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# INFORMATION BOOKLET FOR COMMITTEES AND “FRIENDS OF KINDERGARTEN”



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A CONFIDENT  
START

wellington  
**Kindergartens**

Ngā Māra Tamariki o te Ūpoko o te Ika

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# INTRODUCTION

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In this manual you will find information to help you in your role on the committee of your kindergarten.

A number of our kindergartens do not have “committees” but operate with “Whānau Groups” or “Friends of the Kindergarten”.

Being part of the kindergarten committee, a “whānau group” or “Friends of the Kindergarten” is a great way to get to know people and to learn more about your child’s learning environment and to contribute to your community. We appreciate the fantastic work committees do and we are all the time striving to improve our systems to make things easier for you.

Other manuals available in the kindergarten are:

- Facilities Manual
- Financial Management Manual
- Policies and Procedures Guide
- Strategic Plan

Copies of these manuals are also available on our website: [www.wn-kindergarten.org.nz](http://www.wn-kindergarten.org.nz), as are all necessary forms.

If you have any questions, please feel free to talk to the teachers. We value your thoughts and ideas and we trust you will have an enjoyable time on the committee.

# CONTACTS

DDI	NAME	POSITION	MOBILE	EMAIL
232 1653	Amanda Coulston	General Manager	029 262 6322	amandac@wn-kindergarten.org.nz
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232 1657	Lynette Wray	Senior Teacher	029 596 3883	<a href="mailto:lynettew@wn-kindergarten.org.nz">lynettew@wn-kindergarten.org.nz</a>
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232 1746	Andy Cairns	Senior Teacher	021 446835	andyc@wn-kindergarten.org.nz
232 1747	Helen Smithies	Senior Teacher	021 711709	Helens@wn-kindergarten.org.nz
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232 1740	Susan Handisides	Accountant		<a href="mailto:susanh@wn-kindergarten.org.nz">susanh@wn-kindergarten.org.nz</a>
232 3069	Hannah To'omaga	Admin Officer		<a href="mailto:hannaht@wn-kindergarten.org.nz">hannaht@wn-kindergarten.org.nz</a> <a href="mailto:fees@wn-kindergarten.org.nz">fees@wn-kindergarten.org.nz</a>
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232 1744	Alysha Nichol	Admin Assistant		<a href="mailto:alyshan@wn-kindergarten.org.nz">alyshan@wn-kindergarten.org.nz</a>

# OUR VISION

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To provide a diverse range of options, to continuously improve access for children, their parents and whānau and to build communities of mutual respect.

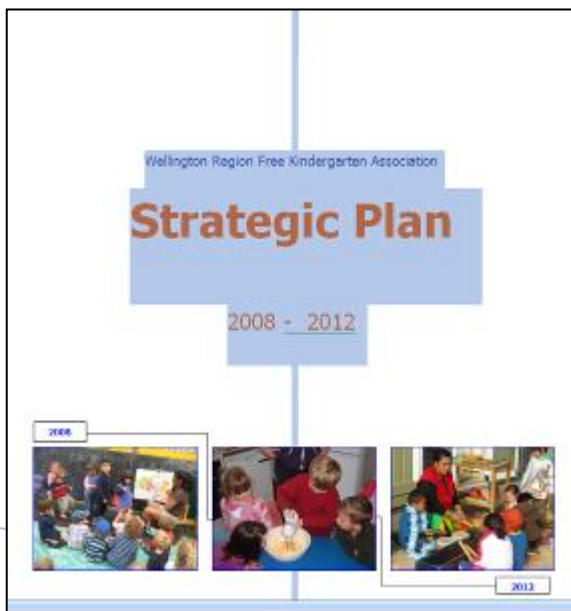
# OUR MISSION

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We provide quality, inclusive and accessible early childhood education delivered in environments that are warm and welcoming and where learning is fun.

# STRATEGIC PLAN

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A copy of our Strategic Plan is available in the Kindergarten and also available on our website.

# BACKGROUND

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The word Kindergarten is German and means "children's garden."

The Free Kindergarten movement was founded on the work of 19th Century German educationalist Frederich Froebel. Froebel believed young children learnt best through play and exploration – hence the name "kindergarten", meaning child's garden. Early advocates of the Free Kindergarten movement in New Zealand had studied under Froebel.

A key proponent was Mary Richmond who was pivotal in establishing the first kindergarten in Wellington in 1905 and in forming the Wellington Free Kindergarten Association in 1906. She believed that all young children should have access to environments that took them "off the streets" and nurtured their thirst for learning. The philanthropic underpinnings of the movement formed the basis on which Free Kindergartens grew in New Zealand and on which the Wellington Association operates today.

The Wellington Region Free Kindergarten Association was formed in 1985, following the amalgamation of the Wellington, Mana, Kapiti and Horowhenua Kindergarten Associations.

Kindergartens are bound by the Early Childhood Regulations 2008, the Statement of Desirable Objectives and Practices and the Charter.

All the Kindergartens in the Wellington Region Free Kindergarten Association operate under an umbrella Charter of the Association and each Kindergarten sets its own annual objectives.

All teaching teams in Wellington Kindergartens implement the national early childhood education (ECE) curriculum Te Whāriki. Te Whāriki is a bicultural document that reflects the unique place of Māori as Tangata Whenua in Aotearoa New Zealand. Te Whāriki is founded on socio-cultural theory that children's development takes place within systems that have a powerful influence on each other. In particular, Bronfenbrenner's ecological theory of human development underpins much of the pedagogical theory on which Te Whāriki is based. The child-centred approach is in contrast to a more adult-directed approach where the adult (usually the teacher) determines the learning agenda and programme.

# UNIQUE CHARACTER / KEY PRECEPTS

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Providing high quality early childhood education for children has been the over-riding focus of the kindergarten movement in New Zealand since its inception.

The key precepts are:

## **Qualified Teaching Staff**

All teachers employed permanently in kindergartens must have the Diploma of Teaching (Early Childhood Education) or its equivalent. Like all other associations in New Zealand Wellington Kindergartens employ only registered teachers, or teachers working towards registration.

We believe that highly trained and competent teachers are essential in guaranteeing the best outcomes for all children within a safe environment.

## **Affordable Early Childhood Education**

While family contributions are essential, no child will be refused a place on the basis of the parents' inability to pay.

From 1 July 2007, Wellington Kindergartens have opted into the Government's initiative on free entitlement to early childhood education for three and four year olds. 20 hours free early childhood education is also extended to our under 3 year old children.

Families who access some or all of the hours their child/children attend at kindergarten outside of the free entitlement provisions of the Association, will be charged a fee that reflects the fair cost of kindergarten education.

## **Accessible Early Childhood Education**

As well as not discriminating on a financial basis, Kindergartens do not discriminate on gender, race, culture, religion, or any other factor. Parent involvement is actively encouraged, however no child is refused a place on the basis of the parents' inability to participate.

## **Community-Based Operational Mode**

Effective financial management is essential to the ongoing viability of the organisation. To this end, the Association is focused on using all available funds to meet its vision. It is an Incorporated Society and, as such, must abide by the requirements of the Incorporated Societies Act 1908.

