

New Zealand Playcentre Federation
Tāngata Tiriti Hui
8 - 10th September, 2017
Brentwood Hotel, Kilbirnie, Wellington

Friday 8th September 2017

12.00pm Meeting opened

Facilitator: Bronwyn Olds

Secretary: Pip Harper (+ child)

Present:

NZPF: (Trustee Board Members)	Susan Bailey (Co-President), Ann Langis, Clare Fergusson
Auckland:	Michelle Hutton, Nicola Tracey
Buller	Westland: Mandy Coleman, Lilly - Anne Pugh
Canterbury:	Stephanie Wood
Central Districts:	Danielle Boswell, Nicole Foggo
East Waikato:	Geraldine Jaques
Eastern Bay of Plenty:	Kate Lively, Rochelle Salt
Far North	: Tania King, Rebecca Hyde (+ child)
Hawkes Bay:	Ruth Vincent
Hutt:	Ruth Jones, Justine Van Niekerk (+ child)
King Country:	Beth Fulford, Briana Woodhead
Mid-Canterbury:	Melanie Marr, Liz Waugh
Nelson:	Lisa Butcher
Northland:	Kerri Squires, Helen Van Beek
North Shore:	Kavita Budhia
Otago:	Amanda Russell, Michelle Rogers-Hoff
Rotorua:	Tracey Bourke, Lucy Sheppard (+ child)
Tamaki:	Tania Howarth
Taranaki:	Shelley Hannam-Williams
Te Akoranga:	Briar Broad, Rachel Rix-Trott
Waikato:	Sylvia O'Leary, Emilee Middleton-Wood
Wellington:	Amy Bendall, Stuart Dymond
Western Bay of Plenty:	Tonya Pollard
Whanganui:	Debra Smith, Syndi Harrex

Susan welcomed everyone to the meeting.

The meeting went through introductions.

12.30pm Lunch

1.30pm meeting resumed

Housekeeping – Health & Safety

Meeting Overview – Hui purpose/goals

- Ata Principles
- Bronwen Olds: Intro session "He waka eke noa *A canoe which we are all in with no exception*"
- Small group work
- Discussion of rearranging the agenda
- Minutes and apologies
- Elephants in the room – topic suggested by Debra Smith, Whanganui

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- Unpacking the bags first – topic suggested by Geraldine Jaques, East Waikato

The floor was opened to associations to lay out things they would like to be discussed during this meeting.

Wellington addressed the meeting regarding service delivery structure, clarity in terms of decision making and workload on current people on how to get this going. Testing processes out and getting feedback on this.

Auckland then addressed the meeting re preservation of centre voice, how their voice is going to be carried through, protecting Playcentre Philosophy.

Mid Canterbury would like to discuss emergent leadership in governance.

Canterbury are concerned about top down approach coming through with employment, lack of strategic direction for growth.

Te Akoranga are concerned about lack of communication and collaboration between existing volunteers and staff and the new Management

Tamaki shared they are suffering from major workload exhaustion.

Susan then addressed the meeting about the difficulties of change. She reminded the meeting that centres are the bottom line – Having thriving, sustainable centres.

4:31pm Stuart Dymond, Wellington arrived

Discussion Paper: Clusters

Thoughts shared by the meeting:

How would we define a struggling centre?

Worry that management might close these types of centres.

Trustee Board clarified that management cannot make decision – they can only enact decisions.

A blueprint on clusters coming out by 25th September via Clare.

Stuart, Wellington– once we have a topic to discuss at a cluster meeting it will be very helpful.

3.30pm Afternoon Tea

Continued discussion on Clusters -small group work

Apologies: South Canterbury Association, Olivia Hyatt Nelson, Tairāwhiti Association, Judy Gore Western Bay of Plenty, Kelly Tangaroa Counties, Elle Mitchell South Canterbury (via FB)

Approval of Minutes

- 2016 TT @ Conference
- 2016 TT Hui: Cathy Sheppard's name missing a p, Karen McNatty Hutt, Melanie Marr and Helen Mead from Mid Canterbury were omitted from the attendance register.
- 2017 TT @ March National Executive

Meeting agreed by consensus to accept all the minutes with the above amendments.

