



**Te Rito
Maioha**

Early Childhood
New Zealand

Annual Report 2021 Te Pūrongo ā-Tau 2021

For the year ended 31 December 2020





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Maioha**

Early Childhood
New Zealand



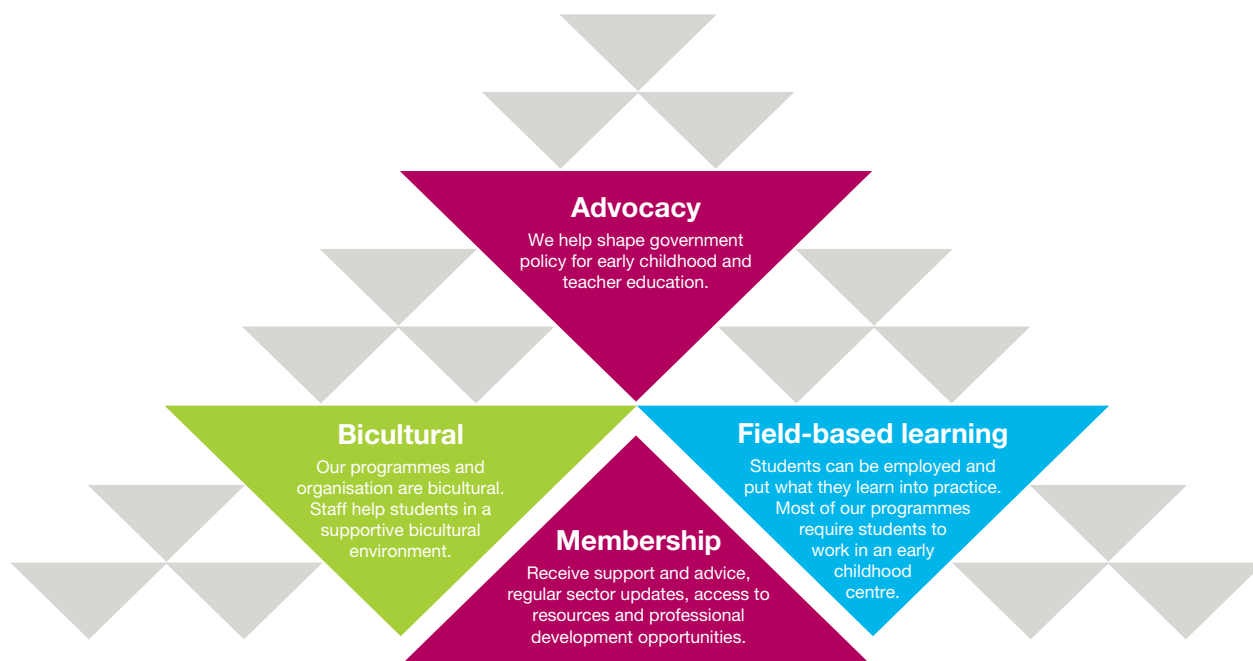
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What makes Te Rito Maioha unique?

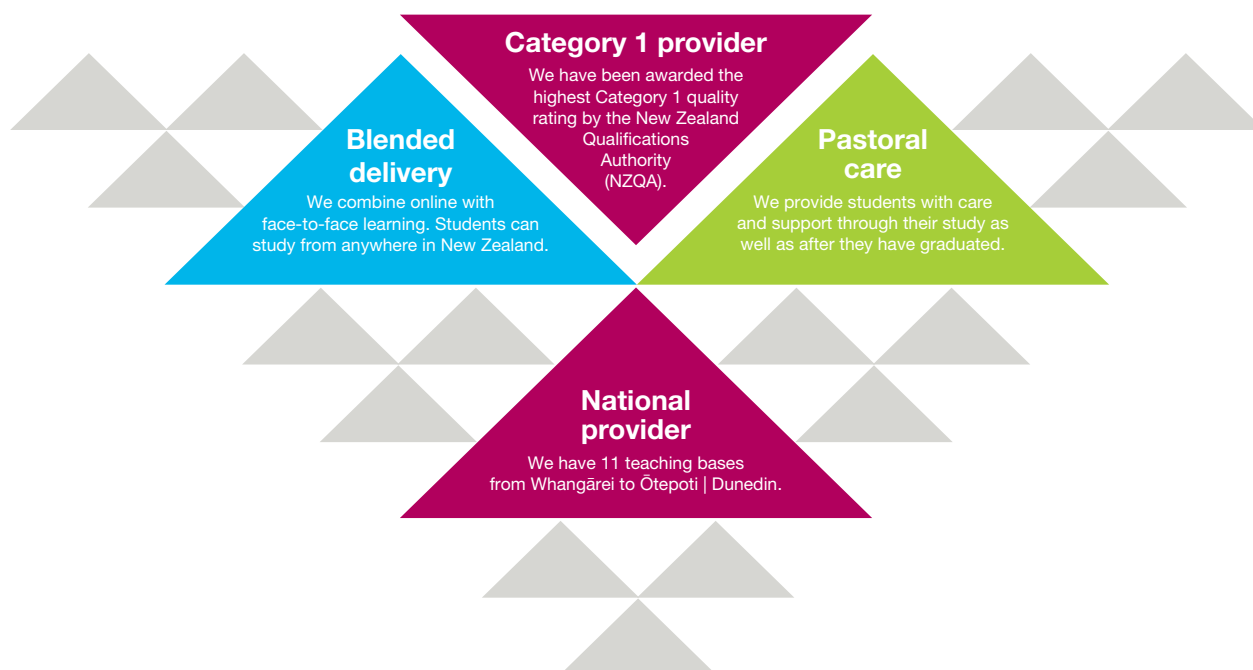
He aha ngā āhuatanga motuhake o Te Rito Maioha?



Why is this important?

He aha tēnei e whakahirahira ai?

Te Rito Maioha students have high rates of success and become the qualified teachers that Aotearoa | New Zealand needs.



What guides Te Rito Maioha?

He aha tērā, hei ārahi i a Te Rito Maioha?

Our korowai

Our vision Te pae tāwhiti

Shaping early childhood education so every child thrives and learns.

Ārahina ngā tamarikitanga, kia puawai i roto i to rātou mātauranga ako mō ngā ra o mua.

Our commitment Te pae tata

We are a bicultural organisation committed to advocacy, teaching, promotion and delivery of world-class early childhood education for tamariki, whānau, teachers | kaiako and ECE services. We respond by being connected, contributing and agile to ensure successful learning happens together.

Ko Te Rito Maioha he rōpū tikanga rua e manawanui ana ko te rōpū kei runga noa atu mō te reo tautoko i ngā tamariki, ngā whānau, ngā kaiako me ngā whare kōhungahunga katoa. Ka tū māia mātou i roto i te mahi kakama, te mahi tūhono, me te mahi taunaki kia pūmau te angitū o te ako ngātahi.

Our guiding beliefs Ngā whakapono ārahitanga

Every child | tamaiti has the right to high-quality education that complements and supports their and their family | whānau life.

Every child | tamaiti in Aotearoa New Zealand has the right to know and enjoy the dual cultural heritage of Te Tiriti o Waitangi partners along with their own cultural heritage.

People working in early childhood and primary education need access to high-quality teacher | kaiako education, advice, information and resources to aid their decision making that affects their profession, their children | tamariki and their families | whānau.

Our values Ngā uara

Making a difference –

Te puawaitanga o te tangata

Honouring Te Tiriti o Waitangi –

E matua whakapono ana tātou ki te Tiriti

Including everyone –

Whakawhanaungatanga

Being accountable –

Kia tāea te hāpai i ngā kaupapa katoa ahakoa te aha

Caring and connecting – Manaakitanga

Innovating – Whakahihiko hinengaro

President's statement

Te tauākī a te Perekhiti



Tēnā koutou, tēnā koutou, tēnā koutou

Te Rito Maioha has been advocating strongly for our members and the ECE sector this year, especially around the area of pay parity, and contributing to the drive for continuous improvement.

We have remained focused on improving standards of early childhood education and care in Aotearoa New Zealand for the benefit of our tamariki.

I would like to thank Kathy and her team for their commitment, hard work and personal investment in Te Rito Maioha. There has been some amazing mahi going on this year.

The political landscape in which we deliver teaching, learning and member services is continuing to evolve, and the Covid19 pandemic has posed unforeseen challenges to everyone, around the world. In this country, in our organisation, we have risen to the challenges and will continue to do so for our staff, students, members and ECE communities.

Together, we are raising awareness of the importance of high-quality early childhood education to Aotearoa New Zealand's cultural and social wellbeing and economic success.

There is still a lot more work to be done. We know the shape of participation in the sector is changing as a result of Covid19, and we must continue to be flexible to meet the needs of our students as well as tamariki and whānau.

We are all in this together, and I remain positive about the future of the ECE sector as we look forward to another unpredictable year.

Mauri ora, nā

A handwritten signature in blue ink, which appears to read 'Lesley Rameka'.

Lesley Rameka
President

Chief Executive's statement

Te tauākī a te Pou Whakahaere



Tēnā koutou katoa

When I reflect on the past year, I am proud of how we as an organisation stepped up to the considerable challenges of the pandemic and lockdown, stayed united as a team and provided support to our members and students while continuing to deliver seamlessly online. It was all about he tangata, he tangata, he tangata.

Despite the challenges that COVID-19 brought, we continued to develop and grow. The year has again been all about growth – development of new programmes, PLD and new services for our members to meet the needs of our sector.

We have remained focused on our strategic goals of educational excellence, ECE leadership, collaborative relationships and operational sustainability. Our priorities are about growth in tertiary provision, professional learning and development and advocacy, providing more value to our members and making membership more accessible, all the while being true to our bicultural kaupapa.

Improving outcomes for young tamariki in Aotearoa New Zealand is at the heart of everything we do.

I am proud of what Te Rito Maioha has done to ensure our sustainability as an initial teacher education provider and advocate for the early childhood sector. We saw a 20% increase in student intake this year on top of a 10% increase last year. This is very pleasing, especially in the current economic climate.

This year is the final year of our four-year strategy, which was about getting organised, growing and returning to a surplus position. We were able to achieve it all, even under a COVID-19 environment.

The team did an outstanding job engaging with students, members and stakeholders during the COVID-19 lockdown and after. We stayed focused on our mahi and ensured our students and members were well supported. My team across the motu got on the waka, and we just went for it.

I am humbled by my entire team at Te Rito Maioha. My Senior Leadership Team managed to be flexible and adaptable while leading through some very ambiguous times. This showed resilience and the courage to commit to what needed to be done. My staff have done an incredible job, doing what whānau do and wrapping support around each other, our students, our members and others in the ECE community. This whakawhanaungatanga and manaakitanga went a long way in achieving our results in 2020.

I am grateful to Council for their continued support and their commitment to our vision and strategy for Te Rito Maioha. Their faith in me and the rest of the team to deliver on the four-year strategy has enabled us to do so. The focus for us under our new strategy is to embed what we have done over the last four years and continue to innovate and grow for our students and members and as an organisation.

***Kua tawhiti kē to tātou haere, kia kore e haere tonu.
He nui rawa a tātou mahi, kia kore e mahi tonu.***

We have come too far not to go further, we have done too much not to do more.

Ngā mihi nui

Kathy Wolfe
Chief Executive

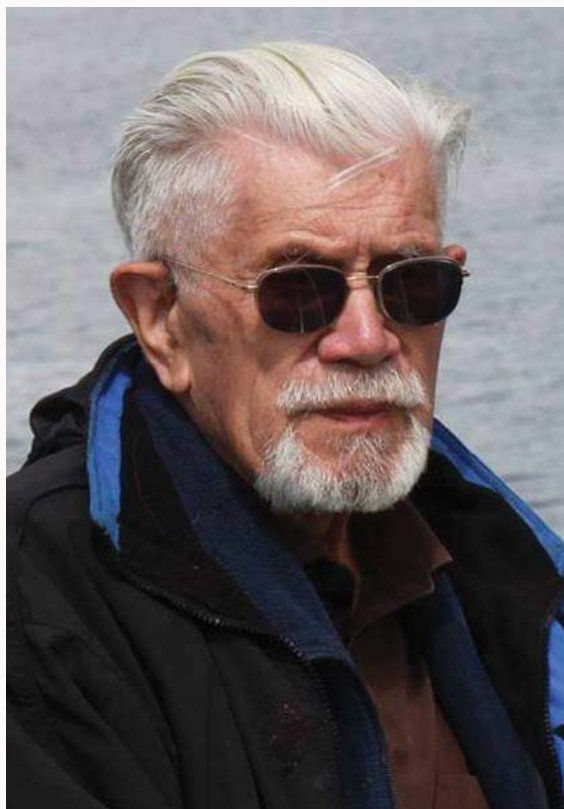


Remembrance

Hei maumaharatanga

In June we farewelled our beloved kaumātua for our Wellington | Te Whanganui-a-Tara Regional Education Centre, Koro Alex. He provided guidance for over 10 years for our staff, students and members, and he was integral to our Te Rito Maioha whānau. Your memory will last forever, we will cherish what you have shared with us, you will never be forgotten by us at Te Rito Maioha.

