

## TE WHAKATINANATANGA

### The implementation process for the Key Finding of the Quality Care and Education Survey

Prepared by: Te Kāhui Manutaki

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‘Mā te mana me te orangatonutanga o Te Reo me ōna tikanga e whakawhanake ake ai te tuākiri, te pito mata, me te oranga o te whānau whānui tonu.’

The primary goal of the Kāhui Manutaki is to create a Retention Environment for our kamahi so the Ngā Kuaka is “THE PLACE TO WORK”. It is through this shared goal that we are committed to implementing the key initiatives below with the desired objective to achieve the key finding shared by whānau in the Quality Care and Education survey conducted in September 2017.

We have identified sub headings and then grouped each key finding under corresponding headings to assist us with the implementation process.

## ATTRACTING, RETAINING AND VALUING KAIAKO

*‘Whānau recognise, value and support Te Kōhanga Reo o Ngā Kuaka as a vital element in contributing to the survival and prosperity of Māori language and culture.’* Te Kāhui Kuaka, TKR o NK Strategic Plan, Vision

### Sub Heading: FINANCE

Summary Point 1	Better Pay		
<i>Critical outcomes to achieve</i>	<i>Key initiatives to achieve</i>	<i>Actions required</i>	<i>Performance Measures</i>
1. Increase revenue	<ul style="list-style-type: none"> <li>Fee Review Structure</li> <li>Applying for grants / research projects</li> </ul>	<ul style="list-style-type: none"> <li>Hui-a-whanau 11 October 2017: Whanau to approve fee increases</li> <li>Meet with Komiti Mahi to identify pay increases over the next 1, 2 and 3 years to achieve pay parity.</li> <li>Create funders calendar</li> <li>Identify needs and create annual funding plan</li> </ul>	<p><b>Due date: 30 October 2017</b>  <b>Responsible: Komiti Putea &amp; Komiti Mahi</b></p> <ul style="list-style-type: none"> <li>Communicate to whanau fee increase(s) and on when this will occur</li> <li>Ratify Collective Agreement salary bands and wage rates before negotiations start in November 2017</li> </ul> <p><b>Due date: November 2017</b>  <b>Responsible: Komiti Kohi Putea, Tumuaki, Komiti Putea</b></p> <ul style="list-style-type: none"> <li>Funders calendar created</li> <li>Annual funding plan created</li> </ul>

Summary Point 2		More PLD Opportunity		
Critical outcomes to achieve		Key initiatives to achieve	Actions required	Performance Measures
<ul style="list-style-type: none"><li>▪ Increase in staffing including kairiwhi to release kaimahi to go on PLD</li></ul>		<ul style="list-style-type: none"><li>▪ Recruit</li><li>▪ Advertise to all networks</li></ul>		<b>Due date: ongoing</b> <b>Responsible: TKR o Ngā Kuaka</b> <ul style="list-style-type: none"><li>▪ Increase in permanent teaching staff</li></ul>
<ul style="list-style-type: none"><li>▪ Kaimahi understanding key documents to execute quality learning programme</li></ul>		<ul style="list-style-type: none"><li>▪ Wānanga on Te Whariki</li><li>▪ Wānanga on Te Whatu Pōkeka</li><li>▪ Wānanga on Te Whiri Haemata</li></ul>	<ul style="list-style-type: none"><li>▪ Planning for Teacher only day 13/10/2017 which will include wānanga on Te Whāriki</li><li>▪ Staff arrangements to release kaimahi for Te Whāriki Wānanga facilitated by TKRNTB 1(19<sup>th</sup> Oct)</li><li>▪ Monday evening workshop on Te Whatu Pōkeka facilitated by external provider (24<sup>th</sup> or 30<sup>th</sup> Oct)</li><li>▪ Internal Monday evening workshop on Te Whiri Haemata (24<sup>th</sup> or 30<sup>th</sup> Oct)</li></ul>	<b>Due date: December 2017</b> <b>Responsible: Tumuaki, Pouwhakahaere, Kaimahi</b> <ul style="list-style-type: none"><li>• Kaimahi demonstrate sound knowledge of key documents</li></ul>
<ul style="list-style-type: none"><li>▪ Kaimahi familiarise with Aromihi Framework</li></ul>		<ul style="list-style-type: none"><li>▪ Wānanga on Aromihi framework</li></ul>	<ul style="list-style-type: none"><li>▪ Internal Monday evening workshop on Aromihi (20<sup>th</sup> Nov, 11<sup>th</sup> &amp; 18<sup>th</sup> Dec)</li></ul>	<b>Due date: December 2017</b> <b>Responsible: Tumuaki, Pouwhakahaere</b> <ul style="list-style-type: none"><li>• Kaimahi familiar with Aromihi Framework</li></ul>
<ul style="list-style-type: none"><li>▪ 2018 – Aromihi implementation</li></ul>		<ul style="list-style-type: none"><li>▪ Professional and personal goal setting</li></ul>	<ul style="list-style-type: none"><li>▪ Collective workshop on goal setting identified in aromihi process</li><li>▪ Mapping individual pathways to achieve goals</li></ul>	<b>Due date: January 2018</b> <b>Responsible: Tumuaki, Pouwhakahaere</b> <ul style="list-style-type: none"><li>▪ Regular and ongoing review</li></ul>

