

Welcome to

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

**ANNUAL GENERAL MEETING
2020**

01 Hereturikōkā / 01 August

Hosted and facilitated by

Te Whānau Tupu Ngātahi o Aotearoa Trustee Board



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Expectations of Attendees and Representatives

Karakia Tīmatanga–

Kia hora te marino	May peace be widespread
Kia whakapapa pounamu te moana	May the seas be like greenstone
Hei huarahi mā tatou I te rangi nei	A pathway for us all this day
Aroha atu,	Let us show respect for each other
Aroha mai	For one another
Tātou i a tatou katoa	Bind us all together
Hui ē,	
Tāiki ē	

Playcentre Journal, Issue 162 – Summer Raumati 2020, pages 34 & 35

Waiata –

Following each mihi or karakia, a waiata is customarily performed. This can be in the form of a cultural chant or a contemporary song. Occasionally, the speaker may share a light-hearted story to conclude his mihi.

Waiata for Playcentre Aotearoa is our Mōteatea: E Tipu, E rea. Here is the link

https://www.youtube.com/watch?v=Nndh_g86bWw. Please make sure you are familiar so you can join in.



E TIPU E REA

Kaea / Leader: E Te Whānau Tupu Ngātahi, kōrerohia mai e

E tipu e rea ka tipu koe hei tangata

Kia kotahi ai te whānau, te hapū, me te iwi e e e

Kimihia, rangahaua te mātauranga a ō tīpuna

Hei oranga tinana, hinengaro, wairua e e e.

Me hōnore i Te Tiriti o Waitangi

Kia kotahi ai tātau, hei ara tika māu

Whaia tō mana motuhake e e e.

E tipu e rea ka tipu koe hei tangata e.....