Kore rawa koe e warewarehia e mātou Koro Alex, tino waimārie mātou o Te Rito Māioha mō ngā tini akoranga kua waihotia mai e koe mō mātou. Okioki ki roto i ngā ringa o te Atua. Aroha tino nui.



Our Council

Tō mātou Kaunihera



Lesley Rameka
National President



Peter Jackson
Council Member Māori



Christine Taare
Kaiwhakahaere



Meritiana (Tiana) Lolesio
Council Member Pasifika

Te Rito Maioha is an incorporated society of members governed by a Council elected by members.

The Council's role is that of a governance body, overseeing Te Rito Maioha's policies and strategic direction. The Council meets four to five times each year.

Te Rito Maioha's Council comprises a National President, a Kaiwhakahaere and five members – of these, one position is reserved for Māori and one for Pasifika. There is also an elected staff representative on the Council. The Council may also co-opt up to two additional persons for the purpose of providing expert governance skills. The Council is guided by a National Kaumātua.

Our Council is responsible for:

developing Te Rito Maioha's strategic vision and direction and approving its Strategic Plan

consulting with Te Rito Maioha's members in a regular and systematic manner

employing and overseeing the performance of the Chief Executive

monitoring the organisation's performance.



Julie Watkins
Council Member



Penny Smith
Staff Representative



Clare Wells
Council Member



Geoff Summers
Council Member (co-opted)

The Audit and Risk Committee is a standing committee that supports the Council in fulfilling its responsibilities in relation to financial reporting, external audit, risk management and legislative compliance. Members of the Audit and Risk Committee are Geoff Summers (Chair), Lesley Rameka, Clare Wells and Rhys Barlow.



Rhys Barlow
Council Member (co-opted)

Our leadership

Ō mātou kaihautū



Kathy Wolfe
Chief Executive



Brent Denham
General Manager Finance
and Operations



Arapera Card
Pouhere Kaupapa Māori



Rosina Merry
Director Teaching
and Learning

Te Rito Maioha's Senior Leadership Team is responsible for developing and implementing the organisation's strategic vision and plan and ensuring the organisation delivers on its academic and operational objectives.

We welcomed Brent Denham, our new General Manager Finance and Operations, in February 2020.

Brent is a chartered accountant and brings a commitment to making financial information and business reporting accessible and easy to understand.

It is obvious to Brent that our tamariki and those who encourage and support their learning and development are true taonga. Originally from Gisborne, Brent has a Bachelor of Commerce and Administration from Victoria University and spent many years earlier in his career working in France and the UK.



Janis Carroll-Lind
Director Research and
Postgraduate Programmes



Nikki Parsons
General Manager Workforce
and Business Development



Carolyn Mitchell
National Human
Resources Manager

Our direction

Tā mātou ahunga

Strategic Plan 2017–2020

Putanga rautaki

**Me mātau ki te whetū,
i mua i te kōkiri o te haere**
Before you set forth on a journey,
be sure you know the stars.

Our strategy 2017–2020 was all about getting organised. This meant transforming Te Rito Maioha and driving growth across all our activities related to our core business. We wanted to build a foundation so that, over the ensuing years, this organisation would be sustainable and viable for all.

We are proud to have achieved growth in tertiary provision, membership, membership services, professional learning and development and advocacy, all the while being true to our bicultural tikanga.

GOAL	WHAT WE HAVE ACHIEVED OVER THE PAST FOUR YEARS
Education excellence: We are the provider of choice for teaching, learning and research in ECE.	<p>We developed nine new qualifications to provide a strong portfolio of programmes for career progression for our students.</p> <p>We completed a significant Initial Teacher Education (ITE) review and achieved approval for three new ITE programmes.</p> <p>We retained our top quartile position in educational performance indicators.</p> <p>We achieved the highest Educational Evaluation Rating and received approval to self-monitor in some of our programmes.</p> <p>We moved to fully blended delivery and online teaching and learning and significantly improved student experiences with improvements to our learning management system.</p> <p>We overhauled and implemented our online professional learning and development course He Pātaka Reo Te Reo Pantry for students and members.</p> <p>There were significant research outputs, with over 160 pieces of work published or presented by our academic staff.</p> <p>Our teaching staff satisfaction ratings were consistent at 94%.</p>
ECE leadership: We are a valued leader and champion in supporting members to deliver quality experiences and outcomes for children and families.	<p>There has been a significant enhancement of our brand and profile recognising us as a reputable and well-respected organisation, championing ECE.</p> <p>We made considerable improvements to membership services and grew our professional learning and development programme offerings. This included implementing new CRM and PLD systems.</p> <p>We increased our representation on committees and advisory groups and increased our advocacy and influence through media releases, submissions, pledges and briefings.</p>

GOAL	WHAT WE HAVE ACHIEVED OVER THE PAST FOUR YEARS
Collaborative relationships: We are recognised and valued by our partners for collaboration and innovation.	We saw growth in our domestic partnerships as well as our international partnerships in educational delivery and great student outcomes. We improved and increased our bicultural initiatives and relationships to support our kaupapa and improved te reo Māori me ōna tikanga. We commenced our commitment to Pasifika tuakana teina.
Operational excellence: We are a strong, bicultural and sustainable organisation.	We developed and implemented our digital strategy for system improvements and integration and secured a new ICT service provider. We improved finance reporting and systems and rationalised our property portfolio, making savings. We improved revenue, returned to surplus, and moved to an investment portfolio for reserves. We achieved unqualified audits over the four years. We restructured the organisation, leading to a shift in culture and improvements in engagement, and implemented a new workload framework. In addition, we were efficient and effective in our COVID-19 management, oversight and planning.

Education for our youngest children | tamariki, now more than ever, is critical to our social, cultural and economic prosperity in Aotearoa New Zealand. Our teaching workforce, which needs to drive a world-leading, learner-focused education system, must be strong and culturally competent in their practices and profession.

For Te Rito Maioha, our strategy to embed, innovate and grow will continue to accord with our vision of shaping early childhood education so every child thrives and learns | ārahina ngā tamarikitanga, kia puawai i roto i to rātou mātauranga ako mō ngā ra o mua.



Operational Strategy

Rautaki paheko

Digital Strategy

Rautaki matihiko

2020 was another busy year for our Digital Strategy projects as we continued to streamline technology for the benefit of our learners and staff and to achieve operational efficiencies.

In late 2020, we completed our design and testing for the rollout of Office 365 to tauira for Semester One 2021 and enabling Single Sign On (SSO) to some student-based systems. All tauira will now have a full A3 Office 365 education licence and access to the suite of Microsoft applications such as Word, Excel, PowerPoint, OneNote and so on as part of their enrolment with us. On graduating, this licence converts to an A1 licence (with reduced functionality) for a year or for as long as graduates remain members of Te Rito Maioha. The SSO aspect of the project provides a convenient landing page when tauira log in to their student account from which they can access their student and learning records, Pou Manawa Akoranga, the library and key links, information and announcements. Although access to some student-based systems or databases still requires separate login, we will be working with our external partners to enable SSO for these to enable a seamless single login process for our tauira during 2021. This is a significant milestone for our learners and staff, and much credit must go to our Student Administration Services and Learning Design and Delivery Support teams and our IT partners for their mahi and commitment to the success of this project.

Another learner-based initiative in 2020 was the introduction of a plagiarism tool called Turnitin. Turnitin helps tauira do their best original work and uphold academic integrity by providing robust feedback on the originality of written work. This tool will also support teaching staff with marking and more consistent feedback.

In early 2020, we invested in Zoom education licences and training for our academic staff and other key staff and installed Zoom rooms at all of our Regional Education Centres. The timing couldn't have been better, as soon afterwards, the nation found itself in lockdown. Zoom provided a reliable and easy-to-use tool for us to communicate with students and each other both during and after lockdown. We were even able to have members join and vote at our AGM via Zoom. As we have 11 Regional Education Centres across the motu, Zoom is used to support tauira and operationally by our staff on a daily basis.

At a business operations level, we have undertaken a routine upgrade of our finance system in 2020, and towards the end of the year, we scoped and started testing an electronic document capture solution to process supplier invoices more efficiently.

Our vision to invest in our systems over the last four years was significant in the success of our mahi during the COVID-19 lockdown. It enabled the entire organisation to seamlessly move to our homes across the motu and continue to support students and members during a very disruptive 2020.



Bicultural Strategy

Te kōkiri tikanga rua – He rautaki kia tupu te āheitunga me te maiatanga

A strategy to grow competence and confidence

Following the completion of our Bicultural Principles of Best Practice for Teaching and Learning Online (Ngā Mātāpono o te Mahi Ako Tuihono), te reo Māori me onā tikanga are embedded in our programmes to ensure all students experience an authentic te ao Māori learning environment.

This is not only done through our He Pātaka Reo | Te Reo Pantry programme but also in a kanohi-ki-te-kanohi environment on the marae where tikanga protocols are practised.

In the development of our updated Bachelor of Teaching (ECE), we have introduced an assessment of students' level of competency and confidence in using te reo Māori on entry to our programme, and we will be able to monitor their progress throughout their study with us until their graduation from our programme.

We are proud that our workshop Te Ara o Tainui for ECE centres in Waikato to hear about historical events in the Waikato-Tainui region continues its success and was run for a third time in 2020.

We completed the review and implementation of our online professional learning and development course He Pātaka Reo | Te Reo Pantry for students and members. During 2020, we also started developing an advanced version for proficient te reo Māori speakers.

Pasifika Strategy

Te Moana nui a Kiwa Strategic Plan

Our level 5 Diploma – Pasifika continues to grow, with a further nine students in 2020.

Our first-year retention rate for Pasifika students across all programmes was 88%.

We continue to be committed to our Pasifika students, members, communities and fanau. Celebrating Pacific Language Week annually is important to us as we continue to grow strong relationships within our communities, as well as organising fono for students, stakeholders and members and providing opportunities of talanoa for all who attend. We provide pastoral care to our students to ensure their success while studying with us.



Our teaching and learning programmes

Ō mātou hōtaka whakaako

Te Rito Maioha is a strong, established tertiary provider (over 55 years) with the highest NZQA Category 1 rating for excellence. Our lecturers are highly qualified and experienced, and our students have access to the latest research.

Our initial teacher education courses are based on Te Whāriki, New Zealand's internationally respected ECE curriculum, as well as the New Zealand Curriculum.

We take a holistic approach to teaching and learning to support children, their families and communities. Bicultural kaupapa – te reo Māori me ōna tikanga is embedded throughout our programmes. Pacific culture values, beliefs and aspirations held by Pacific peoples are also visible.

We are accredited and approved by NZQA to deliver a range of undergraduate, graduate, and postgraduate qualifications (levels 4–9), including specialist teacher | kaiako education, both nationally and internationally.

New programme approvals

In October 2020, we gained approval from the Teaching Council of Aotearoa New Zealand and NZQA for our new Bachelor of Teaching (ECE) and Graduate Diploma of Teaching (ECE) qualifications. These programmes replace the older versions and now meet the Teaching Council's Approval, Monitoring and Review Requirements (2019) and Our Code, Our Standards. Staff had been working on the development of these programmes over the past two years.

At the same time, we gained approval to offer the first bicultural field-based Bachelor of Teaching (Primary) in New Zealand. This programme aims to offer students from all corners of Aotearoa the flexibility to study in their own communities. This three-year full-time programme will provide pathways to teaching careers for people who may not be able to access traditional tertiary education provision but have a passion to teach young tamariki.

New programme delivery

After gaining approval and accreditation in 2019, two new postgraduate qualifications were delivered for the first time in 2020.

By launching our specialist Postgraduate Diploma: Infant and Toddler Learning and Development, Te Rito Maioha hopes to strengthen the capability, skill and aptitude of infant and toddler practitioners and enable them to provide the level of emotional interaction, access to culture and experiences, and reciprocal

partnerships with parents and whānau | family, known to improve outcomes for children in their first thousand days.

The intention is that graduates of this postgraduate diploma will be able to staircase into our Master of Education in the same way that our Postgraduate Diploma in Leadership graduates currently do. A unique aspect of this programme is that although it is a standalone qualification, it is also embedded within the Master of Education qualification to enable students completing the Master of Education by coursework to choose up to two courses from the Postgraduate Diploma: Infant and Toddler Learning and Development programme as part of their suite of course options.

In 2020, two structures (master's by thesis and coursework and master's by coursework only) were added to the master's by thesis structure. Thus, our new Master of Education is now comprised of three structures to offer students a choice of doing a master's by research or by coursework.

The two master's by coursework pathways contribute to Te Rito Maioha's aspiration of delivering a range of programmes, with clear progression pathways of study opportunities for students.

