>\$15,897.84</b>	<b>\$34,827.64</b>			<b>\$35,256.00</b>	<b>100.0%</b>
<b>Total Expenses</b>	<b>\$85,728.07</b>	<b>\$87,382.71</b>	<b>\$703,480.01</b>	<b>\$835,783.62</b>			<b>\$998,368.05</b>	
<b>Operating Profit</b>	<b>(\$49,467.88)</b>	<b>(\$50,212.27)</b>	<b>(\$368.26)</b>	<b>(\$78,384.67)</b>			<b>\$22,683.39</b>	
<b>Net Profit/(Loss)</b>	<b>(\$49,467.88)</b>	<b>(\$50,212.27)</b>	<b>(\$368.26)</b>	<b>(\$78,384.67)</b>			<b>\$22,683.39</b>	

## Further Notes & General Information

### ECE Teacher-Led Based Service Funding Structure

The Kōhanga Reo National Trust accounts for approximately **58%** of Nga Kuaka's revenue stream for the 2017 budget. Te Kōhanga Reo o Nga Kuaka is also a **registered ECE provider** and funding paid to Nga Kuaka is subject to the terms and conditions set out under the Funding Handbook issued under section 311(5) of the Education Act 1989. The terms used in this Handbook are based in the Education (Early Childhood Services) Regulations 2008. Nga Kuaka is categorised as an "all day teacher led centre based service" and depending on the number of employed certified Kaiako, the funding streams are reflected in the table below:

\*Rates from 1<sup>st</sup> July 2014

\$ per funded child hour (inc GST)	Under 2	2 and over	20 Hours ECE
<b>80%+ certificated teachers</b>	\$12.12	\$6.70	\$11.43
<b>50-79% certificated teachers</b>	\$10.97	\$5.78	\$10.41
<b>25-49% certificated teachers</b>	\$8.86	\$4.61	\$9.15
<b>0-24% certificated teachers</b>	\$7.57	\$3.83	\$8.34

\*<https://education.govt.nz/early-childhood/running-an-ece-service/funding/ece-funding-handbook/appendix-one/>

### Te Kōhanga Reo National Trust Funding Drop

There are 3 funding drops which occur in April, July and November for the following funding months:

Funding Months	Funding Drop
<b>October, November, December &amp; January</b>	*April
<b>February, March, April &amp; May</b>	July
<b>June, July, August &amp; September</b>	November

\* *Nga Kuaka AGM is held in March which approves the Auditors Report to accompany documentation for this funding drop.*

### Nga Kuaka Fees, Enrolment Numbers & Ratios

Fees are charged per tamaiti, and are for full-time care (5 days a week) which is the second biggest contributor to Nga Kuaka's revenue stream at **32%** in the 2017 budget. The policy is that fees are paid 2 weeks in advance, and should also be paid weekly or fortnightly preferably by direct debit or automatic payment. Unfortunately, Ngā Kuaka continue to incur unpaid fees.

### WINZ Subsidies

WINZ subsidies account for **6%** of Nga Kuaka Revenue, and these are paid weekly, and can vary depending on the amount subsidised by WINZ which can vary from \*\$1.57 to \$5.06 per hour, as well as the number of tamariki, and attendance days and hours of tamariki.

\*<https://www.workandincome.govt.nz/map/deskfile/extra-help-information/childcare-assistance-tables/childcare-subsidy-current.html>

### Equity Funding

Equity funding provides additional targeted funding to make early learning opportunities equally available to everyone. All licensed ECE services and Kōhanga Reo can *apply* for equity funding. The funding is paid at the same time as the early childhood education bulk funding subsidy (that is, March, July and November).

### Wages & Salaries

Wages and salaries is the largest expense item for Nga Kuaka and accounts for **74%** of the 2017 budget. All employment related issues are managed by Komiti Mahi.

### Tamariki to Kaiako Care Ratios

	Te Whare Pepi	Te Kupu	Te Whare Tuakana
<b>Nga Kuaka Ratios</b>	<b>1:03</b>	<b>1:05</b>	<b>1:09</b>
<b>Te Kōhanga Reo Ratios</b>	1:03	1:05	1:09
<b>ECE Ratios</b>	1:06	1:06	1:10

### Hotaka Manaaki

Hotaka Manaaki is a full immersion Te Reo Maori, school-aged after school and holiday programme managed by Te Kōhanga Reo o Nga Kuaka. This service is conducted out of Te Kura Kaupapa o Toku Mapihi Maurea.

*Hōtaka Hararei*: runs for 2 weeks in the months of January, April, July and September/October of each year, and funding drops are received in those months.