## **Community Involvement**

The involvement and contribution of parents, whānau and the wider community is essential to the provision of high-quality ECE in our kindergartens. Involvement and contribution can take a variety of forms – from providing feedback to teachers via email, to saving up containers and boxes for the art corner, to sharing skills with children during session time.

*Ma tou rourou, ma toku rourou ka ora te iwi: with your contribution and my contribution we will make progress.*

## **Professional Development and Support**

The Association ensures professional competence through the provision of pastoral and professional support for its staff. This is implemented through a comprehensive system of professional development and guidance developed by the Senior Teacher and Association Office Teams.



# OUR CORE VALUES

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- Child centred – at the heart
- Promoting quality
- In partnership with parents, whānau and community
- Accessible
- Inclusive
- Ethical

Our core values and guiding principles are underpinned by our definition of high-quality Early Childhood Education.

The Wellington Region Free Kindergarten Association Incorporated is committed to:

1. Providing education and support programmes which respect the dignity rights, abilities, individuality, cultural values and learning styles of children, teachers, parents and management.
2. Providing advice, support and professional development which will enhance the performance of teachers and management.
3. Ensuring that the activities of the Association and kindergartens centre on the needs of the child as learner, and on the principles, requirements, goals and objectives stated in the Charter.
4. Ensuring that the activities of the Association and kindergartens are high quality and cost effective.
5. Honouring the principles and practices of the Treaty of Waitangi.
6. Ensuring equitable practices.

# INDICATORS OF QUALITY IN EARLY CHILDHOOD CENTRES

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## What does “quality” mean in an early childhood centre?

There is a lot of debate and research about what makes a centre a “quality” centre. The Wellington Kindergarten Association believes the following aspects define “Quality” in kindergartens and while we are strong in most criteria, we are making progress on the others. It is important to look for “quality” in the whole kindergarten and not to view the criteria in isolation.

- Ratio of children to teachers
- Group size
- Qualifications of teachers and ongoing professional development
- Consistent staff
- Quality equipment and space
- Excellent programmes
- Meaningful interactions

## Ratio of children to teachers

The ratio of teachers to children in kindergartens is set as a maximum by the Government at 1:15. The number of teachers to children is critical to excellent educational outcomes for children. Our desired ratio is 1:8. We currently have 1:10 in most kindergartens with three kindergartens having ratios of 1:10.

## Group size

Optimal learning opportunities for children occur when the group size is not too large. In smaller groups children are more able to maintain relationships with children and adults. We are seeking every opportunity to reduce the total number of children (group size) in our kindergartens.

## Qualifications of teachers and ongoing professional development

All teachers in kindergartens have a minimum qualification of an early childhood teaching diploma or its equivalent. A large number of our teachers have a degree and a number are in the process of upgrading to a degree.

All teachers are fully registered or working toward full registration. Teachers must participate in ongoing professional development to maintain their practising certificate. Teachers employed by this Association are required to undertake professional development opportunities each year.

**Consistent staff**

Teachers who remain in the same teaching position for a reasonable period of time provide stability and constancy for young children at kindergarten. As employers, the Association works to provide favourable working conditions so teachers choose to remain in our employ, while still having the opportunity to advance their careers.

**Quality equipment and space**

Purpose-built, well-resourced kindergartens support the learning and development of children and enhance the working conditions and environment for teachers. The Association supports kindergartens to continually upgrade the equipment and environment within tight funding constraints.

**Excellent programmes**

Kindergarten programmes reflect the national curriculum Te Whāriki and focus on extending children's learning and development through the child's interests. Opportunities provided at kindergarten will challenge and engage children in their ongoing learning and development.

**Meaningful interactions**

"Children learn through responsive and reciprocal relationships with people, places and things" (Te Whāriki, p.14).

It is important that children and their whānau feel a sense of belonging and respect in their relationships with the kindergarten.

# WELLINGTON KINDERGARTENS

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Wellington Kindergartens manages 64 kindergartens from Levin to Wellington. We also manage two kindergartens in Petone and one in Eastbourne. The Association is an incorporated society with an office at 211 Main Road, Tawa and is governed by an elected board of parents, including two staff representatives. Local kindergartens are supported by committees of elected parents.

The staff of the Association presently comprises :

- General Manager
- Operations Manager
- Chief Financial Officer
- Facilities Manager
- Accountant (part time)
- Office Manager
- 7 Senior Teachers
- 5 Administration Staff
- 64 Head Teachers
- 300 Teachers
- 64 Support staff

New Zealand is divided up into 35 kindergarten associations. Wellington Association is part of New Zealand Kindergartens Inc. who represent 29 of the 33 kindergartens associations throughout New Zealand. NZ Kindergartens are also a non-for-profit incorporated society, their goals being:

- to provide the environment to enable kindergarten associations to increase the participation of children;
- model effective and efficient business and governance practices;
- promote and support continuous quality improvement;
- and to initiate and develop relationships that are beneficial to their purpose and vision.

# HOW WE ARE FUNDED

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Funding of Wellington Kindergartens comes from the Ministry of Education in the form of a grant-in-aid that is bulk funded and which is based on children's attendance at kindergarten.

In 2007 Wellington Kindergartens opted into the Government policy on free entitlement to early childhood education for three and four year olds. Wellington Kindergartens also extended this 20 hours free to all our under 3 year old children as well.

As part of its structural changes to accommodate the introduction of the free early childhood education, the Association introduced a fee charging system.

Approximately 92% of the bulk fund is spent on teachers' salaries. Salary costs reflect the fact that the Association is committed to employing trained teachers. The balance of the bulk funding pays for some maintenance of the 64 kindergartens, professional development for teachers and administration of the Association.

All money received from the Ministry of Education and through fees goes into the Association's central bank account. Each kindergarten receives an equitably calculated grant (Operating Allocation) from the Association which is deposited into the individual kindergarten's operating account each month. This replaces the donations which kindergartens have historically operated on before 1 July 2007.

Any money raised through fundraising and grants remain with that kindergarten.

# STAFF

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## **Teachers and Head Teachers**

Teachers and Head Teachers are responsible for providing a high quality educational programme for children. They also work closely with parents/whānau.

## **General Manager** (Amanda Coulston)

The General Manager is the licensee of all 64 Kindergartens, and is responsible for the day-to-day management of the Association.

## **Chief Financial Officer** (Brendon Fyfe-Gits)

The CFO is responsible for reporting on financial performance and planning.

## **Operations Manager** (Karen Skett)

The Operations Manager is part of the Senior Management Team and is responsible for projects and human resources.

## **Facilities Manager** (Rob Dunn)

The Facilities Manager is responsible for all property matters.

## **Office Manager** (Lindy McKeown)

The Office Manager is responsible for the day to day running of the office.

## **Senior Teachers**

(Jenny Varney (Team Leader) Lynette Wray, Margaret Bleasdale, Paula Hunt, Claire Jongepier, Anne Masterton, Andy Cairns)

Senior Teachers visit kindergartens regularly and ensure that the programmes are of the highest possible quality for children and parents. They offer professional support and professional development opportunities to teachers, and provide professional information to the Association as required.

