



UPPER HUTT KINDERGARTEN ASSOCIATION

Te Putahi Kura Puhou o Whakatiki

22nd June 2004

Dear Parent/Caregiver

The Upper Hutt Kindergarten Association (UHKA) is currently exploring the possibility of amalgamating with Kindergarten Wairarapa (KWI). The Governing Board of the Association is seeking to ensure that this amalgamation occurs with appropriate support and consultation with its entire membership. The constitution of the Association has four categories for membership

- (i) a child on a roll at one of the kindergartens
- (ii) a child on a waiting list at one of the kindergartens
- (iii) anyone else who has a special interest in the Association, whom the Governing Board in its discretion may approve
- (iv) Life Members

According to our records you currently have a child who is on a waiting list at one of the kindergartens here in Upper Hutt, so we are therefore providing an opportunity for you to indicate whether or not you are supportive in principle to the concept of amalgamating the two Associations.

We appreciate that for many of you this is new information and you may feel unable to participate in this process. If this is the case we are very comfortable for you to pass this letter by. However, if you would like to participate please find some background information to this proposal set out below:

Why Now?

- Both KWI and UHKA have had approaches from other Associations about joining or pooling resources with them
- Currently each Association has 10 kindergartens to bring into the amalgamation and very similar amount of resources
- KWI and UHKA have a similar philosophy
- Increases the strength of the management structure
- Facilitates the sharing of knowledge and resources
- Administration costs decreased as the same tasks are currently being performed by the two Associations separately

What it might look like if the proposal is formally accepted?

- Each Association would wind up their current Incorporated Society following Constitutional requirements
- A new Incorporated Society would be formed under a new name
- A management structure would be established for the new Association
- It is then envisaged it would be business as usual

What has been the process so far?

- Each Governing Board agreed to the concept of the proposal
- Working party with representatives from both Associations was formed
- Working party made recommendations to their respective Boards

- A Steering Committee was then formed with representatives from both Associations
- An informal vote was held with teaching staff of each Association, overwhelmingly this vote has indicated their support
- Voting papers have been distributed to all members of the Association asking for them to indicate whether or not they are in favour of UHKA continuing to explore this proposal

The results of this vote will be used to ascertain whether the membership of both Associations are supportive of the proposal being taken to the next stage. As it is in the next stage that more concrete type information will be available eg.

- Name of new Association
- What the management structure will look like
- Where the main office will be located
- The new constitution etc.
- Financial matters will be sorted out
- A public meeting will be held to formally wind up the business of each of the Associations and formally begin a new amalgamated Association.

The Constitution of the Association outlines the process that must be followed for the Association to be wound up as does the Incorporated Societies Act. Should the membership indicate their support for the proposal to continue to be explored, two public meetings shall be held to formally wind up the business of the Upper Hutt Kindergarten Association. Please watch the local Leader for the time and location of these meetings.

If you have any questions in relation to this letter please feel free to contact either Jane Braun or Norma Roberts at the Association Offices on 5288671.

**VOTING PAPER TO INDICATE PARENT/CAREGIVER/WHANAU
RESPONSE TO CONTINUING WITH THE PROPOSAL TO AMALGAMATE
WITH KINDERGARTEN WAIRARAPA.**

I am in favour of the Upper Hutt Kindergarten Association pursuing the proposal to amalgamate with Kindergarten Wairarapa.

YES

NO

(please cross out the answer that does not apply to you)

**Please return this voting slip in the enclosed prepaid envelope by
Wednesday 7th July 2004. Thanks**

KINDERGARTEN WAIRARAPA AND UPPER HUTT KINDERGARTEN ASSOCIATION

This "informal" vote has been developed to ascertain the perspective of the teaching staff from both Associations in regard as to whether they wish for the proposed amalgamation to be pursued.

There are three responses for you to choose from to indicate whether you think the proposal should be pursued any further. We ask that if you indicate that you are either not in favour, or are undecided at this time, that you supply some additional information so that the Steering Committee can seek to understand your perspective. For instance if you feel that you do not have enough information at this time it would be helpful to indicate what you need to help you make a clear decision as to the proposal. Equally if you are against the proposal it would be helpful to understand your reasons.

The overall results from this "informal" vote will be taken to the next meeting of the Steering Committee.

We appreciate you taking the time to fill this in and also for the questions, concerns and affirmations that you have already provided during the past six months.

Steering Committee
Kindergarten Wairarapa
Upper Hutt Kindergarten Association.

I am in favour of the proposal Yes/No

I am undecided as to whether the proposal should be pursued because:

I am against the proposal being pursued any further because:

- Term 2's Association News contained a summarised version of the proposal
- Proposal was discussed at the Term 1's Committee Support Meeting

Where to next?

- The results of this vote will be collated and information will be distributed to all parents/caregivers/whanau as to the outcome.
- If the outcome of this vote is supportive it is then envisaged that the next phase of the amalgamation will occur.
 - This will involve beginning the process of winding each of the Associations up as per their respective constitutions.
 - A new Association being formed
 - Management structures being formed
 - Financial matters being sorted and the like
- Further consultation will occur with the parent communities of both Associations
- A public meeting will be held to formally wind up the business of each Association and formally begin a new amalgamated Association.

We appreciate you taking the time to fill this in and also for the questions, concerns and affirmations that you have already provided during the past six months.

All voting slips need to be returned to you kindergarten and placed in the box marked "Voting slips for proposed amalgamation with Kindergarten Wairarapa" by Friday 2nd July 2004.

If you need to seek any further information before you are ready to complete this voting slip please feel free to make contact with either Jane Braun or Norma Roberts on 5288671. Alternatively please talk with your children's teachers or committee members.

Steering Committee
Kindergarten Wairarapa
Upper Hutt Kindergarten Association.

VOTING PAPER TO INDICATE PARENT/CAREGIVER/WHANAU REPOSE TO CONTINUING WITH THE PROPOSAL TO AMALGAMATE WITH KINDERGARTEN WAIRARAPA.

I am in favour of the Upper Hutt Kindergarten Association pursuing the proposal to amalgamate with Kindergarten Wairarapa.

YES

NO

(please cross out the answer that does not apply to you)

Please place this voting slip in the box indicated for this purpose at your kindergarten by Friday 2nd July 2004. Thanks