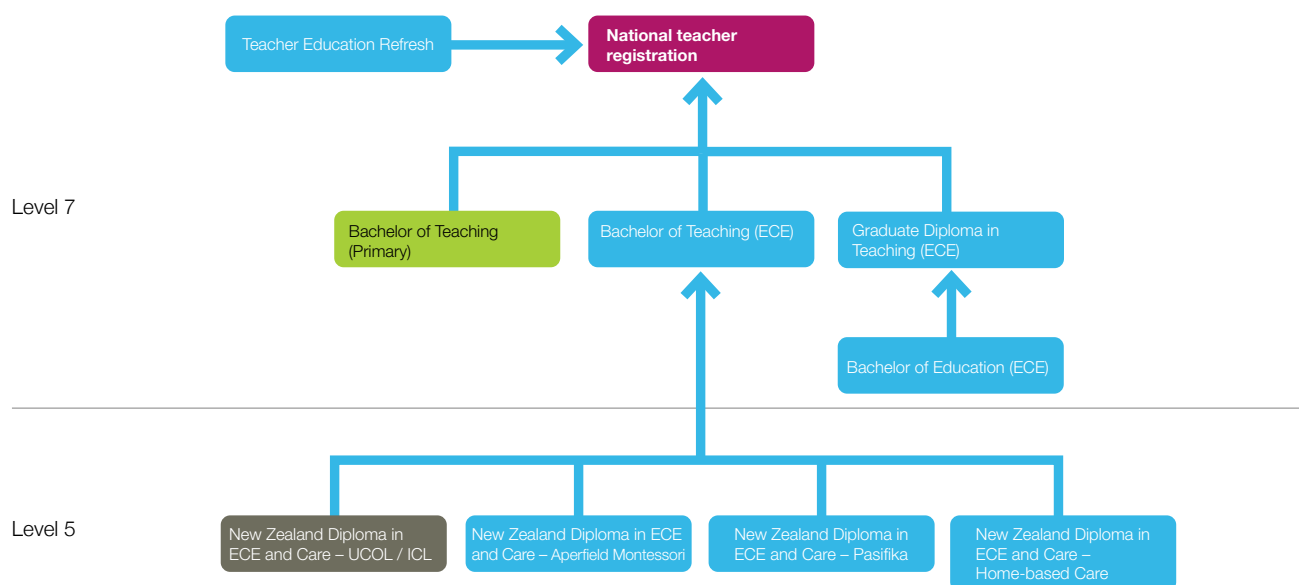
Partnerships

In 2020, we continued our partnerships with UCOL and ICL. We offer their students the opportunity to transition into our Bachelor of Teaching (ECE), reducing their degree by up to one or two years of study.

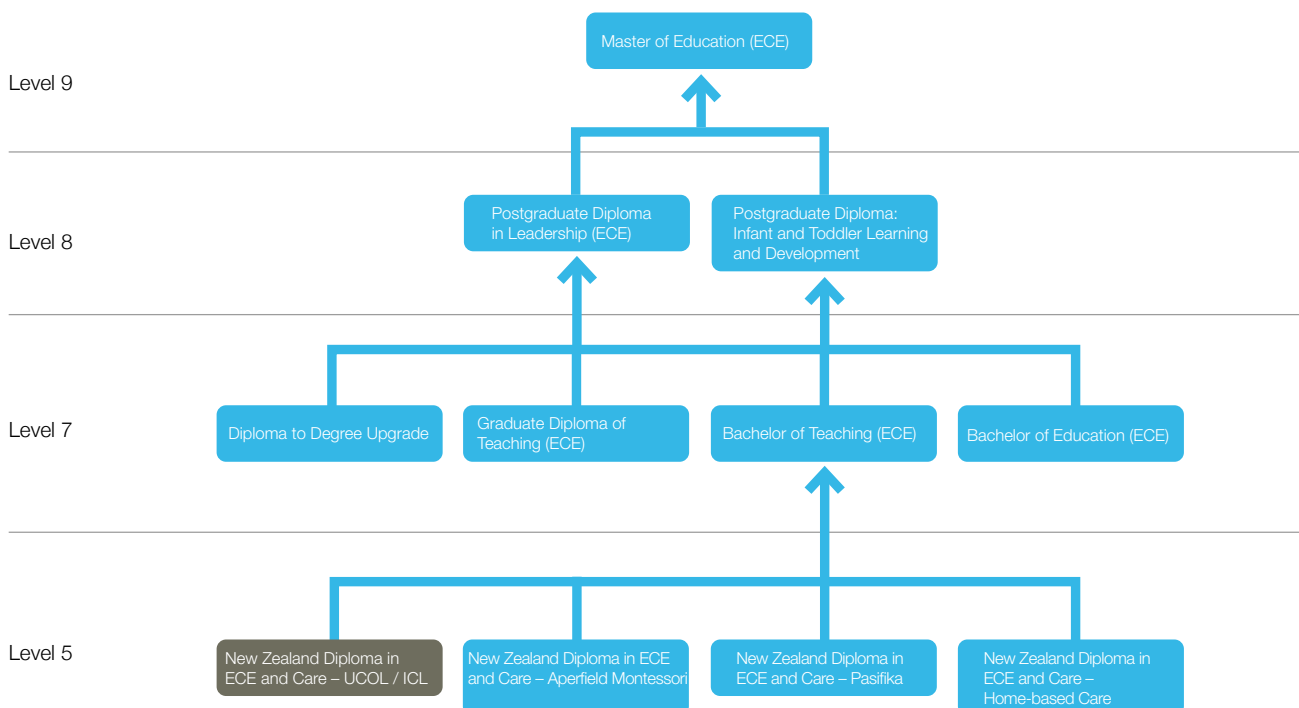
We reviewed and re-signed our partnership MoU with Far North REAP. This partnership is to attract students into ECE and primary teaching, providing them further pastoral care and local block courses in the Far North. This initiative is part of strengthening outcomes in education in this rohe.

Our partnership with Aperfield Montessori is strong. Our students continue to have the opportunity to receive a scholarship to support their studies towards the level 5 New Zealand Diploma in Early Childhood Education (Aperfield Montessori).

National teacher registration pathway



Master of Education pathway



LEGEND



Our students

Ā mātou tauira

Over the last few years, Te Rito Maioha has invested significantly to ensure we can deliver high-quality tertiary education online. This approach has really paid off through the challenges presented by COVID-19. We have been able to be agile in our delivery, continuing to stay connected with our students without any disruption to their learning.

All programmes that were to have face-to-face block courses and noho marae gained approval from the Teaching Council and NZQA to run these virtually. Academic/programme leaders developed an alternative delivery for each programme, which included adapting the tasks, Zoom hui and regular smaller group hui.

Our lecturers worked tirelessly to ensure tauira experienced the same high standard of teaching and learning they would usually receive in our programmes. They utilised innovative thinking, took into account the need for manaakitanga (caring and connecting) and whakawhanaungatanga (including everyone) and revised their programme content into online delivery. At the same time, they worked collectively and collegially to ensure a consistent and high-quality approach to the block courses.

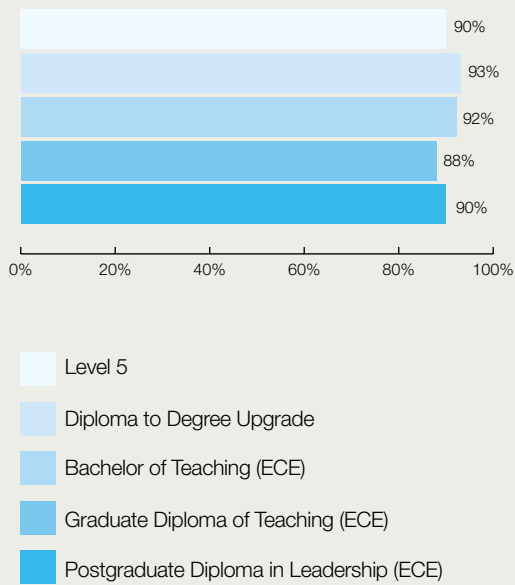
Student success

Educational performance indicators

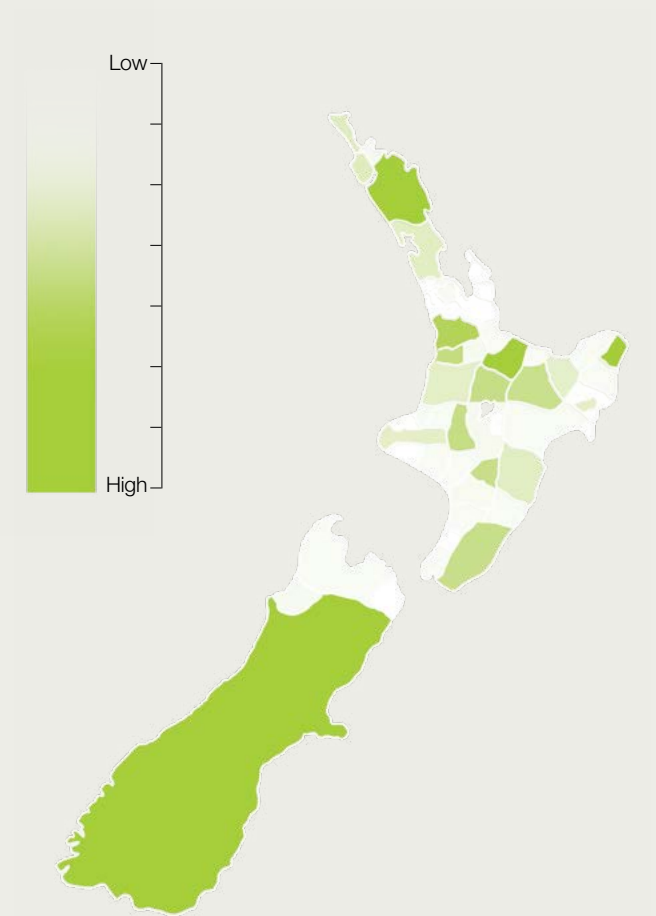
Ngā tātai hiranga mātauranga

KPI	2019	2020 Target	2020 Provisional
Māori student enrolments	34%	35%	33%
Pasifika student enrolments	9%	11%	10%
Under-25 enrolments	32%	40%	32%
Course completion rate for all students	91%	90%	90%
Course completion rate for Māori students	88%	88%	86%
Course completion rate for Pasifika students	83%	75%	79%
Course completion rate for under-25 students	92%	NA	NA
Retention rate for 1st-year students	80%	80%	90%
Retention rate for Māori students	83%	80%	95%
Retention rate for Pasifika students	73%	70%	88%
Qualification completion rate for all students	85%	90%	92%

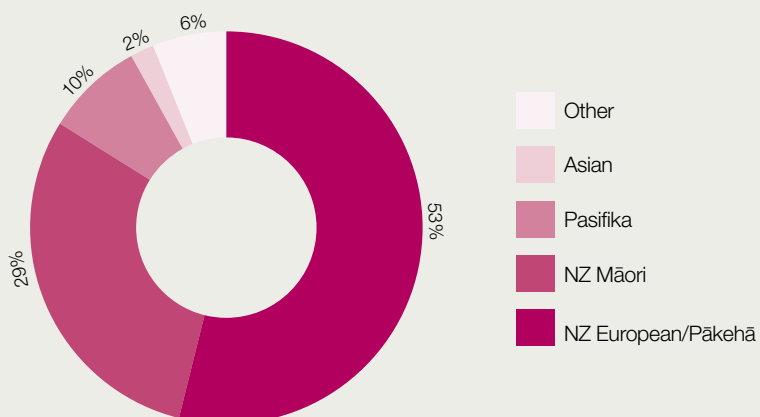
Successful qualification completions



Student iwi affiliation



Student ethnicity mix



Our people

Ā mātou tangata



Sarah Philip

Student Administration Coordinator
National Office

Interacting with students and helping them on their journey with ECE study is an enjoyable part of working at Te Rito Maioha for Sarah.

“I enjoy the biculturalism side of my role and the organisation – I have been able to input this into other areas of my life as well, which I very much enjoy.”

“I also enjoy interacting with the staff of Te Rito Maioha and learning more about the programmes and content covered within the ECE sector.”

“When we went into lockdown, our students were concerned with how their studies were going to be affected. We ensured we were providing students with all the support and information they needed during the lockdown.”

“We also provided support to students who faced other challenges – students who had children out of school during lockdown, students dealing with mental health issues because of COVID-19 and the lockdown and students who couldn't interact with family due to the lockdown”.

Sarah found her team were all very supportive of each other during the lockdown.

Research

Ngā mahi rangahau

Our research activities are underpinned by a detailed research strategy, associated research policies and structural provisions that support staff in their research work.