## **Accountant** (Susan Handisides)

The Accountant is responsible for the finances of the Association.

## **Human Resources Officer** (Andrea Godfree)

The Human Resources Officer administers the Appointments process and provides administration support.

## **Accounts/Administration Officer** (Christine Scott)

The Accounts/Administration Officer undertakes a range of administrative tasks, that support the office staff, teachers and treasurers. Payment of both Association and Kindergarten accounts is undertaken by Christine.

## **Payroll Officer** (Ellen Talbot)

The Payroll Officer manages the payroll and assists with other administrative tasks.

**Administration Assistant** (Hannah To'omaga)

The Office Assistant supports the office staff and is the support person for Infocare (the kindergarten child management system).

**Office Assistant** (Alysha Nichol)

The Office Assistant supports the Association staff and assists in the administration of professional development programmes.

**Support Staff**

Support staff are employed in all of our kindergartens. Their main role is in maintaining and updating child records in Infocare (our kindergarten child management system) and supporting teachers.

# THE ROLE OF THE BOARD

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1. The overall governance of the Association is the responsibility of the Board .
2. The Board is elected annually – there is a maximum of 15 Board Members consisting of up to 8 community representatives, up to 5 coopted members and up to 2 staff representatives and the General Manager.
3. The Board is primarily responsible, through the Charter, for the establishment of goals and policies for the Association.
4. The Board delegates day to day management of the Association to the General Manager.
5. The Board elects an executive sub-committee which includes the Chairperson and Deputy Chairperson, the Chairperson of the Finance Committee and the General Manager.
6. The Board employs and monitors the performance of the General Manager.
7. The Board is required to act as a good employer.
8. The Board is accountable to the WRFKA Kindergarten community.
9. All Board members shall adhere to the ‘Code of Conduct’.

# KINDERGARTEN AREAS

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## **NORTHERN TERRITORY**

Cambridge Street	Betty Montford	Ngahina
Otaki	Paraparaumu	Parsons Avenue
Raumati Beach	Raumati South	Taitoko
Waikanae		

## **PORIRUA BASIN**

Adventure	Ascot Park	Discovery
Katoa	Maraeroa	Moira Gallagher
Mungavin	Nuanua	Papakowhai
Paremata	Plimmerton	Pukerua Bay
Pukerua Bay Preschool	Tairangi 6 Hour	Toru Fetū
Titahi Bay	Waitangirua	

## **CITY NORTH**

Bellevue	Brian Webb	Churton Park
Johnsonville Full Day	Johnsonville West	Newlands
Paparangi	Tawa Central	Tui Park

## **CITY CENTRAL**

Campbell	East Harbour	Karori
Khandallah	Ngaio	Northland
Onslow	Petone	Sunshine
Petone Beach	Tai Tamariki	Wadestown

## **CITY SOUTH**

Berhampore	Brooklyn	Pikopiko Clyde Quay
Hataitai	Lyll Bay	Miramar Central
Miramar North	Newtown	Owhiro Bay
Seatoun	Strathmore Park	Wellington South
Island Bay (3 services)		
Kura Tamaiti	Kura Pepe	Isola

# FUNCTIONS OF ASSOCIATION OFFICE

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The Association Office is responsible for the following:

## **Buildings and Grounds:**

- Advice and assistance in maintenance of all kindergartens.
- Advice and guidance to committees on all playground development and building enhancements.

## **Professional Support:**

- Senior Teachers are employed by the Kindergarten Association in an advisory and support role to the Association, staff and committees.
- They may be contacted through the Association and are available for consultation and advice on any area of the programme, plans for purchase of equipment or alterations to buildings or grounds.
- The Senior Teachers spend time in kindergartens and parents are welcome to make contact during these times.

## **General:**

- Human resource management
- Appointment of staff
- Payroll
- Accounts payment
- Fees collection
- Kindergarten centrally funded costs
- Kindergarten Operating Allocation
- Kindergarten support
- Projects
- Administration requirements (returns, statistics etc)
- Correspondence
- WRFKA Board business and support
- Establishing and maintaining contacts with other agencies

## **Marketing and Communication:**

- Area Meetings – once a year
- Committee Training – once a year
- Association Newsletters to Committees
- Committee, Financial Management and Facilities Manuals

# LOCAL COMMITTEES

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## **Role of the Local Committee**

Local committees are responsible to the Association for the management, fundraising, maintenance of buildings, grounds and equipment and other matters not related to the curriculum and professional/personnel issues.

Committees and teachers support each other and co-operate to ensure the smooth running of the kindergarten.

Local committee meetings are held in kindergartens outside the times teachers are working with children.

When electing Chairperson, Secretary and Treasurer for the local committee it is preferred that they have a child attending kindergarten for the major part of the year. Teachers need regular interaction with office holders and if they do not have a child attending, contact is sometimes difficult.

## **“Friends of the Kindergarten” or “Whanau Groups”**

Not all kindergartens have formal committees and some kindergartens find it works better to get assistance when special events/fundraisers are being organised. These groups may get together at a lunch time or after a session and become involved in helping with the kindergarten in fundraising or organising special events.

## **Information Available**

The committee needs to be aware of and have access to the following documents:

Strategic Framework folder

- Information for preparing and reviewing the Kindergarten Management Plan

Facilities Manual

- Information on planning improvements
- Information on cleaning of kindergartens

Financial Management Manual

Policies and Procedures Manual

- All policies and procedures approved for use in association kindergartens

## **Association Website**

[www.wn-kindergarten.org.nz](http://www.wn-kindergarten.org.nz) - Committee newsletters are posted to the website periodically. Handbooks for committees and treasurers and the Facility Manual are also on the website under the Committee section.

## **Weekly Newsletter - Whaakaro**

The Association has a weekly electronic newsletter sent to kindergartens on a Friday. This can be a source of useful information for committees.

### **Kindergarten Management Plan**

Information on the Kindergarten Management Plan is found in the Strategic Framework folder.

- The committee and teaching team need to develop and review a 5 year plan for improvement and development of the kindergarten.
- An annual budget is to be set by the committee.
- A fundraising plan needs to be developed by the committee.

### **Receiving Complaints**

Committee personnel do not have a role in receiving complaints. Should someone approach you wishing to complain about the kindergarten or committee, you must direct them to the Guidelines for Laying Complaints procedure displayed on the Kindergarten wall.

### **Dealing with the Media**

Head Teachers and committee chairpersons deal with the media on local kindergarten promotional matters. All other media matters shall be directed to the General Manager.

### **Entering into Contracts**

A local committee is not a legal entity, but is a sub-committee of the Association. Local committee personnel must not enter into any contracts with eg teacher aides, cleaners or tradespersons. Therefore the Association must be a signatory to all contracts and will act on behalf of the kindergarten if necessary. This applies to contracts for large items such as photocopiers which should be referred to the Association.

### **Accidents**

Teachers will immediately notify the Association of any accident or injury to any tradespersons or voluntary workers.

