

**Te Whānau Tupu Ngātahi -  
Playcentre Aotearoa**

Rules to accompany  
Deed of Charitable Trust

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# Rule 1. Te Tiriti o Waitangi in Playcentre

(Clause 3)

## Introduction

Te Whānau Tupu Ngātahi — Playcentre Aotearoa (Playcentre Aotearoa) is committed to Te Tiriti o Waitangi, the founding document of Aotearoa New Zealand. This Rule will outline the framework by which Playcentre Aotearoa will honour its obligations and meet its responsibilities under Te Tiriti o Waitangi.

Through the Rules, Playcentre Aotearoa affirms its commitment to upholding the mana of Te Tiriti o Waitangi (Te Tiriti) and strives for excellence in enacting Te Tiriti partnership in all its actions, internally and externally.

These rules set forth the expectations that Playcentre Aotearoa will:

1. Promote strong Māori leadership and involvement.
2. Enhance cultural competence and capability across the organisation.
3. Support its core mission of growing thriving communities.

## He Whakaputanga o te Rangatiratanga o Niu Tīreni

Playcentre Aotearoa also acknowledges the significance of He Whakaputanga o te Rangatiratanga o Niu Tīreni 1835 (the Declaration of Independence of the United Tribes of New Zealand). This declaration of Māori sovereignty underpinned the drafting and signing of Te Tiriti o Waitangi five years later.

## Articles of Te Tiriti o Waitangi

Te Tiriti o Waitangi; the preamble, the four articles, and the Ritenga Māori declaration form the foundation of Tiriti partnership, which will inform Playcentre Aotearoa in meeting its Tiriti responsibilities.

- **Article One: Kawanatanga (Governance)**
- **Article Two: Tino Rangatiratanga (Self-Determination)**
- **Article Three: Mana taurite (Equity)**
- **Article Four: Wairuatanga (Spirituality)**

In all situations, the applicability and interrelationship of each article must be carefully considered. Balancing kawanatanga (governance) and tino rangatiratanga (self-determination) is essential for achieving mana taurite (equity).

Playcentre Aotearoa is dedicated to pursuing excellence in Tiriti partnership through authentic, respectful, and mutually beneficial relationships. It will clearly define organisational outcomes based on the principles of partnership and bicultural development.

## Principles

The principles of Te Tiriti o Waitangi guide Playcentre Aotearoa in meeting its obligations:

- **Tino Rangatiratanga (Self-Determination):** The right for Māori self-determination and mana motuhake, mechanisms created by Māori for Māori.
- **Pātuitanga (Partnership):** The commitment to work collaboratively with Māori in all aspects of decision-making and action, including governance, design, delivery, and monitoring.

- **Mana tuarite (Equity):** The requirement to strive for fairness and justice by ensuring that Māori have equal opportunities and outcomes, addressing disparities, and promoting equal access to resources and opportunities.
- **Whakamarumarutia (Active Protection):** The duty to actively safeguard and promote Māori rights, interests, and well-being. Ensuring Māori are supported and protected, including creating safe and supportive environments for Māori.
- **Kōwhiringa (Options):** The principle of providing Māori with choices and respecting their preferences. This involves recognising Māori perspectives and incorporating mātauranga Māori and tikanga into decision-making processes to ensure their needs and desires are met.

## Our specific commitments

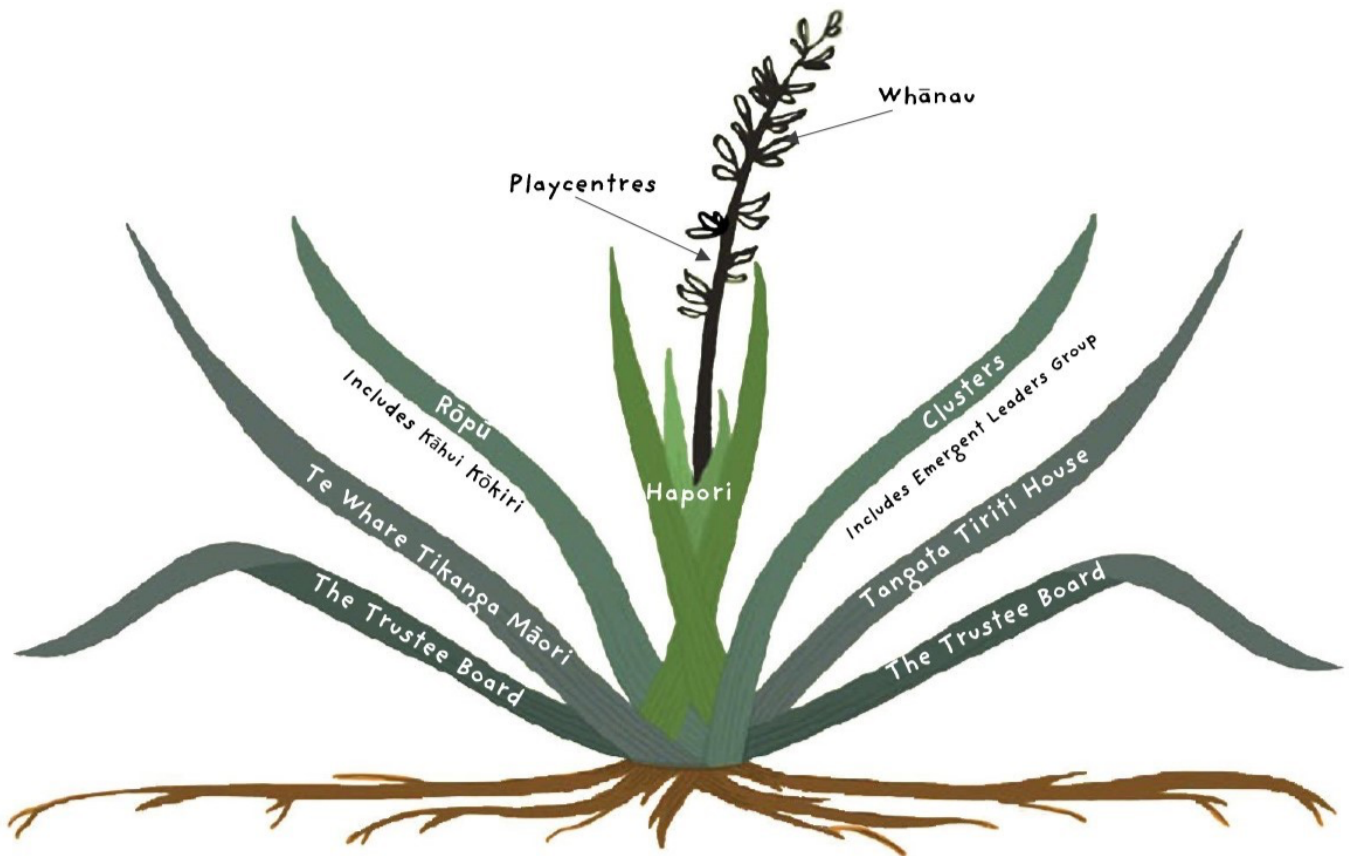
Playcentre Aotearoa will take the following actions to meet its obligations under Te Tiriti Waitangi:

- Implement governance in a way that demonstrates the principles of Tiriti partnership.
- Ensure the implementation of this Rule is planned, prioritised, and resourced.
- Ensure all Trustees and whānau have the required skills and understanding of Te Tiriti and its relevance within Playcentre Aotearoa.
- Promote power sharing, respect, and understanding of te reo Māori (Māori language), te ao Māori (Māori worldview), and Māori beliefs.
- Use consensus decision-making where possible while acknowledging autonomy and mana motuhake (self-governance) over own whare processes (within the confines of the Trust Deed and Rules) and using open and transparent communication to support decision-making processes.
- Uphold the Two-House Model, allowing all Playcentre whānau to contribute to decision-making processes.
- Recognise that growing relationships between Tiriti partners will require ongoing review of our processes.
- Support and develop Māori leadership within Playcentre Aotearoa, including in roles such as tuakana/teina, regional and national facilitation, kapa mahi, policy and strategy development, and emerging leadership groups.
- Create a strategic plan for whānau Māori that incorporates the principles of Te Tiriti o Waitangi.

## Application of Te Tiriti o Waitangi Rule across the Rules

Where a Rule doesn't specifically address how Te Tiriti o Waitangi should be applied in the context of that Rule, the Trust Deed, the Guiding Principles, and this Te Tiriti o Waitangi in Playcentre Rule should guide its interpretation and application.

## Rule 2. Governance Structure



Governance structure diagram

### Pā harakeke: an explanation

*Hutia te rito o te harakeke. Kei hea te kōmako e kō? Kī mai koe ki ahau. He aha te mea nui o te ao? Māku e kī atu he tāngata, he tāngata, he tāngata.*

*Pluck the centre shoot from the flax bush. Where will the bellbird sing? Ask me what is the most important thing in the world? I say, it is people, it is people, it is people.*

Pā harakeke (the flax bush) has long been used as a metaphor for Playcentre whānau, the family unit. At its heart is the central shoot (*te rito*, the child), surrounded by fully grown shoots (*awhi rito*, the parents), which in turn are surrounded by the mature shoots (*tūpuna*, grandparents, and older generations).

The ingoa Māori (names) of these parts of the plant is evidence that for hundreds of years, Māori have considered harakeke a symbol of whānau. "Awhi" in "*awhi rito*" means to embrace, representing the child, who is always embraced and protected by their parents. "*Tūpuna*" means grandparents or ancestors. The structure and growth of the harakeke bush reflect the structure and growth of whānau, with grandparents supporting and protecting the parents and the parents protecting and supporting the child, ensuring the health, well-being, and survival of the entire whānau.

Applying the concept of Pā Harakeke to the Playcentre governance structure provides a framework for how whānau voices can be preserved and amplified to the Board of Trustees. This approach ensures that the governors of the organisation are well-informed about the experiences, perspectives, and ideas of whānau Māori and Centre whānau, thereby influencing the future direction of Playcentre Aotearoa.

In Pā harakeke, governance flows from the core outward rather than from the grassroots up or top-down. This framework highlights the interdependence and relationships between key stakeholder groups across the governance structure of Playcentre Aotearoa; *te rito*; *awhi rito*; and *tūpuna*. Playcentres and Playcentre whānau are *te rito* (core), while Hapori, Rōpū, and Clusters are the *awhi rito* (support), and the Board of Trustees represents the *tūpuna* shoots (governors). Illustrating the vital connections essential for the health of the whole; if *te rito* or *awhi rito* are removed, the plant dies. If the *tūpuna* shoots are ineffective, the *awhi rito* becomes vulnerable, leading again to the plant's death.

## Communication pathways and opportunities for Emergent Leadership

The Pā Harakeke framework offers pathways for communication and opportunities for emergent leadership. It begins with everyone as *te rito*, with some progressing to *awhi rito* and potentially advancing further to *tūpuna*.

- **Te rito** (whānau, centres, and Hapori) are empowered to make decisions focused on the well-being of tamariki and whānau in their Playcentre. Their role is crucial and respected, with their decisions valued beyond just their centre.
- **Awhi rito** (Rōpū and Clusters) are responsible for ensuring the voices of Playcentre whānau are heard. They are well-positioned to determine how this communication should occur, closely connected to the whānau and Playcentres that chose them. *Awhi rito* have the delegated responsibility to amplify these voices within their group and beyond to their discussions with the Board of Trustees.
- **Tūpuna** (Board of Trustees and potentially others in leadership) are tasked with ensuring the survival, health, and growth of the Pā Harakeke.

## The Board of Trustees

The Trustees are the elected leaders of Playcentre Aotearoa, responsible for the organisation's governance.

Upholding its commitment to Te Tiriti o Waitangi, Playcentre Aotearoa operates a co-governance model with equal representation from two whare: Te Whare Tikanga Māori and Tangata Tiriti House. Each whare has four Trustees on the Board (Clause 9.4).

## Whānau Voting

Whānau at the centre of the organisation play a crucial role in electing Trustees, ensuring the right leadership to meet the needs of whānau and their tamariki at centres. Trustee elections are held annually to fill vacancies due to rotational departures at the end of terms. Each whānau has one vote per vacancy within their chosen whare, ensuring their voice is heard in the decision-making process. (Clause 9.11).

### Rule 3. Whānau

Whānau is often translated as "family", but its meaning is more complex. It includes physical, emotional, and spiritual dimensions and is rooted in whakapapa. Whānau can be multi-layered, flexible, and dynamic, based on a Māori worldview. It is through whānau that values, histories, and traditions from ancestors have been adapted to the modern world.

Whānau enrolled within a Playcentre are at the heart of Playcentre Aotearoa, nestled at the heart of the Pā Harakeke. This is reflected in the governance structure, with each whānau having one vote in the election of the Trustees members of their whare, as per Clause 9.11.5 of the Trust Deed.

Te Tiriti o Waitangi (Article 2) guarantees to Māori the full authority, status, and prestige regarding their possessions and interests. The commitment of Playcentre Aotearoa to the principles of Te Tiriti o Waitangi highlights the need for effective means of participation and representation in decision-making processes. Playcentre Aotearoa has taken the positive action to protect the rights of Māori, including rangatiratanga over taonga. Tangata whenua and whānau who have tamariki Māori are empowered to elect Te Whare Tikanga Māori Trustees.

#### Definition of Whānau for these rules

Within these rules, the definition of whānau relates to the governance of Playcentre Aotearoa.

As per clause 18.1.3 of the Trust Deed: **Whānau** means the immediate family/care group of an enrolled tamariki.

Each whānau with one or more tamariki enrolled in Playcentre at the time of the election shall have one vote for each vacant Trustee position in their chosen whare.

#### Contact Person

This is the person selected by the whānau, in accordance with cl 5.8 of the Trust Deed, who will cast the vote on behalf of the whānau. This person also brings the perspective of the whānau to discussions with Rōpū/Cluster Representatives.

The contact person will:

- Have one or more tamariki enrolled at a Playcentre
- Cast the vote on behalf of their whānau in trustee elections
- Serve as the main point of contact for all matters, unless other arrangements are made with the Centre and Playcentre Aotearoa.

