**Te Whānau Tupu Ngātahi o Aotearoa | Playcentre Aotearoa**

**Centre Business Meeting Template**

Date/Time:

Venue:

Attendees:

Apologies:

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| **Wā | Time** | **Kaupapa | Business** | |
| Start time | **Karakia Timatanga**  **Hīmene/Waiata** | Karakia  [Playcentre mōteatea](https://www.playcentre.org.nz/current-members/moteatea/) |
|  | **Whakawhanaungatanga**  **Icebreaker** | Introductions and getting to know each other – te katoa |
|  | **Kotahitanga | Group agreement** | Agreeing how the hui will run |
|  | **Late additions to the agenda** | Only urgent matters to be added |
|  | **Approve minutes of previous meeting** | Circulate in advance |
|  | **Matters arising from previous meeting(s)** | Update on unfinished business |
|  | **Correspondence** | Highlight key inward/outward correspondence  Info from region/national teams can fit here |
|  | **Office Holder Reports**  Start with Coordinator/President and Financial reports. Must include Health & Safety. | Reports can be tabled in advance (ideally sent out with the agenda). Only share key information useful for everyone and decisions to be made from reports |
|  | **Internal Evaluation**   * Emergent * Regular – policy review, annual timetable * Strategic | Emergent evaluation (spontaneous review). What changes have happened since last meeting? Document in minutes or emergent evaluation poster.  Regular – policy and centre practice review, look at annual timetable for current and upcoming months  Strategic evaluation (in-depth review). Discussion and decisions on current review topic.  Strategic plan – update progress and next steps at least once per term |
|  | **General Business** | New topics for discussion |
|  | **Late Additions** | Only discuss if time allows and items are urgent. Otherwise add to next agenda |
|  | **Next Meeting Date** |  |
|  | **Poroporoaki** | Farewells/closing round |
|  | **Karakia Whakamutunga** | Closing karakia |

**Action Points Carried Forward**

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| **Action to be Taken** | **Person/Team Responsible** | **Timeframe** | **Progress** |
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| **Karakia Timatanga – Opening blessing**  Whakataka te hau ki te uru  Whakataka te hau ki te tonga  Kia mākinakina ki uta  Kia mātaratara ki tai  E hī ake ana te atakura  He tio, he huka, he hau hū  Tihei mauri ora! | Cease the winds from the west  Cease the winds from the south  Let the breeze blow over the land  Let the breeze blow over the ocean  Let the red-tipped dawn  come with a sharpened air.  A touch of frost.  A promise of a glorious day |
| **Playcentre Mōteatea**  E te whānau tupu ngātahi, kōrerohia mai e....  E tipu e rea, ka tipu koe he tangata  Kia kotahi ai, te whānau te hapū, me te iwi e, e, e  Kimihia rangahaua te mātauranga a ō tīpuna  hei oranga tinana, hinengaro, wairua e, e,e  Me hōnore i Tiriti o Waitangi,  Kia kotahi ai tātau, hei ara tika mau,  Whaia tō mana motuhake e, e, e  E tipu e rea, ka tipu koe he tangata e..  https://www.youtube.com/watch?v=Nndh\_g86bWw | Grow up oh little one, so you may become a strong person  So that you will bring together our families, our wider families, our people  Seek out, search out the knowledge of your ancestors  So it will sustain you physically, mentally, and spiritually  Honour the Treaty of Waitangi  So that this will make us one people, and you will find your pathway  Always pursue your absolute uniqueness and stand proud in it  Grow up oh little one and become a strong person |
| **Te kākano**  Te kākano  Te Aroha  Te Manawa ngā taonga  Ko ngā mokopuna  Kotahitanga  Te kaha o te whānau | Here lies the seed of Playcentre  With warmth and sharing  Love, caring give the seed growth  The heart of the seed is the children  The strength is the family drawing together  In unity and learning |
| **Te Aroha**  Te Aroha  Te Whakapono  Me te rangimārie  Tātou, tātou e  He tāngata kē koutou  He tāngata kē mātou  Engari i tēnei wā  Tātou, tātou e | Love Faith Peace,  all of us together  You are different,  we are different  But at this time,  we are all one |
| **Karakia whakamutunga – Closing blessing**  Kia tau ki a tātou katoa  Te āio, te aroha me te marutau  Tihei Mauri ora! | May peace, love and safety  Be upon us all |