

**NGĀ POUTIAKI  
WHĀNAU RŌPŪ  
ĀWHINA**

**Cambridge High School**

## ***HE WHAKATAUKI***

“Mā whero, mā pango ka oti te mahi.”

“With the red thread and the black thread we will succeed”

## ***INTRODUCTION***

The Cambridge High School **NPWRA** has a kaupapa to support:

1. Ngā Rangātahi
2. Ngā Mātua
3. Kaiako Māori
4. Te Tumuaki
5. Māori Board of Trustee

## ***TO SUPPORT:***

The Māori Students  
The Parents of Māori Students  
Māori Teachers  
Management  
Māori BOT

## ***THE PURPOSE***

The **NPWRA** is to have a working relationship with the Governor(s), the Manager and the wider Māori community to implement Māori policies and initiatives.

## ***GOALS & OBJECTIVES***

1. The **NPWRA** is to have clear directions, roles and responsibilities
2. To encourage Māori students to achieve at their best in all levels.
3. Tikanga Māori to be vibrant in the school.
4. To ensure that the Māori resource is adequate, available and appropriate.
5. To develop powers of discernment through a journey of self discovery within.

## ***GUIDING PRINCIPALS***

- To uphold tikangā Māori.
- Our focus for the Rangātahi is their education and wellbeing, within the best interest for their future.
- To endeavour to uphold (Manaakitangā) respect, caring, love and consideration to each and every person.
- To be a **NPWRA** of integrity and excellent at implementing initiatives.
- To uphold **NPWRA** aims & objectives, working together as one (Kotahitangā).
- When issues arise it will be our aim to resolve them quickly and if necessary within the executive group of **NPWRA**

# ***ROLES & RESPONSIBILITIES***

## **CHAIRPERSON PORTFOLIO**

### ***DESCRIPTION***

To provide leadership for **NPWRA**. To oversee all activities of the group ensuring all the aims and objectives of the group are being achieved and events are well organised.

### ***TASKS***

- ◆ To establish with the group clear direction, objectives and purpose for the **NPWRA**.
- ◆ To ensure regular communication with the Board of Trustees and the C.MS management team to maintain an effective partnership and good working relationships.
- ◆ To ensure effective decision making, consultation and approval must be sort from the executive group.
- ◆ To facilitate an open working relationship with all groups within the school.
- ◆ To ensure **NPWRA** has input into school policies that relate to Māori / Māori students
- ◆ To chair all **NPWRA** Hui. To ensure that they run smoothly, that the conduct of all is appropriate, and that the group acts as a unified body. To ensure proper meeting procedures are followed.
- ◆ To be the “Contact Person” between **NPWRA** and CHS.
- ◆ To be the Spokes Person for **NPWRA**.
- ◆ To sign all approved minutes.

### ***ANNUAL TIMETABLE***


- ◆ Completion of Chair’s Report for the Annual Hui, by the end of March.
- ◆ Completion of annual review by the end of February.
- ◆ Completion of next year’s goals by the end of November

## **SECRETARY PORTFOLIO**

### ***DESCRIPTION***

To oversee minutes of all Hui are documented, approved and filed

### ***TASKS***

- ◆ To take accurate minutes at every **NPWRA** Hui.
- ◆ All minutes to be typed up within 2 weeks of the Hui keeping in mind the Chair needs to check over before distribution.
- ◆ All minutes are to be filed and kept in an organised yearly folder.
- ◆  To see the Chairperson signs all minutes after approval is given
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- ◆ To be responsible for all inwards correspondence and outward correspondence as directed by **NPWRA** Hui.
- ◆ To set the Agenda with the Chairperson. The agenda to be distributed at least 2 days prior to the next Hui.
- ◆ The Secretary is responsible for storing all previous years minutes in a safe place. All minutes are to be handed on to the next Secretary when they no longer perform the Secretary role.
- ◆ To be a signee on cheques for **NPWRA**.

