



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

**Ngā hui ā-whare 2023  
Handbook**

Hosted by Te Whānau Tupu Ngātahi o Aotearoa Trustee Board

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## Introduction/Overview

The Trustee Board are delighted to be hosting Ngā hui ā-whare for Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa in Auckland this year. Another opportunity for us to meet kanohi ki te kanohi, with Hui ā-Tau and Tangata Tiriti Hui to be held at the same time and in the same location.

The Trustees hope this hui will provide an opportunity for connection and emergent leadership, with a focus on supporting our Playcentre communities to engage in consultation on our future direction as an organisation. There will be opportunities for both whare to meet together, as well as separately, and for informal networking and celebration.

Ngā hui ā-whare 2023 will be held 2.00pm Friday 23<sup>rd</sup> – 2.00pm Sunday 25<sup>th</sup> June 2023 at the Sudima Hotel in Auckland.

Ngā hui ā-whare 2023 will be primarily focused on celebrating our past and reimagining our future through our strategy development and collaborative working. There will also be time for each whare to discuss whare business, specific to each whare.

Keep an eye out for further emails coming to your Centre over the coming months as we will regularly be sharing more information with you.

We look forward to seeing representatives there.

Nā mātou noa, nā,

Ann Langis, Avis Stewart, Bes Lironi-Irvine, Fran Cowie, Gemma Scott, Hayley Kirk-Smith, Heather Ruru, Ranees Davies

Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa Trustee Board



## Timeline

- 23<sup>rd</sup> May: Ngā hui ā-whare handbook sent out.
- 23<sup>rd</sup> May onwards: Opportunity for regional hui.
- 7<sup>th</sup> June: Questions to [trustee.board@playcentre.org.nz](mailto:trustee.board@playcentre.org.nz) by 12noon.
- 14<sup>th</sup> June: Responses distributed by 5pm.
- 23<sup>rd</sup>- 25<sup>th</sup> June Ngā hui ā-whare 2023.
- 26<sup>th</sup> June onwards: Regional hui held post Ngā hui ā-whare to share Ngā hui ā-whare discussions and outcomes.



## Content Overview

Ngā hui ā-whare is our annual opportunity to focus on our organisation rather than the work we do within it. Collectively and collaboratively we will work kanohi ki te kanohi as we look forward into a sustainable future.

This year we are focused on celebrating the past and re-imagining the future as we move forward together. Considerable work has been done over the past 18 months to create a sustainable future for us and great progress has been made. As we maintain momentum, we want to re-imagine our future together and at Ngā hui ā-whare this year we will step forward again, considering how we develop our strategy and work through more detail on how we work effectively together.

Main objectives:

- Supporting the development of emergent leadership
- Develop the approach to reviewing and developing our Strategic Plan
- Further development of the Rules supporting the adopted Trust Deed

## The Draft Rules Workshops

### Background:

The Draft Rules were written in 2022 by the Rules kapa mahi and Trustees. They are the governance policies and procedures that give effect to the Trust Deed and therefore, cannot contradict the Trust Deed.

Clause 17 of the Trust Deed outlines the Transitional Arrangements as we move from the current Constitution to the Trust Deed. This states that the Draft Rules will remain in draft until the end of September 2023 at which point, they will be deemed as confirmed. However, the unexpected and unavoidable delays in formally adopting the Trust Deed and the High Court process that has been required as a result, has meant that the work on consultation on the Draft Rules has also been delayed. We will begin this mahi at Ngā hui ā-whare.

The Trustee Board and the Rules kapa mahi are committed to continuing this consultation beyond September 2023 to ensure we create a robust Rules document for the benefit of current and future whānau of Playcentre Aotearoa. Provision and the framework for this ongoing work is set out in clause 4.4 in the Trust Deed and Rule 13 of the Draft Rules.

The members of the Rules kapa mahi are invited guests at Ngā hui ā-whare and will be involved in the Draft Rules Workshop sessions. There will also be time for the Rules kapa mahi to implement the outcomes of these sessions.

### How to prepare:

Familiarise yourself with the [Trust Deed](#), particularly clauses 6,7,9, 10 and 17.