Summary Point 3		Opportunity to develop Reo		
Critical outcomes to achieve		Key initiatives to achieve	Actions required	Performance Measures
<ul style="list-style-type: none"> <li>Wānanga Reo</li> </ul>		<ul style="list-style-type: none"> <li>Include in job descriptions compulsory attendance at external kura wānanga eg: Kura Reo, TWA, TWOR</li> <li>Internal wānanga reo facilitated by Ngā Kuaka community</li> </ul>	<ul style="list-style-type: none"> <li>Review of Job descriptions</li> <li>Include wānanga reo in professional development plan 2018</li> <li>Source facilitator within TKR o NK community</li> </ul>	<b>Due date: October 2017</b> <b>Responsible: Tumuaki, Pouwhakahaere, Kaimahi</b> <ul style="list-style-type: none"> <li>Job descriptions updated</li> </ul> <b>Due date: Dec 2018</b> <b>Responsible: Tumuaki, Pouwhakahaere, Whānau</b> <ul style="list-style-type: none"> <li>Wānanga Reo scheduled and implemented</li> </ul>
<ul style="list-style-type: none"> <li>Policy</li> </ul>		<ul style="list-style-type: none"> <li>Review and update Personnel Policy to reflect compulsory attendance at external kura wānanga</li> </ul>	<ul style="list-style-type: none"> <li>Review of personnel policy</li> </ul>	<b>Due date: December 2017</b> <b>Responsible: Komiti Arotake</b> <ul style="list-style-type: none"> <li>Updated Personnel policy</li> </ul>