### **Cleaners/Caretakers/Gardeners**

Cleaners, caretakers or gardeners shall not work during session hours. The committee is responsible to see that duties are carried out satisfactorily. The Association is legally responsible for the employment of cleaners etc, and the local committee has a delegated authority to deal with these matters on a day to day basis. Committees will manage the cleaners and the Head Teacher will report to the committee if the cleaning of the kindergarten is not properly carried out.

### **Support Staff**

Support Staff for each kindergarten are employed through the Association. Each kindergarten is allocated up to 8 hours per week of support staff time. Support staff kits and employment letters are sent from the Association. If a kindergarten requires extra support staff time the kindergarten committee funds these hours.

### **Teachers' Role**

The teacher is in charge of the programme, what happens during session time and how it is implemented. If the teacher is unable to provide the desired programme because of lack of resources (eg materials, people, funds or equipment) the committee, teachers and Senior Teacher will problem solve together.

### **Committee / Teacher Interface**

The partnership between the committee and teachers is very important for the day-to-day running of the kindergarten. The first responsibility for teachers is their work with children. Teachers and committees will work together to support each other.

Teachers will support committees and show interest in committee activities. Committees will understand that a volunteer input is not expected of staff, eg fundraising functions, working bees.

### **Local Committee Sub-committees**

On occasions, the committee will put together a sub-committee to work on a particular project. Decisions made by such sub-committee must be ratified by the larger committee, especially if the decision involves the spending of kindergarten funds.

### **Committee Communication with Families**

The committee will wish to communicate with families regarding fundraising or other activities. Any communication with families must be approved by the Head Teacher. It is important that all communications reflect the philosophy and values of the Kindergarten Association.

# PROPERTY

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## Property

Prior approval of the Association is required if kindergarten buildings are to be used for other than kindergarten purposes. If buildings are so used, the committee shall arrange for inspection of the premises after use, and shall ensure that they are left in a clean and tidy condition, furniture replaced and the premises secure and ready for teachers' use.

Kindergarten property or equipment may not be disposed of without prior approval of the Association.

Any alteration or addition to buildings or layout of grounds is to be approved by the Association so that technical, educational and safety considerations are checked. Proposed Works Approval Forms are in the Facilities Manual for photocopying or are available from the office.

The local committee will ensure that buildings and grounds are maintained and inspected ready for the opening of the kindergarten each term. The committee shall arrange for the inspection of drains, toilets, spouting, downpipes etc and notify the Association if attention is required. The Head Teacher will report theft or vandalism to the Association and the committee. The committee or Head Teacher will then report to the Police.

*Property matters are discussed in greater detail in the Facilities Manual.*

# IMPROVEMENTS TO THE KINDERGARTEN BUILDING AND ENVIRONMENT

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## **Building and Environment Plans**

The Five Year Building and Environment Plans are developed by Committees and teaching teams in conjunction with the Association. Templates to assist in the development of these plans are included at the end of this Manual.

Five Year Building and Environment Plans provide a way forward for the longer term development of a kindergarten's buildings and environment. Under the funding system that existed in the past, kindergartens were reliant on income from donations and fundraising, and so it was difficult to plan long term because so much was reliant on the energy and enthusiasm of the committee and families at the time. In addition, kindergartens were responsible for the payment of power bills, rates etc – again this all came from donations and fundraising.

The introduction of a new funding system in the early childhood education sector has enabled the Association to introduce an Operating Allocation that ensures a monthly income to each kindergarten, and has enabled the Association to take on payment of many bills that had been the responsibility of kindergartens. As a result, more and more kindergarten committees have begun to shift their focus to projects that enhance the learning environment – many of which are larger and have longer term implications for the overall development of the kindergarten building and environment.

It is therefore vital that each kindergarten have a Five Year Building and Environment Plan. We believe they will provide consistency of development over time when committee members may often change, and are a great way to encourage committees to engage with their teaching team and community to talk about what a high quality early childhood environment looks like in relation to their particular kindergarten.

More information about accounting for Building and Environment Plans is contained in the Financial Management Manual.

# COMMITTEE CODE OF CONDUCT

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## Wellington Kindergartens Local Committee members shall ...

- Keep the needs of all children and their learning paramount.
- Be honest, reliable and trustworthy in all dealings.
- Maintain the confidentiality and trust vested in them and act with discretion.
- Ensure that where individual members disagree with the committee stance on any matters, this disagreement is resolved within the committee.
- Respect the function of the kindergarten local committee and ensure that individual committee members do not act contrary to the Wellington Region Free Kindergarten Association Policies, Early Childhood Acts and Regulations.
- Ensure that all actions on behalf of the committee are approved by the committee. No individual member shall make decisions on behalf of the committee.
- Display loyalty and respect to fellow committee members, teachers and Association staff.
- Strive to serve, as a committee representative, to the best of their personal ability.
- Direct any media approach to the Chairperson, or General Manager if the issue concerns the Kindergarten Association or the wider Kindergarten movement.

# COMMITTEE FUNDS

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The local committee, and particularly the treasurer, manage the kindergarten funds in conjunction with the Head Teacher. These funds are managed 'in trust' for present and future children, teachers and committees.

As part of its structural changes to accommodate the introduction of free early childhood education for three and four year olds in teacher led services, the Association has introduced a fee charging system. There are no more "brown envelopes" for the collection of family contributions and any fee received will go directly to the Association.

## Central Funds

From 1 July the Kindergarten Association took over the payment of centrally funded expenses of every kindergarten which includes:

- Landline rental and broadband base fee (kindergartens to pay additional charges)
- Kindergarten Cleaning
- Support staff (8 hours per week)
- Rates
- Power
- Insurance

## Operating Allocation

Each kindergarten is given an operating allocation which is paid each month into the kindergarten's operating account.

From the operating allocation kindergartens will be responsible for the payment of:

- Children's activities, portfolios etc
- Administration costs (photocopier, cartridges, paper)
- Repairs and Maintenance
- Resources

All proposed purchases from the operating allocation must be discussed by the committee and invoices for payment should be passed to the Support Staff for writing up on a Schedule for Payment and submitting to the Association for payment.

Teachers will decide which equipment will be bought for use with the children and each year and a budget will be set by the committee and Head Teacher on the proposed expenditure for the year.

Teachers will have an allocation of 'petty cash.'

The Operating Allocation will be monitored and reviewed by the Association.

## **Fundraising / Donations**

Kindergartens are not able to charge a “fundraising levy” or prevent a child or family participating if they do not contribute to fundraising.

Kindergartens are able to:

- ask for a donation for a specific purpose but not “general” donation.
- request support for fundraising.
- apply for grants.

From 1 July 2007, families wont be asked to pay a donation for each session or fundraise for basics such as the power or telephone. There are no longer any regular “brown envelope” that families are asked to return to the kindergarten with a donation based on sessional charges. Instead, families can choose to make a donation if their kindergarten is fundraising for a particular event or for resources, such as puzzles or books.

Example:

The committee may set a goal that they need to raise say \$10,000 towards various equipment to be purchased that year (committees would need to indicate what sort of equipment and resources they are referring too). They can ask parents to contribute a donation towards this, say \$200 (paid in bulk or as in instalments) or they may ask them to sell pizzas or whatever.

