

COMET



MAKING EDUCATION WORK FOR MANUKAU

STATEMENT OF INTENT

2009-10

HE WHAKATAUKI

E kore e taea e te whenu kotahi
ki te raranga i te whāriki
kia mōhio tātou kiā tātou.
Mā te mahi tahi o ngā whenu,
mā te mahi tahi o ngā kairaranga,
ka oti tēnei whāriki.
I te otinga
me titiro tātou ki ngā mea pai ka puta mai.
Ā tana wā,
me titiro hoki
ki ngā raranga i makere
nā te mea, he kōrero ano kei reira.

The tapestry of understanding
can not be woven
by one strand alone.
Only by the working together of strands
and the working together of weavers
will such a tapestry be completed.
With its completion
let us look at the good that comes from it
and, in time
we should also look
at those stitches which have been dropped,
because they also have a message.

Kūkupa Tirikatene

CONTENTS

Joint Statement from Manukau City Council and the City of Manukau Education Trust	4
WHO WE ARE AND WHAT WE DO.....	5
THE MANUKAU VISION:.....	6
OUR STRATEGIC OVERVIEW: A SUMMARY	7
STRATEGIC THEMES.....	9
Working Together to support participation in Early Childhood Education.....	9
Working Together to enable Maori students to achieve success as Maori.....	9
Working Together with Families	10
Working Together to support schools	11
Working Together so that young people have effective and supported transitions from school.....	11
Business and Schools Working Together	12
Working Together to maintain our languages and heritage	12
Working Together to ensure our children are active, healthy and ready to learn.	13
Working together with modern information and communications technologies.....	13
Working together for our environment and sustainability	14
Working Together to meet the skills needs of the future.....	14
Working Together to create learning opportunities for all adults for social, leisure and personal development purposes	15
CONTRACTUAL AGREEMENT WITH MANUKAU CITY COUNCIL.....	16
COMET'S RELATIONSHIP WITH OTHER AGENCIES AND SERVICE PROVIDERS	17
ACTION PLAN 2009-10	18
FINANCIAL FORECASTS	21
GOVERNANCE	23

JOINT STATEMENT FROM MANUKAU CITY COUNCIL AND THE CITY OF MANUKAU EDUCATION TRUST

The vision for an Educated and Knowledgeable People is contained in the Manukau City Council document *Tomorrow's Manukau: Manukau Apopo*.

COMET contributes to that vision through leadership and partnership, advocacy for Manukau's educational needs, connecting families and the community to learning.

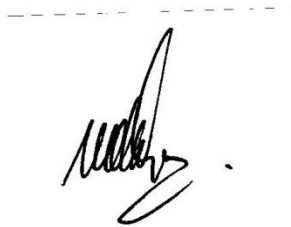
This Statement of Intent 2009-2010 provides information to the community on COMET's role and the contribution it will make to achievement of the vision over the next few years. It also provides a context for what COMET is expecting to achieve during the 2009/2010 year in support of a Manukau Education Strategy.

The information in this document meets the requirements of the Local Government Act 2002.



Len Brown
Mayor,
Manukau City Council.

June 2009



Bill Gavin
Chairperson,
City of Manukau Education Trust

June 2009

COMET was established by the Manukau City Council in 1999 as a **Charitable Trust**. The Trust was created to work with all those who have a stake in education in Manukau to deliver on city aspirations for economic and social and cultural well-being through education. The Trust is registered with the Charities Commission.

The **Mission Statement** was derived from the Manukau Education Strategy adopted by Council in 1998, and was developed by the trustees:

To create within the diversity of Manukau City an educational environment in which there is a high level of co-ordination and co-operation across boundaries, effective use of resources to achieve educational goals, strong advocacy for education and the promotion of accessible high quality lifelong learning.

The Trust is a **Council Controlled Organisation (CCO)** under the Local Government Act 2002 and is a Not-For-Profit operation. The Leading-Edge work of the Trust in Manukau has included defining a role for local government in achieving the vision of a community for education and creating a model for effective action. This has resulted in some highly successful initiatives that have made a difference to community well-being. Skills development and the outcomes from the education system are fundamental to the economic future of Auckland. A Council-Controlled Organisation with a mandate for shaping the local government – education relationship must have a role in the future governance of Auckland.