Summary Point 4		Clear expectations for Kaiako performances & High quality and robust appraisal system		
Critical outcomes to achieve		Key initiatives to achieve	Actions required	Performance Measures
<ul style="list-style-type: none"> <li>Aromihi</li> </ul>		<ul style="list-style-type: none"> <li>Review Aromihi Framework</li> <li>Build awareness and understanding in staff surrounding Aromihi framework</li> </ul>	<ul style="list-style-type: none"> <li>Review framework</li> <li>Internal Monday evening workshop on Aromihi (20<sup>th</sup> Nov, 11<sup>th</sup> &amp; 18<sup>th</sup> Dec)</li> </ul>	<b>Due date: 1<sup>st</sup> November 2017</b> <b>Responsible: Tumuaki, Pouwhakahaere</b> <ul style="list-style-type: none"> <li>Review completed</li> </ul> <b>Due Date: January 2018</b> <b>Responsible: Tumuaki, Pouwhakahaere</b> <ul style="list-style-type: none"> <li>Roll out of Aromihi</li> </ul>
<ul style="list-style-type: none"> <li>Code of Conduct</li> </ul>		<ul style="list-style-type: none"> <li>Development of a code of conduct</li> </ul>	<ul style="list-style-type: none"> <li>Develop, review, consult with Kāhui Kaimahi and Kōmiti Mahi</li> </ul>	<b>Due Date: 1<sup>st</sup> November 2017</b> <b>Responsible: Kāhui Manutaki</b> <ul style="list-style-type: none"> <li>Code of Conduct completed</li> </ul>
<ul style="list-style-type: none"> <li>Job Descriptions</li> </ul>		<ul style="list-style-type: none"> <li>Review Job Description (Kaiako and Kairiwhi)</li> </ul>	<ul style="list-style-type: none"> <li>Review and consult with kaimahi</li> </ul>	<b>Due date: October 2017</b> <b>Responsible: Tumuaki, Pouwhakahaere, Kaimahi</b> <ul style="list-style-type: none"> <li>Job descriptions updated</li> </ul>

### Sub heading: PROCESSES

Summary Point 5	Better systems for staff to be heard		
<i>Critical outcomes to achieve</i>	<i>Key initiatives to achieve</i>	<i>Actions required</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> <li>Empowerment of kaimahi</li> </ul>	<ul style="list-style-type: none"> <li>Building relationships</li> </ul>	<ul style="list-style-type: none"> <li>More opportunities to build kāhui kaimahi as a collective</li> </ul>	<b>Due date:</b> <b>Responsible: Kāhui Manutaki, Kāhui Kaimahi, Komiti Mahi, Whānau</b> <ul style="list-style-type: none"> <li></li> </ul>

Summary Point 6	Clear communication from leadership		
<i>Critical outcomes to achieve</i>	<i>Key initiatives to achieve</i>	<i>Actions required</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> <li>Improve current systems</li> <li>Robust communication systems</li> <li>Review Cyber Safety Policy</li> </ul>	<ul style="list-style-type: none"> <li>Review communication systems</li> <li>Implement communication processes to support understanding</li> </ul>	<ul style="list-style-type: none"> <li>Complete reviews</li> <li>Consultation with Kāhui Kaimahi to identify effectiveness of communications</li> </ul>	<b>Due date: ongoing</b> <b>Responsible: Kāhui Manutaki, Kāhui Kaimahi</b> <ul style="list-style-type: none"> <li>Effective communication process</li> </ul>

### Sub Heading: SUPPORT

Summary Point 7	To celebrate Kaiako milestones		
<i>Critical outcomes to achieve</i>	<i>Key initiatives to achieve</i>	<i>Actions required</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> <li>Collective and Collaboration approach</li> </ul>	<ul style="list-style-type: none"> <li>Whānau and Kāhui Kaimahi involvement</li> <li>To identify kaimahi milestones</li> </ul>	<ul style="list-style-type: none"> <li>Identify and delegate to appropriate parties</li> <li>Milestone calendar</li> </ul>	<b>Due date: ongoing</b> <b>Responsible: Kāhui Manutaki, Whānau</b> <ul style="list-style-type: none"> <li>Milestones are celebrated</li> </ul>
Open to whānau contributions and suggestions			