Or they would like to do five excursions throughout the year and this is going to cost the kindergarten \$500. Parents may be asked to contribute towards this (as for above).

Payments for this can be made by cash/cheque, internet banking or automatic payment and will be credited to individual kindergarten accounts as currently is the case.

## **Grants**

Grants from community organisation and trusts are one of the more lucrative ways to raise income for your kindergarten. Local communities have grants available so keep a look out in the local paper and contact local organisations for regional funds. A list is also available on our website.

For all applications you will need a copy of the Association’s audited accounts and a copy of your kindergarten’s accounts. If copies of these are not available at the kindergarten, copies can be requested from the Association. Letters from grant providers need to be sent to the Association Office.

If you are successful in obtaining grants, it is important that full auditing procedures are followed. If the grants people have not been provided with full details on how the grant has been spent and provided with copies of bank statements, they will not provide any further grants.

Details on accounting for grants and other financial matters are covered further in the Financial Management Manual.

## **Petty Cash**

Petty cash is available to the teachers for incidental purchases. The suggested amount per month is approximately \$100 - \$200. This comes out of the operating allocation and covers:

- Grocery items
- Small stationery items (eg cellotape)
- Stamps
- Children's activity items (eg seeds for planting etc)
- Pet supplies (eg bird seed)

## **Procedures for petty cash are as follows:**

- All petty cash expenditure should be recorded in the Petty Cash Book or Excel spreadsheet.
- All receipts should be retained and stapled into the book.
- Petty cash expenditure and any reimbursements must be passed for payment by the committee at the committee meeting.
- Teachers should balance the petty cash book prior to the monthly meeting and show the record to the treasurer.
- Requests for petty cash should be emailed to the Association (full instructions are contained in the Financial Management Manual).
- Petty cash may be accessed only by the teachers.

## **Purchases**

- Any personal expenditure incurred by the teachers on kindergarten purchases will be reimbursed by the Association. A Reimbursement Claim form should be sent to the Association together with a receipt of purchase and payment will be made overnight direct to the teacher's bank account.
- All purchases need to be either pre-approved or ratified by the committee.

## **Accounts at Local Stores**

Committees and staff may consider it necessary to have accounts at local stores for items such as:

- Small stationery items
- Items for children's activities
- Stamps, film processing, first aid supplies
- Small grocery items

## **The procedures for use of these accounts are as follows:**

- These accounts may only be accessed by teachers and committee office holders.
- Receipts must be requested and given to the treasurer to enable purchases to be reconciled against the monthly account.
- Goods must be signed for when making an account purchase.

- No accounts may be opened at any store unless prior approval has been given by the committee at a meeting, and guidelines set for the use of the account.

### **Accounts with Major Suppliers**

The Association has set up accounts with major suppliers e.g. Moore Wilsons, Bunnings, Warehouse Stationery, Paper Plus North City Plaza and as need requires, will set up accounts with other major suppliers so we can obtain the best deals and savings for our kindergartens.

Each kindergarten is able to order or make purchases at any of these suppliers. Kindergartens have been given a Purchase Order Book which must be used when making purchases on Association Accounts.

### **Purchase Order Books**

As each kindergarten doesn't now have its own cheque book facility, the Association has set up accounts at major suppliers.

Each kindergarten has a purchase order book, which is to be held at the kindergarten. Each form is stamped with the Wellington Kindergarten Assn logo and the numbers are recorded by the Association.

Purchase orders should be used when buying goods from any suppliers.

If a committee person, teacher or support person is doing for example a grocery order the purchase order should be completed first and authorised by the Head Teacher or the Treasurer. This is a safeguard against any unauthorised person buying in the kindergarten name.

Purchase orders must be used for any kindergarten purchases on account where the invoice is sent direct to the Association – this will ensure the correct kindergarten is debited.

Replacement order books can be requested by emailing the Association.

More information is contained in the Financial Management Manual.

### **Maintaining Records**

All minutes of meetings and financial records will be kept for 7 years.

Kindergartens often wish to acknowledge significant dates with a reunion or other celebration. Please retain information that may be of historical interest.

Fundraising records are very useful to committees. Committees should record what fundraising events were successful and which ones were not. You should also record the names of contact persons and where equipment was bought, borrowed or hired from.

Retain copies of all applications for community grants.

### **End of Year**

At the end of the year the Association will send reminders to committees outlining tasks to be done in preparation for the holiday period. The Secretary should ensure that all mail is distributed to the appropriate people.

**End of Financial Year**

The financial year ends on 30 June. Nearer the time the Association will advise committees of requirements.

# CHAIRPERSON ROLE

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1. Be thoroughly conversant with the Wellington Kindergartens' Policies and Procedures and ensure that all members of the committee have a full knowledge of them including the duties and responsibilities of the staff members.
2. Provide effective leadership and control at meetings, by giving full attention to the business in hand, and by ensuring all remarks are addressed to or through the Chair.
3. Ensure that all members of the committee participate by delegating certain responsibilities. Ask for regular reports on all sub-committee activities.
4. Keep in close contact with staff and endeavour to see that all legitimate and reasonable requests are met promptly.
5. Consult with Association regularly, particularly if there are matters of concern.
6. The Chairperson has overall responsibility for communication between committee and staff. Area meetings should be attended by the Chairperson. The outgoing Chairperson should make sure that new committee members are informed of their roles and responsibilities.
7. The Chairperson needs to ensure that procedures for circulating mail are in place. It is essential for the Treasurer, for example, to receive all their mail on time.

**With regard to local committee meetings, duties are as follows:**

## **BEFORE THE MEETING**

1. **Agenda**  
Go over the agenda with the secretary before the meeting, so that any particular matter is included for discussion. Ensure that you are familiar with this matter.
2. Go over the minutes of the previous meeting and make your own list of matters arising from those minutes in case no-one else raises them.
3. Read all the inwards and outwards correspondence.
4. Check that the Secretary and Treasurer have done all that is necessary: distributed minutes and agenda, prepared financial report, and so on.

## **AT THE MEETING**

1. Remember you are in charge of the meeting, and it is your responsibility to see that the meeting follows the planned agenda. You should try to ensure that the meeting does

not go on too long. It is important that all committee members be allowed to make a contribution to the discussion, but if it starts to get repetitive it is time for you to close the discussion and summarise what has been said.

2. Do not allow more than one person to speak at a time. Call the meeting to order if members are discussing matters amongst themselves.
3. **Motions** – These are used for big issues. Where necessary, you will need to ask for someone to put a motion. You can say "I would like someone to move that. . .". A committee member may then say "I will so move." You will then ask for someone to second the motion. You should ensure that the secretary has recorded:
  - a) The motion
  - b) The name of the person who moved it
  - c) The name of the person who seconded it.

If there is no further discussion you will then ask for those in favour of the motion to indicate this by saying 'aye'. Those not in favour will say 'no'. If most are in favour, you will declare the motion 'carried', and the secretary will record this. If most are not in favour, the motion is 'lost'.

4. It is acceptable to record agreement without using a motion by noting "It was agreed that .....".
5. You may need to ask for people to carry out decisions made, or delegate duties. For example, drawing up a lawnmowing roster, fundraising matters, and so on.
6. Close the meeting, and announce the date of the next meeting.