COMET is a “preferred provider” for Manukau City Council (decision taken by Council on 7 September, 2005. Contracts that involve a Council partnership or relationship can be directly awarded to COMET.

The funding received from the Council is limited. **The objectives expressed in this Statement of Intent are dependent on multiple funding sources,**

leveraged from the base funding received from Manukau City Council. This Statement of Intent identifies areas of work and actions that are not directly resourced by the Manukau City Council, and therefore delivery is dependent on funding secured from stakeholders and other partners. The operations of the Trust are very generously supported by MIT through the provision of office space and computing services.

Philanthropic or other income is applied in accordance with the wishes of the donor. Most donations are specifically related to project activities aligned to the strategic intentions outlined in this Statement of Intent, and do not generally include the administrative expenses of the Trust.

THE MANUKAU VISION: EDUCATED AND KNOWLEDGEABLE PEOPLE

***Tomorrow's Manukau: Manukau Apopo* is Manukau's strategy for the future. It presents a vision of where citizens want the city to be in 10 years time. A key Desired Outcome is for Manukau to have "Educated and Knowledgeable People".**

In 2008, COMET prepared a report to Manukau City Council called *Working Together: Mahi Tahī Tatou*, a unifying theme for achieving the vision.

In the report, COMET made a number of recommendations about the contents for a Manukau Education Strategy that supports the vision for "An Educated and Knowledgeable People."

The recommendations reflected

- the Desired Outcomes of *Tomorrow's Manukau: Manukau Apopo*
- a series of public discussion papers
- the inaugural Manukau Education Conference in 2007 and feedback arising from it
- interviews and meetings with focus groups and stakeholders (including young people) throughout 2007.

The whakatauki at the beginning of this document describes the "working together of strands and the working together of weavers" to create a tapestry. The successful delivery of education in Manukau

requires many people across the community to work together, including central government agencies. The Trust supports the Council's strategic objectives by connecting schools, early childhood centres, and tertiary providers to each other and to families, community organisations, businesses and to government strategic directions.

COLLABORATION UNDERPINS OUR MODEL FOR COMMUNITY INVOLVEMENT IN EDUCATION.

Who are the Stakeholders that we work with?

Schools - teachers, principals, parents and trustees;

Early Childhood Centres and **Tertiary** providers;


Business – including business associations and industry organizations. The future labour force is in our early childhood centres and schools today;

Community leaders – from marae, church, sport and leisure organisations, ethnic networks, and local government community boards and Council;


Central government agencies and organizations who shape policy and programmes in education.

OUR STRATEGIC OVERVIEW: A SUMMARY


GOALS:

- 
- Champion the *Tomorrow's Manukau: Manukau Apopo* vision for An Educated and Knowledgeable People
 - Create a culture of collaboration among education providers
 - Strengthen community connections to education
 - Provide advocacy and leadership for education learning outcomes in Manukau

STRATEGIC THEMES:

- 
- Working Together to Support Participation in Early Childhood Education
 - Working Together to enable Maori Students to Achieve Success as Maori
 - Working Together with Families
 - Working Together to Support Schools
 - Working Together so that Young People have Effective and Supported Transitions from School
 - Business and Schools Working Together
 - Working Together to Maintain our Languages and Heritage
 - Working Together to ensure children are Active, Healthy and Ready to learn
 - Working Together to meet the Skills Needs of the Future
 - Working Together for Adult Learning
 - Working Together with Information and Communications Technologies
 - Working Together for our Environment and Sustainability

KEY ACTIONS 2000-10

- 
- Host forums / conferences / seminars or other events or publish documents that support public awareness or understanding of issues related to the Key Themes
 - Facilitate the action project to increase participation in Early Childhood Education as a *Tomorrow's Manukau* collaboration
 - Provide Pasifika EC centres with support to build their capacity and skills in the use of ICTs for family and community engagement in learning (Pasifika SmartCentres Project)
 - Continue to deliver co-ordination services for the Manukau Family Literacy Programme, and re-develop the model under the Families in Schools project
 - Strengthen partnerships with business through the E4E, Principal For A Day, and other innovative projects
 - Champion local government and community involvement in education

DESIRED OUTCOMES

- **An Educated and Knowledgeable People**
- **Families and Communities engaged in learning**
- **A skilled labour market**
- **Realisation of Maori potential**
- **Realisation of the potential of Pacific People**

STRATEGIC THEMES

WORKING TOGETHER TO SUPPORT PARTICIPATION IN EARLY CHILDHOOD EDUCATION

Manukau is experiencing rapid population growth. Middlemore Hospital serves a population with the highest fertility rates in New Zealand, and the baby boom impacts on education services for children and families. There are 28,000 0 – 4 year olds in the city, and less than 13,000 licensed places in early childhood education centres.