#### Rights and Responsibilities of Playcentre Whānau within Governance

<b>Rights</b>	<b>Rights to information:</b> Receive all necessary information to make informed decisions. <b>Speaking rights:</b> Have speaking rights at General Meetings, with the contact person speaking on behalf of whānau. <b>Voting rights:</b> <ul style="list-style-type: none"><li>• Have one vote for each vacant Trustee position in their chosen whare (clause 9.11.4)</li></ul>
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	<ul style="list-style-type: none"> <li>• Exercise their voting rights in the appropriate whare</li> </ul>
<b>Responsibilities</b>	<p><b>Act responsibly;</b> with consideration, discretion, and respect for the rights, beliefs, and values of others at Playcentre;</p> <p><b>Stay Informed:</b> Keep up to date with Playcentre news, developments, and essential matters.</p> <p><b>Participate in Voting:</b> Exercise their right to vote in the election of Trustees.</p> <p><b>Elect Representatives:</b> Participate in selecting representatives to ensure their voice is heard.</p> <p><b>Engage in Consultation:</b> Actively participate in consultations and discussions to contribute to the decision-making process to ensure diverse perspectives are considered.</p> <p><b>Philosophy:</b> Uphold the philosophy of Playcentre Aotearoa, which includes partnership within the context of Te Tiriti o Waitangi.</p>

## Designated contact person

### (Clause 5.8)

The contact person who will vote on behalf of the whānau in the Trustee election will be based on the enrolment form. The primary caregiver detailed on the form will be the contact person for voting unless other arrangements are made with Playcentre Aotearoa.

## Eligibility criteria

<b>Te Whare Tikanga Māori</b>	<b>Tangata Tiriti</b>
<p>Whānau are eligible to be part of Te Whare Tikanga Māori if they are:</p> <ul style="list-style-type: none"> <li>• Tangata whenua</li> <li>• Whānau who not being tangata whenua have tamariki who whakapapa Māori, e.g., by marriage or otherwise.</li> </ul>	<p>Whānau are eligible to be part of Tangata Tiriti House if they are not affiliated with Te Whare Tikanga Māori. This extends to whānau Māori who choose to be part of Tangata Tiriti House.</p>

Subject to eligibility, whānau can move between whare. However, no whānau can be a member of both whare at the same time.

## Voting process

Each year, during the election, the contact person for each whānau will receive an email notification of the election process. This includes details about the candidates for each whare and a candidate outline providing information about each candidate, enabling whānau to make informed choices. A voting form will also be provided, allowing them to cast one vote per vacancy within their chosen whare.

## Rule 4. Playcentres

(Clause 2 & 3, 5.7)

Playcentres are communities that empower whānau to be their children's first and best educators, ensuring nurturing environments where children learn through play and families build strong connections. Each Playcentre, as a branch of Playcentre Aotearoa, provides a safe and caring space for children and whānau to thrive.

Playcentre empowers whānau to work, play and learn together while honouring Te Tiriti o Waitangi. Playcentre Aotearoa acknowledges Te Tiriti o Waitangi as its founding document. This has developed into a governance framework where two houses, Te Whare Tikanga Māori and Tangata Tiriti, work together in partnership.

Playcentres sit within te rito as the heart of Playcentre Aotearoa. Whānau that attend a Playcentre follow the Philosophy, Trust Deed and Rules of Playcentre Aotearoa.

### Duties and functions of a Playcentre

Each Playcentre is required to fulfil several essential duties and functions, supported by employed staff tailored to individual centre needs. At Playcentre:

- Adults integrate the principles of Te Tiriti o Waitangi into the learning environment, actively promote te reo Māori and ensure te ao māori is ingrained in the centre's culture.
- Adults engage in child-led play experiences alongside tamariki, covering diverse play areas.
- Adults participate in planning, assessing, and evaluating children's learning, aligning with current early childhood education curriculum in a culturally responsive way and considering both the tamariki and the centre's aspirations.
- Adults encourage whānau involvement in Playcentre Aotearoa adult education and Professional Learning and Development (PLD) programmes.
- Adults work with Playcentre Aotearoa staff to support the ongoing operation of their Playcentre.
- Adults prioritise the health, safety, and well-being of themselves and others. They follow health and safety policies and cooperate with instructions to uphold safety standards.

Playcentres operate on a cooperative basis and are organised to:

- Foster understanding and knowledge-sharing of governance processes, consensus decision-making, and the Two-House Model, encouraging participation in either Rōpū or Clusters.
- Engage in the governance and operations of their respective Playcentre to preserve, nurture, and adapt the unique culture of their Playcentre, ensuring it reflects the ongoing needs of its community.
- Maintain effective communication and respectful relationships with all stakeholders within Playcentre Aotearoa and its employees.
- Maintain positive, productive relationships, working openly and collaboratively across all roles, teams, and Playcentre communities.

## Change in Playcentre Status

Any changes to the status of a Playcentre—whether opening, recessing, or closing—must undergo a consultation process determined by the Board of Trustees relevant to the specific circumstances. These changes require approval from the Board of Trustees as per clause 11.2 of the Trust Deed.

## Procedures

### Consultation Process

- The Board of Trustees will determine a consultation process tailored to the specific circumstances of the proposed change.
- Stakeholders, including the specific Playcentre whānau, community members, and relevant parties, will be informed and invited to provide input.
- The consultation process will be documented and transparent, considering all different perspectives.

### Approval Process

- After the consultation, the Board of Trustees will review all feedback and relevant information.
- The Board of Trustees will then decide in a Board meeting, which will require approval according to clause 11.2 of the Trust Deed.
- The decision, along with the rationale and a summary of the consultation feedback, will be communicated to all stakeholders.

### Asset Disposal

- A detailed inventory of assets will be created, and the Board of Trustees will develop and approve a disposal plan.
- Once the asset plan is approved, the Chief Executive will proceed with the necessary arrangements.

### Recessed or Closed Playcentres

- A Playcentre that no longer meets the requirements outlined in the Trust Deed or Rules will be deregistered by the Board of Trustees.
- The status of a recessed or closed Playcentre will be reviewed periodically to assess the possibility of reopening or permanent closure.

## Playcentre Life Member

**Life Membership** of a Centre is an honorary status granted to individuals who have made extraordinary contributions to their Centre. This special recognition honours their significant impact and fosters a lifelong connection to the Centre. Given its significance, life membership should be a rare and special honour.

The following rights, responsibilities, and limitations apply specifically to the Centre where the life membership is awarded. Noting that if a life Member is also a currently enrolled member, whilst their life membership remains valid, their rights and responsibilities as an enrolled member take precedence over those as a life Member.

### Rights of a Life Member

- Life members may attend Centre General Meetings as guests if invited by the Centre.
- They are warmly welcomed to join Centre celebrations and events.

### **Responsibilities of a Life Member**

- Life members are expected to uphold the values and philosophies of their Playcentre and Playcentre Aotearoa.
- At the request of the Centre, they are encouraged to assist or support the development of the Centre where their life membership was awarded.

### **Limitations**

- Playcentre Life members do not have the governance rights of enrolled members.
- They cannot make decisions at Centre meetings or vote in Playcentre Trustee elections.

### **Awarding Life Membership**

The process of awarding life membership is determined by each Playcentre, ensuring alignment with Playcentre Aotearoa philosophy. The process typically includes:

1. **Nomination:** Eligible individuals are nominated based on their extraordinary contributions.
2. **Review:** The nomination is reviewed.
3. **Approval:** A formal decision is made using the Centre's agreed decision-making processes, followed by an official announcement.
4. **Presentation:** The life membership is presented, celebrating the individual's contributions and lifelong connection to the Centre.

## **Rule 5. Hapori**

**(Clause 5.6 and 18.1.2)**

Hapori, meaning “community”, refers to informal groups of Playcentres designed to promote connections between geographically close centres, fostering encouragement, idea-sharing, and support. Each Hapori reflects the centres and communities within it, working to meet their specific needs.

At the heart of Hapori is whakawhanaungatanga, which builds connections and relationships. It serves as a space for whānau to network, discuss Playcentre, tackle common issues, celebrate successes, and support each other. Hapori also offers opportunities to learn new skills, organise community outings, and seek support from other centres.

All Playcentre whānau, from both where, past and present, and volunteers, are warmly welcomed and encouraged to attend and participate in Hapori. This inclusivity is a key aspect of Hapori, ensuring that all members of our community can contribute to the collective growth and success of Playcentres in their communities.

Playcentre Aotearoa staff are available to connect with and support Hapori as needed, in alignment with the operational support framework set out by the Chief Executive.

Each Hapori is best placed to know how to support its community. However, ideas and resources are available in the Hapori toolkit located on the website.

### **Beyond Hapori are Rōpū and Clusters.**

Hapori serve as important forums where our communities come together to discuss all things Playcentre. These gatherings provide valuable insights into the aspirations and perspectives of both Whānau Māori and Tangata Tiriti within the Playcentre community. Strong connections between Hapori, Rōpū, and Clusters are encouraged, allowing issues or concerns raised at Hapori hui to be brought to Cluster and Rōpū hui as appropriate.

# Rule 6. Emergent Leadership

## (6.6.4 and 7.6.4)

Emergent leadership within Playcentre Aotearoa prepares and supports individuals to step into leadership roles within and outside the organisation. Those interested in developing their leadership skills can join either the Kāhui Kōkiri of Te Whare Tikanga Māori or the Emergent Leadership Group (ELG) of Tangata Tiriti. Each group supports the development of leaders in culturally appropriate ways, with frameworks tailored to meet its members' needs and aspirations.

Leadership involves influencing, motivating, and guiding others to achieve common goals. It involves translating ideas into actions, mobilising people to address challenges, and fostering an environment where individuals can adapt, thrive, and collaborate effectively. Leadership is characterised by purposeful influence, vision, and the capacity to inspire and empower others.

**Emergent Leadership** is integral to Playcentre's philosophy of "Whānau tupu ngātahi – families growing together." It supports parents and caregivers in developing their leadership skills, ensuring that families are actively involved in the operation of their local Playcentre and can contribute to governance processes at a regional and national level. Through emergent leadership, Playcentre aims to build strong, capable leaders who contribute to the organisation and the wider community.

### Principles of the Emergent Leadership Framework

- **Develop Unique Leadership Groups:** Provide a clear framework for Te Whare Tikanga Māori and Tangata Tiriti to foster potential leaders, focusing on a personalised leadership journey.
- **Support Leadership Development:** Encourage leadership growth across Playcentre Aotearoa.
- **Clarify Leadership Capabilities:** Define the leadership skills needed for Playcentre Aotearoa.

**Kāwanatanga (Governance):** Ensure good governance by empowering Māori and their Tiriti partners in decision-making.

**Kaitiakitanga (Stewardship):** To work in harmony with a unity of purpose to ensure a shared understanding of Playcentre Philosophy, working, playing, and learning alongside others.

**Kotahitanga (Unity in Diversity):** Develop a unity of purpose and direction, working collaboratively towards a sustainable vision of Playcentre Aotearoa that works in partnership and is culturally responsive to each whare.

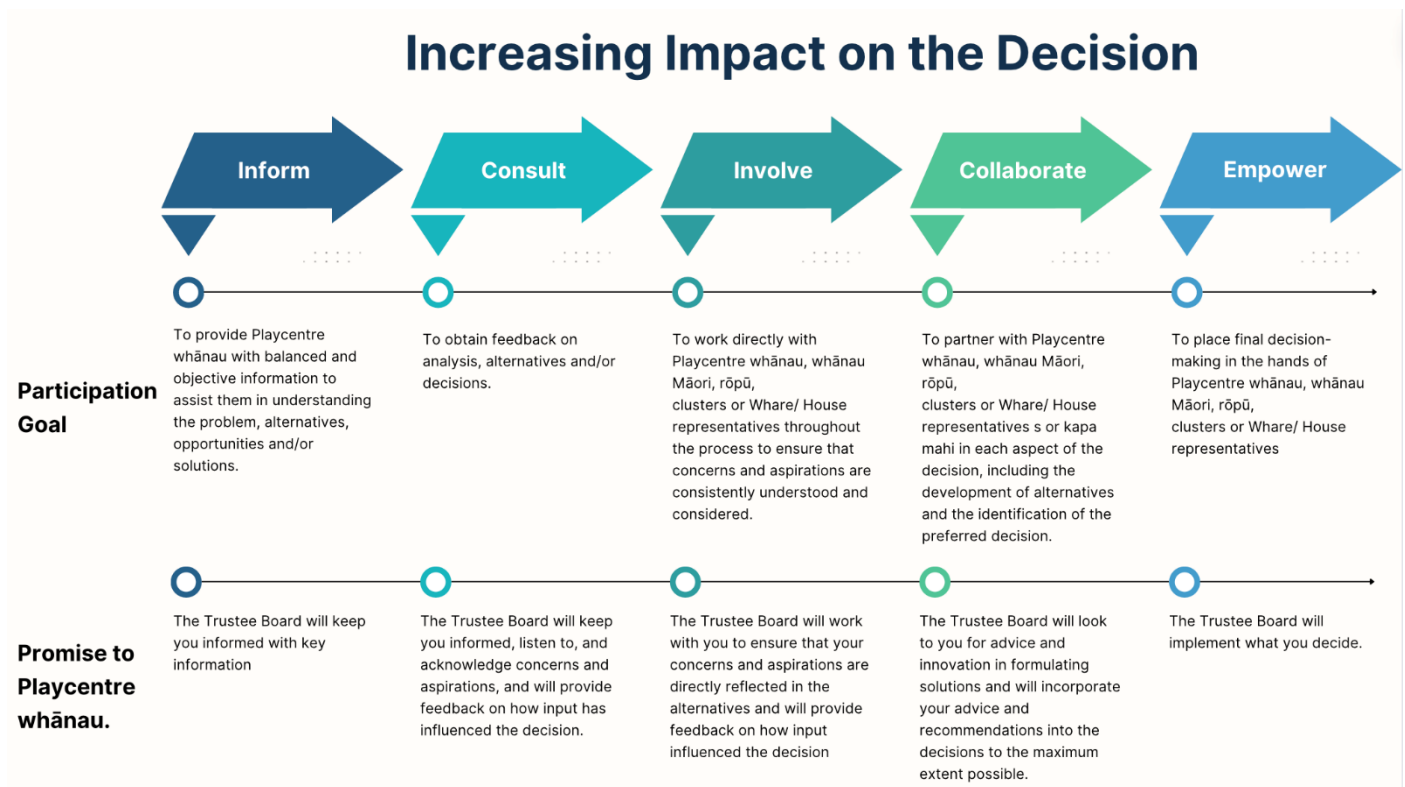
**Pūkengatanga (Skills):** Foster and utilise the skills of those in emergent leadership groups within Playcentre.