We remain committed to strengthening our academic staff research capability and activities for several reasons:

Teacher education – to ensure research underpins our suite of undergraduate, graduate and postgraduate teacher education programmes

Professional capability – to support a growing interest in research skills and knowledge amongst our academic staff

Research literacy – to further develop our research culture and research-related activities, which in turn will enhance our capability to conduct research

Knowledge creation – to generate new knowledge about education generally and early childhood, primary, teacher, and tertiary education specifically

Membership – to support our members through research-based information for advocacy and practice

Discourse – to contribute to dialogues about best educational practice

Regulation compliance – to ensure we meet research regulatory requirements as outlined NZQA and the Teaching Council.

Our academic staff are primarily engaged in researching the subject area(s) in which they teach. A number have contributed to the research community in many different capacities, for example, as authors, editors, peer reviewers for journals, presenters at conferences, conference organisers, thesis examiners and project advisory group members. Their outputs include:

journal articles and book chapters

books

keynote addresses, including at international conferences

conference and seminar presentations.

Staff have also acted as external advisors/mentors to various research projects and as members of external ethics committees and ministerial appointments on expert reference groups.

2020 research highlights

Joint venture research project

The Minerva Institute is a joint collaboration with Australia's Semann and Slattery. Our first joint venture is a research project aimed at initiating critical dialogue about leadership practice in early childhood settings across Australia and New Zealand. The working title is Exploring Landscapes of Leadership, and the overarching research problem is to identify current and emerging issues of early childhood leadership in both contexts.

Both quantitative and qualitative data was collected in 2020, and Dr Janis Carroll-Lind from Te Rito Maioha and the Australian researchers are currently in the data analysis phase of the study.

Longitudinal research project

Dr Bridgette Redder has been involved in the International Study of Social Emotional Early Transitions (ISSEET) longitudinal research project from its commencement in 2016. This study has followed the transition experiences of children as they transitioned from home into ECE as infants and their transitions between and out of ECE into school. Six countries are participating in this study.

Qualifications

In 2020, one staff member was awarded her master's degree, and one had her PhD conferred.

Research outputs

Ngā putanga rangahau

NB: Where there are collaborative outputs with people external to the organisation, the names in bold are Te Rito Maioha staff.

Publications

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Staff Hui

Te Hui a ngā Kaimahi

Waiho i te toipoto, kaua i te toiroa.

This whakataukī speaks to the importance of keeping connected, of maintaining relationships and dialogue so that we can keep moving forward together.



Te Hui o ngā Kaimahi was a three day event held in Wellington in October. Its purpose was to bring everyone at Te Rito Maioha together to provide:

manaakitanga and whakawhanaungatanga

wairua ā wairua

professional development

team building

strategic direction – looking ahead

he waka eke noa.

International Strategy

Rautaki rāwāhi

Australia

The Minerva Institute of Leadership

The Minerva Institute of Leadership in Early Childhood Education is a joint collaboration between Australia's Semann and Slattery and Te Rito Maioha Early Childhood New Zealand.

The first joint venture is a research project aimed at initiating critical dialogue about leadership practice in early childhood settings across Australia and New Zealand. Both quantitative and qualitative data was collected in 2020, and Dr Janis Carroll-Lind from Te Rito Maioha and the Australian researchers are currently in the data analysis phase of the study.

China

Study tour

Wenjing Hao joined us in February from Jimei University in Xiamen China to begin her international study tour with us. This tour was scheduled to run from February through to June and included some face-to-face class time as well as online learning and a weekly placement in a local early childhood education and care centre. Unfortunately COVID-19 impacted on this, which meant Wenjing had to self-isolate with her homestay family for the first two weeks on arrival, and then the country went into full lockdown. Although Wenjing did not get to spend much time in the ECE centre and did most of her study fully online, she successfully completed her course of study before returning home in June.

Te Whāriki in Mandarin

With two of our visiting scholars from Jimei University, Dr Rosina Merry and Dr Hongwei Di completed translating Te Whāriki into Mandarin. The launch, planned for May, could not take place due to COVID-19 disruptions.

ECE concept videos

We are nearing the end of our development work for 12 episodes of ECE curriculum-based videos in Mandarin. These are for ECE teachers, students and parents in China.

We hope to be able to travel to China to launch both Te Whāriki and the concept videos in 2021.

United Arab Emirates (UAE)

Higher Colleges of Technology (HCT)

In September, Dr Abdullatif Al Shamsi, HCT President and CEO, and Kathy Wolfe, our Chief Executive, signed a virtual Memorandum of Understanding (MoU) to develop an enhanced version of our Bachelor of Education. Under the terms of the MoU, we will collaborate in the areas of student exchange and applied research projects in early childhood education topics.

In addition, we will invest in distance learning technologies, and a faculty exchange programme, including virtual and in-person guest lectures, will be implemented to boost professional development opportunities.

Our first joint webinar, Language, Culture and Identity in Early Childhood Education was held in December. It was attended by over 100 students and educators from New Zealand and UAE. Our Pouhere Kaupapa Māori Arapera Card and Dr Aysha Al Shamsi, Assistant Professor, Faculty of Education HCT, shared their views on the topic from each country's perspective, linking to curriculum.



Our people

Ā mātou tangata



Anthony Fisher

Programme Development Leader |
Kaiārahi Hōtaka Matua
Whangārei

Anthony has been responsible for the development of our Bachelor of Teaching (Primary) programme, which is being delivered for the first time in 2021.

Anthony has been in education all his life. “I have never left school. I’ve had many interesting roles and experiences due to moving around the education sector. I’ve been a teacher, principal, educational psychologist, manager for special education services and lecturer at tertiary level.”

“While the development process was helped significantly by the sound foundation established by our Bachelor of Teaching ECE, one significant aspect when developing the programme, which was new to Te Rito Maioha, was the bringing together of a selection of school principals from around the country for a one day hui to discuss what they see as important for graduates to have when they enter their schools as year one teachers”, says Anthony.

Anthony says the primary field-based programme provides an alternative pathway into the teaching profession for those who

have wanted to be teachers but have not been able to move to a university centre or enrol in programmes that require block course attendance at a major centre for various reasons.

Te Rito Maioha’s primary field-based programme allows people to study and stay in their community, often giving back.

“Students bring a wealth of knowledge from their own life experiences to the profession, and because they often know the community, they are able to make connections and build on the relationship that is so important for teaching”, says Anthony.

Professional development contracts

Whāngaia kia kaha |

Nurturing potential, building strength

Te Rito Maioha has successfully completed a number of significant contracts for professional development.

We were contracted to deliver professional development to ECE services through Strengthening Early Learning Opportunities (SELO) nationwide. Topics included:

curriculum development and delivery

staff appraisal

self-review and evaluation

respecting and acknowledging aspirations held by parents and whānau for their children

He Māpuna te Tamaiti

strengthening relationships with local schools

assessment, planning and evaluation

te ao Māori

developing knowledge and understanding of cultural heritages of both parties to te Tiriti o Waitangi

the unique place of Māori as tangata whenua –
Tainui Historical Trail

meaningful, positive interactions to enhance children's learning and nurture reciprocal relationships

developing social competence

philosophy statements

writing and implementing a child protection policy.

2020 was the 6th year of our contract with the Teaching Council for the delivery of the Teacher Education Refresh (TER) programme in ECE. This 4-month intensive programme is delivered nationally to early childhood teachers who are applying for their first practising certificate and their ITE qualification was completed more than 5 years ago, have held a Tōmua (Provisional) practising certificate and have not taught in the last 5 years, have already held two Tōmua (Provisional) practising certificates and are applying for a third or are an overseas teacher and their education qualification was completed more than 5 years ago and they have not had significant teaching experience in the last 5 years. Teachers may also be required to undertake TER if they have held a Tūturu (Full Category One) or Pūmau (Full Category Two) practising certificate but not taught for a length of time.

We completed the Ministry of Education Contract for Induction Support for Overseas Trained Teachers. Topics are: Culturally Responsive Pedagogy, Te Reo Māori, Te Whāriki and Tikanga Māori in Aotearoa New Zealand.

We won the Ministry of Education contract for developing a Child protection eLearning professional development resource for the early learning sector and partnered with Safeguarding Children to develop this resource.



Membership

Te taha ki ngā mema

Throughout 2020, we supported our members with professional development, HR advice, advocacy and regular communications and updates.

To ensure our membership offering remains relevant and affordable for all, we reviewed and simplified our membership structure and pricing. As part of this review, we introduced two new membership types – allowing centres to link multiple kaiako to their membership and an alumni membership for our graduates.

During the first half of 2020, we provided intensive advice and support to our members during the COVID-19 nation wide and Auckland lockdowns. This included providing dedicated pages

on our website, running weekly Zoom hui where members could ask questions and seek advice and following up with the Ministry of Education where information or guidance provided was unclear.

Our membership

Ā mātou mema

519



Members

290



Centres supported

1,770



Kaiako

13,720



Tamariki

Our work in 2020

Ā mātou mahi 2020

7



Face-to-face PLD events held with 152 attendees

13



Online PLD webinars offered attracting 683 viewers/participants

180+



HR and employment queries answered

11



Member Zoom forums held

25



Member updates and 9 special COVID-19 updates sent

30



New factsheets and templates developed

Advocacy

Ngā mahi taunakitanga

We are strong advocates for the early learning sector, keeping the focus on the education and wellbeing of our youngest tamariki and ensuring that government policy favours high-quality, accessible and affordable early learning.

NZ Government Budget 2020

In this year's Budget, we finally saw movement in the right direction with \$278.2 million to restore the 100% funding band for teacher-led ECE services.

While there was also \$151.1 million to improve pay for qualified teachers in education and care services, this was only for those teachers at the entry-level pay scale. Those teachers already above the minimum pay level missed out. We will continue to advocate for pay parity for all ECE teachers.

Engagement

Despite a lull during the COVID-19 lockdown, the government's engagement with both the early learning and tertiary provider sectors continued. Much of our engagement with government was to ensure information provided to early learning services during and after the lockdown was useful and accurate.

In 2020 our representation continued on several advisory groups:

ORGANISATION	GROUP
Ministry of Education	Early Childhood Advisory Committee (ECAC)
	Regulatory Review Advisory Group
	Data for Wellbeing Sector Advisory Group
	Building Success for all Forum
	Early Learning Action Plan Sector Reference Group – practice and progress tools project
Teaching Council	Early Childhood Education Advisory Group
	Registration Working Group (Appraisal)
	Teacher Education Refresh
	Initial Teacher Education Advisory Group (ITEAG)
New Zealand Police	Police and Education Partnership
Education Review Office	External Stakeholder Group

Submissions and consultation

2020 saw the release of new and updated legislation on which we provided submissions.

Due to the COVID-19 pandemic, there was less consultation than usual.

Submissions we made included the following:

ORGANISATION	GROUP
Ministry of Education	Education (Pastoral Care of Domestic Tertiary Students) Interim Code of Practice
	Learning Support Coordinator – Guide to the Role
	Annual Maximum Fee Movement (AMFM)
New Zealand Qualifications Authority	Amendments to NZQA Rules for RoVE
	ECE Qualification Review
Education and Workforce Select Committee	Education and Training Bill

Media releases

Through media releases and interviews, we urged the government to address issues that have been challenging the early learning sector. We also spoke in support of some of the initiatives launched. Some of the topics we spoke about included:

pay parity for ECE teachers

our new Bachelor of Teaching programme

Child Poverty Action Group report

passing of the Education and Training Bill

release of National Education Learning Priorities

release of the Tertiary Education Strategy.

Teacher pay and conditions

Te utu me ngā kaupapa here a ngā kaiako

Early Childhood Education Collective Employment Agreement (ECECA)

Te Rito Maioha and NZEI Te Riu Roa negotiate the Early Childhood Education Collective Employment Agreement (ECECA) for over 100 employers, and this agreement sets the baseline for early childhood teacher pay and conditions across the sector, excluding kindergartens.

However, government per-child funding has been virtually frozen for a decade, putting immense financial pressure on services and making it nearly impossible to pay staff fairly without passing on extra costs to parents.

Teachers understandably want better pay and working conditions, and the message is coming through strongly from Te Rito Maioha's employer members that they want to fairly recognise their teachers. Both NZEI Te Riu Roa and Te Rito Maioha are of the view this can only be achieved if the government provides much-improved funding.

Following the suspension of negotiations in late 2019, bargaining resumed in June. We were not able to reach an agreed position, as the salary expectations of the NZEI team were much higher than what the employer team was able to afford, but the employer team tabled an offer that NZEI Te Riu Roa agreed to take back to NZEI members in July.

After NZEI members rejected the employer's offer, both parties resumed ECECA bargaining in August where an agreed terms of settlement was reached. The renewed ECECA commenced on 31 August 2020 and will expire on 31 May 2021. There is a commitment to return to the bargaining table if greater funding is achieved for the purpose of pay parity before the expiry of the collective agreement.

Pay equity claim

In November, NZEI Te Riu Roa raised a claim on behalf of teachers and those doing the same or similar work. Pay equity is about women and men receiving the same pay for doing jobs that are different but of equal value (that is, jobs that require similar degrees of skill, responsibility and effort). Claims raised by NZEI include teachers in early learning settings initially, learning support specialists, support staff and similar roles across the education sector.