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Decision paper: 2017 Election Process

Ruth Jones, Hutt, spoke to the meeting and shared her observations on how the current system is flawed.

Feel quite strongly that we need a succession plan for our house. Central Districts strongly agreed with this.

Te Akoranga felt that we need to stick with the current plan for the next election process.

Geraldine, East Waikato stated that we need to start working on succession planning.

Note that it's a short period.

Sociocratic decision making model, ranking candidates

Ruth Jones asked if there is a chance to have an election this weekend.

Discussion around possible options

6.15pm Dinner

Saturday 9th September, 2017

8.35am Meeting Opens

Decision paper: Governance decision making policy for Tāngata Tiriti

Ann spoke to the room suggested that the 3C's could be our overarching policy but we need to work on our processes.

Wellington – communication aspect – in that we need to empower our management team to make decisions on our behalf within our prescribed framework.

Geraldine, East Waikato clarified the purpose of the 3 C's - management stuff is about compliance. Governance group is about the touchy feelie stuff.

Tracy, Rotorua – feel that we need to trust in our group and in our trustees.

Geraldine, East Waikato – we need to let go of the inner control freak, you cannot control 100%, trust in the framework.

Are we putting constraints on the people to come?

Who are we consulting with? (Kapa mahi group)

This house has a history of trashing decisions made by kapa mahi. New members come in and say I didn't have a part in this.

Document that we trust that we are going to make a decision and that we trust the group that has made the decision.

Decision: Governance decision making policy for Tāngata Tiriti

The 3Cs framework is formally adopted as policy for Tāngata Tiriti decision making.

A kapa mahi is to establish the processes required to enact this policy.

The kapa mahi will consult with centres and clusters.

The kapa mahi is delegated authority by Tāngata Tiriti House to decide on the processes once consultation is complete.

The kapa mahi will communicate the processes to the organisation by the end of Term 1, 2018

Tāngata Tiriti House agrees to trial the processes, at least once, before reviewing them.

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Meeting agreed by consensus

Continuing - Decision Paper: 2017 Election Process

It was noted that following on from yesterday's discussion, we don't have consensus on current process for electing officers.

Geraldine, East Waikato put it to the room "can we please agree before we start this conversation that we are discussing a process and it is not about the people".

Tanya, Tamaki wanted to clarification that her earlier comments were a criticism on process and not on the people.

Michelle, Auckland – concern that people who would like to be involved aren't here today.

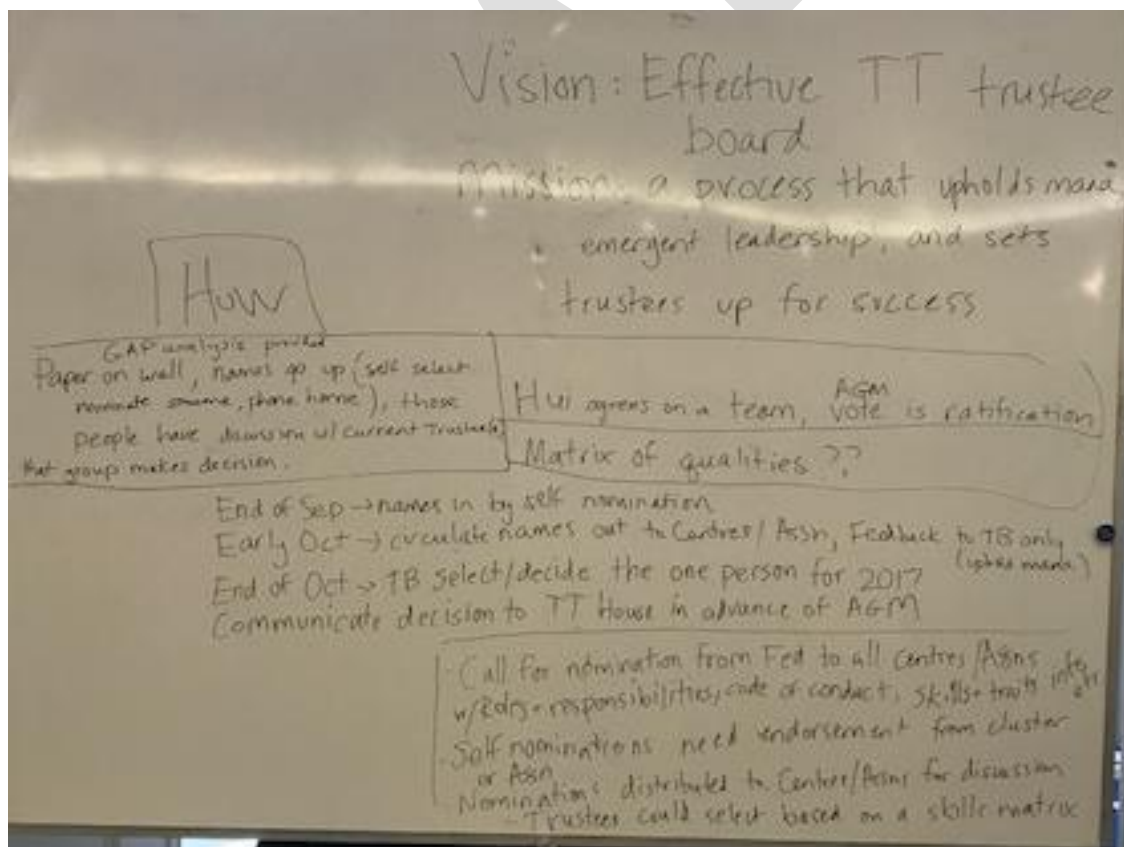
Debra, Whanganui – helpful if the room is on the same page with the issues of the past process. Feel that there may be some misunderstanding.