Whānau tupu ngātahi - families growing together



Karakia Whakamutunga–

Kua mutu ā mātou mahi

Mō tēnei wā

Manākitia mai mā katoa

O mātou hoa,

O mātou whānau

Aio ki te Aorangi

Our work is finished

For the moment

Blessings upon us all

Our friends

Our families

Peace to the universe

Playcentre Journal, Issue 162 – Summer Raumati 2020, pages 36 & rear cover



Whānau tupu ngātahi - families growing together



Principles of Āta

Āta Haere

Be intentional and approach reflectively

Āta Whakarongo

Listen with reflective deliberation

Āta Noho

Giving quality time to be with people and their issues

Āta Whakaaro

To think with deliberation, considering possibilities

Āta Korero

To communicate and speak with clarity

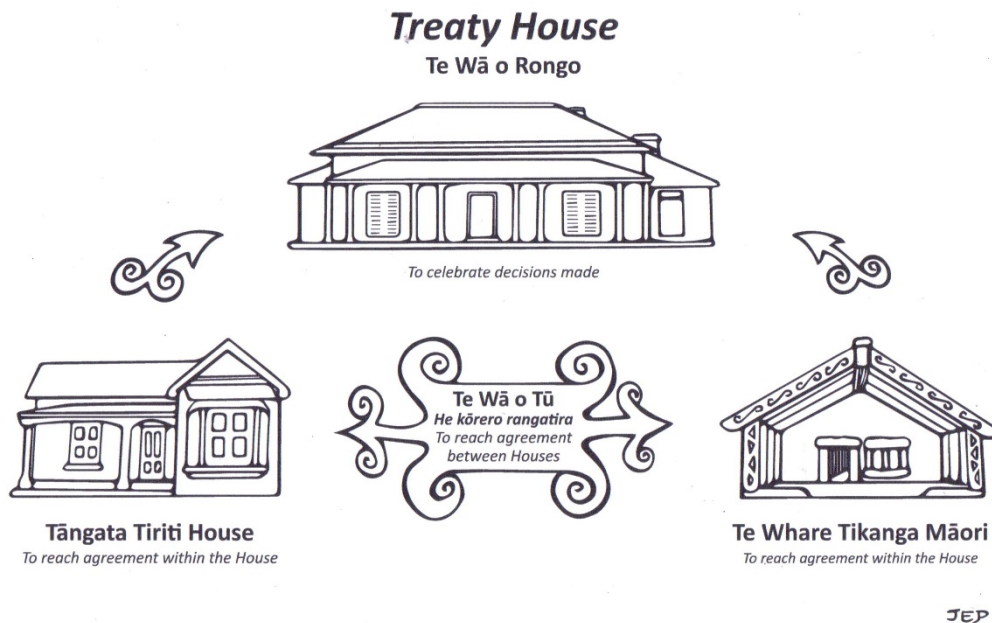


Two House Model Procedures

Using the Raukawa – Mihinare Model - Prepared by Rachele Hautapu (2012) and updated in 2020 by Avis Stewart

1.0 The Purpose of the Houses/Spaces

Using the Raukawa – Mihinare Model



1.1 Treaty of Waitangi House (Te Wā o Rongo)¹

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

At a *pā*, this space would be represented by the inside of the *whare tipuna* or *whare nui*, which in turn represents the *whare Tāngata* (womb) or a state of being *noa* (safe, free from restrictions).

1.2 Te Wā o Tū²

This space is about debate, negotiation, concession, utilising the wisdom and experience of the group (life members, current/past Officers and representatives), seeking clarification and consensus. It is the place between the *Tikanga Māori* and *Tāngata Tiriti* Houses and the Treaty of *Waitangi* House.

At a *pā*, this space is the *marae ātea* (the main courtyard). Many *marae* continue to hold their *pōwhiri* on the *marae ātea* to allow a free flowing exchange of ideas and to contain *tapu* (transitional state, time of uncertainty).

1.3 Te Whare Tikanga Māori and the Tāngata Tiriti House

These houses mirror the attributes of Te Wā o Tū but are cultural retreats that allow the business to be conducted according to the customs, traditions and ways of each culture.

¹ Te Wā o Rongomātāne (Rongo). Rongo is the God of Peace as well as the kūmara, which is often ceremonially used to signify that we have entered a peaceful phase in proceedings. The domain of Rongo is inside the whare nui or meeting house of a *pā*.

² Tūmataunga is the God of War and debate. His domain is outside, the *marae ātea*, defending the whare and their inhabitants until such time as the intentions of the 'visitors' are determined peaceful.



2.0 Expectations of Representatives

We are seeking a consensus position plus negotiating room on each paper according to the *Tāngata Tiriti* viewpoint and the *Tāngata Whenua* viewpoint. The two perspectives may be different or the same.

Tāngata Whenua representatives to National Meetings are expected to represent the views, via each paper, of the Rōpū Māori group, e.g. *Puriri Whakamaru*, and *whanau of tamariki Māori* (where families wish to be identified as *Māori*) within the Centres of their region.

Tāngata Tiriti representatives to National Meetings are expected to represent the views, via each paper, of members within the Centres of their region.

Representatives are expected to seek clarification on papers from the authors PRIOR to National Meetings.

2.1 Zoom Meeting protocols

- The Zoom meeting will be opened at 9:45am to enable attendees to sign in, we require name, Centre, region and Rōpū, if applicable. ie: *J Smith, ABC Playcentre, NNI, M Blige, ABC Playcentre NNI, Rōpū*
- All attendees will be muted once the meeting officially opens. Host will unmute when required.
- Only representatives have speaking rights. Please use zoom tools (raise hand, thumbs up, chat)
- Zoom meeting will open in Te Wā o Rongo | Treaty House

2.2 Breakout rooms

- There will be 3 breakout rooms, Te Whare Tikanga Māori, Tāngata Tiriti and Te Wā o Tū
- Representatives will be allocated to their respective whare.
- Negotiators and Advisory Panel will be allocated to Te Wā o Tū
- Time permitting we will attempt to put all attendee's to the appropriate whare as identified in the sign in.

2.3 Representatives

A person that has been selected from the regional space to represent their views at Playcentre Aotearoa Annual General Meeting. There will be 4 Centre representatives and 4 Rōpū Māori representatives per region, through the constitutional clause of 10.5. Representatives should consider the geographical area and ensure that all have an opportunity. We are using Nga hau e wha concept – a representative from the North, South, West and East of their region. The following is just a guide and hopefully useful for some.