Three challenges confront Manukau – building more services; increasing the pool of quality early childhood education teachers; increasing and meeting the demand for services targeted to Maori and Pacific Island families.

A Community Taskforce has been established to work alongside the Ministry of Education, led by Councillor Colleen Brown and supported by COMET.

The Taskforce supports the aspirations outlined in *Ka Hikitia: Maori Education Strategy* and the goals and targets identified in the *Pasifika Education Plan 2008-2012*.

Participation in early childhood education is a priority Desired Outcome for the vision for an Educated and Knowledgeable People. A project to support this priority operates under the sponsorship of the Tomorrow's Manukau: Manukau Apopo Strategic Steering Group.

WORKING TOGETHER TO ENABLE MAORI STUDENTS TO ACHIEVE SUCCESS AS MAORI

By supporting the education aspirations of Maori leaders and whanau, the city is also supporting its economic future. Creative opportunities exist, through inclusive dialogue and action, to support Maori success. COMET's contribution includes weaving all of our work into the vision that "Maori students enjoy success as Maori".

Our approach will be to support the Desired Outcomes contained in *Ka Hikitia – Managing for Success*, the strategy of the Ministry of Education, through collaborative action at the appropriate community level. We will be guided by the advice of our kaumatua and the Council's Tiriti o Waitangi Committee; however, we will be constrained by the resourcing we have available for this work.

WORKING TOGETHER WITH FAMILIES

COMET has vigorously advocated for intergenerational approaches to learning. The Manukau Family Literacy Programme was developed as a pilot initiative to identify the practicality of this approach. During the 2009-2010 financial year COMET will continue to co-ordinate this work in partnership with others.

However, a larger-scale approach is needed to meet the needs of the more than 4000 families in the city for whom intergenerational approaches can become valuable circuit-breakers to the cycle of poverty and disadvantage.

Changes are needed to government policy to better support whole-family approaches to learning.

COMET is committed to developing a range of models that enable families to become engaged in the learning of their children. During the 2009-2010 financial year our efforts will focus on supporting schools, early childhood centres and community organisations that wish to be involved in intergenerational learning through the Families in Schools partnership initiative.

Our work is designed to support the achievement of goals identified in *Ka Hikitia* (Maori Strategic Plan for Education), in the *Pasifika Education Strategy*, in

the Early Childhood Education 10-year Plan (*Pathways to the Future, Nga Huarahi Arataki*). This programme also delivers on the Moemoea (vision) (Family and Community Services, Ministry of Social Development) for families that support children's learning and social well-being.



WORKING TOGETHER TO SUPPORT SCHOOLS

To realize the potential of all of Manukau's young people requires a shift in the education landscape. It is our view that this shift cannot be achieved without innovative approaches to the way in which all schools, education services and support agencies work together.

The revised national curriculum contains a vision for young people who will be "confident, connected, actively involved, lifelong learners." This curriculum requires schools to reshape patterns of teaching and learning to ensure they are relevant to children of the 21st Century. Schools cannot do this without the support of the wider community.

There are very many government agencies and other services that support schools, each of them offering expertise or services in various areas – for example, special education, careers advice, or research.

COMET proposes the development of a focal point for collaboration - an Education Services Hub in Manukau - that becomes a catalyst for building the skills needs of the city.

While considerable action in Manukau schools is focused on teaching and learning practice, there are wider system settings that require adjustment to meet the challenges of change in urban areas. COMET's work will also include advocacy for the complex needs of schools in Manukau and **facilitating action that adjusts legislative, structural or other barriers to change.**

WORKING TOGETHER SO THAT YOUNG PEOPLE HAVE EFFECTIVE AND SUPPORTED TRANSITIONS FROM SCHOOL

In 2004 COMET developed an innovative youth transitions initiative to address the complex issue of large numbers of school-leavers without the skills or support to move into further training or work. That work was passed on to other providers in 2008. Youth employment remains a live issue in Manukau. The Mayor's Taskforce for Jobs is a collaborative approach from a number of local government leaders to address youth unemployment and youth development.