Emilee, Waikato – acknowledgement that there might be other people out there and they would be welcome to take part.

Susan clarified the current election processes. That there have been disrespectful processes in the past and we are seeking a way forward to avoid this.

Mandy, Buller Westland – need to go back to honouring our people.

Susan - A job description for a trustee is black and white, but you also need to add some fluff – the team needs to work together with their diverse personalities and skill base.



Meeting broke into small group work.

10:15am morning tea

10:35am meeting resumed

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Amy, Wellington said it has been spoken of before that we would like more people co-op on the Trustee Board.

Emilee, Waikato reminded the meeting that our partners only want 2 trustees.

Melanie, Mid Canterbury stated we don't know each other well enough at the top level, and it takes time for these relationships to be developed.

Geraldine, East Waikato suggested use the matrix tool.

Debra, Whanganui asked if we could please clarify some terms of the matrix.

Lisa, Nelson noted it's only for 6 months, can we not just do this for now.

Amy, Wellington felt that sending people out to sort it out between themselves is awful, she offers to facilitate this.

The meeting held a temperature check - No to the 1st point, thumbs up to the 2nd point in the paper (election).

Tonya, Western Bay of Plenty stated that time needed to be given to call people who are interested.

Kavita, North Shore also expressed concern that if we make a decision now that we might miss a pool of people. Agree that we need to come up with a process but need to stop focusing on the names.

Sylvia, Waikato suggested to set a new date that nominations need to come in, those names go to TTTB for consideration/recommendations to be sent through to Conference.

Kerri, Northland noted that there are a lot of similarities in the small group work, can we not pull these out and decided on these?

Skill sets needed and skillset that nominees are bringing – an objective matrix.

Stuart, Wellington said that a benefit is we have an existing trustee board and they will now what skills that they need/have.

Te Akoranga asked "has the problem been that you have to rank 1, 2 and 3. Clarified that yes hurt occurring in the past because all candidates weren't chosen.

Mandy, Buller Westland asked if a group could create a list of similarities and bring it back this afternoon – a working group to look at what has been suggested and come back with a process.

Susan reminded the meeting that we have partners that will be affected by our decision making.

Debra, Whanganui – can the working group just acknowledge the strengths and weakness of the processes?

The meeting agreed that half an hour at lunch time – Susan Bailey, Ann Langis, Ruth Jones, Sylvia O'Leary, Amy Bendall, Michelle, Lisa Butcher and Danielle Boswell to meet and work on this.

Decision paper: Representation Pathways for Tāngata Tiriti

At the heart of this paper is we need to decided how centres are going to choose cluster reps, how clusters are going to choose who goes to hui, how hui are going to choose who goes to AGM.