**Ako:** Gain experience and develop skills to foster depth and breadth in leadership capacity building at different stages on a learning journey through reciprocal, relationships within the Emergent Leadership groups.

## Rule 7. Consultation

The Trustees will develop a customised consultation process for each initiative, using a continuum from informing to empowering, to provide clarity on how the consultation will impact the outcome. The goal of each consultation will be to hear a diverse range of voices to ensure decisions reflect the collective aspirations and needs of the Playcentre community.

This structured approach to consultation provides a framework for authentic consultation practices. All Trust Deed clauses requiring consultation will adhere to this process within the confines of the Trustees' responsibilities.



Source: *International Association for Public Participation*. URL: [2018 IAP2 Spectrum.pdf](#)

### Objectives of consultation

Playcentre Aotearoa will undertake consultation to:

- Gain effective and efficient feedback at various stages of development to help Playcentre develop governance policies and strategic direction;
- Build an understanding of "what works for different Playcentres" in a range of situations;
- Seek input from whānau Māori in designing how Playcentre Aotearoa participates in consultation;
- Build and maintain productive relationships with Whānau, Playcentres, Hapori, Rōpū and Clusters;
- Share the development process of policies and direction with Whānau, Playcentres, Hapori, Rōpū and Clusters;
- Open communication channels ahead of implementation;
- Meet its responsibilities, including Playcentre Aotearoa consultation.

## Principles of consultation

Principle	How The Board of Trustees will do this
Choosing an appropriate and proportionate consultation approach.	<p>The Board of Trustees will decide on the best consultation approach after considering:</p> <ul style="list-style-type: none"> <li>• Its legal, regulatory, and fiduciary obligations and responsibilities;</li> <li>• The impact of the decision on all Playcentre whānau and stakeholders;</li> <li>• The impact of the consultation process on all Playcentre whānau.</li> </ul>
Commitment to working in partnership.	<p>The Board of Trustees will meet its obligations under Te Tiriti o Waitangi by: Consulting with whānau Māori and Rōpū;</p> <ul style="list-style-type: none"> <li>• Ensuring the participation of Māori;</li> <li>• Striving to use consultation that aligns with kaupapa Māori methods.</li> </ul>
Identifying participants	<p>The Board of Trustees will consider the groups in Playcentre Aotearoa that will participate in the consultation process, based on the impact of the decision and the level of commitment required for participation.</p>
Establishing effective ways of working	<p>The Board of Trustees will:</p> <ul style="list-style-type: none"> <li>• Tailor the process to the topic of consultation, and the groups that are participating in the process.</li> <li>• Consider the capacity of whānau to engage, including competing priorities, available resources, and the time required to effectively respond to a consultation request.</li> </ul>
Being accessible and timely	<p>The Board of Trustees will:</p> <ul style="list-style-type: none"> <li>• Communicate the consultation scope clearly;</li> <li>• Build in sufficient time for gaining and assessing feedback from different groups and key stakeholders within Playcentre Aotearoa;</li> <li>• Create timelines with the aim of allowing groups sufficient time to feedback, including allowing more time for complex areas to be understood;</li> <li>• Do its best to provide efficient, accessible, and user-friendly formats for groups within Playcentre Aotearoa to provide feedback; and</li> <li>• Provide ways to get further information.</li> </ul>
Acting in good faith	<p>The Board of Trustees will:</p> <ul style="list-style-type: none"> <li>• Consider all feedback openly;</li> <li>• Consider the preferred method of engagement of groups within Playcentre Aotearoa; and</li> <li>• Develop consultation processes that are purposeful and relevant to the groups within Playcentre Aotearoa.</li> </ul>

Being open and transparent	<p>The Board of Trustees will:</p> <ul style="list-style-type: none"> <li>• Report the outcome of the consultation back to Playcentre Aotearoa and whānau; and</li> <li>• Employ a range of communication methods for providing feedback on the outcomes of the consultation.</li> </ul>
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## Consultation Process

### 1. Define the Purpose and Scope

- Clearly articulate the purpose of the consultation.
- Determine the stakeholders and communities affected.
- Identify the highest feasible level of stakeholder involvement in decision-making across the inform-to-empower spectrum.

### 2. Stakeholder Identification and Engagement

- Identify key stakeholders.
- Determine the level of involvement for each stakeholder group.
- Develop a communication plan to inform stakeholders about the consultation process.

### 3. Develop Consultation Plan

- Establish the objectives and outcomes expected from the consultation.
- Set timelines for each stage of the process.
- Determine the methods of consultation (e.g., surveys, hui, workshops, submissions).

### 4. Conduct Preliminary Research

- Gather relevant data, research, and background information.
- Review existing policies, feedback, and previous consultations on similar issues.

### 5. Design Consultation Materials

- Prepare discussion papers, surveys, or briefing documents.
- Ensure materials are clear, accessible, and culturally appropriate.
- Include questions to focus feedback on key issues.

### 6. Execute the Consultation

- Facilitate meetings, workshops, or other consultation activities.
- Provide as many channels for feedback as possible (e.g., online submissions, face-to-face meetings).
- Strive to ensure that as many voices as possible are heard.

### 7. Collect and Analyse Feedback

- Gather all responses and submissions.
- Analyse feedback to identify common themes, concerns, and suggestions.
- Summarise findings in a comprehensive report.

## **8. Report and Review**

- Share the consultation findings with stakeholders.
- Review and consider the feedback in decision-making processes.
- Provide a summary of how the feedback influenced final decisions.

## **9. Implement Decision**

- Adjust policies, Rules or Trust Deed as required based on the consultation outcomes.
- Communicate the final decisions and changes to all stakeholders.

## **10. Monitor and Evaluate**

- Conduct a post-implementation review to assess the effectiveness of the consultation process and the final decision.
- Gather feedback on the consultation process itself for future improvements.

## Rule 8. Te Whare Tikanga Māori

(Clauses 3, 5.3 & 6)

Te Whare Tikanga Māori (TWTM) comprises current and past Playcentre whānau who are tangata whenua or have tamariki who whakapapa Māori. TWTM provides a space for whakawhanaungatanga, enabling Māori to assert their tino rangatiratanga, mana motuhake, and kawanatanga within Playcentre Aotearoa.

Te Whare Tikanga Māori (the Whare) consists of Te Whare Tikanga Māori trustees, who provide leadership and oversight, and Rōpū Representatives. Whānau who are part of Te Whare Tikanga Māori have, or have had, one or more tamariki enrolled in Playcentre Aotearoa. Together, the Whare supports Whānau Māori who are currently enrolled in Playcentre to participate in governance, including:

- Voting for Trustees.
- Voting for Rōpū Representatives.
- Engaging in consultation processes initiated by the Board of Trustees.

### Ngā mātāpono me ngā uara o Te Whare Tikanga Māori

These principles and values underpin Te Whare Tikanga Māori, guiding how members of Te Whare Tikanga Māori behave, communicate, and engage in all processes and aspects of governance:

Ngā mātāpono	Ngā uara
<p><b>Rangatiratanga:</b> Governance of the organisation, leadership in achieving objectives, and guardianship of the kaupapa.</p> <p><b>Mana:</b> Gives essence, strength, and meaning to all whānau and personnel of Playcentre, ensuring tamariki continue to learn and grow. It reflects how a person or organisation maintains clarity of vision and purpose</p> <p><b>Whanaungatanga:</b> Promoting caring, nurturing, and sharing to grow as a whānau with aroha and understanding. Whanaungatanga encourages co-operation and unity to achieve goals and objectives.</p> <p><b>Wairuatanga:</b> Integrating ownership (governance) of the organisation, leadership to play, work, learn, and grow together, and guardianship of the kaupapa to ensure the spiritual well-being of all whānau members.</p>	<p><b>Kaitiakitanga:</b> Guardianship of the kaupapa/objectives purpose.</p> <p><b>Aroha:</b> Always treating everyone with respect, honour, and love.</p> <p><b>Manaakitanga:</b> Caring, nurturing, sharing, encouraging, and supporting everyone.</p> <p><b>Te reo:</b> Language is key for communication All languages will be heard.</p> <p><b>Maramatanga:</b> Working to find understanding and clarity in all areas of Playcentre.</p> <p><b>Tika:</b> Correctness in terms of Playcentre objectives and purpose.</p> <p><b>Pono:</b> Honesty and truth in all.</p>

### Membership

Whānau can move between Tangata Tiriti House and Te Whare Tikanga Māori at any time, but at no time can whānau be a member of both whare at the same time.

For communication purposes a database will be held for members of Te Whare Tikanga Māori. Māori whanau (past and present) can register via the website to be added to the database.

## Rōpū

### (Clause 3, 5.5 &7)

Rōpū are groups within Te Whare Tikanga Māori and they provide a space for rangatiratanga (self-determination) and kawanatanga (governance). Rōpū provide the opportunity for Māori to come together for whakawhanaungatanga (relationship building), foster a sense of belonging and identity, and engage in various activities, projects, experiences, and learning opportunities.

Drawing on their first-hand knowledge and experience, members bring their understanding, their needs and the needs of their tamariki, to governance discussions through their elected Rōpū representatives. This ensures that decisions reflect the aspirations of whānau Māori, prioritise whānau Māori, and support nurturing environments where whānau Māori can thrive, and tamariki can confidently learn and grow.

Rōpū are organised on a geographical basis (refer to Appendix One for details). Each of the six Rōpū has up to four representatives to advocate for their collective interests.

Playcentre Aotearoa staff are available to support Rōpū in operating in accordance with the Trust Deed and these Rules as needed, in alignment with the operational support framework set out by the Chief Executive.

### Role of the Rōpū:

- **Kotahitanga/Unity:** Fostering connections among Māori across centres, enhancing relationships, building our community, and encouraging tamariki Māori to connect with one another.
- **Rangatiratanga/Upholding Te Tiriti o Waitangi:** Rōpū demonstrate a strong, lived understanding and commitment to Te Tiriti o Waitangi, working alongside their Tiriti partners and Clusters to ensure Māori success within Playcentre.
- **Pūkengatanga/Emergent Leadership:** Developing the Rōpū, nurturing leaders (tuakana-teina), increasing membership, and strengthening connections with centres, Hapori, Te Whare Tikanga Māori, and the Board of Trustees.
- **Consultation and Feedback:** Rōpū have a responsibility to consult on items brought to them by representatives and the Board of Trustees, providing constructive feedback.
- **Decision-Making:** Promoting voting participation among whānau Māori, encouraging members to engage in governance and attend hui.

## Rōpū Representatives

### (Clause 6.5 & 6.6)

Rōpū Representatives are members of Te Whare Tikanga Māori who are elected by members of their Rōpū to carry the perspectives of their Rōpū, and whānau Māori, into National hui and other discussions with Trustees.

## Roles and responsibilities of Rōpū Representatives

### Roles

- Be a pathway for communication between whānau Māori and the Board of Trustees;
- Support whānau Māori in developing their understanding of governance within Playcentre Aotearoa;
- Attend meetings/hui/general meetings, as required and gather voices and viewpoints;
- Draft any modification of the Trust Deed or Rules, in partnership with Tangata Tiriti.

### Responsibilities

- Be actively involved in Rōpū Māori;
- Have a clear understanding of the governance structure of Playcentre Aotearoa;
- Follow the Trust Deed and Rules, Policies, Procedures and processes;
- Stay informed of development within Playcentre Aotearoa;
- Determine and record policies, procedures, and processes for Te Whare Tikanga Māori;
- Be impartial when seeking the perspectives of whānau Māori, and accurately represent and share the perspectives of the whānau they represent;
- Effectively feedback to their Rōpū on the learning and outcomes from national hui;
- Work in partnership with Tangata Tiriti House.

## Selection Process for Rōpū Representatives

### (Clause 6.5)

1. The Board of Trustees will set a deadline for Selection Meetings. The Rōpū then choose a specific date within this timeframe and communicate it to the Board Secretary. The Board Secretary will establish the meeting links and provide all necessary information to whānau Māori. These meetings may be held in person or online.
2. The Board of Trustees will organise a facilitator for the Selection Meeting and the hui will appoint a minute-taker.
3. Representative nominees introduce themselves and share why they wish to become a representative.
4. The meeting discusses the nominees and aims to decide by consensus. If consensus cannot be achieved, a voting system or another method agreed upon by the attendees will be used.

Factors to consider if there are more representatives than spaces available:

- Geographic spread across the region/rōpū
- The makeup of Representatives reflects the diversity of Māori within Playcentre (urban/rural, large/small rōpū)
- Those who are currently enrolled at Playcentre

## **Term of Rōpū Representative**

The term of a Representative is one year from the date of selection. A Representative may nominate themselves more than once and there is no limit to the number of terms a Representative may serve. The Rōpū Representatives selection process must be followed each year.

## **Resignation of a Rōpū Representative**

To resign from the position of Representative, the Representative must inform their Rōpū, through whatever method is available to them, the other Representatives in their Rōpū, and the Board Secretary by email as soon as possible.

## **Removal of a Rōpū Representative**

The Trustees may remove any endorsed Representative if the Representative through their actions or inactions, risks harming Playcentre Aotearoa's reputation. Representatives may also be removed if they fail to fulfil the responsibilities of the role. Before making a final decision to remove a Representative, the Trustees will seek feedback from the regions Rōpū Representatives.

## **Process for Removal of a Rōpū Representative**

### **1. Identification and Assessment of Concern**

- Any concerns about a Representative potentially harming Playcentre Aotearoa's reputation or failing to meet the responsibilities of the role should be documented and submitted to Te Whare Tikanga Trustees in writing.
- The Trustees will review the concern to determine if further investigation is needed.