*Hōtaka Manaaki*: After school care services are each week day (Monday to Friday) from 3pm to 5:30pm.

**Te Kohanga Reo O Nga Kuaka**

C/- Te Whare Wananga O Waikato

Private Bag 3105

Hamilton

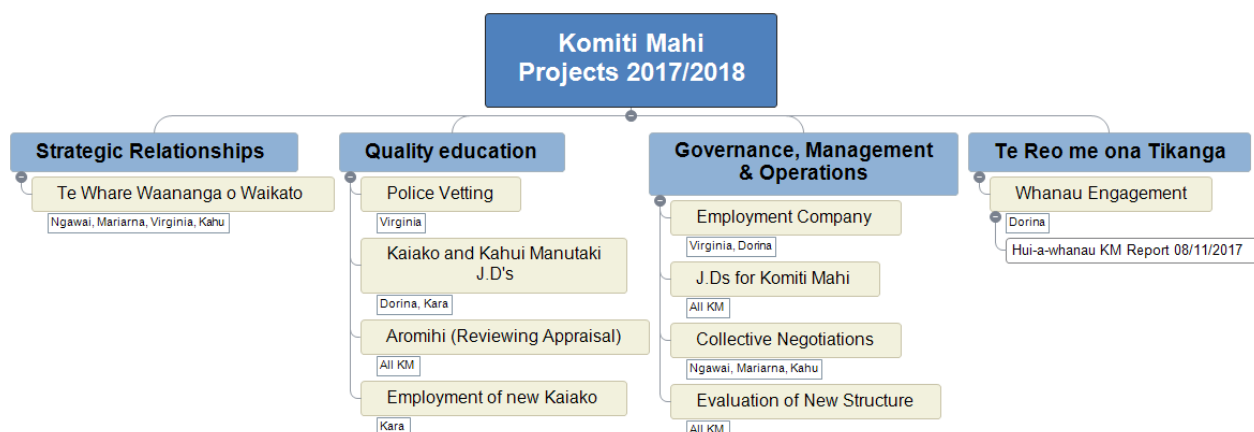
**Balance Sheet**

As of October 2017

Assets				
Current Assets				
Cash On Hand				
Cheque Account TKR	\$135,902.48			
Savings Account - TKR Invstmnt	\$195,632.51			
BNZ Term Investments-03009	\$50,000.00			
BNZ Term Investment-03008	\$50,000.00			
Trade Debtors		\$57,508.63		
EOY Debtors		(\$407.28)		
Less Prov'n for Doubtful Debts		(\$16,227.27)		
Debtor EOY Accrual		\$184,842.56		
Fixed Assets				
Play Equipment				
Play Equipment	\$2,861.00			
Play Equipment Accum Dep	(\$2,751.00)			
Plant & Equipment				
Plant & Equipment Org Cost	\$85,786.00			
Plant & Equipment Accum Dep	(\$73,640.79)			
Building Improvements				
Buildng at Cost	\$303,472.00			
Buildings Amortisation	(\$171,957.00)			
Total Assets				\$801,021.84
Liabilities				
Current Liabilities				
Trade Creditors				
Trade Creditors	\$6,206.84			
EOY Creditors	\$6,460.06			
GST				
GST Collected	\$104,933.12			
GST Paid	(\$116,824.42)			
GST Payments/Refunds	\$50,022.45			
Grants in Advance		\$6,610.00		
Employee Entitlements		\$42,854.48		
Total Liabilities				\$100,262.53
Net Assets				\$700,759.31
Equity				
Retained Earnings			\$701,127.57	
Current Year Earnings			(\$368.26)	
Total Equity				\$700,759.31



## KOMITI MAHI PROJECTS 2017/2018



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## 1 Strategic Relationships

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### 1.1 Te Whare Waananga o Waikato

#### Status

- Creating a memorandum of understanding with the Faculty of Maori and Indigenous cultures and Maori VC office. That will see the Kōhanga come under their mantle. This will allow us to have direct access to the Uni ITS and equipment.
- Creating a MoU with faculty of teaching to provide access to tutors for our kaimahi who are embarking on the online tohu programmes. Maybe speak with Faculty of Education (FOE) and discuss perhaps having an agreement (with our staffing shortage) that Nga Kuaka will agree to hiring their graduates.