#### **AFTER THE MEETING**

1. Ensure that the Secretary and Treasurer are able to carry out their respective duties. Keep in touch. Be prepared to help out (or ask them for help) if necessary.
2. Ensure that other committee members are carrying out their duties where applicable.

# SECRETARY ROLE

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Duties connected with local committee meetings:

## BEFORE THE MEETING

1. **Agenda** - Go over the agenda with the Chairperson. Try to get a copy to each committee member before the meeting.
2. **Minutes** - Ensure that you have thoroughly read through the minutes checking for matters which will be discussed again as Matters Arising.
3. **Correspondence** - Check that you have all inwards correspondence with you, and copies of all outwards correspondence.
4. Make sure that you have done all that was needed from the last meeting - for instance, answered letters. Check that any tasks allocated to other committee members have been completed.

## AT THE MEETING

1. Record the full names of all present, (e.g. Rosemary Smith). Also record people who are not committee members, together with their status, or where they are from, for example, Alice Jones (head teacher), John Brown (area representative).
2. Record the names of those who have sent apologies.
3. Take a record of all that happens during the meeting. It is especially important to record any motions that are put. You should record word-for-word what the motion says, e.g. It was moved that the minutes of the previous meeting are a true and correct record of proceedings. You must also record who moved it, who seconded it, and whether or not the motion was 'carried'.
4. If the minutes have not been circulated before the meeting, you may be asked to read them out.
5. Correspondence - You should read out all correspondence. Newsletters from the Association, for instance, should be read out and discussed where necessary, and an extra copies given out. Outwards correspondence should also be read out.
6. Treasurer's Report - A copy of the report should be attached to the minutes.
7. When all the business is completed, and the Chairperson closes the meeting, record the time it closed and the date of the next meeting.

## **AFTER THE MEETING**

1. Type or write up the minutes and distribute. One copy of the minutes, Treasurer's report and Head Teacher's report must be posted or emailed to the Association at [info@wn-kindergarten.org.nz](mailto:info@wn-kindergarten.org.nz)
2. Write and post any letters required.
3. File any correspondence you receive (for example, in a loose leaf file), and keep and file copies of any letters sent. Make sure you take the file to the meeting, and distribute copies of newsletters from the Association for example.
4. If you require stationery, stamps, etc let the treasurer know.

## **OTHER DUTIES**

1. Read and be familiar with Wellington Kindergartens policies and procedures.
2. Notify Association of new or changed office holders, together with addresses and telephone numbers.
3. Ensure that the incoming secretary has all books, information etc that is necessary.

# TREASURER INFORMATION

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Full details are covered in the Financial Management Manual.

## ON APPOINTMENT

After the Kindergarten AGM has been held, address details for the new committee and keyholders are to be forwarded to the Association. These forms will be sent to the Kindergarten prior to the AGM.

## COMMITTEE FUNDS

### Operating Account

Your Committee's funds are administered through your Operating Account (previously Pool Account) with the Association.

### Operating Allocation

Each month an operating allocation will be deposited into your operating account. The amount varies depending on the number of child hours by the kindergarten.

- Children's activities, portfolios etc
- Administration costs (photocopier, cartridges, paper)
- Repairs and Maintenance
- Resources

### Centrally Funded Expenses

The Association is responsible for the payment of centrally funded expenses of every kindergarten which includes:

- Landline rental and broadband base fee (kindergartens to pay additional charges)
- Kindergarten Cleaning
- Support staff (8 hours per week)
- Rates
- Power
- Insurance

### Fees

Some families (those who do not use their free entitlement or use just part of their free entitlement at kindergarten) will be charged fees. Fees can be paid either direct to the kindergarten, internet banking, automatic payment or direct to the Association.

Fees will be processed through Infocare (the Kindergarten's online child management system). All fees received are retained by the Association. Fees are managed from the Association Office..

## MONTHLY ACCOUNTS

The financial side of the Committee's activities must be carefully managed. We are dealing with public funds and it is important that accounts approved for payment are recorded in the minutes of **each Committee meeting**. The successful audit of the committee's accounts depends on this.

Treasurer's financial reports must accompany the minutes of local committee meetings which should be sent (email is okay) to the Association immediately after each meeting.

Monthly financial reports on your operating account are prepared by the Association Office. These are emailed to individual kindergartens on the 15<sup>th</sup> day of each month.

Please check with your Head Teacher if these have not been forwarded on to you.

## MONEY HANDLING PROCEDURES

An administration support person is employed in each kindergarten and from the beginning of 2010 our Support Staff have included in their tasks the input of data into Infocare (the Association online management system).

Support Staff are also expected to:

- receipt all money received at the kindergarten either for fees or donations;
- create Infocare bank lodgement reports for the banking to be done by either the Head Teacher, support person or treasurer

The kindergarten should comply with the following standard Association practices:

- All money received at the kindergarten will be entered by the Support Staff into Infocare.
- Any fundraising money should be counted out and given to the Support Staff for receipting into Infocare.
- It is advisable that all cash received at kindergarten should be counted by two people before receipting.
- It is the responsibility of the Kindergarten to generate donation receipts for families once a term. (The Association will issue receipts for donation prior to term 3 – Ask your families to contact the Association Office)
- Infocare is unable to record donations against a particular child. Donations received will be entered into Infocare (under fundraising project code donations 1050) and at the end of the tax year the kindergarten will need to issue donation receipts to the families who have made the donations.
- Donations received direct into the bank will be recorded into Infocare (under the fundraising project code donations 1050) by the Association from the bank statements.

- All cash must be banked, intact, as soon as possible after receipting into Infocare. This must be at least weekly.
- After receipting into Infocare the Infocare bank lodgement report should be filed.
- Christine at the Association Office will log onto Infocare to confirm banking details. If the kindergarten is aware of any issues they need to advise Christine (christines@wn-kindergarten.org.nz).
- Tax receipts for fees will be generated by the Association once a year following the end of the tax year.
- **Banking should be done by either the Treasurer, teacher or support person.**
  - **It is the responsibility of the Head Teacher to ensure banking is done each week.**
  - **Bank all money INTACT.**
  - **Do not make any payments from it.**

**Do not use cash received to pay any bills.**

# TREASURER'S RESPONSIBILITIES

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## **Weekly**

- Collect all fundraising money and pass to Support Staff for entering onto Infocare.
- Banking – with the Head Teacher and Support Staff work out system who will do the banking each week. If Treasurer does banking, a bank lodgement report should be collected from the Support Staff.

*Deposit books and treasurer information is to be kept at the kindergarten. They can be taken home to work on but should be brought back to the kindergarten as soon as possible.*

## **Monthly**

- Assist kindergarten staff/committee in raising funds/organizing events/long term planning.
- Sign off at committee meeting any purchases over \$500.
- Prepare to report to the Kindergarten Committee on the activities of the operating account statement received from the Association and on any other financial issues such as fundraising, community grants.

## **Annually**

- Prepare and send to the Association Office the information required for audit as per the information sent out by the Association in early June each year.
- Help prepare budget in conjunction with Head Teacher.

