

Policy and Procedure Guide

Subject: Partnerships, Mergers and Acquisitions	Date Effective: May 2010
	Review Date: May 2011

Responsible to: WRFKA Board**Applies to:** General Manager**Purpose:** To ensure any discussions about partnerships or mergers with or acquisition of ECE centres are carried out following a clear and transparent process.**References:**

- WRFKA *Consultation and Reorganisation* policies,
- WRFKA *Strategic Plan*

POLICY

1. The Wellington Region Free Kindergarten Association is open to partnership, merger and acquisition opportunities. Each of these opportunities is considered using a consistent, transparent set of criteria which are in line with the Association's philosophy and constitution and strategic direction.
2. The Association will maintain an image of openness and approachability.

PROCEDURES

1. A review team will be assembled and its responsibility will be to engage in detailed discussions with prospective partners, using the following criteria against which to measure:
 - Shared philosophy
 - Financial viability
 - Strategically consistent with WRFKA direction
 - Analysis of risks and benefits to WRFKA
 - Analysis of the impact on children, families and staff
2. The review team will include the General Manager and Operations Manager. Other members of the review team will be assessed on a case-by-case basis, as a result of consultation between the General Manager and the Association Board Chair.
3. The Board will receive regular briefings as part of the General Manager's monthly reports to the Board.
4. The General Manager will provide a recommendation for Board to make final decision about any proposed merger or partnership project.