## TREASURER PORTFOLIO

### **TASKS**

- ◆ To ensure accurate financial records are prepared and maintained for **NPWRA**.
- ◆ To ensure funds are allocated to reflect **NPWRA** priorities.
- ◆ To ensure monthly financial reports are produced and presented at **NPWRA** Hui.
- ◆ To monitor income & expenditure against budget and report this on a monthly basis.
- ◆ Conduct a six monthly budget forecast in June, and provide a written report for the July meeting.
- ◆ To produce an Annual Report for the A.G.M. on the financial operations and position of **NPWRA**.
- ◆ To ensure appropriate financial records are prepared, maintained and filed regarding funding projects or fundraising events.
- ◆ To be a signee on cheques for **NPWRA**.
- ◆ All cheques are to be written out clearly (recipient, date & amount) before being signed by two of the three signatories.
- ◆ All spending to be approved through **NPWRA** Hui.

## EXECUTIVE MEMBERS

- ◆ Executive members will take their roles and responsibilities seriously.
- ◆ When necessary this ropu has the authority to make decisions outside of the whānau hui on behalf of **NPWRA**. However a unanimous decision by this group must be achieved to gain approval.
- ◆ A report must be given to the next **NPWRA** Hui of any decisions made between Hui.
- ◆ When necessary this group represents **NPWRA**.
- ◆ If there is a co-option for a Māori Representative on the B.O.T. the person is to be selected from this executive group..
- ◆ This group will uphold confidentiality.
- ◆ Whānau issues or personal issues will be treated with sensitivity and confidentiality by this group.
- ◆ Apologies are compulsory for those serving as executive members of **NPWRA**. An executive member who misses three consecutive Hui without proper procedural leave automatically ceases to be an executive member of **NPWRA**.

## COMMITTEE MEMBERS

- ◆ No member is to act on their own behalf or on behalf of **NPWRA** without approved permission.
- ◆ We will respect & uphold each other, our group, our aims and goals in a positive light when speaking to others.
- ◆ When given tasks to perform we will complete them within the specified time frames on action plans at the end of our monthly minutes. If you are having difficulty completing the task notifies the Chairperson as soon as possible.
- ◆ Notification of change in personal circumstances or address must be given to the Secretary as soon as possible.
- ◆ Members are to be committed and are expected to support **NPWRA** in ways they are able.

## CODE OF CONDUCT

All members must...

1. Respect the integrity of each other.
2. Serve **NPWRA** for the purpose of our Rangātahi & Ngā Kaiako Māori to the best of our ability. To be honest, reliable and trustworthy in all matters relevant to our roles and responsibilities.
3. Ensure that individual members do not act independently of **NPWRA** decisions.
4. To conduct ourselves in all situations inside and outside of the school, in such a manner so as not to bring disrepute on the group or discredit our name. We are all role models especially to our Rangātahi.
5. Ensure strict confidentiality of papers and information where necessary.
6. Maintain the confidentiality and trust vested in us.
7. All members share the same aspirations, that is, to serve the needs of the students and their learning.
8. All possible “conflicts of interest” must be disclosed before decisions affecting those interests are made. If an individual may have or could be thought to have a personal stake or gain, it must be...
  - a) Publicly declared a “conflict of interest” and states the general nature of the interest, and has the declaration recorded in the minutes.
  - e) The person /s must withdraw from the Hui while the matter is discussed.
  - i) The person /s can not vote on the matter.
  - o) The person/s is not to discuss the matter with the group or attempt to influence the vote.

## NGĀ HUI

### **The purpose of Hui is to...**

- ◆ Monitor the progress of our Rangatahi.
- ◆ Identify areas of strengths & weaknesses.
- ◆ Support where we are able.
- ◆ To have input into and work together as a team to find positive outcomes and solutions.
- ◆ To plan ahead.

### **The Ground Rules are...**

The quorum for **NPWRA** is five members present. Two of the five must be executive members.

- ◆ Open discussions with no hidden agendas.
- ◆ It is about performance not personalities.
- ◆ Everyone listens while one person speaks at a time. A general guide is that you are given one opportunity to speak per topic.
- ◆ Silence means agreement or consent.

- ◆ Any topics for the agenda, please notify the Chairperson by the Wednesday prior to the Hui.
- ◆ At hui everyone endeavours to be punctual, prepared and participates, keeping to the topic and its time frames.
- ◆ Written reports: Please e-mail your report to the Secretary 1 week prior to the Hui so the Secretary can distribute. Reports are to be read prior to the Hui.