## **AUTOMATIC PAYMENTS, DIRECT DEBITS**

If any automatic payments or direct debits (eg for Just Water, Security) need to be stopped, the Treasurer should inform the Association who will then authorise the bank to stop the payments.

## **MEETINGS**

Report either verbally or in writing to the committee meeting each month based on the report provided by the Association and other information held. Reformatting of the reports is not required unless the treasurer would like to do so.

## **INVENTORY**

It is not necessary to keep an inventory of all kindergarten contents but Treasurers must maintain a list of all items in the kindergarten with a value of more than \$500 ie computer, photocopier, digital camera, stove, stereo etc. Copies of inventories must be forwarded to the Association at the end of each year.

Treasurers are asked to keep copies of invoices, guarantees and manuals of large purchases such as video cameras, computers, stereos, microwaves etc.

Original invoices are to be sent to the Association as part of payment processes.

## **INSURANCE**

Insurance is the Association's responsibility. Details of cover and claims procedure are available from the Association Office or from the Facilities Manual. A \$250 excess applies to all claims.

## **ANNUAL ACCOUNTS AND AUDIT**

Annual Accounts and Audit are the responsibility of the Association Office. The financial year runs from July to June. At the beginning of June each year you will be advised when and what books must be sent to the Association Office for the annual audit. These may include:

- all receipt and petty cash books
- deposit books.

## **CONTRACTS**

**Treasurers are not to enter into ongoing contracts on behalf of their kindergarten without approval from the Association. The kindergarten is not a stand alone legal entity.**

# BUDGET

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Each committee must prepare a budget (**FinBud/1**) to cover the anticipated expenses to the kindergarten. This budget must be submitted to the Association by 31 August each year.

It is the responsibility of the outgoing committee, in conjunction with the Head Teacher, to prepare the draft of this budget which will be finalised by the new committee. In preparing your budget, the previous year's end of year accounts will be a reliable guide.

**Prior approval of the Association is required before any large unbudgeted item can be purchased.** Be sure to check with the Association on such matters as source of supply, possible bulk purchase etc.

Certain items from your operating allocation are "not negotiable" and must be provided for:

- teachers petty cash
- replacement or repair of existing equipment
- children's activity materials (portfolios, paints, glue, cardboard etc)

If there is a surplus expected, then this can go towards the "negotiable" items:

- new equipment
- playground development
- minor capital works

The committee and staff will consult and negotiate on priorities for expenditure. Improvements and/or playground development also need to be discussed with the Association and are part of the Building and Environment Plan process. The Association can provide experience and expertise and advice on technical and educational requirements.

In the case of new equipment, **it is the committee** which should decide **how much** it hopes to afford, and the **Head Teacher** in consultation with Senior Teachers who decides **which** equipment is most needed by the children. Head Teachers should be aware that the budget is not certainty, and that there may not, after all, be enough money for "negotiable" items. Committee should be aware that, by providing activity materials or replacement equipment, they are simply keeping the kindergarten in the same position and not improving the facility.

A suggested process and format for setting budgets is shown in appendix on form **Fin/Bud 1**. **Form Fin\Bud 2** will help to budget for fundraising. These are simple to follow. If you need any support on these please contact the Association. The month's budget figure must be shown on each financial report to help keep track of income and expenses.

# CENTRAL BILLING

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This system of central billing and account management has been introduced for the following reasons:

- To assist with account management at the local committee level.
- To centralise the Association's accounting system.
- To provide Treasurer support.

**Please note:**

- The Office needs to hold all original invoices. A photocopy of the invoice can be kept at the kindergarten. It is preferred to pay directly into suppliers bank accounts. Where possible suppliers details should be supplied.
- Statements can be retained at Kindergartens for reference. Please do not make payments based on statements, quotes or packing slips – we need tax invoices.

For accounting purposes each kindergarten is coded to a branch – **your branch number is the same two digit code you have always used**. If you are not sure what your branch number is, please telephone Christine at the Association to find out what it is.

For each transaction (be it about spending \$ or receiving \$) we will need to allocate it to a department as well.

**More information on Codes and Procedures for purchases and receipting are covered in the Financial Management Manual.**

# FINANCIAL REPORTING

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Each month the Association provides the Kindergartens with Financial Reports.

Each Kindergarten has been split into departments, this will give you the breakdown of what income has been received and what has been spent within the department.

## **1<sup>st</sup> Report – Financial Statement**

This report shows the total income/expenses, for the month (total of all the departments), and the final Net Funds for your Kindergarten. eg;

TOTAL INCOME	(1000.00)
TOTAL EXPENSES	<u>500.00</u>
SURPLUS/DEFICIT	(500.00) *

OPENING BALANCE 01/07	(2000.00)
NET MOVEMENT	<u>(500.00)*</u>

TOTAL NET FUNDS	(2500.00)
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## **2<sup>nd</sup> Report – Financial Statement by Department (broken down in departments)**

This report shows you a breakdown of the total income/expenses and also the total Net Funds for each Department (if you add the total net funds for each department they will give you the total Net Funds for your Kindergarten).

## **3<sup>rd</sup> Report – MTD General Ledger Transactions**

This report gives you the breakdown of all the transactions that have been processed during the month by department

## **4<sup>th</sup> Report – YTD General Ledger Transactions**

This report gives you the breakdown of all the transactions that have been processed during the current financial year by department

### ***The Association's Role***

- All data is gathered and processed from the bank statements and schedules sent from the Support Staff.
- Other information is processed (eg equity funding, stationery charges)

- Reports are generated and sent to Kindergartens on the 15<sup>th</sup> day of the following month.

### ***At the Kindergarten***

- Treasurer receives the monthly reports.

The Treasurer should compare the information received from the Association to that provided by the support staff. Generally they should match, very occasionally there are differences – this may be an error or a charge from the Association for stationery or some other item. Please contact us if things don't make sense.

The Treasurer should check accounts 1997 (Income/No Schedule) and 2099 (Expenditure/No Schedule). If there are balances in these accounts this means that the Association is missing some information from you. Please send schedules in for processing or contact Christine to inform her what these relate to.

- Grants person (may be treasurer).

The Grants person should review the transactions in the grants department (20) and ensure that all grant income and expenditure has been correctly accounted for and that the balance represents unspent grant money.

- Treasurer reports financial activity to Kindergarten Committee.

Each Treasurer (along with the committee) can choose how financial information is reported on. It is sufficient to provide the reports provided from the Association but kindergartens may want to incorporate the reports provided into other formats. It is also important to keep a track of how the kindergarten income and expenditure compares to that budgeted.

# LOCAL COMMITTEE MEETINGS

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A meeting procedure is described below as part of the committee roles, but this style of meeting may not be appropriate in some communities, especially where there are a large number of immigrant families or families for whom English is a second language.

There are some basic requirements that the Association has regarding committee or kindergarten whānau meetings.

Meetings will be held 11 times per year.

- The kindergarten's financial position will be discussed at each meeting.
- All agreements for spending kindergarten money will be recorded.
- All agreements to alter or enhance the kindergarten building or grounds will be recorded.
- Teachers will report to the committee at each meeting on their activities.