The claim is raised under the Equal Pay Amendment Act 2020, as NZEI Te Riu Roa believes that the work early childhood teachers are doing is currently undervalued or has been historically undervalued.

This claim has been raised by NZEI Te Riu Roa with multiple employers that employ teachers who are members of NZEI Te Riu Roa.

Te Rito Maioha has offered to provide a service to its members and others to support them through this pay equity claim as it is acknowledged that this will be a lengthy and costly undertaking.

We are in the process of working with all parties (Ministry of Education and other employer parties representing their members) to develop a multi-employer process agreement.



Our people

Ā mātou tangata TBC



Felicity Millar

Owner/Manager
Te Manaaki Preschool

“I really appreciated the support given to our teachers during the COVID-19 lockdown from the Rotorua base of Te Rito Maioha.”

“The base showed a lot of manaakitanga to us, inviting us into Zoom hui with other centres where we could engage in robust discussion around what was happening within our sector due to COVID-19.”

Felicity found the local base very supportive both online and through social media, providing updates and supportive posts.

“As a preschool owner and manager, Te Rito Maioha is an organisation that has proven itself through open communication and lots of tautoko to have the welfare and heart of our sector at its core,” says Felicity.

Financial statements

Tauākī pūtea

For the year ended 31 December 2020

Statement of responsibility

The Council is responsible for the preparation of Te Rito Maioha Early Childhood New Zealand Incorporated's financial statements and the judgements made in them.

The Council, through management, is responsible for establishing and maintaining a system of internal control designed to provide reasonable assurance as to the integrity and reliability of financial reporting.

In the opinion of the Council, the financial statements fairly reflect the financial position and operations of Te Rito Maioha Early Childhood New Zealand Incorporated.

For and on behalf of the Council:



Lesley Rameka
President

26 March 2021



Kathy Wolfe
Chief Executive

26 March 2021



Independent Auditor's Report

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF TE RITO MAIOHA EARLY CHILDHOOD NEW ZEALAND INCORPORATED

OPINION

We have audited the financial statements of Te Rito Maioha Early Childhood New Zealand Incorporated ("the Society"), which comprise the statement of financial position as at 31 December 2020, and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Society as at 31 December 2020, and its financial performance and its cash flows for the year then ended in accordance with Public Benefit Entity Standards Reduced Disclosure Regime ("PBE Standards RDR") issued by the New Zealand Accounting Standards Board.

BASIS FOR OPINION

We conducted our audit in accordance with International Standards on Auditing (New Zealand) ("ISAs (NZ)"). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Society in accordance with Professional and Ethical Standard 1 International Code of Ethics for Assurance Practitioners (including International Independence Standards) (New Zealand) issued by the New Zealand Auditing and Assurance Standards Board, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion. Other than in our capacity as auditor we have no relationship with, or interests in, the Society.

OTHER INFORMATION

The Council is responsible for the other information. The other information obtained at the date of this auditor's report is information contained in the annual report, but does not include the financial statements and our auditor's report thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of audit opinion or assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work we have performed on the other information obtained prior to the date of this auditor's report, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

COUNCILS' RESPONSIBILITIES FOR THE FINANCIAL STATEMENTS

The Council is responsible on behalf of the Society for the preparation and fair presentation of the financial statements in accordance with PBE Standards RDR, and for such internal control as the Council determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Council is responsible on behalf of the Society for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Council either intends to liquidate the Society or to cease operations, or has no realistic alternative but to do so.

AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (NZ) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located at the External Reporting Board's website at: <https://www.xrb.govt.nz/assurance-standards/auditors-responsibilities/audit-report-8>

This description forms part of our auditor's report.

WHO WE REPORT TO

This report is made solely to the Society's members, as a body. Our audit work has been undertaken so that we might state those matters which we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Society and the Society's members, as a body, for our audit work, for this report or for the opinions we have formed.

BDO Wellington Audit Limited

BDO Wellington Audit Limited
Wellington
New Zealand
26 March 2021

Statement of comprehensive income

For the year ended 31 December 2020

	Note	2020 \$	2019 \$
Revenue			
Membership fees		79,197	90,641
Student fees		3,810,084	3,085,855
Student Achievement Component funding		6,443,266	5,034,412
Ministry of Education contracts		363,039	328,144
Interest and dividend income		108,625	140,778
Realised and unrealised gains on investments		240,340	475,209
Other revenue	3	39,659	93,419
Total revenue	3	11,084,210	9,248,458
Expenses			
Personnel costs	4	7,111,488	5,997,469
Operating costs	5	2,697,102	2,840,774
Depreciation and amortisation	9,10	502,327	384,685
Total expenses		10,310,917	9,222,928
Net surplus		773,293	25,530
Other comprehensive income		-	-
Total comprehensive income attributable to members		773,293	25,530

The statement of accounting policies and notes to the financial statements form part of these financial statements.

Statement of changes in equity

For the year ended 31 December 2020

	2020 \$	2019 \$
Opening equity as at 1 January	4,160,477	4,134,947
Total comprehensive income	773,293	25,530
Closing equity as at 31 December	4,933,770	4,160,477

Statement of financial position

As at 31 December 2020

	Note	2020 \$	2019 \$
Assets			
Current assets			
Cash and cash equivalents	6	1,098,116	145,338
Trade and other receivables	7	3,083,743	2,681,980
Managed investment fund	8	531,408	515,700
Prepayments		131,831	94,961
Total current assets		4,845,098	3,437,979
Non-current assets			
Managed investment fund	8	3,728,561	3,538,387
Property, plant and equipment	9	577,360	635,630
Intangible assets	10	1,066,351	942,674
Total non-current assets		5,372,272	5,116,691
Total assets		10,217,370	8,554,670
Liabilities			
Current liabilities			
Bank overdraft	6	25,587	341,564
Payables	11	413,851	290,129
GST (net)		502,603	393,144
Income in advance	12	3,546,864	2,842,882
Employment provisions	13	754,927	485,394
Total current liabilities		5,243,832	4,353,113
Non-current liabilities			
Employment provisions	13	39,768	41,080
Total non-current liabilities		39,768	41,080
Total liabilities		5,283,600	4,394,193
Equity			
Members' funds		4,933,770	4,160,477
Total equity		4,933,770	4,160,477
Total equity and liabilities		10,217,370	8,554,670

The statement of accounting policies and notes to the financial statements form part of these financial statements.

Statement of cash flows

For the year ended 31 December 2020

	Note	2020 \$	2019 \$
Cash flows from operating activities			
Cash was received from:			
Receipts from students		3,946,547	3,058,750
Receipts from government funding		6,530,963	5,035,244
Receipts from membership fees		66,263	44,341
Other receipts		493,700	257,219
Net receipts from GST		109,459	288,336
Cash inflows from operating activities		11,146,932	8,683,890
Cash was applied to:			
Payments to suppliers		(2,959,493)	(2,872,850)
Payments to employees		(6,669,927)	(6,376,254)
Interest paid on overdraft facility		(803)	(5,413)
Cash outflows from operating activities		(9,630,223)	(9,254,517)
Net cash flows from operating activities		1,516,709	(570,627)
Cash flows from investing activities			
Cash was received from:			
Interest and dividends		108,778	119,677
Proceeds from sale of property, plant and equipment		7,574	3,791
Sale of investments		1,267,105	1,204,281
Maturity of investments		600,000	-
Cash inflows from investing activities		1,983,457	1,327,749
Cash was applied to:			
Purchase of property, plant and equipment and intangible assets		(398,604)	(368,257)
Purchase of investments		(1,832,807)	(1,236,698)
Cash outflows from investing activities		(2,231,411)	(1,604,955)
Net cash flows from investing activities		(247,954)	(277,206)
Net increase/(decrease) in cash and cash equivalents		1,268,755	(847,833)
Cash and cash equivalents at 1 January		(196,226)	651,607
Cash and cash equivalents at 31 December	6	1,072,529	(196,226)

The statement of accounting policies and notes to the financial statements form part of these financial statements.

Notes to the financial statements

Ngā whakamārama i ngā tauākī pūtea

For the year ended 31 December 2020

1. Reporting entity

Te Rito Maioha Early Childhood New Zealand Incorporated (Te Rito Maioha) is a registered incorporated society under the Incorporated Societies Act 1908, has charitable status and is registered under the Charities Act 2005. Te Rito Maioha is domiciled in New Zealand and is exempt from New Zealand income tax.

Te Rito Maioha is a membership organisation for early childhood education services, institutions, individuals and students. The principal activities of Te Rito Maioha are to provide early childhood teacher education and Ministry of Education professional development contracts and to provide membership services to its members.

In 2018, Te Rito Maioha incorporated a wholly owned Australian subsidiary, Te Rito Maioha Early Childhood New Zealand Pty Limited (Te Rito Maioha Pty). Te Rito Maioha Pty has not conducted any business since it was incorporated, and COVID-19 has had a significant effect on the commencement of its operations in 2020. Once operational, financial transactions for Te Rito Maioha Pty will be consolidated and the effect of any intra-group transactions eliminated.

These financial statements are for the year ended 31 December 2020 and were authorised for issue by the Council on 26 March 2021.

2. Basis of preparation

Statement of compliance

The financial statements of Te Rito Maioha have been prepared in accordance with the requirements of the Charities Act 2005, the Incorporated Societies Act 1908 and Generally Accepted Accounting Practice in New Zealand (NZ GAAP).

Te Rito Maioha is a public benefit entity for financial reporting purposes, and the financial statements comply with Public Benefit Entity International Public Sector Accounting Standards (PBE IPSAS) and other applicable financial reporting standards as appropriate for tier 2 not-for-profit public benefit entities for which all reduced disclosure requirements have been adopted. Te Rito Maioha qualifies as a tier 2 reporting entity, as for the last two most recent reporting periods, it has incurred between \$2million and \$30million of operating expenditure.

Measurement base

These financial statements have been prepared on a historical cost basis, except that the managed investment fund is measured at fair value.

The financial statements are presented in New Zealand dollars and rounded to the nearest dollar.

Foreign currency transactions are translated in New Zealand dollars using the average exchange rate prevailing at the date of the transactions. Foreign exchange gains and losses resulting from the settlement of such transactions and from translation at year-end exchange rates of monetary assets and liabilities denominated in foreign currencies are recognised in the statement of comprehensive income.

The financial statements have been prepared on a goods and services tax (GST)-exclusive basis, except for receivables and payables, which are stated inclusive of GST.

Use of judgement and estimates

The preparation of financial statements requires management to make judgements, estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, income and expenses.

Accounting policies where critical judgements, estimates and assumptions have been made include property, plant and equipment, intangible assets, impairment of assets and liabilities and employee benefits.

Any significant management judgements, estimates and assumptions are disclosed under the applicable notes to the financial statements.

The financial statements have been prepared on a going-concern basis, and the accounting policies have been applied consistently throughout the period.

3. Revenue

Revenue is measured at fair value of consideration received or receivable. Te Rito Maioha recognises revenue from individual categories of transaction as follows.

Revenue from exchange transactions

Exchange transactions are transactions in which Te Rito Maioha receives assets or services or has liabilities extinguished and directly gives approximately equal value.

International student fees

International student tuition fees are not subsidised by the government. Revenue is recognised on a straight-line basis over the period of each course of study undertaken by an international student.

Membership fees

Membership fees are recognised over the period of the membership (usually 12 months). Amounts received in advance relating to future periods are recognised as a liability until such time as that period covering the membership occurs.

Professional development fees

Revenue from the Ministry of Education contracts is recognised as the milestones outlined in those contracts are achieved.

Research revenue

Research revenue is recognised as revenue immediately, unless there are substantive contractual conditions, in which case revenue is recognised when the conditions are satisfied.

Sale of goods

Revenue from the sale of goods is recognised when the goods are delivered to customers and is measured at fair value.

Interest

Interest is recognised in the statement of comprehensive income as it accrues, using the effective interest rate method.

Revenue from non-exchange transactions

Non-exchange transactions are transactions where Te Rito Maioha either receives value from another entity without directly giving approximately equal value in exchange or gives value to another entity without directly receiving approximately equal value in exchange.

Tertiary Education Commission Student Achievement Component funding and Teacher Education Refresh Fees

Student Achievement Component (SAC) funding from the Tertiary Education Commission (TEC) is Te Rito Maioha's main source of operational funding. TEC SAC funding is recognised on a straight-line basis over the duration of courses in which eligible students are enrolled. Funds received over and above the eligibility criteria are recognised as a liability and refunded to TEC.

The Teacher Education Refresh (TER) programme is funded by the Ministry of Education. Revenue from TER fees is recognised over the duration of the course.

Domestic student fees

Domestic student tuition fees are subsidised by the government and are considered non-exchange. Revenue is recognised on a straight-line basis over the period of each course of study undertaken by a student.