#### Progress & Update:

- Whaea Kahu had korero to Joe McPharlen about what a potential relationship might look like and whether it was possible to create more of a relationship with the University (so we can access their support and systems). Joe is one of the VC's deputy's.
- Kahu highlighted three areas of interest which was providing PD, HR support and IT support.
- We have a lot of PD around the university including health checks, leadership programmes, IT support etc. He thinks this would be simple enough to make happen.
- The other two he also thinks are good ideas and something he thought could be considered. He suggests if we would like to get the conversation started to draft up a letter outlining what we are wanting support with (and what a relationship might look like) and send it to himself and the VC.
- HR systems at Nga Kuaka are very different to an ECE but I think it's worth at least having the conversation.
  - Does anyone have contacts with the ECE on campus and know who they work with for their HR?
  - What does our current relationship look like with the uni and is there any history around us attempting to access more support from the uni?
- Bobby can put a basic MoU together outlining contractual obligations for both parties. Working relationship will be different between the Maori VC and School of Ed.
- Whaea Joannee to feed into the letter about Quality Education.
- Tumuaki confirmed she received an email from Joe McPharlen confirming the intention to connect with Nga Kuaka.
- Whaea Ngawai expressed an opportunity for Nga Kuaka based on an MoU signed between Tauranga Polytech (Waikato Uni Campus) and BOP Kindergarten. This MoU could be a basis to help Nga Kuaka cement a formal relationship between the School of Education/Waikato University and Nga Kuaka.

### 1.2 Funding Applications

- Komiti Papataakaro are in the process of identifying the different funding applications to develop the new Papataakaro. Whaea Shannon confirmed that funders are looking for partners who they can have a long-term relationship with, and was therefore identified that the Tumuaki play more of a role in nurturing these funding strategic opportunities for Kōhanga.

**Action:**

- Tumuaki, working in collaboration with Whaea Kahu, to draft letter of engagement, and Whaea Bobbi to help look at a draft MoU later down the track.
- **Await feedback from Whaea Ngawai**

## 2 Quality Education

### 2.1 Police Vetting

**Progress & Status**

- One of the issues severely holding up confirming staffing contracts with new staff is police vetting
- Currently done through the National Trust, however there has been no movement through this
- The Nga Kuaka agency (dealing direct with the NZ Police) has been cut. The Police vetting have said this was directed by someone from the National Trust, and the Trust have said the same about the Police Vetting Agency (Kara following up on this)
- Now all Police vetting has to be done via the National Trust
- Therefore, police vetting have been *re-submitted* via the National Trust and now it is a waiting game. Could take up to 4 weeks
- Alternatively, Nga Kuaka can do police vetting but all outcomes must be forwarded on to the national trust.
- Virginia to follow up to investigate moving away from the trust and have this sent directly to the police vetting agency

**Progress & Update**

- Can Te Kahui Manutaki offer a letter Conditional Letter of Employment? This may need to be checked with National Trust first.
- **Whaea Virginia spoke directly with the National Trust and was informed that they are happy for Nga Kuaka to have a direct relationship with the Police Vetting Agency. All results must be forwarded to the National Trust.**
- **Tiatangata has requested that the Tumuaki urgently apply directly to the Police Vetting Agency to re-activate the Nga Kuaka RealMe account which is the portal that Police Vetting applications are submitted and processed. There may not be a need for a letter from the National Trust, Tumuaki to confirm with Police Vetting Team.**
- **Tumuaki confirmed that she has received email (29/11/2017) from the Police Vetting Team confirming that all necessary paperwork is in place to allow Nga Kuaka to submit applications directly, and as long as we (TKRoNK) and TKRNTB are on the same page.**

**Actions:**

- **Update from Whaea Virginia? COMPLETE**
- **Dorina to clarify with Tumuaki to look into dealing directly with the Police Vetting Team and then pass the results onto the National Trust – to help with timing.**
- **Tumuaki to re-active the Nga Kuaka RealMe account: COMPLETE**

### 2.2 Kaiako and Kahui Manutaki J. D's

**Progress & Status**

- Kāhui Manutaki JD's need to be reviewed when reviewing interim staffing structure.

See red comments for updates

- Whanau have requested that the Kaiako JD's are reviewed in light of the increase in parent fees to align with ECE standards
- Kāhui Manutaki have drafted these and need to discuss with KM

#### Progress & Update:

- In the process of phasing out the old JD's into the new JD's
- Whaea Joanee is enjoying working within the new Te Kahui Manutaki team. Very approachable team members, professional and will only get better.
- Challenging dealing with the various skills and knowledge within our Kaiako. Many unqualified Kaiako that have not had training in teaching/education and therefore find it challenging to engage with the Programme. There is a lot of "re-tracking" to be done.
- Nga Kuaka are in a unique position to create an environment that is unique to Nga Kuaka in Quality Education and Te Reo me ona Tikanga.
- There needs to be PLD for Kaiako around professional work ethics and behaviors, and a PLD of values and Te Ao Maori.
- Matua Curtis received excellent feedback from Kaiako about approach taken with the Strategic Plan, and maybe could look at applying Kawa and Tikanga to professional conduct.
- Whaea Kahu also said that Haimona does wanaanga around building relationships and could also add to PLD development.
- TKM JD's are up for review in March. Working manuals developed in tandem with their working day/week. This will allow KM to refine JD's.
- Kaiako: Final JD's to be signed off by KM. Looking to confirm Kaiako JD's in Jan 2018.