Purpose – To carry the mandate of the region. To gather the “governance voices” from their region and table it at the AGM.

How much time will a representative need – Around an hour for the regional Zoom meetings. AGM is likely to require at least two hours. It may be useful, for consistency, that any agreed representatives are available to attend Hui ā-Tau Māori/Tāngata Tiriti hui in Oct/Nov 2020 (this is a Regional/Rōpū Māori decision).



2.4 Information for House Negotiators

Each House appoints two key negotiators who will act on every paper where consensus is sought.

At times a third 'specialist' Negotiator may support the lead Negotiators in Te Wā o Tū.

It is important that negotiators are clear on the views of the house they are representing; use the negotiator template to assist you in this process. Before moving to Te Wā o Tū, negotiators must check with their 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.

The Process of Negotiation

How the negotiation process occurs:

1. The Negotiators will move through the decisions together. Negotiators may share of the discussion as well as the intent and context of the decision made in each house. This can give clarity, and aid in mutual understanding.
2. Once negotiation has concluded and a decision is reached, a template for recording the final decision will be available for each decision paper in Te Wā o Tū.
3. Call on the Advisory Panel to review the final decision, If the decision doesn't meet these criteria the Advisory Panel is to record why.
4. The negotiators wait for a response from Advisory Panel. The Advisory Panel will advise the negotiators if the final decision meets Philosophy, Core Values and Te Tiriti o Waitangi. The negotiators (with Advisory Panel if need be) decide how/what to present to each whare about the decisions/further discussion.
If the review by the Advisory Panel is not successful or if more detail or clarity of the decision making process is needed by the Advisory Panel, negotiators reconvene with the Advisory Panel. Then negotiations will continue to negotiate or return to the house for further discussion.
5. Copies of final decision to be distributed to Tāngata Tiriti house, Te Whare Tikanga Māori house and the Administrator.
6. Negotiators to present the final decisions in the respective houses.
7. Negotiators to support the presentation of the final decision in the Treaty house.

3.0 At the Meeting

AT ALL TIMES pre-determined timeframes are adhered to ensuring the agenda, the hosts, the attendees and staff are honored.

3.1 Before Moving to the Tikanga Houses

Trustee Board will present the papers in the *Treaty of Waitangi* House.

Please note all papers are worked through in the *Tikanga* Houses.



Before moving off:

- members of the advisory panel will be identified (refer to 3.3)
- the papers to be worked on in the current *Tikanga* House session will be identified
- the timeframe for the *Tikanga* House session will be determined
- details for each *Tikanga* House will be shared

3.2 In the Two Whare – Houses

Everyone assembles in their respective meeting rooms. Before discussion of papers begins, each *Tikanga* House will determine who will fill the following roles:

- minute taker (please note the meeting will be recorded)
- messenger (convey messages to other *Tikanga* House, hosts, etc.)
- two lead negotiators (refer to 2.4)

Occasionally, a paper will require an additional ‘specialist’ negotiator (refer to 3.3).

3.3 Te Wā o Tū

3.3.1 The Key Roles

Te Wā o Tū is populated by a group of no more than ten people. This group consists of:

- an advisory panel (minimum of two, maximum of three)
- negotiators (six maximum with no more than three per House)

The Advisory Panel

The advisory panel will be appointed by the Trustee Board prior to the meeting. It will be the Trustee Board responsibility to ensure costs for the panel are available.

This group requires:

- an ‘expert’ in core philosophy and values and their application, e.g. a Federation life member
- an ‘expert’ in *Te Tiriti o Waitangi* and its application
- a member of the Trustee Board
- at least one member to be *Tangata Whenua*
- at least one member to be *Tangata Tiriti*

An advisory panel member may carry more than one role, e.g. a Trustee Board member may be considered one of the ‘experts’.

The role of the advisory panel is twofold.

When the lead 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 lead negotiators for action/next steps.