Melanie, Mid Canterbury expressed concern over financial ability to send everyone to meetings. How can we move past this?

Stuart, Wellington asked how we are going to select reps from this house to go to AGM as this seems to be the only decision we need to make.

Emilee, Waikato reminded the meeting that anyone can attend the AGM as it's an open meeting.

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1. How do centres ensure they have reps to cluster meeting?

Nelson felt it was up to centres to decide.

Te Akoranga stated that they think we are putting rules on something that doesn't need rules.

Amy, Wellington queried what's the fear we are trying to address? Fear that some centres might not make it to cluster meetings. Suggested adding to centre support job to encourage centres to attend meetings.

Sylvia, Waikato would like to recommend that it's a role – a guideline.

Ruth, Hawkes Bay stated we don't want the meetings to get too much bigger than what we have now.

Geraldine – new constitution there is a section regarding representation which could answer some of the questions being asked here – clarified that that is for AGM.

2. How do clusters choose hui reps?

- Regions are operational NOT governance.
- Please be mindful that we have some very small geographically challenged centres.
- Michelle, Auckland – please be mindful about emergent leadership.
- Emilee Waikato – seeks clarification on what defines a national meeting?
- Stuart, Wellington – we don't have a problem with getting enough people now
- Far North - If you decline your invitation then you are declining your right to have a say.
- Feel we need to have a minimum quorum
- Stuart, Wellington – does this house have quorum: Under the current constitution is 22 Associations, new constitution is it's up to our house to set the process
- Need an opportunity for those who can't attend to have their submissions on the papers tabled as part of the decision-making process
- Sylvia, Waikato– needs to be a pathway for cluster reps to feedback
- Melanie – overwhelming feeling that we trust each other
- General consensus must have been at this hui
- Te Akoranga – negotiators for AGM need to have been at hui
- Negotiators will be part of the 22

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Decision: Representation Pathways for Tāngata Tiriti

Cluster representatives to Tāngata Tiriti Hui

- Each cluster can send **one** representative to Tāngata Tiriti Hui
- If there are too few or too many representatives registered, the TB will manage this to ensure the best representation possible

Tāngata Tiriti Representatives to AGM

Tāngata Tiriti hui will choose its representatives taking into account the following criteria:

- They are at the hui and can attend the AGM
- They will effectively represent the views of the hui
- Negotiators will be part of the representatives chosen

Selecting Tāngata Tiriti Trustee Board Members

- No decision could be made on this at the meeting
- A kapa mahi was established to create a process for selecting TB reps
- The kapa mahi will consult with centres and clusters
- The kapa mahi is delegated authority to decide on the process once consultation is complete
- The kapa mahi will communicate the processes in time for trialling at TT hui 2018

Decision Paper: Membership for Tāngata Tiriti

Stuart, Wellington – is that not what we have now? Not sure that there isn't an issue. What is the problem?

Representation for both whare - Susan clarified that at the moment there's a hui for each of our houses.

Comments made that it's about honouring the treaty and making sure we awahi our treaty partners.

Amy, Wellington commented that our reps from TT represent their whole house.

Acknowledging we need to manage our process for contacting people for future reps.

The National Administrator will probably be in charge of email database for the Tāngata Tiriti House.

12:30pm Lunch

1:35pm meeting resumed

Clarification was made that that Tāngata Tiriti Administration duties will pass to National Administrator at Conference.

Decision: Membership for Tāngata Tiriti

No decision could be made on this at the meeting.

A kapa mahi was established to work through the issues, and bring discussion back to 2018 Tāngata Tiriti Hui for collaboration.

