

Glenfield Community Centre

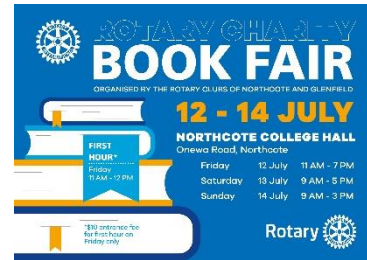
1st Quarterly Summary (July—September 2019)

Due 15 September 2019

What activities/programmes have been started/run within this quarter?

- **Book Fair – 12 – 14 July**

For the second year, the Centre acted as the principal contact providing information about the annual Book Fair organised by the Rotary Clubs of Northcote and Glenfield that was hosted at Northcote College on the 12 – 14 July. This is one of the largest recycling events of its type in Auckland with around 34,000 books collected and close to 30,000 on-sold raising around \$25,000 for charity.



What activities/programmes/events were not successful within this quarter? Give an explanation why:

Not applicable.

Highlights for this quarter

- **Education Review Office Review**

The Education Review Office completed its review of our Glenfield Early Learning Centre in July. We remain “Well placed” with ERO noting: *“The learning environment has been well planned to provide challenge and place for children to play, relax and be active. Children come from many different cultures and teachers have established a respectful, caring atmosphere that is inclusive and supportive.”* ERO will return in 2022.

- **Move to Fibre**

A move away from the copper phone network to fibre has been completed. All phones, computers, alarm monitoring and fire monitoring systems have been upgraded. Computer operating systems and anti-virus are all current and staff are migrating work files to Microsoft One Drive and Share-point with all email automatically backed-up. This has addressed a major area of risk management and ensured the Centre’s IP is protected.

- **Updated Signage**

With our new gcc.net.nz domain and email, Centre advertising and signage have been updated including new teardrop signs advertising the Centre and GELC, a new main entrance sign, and the Glenfield Road and Bentley Avenue corner core-flute sign is scheduled for replacement shortly.



During this quarter, did you have any issues, concerns, complications?

- **Updated Emergency Evacuation Scheme**

As part of our preparation for our ERO Review we undertook a review and update of our Emergency Evacuation Scheme. However, when we contacted Fire and Emergency Services to obtain feedback, we were informed the most recent version they had on file was circa 2002. We immediately took steps to ensure the documentation we have on file matched with their database and submitted a new scheme that has since been approved.

- **New Staff Appointment**



Our Office Administrator, Lanu Waru, had to leave us due to health issues and we have appointed Clressa Van Niekerk as her replacement.

- **Risk Management Plan**

Work has started on a Risk Management policy and plan for the Centre based on a toolkit provided by Creative NZ. This is an essential and complex piece of work that will take some time to complete but is necessary to ensure the organisation clearly identifies and addresses risks that could impact on the organisation's ability to achieve its objectives.

- **Governance Resignation**

Unfortunately Kim Bulluss has had to step aside from our Board and so we are taking active steps to recruit up to four replacement members with an eye towards attracting persons with skills and experience that will benefit the Centre.

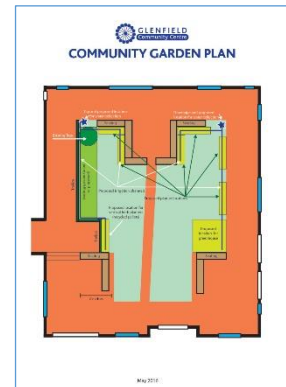
Did you have anything start, or new opportunities come up this quarter, not expected on the work-plan?

- **Audit**

Our on-site audit was completed in late August and the completed report should be available for our October Governance meeting for acceptance prior to confirmation at the Annual General Meeting in November. Work begins shortly on the Annual Report.

- **Community Place-making: Community Garden**

The second of two community place-making meetings in July identified the installation of a Community Garden here at the Centre as something the group would support. This was first floated back in 2016 but stalled for various reasons. Anton Maurer is a motivated volunteer who is interested in developing this further and will be working alongside the Centre management to develop a more comprehensive plan. Funding for this may form a future grant application to the Local Board.



Below the line activities not funded by Council:

- **TransPower Grant Application for Bike Rack, Repair Station and Concrete Pad**



A funding application for \$6,800 GST-exclusive was made in July to TransPower to support the installation of a Bike Rack, Repair Station and Concrete pad to be located near the principal entrance to the Centre. This is part of our support for alternative transport options for persons visiting the Centre. Previous applications to the Local Board and Bike Fund Auckland were unfortunately unsuccessful, the

application is currently under review, and we have our fingers crossed for a response by the end of September.