### **2. Notification and Opportunity to Respond**

- If the Trustees decide to investigate further, the Representative will be formally notified of the concern and provided with relevant information.
- The Representative will have a specified timeframe to respond in writing

### **3. Review and Investigation**

- The Trustees will review the Representatives' response and may conduct additional investigations to gather more information.

### **4. Decision-Making**

- After reviewing all information, the Trustees will decide whether to remove the representative from their role. The decision will be made at the Trustees' sole discretion, with a focus on fairness and impartiality.
- The Representative will be informed in writing of the decision and the reasons behind it

# The Whare Operational Rules

(Clause 6.6.3)

## Introduction

The Whare serves as the governance space for Te Whare Tikanga Māori and consists of Te Whare Tikanga Māori Trustees, who provide leadership and oversight, and Rōpū Representatives. The roles and responsibilities described in this rule pertain specifically to their functions within the context of The Whare.

## Function/Role of The Whare

- Provide a framework for national governance discussions and decision-making for Māori within Playcentre Aotearoa.
- Offer opportunities for Māori within Playcentre Aotearoa to develop leadership skills and experience.
- Ensure the voices of Māori within Playcentre Aotearoa are shared and discussed at a national level.
- Create a space for Māori Representatives within Playcentre Aotearoa to connect with each other.
- Develop rules and policies for the operation of Te Whare Tikanga Māori and Rōpū Māori.
- Enable Māori representatives to work in partnership on governance matters with Tangata Tiriti.

## Responsibilities

Role of Trustees;

- Provide leadership and oversight of Te Whare Tikanga Māori
- Communicate clearly with Rōpū representatives.
- Facilitate discussions and ensure all voices are heard.

Role of the Rōpū Representatives;

- Bring the voice of their Rōpū.
- Communicate clearly with the Trustees
- Work towards a consensus of the thinking of the Whare.

## Quorum

- Quorum shall be defined as the minimum number of members required to be present at a hui to conduct whare business.
- Quorum for The Whare:
  - Five out of the six Regional Rōpū are represented (Appendix one).
  - A minimum of 10 Representatives.

## Decision Making

Consensus will be the primary vehicle for decision-making.

**If consensus cannot be reached, the hui may opt to vote. The voting process must be agreed upon by all attendees. If no agreement on the process is reached, the default process will be one representative, one vote. A simple majority (51% of those present) is required to pass the vote.**

## Trustee appointment process

The appointment of a Trustee involves two distinct processes:

- The Candidate selection process: Aligned to the needs and values of each Whare
- The Trustee election process: Determined by the Trust Deed (**Clause 9.6 to 9.11**).

This structure ensures that the selection of candidates is tailored to the specific needs and values of each Whare (House), while the overall election process is governed by established rules to maintain fairness and consistency.

## The Candidate Selection process

All parts of this process will be implemented within the timeframes set out in the Trust Deed or as necessary determined by the Trustees. Whilst a preference will be given for kanohi ki te kanohi hui, they may be conducted via communication technology

The eligibility criteria for the selection process for Te Whare Tikanga Māori candidates will include:

- Are Tangata Whenua.
- A minimum of 2 years of governance experience outside of Playcentre.
- Have been an attending caregiver at a local Playcentre.

Additional eligibility criteria may be applied at the discretion of Te Whare Tikanga Māori Trustees.

## Candidate Information

- Prior to the Whare meeting, candidate applications including responses to questions used in the Candidate Outline will be circulated to all Te Whare Tikanga Māori Representatives
- Representatives may seek clarification by submitting questions to Trustees. Trustees will seek responses from the candidate(s) and distribute responses to all Representatives.

## Evaluation of Candidates

- At a Whare hui, guided by priority criteria provided by Trustees, Representatives will evaluate candidates, assessing their skills, experience and suitability for role
- Priority criteria go beyond eligibility requirements by identifying the desirable qualities and experiences that make a candidate qualified and ideally suited for the Playcentre Aotearoa Board, in alignment with the guiding principles (Clause 3.5) and values.
- Due to a conflict of interest, potential trustee candidates cannot be involved in the evaluation process.

Representatives unable to attend the meeting may submit their comments to the Trustees who may then share them during the meeting. This does not constitute proxy voting, nor does it contribute to meeting quorum.

## Selection and Submission of Candidate Names:

- Trustee Candidates will be decided by consensus. If consensus cannot be reached then the Representatives will vote, with the decision carried by majority vote.
- During discussions, Trustees may support Representatives in an advisory capacity but will not otherwise be involved in the decision-making process.

- While the Trust Deed mandates that Te Whare Tikanga Māori Representatives will select more candidates than there are trustee vacancies to fill, Te Whare Tikanga Māori representatives should not restrict their efforts to merely meet this minimum requirement. Instead, they should aim to identify and present a diverse and robust pool of candidates.
- Once finalised, Te Whare Tikanga Māori Representatives will submit the names of the chosen candidates to the Trustees to submit to the Returning Officer, via the Chief Executive, who will oversee the election process.

### **Contingency Selection Statement**

If Representatives are unable to finalise the candidate selection, all eligible candidates will automatically be submitted by Te Whare Tikanga Māori Trustees to the Returning Officer. These candidates will then move forward to the Trustee Election process.

### **Interim Trustee Vacancy**

If a Trustee is unable to complete their term for any reason, clause 9.12 allows for the appointment of an interim Trustee to serve until the next Trustee Selection date.

### **Interim Trustee Selection Process**

#### **Position Advertisement:**

- The interim Trustee position will be advertised both internally and externally, inviting expressions of interest from potential candidates.

#### **Candidate Evaluation:**

- Guided by predefined criteria provided by Trustees, Representatives will evaluate candidates, assessing their skills, experience and suitability for the role.

#### **Decision-Making:**

- The Representatives will select the interim Trustee using the decision-making process outlined in the Whare operational rules.
- During discussions, Trustees may support Representatives in an advisory capacity but will not be included in the decision-making process.

#### **Notification:**

- All candidates will be informed of the selection outcome.

#### **Announcement:**

- The name of the successful candidate will be forwarded to the Trustees and the Chief Executive, who will then announce the appointment to the wider organisation.

# Kāhui Kōkiri for Te Whare Tikanga Māori

(Clause 5.5 & 6.6.4)

**Kāhui Kōkiri** is a leadership strategy developed for Te Whare Tikanga Māori, designed to support, encourage, and invest in the development of Māori leaders across Playcentre Aotearoa. It aims to engage and support Māori within Playcentre Aotearoa who are eager to develop their leadership potential, offering opportunities for personal and professional growth in various aspects of leadership and community building. While Kāhui Kōkiri draws on tangata whenua from within Playcentre, for the benefit of Playcentre, it also aims to develop leaders who will influence beyond Playcentre, across all sectors of society.

## Objectives of Kāhui Kōkiri

- **Leadership Development:** Cultivate Māori members with leadership potential who are committed to supporting the growth of whānau Māori within Playcentre.
- **Governance Skills:** Develop Māori members with skills valuable for Playcentre governance.
- **Trustee Potential:** Prepare Māori leaders who have the potential to become Te Whare Tikanga Māori Trustees.
- **Learning Opportunities:** Create opportunities for learning and development for emerging leaders.
- **Future Leadership:** Equip the next generation of Māori leaders with the skills, knowledge, and attributes to advance Māori aspirations in social, cultural, environmental, political, and commercial contexts.

## Principles of the Kāhui Kōkiri Framework

### Kāwanatanga

To ensure robust Māori representation, while working in partnership at the governance level of Playcentre.

Actions	Key Outcomes
<ul style="list-style-type: none"><li>• Participate in reciprocal collaborative relationships with Rōpū, Hapori, Tangata Tiriti and the Board of Trustees;</li><li>• Communicate with whānau Māori.</li></ul>	<ul style="list-style-type: none"><li>• Increased engagement and participation within Rōpū and Te Whare Tikanga Māori;</li><li>• Improve member commitment and retention within Te Whare Tikanga Māori.</li></ul>

### Kaitiakitanga

To work in unity within Playcentre philosophy while ensuring honourable conduct, fair processes, robust consultation, and good decision-making for Te Whare Tikanga Māori.

Actions	Key Outcomes
<ul style="list-style-type: none"><li>• Actively contribute to working within Playcentre Aotearoa in the pursuit of achieving success for Māori;</li><li>• Mentorship</li></ul>	<ul style="list-style-type: none"><li>• Actively participating in leadership opportunities, e.g., kapa mahi, tuakana/teina. facilitation, developing consultation frameworks with the Board of Trustees for an objective.</li></ul>

## Kotahitanga

To ensure Māori spaces, leadership roles and entities are created and maintained; where tikanga Māori and Māori cultural practices prevail, acknowledging Māori have rights over te reo Māori and mātauranga Māori.

Actions	Key Outcomes
<ul style="list-style-type: none"><li>• Connect with Playcentres, Hapori, Rōpū and whānau Māori within Playcentre;</li><li>• Actively contribute within Playcentre Aotearoa in the pursuit of achieving success for Māori.</li></ul>	<ul style="list-style-type: none"><li>• Maintain positive relationships with whānau Māori, other members of Kāhui Kōkiri, Te Whare Tikanga Māori and Trustees members;</li><li>• Grow Rōpū so they are sustainable and future orientated.</li></ul>

## Ako

To foster the pathway of knowledge, develop an understanding of tikanga Māori and te reo Māori and develop skills within Playcentre Aotearoa.

Actions	Key Outcomes
<ul style="list-style-type: none"><li>• Commit to seeking and engaging in professional development;</li><li>• Build foundational knowledge, practise and develop the use and understanding of te reo Māori and tikanga Māori.</li><li>• Engage in learning opportunities to develop own understanding of te ao Māori, Te Tiriti o Waitangi and co-governance.</li></ul>	<ul style="list-style-type: none"><li>• Culturally competent regarding te ao Māori, Te Tiriti o Waitangi, co-governance and bi-culturalism, the Two-House Model, and the Consensus Decision-Making Process.</li></ul>

## Pūkengatanga

To build and develop the leadership skills relevant to governance.

Actions	Key Outcomes
<ul style="list-style-type: none"><li>• Commit to seeking and engaging in opportunities to develop understanding and experience of co-governance and Tiriti responsive contexts;</li><li>• Display behaviours that reflect the principles and values of Te Whare Tikanga Māori.</li></ul>	<ul style="list-style-type: none"><li>• Model working in partnership;</li><li>• Possess some of the characteristics and capabilities necessary to be on the Board of Trustees.</li></ul>

## Joining the Kāhui Kōkiri

1. **Submission:** Interested parties submit an expression of interest (EOI) through a form on the Playcentre Aotearoa website.
2. **Application Form:** The Board Secretary emails the application pack to the interested party, along with detailed instructions and a timeline for submission.

3. **Initial Screening:** Te Whare Tikanga Māori Trustees conduct an initial screening to ensure the application is complete and meets any eligibility criteria.
4. **Decision Making:** Te Whare Tikanga Māori Trustees decide on the applicant's suitability.
5. **Notification:** The Board Secretary communicates Te Whare Tikanga Māori Trustees' decision to the applicant, providing feedback if applicable.

Upon joining the Kāhui Kōkiri, members will be provided with a code of conduct, details about their responsibilities, and information on the resignation process. The Kāhui Kōkiri is designed to be an open and welcoming space, with a clear expectation of commitment from all members.

## **Resignation from the Kāhui Kōkiri**

Any Kāhui Kōkiri member wishing to resign must notify the other Kāhui Kōkiri members and Te Whare Tikanga Māori Trustees. This notification should be communicated through any available method to the Kāhui Kōkiri members and to Te Whare Tikanga Māori Trustees, via email to the Board Secretary, as soon as possible.

## **Removal of a Kāhui Kōkiri member**

Te Whare Tikanga Māori Trustees may remove any member of the Kāhui Kōkiri if that member, through their actions or inactions, risks harming Playcentre Aotearoa's reputation. Additionally, members may also be removed if they do not adhere to their Code of Conduct. Before making a final decision to remove a Kāhui Kōkiri member, Te Whare Tikanga Māori Trustees may seek feedback from the members of the Kāhui Kōkiri but are not required to follow it.

## **Process for Removal of a Kāhui Kōkiri member**

### **1. Identification and Assessment of Concern**

- Any concerns about a Kāhui Kōkiri member potentially harming Playcentre Aotearoa's reputation or failing to adhere to the code of conduct should be documented and submitted to Te Whare Tikanga Māori Trustees in writing.
- The Trustees will review the concern to determine if further investigation is needed.

### **2. Notification and Opportunity to Respond**

- If the Trustees decide to investigate further, the Kāhui Kōkiri member will be formally notified of the concern and provided with relevant information.
- The Kāhui Kōkiri member will have a specified timeframe to respond in writing.

### **3. Review and Investigation**

- The Trustees will review the Kāhui Kōkiri member's response and may conduct additional investigations to gather more information.

### **4. Decision-Making**

- After reviewing all information, the Trustees will decide whether to remove the member from the Kāhui Kōkiri. The decision will be made at the Trustees' sole discretion, with a focus on fairness and impartiality.
- The Kāhui Kōkiri member will be informed in writing of the decision and the reasons behind it.

## Rule 9. Tangata Tiriti

The Pā Harakeke governance structure serves as a framework to preserve and amplify the voices of whānau at Playcentres, ensuring they are heard all the way to the Board of Trustees. This structure enables Centre members to participate in governance in a way that aligns with Playcentre Aotearoa's commitment to Te Tiriti o Waitangi.

Playcentre whānau are eligible to be part of Tangata Tiriti if they are not part of Te Whare Tikanga Māori.

Collectively, Tangata Tiriti uphold:

- Playcentre's commitment to Te Tiriti by working in partnership with Te Whare Tikanga Māori.
- The Playcentre philosophy.
- The values of Tangata Tiriti House.

Tangata Tiriti House (The House) consists of Tangata Tiriti Trustees, who provide leadership and oversight, and Cluster Representatives. Whānau who are Tangata Tiriti are eligible to be part of The House if they have, or have had, one or more children enrolled in Playcentre Aotearoa. Together, The House supports current Centre whānau who are Tangata Tiriti to participate in governance, including:

- Voting for Trustees.
- Voting for Cluster Representatives.
- Engaging in consultation processes initiated by the Board of Trustees.