Familiarise yourself with the [Draft Rules](#), particularly Rules 1b and c, 6, 7, 8, 10, 11 and 12 as they pertain to Te Whare Tikanga Māori / Tangata Tiriti House. Also review Rule 14 Consultation.

If this is your first time at a Playcentre Aotearoa national hui, if possible, have a conversation about the session topics with past representative/s or with tuakana or other representatives attending hui with you.



## **Session 1:**

### Rule 1b and c: Te Whare Tikanga Māori / Tangata Tiriti House - Trustee Candidate Selection Process

As we formalise processes for selecting and electing Trustees, both Te Whare Tikanga Māori and Tangata Tiriti House will develop a process for selecting candidates to be put forward for election. Note: Representatives will not be selecting candidates at Ngā hui ā-whare.

## **Session 2:**

### Rule 10: Te Whare Tikanga Māori / Tangata Tiriti House Operational Rules

Representatives for each whare will develop and formalise the Rules for how their whare will operate. The Rules kapa mahi members will then prepare these Rules for adoption by each whare.

### Rule 11: Meetings

Specifically, who can attend meetings and how this links into the Operational Rules.

## **Session 3 (tbc):**

This session will be run in small group workshops concurrently with each group being able to contribute to discussion for each of the Rules (as time allows). There may be other questions/ discussion prompts from the Rules kapa mahi during this session also.

### Rule 6/7: Rōpū/Clusters

An opportunity to give feedback on the Rōpū/Cluster representative selection process and how this could be further refined/developed.

Explore/discuss Rōpū/Cluster geographical organisation and numbers of representatives.

### Rule 8: Emergent Leadership Plan

Te Whare Tikanga Māori and Tangata Tiriti House will consider this draft Rule and give feedback on how the Kāhui Kōkiri and Emergent Leadership Group may be formed and how it may function.

### Rule 12: Recognising Service

Te Whare Tikanga Māori and Tangata Tiriti House will consider this draft Rule and give feedback on who may be eligible and how service may be recognised.

## Strategic Plan Consultation Workshops

### **Background:**

Representatives have called for review of the Strategic Plan at both the 2021 and 2022 AGM citing that the current Strategic Plan is not fit for purpose.

Over this period the Trustee Board, representatives, Rōpū and centre whānau have been focused on the urgent and necessary work of *Ki te pae tawhiti*. Without knowing the outcomes of this amalgamation project, work on the Strategic Plan could not begin.



This year the Trustee Board have been considering the best way forward to start the process for review and development of the new Strategic Plan. Trustees will present information and together we will begin this mahi at Ngā hui ā-whare.

### How to prepare:

Familiarise yourself with the current [Strategic Plan](#).

Familiarise yourself with the [Trust Deed](#), particularly clause 2, Aronga/Purpose and clause 3, Whakamātau/Philosophy.

Familiarise yourself with [Draft Rules - Rule 14: Consultation](#).

The following links provide information about strategic planning and may be useful preparation reading:

- [Charity Strategic Plan Template, SWOT And PESTLE Analysis \(charityexcellence.co.uk\)](#)
- [Strategic planning - CommunityNet Aotearoa](#)
- <https://changinghighered.com/strategic-planning-and-environmental-scanning/>

### Session 1:

Trustee Board presentation

- Overall view of strategy and our approach
- Key strategic initiatives
- Consultation process and tools
- Timeline for review, consultation and development

Workshop groups

- Consultation and engagement
- Situational Analysis/Environmental Scan

Feedback and summary

### Session 2:

Trustee Board presentation

- Gathering Information on key strategic initiatives

Workshop groups

- Action plan

Feedback and summary



# Te Whare Tikanga Māori

Hui ā-tau





## Introduction

At hui ā-tau, a maximum of four representatives from each governance region gather together to share their knowledge and experience of Playcentre in their rōpū in relation to the papers presented and the topics on the agenda, and where required make decisions using consensus as the primary decision-making tool.

Hui ā-tau 2023 will be facilitated by Robyn Hill. Her role is to support representatives in their discussions and help ensure we make progress, remain on task and on time as much as possible.