Revenue from operating activities is made up as follows:

	2020 \$	2019 \$
Revenue from exchange transactions		
Membership fees	79,197	90,641
Student fees – international	82,903	49,600
Ministry of Education contract	50,354	171,869
Other revenue	39,659	93,419
Total revenue from exchange transactions	252,113	405,529
Revenue from non-exchange transactions		
SAC funding	6,443,266	5,034,412
Student fees – domestic	3,727,181	3,036,255
Ministry of Education contracts	312,685	156,275
Total revenue from non-exchange transactions	10,483,132	8,226,942
Total operating revenue	10,735,245	8,632,471
Investment income		
Realised and unrealised gains on investments	240,340	475,209
Interest and dividend income	108,625	140,778
Total investment income	348,965	615,987
Total revenue	11,084,210	9,248,458

Other revenue is made up as follows:

	2020 \$	2019 \$
Sale of goods and conference income	19,687	20,472
Bad debts recovered	222	489
Consultancy income	14,112	3,520
Sundry income	-	65,147
Gain on sale of property, plant and equipment	5,638	3,791
Total other revenue	39,659	93,419

4. Personnel costs

	2020 \$	2019 \$
General salaries and wages	6,438,199	5,416,200
Employer contributions to defined contribution scheme	157,066	148,659
Other employment-related costs	516,223	432,610
Total personnel costs	7,111,488	5,997,469

5. Operating expenses

	2020 \$	2019 \$
Audit fees	37,681	33,811
Council members' fees	42,617	50,414
Bad and doubtful debts	32,365	4,630
Loss on write-off of property, plant and equipment	7,942	1,446
Legal fees	11,175	47,038
Rent	823,225	878,712
Travel and accommodation	182,831	291,880
Communications and information technology	521,279	496,588
Infrastructure	255,821	244,265
Administration	201,702	245,596
Academic infrastructure	30,175	53,353
Direct student costs	497,124	485,011
Strategic and governance	53,165	8,030
Total operational costs	2,697,102	2,840,774

6. Cash and cash equivalents

Cash and cash equivalents are made up as follows:

	2020 \$	2019 \$
Cash at bank and on hand	4,432	8,215
Cash – managed investment fund	1,093,684	137,123
Total cash and cash equivalents	1,098,116	145,338
Bank overdraft	(25,587)	(341,564)
Total cash and cash equivalents net of bank overdraft	1,072,529	(196,226)

Cash and cash equivalents comprise call deposits with banks including both local and foreign currencies, cash at bank and cash balances. Cash and cash equivalents also include term deposits with original maturities of three months or less at balance date.

Te Rito Maioha has a \$500,000 overdraft facility with Westpac Banking Corporation. The purpose of the overdraft facility is to manage cash flow needs to reduce or eliminate the requirement to make drawdowns on the managed investment fund. The overdraft is secured over the property of Te Rito Maioha and is payable on demand. The interest rate applying to the bank overdraft facility for the year ended 31 December 2020 was 10.25% (2019: 13.65%).

7. Trade and other receivables

Accounts receivable are stated at amortised cost using the effective interest rate method less impairment.

Student fees are due before the course begins or are due upon enrolment if the course has already begun. For courses that span more than one semester, domestic students can arrange for their fees to be paid in instalments. Student fees receivable are non-interest bearing and are generally paid in full by the course start date.

The carrying value of receivables is considered to approximate their fair value. Trade and other receivables are made up as follows:

	2020 \$	2019 \$
Receivables from exchange transactions:		
Membership fees	19,334	73,368
Student fees – international	167,787	-
Ministry of Education contracts	-	24,843
Other receivables	18,249	56,318
Total receivables from exchange transactions	205,370	154,529
Receivables from non-exchange transactions:		
Student fees - domestic	2,858,233	2,419,603
Ministry of Education contracts – TER	20,140	107,848
Total receivables from non-exchange transactions	2,878,373	2,527,451
Total trade and other receivables	3,083,743	2,681,980

Impairment

Te Rito Maioha recognises an impairment provision when there is objective evidence (such as significant financial difficulties on the part of the counterparty or default or significant delay in payment) that it will be unable to collect on trade receivable amounts due. The amount of such a provision is the difference between the amount due and the present value of the future expected cash flows associated with the impaired receivable. For trade receivables, such provisions are recorded in a separate allowance account with the loss being recognised within bad and doubtful debt expense in the statement of comprehensive income. On confirmation that the trade receivable will not be collectable, the receivable is written off against the associated provision.

At 31 December 2020, all overdue receivables have been assessed for impairment, and a provision for expected credit losses of \$27,669 was made at 31 December 2020 (2019: \$5,324). The credit quality of trade receivables that are past due but not impaired is otherwise considered sound.

The ageing profile of trade receivables at balance date is detailed below:

	2020 \$	2019 \$
Neither past due nor impaired	878,665	349,432
Past due but not impaired	2,205,078	2,332,548
Impaired	27,669	5,324
Gross	3,111,412	2,687,304
Less: Allowance for impairment	(27,669)	(5,324)
Net trade and other receivables	3,083,743	2,681,980

8. Managed investment fund

The composition of funds under management is as follows:

	2020 \$	2019 \$
Current assets		
Cash and cash equivalents (refer note 6)	1,093,684	137,123
New Zealand fixed interest	531,408	515,700
Total current	1,625,092	652,823
Non-current assets		
New Zealand fixed interest	1,651,281	1,669,613
New Zealand property	150,897	147,964
New Zealand equities	511,290	366,796
Global equities	1,415,093	1,354,014
Total non-current	3,728,561	3,538,387
Total managed investment fund	5,353,653	4,191,210

Te Rito Maioha meets its student fee protection requirements under the Education and Training Act 2020 and the New Zealand Qualifications Authority's Student Fee Protection Rules 2013 using a static trust. Static trust funds are contained within

the managed investment fund portfolio. At December 2020 the static trust component of the managed investment funds was \$2,092,493 (2019: \$1,092,243).

9. Property, plant and equipment

Property, plant and equipment are stated at cost, less accumulated depreciation and impairment. Cost is generally the purchase cost, together with any incidental costs of acquisition.

Depreciation is calculated to allocate the assets' cost less residual value on a straight-line basis over their expected useful economic lives. Leasehold improvements are depreciated over the period of the lease.

Property, plant and equipment consists of leasehold improvements, computer hardware, office furniture and equipment. The estimated useful lives of property, plant and equipment are as follows:

- office equipment – 5 years
- leasehold – 6 – 12 years
- IT equipment – 4 years

Gains and losses on disposals are determined by comparing the disposal proceeds with the carrying amount of the assets and are reported net in the Statement of comprehensive income.

Impairment

Property, plant and equipment are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable through use or sale. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount and is recognised in the statement of comprehensive income.

Property, plant and equipment are made up as follows:

	IT equipment	Office equipment	Leasehold	WIP	Total \$
Cost					
Balance as at 1 Jan 2020	786,459	1,257,124	1,871,275	-	3,914,858
Opening balance correction	-	-	(300,655)	-	(300,655)
Additions	58,969	15,108	114,546	-	188,623
Disposals	(270,865)	(157,088)	(392,258)	-	(820,211)
Balance as at 31 Dec 2020	574,563	1,115,144	1,292,908	-	2,982,615
Accumulated depreciation and impairment					
Balance as at 1 Jan 2020	536,212	1,214,717	1,528,299	-	3,279,228
Opening balance correction	-	-	(300,655)	-	(300,655)
Depreciation	122,323	21,217	90,893	-	234,433
Disposals	(261,740)	(156,430)	(389,581)	-	(807,751)
Balance as at 31 Dec 2020	396,795	1,079,504	928,956	-	2,405,255
Net book value					
As at 1 Jan 2019	374,695	54,302	312,838	30,672	772,507
As at 31 Dec 2019	250,247	42,407	342,976	-	635,630
As at 31 Dec 2020	177,768	35,640	363,952	-	577,360

A correction has been made to correctly record the opening cost and accumulated depreciation amounts for leasehold assets as at 1 January 2020. The opening net book value remains unchanged.

During 2020, management undertook a detailed review of its fixed-assets register, which resulted in assets being scrapped because they were obsolete or no longer in use and there was no resale market for these assets.

10. Intangible assets

Computer software and capitalised programme development costs have a finite life and are recognised at cost less accumulated amortisation and impairment. Intangible assets that are under development and not yet fully functional are accumulated as capital work in progress. Amortisation is charged on a straight-line basis at rates calculated to allocate the assets' cost over their estimated useful lives. For capitalised programme development costs, amortisation begins at the start of the programme and ceases when the programme is no longer offered or discontinued. Both the estimated useful life and the amortisation method are reviewed annually to ensure these remain appropriate.

Capitalised programme development costs are costs directly associated with the development of new educational programmes or to revise existing programmes and are recognised to the extent that they are expected to be recovered. Capitalised programme development costs primarily consist of employee costs, and employee costs of \$184,648 were capitalised in 2020 (2019: \$155,368).

Development costs that are directly attributable to the development of educational programmes are recognised as an intangible asset if the following can be demonstrated.

- It is technically feasible to complete the programme so it is functional.
- Management intends to complete the programme and use it.
- There is an ability to use it.

- It can be demonstrated how the new programme will generate probable future economic benefit.
- Adequate technical, financial and other resources to complete the development of the programme are available, so it is functional.
- The expenditure attributable to the course development can be reliably measured.

Other programme development expenses that do not meet these criteria are recognised as an expense as incurred and recorded in the statement of comprehensive income. Development costs previously recognised as an expense cannot be subsequently recognised as an asset as they cannot be reliably measured.

The estimated useful lives of assets are as follows:

- Computer software – 4 years (or licensed period)
- Capitalised programme development costs – 7 years

Impairment

Intangible assets that are under development and have yet to achieve functionality are subject to an annual recoverable amount impairment test. Any excess of the asset's carrying amount over its recoverable amount is expensed to the statement of comprehensive income. Intangible assets, other than those under development, are subject to annual review for impairment. Impairment losses are expensed in the statement of comprehensive income.

Intangible assets are made up as follows:

	Software	Programme development	WIP	Total \$
Cost				
Balance as at 1 Jan 2020	754,003	409,329	38,897	1,202,229
Additions	54,827	298,335	38,409	391,571
Disposals	(11,095)	-	-	(11,095)
Transfers	(140,278)	140,278	-	-
Balance as at 31 Dec 2020	657,457	847,942	77,306	1,582,705
Accumulated amortisation and impairment				
Balance as at 1 Jan 2020	211,360	48,195	-	259,555
Amortisation	133,970	79,436	-	213,406
Impairment	-	54,488	-	54,488
Disposals	(11,095)	-	-	(11,095)
Balance as at 31 Dec 2020	334,235	182,119	-	516,354
Net book value				
As at 1 Jan 2019	303,490	6,847	356,520	666,857
As at 31 Dec 2019	542,643	361,134	38,897	942,674
As at 31 Dec 2020	323,222	665,823	77,306	1,066,351

11. Trade and other payables

Trade and other payables represent liabilities for goods and services provided to Te Rito Maioha that have not been paid at the end of the financial year. These amounts are usually settled within 30 days.

Trade payables are made up as follows:

	2020 \$	2019 \$
Payables from exchange transactions		
Trade payables	187,713	124,810
Other payables	193,067	148,247
Total from exchange transactions	380,780	273,057
Payables from non-exchange transactions		
Payable to TEC	33,071	17,072
Total from non-exchange transactions	33,071	17,072
Total trade payables and provisions	413,851	290,129

Payables are non-interest bearing and normally settled on 30-day terms. Therefore, the carrying value of payables approximates their fair value.

12. Income in advance

Income in advance is made up as follows:

	2020 \$	2019 \$
Membership fees and subscriptions	32,708	88,494
Revenue received in advance – student fees	3,514,156	2,754,388
Total income in advance	3,546,864	2,842,882

13. Employment-related provisions

A provision for employee entitlements is recognised for benefits earned by employees but not paid at the reporting date. Employee benefits include salaries, wages, annual leave, long-service leave and sick leave.

Employee benefits expected to be settled within one year, together with benefits arising from wages and salaries, sick leave and annual leave that will be settled after one year, have been measured at their nominal amount. Other employee benefits payable after more than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits.

Some employees are entitled to one week's paid leave after seven years and again after 10 years of continued service with Te Rito Maioha, but there is no entitlement if the employee leaves earlier. The obligation is discounted to its present value using market yields of New Zealand Government bonds as at balance date that have maturity dates approximating the expected remaining period to settlement. The obligation is also indexed using the historical five-year average consumer price index as published by the Reserve Bank of New Zealand. The probability of the employees' service is based on historical periods of service.

Termination benefits are recognised as an expense when Te Rito Maioha is committed demonstrably, without realistic possibility of withdrawal, to a formal detailed plan to either terminate employment before the normal retirement date or to provide termination benefits as a result of an offer made to encourage voluntary redundancy. Termination benefits for voluntary redundancies are recognised as an expense if an offer has been made and it is probable that the offer will be accepted.