### Values

<p><b>Generosity of Spirit</b></p> <ul style="list-style-type: none"> <li>• Accepting people for who they are, having confidence in others</li> <li>• Tolerating difference, not judging others by our own standards</li> <li>• Taking care of others, doing what they need</li> <li>• Sharing knowledge/skills without expecting anything in return</li> <li>• Putting others ahead of self, being someone others can rely on</li> <li>• Forgiving</li> </ul>	<p><b>Respect</b></p> <ul style="list-style-type: none"> <li>• Valuing contributions</li> <li>• Treating people as they should be treated</li> <li>• Embracing diversity – of talent, of ability of culture</li> <li>• Respecting the environment</li> <li>• Respecting cultural traditions, beliefs</li> <li>• Respecting the inherent value and dignity of each person</li> </ul>
<p><b>Cooperation</b></p> <ul style="list-style-type: none"> <li>• Working together towards a common goal</li> <li>• Building confidence in learners</li> <li>• Communicating – sharing information, open dialogue, talking to people rather than about people</li> <li>• Achievement – completion of tasks, acknowledgement of contribution</li> </ul>	<p><b>Integrity</b></p> <ul style="list-style-type: none"> <li>• Being trusted and trustworthy</li> <li>• Being honest in all interactions</li> <li>• Keeping our word, to be counted on to do what is required</li> <li>• Acting in a manner that is fair and just for all</li> <li>• Courage to do the right thing</li> </ul>

Endeavour	Compassion
<ul style="list-style-type: none"> <li>• Reliability, commitment to Playcentre</li> <li>• Exercising self-control, discipline</li> <li>• Accepting responsibility and giving our best effort</li> <li>• Perseverance, learning from mistakes</li> </ul>	<ul style="list-style-type: none"> <li>• Caring for people</li> <li>• Building esteem in self and others</li> <li>• Nurturing a sense of inclusiveness</li> <li>• Of being community</li> <li>• Belonging</li> </ul>

## Clusters

### (Clause 7.4)

Clusters are groups where members of Playcentres, who are Tangata Tiriti, draw on their firsthand knowledge and experience at Centres to influence policy and decision-making. By identifying and prioritising their needs, whānau shape Playcentre's direction, by celebrating their successes, advocating for solutions to challenges, and providing valuable feedback on issues through their elected Cluster Representatives. **(Clause 3, 5.4 & 8)**

Clusters are organised on a geographical basis (refer to Appendix One for details), each of the six Clusters has four representatives.

Playcentre Aotearoa staff are available to support Clusters in operating in accordance with the Trust Deed and these Rules as needed, in alignment with the operational support framework set out by the Chief Executive.

### Functions, roles, and responsibilities of each Cluster

Each Cluster should exercise the following functions and responsibilities.

- Act in Tiriti partnership with Rōpū;
- Embody the principles and values of Tangata Tiriti House;
- Whanaungatanga, which strengthens relationships both within the Cluster and with other Clusters across the Motu;
- Promote and support consultation on key issues affecting Playcentre Aotearoa;
- Support Centre engagement, wherever possible, including the election of Trustees, selection and election of Cluster representatives, the exercise of voting rights on matters raised by the Trustees, attending Cluster hui, participation in PLD, and active discussions around Centre experience to inform Representatives ahead of any discussions with Trustees including National hui;
- Empower emergent leadership and promote knowledge of the Emergent Leadership Group;

### Cluster Representatives

#### (Clause 7.5 & 7.6)

Representatives are members of Tangata Tiriti who carry the perspectives of their Clusters, and Centre whānau, into National hui and other discussions with Trustees.

## **Roles**

- Channel communications between the Playcentres in their Cluster and the Board of Trustees;
- Support Clusters in their understanding of the two-house model and communication pathways within Playcentre Aotearoa.
- Draft any modification to the Trust Deed or Rules, in partnership with Te Whare Tikanga Māori;
- Attend General meetings and meetings of the House as required;

## **Responsibilities**

- Understand their role and responsibility as Tangata Tiriti and work in partnership with Te Whare Tikanga Māori;
- Follow the Trust Deed and Rules, policies, procedures and processes;
- Have a sound understanding of the Two-House Model and how it operates within Playcentre Aotearoa;
- Be impartial when seeking the perspectives of Centre whānau, and accurately represent and share the perspectives of others;
- Keep abreast of developments within Playcentre Aotearoa;
- Support the development of leadership skills within the Cluster, by fostering Tuakana-teina relationships which help Cluster members grow into future Representatives and encourage emergent leadership by identifying and guiding members to join the ELG.
- Actively participate in consultation processes initiated by the Board of Trustees;
- Effectively feedback to their Cluster on the learning and outcomes from national hui.

## **Selection of Cluster Representatives**

### **(Clause 7.5)**

Each year up to four Representatives will be selected from each Cluster, who will represent the voices of the Cluster

- The Board of Trustees will set a timeframe as to when Selection Meetings must occur by. Clusters will then determine a date for the Selection Meeting and communicate this date to the Board Secretary. The Board Secretary will set up the meeting links and send the necessary information to all centres via email.
- The Board of Trustees will organise a facilitator for the Selection Meeting and the hui will appoint a minute-taker.
- The Cluster's decision-making processes will be followed to select Cluster Representatives.
- All meeting minutes must be sent to the Board Secretary within the timeframe given by the Board of Trustees.

## **Term of Representative**

The term of a Representative is one year from the date of selection. There is no limit to the number of terms a representative may serve.

## **Resignation of a Representative**

To resign from the position of Representative, the Representative must inform their Cluster, through whatever method is available to them, the other Representatives in their Cluster, and the Board Secretary as soon as possible.

## Removal process

The Trustees may remove any Representative if the Representative through their actions or inactions, risks harming Playcentre Aotearoa's reputation. Representatives may also be removed if they do not fulfil the responsibilities of the role. Before making a final decision to remove a Representative, the Trustees will seek feedback from the Region's Cluster Representatives but are not required to follow it.

## Process for Removal of a Cluster Representative

### 1. Identification and Assessment of Concern

- Any concerns about a Representative potentially harming Playcentre Aotearoa's reputation or not fulfilling the responsibilities of the role should be documented and submitted to the Tangata Tiriti Trustees in writing.
- The Trustees will review the concern to determine if further investigation is needed.

### 2. Notification and Opportunity to Respond

- If the Trustees decide to investigate further, the Representative will be formally notified of the concern and provided with relevant information.
- The Representative will have a specified timeframe to respond in writing.

### 3. Review and Investigation

- The Trustees will review the Representative's response and may conduct additional investigations to gather more information.

### 4. Decision-Making

- After reviewing all information, the Trustees will decide whether to remove the Representative from their role. The decision will be made at the Trustees' sole discretion, with a focus on fairness and impartiality.
- The Representative will be informed in writing of the decision and the reasons behind it.

## The House Operational Rules

(Clause 7.6.3)

### Introduction

The House serves as the governance space for Tangata Tiriti and consists of Tangata Tiriti Trustees, who provide leadership and oversight, and Cluster Representatives. The roles and responsibilities described in this rule pertain specifically to their functions within the context of The House.

### Responsibilities

Role of Trustees;

- Provide leadership and oversight to Tangata Tiriti House.
- Communicate clearly with Cluster representatives.
- Support Clusters to fill any Representative vacancies.
- Facilitate discussions and ensure all voices are heard.

Role of the Cluster Representatives;

- Bring the voice of their Clusters.
- Communicate clearly with the Trustees.
- Work towards a consensus of the House's thinking.

## Quorum

Quorum shall be defined as the minimum number of Representatives required to be present at a hui to conduct House business. **Quorum for Tangata Tiriti is set a minimum of 12 reps with at least 1 rep from each region.**

## Decision Making

Consensus decision-making is the primary decision-making method. If voting is necessary, each representative has one vote, and a **simple majority (51% of those present)** is required to pass a vote.

## Trustee appointment process

The appointment of a Trustee involves two distinct processes:

- The Candidate selection process: Aligned to the needs and values of each Whare (House).
- The Trustee election process: Determined by the Trust Deed **(Clause 9.6 to 9.11)**.

This structure ensures that the selection of candidates is tailored to the specific needs and values of each Whare (House), while the overall election process is governed by established rules to maintain fairness and consistency.

## The Candidate selection process

(Clause 9.7)

### Stage 1

At a House meeting held prior to the start of the Trustee appointment process, the following Candidate Selection process will be implemented within the timeframes determined by the Trustees.

#### Consultation on Priority Criteria for the Upcoming Election:

- The Board of Trustees will consult with Representatives on the Priority Criteria for the year.
- Priority criteria go beyond eligibility requirements, set out in the Trust Deed, by identifying the desirable qualities and experiences that make a candidate qualified and ideally suited for the Playcentre Aotearoa Board, in alignment with the guiding principles (Clause 3.5) and values.
- This consultation will contribute to the Board's decision-making in establishing any additional eligibility criteria for the coming year.

#### Determination of the Candidate Selection Panel:

- The House will determine the structure and composition of the candidate selection panel, ensuring the panel includes at least one Tangata Tiriti Trustee.
- To maintain impartiality, no individuals who are applicants for the vacancy may serve on the Selection panel.

### **Establishment of Maximum Candidate Numbers:**

- The House will determine the maximum number of candidates to be selected, based on the number of vacancies available.

### **Agreement on the Candidate Outline Form:**

- The House will define the requirements for the Candidate Outline form to be completed by applicants.
- Final approval of the form and process will rest with the Tangata Tiriti Trustees.

### **Stage 2**

Following the application deadline, the selection panel will undertake the following steps.

### **Convening the Selection Panel:**

- The candidate selection panel will be convened in time to select and submit candidate names to the Trustees to submit to the Returning Officer for inclusion in the election process.

### **Evaluation of Candidates:**

- The panel will evaluate candidates based on their CVs, Candidate Outlines and references, ensuring they meet the requirements outlined in the Trust Deed and the Priority Criteria. This process aims to be fair and transparent and may involve shortlisting, checking of references and conducting interviews as necessary.

### **Decision-Making:**

- The selection panel will select the candidates to go forward to the election process using the decision-making process outlined in the House operational rules.
- A Tangata Tiriti Trustee will chair the panel, serving in an advisory capacity, but will hold no decision-making authority during the selection process.

### **Submission of Candidate Names:**

- The panel will finalise their selections and submit the names of the chosen candidates to the Tangata Tiriti Trustees to submit to the Returning Officer, via the Chief Executive, who will oversee the election process.

### **Notification of Candidates:**

- All candidates will be informed of the selection outcome.

### **Contingency selection statement**

If Representatives are unable to form a selection panel or finalise the candidate selection, all eligible candidates will automatically be submitted by the Tangata Tiriti Trustees to the Returning Officer. These candidates will then move forward to the Trustee election process.

## **Interim Trustee Vacancy**

(Clause 9.12)

If a Trustee is unable to complete their term for any reason, clause 9.12 allows for the appointment of an interim Trustee to serve until the next Trustee Selection date.

## **Interim Trustee Selection Process**

### **Convening the selection panel:**

- A meeting of the House will be convened to establish a selection panel responsible for overseeing the interim Trustee appointment.
- The House will determine the structure and composition of the selection panel, ensuring the panel includes at least one Tangata Tiriti Trustee.

### **Position Advertisement:**

- The interim Trustee position will be advertised both internally and externally, inviting expressions of interest from potential candidates.

### **Candidate Evaluation:**

- The selection panel will review candidates based on their CV, Candidate Outline, and references. If deemed necessary, interviews may be conducted to further assess the suitability of candidates.

### **Decision-Making:**

- The selection panel will select the interim Trustee using the decision-making process outlined in the House operational rules.
- A Tangata Tiriti Trustee will chair the panel, serving in an advisory capacity, but will hold no decision-making authority during the selection process.

### **Notification:**

- All candidates will be informed of the selection outcome.

### **Announcement:**

- The name of the successful candidate will be forwarded to the Board of Trustees and the Chief Executive, who will then announce the appointment to the wider organisation.

## **Emergent Leadership Group for Tangata Tiriti**

(Clause 5.4 & 7.6.4)

The Emergent Leadership Group (ELG) supports the development of leadership capabilities within Tangata Tiriti House. It embodies the Playcentre Aotearoa philosophy by empowering adults to learn collaboratively and celebrates whānau unique learning pathways to strengthen Tangata Tiriti House and enrich communities.

Leaders within Tangata Tiriti House are required to integrate the values and obligations of Te Tiriti o Waitangi into all aspects of their leadership.

## **Purpose**

The purpose of the ELG is to:

- Develop strong leadership capabilities within Tangata Tiriti House.
- Foster unity within the house and build strong relationships with Te Whare Tikanga Māori.
- Create a sustainable pool of potential candidates for the Board of Trustees.
- Identify priorities for resourcing leadership capability.
- Provide a space for growth, allowing Tangata Tiriti to meet their leadership needs.
- Offer a guiding framework for building leadership capability and growing leaders at all levels.

## **Responsibilities of Each ELG Member**

- Seek and utilise feedback for personal growth.
- Build relationships within the group and the organisation.
- Share knowledge and help upskill others within the group and organisation.
- Actively develop understanding and competency around Te Tiriti o Waitangi as a good Tiriti partner.
- Contribute to building knowledge within Playcentre Aotearoa and support the organisation's growth and development.
- Work actively towards the goals outlined in their personal development plan.
- Take initiative when appropriate.
- Use critical thinking for personal development and consider the best ways to upskill and move forward.

## **Outcomes of the ELG**

- Create a sustainable pool of emerging leaders for the Board of Trustees of Tangata Tiriti House.
- Strengthen Tiriti partnerships.
- Retain and build on Playcentre knowledge.
- Establish recognition as an incubator of leaders.
- Strengthen the organisation professionally.
- Give back to Playcentre through the personal learning and development (PLD) received.
- Support the governance structure by actively contributing to Clusters.
- Build and sustain collective leadership and a professional community within Playcentre Aotearoa.