COMET provides a framework for local government leadership in connecting youth learning to community and economic development.

We will advocate for local government to become a Champion of the goal that all young people will be in education, skills, or structured learning, relevant to their needs and abilities, until the age of 18.

To become a Champion for young people, COMET will:

- Facilitate initiatives that involve families in their children's learning
- Support schools to meet the vision of the new curriculum
- Help schools to provide opportunities to connect learning to the workplace and the wider community.
- Monitor the support provided for school-leavers through youth transitions services for ongoing learning, training and employment.

BUSINESS AND SCHOOLS WORKING TOGETHER

The relationship between business and schools requires good brokerage. While a number of initiatives exist in Manukau City, the connection between learning and the workplace is still lightly drawn.

Through targeted programmes and projects, COMET will continue to strengthen the relationship between business and schools, and develop opportunities for young people to experience learning in the workplace.

The programmes COMET currently operates are the **Principal For A Day** event; the **Education for Enterprise (E4E)** programme, and a support programme (**COMET Authentic Learning Initiative**) to connect teachers and curriculum leaders in schools into opportunities to partner with a business or community organisation to design a learning opportunity for students.

WORKING TOGETHER TO MAINTAIN OUR LANGUAGES AND HERITAGE

Over 30% of Manukau's people speak more than one language. Maintenance of language and heritage is a high priority for Maori and Pacific people.

COMET supports these aspirations and advocates for the development of city policy that sustains bilingualism – that is, fluency in English and at least one other language.

Within its resourcing constraints, COMET will work with community leaders to develop Action Opportunities that nurture our languages and heritage.

WORKING TOGETHER TO ENSURE
OUR CHILDREN ARE ACTIVE,
HEALTHY AND READY TO LEARN.

The School Accord, a steering group established as part of the Lets Beat Diabetes project, is a collaborative approach that supports health and education outcomes.

Within the resources available, COMET is committed to participation in the Schools Accord and its initiatives – such as Full Service Schools - that ensure children are active, healthy and ready to learn.

WORKING TOGETHER WITH
MODERN INFORMATION AND
COMMUNICATIONS TECHNOLOGIES

The tools of the future require new skills. COMET is currently working to build the capacities of community organisations – such as early childhood centres, youth groups, community services providers – to use these tools through targeted projects (currently, the **Pasifika SmartCentres Project** works with early childhood providers).

WORKING TOGETHER FOR OUR ENVIRONMENT AND SUSTAINABILITY

By including schools and other education providers in the implementation of conservation plans for native bush, reserves, parks and other land; and in the protection and enhancement of Manukau's lakes, streams, waterways and coastlines, a long-term approach to community engagement in making Manukau clear, green and pollution free is put in place.

COMET advocates for environmentally sustainable design for our schools and educational infrastructure, and the involvement of both young and older people in activities which support the vision for a sustainable environment and heritage.

WORKING TOGETHER TO MEET THE SKILLS NEEDS OF THE FUTURE

To make the shift to 'a fair and connected society' (Auckland Sustainability Framework), Manukau needs to have people with the knowledge and skills to fully participate in work and in community life.

Increasing participation in education, training and employment is a priority for the region. Approximately 28% of children are likely to leave school with minimal or no qualifications. They are in the labour market for a very long time. They face more difficulty when seeking employment, and may have lower incomes when employed. This education under-attainment is a brake on economic growth and shapes intergenerational family poverty.

Proportionally, the population in the Counties Manukau area is less qualified at all tertiary levels than the national population¹.

COMET will Champion youth learning initiatives, support the expansion of tertiary learning opportunities in the city, and support collaborative development of facilities that meet the future skill needs of Manukau's people.

¹ Data is available from the *Social Report 2009*, Ministry of Social Development.

**WORKING TOGETHER TO CREATE
LEARNING OPPORTUNITIES FOR ALL
ADULTS FOR SOCIAL, LEISURE AND
PERSONAL DEVELOPMENT PURPOSES**

Life Long Learning encompasses both work and social, leisure and personal development purposes. While skills development is important, the Manukau City Council already supports learning through its leisure, arts, library and community development portfolios.

COMET is committed to enhancing the Manukau City Council vision and services through collaborative projects with the education sector.