# MEETING PROCEDURE

## GENERAL GUIDELINES

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1. It is the local committee of the kindergarten which is meeting. Only committee members are entitled to vote on a motion. Committee members' names should be recorded as 'present', and others should be recorded as 'in attendance' - for example, staff members, area representative, visitors etc.
2. The Chairperson of the committee should run the meeting and ensure that it is well controlled. It is the Chairperson's responsibility to see that the agenda is followed, and that each committee member has an opportunity to make a contribution to the discussion. The Chairperson should not push his or her own opinion, but should draw out the opinions of other members. After a matter has been fully discussed, the Chairperson should summarise what has been said, and where necessary ask for a motion to be put.
3. Committee members should be careful to allow the Chairperson to run a well-ordered meeting. It is inconsiderate to discuss matters between two or three people while someone else is talking.
4. Committee decision-making should aim for consensus. If the committee is unable to reach consensus, ask the following questions:
  - Do we have all available information?
  - What will produce the best result for the children's learning, safety, health etc?
  - Can the Association advise?

Where necessary a majority vote shall be taken, with the Chairperson having a casting vote.

5. If there are areas of uncertainty or difficulty or conflict which you are unable to resolve, contact the Association (232-3069).

# SUGGESTED FORMAT FOR LOCAL COMMITTEE AGENDA

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The 65th meeting of the Porirua Free Kindergarten Committee is to be held on Monday 10 August 2010 at the kindergarten, commencing at 7.30pm

## **AGENDA**

1. Open meeting
2. Apologies
3. Minutes of previous meeting
4. Matters arising from Minutes
5. Correspondence
  - a. Inwards
  - b. Outwards
6. Treasurer's Report
7. Head Teacher's Report
8. Sub-Committee Reports (if any)
  - a. Fundraising.
  - b. Equipment
  - c. Grounds
9. General Business
10. Close meeting (next meeting date)

# LOCAL COMMITTEE MEETINGS

## STANDARD MOTIONS

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The following motions (or similar wording) should be put:

- 1. Apologies**  
I move that the apologies be accepted.
- 2. Minutes of the Previous Meeting (*a sample template of minutes is attached*).**  
I move that the Minutes of the previous meeting are a true and correct record of proceedings.
- 3. Correspondence**  
I move that the Inwards Correspondence be accepted and that the Outwards Correspondence be approved.
- 4. Treasurer's Report**  
I move that this Financial Report be accepted, that payments made be ratified, and that accounts for payment be approved.
- 5. Head Teacher's Report**  
I move that the Head Teacher's report be accepted.

In each case, the names of the committee members who moved and seconded the motion must be recorded. The Chairperson should then ask if all are in favour, and if a majority indicate that they are, the motion is recorded as "carried".

Minutes of the (Name) Kindergarten Committee  
held on Monday, 16<sup>th</sup> August 2010 at 7:45pm

**Present:**

**Apologies:**

Inwards/Outwards Correspondence:

Action required by:

--	--

Teaching:

Action required by:


Grants : Action required by:

--	--

Treasury:

Action required by:


Fundraising:

Action required by:

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General Business:

Action required by:


Next meeting date:-

Meeting Closed:

## OUTSIDE AGENCIES

Below is a list of agencies you may come across in your role on the committee.

Ministry of Education (MoE)	The Ministry of Education administers the policy direction set by the Minister of Education.
Education Review Office (ERO)	The ERO reports to the Minister on whether or not the kindergarten meets the requirements of the Early Childhood Regulations.
Early Childhood Development (ECD)	ECD, on contract to the Ministry, provide assistance in the area of professional training.
Victoria University College of Education	This is the training centre for teachers who gain Diploma of Teaching (ECE) and the Bachelor of Teaching (ECE). The College also has a similar role to ECD.
New Zealand Kindergartens Inc (NZKI)	Wellington Kindergartens is affiliated to NZKI, together with the majority of other kindergarten associations.
New Zealand Federation of Free Kindergarten (NZFFK)	The Federation consists of the Central North Island, Waikato, Auckland and Franklin Associations.
State Services Commission (SSC)	Kindergartens are part of the State Sector, and as such, are required to meet the State Sector Act. The main area affecting the Association is the requirement to be a 'good employer' as defined under this Act. SSC represent the Government's interests and act as bargaining agent for kindergartens in contract negotiations.
New Zealand Educational Institute (NZEI : Te Riu Roa)	The union which represents a number of the teachers.
Group Special Education (GSE)	GSE assists with meeting children's special needs.
New Zealand Qualifications Authority (NZQA)	NZQA is responsible for recognising professional qualifications.
NZ Teachers Council	The Teachers Council is responsible for registration of teachers.

# Association Structure

## WRFKA Board

**General Manager**  
Amanda Coulston

**Facilities Manager**

Rob Dunn

**Team Leader, Sen' Teacher**

Jenny Varney

**Chief Financial Officer**

Brendon Fyfe-Gits

**Office Manager**

Lindy McKeown

**Operations Manager**

Karen Skett

**Pacific Coordinator**

Caroline Mareko

**Sen' Teacher**

Lynette Wray

**Sen' Teacher**

Claire Jongepier

**Accounts/Admin Officer**

Christine Scott

**Accountant**

Susan Handisides

**Sen' Teacher**

Paula Hunt

**Sen' Teacher**

Andy Cairns

**Admin Officer**

Hannah To'omaga

**Finance Officer**

Sandra Beddow

**Sen' Teacher**

Anne Masterton

**Sen' Teacher**

Helen Smithies

**Payroll Officer**

Ellen Talbot

**HR Officer**

Andrea Godfree

**Office Assistant**

Alysha Nichol

## Kindergartens

# KINDERGARTEN FIVE YEAR BUILDING AND ENVIRONMENT PLAN

## Plan Template External Environment

External Environment		2010	2011	2012	2013
<i>Aspect of Environment</i>	<i>Description</i>	<i>Action</i>	<i>Action</i>	<i>Action</i>	<i>Action</i>
<b>Approx' Cost</b>					
<b>Approx' Cost</b>					
<b>Approx' Cost</b>					
<b>Approx' Cost</b>					
<b>Approx' Cost</b>					

# KINDERGARTEN FIVE YEAR BUILDING AND ENVIRONMENT PLAN

## Plan Template Interior Environment

Interior Environment		2010	2011	2012	2013
<i>Aspect of Environment</i>	<i>Description</i>	<i>Action</i>	<i>Action</i>	<i>Action</i>	<i>Action</i>
<b>Approx' Cost</b>					
<b>Approx' Cost</b>					
<b>Approx' Cost</b>					
<b>Approx' Cost</b>					
<b>Approx' Cost</b>					

**Remember –**

**If you have any questions do not hesitate  
to contact the office – we are very happy to help.**

**We hope you enjoy your time on the committee.**

**We look forward to working with you,  
for the children and families  
of the Wellington Region Free Kindergarten Association.**

**Phone: 04 232 3069**

**Fax: 04 232 3096**

**Freephone: 0508 546 397 (for Levin committees)**

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