## **Actions of the ELG**

- Engage in personal learning development (PLD).
- Participate in learning opportunities to deepen understanding of te ao Māori, Te Tiriti o Waitangi, and co-governance.
- Foster reciprocal relationships within Hapori, Clusters, Te Whare Tikanga Māori, and the Board of Trustees.
- Develop mentoring abilities.

## Joining the ELG

1. **Submission:** Interested parties submit an expression of interest (EOI) through a form on the Playcentre Aotearoa website.
2. **Application Form:** The Board Secretary emails the application pack to the interested party, along with detailed instructions and a timeline for submission.
3. **Initial Screening:** Tangata Tiriti Trustees conducts an initial screening to ensure the application is complete and meets any eligibility criteria.
4. **Decision Making:** Tangata Tiriti Trustees decide the applicant's suitability, assessing the applicant's suitability based on predefined criteria.
5. **Notification:** The Board Secretary communicates the Board's decision to the applicant, providing feedback if applicable.

When joining the ELG, members will receive a code of conduct. The ELG aims to be an open and welcoming space, with clear expectations for commitment from all members.

## Resigning and Removal from the ELG

### Resignation

Any ELG member wishing to resign must notify the other ELG members and the Tangata Tiriti Trustees. This notification should be communicated through any available method to the ELG and to the Tangata Tiriti Trustees, via email to the Board Secretary, as soon as possible.

### Removal

The Tangata Tiriti Trustees may remove any member of the ELG if their actions or inactions risk harming Playcentre Aotearoa's reputation, or if they do not adhere to the Code of Conduct. Before making a final decision to remove an ELG member, the Tangata Tiriti Trustees may seek feedback from ELG members, though they are not obligated to act on it.

## Process for Removal of a ELG member

### 1. Identification and Assessment of Concern

- Any concerns regarding an ELG member potentially harming Playcentre Aotearoa's reputation or failing to adhere to the code of conduct should be documented and submitted to the Tangata Tiriti Trustees in writing.
- The Trustees will review the concern to determine if further investigation is needed.

### 2. Notification and Opportunity to Respond

- If the Trustees decide to investigate further, the ELG member will be formally notified of the concern and provided with relevant information.
- The ELG member will have a specified timeframe to respond in writing.

### 3. Review and Investigation

- The Trustees will review the ELG member response and may conduct additional investigations to gather more information.

#### **4. Decision-Making**

- After reviewing all information, the Trustees will decide whether to remove the ELG member from their role. The decision will be made at the Trustees' sole discretion, with a focus on fairness and impartiality.
- The ELG member will be informed in writing of the decision and the reasons behind it.

# Rule 10. Meetings

## Introduction

For clarity, this Rule applies to formal meetings or series of meetings, including General Meetings, Hui ā-tau/Annual Whare Meetings, and Hui ā-whare/Individual Whare Meetings. It does not extend to informal meetings held by Representatives of either The Whare or The House, which may occur at the Representatives' discretion. While these informal hui are not binding, they can be useful for fostering connections, engaging in PLD, and achieving a shared understanding of topics prior to formal meetings.

## Two-House model

Decisions that affect both houses and/or the entire organisation shall follow the Two-House model, including but not limited to:

- Modifications of the Trust Deed
- Modifications to the Rules, excluding Whare-specific Rules
- Removal of a Trustee
- Removal of the entire Board
- Recognition of Service

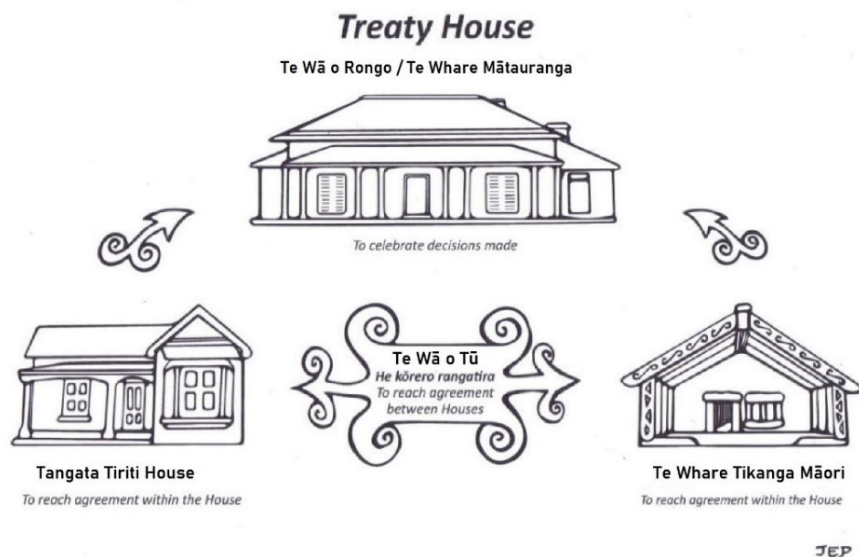
## Introduction

The Two-House Model is a decision-making model that seeks to honour the cultural practices of each Tiriti partner and mitigate any imbalances in numbers between the two partners. This model is relationship-focused, particularly the power relationship between Te Whare Tikanga Māori and Tangata Tiriti, especially the power to protect, to define and to decide. It is on this premise, that to have strong relationships, Te Whare Tikanga Māori and Tangata Tiriti should work on issues separately before coming together in a combined space to resolve issues of common concern. The purpose of each whare is to provide a culturally appropriate and safe way to discuss, define and prioritise issues and to promote relationships amongst the whare.

## Philosophy, principles and values

The Two-House Model upholds the philosophy of Playcentre Aotearoa by organising its affairs within the cultural practices of Te Whare Tikanga Māori and Tangata Tiriti and fostering equitable collaboration between the whare.

## The Two-House Model



- Te Whare Tikanga Māori is a group within Playcentre Aotearoa that is made up of current and previous Playcentre whānau who are tangata whenua or who have tamariki who whakapapa Māori.
- Tangata Tiriti House is a group within Playcentre Aotearoa that is made up of current and previous Playcentre whānau who do not sit in Te Whare Tikanga Māori
- These whare mirror the attributes of Te Wā o Tū but are spaces that allow the business to be conducted according to their own customs, traditions, and practices.

### Te Wā o Rongo

This space is about unity, peace, and celebration. We gather to welcome and farewell, to share information, listen to presentations, ratify and celebrate decisions made. Debate occurs outside this space.

### Te Whare Mātauranga

When further clarification is needed, both whare will come together within Te Whare Mātauranga. Both Te Whare Tikanga Māori and Tangata Tiriti House receive the same information at the same time.

### Te Wā o Tū

This space is about debate, negotiation, concession, utilising the wisdom and experience of the group, and seeking clarification and consensus. It is the place between Te Whare Tikanga Māori, Tangata Tiriti House and Te Wā o Rongo.

## Two House Meeting Process

### Special General Meeting:

The Board of Trustees will call a Special General Meeting for matters affecting both houses and/or the entire organisation.

**Initial Presentation:**

Before moving to their respective Houses, the Trustee Board will present the relevant papers and introduce the advisory panel in the Treaty House.

**In the Two Houses:**

Representatives will then move to their designated Whare/House. Before discussions begin each house will select two negotiators.

Each House discusses the papers and prepares their positions. Once ready, each House sends a message to the other to convene in Te Wā o Tū.

**Negotiators' Role:**

Negotiators represent their House's views in Te Wā o Tū, it is important that before moving to Te Wā o Tū negotiators must check with their Whare/House regarding:

- The decision
- Their understanding of the decision, the intent and the context.
- Room to move either way of the decision such as altering words that do not alter the intent of the decision. *Note* - Any negotiation outside of these boundaries must be taken back to the house for discussion.

**Negotiation Process in Te Wā o Tū:**

Negotiators will:

- Determine each other's position. They may share details of the discussion as well as the intent and context of the decision made in each house. This can provide clarity, and aid in mutual understanding.;
- Confirm where consensus can be reached; and
- Refer any consensus decision to the advisory panel for initial ratification. If the decision is not ratified, the issues are identified and reported to the lead negotiators for action/next steps. Final ratification occurs in the Treaty House.

If Consensus Is Not Reached:

- Identify the issues.
- Explore alternative options.
- If options are within the negotiators' mandate, discuss further to seek consensus.
- If not, return to the Houses for further discussion.
- If time allows, discuss further in the Houses and repeat the negotiation process.

**Final Steps:**

- Distribute final decisions to Te Whare Tikanga Māori, Tāngata Tiriti House, and the Administrator.
- Negotiators present the final decisions in their respective Houses.
- Presentation and final ratification of the decision occurs in the Treaty House.

## **Advisory Panel:**

Composition:

- An expert in core philosophy and values
- An expert in Te Tiriti o Waitangi
- A Trustee Board member
- At least one Tāngata Whenua and one Tāngata Tiriti representative

A member of the advisory panel may carry more than one role, e.g. a Trustee Board member may also be considered one of the 'experts'.

The role of the advisory panel is twofold:

- When the negotiators request it, the panel offers guidance on philosophy, core values and Te Tiriti o Waitangi as they relate to each paper.
- Once consensus is reached, the panel determines if the decision enacts philosophy and Te Tiriti o Waitangi. If not, the critical issue/s is explicitly identified and reported to the negotiators for action/next steps.

The advisory panel does not participate in discussions between the Houses unless activated as described.

## **General Meetings**

### **Introduction**

The provisions for many of the meeting rules are established in the Trust Deed and apply to all meetings, including Annual General Meetings (AGM) and Special General Meetings (SGM), collectively referred to as "General Meetings" (Clause 10).

The Rules provide for the following:

- The process for calling and holding any meeting
- The process of decision-making
- The process of giving proxies

Additionally, the Rules may address matters specific to Whare meetings that are not covered in the Trust Deed.

### **The process for calling and holding any meeting**

- Notice will be provided to all Centres, Rōpū and Cluster Representatives, and the Whānau contact person via email and social media platforms.

### **The process of decision-making**

Cross-House decisions

- Decisions impacting both houses and/or the entire organisation shall follow the Two-House model.

- If consensus cannot be achieved, the voting process specified in the Trust Deed Clause 14.3 shall be used.

#### Whare-Specific decisions

- Decisions specific to a Whare shall follow the established processes within that Whare.

### Process for Proxy voting

For meetings where Trustees permit it, eligible participants can appoint a proxy to vote on motions. If proxies are allowed, the form should designate the chair or co-chair of the meeting as the proxy. The proxy form should include the following details:

1. The full name, contact information and connection with Playcentre Aotearoa of the person granting the proxy.
2. What the motion is they are granting the proxy for.
3. Whether they wish to:
  - a. Vote in favour of the motion;
  - b. Vote against the motion;
  - c. Abstain.
4. A proxy shall be counted as an attendee for the purposes of determining a quorum at the meeting.
5. Forms must be submitted to the Board Secretary no later than 24 hours before the meeting. Proxies received after this timeframe will be disregarded.
6. Proxies will only be valid for the specific meeting or series of meetings for which the motion is being voted on.

### Hui ā-tau/Annual Whare Meeting

The two Whare shall meet at least once a year, with the Board of Trustees responsible for calling these meetings. While these are individual meetings for each Whare, they may be held concurrently at the same location or separately, as determined by the Board of Trustees.

The provisions for General Meetings outlined in the Trust Deed shall also apply to the Annual Whare meeting.

Additional matters covered by this Rule include:

#### Notification:

- The Board of Trustees will provide notice as per the Trust Deed to all Centres, Rōpū and Cluster Representatives and the Whānau contact person, of the date, time and location of the hui, via email and social media platforms.

#### Attendance:

- The Board of Trustees
- Rōpū and Cluster Representatives
- Invited guests of the Board of Trustees.
- Other attendees as determined by each whare, by request to the Board of Trustees six weeks prior.

**Agenda:**

- The Board of Trustees will be responsible for setting the agenda and sharing documents 8 weeks prior, with a final agenda and documents two weeks before hui.
- Whare representatives may propose additions to the agenda by emailing the Board of Trustees. These proposals must be submitted at least six weeks before the final agenda and documents are shared.

**Facilitation:**

- The Board of Trustees will arrange appropriate facilitation for each whare.

**Decision Making:**

- Consensus decision-making will be the primary method, with voting as a secondary option, as determined by each whare.

## **Hui ā-whare/Individual Whare Meeting**

Individual Whare meetings may be convened as needed to address decisions or specific needs throughout the year, typically when one Whare wishes to meet for a specific purpose.

In most cases, such hui will be conducted via communication technology unless the Board of Trustees decides otherwise. These hui may be called by either the Trustees, Te Whare Tikanga Māori or Tangata Tiriti House by making a request to the Trustees of their respective Whare.

**Notification:**

- The Trustees will give all Centres and Representatives, of the whare which is meeting, at least 4 weeks' notice of the meeting's date, time, and location.
- The nature of the business to be conducted.

**Attendance:**

- The Trustees of the Whare
- Representatives of the Whare
- Other attendees as determined by the whare, by request to the Board of Trustees two weeks prior.

**Agenda:**

- The Trustees will be responsible for setting the agenda and sharing documents no less than 4 weeks prior, with the final agenda being sent one week prior to the meeting.
- Whare representatives may propose additions to the agenda via email to the Board of Trustees prior to the final agenda and sharing of documents, these proposed additions must be submitted no less than 2 weeks prior.

**Facilitation:**

- The Trustees will arrange for the facilitation of the hui.

**Quorum & Decision Making:**

- Decision-making will follow the operational rules of the whare which is meeting.
- The quorum will be defined in the operational rules of the whare which is meeting.

## **Applicable to all Meetings**

### **Conflicts of interest**

A conflict of interest is a perceived, potential, or actual conflict between the private or personal interests and the official duties and responsibilities of Representatives. A perceived or potential conflict of interest should be treated as an actual conflict of interest.

It is important to understand that the existence of a conflict of interest does not necessarily imply wrongdoing on the part of any person. However, any interests which could give rise to a conflict of interest must be disclosed.

Representatives need to be alert to situations in which they may have a conflict of interest and ensure that the situation is recognised and handled appropriately;

Conflicts of interest must be dealt with quickly and transparently. They must be:

- Acknowledged;
- Disclosed;
- Put on record, where appropriate; and
- Effectively managed or avoided.