As trustees, our role is in also to support the representatives; we share the information needed to aid the mahi, we listen carefully, answer questions and clarify information where we can.

During the welcome and opening of the whare on Friday afternoon, there is an opportunity for each representative to introduce themselves in any way/language in which they feel comfortable. Many in Te Whare Tikanga Māori will share their pepeha and you are welcome to do so too.

Nā mātou noa, nā,

Avis Stewart, Bes Lironi-Irvine, Heather Ruru, Ranee Davies

Te Whare Tikanga Māori Trustees



# Te Whare Tikanga Māori Decision Paper - Previous Minutes for Approval

## Introduction

[Minutes for the Ngā hui ā-whare, Hui ā-tau 2022 held 18-19 June 2022.](#)

Any corrections to the minutes can be emailed to [trustee.board@playcentre.org.nz](mailto:trustee.board@playcentre.org.nz)

*Please note: only those who were present at the above Hui ā-tau can confirm that these minutes are a true and correct record of the hui. All those who were not present at these Hui are asked to support the confirmation of those who were.*

## Recommendation

The Meeting agrees that the minutes for Te Whare Tikanga Māori, Ngā hui ā-whare 2022 are a true and correct record.

Nā mātou noa, nā,

Avis Stewart, Bes Lironi-Irvine, Heather Ruru, Raneë Davies

Te Whare Tikanga Māori Trustees



# Tangata Tiriti House

Tangata Tiriti Hui



## Introduction

At Tangata Tiriti hui a maximum of four representatives from each governance region gather together to share their knowledge and experience of Playcentre in their region in relation to the papers presented and the topics on the agenda, and where required make decisions using consensus as the primary decision-making tool.

Tangata Tiriti hui 2023 will be facilitated by Sarah Best. Her role is to support representatives in their discussions and help ensure we remain on task and on time as much as possible.

As trustees, our role is to share information to support the mahi of Nga hui ā-whare, to listen carefully, to answer questions and clarify information where we can.

During the welcome and opening of the whare on Friday afternoon, there is an opportunity for each representative to introduce themselves in any way/language in which they feel comfortable.

Nā mātou noa, nā,

Ann Langis, Fran Cowie, Gemma Scott and Hayley Kirk-Smith

Tangata Tiriti Trustees



# Tangata Tiriti House Decision Paper - Previous Minutes for Approval

## Introduction

[Minutes of Ngā hui ā-whare, Tangata Tiriti Hui, held 18-19 June 2022.](#)

Any corrections to the minutes can be emailed to [trustee.board@playcentre.org.nz](mailto:trustee.board@playcentre.org.nz)

*Please note: only those who were present at the Tangata Tiriti Hui 2022 can confirm that these minutes are a true and correct record of the hui. All those who were not present at the Tangata Tiriti Hui are asked to support the confirmation of those who were.*

## Recommendation

The Meeting agrees that the minutes of Tangata Tiriti, Ngā hui ā-whare 2022 are a true and correct record.

Nā mātou noa, nā,

Ann Langis, Fran Cowie, Gemma Scott and Hayley Kirk-Smith

Tangata Tiriti Trustees



# Information for Attendees



## General Information

The hui and accommodation venue for Ngā hui ā-whare 2023 is: **Sudima Auckland Airport, 18 Airpark Dr, Māngere, Auckland, (09) 551 8888**

Contact details over the weekend: Event Manager – Clare Docherty 027 452 0931. Board Trustee – Bes Lironi-Irvine 021 402 106.

### Transport

For those flying into Auckland, flights will be booked to ensure that Representatives arrive at Sudima by 2pm Friday 23<sup>rd</sup> June. Flights on Sunday will be booked to have Representatives home as soon as possible, but not leaving Sudima before 2pm. Flight details will be forwarded by the organisation and transport to and from Auckland Airport will be arranged (more details to follow).

For those driving, more information will be provided regarding the mileage reimbursement claims process. Sudima offers complimentary car parking for the duration of your stay.

### Check-in

Upon arrival at Sudima, attendees will be required to check-in for the hui – this will be located near the Sudima reception area for convenience of accommodation check-in afterwards.