Cluster Feedback Themes

- Michelle, Auckland – is there going to be an archiving system for our minutes, information papers on SharePoint for example

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- Stuart, Wellington – formalise the bare minimum
- There is a list of things to be done but each cluster will decide how they do this.
- Emilee, Waikato – how does timing work for centres who choose to have their meeting in the 4th week of term
- Stuart, Wellington - It's important we know when info is sent out and when it needs to come back and when centres and clusters choose to do this between the time frames is up to them.
- Michelle, Auckland – would like to see a leadership team within clusters. Ideally every cluster would do this.
- Lucy, Rotorua – worry is that this creates another layer of admin for the same people doing jobs.
- Te Akoranga – guidelines for leadership team to give a blueprint of what to do if people want to do this
- Centres need to start thinking more about Life Members
- Alumni of Playcentre in the works
- How much structure do you need within your cluster? What are your membership rules?
- Te Akoranga – same group of people for governance meetings but other groups of people can meet for different things e.g. education meetings, PD
- Wellington – if we carve off governance from info sharing we will struggle to get people to meetings.
- Tonya, Western Bay of Plenty – started sharing portfolio evenings e.g. fun things to get the bond thing going
- Emilee, Waikato – cluster is your main group of people, but also need to be able to cluster with other groups of people for different things
- Lucy, Rotorua - Playcentre Cluster group of Facebook e.g.
- Sylvia, Waikato – Can it be written on the paper where that feedback is going **to / by when**
- Emilee, Waikato – who is going to be doing this work? Open agenda through google docs

2:30pm **Meeting agreed to Cluster discussion. Meeting agreed to give it a go**

Cluster Feedback

Much of the feedback fell into a number of themes:

- Each centre should designate the Cluster Representative as an office holding/centre role
- Logistics questions around meetings and communication channels
- Option to have a leadership/governance team for clusters
- Option for clusters to have an agreement between centres in the cluster detailing how they enact Playcentre philosophy – their culture.
- Need for someone to monitor centre's attendance/participation
- Suggestions for items to include in the information pack
-

This will be taken into account and addressed in the Cluster Blueprint, due to be released on Monday, 25 September 2017.

Decision paper: Selecting Negotiators

Michelle, Auckland expressed the importance of emergent leadership and enquired could we use the pool of people as negotiators.

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Small group work

It was suggested that people could self nominate: 2 lists new/old. Rider had to have been in attendance for the whole hui.

- Acknowledgement if the negotiators are both new in te wa o tu.
- Important that negotiators are truly knowing hours involved – Tania.
- Guidelines of what is expected by a negotiator, criteria
- Process advisor meets with the negotiator prior to meeting beginning.
- House voice to AGM
- Good understanding of the Treaty

Ruth, Hutt pointed out they we can ask our Advisory panel to come in to explain things.

Agreed that we add 3 feedback to the process.

Selecting negotiators

- Self-negotiating
- Experienced and new (list)
- Having been at TT hui
- National meeting experience
- Criteria and understanding of role
- Acknowledge and utilise advisory panel
- + 3 points from decision papers

Decision: Tāngata Tiriti Negotiators: Selection Process

Criteria for selecting Negotiators:

- Prefer to have experienced working with inexperienced
- Self-selecting
- Good understanding of two-house model
- Have attended current year's TT hui
- National meeting experience

Negotiators for 2017 AGM are confirmed as:

- Deb Smith
- Michelle Hutton
- Tania Howarth (as a back-up)

The house agreed to seek another inexperienced volunteer to act as a back-up

Election Process

We are clear that we cannot make a decision in this room today to choose Trustee Board members.

1. We are recommending another Kapa Mahi group to determine future processes
2. Decision: use 2016 process with tweaks
3. Clear timeline
4. Request for nominations
5. Looking for endorsement on these nominations from cluster or association
6. Info on candidates will go out on one date only
7. Questions in by certain date

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8. Responses from candidates by certain date
9. Trustee Board to give direct communication with the nominees
10. Allow nominees and trustee board to have conversations on the realities of the trustee board
11. Efficient at this AGM – voting ranking system – everyone has to be ranked so we do have someone
12. Before votes cast, opportunity to hold discussions in the room with or without the person in the room but must act as though they are – mana enhancing
13. Association reps at AGM voting

The meeting discussed the idea of rolling over Ann as a Trustee Board Member.

It was decided it was inappropriate to continue discussing this as it wasn't following our process.

The way forward would be to agree that we will be working outside the constitution for the following year if Ann is re-elected as a trustee - A temporary measure of changing the constitution.

Tonya, Western Bay of Plenty said this would enable Ann to stay on for a full 12 month period.

2017 Tāngata Tiriti Trustee Board Election Process

We agreed we could not change and enact a new process at this hui, because that was not in line with the agreed three Cs.