### **Identification and effective management of conflicts of interest**

At the beginning of each hui, Representatives must identify and disclose any actual or potential conflict of interest that may affect or may be seen to affect their impartiality.

Each conflict-of-interest situation must be dealt with as soon as reasonably practicable once it is identified. When a conflict of interest exists, the Representative must:

- Declare the nature of the conflict (actual, potential, or perceived conflict);
- Excuse themselves from proceedings, and not participate in discussions, deliberations, or proceedings in relation to the conflict of interest;
- To be assessed on a case-by-case basis, where a Representative has relevant information to share, or the Whare has questions for the Representative, they may share/answer before excusing themselves from proceedings.
- Not participate in decision-making or voting in relation to the conflict of interest; and
- Not be counted in the quorum required for decision-making on the matter for which they have a conflict of interest.

### **Minutes and recording decisions**

Comprehensive minutes, including all decisions, will be circulated to all representatives within four weeks of the meeting.

# Rule 11. Appointment of Trustees

## Introduction

The appointment of Trustees process is outlined in Clause 9 of the Trust Deed and involves two distinct processes:

- The Candidate selection process: Aligned to the needs and values of each Whare
- The Trustee election process: Determined by the Trust Deed (**Clause 9.6 to 9.11**).

This structure ensures that the selection of candidates is tailored to the specific needs and values of each Whare (House), while the overall election process is governed by established rules to maintain fairness and consistency.

## Returning Officer

As per Clause 9.9 of the Trust Deed, the Board will appoint an independent person to act as the Returning Officer. The primary responsibility of the Returning Officer is to ensure that the vote for Trustees adheres to the processes outlined in the Trust Deed and Rules through independent oversight.

## Returning Officer Duties

- **Familiarity with Regulations:** Understanding the Trust Deed and Rules related to the election of Trustees.
- **Candidate Validation:** Receiving the names of Trustee candidates and validating them against the current selection criteria.
- **Oversight of Voting Process:** Overseeing the voting process managed by the Chief Executive and ensuring all milestones are achieved.
- **Process Compliance:** Alerting the Chief Executive to any necessary changes to the process to comply with the Trust Deed and Rules and reporting any unresolved issues directly to the Manutaki Maurua (Copresidents).
- **Vote Review and Counting:** Reviewing the voting results as reported by the Chief Executive and completing the count.
- **Outcome Reporting:** Preparing and providing a written statement of the election outcome to the Chief Executive.
- **Process Evaluation:** Provide a written report to the Board on the voting process after its completion, with recommendations for future improvements.
- **Advisory Role:** Offering necessary advice to the Chief Executive to support the voting process.

## Appointment of Trustee process

While the candidate selection process is specific to each Whare/House and outlined in their operational rules, the following steps will apply across both Whare/House.

### Call for Expressions of Interest:

- All vacancies will be advertised internally and externally, providing details of the role, responsibilities, and key dates in the process.

### **Distribution of Candidate Briefing Pack:**

Briefing packs will be sent to all individuals who express interest, containing:

- Eligibility criteria as determined by each Whare/House
- Organisational information
- Details of the roles and responsibilities
- Application instructions, including:
  - Candidate Outline as specified by each Whare/House
  - CV submission
  - A reference supporting the candidates' application.
- Closing date for applications.

### **Candidate Application:**

- Candidates submit their formal applications following the guidelines provided in the briefing pack.
- Ensure all required documents, including the Candidate Outline, CV and reference, are included.

### **Review of Candidate Applications to Confirm Eligibility:**

- The Returning Officer reviews applications to confirm that candidates meet the eligibility criteria.

### **Provision of Candidate Details:**

- The Returning Officer will provide the details of eligible candidates to the Trustees, of the Whare/House to which the applicant is applying, for entry into the Candidate selection process.

### **Candidate Selection to proceed to the Election:**

- Candidates selected through the Whare/House-specific process will proceed to the election stage.
- Notify selected candidates about their advancement to the election process.

### **Election Process:**

- The election process, as outlined in clause 9.11 of the Trust Deed, will be followed to elect trustees.
- The Returning Officer will oversee the entire election process.

### **Announcement of Vote Results:**

- The results will be announced to all stakeholders at the AGM.
- Provide feedback to all candidates and update records as needed.

### **Insufficient Candidates for Trustee Vacancies**

If there are insufficient candidates to fill the trustee vacancies by the Candidate Notification Date, being the date by which names must be submitted to the Returning Officer, the following process shall apply:

- (a) At the discretion of the Board of Trustees, departing Trustee(s) may be asked to remain as interim Trustees under clause 9.12 of the Trust Deed. If this occurs, the process outlined in clause 9.12 shall apply, treating the continuing Trustee(s) as if they were appointed by the Representatives of the affected Whare, and their term shall extend until the next Trustee Selection Date.

- (b) If the departing Trustee(s) do not continue under this rule, the Trustees may delegate the responsibilities of the departing Trustee(s) for the affected Whare, as provided under clauses 4.1.9, 4.3, and 8.8 of the Trust Deed. This delegation shall remain in effect until the process outlined in clause 9.12 of the Trust Deed is implemented. The Trustees have full discretion in selecting the individual(s) to whom the trustee role may be delegated.
  
- (c) The Trustee Selection Process, to the extent it is needed, shall otherwise continue.

## Rule 12. Removal of a Trustee

### Process for Removal of a Trustee or the Whole Board

#### Step 1: Initiating the Motion

Trustee Removal (Clause 9.14)	Board Removal (Clause 9.15)
The Representatives of the Whare/House that elected the Trustee must prepare a written motion seeking removal.	Representatives from both Whare/House must prepare a written motion for the Board's removal.

The motion must include:

- A description of the event, where applicable.
- A summary of the evidence gathered.
- A summary of the reasoning behind the recommendation for removal.

#### Step 2: Contacting the Chief Executive

For both Trustee and Board removal:

- Representatives of either Whare/House must submit a written motion to the Chief Executive to initiate the process.

#### Step 3: Following the Trust Deed Procedures

- **Trustee Removal (Clauses 9.14.2 – 9.14.10)**
  - The procedures outlined in these clauses must be followed to complete the removal process.
- **Board Removal (Clauses 9.15.1.1 – 9.15.1.12)**
  - The procedures outlined in these clauses must be followed to complete the removal process.

#### Step 4: Mediation Process

##### Initiation of Mediation

The Trustees or Representatives will provide formal written instructions to the Chief Executive to initiate the mediation process. The Chief Executive may consult with legal advisors to select appropriate mediators.

##### Engagement of Mediator

Upon receiving the recommendation, the Chief Executive will engage the suggested mediator to provide mediation services. The mediator will outline the mediation process to seek a resolution.

The Chief Executive will then inform all parties involved in the dispute of the mediator's details, including their name, contact information, and relevant information for the mediation sessions.

##### Outcome of Mediation

The outcome of the mediation will not be binding on the Trustees.

## **Rule 13. Board of Trustees Operational Rules**

(Clause 8.12)

### **Meeting Frequency**

The Board of Trustees will hold meetings at least six times a year but may convene more frequently if needed to effectively fulfil their responsibilities.

The Board of Trustees meeting dates are agreed upon periodically for the following six months. The Manutaki Maurua/Co-Presidents may change the dates after consulting with the other Trustees.

### **Meeting Location**

Meetings may be held either kanohi ki te kanohi (face-to-face) or via communications technology. Kanohi ki te kanohi meetings can be held anywhere in New Zealand, considering costs and accessibility for all attendees.

If a Trustee or attendee cannot attend in person, arrangements should be made to support their participation via communications technology whenever possible.

### **Agenda Items**

The Manutaki Maurua/Co-Presidents establish the agenda, with the support of the Chief Executive, for each Board meeting. Standing items include the Chief Executive's report, financial reports, health & safety reporting, and Board committee reports.

Unless otherwise determined, Board and committee papers are distributed seven business days before the meeting. The papers are confidential and must not be shared or copied without written approval from the Manutaki Maurua/Co-Presidents or the committee chair.

### **Attendance and Participation at Board of Trustees Meetings**

Each Board of Trustees member has the right to attend, speak, and be heard at meetings. The Board will decide which other individuals may attend and speak. The Chief Executive and a designated minute-taker are generally present at all Board meetings.

### **Recording of Decisions**

All decisions made during a Board of Trustees Meeting will be recorded in the minutes of that meeting. The Chief Executive shall hold a record of all Board of Trustees meeting minutes, and any other decisions made by the Board of Trustees (for example, those approved electronically), which will be available to any Trustee at any time.

Unanimous resolutions passed by electronic means should be included in the schedule of correspondence at the next Board meeting. The decision then becomes part of the Board's official written record.

### **Board-only Time**

Board-only time is generally intended for something other than decision-making. Any matters requiring decisions must be presented to the Board through formal Board papers. Discussions and decisions occur during Board of Trustees meetings, with outcomes recorded in the minutes.

The exception to the rule is when the discussion centres on the Chief Executive's performance review or any actions relating to the Chief Executive's performance and role. During Board-only sessions, the Manutaki Maurua will be responsible for keeping minutes.

These minutes will be distinct from the regular Board minutes maintained by the Chief Executive.

## **Quorum**

The quorum of the Board of Trustees is a minimum of two Trustees from each Te Whare Tikanga Māori and Tangata Tiriti House.

## **Collective Responsibility (Clause 8.4)**

Collective responsibility means that individuals (trustees) are held accountable for the decisions and actions of the group (the Board of Trustees).

Collective responsibility has two main components. The first is the principle that trustees should be able to have free and frank discussions before making a collective decision. These discussions, held in a spirit of trust and respect, should remain confidential. The second is that once a position has been agreed upon, all trustees are expected to abide by it.

The Board can only be successful if each Trustee plays their part well. So, trustees must learn to hold each other accountable for the organisation's outcomes. This means that responsibility will be shared between individual members for their actions regarding the Board as a collective entity. Each Trustee's accountability is not just a duty but a commitment to the success of the Board.

If a Board member is not able to abide by the requirement for collective responsibility in connection with any matter, they are expected to resign.

## **Conflicts of Interest (Clause 8.13)**

To ensure that the Board of Trustees discloses and manages any conflict of interest, acting consistently with their responsibilities.

## **Register of Interests**

All interests are registered on the Register of Interests, maintained by the Chief Executive.

The Register must be reviewed and updated at each Board meeting.

Conflicts related to any agenda item or decision should be declared at the start of the meeting or as soon as they are realised.

A conflict of interest only arises when a Trustee is considering a matter where their private or external interests that could impact their ability to fulfil their responsibilities to Playcentre Aotearoa impartially e.g., the outcome of a decision could affect them, a business or someone they are closely connected with beneficially or negatively.

It is routine practice for members to declare relevant interests that might conceivably lead to a future conflict in relation to the types of matter likely to come before the Board of Trustees as well as declaring any specific interests relevant to a particular agenda item. It is by no means the case that all declared interests will amount to a potential or actual conflict of interest.

### **Keeping of Accounts (Clause 12.7)**

The Board of Trustees delegates the keeping of the accounts to the Chief Executive. The Chief Executive will use such systems, processes and resources as the Chief Executive deems necessary to manage this delegation.

### **Delegated Authority (Clause 16.4)**

The Board of Trustees delegates authority to the Chief Executive as set out in the Delegated Authority Policy. The Board will only engage in operational matters or communicate with staff with the Chief Executive's prior knowledge and agreement. The Chief Executive is the sole linkage and point of accountability between the Board of Trustees and the operations of the organisation.

The Chief Executive is authorised to establish all operational policies, make all operational decisions, and design, implement, and manage all operational practices and activities, with no limitations beyond those specified in the Delegated Authority Schedule, provided they align with the Board of Trustees' policies.

This policy and the Delegated Authority Schedule must be reviewed annually. The Delegated Authority Schedule may be amended and approved by the Board as needed.

### **Trustee Honoraria (Clause 12.3)**

Trustee honoraria are set at the start of Playcentre Aotearoa's financial year. The Board of Trustees will biannually engage the Institute of Directors to review honoraria as part of the decision-making process.

Honoraria are paid in arrears on December 20, April 20, and August 20. If a board member resigns or retires, the honoraria will be prorated.

## **Rule 14. Recognising Service**

### **Associate Life Members**

(Clause 5.9)

Associate Life Members were granted life membership through an Association that amalgamated into Playcentre Aotearoa as part of the Amalgamation process. To keep their status, Associate Life Members must uphold the values and philosophies of Playcentre Aotearoa, remain impartial in governance matters, and support the organisation's development when requested by the Board of Trustees. They are also eligible to participate in Advisory Panels within the Two-House Model.

No new Associate Life Memberships will be awarded following the amalgamation. The Board of Trustees has sole authority to revoke membership, as outlined in the Deed.

### **He Tohu Whakamana o Te Whānau Tupu Ngātahi**

(Clause 5.10)

The distinction of He Tohu Whakamana is reserved for individuals whose contributions transcend the ordinary or even the excellent over an extended period. This title celebrates and acknowledges an individual's significant impact on Playcentre Aotearoa. Awarding this honour recognises their loyal and exceptional service, which has measurably benefited Playcentre Aotearoa.

#### **Rights**

- Retain an honorary membership that enables the recipient of He Tohu Whakamana to attend Meetings as a guest at the request of the Board of Trustees.
- Eligible to be part of the Advisory Panel within the Two-House Model, at the request of the Board of Trustees.

#### **Responsibilities**

- To uphold the values and philosophies of Playcentre Aotearoa;
- To remain impartial in governance matters;
- To support Playcentre Aotearoa development at the request of the Board of Trustees.

Those who hold honorific titles will abstain from decision-making via consensus and voting.

### **Nominations for He Tohu Whakamana o Te Whānau Tupu Ngātahi**

(Clause 5.11)

The nomination is to be made on the proforma provided by the Board Secretary with all relevant sections completed. This nomination will form the basis of the "citation for a person to be awarded" with the distinction of He Tohu Whakamana, as determined from time to time if approved.

