

# Te Waka Huruherumanu ki Otautahi Early Learning Centre



<b>Legal Status</b>	The name of the Society is Te Waka Huruherumanu ki Ōtautahi Trust  Incorporation details: #24626 Date 12 <sup>th</sup> July 2006
<b>Powers</b>	Te Waka Huruherumanu ki Ōtautahi Trust shall have and has the power to do all things it may deem necessary to achieve its objectives
<b>Tenure of Office</b>	The tenure of officers shall be <b>one year</b> from the date of election at an Annual General Meeting
<b>Time Requirement</b>	As volunteers there is still a time commitment. On average 5 hours per month for meetings, orientation sessions, and special events including preparation time.  We make decisions in our meetings and action these decisions outside of these meetings to attain a result. We cannot meet a deadline without your full participation.
<b>Monthly Meetings</b>	The monthly meetings are open to all Te Waka Huruherumanu Ki Ōtautahi kaiako, kaimahi and whānau. The Poari Matua will set and agree to convene monthly meetings at pre-arranged times, dates and places
<b>Orientation Sessions</b>	There will be a ½ day orientation session to be held in the first month after the Annual General Meeting. Attendance is a must for ALL Poari Matua members
<b>Other Time Requirements</b>	<b>AGM:</b> We hold an Annual General Meeting each November, and present office holder reports.  <b>Social Events:</b> We have a number of events per year where members can interact <ul style="list-style-type: none"> <li>● Whānau Christmas Event</li> <li>● Whanaungatanga evenings</li> </ul> <b>Fundraising:</b> Fundraising requires a planning task and whānau sub-committee to ensure this is implemented.  <b>Strategic Planning:</b> Our strategic plan will be reviewed every 5 years and strategic goals adjusted accordingly.
<b>Approach to Governance</b>	The Te Waka Huruherumanu Ki Ōtautahi Trust is responsible for the current wellbeing and future of the Centre and its members by ensuring appropriate planning and management of the Centre affairs are professional, timely and transparent.
<b>Approach to Management</b>	The Poari Matua sees this as <b>getting things done</b> , central to <b>management is the coordinating between:</b> Planning; Organising; Directing, and Controlling of the organisations' processes, resources and competency to allow the strategy to take effect and allow the implementation of our goals.

	<p><b>Process tools:</b></p> <ul style="list-style-type: none"> <li>• Orientation package</li> <li>• Strategic plan</li> </ul>
<b>Our Mission Statement</b>	Te Waka Huruherumanu ki Ōtautahi (TWH) is a bi-lingual centre that prides itself on offering high quality bi-lingual early childhood education to all.
<b>Our Vision</b>	Holistic growth for tamariki and whānau through Māori values, experiences and opportunities. Tamariki will be equipped with the knowledge, skills and attitude to succeed in their future.
<b>Values</b>	The values that guide TWH fall under the kaupapa of Māoritanga, including manaakitanga, whakaute, whanaungatanga, aroha, te reo Māori me ōna tikanga
<b>Our Purpose</b>	<ol style="list-style-type: none"> <li>To promote, encourage and facilitate whānau engagement in quality early childhood education.</li> <li>To ensure that Te Waka Huruherumanu Ki Ōtautahi provides a safe and secure environment that protects and enhances each child's spiritual, mental, cultural and physical health and wellbeing.</li> <li>To ensure that Te Waka Huruherumanu Ki Ōtautahi provides learning opportunities conducive to tamariki achieving their full potential and growing up as competent and confident learners and communicators.</li> <li>To ensure that when tamariki leave Te Waka Huruherumanu Ki Ōtautahi they are confident and well prepared for future and further education and learning</li> <li>To promote and assist in the revitalisation of te reo me ngā tikanga Māori.</li> <li>Acknowledge Kai Tahu as the mana whenua of this rohe.</li> </ol>
<b>Our Goals</b>	Our vision, mission and purpose creates our strategic goal. This also guides our strategic direction to achieve our objectives in a "S.M.A.R.T." manner. <b>Ref to: Strategic Plan</b>
<b>The Executive committees Role</b>	As Poari Matua members of Te Waka Huruherumanu Ki Ōtautahi our role is to: <ul style="list-style-type: none"> <li>• Take overall responsibility for implementing the objectives of Te Waka Huruherumanu Ki Ōtautahi Trust under the Deed of Trust.</li> <li>• Ensure whānau are kept well informed of all matters of business and interest to Te Waka Huruherumanu Ki Ōtautahi Trust.</li> <li>• Formulate, develop, review and implement policies that are required by the Ministry of Education and Te Waka Huruherumanu Ki Ōtautahi Trust.</li> <li>• Coordinate the activities of subcommittees and any other special purpose committee established by Te Waka Huruherumanu Ki Ōtautahi Trust.</li> <li>• Appoint in consultation, representatives and spokespersons, authorised to speak on specific issues.</li> </ul>
<b>Code of Behaviour</b>	As members of Te Waka Huruherumanu Ki Ōtautahi Trust we must <ul style="list-style-type: none"> <li>• Commit to the kaupapa of Te Waka Huruherumanu Ki Ōtautahi.</li> <li>• Act in a manner consistent with the mission, vision and purpose statements.</li> <li>• Accept responsibility and share power in order to work as a productive, cooperating member.</li> <li>• Avoid or manage conflicts of interest between your position as a Poari Matua member and your personal and professional life.</li> <li>• Support in a positive manner all actions taken by the Poari Matua even when in a minority position on such actions.</li> <li>• Never exercise authority as a Poari Matua member except when acting in a meeting with the Poari Matua or as delegated by the Poari Matua.</li> </ul>