COMET will connect the vision for “An Educated and Knowledgeable People” to the Auckland Sustainability Framework and the work of stakeholders in education outcomes throughout the city and across the Auckland region.

COMET’s work illustrates the leadership potential of local government in supporting community well-being through education.



CONTRACTUAL AGREEMENT WITH MANUKAU CITY COUNCIL

DESCRIPTION OF SERVICES

Analysis and Advocacy

Enhance community and central government dialogue relating to educational issues in Manukau through:

- Analysis of local issues
- Development of advocacy documents, and submissions to central government or other agencies
- Consultation and collaboration with relevant local networks, including those for Maori and Pasifika communities
- Development of forums, conferences, or seminars to share information, increase public and community awareness of education issues
- Provide a channel for community input into implementation projects

Working Together: Project Leadership, Co-ordination and Facilitation Services

- Strengthen the leadership role of the organisation through increasing strategic and tactical networks with central government agencies, non-governmental organisations, service providers and communities
- Initiate partnerships, programmes, or other projects that meet gaps in services or address needs
- Co-ordinate projects, programmes, or events that address needs
- Lead responses to council and city-wide strategic priorities [expressed in the LTCCP and Tomorrow's Manukau: Manukau Āpōpō] related to agreed community outcomes for Educated and Knowledgeable People and Thriving Economy

Additional Services

Provide advocacy, leadership, co-ordination and facilitation services for the achievement of agreed

community outcomes from the LTCCP and Tomorrow's Manukau: Manukau Āpōpō.

KEY PERFORMANCE MEASURES AND TARGETS

- Delivery of at least four education sector events and/or advocacy documents and/or submissions per annum.
- Advocacy activities align with the council's strategic goals and/or central government strategies, in order to maximize leverage for new initiatives.
- Evidence of at least four projects under the strategic themes agreed in the Statement of Intent.
- Funds are leveraged from external stakeholders.
- Others (Additional Services) as agreed.

REPORTING

- Draft Statement of Intent (SOI) by March 1. Completed SOI by June 30.
- Draft six-month and draft annual report within four weeks of the end of the respective financial periods.

These reports will contain the information necessary to enable an informed assessment of the Trust's operations, including a comparison of the performance of the Trust with this SOI.

An Annual Report and audited accounts of the Trust will be presented at the AGM each year, as required by the Trust Deed.

COMET will provide reports to other parties, as agreed. The Trust is committed to maintaining an open, co-operative and harmonious relationship with Council.

COMET'S RELATIONSHIP WITH OTHER AGENCIES AND SERVICE PROVIDERS

COMET also contracts with government agencies and education providers...

- to **lead pilot services** to fill gaps (e.g. the development of youth transitions programmes in Manukau City);
- to **research needs** or evaluate services;
- to **co-ordinate partnerships** (e.g. to create collaborations around the literacy needs of families; or to co-ordinate achievement of the SmartManukau early childhood goals through the SmartCentres project);
- to **provide advice or consultancy** services;
- to **facilitate** other actions that meet desired outcomes for Manukau citizens.

COMET intends to provide independent, locally-focused analysis based on competency and understanding of Manukau's education and community needs. This expertise will be available to Council, government agencies, and education providers for a variety of purposes.

Within the resources available, COMET will operate in ways which will reflect a commitment to the Treaty of Waitangi and which will address the educational aspirations of Maori.

COMET will work in consultation with the community, taking into account the educational aspirations of Pasifika people and the educational aspirations of the wider community.

COMET does not deliver education courses or programmes, or offer social services as a competitive contractor or provider.

ACTION PLAN 2009-10

WORKING TOGETHER – ANALYSIS AND ADVOCACY

Principal Goal	Actions
<p>To develop Action Opportunities that support recommendations in Working Together: Mahi Tahi Tatou and the Long Term Council Community Plan</p>	<ul style="list-style-type: none"> ➤ Host forums / networks / conference / seminars or other events or communications initiatives or publications that support public awareness or understanding of issues of significant interest and relevance to educational outcomes in Manukau City. ➤ Work alongside Maori networks and organisations to develop action options. ➤ Work alongside the Pacific Island Advisory Committee and other Pasifika networks to advance strategies for Pasifika Education in Manukau, with reference to the Ministry of Education's <i>Pasifika Education Plan</i>.