#### **Submission of Nomination**

Nominations are handled with the utmost confidentiality. Each nominee is evaluated based solely on their merits, personal attributes, and achievements, without comparison to others or previous recipient. Nominations can be submitted at any time throughout the year, with meetings convened as necessary.

The process for proposing a candidate for He Tohu Whakamana involves the following steps:

- The Board of Trustees, Whare/House, Clusters, Rōpū, or Playcentres, submit a written motion.
- The nomination should include or be accompanied by a completed nomination form, which:
  - Clearly states why this award is appropriate for the nominee.
  - Provides specific examples of their contributions that have significantly advanced Playcentre Aotearoa and align with its objectives and philosophy.
  - Includes at least two written references endorsing the nomination.

### **Process for Whare**

The nomination will be discussed at a hui. The nomination will be presented at this hui to both whare. A champion of the nomination will present the motion of nomination. They may do this in methods including, but not limited to:

- A speech;
- A short video; or
- A slideshow presentation.

The whare may wish to ask questions to seek more information for the discussions in the whare. At this hui, the Two-House Model and consensus decision-making will be used to decide. If consensus is reached, the nomination is successful.

In the **absence of consensus**, there shall be a first vote in accordance with the voting process of each whare. If the motion receives support from no less than 75% of the representatives of each whare present (so 75% of the representatives from Te Whare Tikanga Māori present and 75% of the representatives from Tangata Tiriti present House), the nomination is successful.

If it does not meet the threshold, the nomination has failed.

### **Removal of He Tohu Whakamana o Te Whānau Tupu Ngātahi**

The Board of Trustees may withdraw any honour granted under clause 5 of the Trust Deed if a recipient risks harming Playcentre Aotearoa's reputation through their actions or inactions. Before deciding to revoke He Tohu Whakamana, the Board of Trustees will seek legal advice but are not required to follow it.

### **Process for Removing He Tohu Whakamana**

#### **1. Identification of Concern**

- Any concerns about a recipient potentially harming Playcentre Aotearoa's reputation should be documented and submitted to the Trustees in writing.

#### **2. Preliminary Assessment**

- The Trustees will review the concern to determine if further investigation is needed.

#### **3. Notification and Opportunity to Respond**

- If the Trustees decide to investigate further, the recipient will be formally notified of the concern and provided with relevant information.
- The recipient will have a specified timeframe to respond in writing.

#### **4. Review and Investigation**

- The Trustees will review the response and may conduct additional investigations to gather more information.

#### **5. Seeking Legal Advice**

- The Trustees will seek legal advice to ensure the process aligns with legal standards and the principles of natural justice.
- The Trustees are not bound by the legal advice but will consider it in their decision-making.

#### **6. Decision-Making**

- After reviewing all information, including the response and legal advice, the Trustees will decide whether to withdraw He Tohu Whakamana.
- The decision will be made at the Trustees' sole discretion, with a focus on fairness and impartiality.

#### **7. Communication of Decision**

- If the decision is to withdraw, He Tohu Whakamana, this will be communicated in writing along with the reasons for the decision and the effective date.
- If the decision is not to withdraw, this outcome will also be conveyed.

# Rule 15. Modification of the Rules and the Trust Deed

## Introduction

As per Clause 4.4 of the Trust Deed, the Board of Trustees may create, modify, update or remove Rules and policies for the governance and management of Playcentre Aotearoa. For any changes to the Rules, the Trustees must consult with both Te Whare Tikanga Māori and Tangata Tiriti House, following the Consultation Rule outlined in these Rules.

As per Clause 4.5 of the Trust Deed, Te Whare Tikanga Māori or Tangata Tiriti House may propose changes to the Rules, at any time throughout the year, through the following processes.

## Changing Whare/House specific Rules

Whare specific rules that are managed by this change process include:

Te Whare Tikanga Māori	Tangata Tiriti
<ul style="list-style-type: none"><li>• Te Whare Tikanga Māori</li><li>• Rōpū</li><li>• TWTM Operational Rules</li><li>• Kāhui Kōkiri</li></ul>	<ul style="list-style-type: none"><li>• Tangata Tiriti</li><li>• Clusters</li><li>• TT Operational Rules</li><li>• Emergent Leadership Group (ELG)</li></ul>

### Who Can Submit:

Te Whare Tikanga Māori	Tangata Tiriti
<ul style="list-style-type: none"><li>• Te Whare Tikanga Māori</li><li>• Rōpū Representatives</li><li>• Members of Kāhui Kōkiri</li><li>• TWTM Playcentre whānau</li></ul>	<ul style="list-style-type: none"><li>• Tangata Tiriti House</li><li>• Cluster Representatives</li><li>• Members of Emergent Leadership Group</li><li>• TT Playcentre whānau</li></ul>

To propose the establishment, amendment, or deletion of Whare/House specific rules, the process is the following:

### Step 1: Drafting the Motion

Any proposed rule change will require a written motion. This motion should detail:

- The exact wording of the proposed rule change.
- The reason for the change, including the benefits and any potential impacts.
- Any relevant background information or context to support the proposal.

### Step 2: Submission of the Motion

The written motion should be submitted to the Trustees of the Whare/House that the proposed change relates to, by email to the Board Secretary.

### **Step 3: Review Criteria**

The Trustees of the whare/house that the proposed change relates to will conduct an initial review to ensure the motion:

1. Is complete and clear;
2. Upholds Playcentre Aotearoa's commitment to Te Tiriti o Waitangi;
3. Aligns with Playcentre philosophy;
4. Reflects the values of the Whare/House;
5. Meets legislative and regulatory requirements;
6. Demonstrates fiscal responsibility.

If necessary, they may request additional information or clarification from the proposer.

### **Step 4: Consultation Process**

The Trustees, of the Whare/House that the proposed change relates to, will consult with stakeholders, including the Whare/House representatives that the proposed change relates to and any affected parties, to gather feedback on the proposed change, following the Consultation Rule outlined in these Rules.

### **Step 5: Redrafting (if necessary)**

Based on the feedback received, the proposer may need to redraft the motion to address any concerns or suggestions.

The Trustees will review any redrafted motions to ensure they reflect the consultation feedback, the review criteria, and are ready for approval.

### **Step 6: Approval Process**

The proposed change will be presented at the next available Whare/House Hui, with the timing based on the urgency of the change as determined by the Trustees.

- If consensus is reached, the Board of Trustees will modify the rules.
- If consensus cannot be reached, a vote will be conducted in accordance with the decision-making process outlined in the operational rules of the Whare/House that the proposed change relates to will be held.
- If no decision is made through consensus or voting, the submission will be withdrawn.

### **Step 7: Implementation**

If the proposed change is passed:

- At the next Board meeting, the Trustees will approve the Rule modification.
- The Board of Trustees will modify the rule's
- Changes will be communicated via email to all Centres and Representatives and updated on the website.

## Changing Board of Trustees Specific Rules

The rules managed by this change process include the Board of Trustee Operational Rules:

- Meetings
- Collective Responsibility
- Conflicts of Interests
- Keeping of Accounts
- Delegated Authority
- Honoraria

The Trustees will make changes as required, ensuring that they meet the following criteria:

1. Upholds Playcentre Aotearoa's commitment to Te Tiriti o Waitangi;
2. Aligns with Playcentre Aotearoa philosophy;
3. Meets legislative and regulatory requirements;
4. Meets the current practices of the Board of Trustees.

When Trustees make changes to these rules, they will inform the organisation by:

- Sending an email to all centres and representatives with:
  - the exact wording of the rule change,
  - the reason for the change, including benefits and potential impacts,
  - any relevant background information or context supporting the decision.
- Updating the information on the website.

## Changing all other Rules

Any rule change that the Board of Trustees determines affects both whare/houses or the entire organisation must use the Two-House model.

Anyone who has, or has had, a child at Playcentre may propose a change to the Rules. This includes but is not limited to, Trustees, Te Whare Tikanga Māori, Tangata Tiriti House, Rōpū Representatives, Cluster Representatives, members of the Kāhui Kōkiri, members of the Emergent Leadership Group, Whānau Māori and Centre Whānau.

To propose the establishment, amendment, or deletion of any rule, that is not specific to a particular Whare/House or the Board of Trustees, the following process must be followed:

### Step 1: Drafting the Motion

Any proposed rule change will require a written motion. This motion should detail:

- The exact wording of the proposed change to the Rules.
- The reason for the change, including the benefits and any potential impacts.
- Any relevant background information or context to support the proposal.

### Step 2: Submission of the Motion

The written motion should be submitted to the Board of Trustees, by email to the Board Secretary.

### **Step 3: Review Criteria**

The Board of Trustees will conduct an initial review to ensure the motion:

1. Is complete and clear;
2. Upholds Playcentre Aotearoa's commitment to Te Tiriti o Waitangi;
3. Aligns with Playcentre philosophy;
4. Meets legislative and regulatory requirements;
5. Demonstrates fiscal responsibility.

If necessary, they may request additional information or clarification from the proposer.

### **Step 4: Consultation Process**

The Board of Trustees will consult with stakeholders, including both Whare and House representatives and any affected parties, to gather feedback on the proposed change, following the Consultation Rule outlined in these Rules

### **Step 5: Redrafting (if necessary)**

Based on the feedback received, the proposer may need to redraft the motion to address any concerns or suggestions.

The Board of Trustees will review any redrafted motions to ensure they reflect the consultation feedback, the review criteria, and are ready for approval.

### **Step 6: Approval Process**

- A special general meeting will be called to decide the rule change using the Two-House decision-making framework.
  - If consensus is reached, the Board of Trustees will modify the rules.
  - If consensus is not reached, the voting process outlined Clause 14.3 of the Trust Deed will be followed, however, the motion requires support from no less than 51% of Representatives from each Whare (so 51% of Representatives from Te Whare Tikanga Māori and 51% of Representatives from Tangata Tiriti).

### **Step 7: Implementation**

If the proposed change is passed:

- At the next Board meeting, the Trustees will approve the Rule modification.
- The Board of Trustees will instruct the change to be made.
- Changes will be communicated via email to all Centres and Representatives and updated on the website.

### **Rules Review**

**Requirement:** Every three years, the Board of Trustees must review the Rules and other governing documents (s.42G of the Charities Act 2005).

**Review Process:** The Board of Trustees will review the Rules and governance arrangements as required by the Charities Act 2005. If the Board believes changes are needed to meet Playcentre Aotearoa's charitable obligations, it may do so using the Rules and Trust Deed change processes.

## Changing the Trust Deed

The process for the modification of the Trust Deed, by either the Trustees or the Representatives of Te Whare Tikanga Māori or Tangata Tiriti, is outlined in Clause 14 of the Trust Deed.

### Step 1: Drafting the Motion

Any proposed change to the Trust Deed will require a written motion.

This motion should detail:

- The exact wording of the proposed change to the Trust Deed.
- The reason for the change, including the benefits and any potential impacts.
- Any relevant background information or context to support the proposal.

### Step 2: Submission of the Motion

The written motion should be submitted to the Board of Trustees, by email to the Board secretary.

### Step 3: Review Criteria

The Board of Trustees will conduct an initial review to ensure the motion:

1. Is complete and clear;
2. Upholds Playcentre Aotearoa's commitment to Te Tiriti o Waitangi;
3. Aligns with Playcentre philosophy;
4. Meets legislative and regulatory requirements;
5. Demonstrates fiscal responsibility.

If necessary, they may request additional information or clarification from the proposer.

### Step 4: Consultation Process

The Board of Trustees will consult with stakeholders, including both Whare and House representatives and any affected parties, to gather feedback on the proposed change, following the Consultation Rule outlined in these Rules

### Step 5: Redrafting (if necessary)

Based on the feedback received, the proposer may need to redraft the motion to address any concerns or suggestions.

The Board of Trustees will review any redrafted motions to ensure they reflect the consultation feedback, the review criteria, and is ready for approval.

### Step 6: Approval Process

A Special General Meeting will be called to decide the modification of the Trust Deed using the Two-House Model. If consensus is not reached, the voting process outlined Clause 14.3 of the Trust Deed will be followed.

### Step 7: Implementation

If the proposed change is accepted:

- The Board of Trustees will instruct the change to be made.
- Changes will be communicated via email to all Centres and Representatives and updated on the website.

## Glossary of terms

**Capabilities framework:** The foundation and common language to describe the knowledge, skills and abilities needed to perform work across all levels of the organisation

**Centre:** Playcentres are branches of Playcentre Aotearoa, being groups of whānau, registered by the Board of Trustees as being part of and resourced by Playcentre Aotearoa, that adopt the Guiding principles of Playcentre Aotearoa and meet the requirements set out in these Rules.

**Consensus decision-making:** Agreement on a decision by all members of a group, rather than a majority or a select number of the group.

**Contact person:** The person each whānau selects to cast the vote in the Board of Trustees elections on behalf of that whānau.

**Kāhui Kōkiri:** An emergent leadership group consisting of members of Te Whare Tikanga Māori

**Kāhui:** Group

**Kōkiri:** Develop, move forward, lead

**Emergent Leadership Group (ELG):** An emergent leadership group consisting of members of Tangata Tiriti House.

**Hui:** Meeting

**Kanohi ki te kanohi:** Face to face

**Kapa mahi:** Working group

**Mātauranga Māori:** Māori knowledge

**Playcentre whānau:** Family who has or has had one or more tamariki enrolled at a Playcentre

**Returning officer:** An independent person who ensures the Trustee Selection Process and vote for the Board of Trustees follows the processes set out in the Deed and the Rules.

**Selection meetings:** Scheduled meetings to select Representatives of Rōpū or a Cluster.

**Tuakana/teina:** The relationship between older and younger (usually same gender). In Playcentre, a tuakana/teina relationship often means the relationship between more and less experienced members

**Whakawhanaungatanga:** The process of establishing relationships, relating well to others

**Whānau** means the immediate family/care group of one or more enrolled tamariki as set out in clause 5.8;

**Whānau Māori:** Māori family

**Whare:** House

**Working Day** means a day means a day of the week other than—

- if Waitangi Day or Anzac Day falls on a Saturday or a Sunday, the following Monday; and
- a day in the period commencing with 25 December and ending with 2 January in the following year; and
- the day observed as the anniversary of any province in which an act is to be done.

## APPENDIX 1