	<ul style="list-style-type: none"> <li>● Keep confidential matters, confidential.</li> <li>● Be accountable to the rest of the Poari Matua, for competent, conscientious and effective accomplishment of the Poari Matua's obligations.</li> <li>● Ensure discrimination is never practiced.</li> <li>● Attend meetings consistently, prepared for meetings, participate fully.</li> <li>● Attend trainings where required.</li> <li>● Not act in a manner that would hold Te Waka Huruherumanu Ki Ōtautahi Trust in disrepute.</li> </ul>
<b>Scope of Powers</b>	<p>Te Waka Huruherumanu Ki Ōtautahi Trust shall have the following powers:</p> <ul style="list-style-type: none"> <li>● To use the funds of the Trust as the Poari Matua thinks necessary or expedient in payment of the costs and expenses of the Trust including the reimbursement of officers for out of pocket expenses, the employment and dismissal of professional advisors, agents, officers and staff, according to principals of good employment and the Employment Relations Act 2000 or any subsequent enactment.</li> <li>● To purchase, take on, lease or in exchange or hire or otherwise, acquire any real or personal property and any rights or privileges which the Board thinks necessary or expedient in order to attain the purpose of the Trust and to sell, exchange, let, bail or lease with or without option of purchase or, in any other manner dispose of such property, rights, or privilege.</li> <li>● To carry on any business.</li> <li>● To invest surplus funds in any way permitted by law for the investment of Charitable Trust funds and upon such terms at the Poari Matua thinks fit.</li> <li>● To borrow or raise money from time to time with or without security and upon such terms as to priority or otherwise as the Poari Matua thinks fit.</li> <li>● To do all things as may from time to time appear necessary or desirable to enable the Poari Matua to give effect to and attain the objectives, core values and functions of the Trust.</li> <li>● To seek incorporation in accordance with the provisions of the Charitable Trusts Act 1957.</li> <li>● To employ as agents, offices and staff, persons who are members of the Poari Matua.</li> <li>● To appoint any committee or committees to carry out functions on behalf of the Poari Matua to assist the Poari Matua in conducting the Trust in accordance with this Deed and in accordance with the Charitable Trust Act 1957 and the Trustee Act 1956.</li> </ul>
<b>Officer holder Position Descriptions</b>	<p><b><u>Chairperson</u></b>  The chairperson is to: facilitate effective meeting outcomes; be aware of developmental issues facing the Poari Matua as a whole; lead and create a safe environment in which members make an optimal contribution; and keep the Poari Matua focused on its tasks.</p> <p><b>Specific responsibilities are to:</b></p> <ul style="list-style-type: none"> <li>● Preserve order at all meetings</li> <li>● Ensure all agenda items are adhered to</li> <li>● Conduct meetings in a orderly and effective manner with efficiency</li> <li>● Lead strategic planning</li> <li>● Manage relationships</li> <li>● Ensure risks to the Centre and the Trust are managed</li> <li>● Good working knowledge of policies and procedures</li> </ul> <p><b>Annual responsibility:</b></p> <ul style="list-style-type: none"> <li>● Coordinate the presentation of an Annual Report at the Annual General Meeting</li> </ul>

	<ul style="list-style-type: none"> <li>Assist in the selection and election of new officers</li> </ul> <p><b>Authority:</b></p> <ul style="list-style-type: none"> <li>To call <b>special meetings</b> at any time for any special purposes or issues.</li> <li>To declare a meeting closed if a quorum can not be met</li> <li>Cheque signing authority unless otherwise stated</li> </ul>
<p><b>Officer holder Position Descriptions</b></p>	<p><b><u>Secretary</u></b></p> <p>The Secretary is the chief administration officer of the Trust. He or she should have an eye for detail, be well organised and meticulous in keeping records.</p> <p><b>Specific responsibilities are to:</b></p> <ul style="list-style-type: none"> <li>Record minutes of Te Waka Huruherumanu Ki Ōtautahi Trust.</li> <li>Receive correspondence on behalf of Te Waka Huruherumanu Ki Ōtautahi Trust and inform the Poari Matua of the contents.</li> <li>Respond to such correspondence as may be directed by the Chairperson.</li> <li>Ensure that proper minutes are kept of all meetings together with a list of who attended.</li> <li>Keep a register of all members with their names, addresses, phone numbers and email.</li> <li>Updating the Charities register where required.</li> <li>Prepare and distribute meeting agendas.</li> <li>Be one of the three signatories to the cheque account for Te Waka Huruherumanu Ki Ōtautahi.</li> </ul> <p><b>Annual responsibility:</b></p> <ul style="list-style-type: none"> <li>Assist in the selection and election of new officers.</li> <li>Advertise the Annual General Meeting as per requirements.</li> </ul> <p><b>Authority:</b></p> <ul style="list-style-type: none"> <li>Cheque signing authority unless otherwise stated</li> </ul>
<p><b>Officer holder Position Descriptions</b></p>	<p><b><u>Treasurer</u></b></p> <p>The Treasurer is the chief financial officer and is responsible for handling the Trust's monies – preparing, planning and presenting budgets in consultation with the appropriate people.</p> <p>The Treasures role is critical to the on-going success of Te Waka Huruherumanu Ki Ōtautahi Trust; vigilance and care should be taken in verifying all financial records</p> <p><b>Specific responsibilities are to:</b></p> <ul style="list-style-type: none"> <li>Maintain proper records of all financial transactions of Te Waka Huruherumanu Ki Ōtautahi Trust.</li> <li>Approve monthly credit card expenditure</li> <li>Present the monthly income and expenditure account</li> <li>To have available a copy of the audited accounts</li> <li>Present forthcoming expenditure reports.</li> </ul> <p><b>Annual responsibility:</b></p> <ul style="list-style-type: none"> <li>To present audited accounts to the Annual General Meeting.</li> </ul>