### Check-out

Sudima check-out time on Sunday is 11am. There is luggage storage available free of charge until the hui concludes around 2pm.

### Housekeeping

Housekeeping announcements may be made at shared meal times and when both whare meet.

### Cell Phones

Please be considerate to other delegates and speakers by either turning off your mobile phone or setting it to vibrate/silent mode.

### Internet

Sudima offers free high speed internet access in the rooms and conference spaces. When in the conference space use: **Network: Sudima Conference. Password: conference**

### Meals

Meals will be provided on site at Sudima. Any dietary needs noted on registration forms will be catered for.

### Nearby Amenities

Countdown supermarket is located within 5 minutes driving or 20 minutes walking distance (please note that food not purchased on site must not be consumed in Sudima public spaces). Facilities at the hotel include heated indoor swimming pool and fully equipped gym. There is a grassed garden area alongside the hui rooms for outdoor/walking breaks.



## Venue Information

For the weekend, our hui rooms are Pavilion 1, 2 and 3, all located next to each other. Pavilion 1 and 2 will be used when Te Whare Tikanga Māori and Tangata Tiriti meet separately. Pavilion 3 will be used for our joint sessions.

Dinners will be in Visaya Restaurant or Pavilion rooms (TBC) and there will be a space available following dinner on Friday evening for those wishing to informally network. Breakfast and lunches will be provided in Visaya Restaurant. Morning and afternoon teas will be served just outside the Pavilion rooms.

Pavilion rooms, Visaya Restaurant, pool and gym are all located on the ground level of Sudima.

### Notes:

- There is to be no outside food/beverages to be consumed in common areas such as the conference area, foyer, pool or restaurant/bar area.
- Sudima offer 24 hour reception and room service, and wake up calls.
- Playcentre Aotearoa does not pay for personal items e.g., alcohol, phone, laundry, food and beverages outside of the meals provided





## Weekend Agenda

### FRIDAY

2.00pm Hui opens  
Mihi Whakatau  
Afternoon tea  
Whare whakawhanaungatanga  
Whare Session  
Dinner and informal networking

### SATURDAY

7.00am Breakfast  
8.30am Session 1  
10.30am Morning Tea  
10.45am Session 2  
12.45pm Lunch  
1.30pm Session 3  
3.30pm Afternoon Tea  
3.45pm Session 4  
6pm Dinner  
After dinner speaker/evening entertainment

### SUNDAY

7.00am Breakfast  
8.30am Session 5  
10.30am Morning Tea  
10.45am Whare poroaki  
Lunch  
Joint poroaki  
2.00pm Representatives depart from 2.00pm



## Meeting Attendees

This meeting is hosted by the Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa Trustee Board:



Avis Stewart  
Perehitana Takirua/Co-President



Ann Langis  
Perehitana Takirua/Co-President



Heather Ruru  
Kaitiaki/Trustee



Hayley Kirk-Smith  
Kaitiaki/Trustee



Raneë Davies  
Kaitiaki/Trustee



Fran Cowie  
Kaitiaki/Trustee



Bes Lironi-Irvine  
Kaitiaki/Trustee



Gemma Scott  
Kaitiaki/Trustee



The Trustees will be supported to host this meeting by:



David Moger  
Kaiwhakahaere Matua/ Chief Executive



Clare Docherty  
Ngā hui ā-whare 2023 Event Manager



Robyn Hill  
Te Whare Tikanga Māori Facilitator

Robyn Hill is a Courageous Conversations Trainer, Coach, and Facilitator, and an Accredited Mediator. She is passionate helping people, teams, and organisations lean into and have important, difficult conversations



Sarah Best  
Tangata Tiriti Facilitator

World Peace is the aim. Parenting & Leadership are the games. Falling into Playcentre 16.5 years ago was the best thing that could have happened to this IT project manager and amateur psychology thought leader. Now I'm author of "Changing the world is child's play", facilitator, speaker, trainer & coach in both professional and personal settings, mama of 3 teens and dreamer of human evolutionary leaps through parenting transformation.