#### Actions:

- Dorina to speak with Curtis about engaging Kaiako in how Kawa and Tikanga is used in a contemporary and professional working environment. **COMPLETE**
- Waananga set for the 27 November – Curtis able to provide assistance. **COMPLETE**

### 2.3 Aromihi (Reviewing Appraisal)

- Whaea Joanee has 2 Kaiako waananga coming up and will include Aromihi on the agenda
- Code of Conduct Policy needs to be drafted
- Draft Code of Conduct Policy ready for whanau review at [www.ngakuaka.org](http://www.ngakuaka.org). Email sent to whanau on Wednesday 22 November 2017, and FB post on Monday 27 November 2017. Feedback due by 4 December 2017.
- Aromihi waananga moved to 11 & 18 December 2017.
- Dec 2017: Survey to whanau regarding new structure
- Jan 2018: Touch base with TKM & aromihi

Action: Te Kahui Manutaki to draft "Code of Conduct" Policy **COMPLETE**

### 2.4 Employment of new Kaiako

#### Progress & Status

- Ongoing kaupapa. Ref comments in 1.3

- FB page updated
- Tiatangata has requested from Tumuaki to confirm when adverts were posted and what publications.
- A parent has suggested reinstating the Kaitakawaenga role as a support mechanism for Kaimahi. This was received well by Te Kahui Manutaki.

**Action:**

- Tumuaki to re-promote adverts of new Kaiako and advertise in Education Gazette. Look at mahi.com, student job search, education gazette (online), kohanga networks/email, seek.com, facebook – **COMPLETE.**
- Whaea Ngawai to source copy of current advert and circulate to her networks

### 3 Governance, Management & Operations

#### 3.1 Employment Company

**Progress & Status**

- Virginia sourced a quote from EmploySure for services pertaining to “Health & Safety or Employment Relations” at a cost of \$15, 180 p/a. This quote is based on full capacity staffing numbers, and an annual payroll of \$1,040,000. Full proposal provided by EmploySure.
- Another potential company is called SMARTHHR, but SMART HR is only offered to clients who use SMART PAYROLL. (similar to NetPay Service currently used by Nga Kuaka). Cost approx. \$2,000 per year but not as an extensive service as EmploySure. SMART PAYROLL an additional cost.
  - <https://www.smartpayroll.co.nz/pricing/>
  - <https://www.smartpayroll.co.nz/smarthr-2/> (video animation about Smarthr)
- NetPay is the current system used by the National Trust and subsidise this subscription. Nga Kuaka pay about \$60 per month. National Trust have recently informed all Kōhanga using NetPay that the subsidy will be cancel and Kohanga will have to pay the full price.

**Action: Tumuaki to investigate into if Nga Kuaka are obligated to use NetPay.**

#### 3.2 J.Ds for Komiti Mahi

**Progress & Status**

- Taken from Nga Kuaka Constitution *“The Komiti Mahi is delegated by the society to be responsible for all employment issues including the development, negotiation and signing of staff contracts, employment agreements, disciplinary matters, personal grievances and liasing with staff and the whanau”*
- To create a JD for the Komiti Mahi that outlines its role and responsibilities. This may also include the Komiti authority to act, report and record.
- Working Manual for all Komiti’s and role descriptions for officers
- See 3.4 below

#### 3.3 Collective Negotiations

**Progress & Status**

- Negotiations will resume in November 2017

- The whanau approved fee increase was to also increase salary bands.
- Dorina to forward the figures to negotiating team.
- KP hui was held on Tuesday 21 November confirming the budget and proposed new salary bands for the collective agreement.
- Treasurer forward proposed salary bands to Negotiation Team on Monday 27<sup>th</sup> November 2017.
- Negotiation team to contact NZCI asap.