We agreed to established a separate kapa mahi to develop a process for 2018.

Kapa mahi's process for 2017 is:

For 2017 we will use the current process, with some tweaks to address concerns raised.

Nominations will be called for earlier than previously. Nominees need endorsement from either association or cluster.

Information about the nominees will be sent out together in one round.

Centres, clusters, associations and the Trustee Board will have the opportunity to ask questions of the nominees. Nominees answers will be amalgamated and circulated in one round.

Before Conference, Nominees and the current Trustee Board will discuss the reality of being on the Trustee Board.

We will have a respectful discussion of the nominees at Conference. Nominees may remain in the room or leave, as works for them. If they leave the room we will hold the space for their mana and speak as if they were there.

After the discussion we will vote on the nominees using a ranking system. Delegates must rank all candidates and cannot use a 0 ranking so that we are certain we will have a result.

Afternoon tea 3:30pm

4:10pm meeting resumed

Clarification Membership decision is an ongoing discussion

1 and 2 – we will look at again next year

3 no need to continue TT Admin Role

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Elephants in the room

Things that we can't necessarily fix but can acknowledge

- Blurry transition management/Governance
- Service delivery structure loss/gain
- Workload on current volunteers and employees
- More discussion needed on issue of centres closing
- Thank you for feedback on strategic direction, can feed into cluster work strategic plan 2019-202Y

To General Manager

- Communication/collaboration with existing volunteers and staff that could ease transition
- Testing processes for regional differences
- Uphold Playcentre values in communication with Association employees
- Clear communication on TEC funding. Who is paying if timeline is extended?

Concerns addressed during discussions

- Emergent leadership
- Centre voice preserved
- Preservation of centre philosophy
- Clarity around decision making at different levels
- Consider who is affected
- Top down decision making – TB story

2017 AGM Negotiators

Meeting agreed Michelle Hutton and Deb Smith with Tania Howarth as a back up.

Acknowledged that it would be great if a 4th person would put their name forward.

4:40pm All points of order on the agenda are FINISHED!!!!!!!!

Kapa Mahi Discussion notes

- 3 C's – consult and make decision by end of T1, 2018
- Election of Trustees
- Membership – collaboration, come back to next TT Hui

Leader

Clear group

Next steps, time frames

* NOTE* 3 C's needs to give guidelines for consultation to Election Kapa Mahi

Delegate authority to Kapa Mahi, make a commitment to the decisions made by Kapa Mahi and they will be trialled by review.

All present agreed to take the collaborative decisions of this house to delegate authority to these 2 Kapa Mahi (the 3Cs and election process for our house members), to do the consultation work and create decisions for this house, back to their association/cluster. We

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also committed to the decisions that will come from the Kapa Mahi and agreed to trial them before we review them.

Acknowledge that we are wanting to enact emergent leadership and trust that some hard work was done this year and to give it a go.

In order to make a decision on the membership the kapa mahi will use collaboration process and bring the decision to TT hui 2018

5.30pm Meeting broke

7:40pm meeting resumed

Small group work

3C's

Ruth leader for 3'Cs

This decision is about a process for OUR house

Membership

Shelley is the leader

- Concerns – group of people who slip thru the crack in the constitution – remind centres and associations that we can retain these valued people by making them centre life members or Association Life Members.
- A reminder that there is a small gap and they could perhaps honour these people.
- Also Friends of Playcentre.
- Can a Friend of Playcentre be a rep and the answer is no
- Membership of TT Hui needs to have clear documentation that those who whakapapa to Tikanga Maori can also whakapapa to the Tāngata Tiriti House.

Election of TTTB 2018 and beyond

Sylvia and Justine would like some support with this.

Sunday 10th September

8:30 am Meeting opened

Meeting went over decisions made. Clare to create a PowerPoint of these and send out ASAP to delegates/Associations.

Farewells

9:30am Meeting closed

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Where are we at?

Minutes/apologies ✓

Decision making process ✓

Election process 2017 ✓ report back

Representative Pathways ✓

Clusters ✓

Membership ✓

Negotiators ✓

Issues and concerns ✓

TT delegated authority to Kapa Mahi

DRAFT