	<ul style="list-style-type: none"> <li>• Prepare and present the annual budget at the AGM with the appropriate persons.</li> </ul> <p><b>Authority:</b></p> <ul style="list-style-type: none"> <li>• The Treasurer is an authorised signatory to the financial accounts of Te Waka Huruurumanu Ki Ōtautahi unless otherwise stated</li> </ul>
<b>Financial Year</b>	The financial year for Te Waka huruhurumanu ki Ōtautahi <b>ends on the 31<sup>st</sup> of March</b> each year

<b>Meeting Procedure</b>	<p><b>Te Waka Huruherumanu Ki Ōtautahi Trust Meetings:</b></p> <p><b>Before</b></p> <ul style="list-style-type: none"> <li>● Be prepared for the meeting</li> <li>● Have all information available</li> <li>● Arrive early</li> </ul> <p><b>During</b></p> <ul style="list-style-type: none"> <li>● Start on time</li> <li>● Follow agenda</li> <li>● Use rules of order to ensure that decisions are made fairly and that the rights of the majority and minority are protected</li> <li>● Summarise the issues for discussion</li> <li>● Clarify time-lines for discussion</li> <li>● Encourage participation</li> <li>● Re-direction discussions should they wander</li> <li>● Allow debate to run their course (<i>if appropriate</i>)</li> <li>● Summarise the discussion and ask for a vote or expression of consensus</li> <li>● Ask Secretary to read back all motions, amendments to ensure they are clear, express the intent of the mover, and are correctly entered into the minutes</li> <li>● Ensure that everyone that has been assigned a task is clear on their responsibilities and aware of the reporting date</li> <li>● Check date, time, and venue for next meeting</li> <li>● End meeting on time</li> </ul> <p><b>After</b></p> <ul style="list-style-type: none"> <li>● Review the previous meeting to identify problems so that they can be addressed before the next meeting</li> <li>● Prepare agenda for coming month ahead</li> <li>● Review how things could be made better, and what long term strategies might improve meetings</li> <li>● Consider steps to deal with absenteeism, or remediate poor performance</li> </ul>
<b>Self-Evaluations</b>	Te Waka Huruherumanu Ki Ōtautahi Trust will conduct regular self-evaluations, we view this as a critical process for ensuring our future well-being.
<b>Selection of New Executive Committee Members</b>	<p>Poari Matua members are involved in the identification and selection process of new committee members</p> <p>Criteria to be set by Poari Matua and in accordance with the Deed of Trust.</p>
<b>Resignation From Executive Committee</b>	<p>Poari Matua members must <u>resign their position in writing</u> Te Waka Huruherumanu Ki Ōtautahi Trust</p> <p>All order of Te Waka Huruherumanu Ki Ōtautahi Trust <u>business and or property is to be returned immediately on resignation</u></p>

<b>Support Documents &amp;</b>	The Poari Matua have the following resource material available to assist Te Waka Huruherumanu Ki Ōtautahi Trust achieve its aims & objectives:
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<b>Tools</b>	<p><b>Support Documents &amp; Tools</b></p> <ul style="list-style-type: none"><li>• Deed of Trust</li><li>• Orientation Package</li><li>• Strategic Plan</li></ul> <p><b>Other resource Documents</b></p> <ul style="list-style-type: none"><li>• <b>Community resource kit</b>; <i>Guidance for people setting up and running a community organisation. October 2006</i></li><li>• <b>Te Puni Kōkiri resources</b> <a href="https://www.tpk.govt.nz/en/whakamahia/effective-governance/being-a-board-member">https://www.tpk.govt.nz/en/whakamahia/effective-governance/being-a-board-member</a></li><li>• <b>Te Rito Maioha resources</b> (log in to access resources, tools, discounts and other member benefits) <a href="https://www.ecnz.ac.nz/">https://www.ecnz.ac.nz/</a></li></ul>
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