The advisory panel is not part of the discussions between the two Houses except where the circumstances described above are activated.

Author

The author may be present if the advisory panel and the negotiators feel clarification is required. The author may be there anyway via one of the other key roles. Co-written papers only require one of its authors to be available.

Lead Negotiators

Each House appoints its two key negotiators who will act on every paper where consensus is sought. They will embody the attributes of *Te Wā o Tū* (outlined in 1.2). One of the two negotiators for each House may also need to be a messenger between *Te Wā o Tū* and their own House.

Specialist Negotiators

A paper may require specialist knowledge or information, hence the ability of each House to add a third 'specialist' negotiator on a paper by paper basis.

3.3.2 The Process

When one *Tikanga* House is ready, a message is sent informing the other *Tikanga* House. Messages may go back and forth for a short period until both Houses are ready.

Each *Tikanga* House sends their negotiators to meet for a pre-determined time period. At this time the House negotiators will:

- by paper, determine each other's position;
- by paper, confirm where consensus can be reached; and
- refer the consensus decision to the advisory panel for initial ratification. If the decision is not ratified, the critical issue/s is explicitly identified and reported to the lead negotiators for action/next steps. Final ratification occurs in the Treaty of *Waitangi* House.

Where consensus is not reached:

- identify the issues;
- look for the ways forward/alternative options;
- if the ways forward/alternative options are within the lead negotiators mandate, discuss further with the intention of seeking consensus; and
- if not, return to the Houses for further action/next steps.

Before reporting back to the respective Houses, the negotiators will determine next steps, e.g. return to the Treaty of *Waitangi* House to ratify those decisions first, then return to *Tikanga* House to tackle unfinished business or vice versa. The negotiators will also decide how to present those papers on which a consensus discussion has been reached.

Report back to the respective *Tikanga* Houses.

Provided the timeframe exists, these steps may be repeated before returning to the Treaty of *Waitangi* House.



3.4 Post-Discussion of Papers

The *Tikanga* Houses' negotiators meet at the front. The paper/s where consensus has been reached are presented and ratified according to the previously agreed process.



Agenda

Annual General Meeting

Saturday, 01 August 2020

9:45am Sign into Zoom waiting room

10:00am Nau mai | Welcome

10:05am Karakia | Waiata Moteatea

Apologies (as received by Administrator)

10:10am Trustee Board introduction

Brief overview of the proceedings, all participants are encouraged to familiarise themselves with the contents of this booklet. Depending on size and timing of meeting, Trustee Board will inform the meeting how many are in each Whare (in Zoom these are breakout rooms). The Trustee's will make reference to the booklet.

10:30am Presentation of papers in the Treaty House

AGM minutes 2018

Recommendation: The Annual General Meeting agrees that the minutes of the New Zealand Playcentre Federation Annual General Meeting November 2018 are a true and correct record.

AGM minutes 2019

Recommendation: The Annual General Meeting agrees that the minutes of the Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa Annual General Meeting November 2019 are a true and correct record.

10.10.2 Consider the Annual report

Recommendation: The Annual General Meeting receives the Annual Report and that the report has been circulated within the constitutional timeframes.

10.10.3 Consider the audited Financial statements

Recommendation: The Annual General Meeting has considered the audited Financial Statements that have been circulated, within the constitutional timeframes

10.10.4 Consider the strategic direction of Playcentre Aotearoa by confirming key outcomes, goals and priorities

Recommendation: The Annual General Meeting confirms the key outcomes, goals and priorities of the Strategic Plan 2020 – 2030, as circulated within the constitutional timeframe.

10.10.5 Consider the policies developed by the Trustee Board

Recommendation: The Annual General Meeting has considered the Governance policies developed by the Trustee Board, which have been presented within the constitutional timeframes



10.10.6 Consider the budget and determine the levy to be paid by Playcentres

Recommendation: The Annual General Meeting has considered the 2020-2021 budget that has been circulated, within the constitutional timeframes.

