



**MINUTES OF OAMARU KINDERGARTEN ASSOCIATION  
BOARD MEETING  
HELD**

04<sup>th</sup> December 2021 at the Association Office, 209-211 Thames Street, Oamaru

Rosalie Hyslop welcomed everyone to the last meeting of the year. Hard to believe that this time last year our meeting was in the old offices. The meeting opened at 9.10am.

**PRESENT:** Rosalie Hyslop, Christy Townsend, Jill Henderson, Sarah Cromwell, Sarah Maindonald, Stacey Hayes, Mel Read, Sarah Bryce - Senior Teacher (arrived at 10.00am and left at 10.35am) and Julie Craig.

**WHAKAWĀTEATANGA / APOLOGIES:** N/A

**DECLARATION OF INTEREST:** N/A

**STRATEGIC PLAN REFLECTION TIME**

*This is an opportunity to reflect on the Strategic Plan and at this meeting we took time to look over the growing young learner's outcome.*

***What has happened since the last time we met and what difference does it make?***

- *The family hub is opening Saturdays in December as a trial.*
- *Maheno Kindergarten will be operating all-year effective from the 10.12.2022.*
- *Recent mandates around vaccinations and moving into the traffic light settings.*
- *COVID is in the South Island.*

**EFFECTIVE GOVERNANCE CULTURE**

**(a) OKA Board Meeting Evaluation**

This was sent out following the November Meeting and an overview of the results was provided and discussed. No changes were required, and the feedback was very positive.

**(b) NZK Network Proposal**

Further discussion was held following the presentation from Jill Bond NZK CE at the November 2021 meeting. Sarah Cromwell will be attending the NZK Governance Hui in Wellington on the 10<sup>th</sup> of December 2022 as the OKA representative as Julie will be there in her NZK Board role.

It was agreed that OKA support the further investigation of this model and ask Sarah to vote in support of the new model on behalf of OKA at the NZK Governance Hui on the 10<sup>th</sup> of December 2021.

*Henderson / Hayes  
Carried*

**(c) Board Health Check**

This has been sent out in survey monkey. Each Board member is to complete the survey, and an overview will be provided at the February 2022 meeting.

**HOLDING TO ACCOUNT**

**(a) Senior Teacher – Final Report 2021**

Sarah Bryce Senior Teacher presented her end of year report for 2021 verbally to the Board. The report also included details on the new ways of working for 2022. The Board thanked Sarah for her commitment to OKA kindergartens during 2021 and look forward to working with her during 2022

*Cromwell / Hayes  
Carried*

**(b) APPROVE: the 2022 Meeting Dates.**

The GM presented the Board Meeting dates for 2022. Discussion was held around this, and it was also agreed to trial new meeting times. These will be 8.00am to 10.00am then a break followed by 11.00am to 1.00pm. We will review the new meeting structure including the meeting times at the October 2022 meeting. However, if before that it is not working for anyone then they are to raise it at a meeting or through the meeting evaluation.

**Sarah Cromwell moved that the Board Meeting dates for 2022 be approved.**

**Cromwell / Hayes  
Carried**

**(c) REVIEW: the OKA Relationship Policies.**

To support the review of this policy, discussion was held on the following sections of the policy.

**Policy – GM Roles and Responsibilities – page 3**

**Bullet 16 – Overseeing the implications of the privacy act.**

This was discussed and it was agreed it would be good to have professional development on this. Julie will organise on-line training for early in 2022. It was also agreed to only provide the graphs for the health and safety reporting within the GM Report. More detail can be available on request at each meeting.

**Policy – President – GM Relationship – page 8**

**Bullet 1 – A positive, productive, working relationship between the General Manager and the President is both central and vital to the Oamaru Kindergarten Association.**

This was discussed and it was felt that we there are good processes in place to support this for example surveys, the vice president role and having more than one person to undertake the GM appraisal.

**Stacey Hayes moved that the OKA Relationship Policies be approved.**

**Hayes / Henderson  
Carried**

**(a) End of year review of Strategic Plan and Annual Plan for 2021.**

Discussion was held around the Annual Plan for 2021 and it was felt that the Association had had a very successful year even though it had been a year filled with challenges due to COVID-19.

Included with the report were updates from each Head Teacher – one reporting on progress to strategy one (1), priority one (1) from this year's annual plan and the other reporting on each of the outcomes within the strategic plan and the work each individual kindergarten has achieved under each of these.

The Board wish to thank each Head Teacher for their reports and acknowledge not only the work that has gone into the reports but also the work achieved by the individual kindergartens throughout the year.

**Henderson / Read  
Carried**

**(b) APPROVE: The OKA Budget for 2022.**

The GM provided a report about the 2022 budget. This is yet to be completed but it was agreed to set subscriptions for 2022 and approve the auditor for the 2021 audit.

**Membership Subscription**

Discussion was held around the membership subscription for 2021. It was agreed that we wanted to attract as many members as possible, and it was felt that a subscription could pose as a barrier for many of our families.

**Stacey Hayes moved that the membership subscription for 2022 be set a \$0.00.**

**Hayes / Townsend  
Carried**

**Auditor for 2021**

**Stacey Hayes moved that Audit Professionals Limited from Dunedin be approved as the OKA auditor for 2022.**

**Hayes / Henderson  
Carried**

**(d) Reports attached:**

General Manager's Report including an update on the GM sick and annual leave balances – November 2021.  
Finance Commentary Report for the month ended 30.11.2021.

**Henderson / Read  
Carried**

**EFFECTIVE COMPLIANCE**

**MANA WHAKAHAERE - ADMINISTRATION**

***Confirmation of the Minutes from the previous meeting.***

- Minutes of the previous meeting (06.11.2021), having been circulated were taken as read and confirmed.

***Read / Cromwell  
Carried***

***Confirmed Agenda Items of next meeting.***

No changes.

**PRESIDENT'S CLOSING**

***How did the decisions we made tonight make a positive difference for the children and families who attend or are waiting to attend OKA?***

- Set meeting dates for 2022.
- New Senior Teacher way of working for 2022.
- New asset management plan discussed with GM Report.
- NZK Proposal ensuring commitment across the community.

**Preparation for the next meeting:**

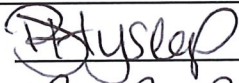
- The Board will evaluate the effectiveness of each meeting a survey has been emailed out for each person to complete.

The meeting was closed at 11.20am.

**NEXT MEETING TO BE HELD**

**SATURDAY 12<sup>TH</sup> FEBRUARY 2022 AT THE ASSOCIATION OFFICE, AT 8.00AM**

Signed:



Date:

12-2-2022