Employment provisions are made up as follows:

	2020 \$	2019 \$
Current		
Accrued salary	233,177	148,365
Defined contribution plans	5,255	3,767
Employment deductions	149,020	78,288
ACC levy	10,318	8,991
Annual leave provision	357,157	245,983
Total current employment-related provisions	754,927	485,394
Non-current		
Sick leave provision	17,570	22,488
Long-service leave	22,198	18,592
Total non-current employment-related provisions	39,768	41,080
Total employment-related provisions	794,695	526,474

14. Financial instruments

Te Rito Maioha is party to financial instruments as part of its normal operations. Non-derivative financial instruments comprise trade and other receivables, cash and cash equivalents, term deposits and other investments and trade and other payables. Non-derivative financial instruments are recognised initially at fair value plus, for instruments not at fair value through the statement of comprehensive income, any directly attributable transaction costs.

Managed investment fund investments are initially recognised at cost being the fair value of consideration given, and transaction costs, such as brokerage, are recognised in surplus or deficit. All investments are subsequently carried at fair value. Fair value for investments is determined using quoted market prices determined on a daily basis. Any changes in fair value are recognised in the statement of comprehensive income in the period in which they arise. No impairment provisions have been deemed necessary for the managed investment fund.

A financial instrument is recognised if Te Rito Maioha becomes a party to the contractual provisions of the instrument. Financial assets are derecognised if Te Rito Maioha's contractual rights to the cash flows from the financial assets expire or if Te Rito Maioha transfers the financial asset to another party without retaining control or substantially all risks and rewards of the asset. Any interest in transferred financial assets that is created or retained by Te Rito Maioha is recognised as a separate asset.

Purchases and sales of financial assets are accounted for at trade date, i.e. the date that Te Rito Maioha commits to purchase or sell the asset. Financial liabilities are derecognised if Te Rito Maioha's obligations specified in the contract expire or are discharged or cancelled.

Financial assets and liabilities are offset and the net amount presented in the statement of financial position when, and only when, Te Rito Maioha has the legal right to offset the amounts and intends to either settle on the net basis or to realise the asset and settle the liability simultaneously.

Classification of financial assets and liabilities

Te Rito Maioha classifies financial assets into loans and receivables and fair value through surplus or deficit.

Loans and receivables are financial assets with fixed or determinable payments that are not quoted in the active market. Loans and receivables consist of cash and cash equivalents and trade and other receivables.

The managed investment fund is classified as fair value through surplus or deficit as it is a portfolio of identified financial instruments that are managed together and actively traded with the intention of increasing the value of the fund.

Financial liabilities consist of trade and other payables and bank overdraft balances and are classified and measured at amortised cost as they do not meet the definition of fair value through surplus or deficit financial liabilities.

Financial instruments are classified as follows:

	2020 \$	2019 \$
Loans and receivables		
Cash and cash equivalents	4,432	8,215
Trade and other receivables	3,083,743	2,681,980
Total loans and receivables	3,088,175	2,690,195
Fair value through surplus or deficit		
Managed investment fund	5,353,653	4,191,210
Total fair value through surplus or deficit	5,353,653	4,191,210
Total financial assets	8,441,828	6,881,405
Financial liabilities measured at amortised cost		
Trade and other payables including bank overdraft	439,438	631,692
Total financial liabilities	439,438	631,692

Capital management

Te Rito Maioha's objective when managing capital is to safeguard the entity's ability to continue as a going concern so that it can continue to provide benefits for members and other stakeholders.

Risk management

Te Rito Maioha is exposed through its operations to the following financial risks:

Credit risk

Credit risk is the risk of financial loss to Te Rito Maioha if a customer or counterparty to a financial instrument fails to meet its contractual obligations.

In the normal course of business, Te Rito Maioha is exposed to credit risk from cash and term deposits with banks, debtors and other receivables.

Cash and cash equivalents and term deposits are held with New Zealand registered trading banks. The carrying amount of financial assets above represents the maximum credit exposure.

Te Rito Maioha's exposure to credit risk from credit sales is low as the majority of revenue is derived from student fees (which are substantially paid in advance) and from TEC and the Ministry of Education.

Currency risk

Te Rito Maioha's exposure to currency risk is low as it has minimal funds deposited in foreign denominated bank accounts and any commitments to overseas suppliers are settled within 30 days.

Interest rate risk

Interest rate risk is the risk that cash flows from a financial instrument will fluctuate because of changes in market interest rates.

Te Rito Maioha is exposed to interest rate risk through its managed investment fund. This risk is assessed as low as only a small proportion of interest income is derived from such investments (2020: 1%; 2019: 1%).

Te Rito Maioha's interest rate risk is limited as the interest rate on managed funds is fixed and with New Zealand issuers.

Market risk

Market risk is the risk that the fair value or cash flows of a financial instrument will fluctuate due to changes in market prices. Te Rito Maioha holds investments in New Zealand and overseas equities that may be subject to significant changes in market prices that may materially affect the surplus or deficit in any particular year. Te Rito Maioha mitigates market risk by having equity investments managed by a professional fund manager.

Liquidity risk

Liquidity risk is the risk that Te Rito Maioha will encounter difficulty in meeting its obligations associated with financial liabilities as they fall due.

Te Rito Maioha has sufficient cash balances to ensure obligations are met as they fall due and only surplus funds are invested in managed funds.

The contractual cash flows of financial liabilities are the same as the carrying amounts disclosed in the financial statements. These are all payable within six months of balance date.

15. Related-party transactions

Related-party transactions consist of remuneration paid to key management personnel. Key management personnel are the Council and the Senior Leadership Team, who are responsible for planning, directing and controlling the activities of Te Rito Maioha.

The Senior Leadership Team comprises the Chief Executive and executive management who are employed as employees on normal employment terms.

The Council members, who are the members of the governing body of Te Rito Maioha, were paid the following rates in honoraria for each meeting attended during the period, except for the Council President, who received an annual fee of \$20,580.

- Full day – \$550
- Half a day – \$275
- Hourly rate – \$69
- Minimum fee two hours – \$138

One Council member, Clare Wells, is also a member of the Governing Council of the Teaching Council of Aotearoa New Zealand. During 2020, Te Rito Maioha provided education panel services to the Teaching Council to the value of \$14,240 (2019: \$3,520).

	2020 remuneration \$	Number of individuals ¹	2019 remuneration \$	Number of individuals ¹
Council members	42,617	9	50,414	9
Senior Leadership Team	1,038,534	7	1,034,264	7

¹ One Council member is a staff member employed by Te Rito Maioha, and their Council position is unremunerated.

16. Operating lease commitments

Where Te Rito Maioha has assumed substantially all the risks and rewards of ownership under a lease, the lease is classified as a finance lease. Otherwise, the lease is classified as an operating lease. Te Rito Maioha has no leases that would be classified as finance leases.

Payments made under operating leases are recognised in the statement of comprehensive income on a straight-line basis over the term of the lease. Lease incentives received are recognised in the statement of comprehensive income over the lease term as an integral part of the total lease expense.

	2020 \$	2019 \$
Non-cancellable operating lease commitments		
Not later than 1 year	769,032	683,633
Later than 1 year and not later than 5 years	1,928,207	1,371,805
Later than 5 years	192,953	313,678
Total	2,890,192	2,369,116

17. Capital commitments

Te Rito Maioha has no capital commitments as at 31 December 2020 (2019: \$22,497).

18. Contingent liabilities

There were no contingent liabilities as at 31 December 2020 (2019: nil).

19. COVID-19

Although the advent of COVID-19 in early 2020 and the subsequent lockdown measures and travel restrictions imposed by the New Zealand Government did cause some disruption to operations, Te Rito Maioha has been able to operate successfully in 2020. COVID-19 and any government measures taken have the potential to cause ongoing disruption to the operations of Te Rito Maioha in the future. Upon reviewing the current situation and considering the results of operations for 2020 and investment holdings, the Council is of the opinion that Te Rito Maioha is well positioned to respond to further COVID-19 challenges and remain a going concern for the foreseeable future.

Minutes of the 57th Annual General Meeting

Ngā meneti o te hui ā-tau 57

Held on Tuesday 11 August 2020, 5.30pm

AT TE RITO MAIOHA EARLY CHILDHOOD NEW ZEALAND,
WELLINGTON BASE, GROUND FLOOR, 191A THORNDON
QUAY, WELLINGTON AND VIA ZOOM

PRESENT

Council:

Lesley Rameka (President), Peter Jackson, Meritiana Lolesio, Christine Taare, Clare Wells, Penny Smith, Julie Watkins, Geoff Summers, Rhys Barlow

Life Members:

Janice Taoma, Cathy Lythe, Heather Te Huia

Members:

Karen Hurst, Ene Tapusoa, Margaret Beban, Fran Prior, Lynda Godber, Meg Moss, Fraser Moss, Kellie Weathersson, Katharine Heath-Collins, Fleur Garmonsway

Staff:

Kathy Wolfe (Chief Executive), Brent Denham (General Manager Finance and Operations), Carolyn Mitchell, Dr Rosina Merry, Dr Janis Carroll-Lind, Arapera Card, Nikki Parsons, Justine Jones, Karl Hutchins, Amanda Forsey, Mary Romanos (minutes secretary)

WELCOME

Lesley Rameka, President and Chair opened the 57th Annual General Meeting of the Organisation at 5.40pm. Peter Jackson opened with a karakia.

Lesley welcomed guests and Life Members. Brent Denham outlined the agenda for the AGM.

Brent Denham announced that a quorum (15) had not been met with only 12 voting members being in attendance. In accordance with Rule 15.5, the meeting was adjourned for a period of 30 minutes to see if a quorum was present after that time.

At 6.15pm, Brent Denham announced that a quorum (15) has been met and the AGM can proceed.

APPOINTMENT OF SCRUTINEERS

The voting procedures for this meeting were explained by Brent Denham as being:

- by show of hands
- if required, by voting sticks
- by voting poll on Zoom.

The Zoom polling test was launched and successfully tested amongst Zoom attendees using a test question.

APOLOGIES

Noreen Moorhouse, QSM, Kahuwaero Katene, Pat Hubbard, Jude Simpson, Maureen Jehly, June Dolphin, Karen Hurst

MOTION to accept that the apologies be received.

Moved: Fran Prior

Seconded: Meg Moss

ABSTENTIONS: 0

CARRIED

MINUTES OF THE 56th SPECIAL GENERAL MEETING

Confirmation of minutes for the 56th Special General Meeting held on Friday, 30 August 2019, 5pm at Te Rito Maioha Early Childhood New Zealand, National Office, Level 4, Ahumairangi Room, 191 Thorndon Quay, Wellington 6011 (these minutes are at pages 58 to 60 of the 2020 Annual Report).

There were no amendments to the minutes.

MOTION that the minutes for the 56th Special General Meeting held on Friday, 30 August 2019, 5pm at Te Rito Maioha Early Childhood New Zealand, National Office, Level 4, Ahumairangi Room, 191 Thorndon Quay, Wellington 6011 are confirmed to be a true and correct record.

Moved: Lynda Godber

Seconded: Fran Prior

ABSTENTIONS: 0

CARRIED

MATTERS ARISING

There were no matters arising.

THE YEAR IN REVIEW – A PRESENTATION BY KATHY WOLFE, CHIEF EXECUTIVE

The Chief Executive, Kathy Wolfe, shared some key highlights for 2019.

2020 ANNUAL REPORT (AS PUBLISHED ON TE RITO MAIOHA WEBSITE)

- The 2020 Annual Report for the 2019 academic and financial year has been made available to members of Te Rito Maioha Early Childhood New Zealand from 21 July 2020 and notified to members via member updates.
- The floor was opened for discussion and the following comments were received:
 - The Annual Report was really well put together.
 - Fabulous initiatives outlined in the Annual Report that weren't known about.
 - Thank you for all the support throughout the COVID time. Felt less alone and really appreciated all the support for centres.
 - Appreciated the afternoon teas and needed the connection with others – really valued.

MOTION that the Annual Report 2020 (for the year ended 31 December 2019) be received and accepted.

Moved: Christine Taare

Seconded: Janice Taoma

ABSTENTIONS: 0

CARRIED

FINANCIAL STATEMENTS (PRE-CIRCULATED): 1 JANUARY 2019 TO 31 DECEMBER 2019

MOTION that the financial statements for the year ended 31 December 2019 be accepted.

Moved: Julie Watkins

Seconded: Christine Taare

ABSTENTIONS: 1

CARRIED

CONFIRMATION OF TE RITO MAIOHA EARLY CHILDHOOD NEW ZEALAND AUDITOR FOR THE NEXT YEAR

MOTION that BDO Wellington be appointed the auditor for Te Rito Maioha Early Childhood New Zealand for the financial year ending 31 December 2020.