For the 2020-2021 financial year the meeting agrees to the following levies for bulk funding received between 1 September 2020 and 31 August 2021:

- 1) Levy for licensed Centre sessions of Playcentre Aotearoa - Retained at 50% of GST exclusive bulk funding based on Child Funded Hours and ATIS funding only. Excludes those centres that are exclusively programme based sessions.
- 2) Levy for Centre sessions of Playcentre Aotearoa operating exclusively programme based sessions that Playcentre Aotearoa manage the full employment of - Be 100% of GST exclusive bulk funding based on Child Funded Hours only. Programmes that are recognised, but not limited to, are – SPACE, Babies can Play, CYCLE.

10.10.7 Endorse the Co-Presidents selected by each house

Recommendation: The meeting endorse:

1. Avis Stewart, as Co-President from Te Whare Tikanga Māori (current term 2019-2021)
2. Ruth Jones, as Co-President from Tāngata Tiriti House (2018-2020, 2020-2022)

10.10.8 Endorse up to four (4) Trustees selected by Te Whare Tikanga Māori

Recommendation: The meeting endorse:

1. Char Martin, as Trustee Board Member from Te Whare Tikanga Māori (2019-2021) and
2. Raneë Davies, as Trustee Board Member from Te Whare Tikanga Māori (2019-2021)

10.10.9 Endorse up to four (4) Trustees selected by Tāngata Tiriti

Recommendation: The meeting endorse:

1. Tiso Ross, as Trustee Board Member from Tāngata Tiriti House (2019-2021) and
2. Michelle Hutton, as Trustee Board Member from Tāngata Tiriti House (2018-2020, 2020 2022).

10.10.10 Appoint the Auditor and the Honorary Legal Advisor

Recommendation: The meeting appoints BDO Wellington as Auditor and David McLay as Honorary Legal Advisor.

11:15am Move to Whare (breakout rooms) – Please note all papers, questions and responses have been circulated prior

Facilitators will have all paperwork for each whare. Each paper will be allocated 5 minutes each

11:45am Negotiators to meet in Te Wā o Tū

11:55am Te Wā o Tū | Treaty House – Presentation of outcomes of papers 10.10.2 to 10.10.10

12:10pm Comments and farewells

12:30pm Karakia Whakamutunga



Taraketi | Representatives

Northern North

Ursula Buckingham
Amanda Scully
Rachel Rix-Trott
Chloe Oliver (apologies)

Ngā Puāwai Puriri Whakamaru

Tina Talaic
Charlene Morunga
Stephanie Samu

Auckland

Pennie O'Connor
Claire Wall Shaw
Claire Bermingham
Charlotte Angus

Ngā Kākano Puriri Whakamaru

Paia Terepo

Central North

Tara Murphy
Margaret Courtney Tennet
Gillian Hook
Amy O'Hagan

Te Poho o Puriri Whakamaru

Delyce Wharekawa
Kelsey McKoy
Mary-Jane Dixon
Liz Cribb

Lower North

Michelle Keighley
Pia Bradshaw
Gill Morgan
Elspeth White

Te Upoko o te-Ika-a-Māui Puriri Whakamaru

Pip Brunn
Kate Fairhurst
Hira Potiki Williams
Ana Swart

Upper South

Susanne Bux
Carrisa Crow
Ruby Fitzgerald

Te Upoko o te Waka-a-Māui Puriri Whakamaru

Mandy Coleman
Andrea Read
Kaarena Tui
Haylie Jayine Fry

Southern

Annaliese Donehue
Erin Ayoub
Diana Reed
Renee Webb

Te Kohinga Tonga Puriri Whakamaru

Sarah Ray
Abbey Marsh
Connagh Wesley



Trustee Board

Ruth Jones
Avis Stewart
Char Martin
Michelle Hutton
Ranee Davies
Tiso Ross

National Staff

Nicky Duncan

Mai i | From

Wallaceville Playcentre
Te Waewae Koukou o Hau raro
Puriri Whakamaru o Taranaki
Blockhouse Bay Playcentre
Takanini Playcentre
Hataitai Playcentre

Administrator



TWTNoA-PA AGM 2020 – Questions & Responses

AGM 2020 Questions and Responses can be found [here](#).