WORKING TOGETHER FOR EARLY CHILDHOOD EDUCATION

Principal Goal	Actions
<p>To increase participation in quality early childhood education</p> <p>To support family and community engagement in learning</p>	<ul style="list-style-type: none"> ➤ Work Together with the Ministry of Education, sector leaders and community stakeholders to implement actions developed in consultation with the Manukau Early Childhood Education Taskforce or collaborative group. ➤ Work Together with Pasifika Early Childhood Centres to build their capacity and skills in the use of ICTs for family and community engagement in learning (Pasifika SmartCentres project).

WORKING TOGETHER TO SUPPORT LEARNING IN SCHOOLS BUSINESS AND SCHOOLS WORKING TOGETHER

Principal Goal	Actions
<p>Learning in schools is supported by community and business</p>	<ul style="list-style-type: none"> ➤ Lead the development of Action Opportunities in partnership with schools and other stakeholders, as identified in Working Together: Mahi Tahī Tatou - Report to Council on a Draft Manukau Education Strategy (Working Together) ➤ Advocate for the place of local government as a Champion for improved outcomes from the schools sector. ➤ Deliver events or projects that strengthen the connection between business and schools. ➤ Promote policies and practices that support and sustain services for youth transitions in Manukau. ➤ Participate in or provide forums for improving pathways into the labour market; including participation and/or leadership for a Manukau Skills Council. ➤ Deliver consultancy services or other contract services to strengthen links between education and the labour market. ➤ Support the Youth Mentoring Trust to deliver on its objectives for youth mentoring in our community; and other community organisations and networks that shape education opportunities for Manukau people.

WORKING TOGETHER WITH FAMILIES

Principal Goals	Actions
<p>To achieve policies for intergenerational family learning that will benefit Manukau communities and families.</p> <p>Co-ordinate partnerships to deliver intergenerational family learning.</p> <p>Promote family engagement in learning</p>	<ul style="list-style-type: none"> ➤ Provide co-ordination services for the Manukau Family Literacy Programme. ➤ Provide advocacy for policy frameworks that will sustain existing programmes beyond 2009. ➤ Where funding permits, develop Families in Schools that will meet the aspirations of Manukau families, communities, and institutions.

WORKING TOGETHER TO BUILD THE SKILLS NEEDS FOR THE FUTURE

Principal Goal	Actions
<p>To ensure Manukau people have the skills they need for employment</p> <p>To ensure Manukau people have access to learning opportunities for social, leisure and personal development purposes</p>	<ul style="list-style-type: none"> ➤ Advocate through the Regional Facilitation process and in the context of the government's Skills Strategy for identified skills needs in Manukau, including <ul style="list-style-type: none"> • advocacy for the establishment of a Manukau Skills Council. • Advocacy in support of tertiary education provision in Manukau • Advocacy in support of education as a priority outcome in the future governance and management structure of the Auckland region ➤ Shape the participation of local government as a Champion of the goal: All young people are in education, skills, or structured learning, relevant to their needs and abilities, until the age of 18. ➤ support and facilitate network development of local Adult and Community Education (ACE) providers;

GOVERNANCE, MANAGEMENT AND ADMINISTRATION

Principal Goal	Actions
<p>To provide an effective, accountable and sustainable organization to serve the needs of education in Manukau.</p>	<ul style="list-style-type: none"> ➤ This goal can be achieved through <ul style="list-style-type: none"> • effective governance; • sound management of financial affairs; • public accountability for the work of the Trust; • sound contract management; • efficient office support services; • fulfillment of Trust obligations as a good employer; • legal compliance.

FINANCIAL FORECASTS

This section outlines the Trust's Accounting Policies and provides a summary of the projected revenue and expenditure.

Projected reshaping of service contracts for the Manukau Family Literacy Programme will impact on the overall income for the Trust. However, new projects are expected to come on stream, with funding arrangements that will differ significantly from those currently in place.