Whare facilitators will be supported in their role by minute takers:

- Te Whare Tikanga Māori - TBC
- Tangata Tiriti House - TBC



## List of Registered Representatives

[Playcentre Representatives](#) who have registered to attend Ngā hui ā-whare 2023 (as at Tuesday 23<sup>rd</sup> May 2023) can be found on the Ngā hui ā-whare 2023 page on our website.

[Contact information for each rōpū/region](#)



# Mihi Whakatau: Expectations of Attendees and Representatives

## Mihi Whakatau

Whakatau or mihi whakatau is a term used to describe a formal speech of welcome. Traditionally mihi whakatau were used for welcoming, introductions, openings and various other events which take place off the marae. A mihi whakatau includes a speech (or speeches) of greeting made during an official welcome to acknowledge those gathered together for a particular purpose. In contrast pōwhiri is a ritual of encounter that was traditionally carried out on the marae. However, in more recent times it is not unusual for pōwhiri to be facilitated off the marae.

## Dress

For pōwhiri and mihi whakatau women are expected to dress modestly usually in black, wearing tops/skirts or dresses that reach the knee or below, with arms and cleavage also covered. Men will be tidily dressed in jacket, shirt, and trousers. Our kaumātua acknowledges the difference between a traditional ritual encounter and a contemporary one. In Playcentre we encourage best practice.

You are welcome to change once the ceremony is finished.

## Arrivals Prior to Mihi Whakatau

If you arrive early, please book in and place your luggage in your room. If you arrive from 2pm onwards, DO NOT book in. There will be a place for you to leave your luggage during the ceremony.

Koha will be provided by Playcentre Aotearoa, if you would like to contribute, please see a Trustee or Clare before mihi whakatau commences.

## Assembling for Mihi Whakatau

Please assemble for the mihi whakatau in a location to be confirmed by 2pm. You will be guided to the meeting room.

## During Mihi Whakatau

Once the mihi whakatau begins, you are expected to stay for the duration. Ensure your phone is on silent during this time. It is not appropriate for food or beverages to be consumed or brought into the room.

## Late Arrivals

If the mihi whakatau has already begun, please feel free to come in and quietly take a seat.



# Karakia, Waiata (Mōteatea), Principles of Āta

## Karakia Timatanga

For meeting opening on Friday:

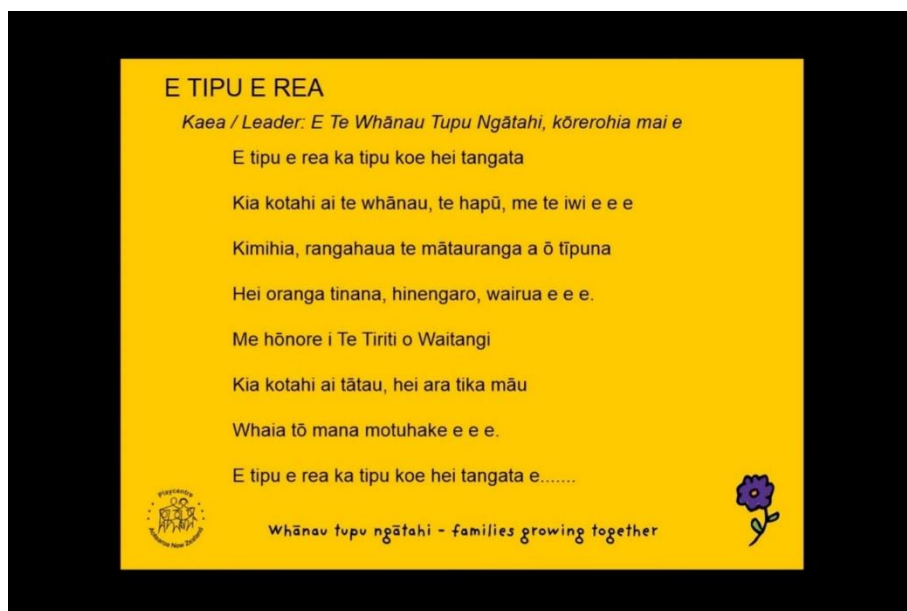
Kia hora te marino	May peace be widespread
Kia whakapapa pounamu te moana	May the seas be like greenstone
Hei huarahi mā tatou I te rangi nei	A pathway for us all this day
Aroha atu,	Let us show respect for each other
Aroha mai	For one another
Tātou i a tatou katoa	Bind us all together
Hui ē,	
Tāiki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