**Action: Dorina to forward new salary bands to Negotiation Team. COMPLETE**

### 3.4 Evaluation of New Structure

#### Progress & Status

- Scheduled for Jan – Feb 2018
- Also discussed in 1.3
- Governance and Management/Operations table presented to Komiti Putea on Tuesday 21<sup>st</sup> November, and to Komiti Mahi on Thursday 30<sup>th</sup> November 2017 by the Tiatangata/Treasurer.
- As a result, KP have confirmed the motions to amend the Rules governing TKR o NK Incorporated to allow Te Kahui Manutaki more responsibility to manage the day-to-day finances and accounts for Nga Kuaka. These motions will be presented at the Hui-a-whanau on Wednesday 13<sup>th</sup> December for the AGM scheduled for 14<sup>th</sup> March 2018.
- Tiatangata requested that Komiti Mahi consider clause 7.6 of the TKR o NK Incorporated rules in light of the New Structure moving forward.
- KM requested no change to the Rules, as the day-to-day employment issues are delegated to the Tumuaki, which needs to be more explicit in the JD.

## 4 Te Reo me ona Tikanga

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### 4.1 Whanau Engagement

#### 4.1.1 Hui-a-whanau KM Report 13/12/2017

##### Recommendation(s):

- That whanau receives Komiti Mahi report.

#	Priority	Arotake – Policy	Current Status	Roopu	Māngai
1	1	Child Protection Policy	Hui – 13 <sup>th</sup> Dec 2017	Whanau	Dorina Paenga
2	1	Emergency Plan		Tiatangata, Tumuaki, Licensee	Kara Sikisini
3	1	Health & Safety Policy	some feedback received	Kai Mahi & TKM	Mariarna Te Tai
4	1	Kaiora	Hui – 13 <sup>th</sup> Dec 2017	Whanau	Bobbi Te Heu
5	1	Occupational Health & Safety	Hui – 13 <sup>th</sup> Dec 2017	TKM & KM	Joanee Mokomoko
6	1	Staff Leave Policy	Hui – 13 <sup>th</sup> Dec 2017	KM	Terri Hohneck
7	1	Code of Conduct Policy	In review	TKM	Tania Milner
8	2.1	Closing TKR at Short Notice	some feedback received	Whanau	Terri Hohneck
9	2.1	Complaints Procedures	some feedback received	Whanau	Tammy Tauroa
10	2.1	Equity Policy		Whanau	
11	2.2	Personal Files Policy		TKM & KM	Tammy Tauroa
12	2.2	Personnel Policy	some feedback received	TKM & KM	Joanee Mokomoko
13	3	Auahi Kore		Whanau	Ngawai Smith
14	3	Illness Policy		Whanau	
15	3	Immunisation Policy		Whanau	Heemi Kelly
16	3	Teacher Registration Policy	some feedback received	KM & Kai Mahi	
17	3	Training Policy	some feedback received	TKM & KM	Dwayne Hudson
18	3	Whakauru Policy		Whanau	Dorina Paenga
19	4	Behaviour Management Plan/Procedures		Kai Mahi & TKM	Toti West
20	4	Cyber Safety (Kaimahi) Policy		Kai Mahi & TKM	Tania Milner
21	4	Cyber Safety (Whanau) Policy		Whanau	Tania Milner
22	4	Fees - Nga Nama	Hui – 13 <sup>th</sup> Dec 2017	Komiti Putea & TKM	Dorina Paenga
23	4	Financial Management Policy & Procedure		Komiti Putea & TKM	Dorina Paenga
24	4	Kairiwhi Procedures			
25	4	Nga Tohu Horoi			
26	4	Privacy Policy			
27	4	Settling & Transition Policy			Mahiti Kingi-Tutaki
28	4	Sleep Policy			
29	4	Sunsmart Policy			
30	4	Trips & Excursions Policy			Toti West
31	4	<i>Compliance Policy</i>	<i>New suggested Policy</i>	<i>TBC</i>	<i>Dorina Paenga</i>
32	4	<i>Para Kore Policy (Recycle)</i>	<i>New suggested Policy</i>	<i>TBC</i>	<i>Heemi Kelly</i>

**Proposed Compliance Procedures:**

1. **DRAFT 1:** Tiatangata/Pou Tiaki to send DRAFT 1 policy to Mangai
2. **DRAFT 2:** Mangai read through selected policy(ies), mark changes, and forward DRAFT 2 to Tiatangata/TKM
  - a. Pou Tiaki to load Draft 2 onto website and collect all feedback.
3. **DRAFT 3:** All feedback forwarded to Mangai to update policy if appropriate, and create DRAFT 3
  - a. Mangai to forward DRAFT 3 to Tiatangata/TKM
4. **FINAL DRAFT:** Pou Tiaki to load Final Draft on website, and Tiatangata to add to hui agenda for whanau ratification at following scheduled hui.