PROJECTED INCOME 2009-10	\$889,451
PROJECTED EXPENDITURE 2009-10	\$949,406

STATEMENT OF ESTIMATED FINANCIAL POSITION JUNE 30, 2009

TOTAL EQUITY AS AT 30 JUNE 2008	\$389,587
ESTIMATED FINANCIAL POSITION AT 30 JUNE 2009	\$359,500
FORECAST FINANCIAL POSITION AT 30 JUNE 2010	\$299,600

PROJECTED BUDGET 2009 – 2010

	Income	Expenditure	To Reserves
Administration	93,580	131,795	-38,215
Leadership & Advocacy	308,254	329,994	-21,690
Family Literacy	177,408	177,408	0
Families in Schools	0	0	0
PFAD	20,000	30,000	-10,000
E-Day	15,000	15,000	0
E4E	90,000	90,000	0
Working Capital	2,182	126,750	-124,568
SmartManukau	510	33,459	-32,949
ECE	15,000	15,000	0
Fundraising target	\$167,517		167,517
	889,451	949,406	-59,905

CAPITAL RESERVES

COMET has a conservative approach to financial management. Trustees have set aside funds for the following purposes:

- Contingency to meet forward operating expenses over 3 months - \$131,000;
- Contractual variations \$120,000; (includes funds for future services - funds received in advance for particular contracts but not yet committed);
- Future project developments \$50,000;
- Depreciation.

RISKS

COMET's accommodation and IT services costs are sponsored by the Manukau Institute of Technology. The organisation's needs are not able to met into the future. Changes to this arrangement may require adjustment to reserves.

ACCOUNTING POLICIES

REPORTING ENTITY. The City of Manukau Education Trust is a trust registered under the Trustees Act 1956, and is subject to the particular Deed of Trust as established by the settlor on 1 October 1999.

The financial statements of City of Manukau Education Trust are general purpose financial statements which have been prepared according to the Financial Reporting Act 1993 and generally accepted accounting practice.

GOING CONCERN. The financial statements are prepared on the basis that the Trust is a going concern. This assumption is dependent upon continuing funding from the Manukau City Council to assist the Trust to meet its ongoing financial obligations.

MEASUREMENT BASE. The accounting principles recognised as appropriate for the measurement and reporting of financial performance and financial position on a historical cost basis will be followed by the Trust.

SPECIFIC ACCOUNTING POLICIES. The following specific accounting policies which materially affect the measurement of financial performance and the financial position have been and will be applied:

Fixed Assets & Depreciation

Fixed assets will be depreciated using the diminishing value depreciation rate applicable to the Income Tax Act 1993, which produces a book value close to market value.

Receivables

Receivables will be stated at their present estimated realizable value.

GST Policy

The financial statements will be prepared on a GST exclusive basis.

Differential Reporting

The City of Manukau Education Trust is a qualifying entity under the Institute of Chartered Accountants of New Zealand differential reporting framework. The entity has taken advantage of the concessions available to it.

Taxation

As a Charitable Trust, the Trust is exempt from taxation.

Changes in Accounting Policies. Policies comply with International Reporting Standards (NZ IFRS).

The Trust is audited annually by the Office of the Auditor General. The Office has appointed BDO Spicers as Auditors.

GOVERNANCE

COMET has ten trustees. Up to two additional trustees may be appointed. As at 30 June 2008, the trustees are:

CHAIRPERSON

BILL GAVIN (Appointed April 2002)
Education Consultant

MEMBERS – AT JUNE 29, 2009

DR PETER COOLBEAR (Appointed April 2006) Chief Executive, Ako Aotearoa Centre for Tertiary Teaching Excellence

TOLEAFOA SINA AIOLUPOTEA-AIONO (October 2007) Manager Pasifika Development, Manukau Institute of Technology

DENISE FINK (October 2007)
Director, Ergowise Limited

SANDY MILLAR (October 2007)
Consultant, Multi Serve Education Trust

GRAEME McCLENNAN (May 2008)
Manager Schools and Community Services,
Manukau Institute of Technology

JOHN HEYES (December 2008)
Principal, Mangere College.

PAULINE WINTER (May 2009)
Manager Office of Pasifika Advancement,
AUT

Kaumātua
SONNY RAUWHERO
HAARE WILLIAMS

Chief Executive Officer
BERNARDINE VESTER

ROLE OF TRUSTEES / TRUST BOARD

The Trust operates under the terms of its Trust Deed. Trustees meet monthly and are responsible for the governance of the Trust's affairs. COMET has a management committee for overview of finances and contracts and a human resources committee.

Operating under delegations from the trustees, the day-to-day management of the Trust is the responsibility of the Chief Executive. The Chief Executive reports to the trustees on a monthly basis.

ROLE OF THE CHAIRPERSON

The Chairperson has responsibility for trustee leadership.