Waiata for Playcentre Aotearoa is our Mōteatea: E Tipu, E rea. You can view the video, [here](#). 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  
Kimihiā, 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

For meeting closure on Sunday

Kua mutu ā mātou mahi

Mō tēnei wā

Manaakitia 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*





# 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





## Consensus Decision Making

Consensus decision-making is a process used by groups seeking to generate widespread levels of participation and agreement. There are variations among different groups, regarding the degree of agreement necessary to finalise a group decision. The process of group deliberation, however, has many common elements that are definitive of consensus decision making. These include:

- Inclusive: As many stakeholders as possible are involved in group discussions.
- Participatory: All participants are allowed a chance to contribute to the discussion.
- Collaborative: The group constructs proposals with input from all interested group members. Any individual authorship of a proposal is subsumed as the group modifies it to include the concerns of all group members.
- Agreement Seeking: The goal is to generate as much agreement as possible. Regardless of how much agreement is required to finalise a decision, a group using a consensus process makes a concerted attempt to reach full agreement.
- Cooperative: Participants are encouraged to keep the good of the whole group in mind. Each individual's preferences should be voiced so that the group can incorporate all concerns into an emerging proposal. Individual preferences should not, however, obstructively impede the progress of the group.

*Information taken from Making Consensus Work: Decisions that All Can Live With by Robbie Burke, available in your Playcentre adult library.*



## Playcentre Taonga

Over the years Playcentre has been the recipient of many Taonga. We want to acknowledge each special Taonga. More information on each can be found [here](#).

### Mōteatea

This waiata was presented and taught at Hui ā-Tau 2013 at Porangahau Marae by Whaea Raina Ferris (nee Sciascia) born and raised in Porangahau, surrounded by a strong whanau upbringing in the heart of Ngati Kere. Her tribal affiliations are Ngati Kahungunu, Ngati Raukawa and Ngai Tahu. The mōteatea was presented and launched at the NZ Playcentre Federation (NZPF) Conference 2014.

*“I wrote this waiata with the values and philosophies of the National Playcentre Federation in mind. I tried to identify the key things within it. This waiata is written with all nations in mind who attend any Playcentre throughout Aotearoa”*

*Whaea Raina Ferris*

A video recording of the waiata and more information can be found [here](#).

### He Tokotoko – Te Rākau



Marion Pilkington, President of New Zealand Playcentre Federation, accepted He Tokotoko at the Federation Conference in 2008, from kaumatua Cyril Talbot, Ngāti Whātua. He Tokotoko, was gifted to support us in our mahi. He is to be returned when his mahi is completed.

### He iti, he pounamu

This pounamu was gifted to the Tangata Tiriti Trustees at conference 2013 by members of Tangata Tiriti House. This taonga comes to every Trustee board meeting and national meetings to remind us that our work is for you; our centre members. That every decision should come back to what is best for us all.



## Pikopiko



The Pikopiko was gifted by Matiu Rangihuna (Dean of Māori Studies at Christchurch Polytech) in the early 1990's. He chose the symbol of an emerging fern frond as representing the everlasting component of the education we provide for our tamariki.

## Te Mauri Stone - Kōhatu

The Kōhatu was gifted to Te Whare Tikanga Māori at the National Māori Hui in May 2013 from Piri Gilbraith and her whānau. The symbolism is that it will hold Te Whare Tikanga Māori (as an anchor) to the kaupapa of Playcentre.



## Te Kahu Huruuru mō ngā Tamariki



The Kahu Huruuru mō ngā Tamariki was inspired by 'E Tipu e Rea' to remind us we are the kaitiaki (guardians) over our future whakapapa (descendants) and our tamariki (children). The Kahu Huruuru mō ngā Tamariki was presented at the New Zealand Playcentre Federation Conference 2014 in Rotorua by Paia Swanson.