Moved: Meritiana Lolesio

Seconded: Clare Wells

ABSTENTIONS: 1
CARRIED

RESULT OF COUNCIL ELECTIONS

The Chief Executive announced the election result for the one vacant Council position and the vacant position of President.

1) General Council position for a three-year term

Lesley Rameka, being eligible for re-election following the expiry of her three-year term this year, has been elected to the vacant Council position. Lesley's nomination was the sole nomination received for the vacant Council position.

2) Election of President

Lesley Rameka has been re-elected by Council as our President at a Council meeting held on 23 June 2020 in accordance with Rule 10.3.5. Congratulations Lesley.

RESOLUTION TO CHANGE THE ORGANISATION'S RULES

The total voting strength in the room is 16 and the requirement for a two-thirds majority is 11 votes.

All of the proposed Rule change resolutions were discussed and agreed at a Council meeting held on 23 June 2020.

Moved: Meritiana Lolesio (Member # MI 27014)

Seconded: Christine Taare (Member # LGM 25527)

CARRIED

Change Rule statement from:		To	Rationale
2. Interpretation 2.5	"Early Childhood Education and Care Service" (ECE Service) means an individual centre or home-based network holding a unique Ministry of Education licence number or charter.	"Early Childhood Education and Care Service" (ECE Service) means an individual centre or home-based network holding a unique Ministry of Education licence number.	Clare Wells explained the rationale – 2.5 Charters no longer exist; they were removed in the 2008 Regulations and all services have been relicensed.
Change Rule statement from:		To	Rationale
5. Membership 5.2 5.2.1	5.2.1. Any application for a centre membership shall identify the centre or each centre within the group of centres both by registered name and unique Ministry of Education licence number or charter and shall provide the numbers of licensed child places at each centre according to their most recent licence with the Ministry of Education;	5.2.1. Any application for a centre membership shall identify the centre or each centre within the group of centres both by registered name and unique Ministry of Education licence number and shall provide the numbers of licensed child places at each centre according to their most recent licence with the Ministry of Education;	Charters no longer exist; they were removed in the 2008 Regulations and all services have been relicensed.

MOTION to vote that the words "or charter" be removed from Rule 2.5 and from Rule 5.2.1.

For: 15

Against: 0

Abstentions: 1

CARRIED

Change Rule statement from:	To	Rationale
5. Membership 5.4	5.4. Individual persons graduating from the association's programmes excluding those who are employees of the association may hold a complimentary individual membership for a period no longer than 12 months.	5.4. Individual persons graduating from the organisation's programmes excluding those who are employees of the organisation may hold a complimentary individual membership for a period no longer than 12 months.
		Meritiana Lolesio explained the rationale – 5.4 Te Rito Maioha is referred to as an organisation rather than an association for consistency throughout the document.

MOTION to vote that the word “association” be replaced with “organisation” for Rule 5.4.

For: 15

Against: 0

Abstentions: 1

CARRIED

Change Rule statement from:	To	Rationale
5. Membership 5.9	5.9. Centre membership shall accrue entitlements to membership services commensurate with each incremental step of 50 licensed child places covered by their membership.	Remove 5.9.
		Julie Watkins explained the rationale – 5.9 This has been complicated to manage as some members have fewer than 50 licensed child places. This also enables the ability to structure our membership more effectively across centres, teachers, graduates etc. and for Te Rito Maioha to more easily administer.

MOTION to vote that Rule 5.9 be completely removed from the Rules.

For: 15

Against: 0

Abstentions: 1

CARRIED

Change Rule statement from:	To	Rationale
6. Cessation of Membership 6.3 6.3.4	6.3.4. A member no longer operates the childcare centre or early childhood service or group of services in respect of which it was approved for membership. A temporary suspension in the operation of the childcare centre or early childhood service or group of services for a period of less than 6 months shall not disqualify a member from membership;	6.3.4. A member no longer operates the early childhood service or group of services in respect of which it was approved for membership. A temporary suspension in the operation of the early childhood service or group of services for a period of less than 6 months shall not disqualify a member from membership;
		Christine Taare explained the rationale – 6.3.4 Early childhood service includes childcare centres.

MOTION to vote that the words “childhood centre or” be removed from Rule 6.3.4.

For: 15

Against: 0

Abstentions: 1

CARRIED

Change Rule statement from:	To	Rationale
6. Cessation of Membership 6.4 6.4.1	6.4.1. A letter will be sent to the member advising why the Council is considering withdrawing membership and inviting him/her to make a written or verbal response. If a verbal response is offered she/he will have the opportunity to make this response to a full meeting of the Council and to have his/her submission considered. At this meeting the member is entitled to bring support.	6.4.1. Written notice will be sent to the member advising why the Council is considering withdrawing membership and inviting him/her to make a written or verbal response. If a verbal response is offered she/he will have the opportunity to make this response to a full meeting of the Council and to have his/her submission considered. At this meeting the member is entitled to bring support.

MOTION to vote that the words “a letter” be replaced with “written notice” for Rule 6.4.1.

For: 15

Against: 0

Abstentions: 1

CARRIED

Change Rule statement from:	To	Rationale
6. Cessation of Membership 6.5	6.5. Any person ending her/his membership of Te Rito Maioha for any reason shall remain liable to Te Rito Maioha for all membership fees and other fees which were due before the ending of membership. Any membership fees paid for the year are non-refundable.	Clare Wells explained the rationale – 6.5 To clarify that membership fees are not refunded if a member chooses to cease their membership in the respective paid period.

MOTION to vote that the sentence “Any membership fees paid for the year are non-refundable” be added to Rule 6.5.

For: 15

Against: 0

Abstentions: 1

CARRIED

Change Rule statement from:	To	Rationale
7. Membership Fees 7.3 7.3.1	7.3 Membership fees for the current year are due on admission to membership and annually thereafter. 7.3.1 The membership year runs from 1 January to 31 December. If membership commences during the year the membership fee will be pro-rated.	Meritiana Lolesio explained the rationale – 7.3.1 Edited to reflect the membership year and include pro-rata fee where membership commences part way through a year.

MOTION to vote that wording “The membership year will be for one calendar year, commencing on the date specified on the membership fees invoice” be replaced with “The membership year runs from 1 January to 31 December. If membership commences during the year the membership fee will be pro-rated”.

For: 15

Against: 0

Abstentions: 1

CARRIED

Change Rule statement from:	To	Rationale
8. Life Membership 8.1	8.1. Any individual member shall be eligible to be elected a Life Member of Te Rito Maioha.	8.1. Any individual member or linked centre member shall be eligible to be elected a Life Member of Te Rito Maioha.
		Julie Watkins explained the rationale – 8.1 Often an individual's engagement with Te Rito Maioha is as a linked centre member as part of centre membership versus being an Individual member.

MOTION to vote that the words “or linked centre member” be added to Rule 8.1.

For: 15

Against: 0

Abstentions: 1

CARRIED

Change Rule statement from:	To	Rationale
8. Life Membership 8.6 8.6.1	8.6.1. Any current member of Council or by formal resolution by any Branch of Te Rito Maioha or any group of three individual members may nominate a person for consideration as a Life Member by completing and forwarding a nomination to that effect in writing on a prescribed form to the Chief Executive no later than ninety (90) calendar days prior to the date set for the start of the next Annual General Meeting;	8.6.1. Any current member of Council or any individual member or linked centre member or Life Member may nominate a person for consideration as a Life Member by completing and forwarding a nomination to that effect in writing on a prescribed form to the Chief Executive no later than ninety (90) calendar days prior to the date set for the start of the next Annual General Meeting;
		Julie Watkins explained the rationale – 8.6 Remove branches and broaden scope of members able to nominate to include others active in the early childhood sector.

MOTION to vote that the wording “or by formal resolution by any Branch of Te Rito Maioha or any group of three individual members” be replaced by “or any individual member or linked centre member or Life Member” to Rule 8.6.1

For: 15

Against: 0

Abstentions: 1

CARRIED

	To	Rationale
16. Branches As stated in current Rules (pages 15–21)	<p>Option 1 – retain Rule 16 in its entirety.</p> <p>OR</p> <p>Option 2 – new Rule 16 as follows: 16. BRANCHES 16.1 Any member or group of members may by notice to the Council, via the Chief Executive, apply for registration as a Branch of Te Rito Maioha, providing the purpose for setting up a Branch.</p> <p>16.2 The Council may at its discretion grant registration to any such Branch and upon such terms and conditions as the Council may approve as defined in a Branch Agreement.</p> <p>OR</p> <p>Option 3 – remove Rule 16 completely.</p>	<p>Background: Branches have formed a valued part of Te Rito Maioha's proud history and have helped our members network and share common goals, interests and concerns at a regional level.</p> <p>In the past, branches were used to facilitate professional development and events amongst members. However, professional development and events are now delivered by Te Rito Maioha online or from their 11 bases across the motu, and branches are no longer responsible for this.</p> <p>Branch membership has dwindled over the years, no doubt due to the busier pace of life, and Te Rito Maioha currently has no operating branches. The last two registered branches were the Dunedin and Auckland branches. Therefore, currently Te Rito Maioha has no active branches.</p> <p>Members are asked to consider the following options for Rule 16:</p> <p>Option 1 – retain the status quo: Retain the current wording of Rule 16 on the basis that it provides a strong and robust framework for the governance and administration of branches should branches be formed in the future.</p> <p>Option 2 – simplify Rule 16: The current wording of Rule 16 is administratively burdensome for both Te Rito Maioha and branch committees. Simplifying Rule 16 and allowing Council to specify guidance and criteria applying to how branches define their role and purpose and conduct their affairs via a branch agreement allows for a more tailored and flexible governance arrangement should branches be desired by members in the future.</p> <p>Option 3 – remove completely: Removing Rule 16 completely would remove the constitutional mandate for branches, and branches could not be formed in the future without a change to the Rules. The rationale for this would be that branches are outdated and will not be required in the future as the function they have previously served is now undertaken by Te Rito Maioha and its 11 bases across the motu. If this option is selected, the First Schedule to the Rules will also no longer be required.</p>

The following comments are noted:

- Meg Moss – re being part of Auckland branch, times have changed and people get their networking and professional development needs met in other ways and we have to move with the times. New ways of connecting. The formal branch committee process is onerous and can be off-putting.
- Janice Taoma – the rules for branches and the way branches were required to operate was cumbersome. Zoom meetings etc. makes it easier to connect. Favoured an option so there is a way to form a branch in the future. People have different needs regionally, and different cultures have different needs.

MOTION to vote on one of three options: 1. Rule 16 be retained with no changes; or 2. Rule 16 be simplified; or 3. Rule 16 be removed completely from the Rules.

Votes outcomes as follows:

- Option 1 – retained: 0
- Option 2 – simplified: 12
- Option 3 – removed completely: 4

Outcome: Option 2 to simplify the rules has the two-thirds majority vote.

GENERAL BUSINESS

Appreciation was conveyed to Meritiana Lolesio for all the work she has been doing in the Pasifika space.

Encouragement requested from National Office as to how we can get other centres to join.

Christine Taare conveyed thanks to the Audit and Risk Committee and management for all the hard work in reducing costs and achieving a small surplus for the 2019 year. She also expressed appreciation for the work undertaken around te ao Māori He Pātaka Reo.

The Chair acknowledged the Chief Executive and the senior management team and all the staff at Te Rito Maioha. It's an uncertain time, and our sector is feeling the impact of the uncertain times. The difficulties are acknowledged, but we are here to support each other.

We welcome comments and suggestions on how we can support you, our members.

Finally, our organisation needs your support as members to ensure we can continue to provide tertiary qualifications, membership services, professional learning and development, and ECE advocacy. We are doing well in many of those areas, but the ongoing support of members is a key part of our success.

Please participate in our programmes and continue to be members. Please also encourage your colleagues to study with us, join us as members, participate in advocacy initiatives and overall, become a part of our fabulous whānau, working together to shape the future of our tamariki.

The date and venue for the 2021 AGM will be advised via Member Update in 2021.

MEETING CLOSED

The meeting closed at 7.15pm with a karakia from Arapera Card.

Locations

Ngā wāhi whakaako

We are a field-based provider with 11 teaching bases across New Zealand.

National Office

Physical address

Level 4
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191 Thorndon Quay
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Postal address

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Kamo
Whangārei 0112

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Rotorua

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Rotorua 3010

Tel 07 346 2408

Palmerston North

23 Mihaere Drive
Palmerston North 4414

Tel 06 355 0108

Christchurch

Unit 2B
Airport Business Park
92 Russley Road
Christchurch 8042

Tel 03 342 1362

Manukau

Manukau Westfield
Shopping Centre
Level 1, Westfield Tower
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Gisborne

Unit 3, 152 Ormond Road
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Gisborne 4010

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Hastings

120 Market Street
North Hastings 4122

Tel 06 878 2307

Nelson

197 Bridge Street
Nelson 7040

Tel 03 548 0511

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or email studentservices@ecnz.ac.nz

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