Summary Point 8	More support for Kaiako to thrive		
<i>Critical outcomes to achieve</i>	<i>Key initiatives to achieve</i>	<i>Actions required</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> <li>Creating Support Systems</li> </ul>	<ul style="list-style-type: none"> <li>Tuakana, Teina relationships amongst staff</li> <li>Mentorship</li> <li>Utilising skills within the whānau</li> </ul>	<ul style="list-style-type: none"> <li>Tuakana, Teina system in place</li> <li>Mentorship pathway identified and implemented in accordance with needs</li> <li>Whānau to act as mentors on a as required basis</li> <li>Whānau skills database created and called upon when needed</li> </ul>	<b>Due date: December 2017</b> <b>Responsible: Kāhui Kaimahi, Whānau</b> Relationships, programmes and database are set up and in place
<ul style="list-style-type: none"> <li>Improving the environment</li> </ul>	<ul style="list-style-type: none"> <li>Staff take ownership of their teaching and learning environment</li> <li>Collaborative and collective consultations</li> <li>Increased staff responsibility within curriculum design</li> <li>Active participation in ongoing PLD opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Initiate a consultation process to increase staff input in the teaching and learning environment</li> <li>Apply a system that is conducive to implementing collective and individual responsibilities</li> <li>Develop a PLD calendar</li> </ul>	<b>Due date:</b> <b>Responsible: Pouwhakahaere</b> <ul style="list-style-type: none"> <li>Staff consultation, buy in and systems implementation</li> <li>Meeting the PLD goals identified in Aromihi</li> </ul> <b>Due date: 18 November &amp; 11 December 2017</b> <b>Responsible: Tiatangata / Tumuaki</b>

Summary Point 9	Have whānau days to show appreciation		
<i>Critical outcomes to achieve</i>	<i>Key initiatives to achieve</i>	<i>Actions required</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> <li>Showing appreciation of our kaimahi</li> </ul>	<ul style="list-style-type: none"> <li>One paid day off in the month of your birthday for each kaimahi</li> <li>One paid day off in December for each permanent kaimahi – “Shop Day – Whānau Day”</li> </ul>	<ul style="list-style-type: none"> <li>Consultation with KP, KM, KK</li> <li>As above</li> <li>Arrange roster to ensure ratio still met</li> </ul>	<b>Due date: October 2017</b> <b>Responsible: Pouwhakahaere, Tumuaki</b> <ul style="list-style-type: none"> <li>New initiative implemented</li> </ul> <b>Due date: October 2017</b> <b>Responsible: Pouwhakahaere, Tumuaki</b> <ul style="list-style-type: none"> <li>New initiative implemented</li> </ul>
Open to suggestions from whānau			

Summary Point 10	Staff member of the month		
<i>Critical outcomes to achieve</i>	<i>Key initiatives to achieve</i>	<i>Actions required</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> <li>Kāhui Manutaki has opted not to implement this suggestion as our focus and primary goal at this point in time is building a collective and collaborative kāhui kaimahi. We may consider this late down the track when we have achieved our primary goal.</li> </ul>			

Summary Point 11	Kai at the end of the year		
<i>Critical outcomes to achieve</i>	<i>Key initiatives to achieve</i>	<i>Actions required</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> <li>More opportunities for whakawhanaungatanga</li> </ul>	<ul style="list-style-type: none"> <li>End of Year whakanui for all stakeholders of TKR o NK (tamariki, whānau, kaimahi)</li> </ul>	<ul style="list-style-type: none"> <li>Start planning EOY whakanui</li> </ul>	<b>Due date: November 2017</b> <b>Responsible: Roopū Whakawhanaungatanga</b> <ul style="list-style-type: none"> <li>EOY Whakanui</li> </ul>
<ul style="list-style-type: none"> <li>Kāhui Manutaki would like to re-introduce the following initiatives;               <ul style="list-style-type: none"> <li>Termly team bonding for kāhui kaimahi</li> <li>End of year break up for kāhui kaimahi</li> </ul> </li> </ul>			

## QUALITY EDUCATION: CHANGES MOVING FORWARD

*Demonstrate leadership in education by utilising our core values to promote whānau identity, wellbeing and potential, by providing a quality Kōhanga Reo, which nurtures and empowers tamariki/mokopuna.* Te Kāhui Kuaka,

TKR o NK Strategic Plan, Mission

**This crosses over all three sub headings.**

Summary Point 12		Whānau in learning journey		
Critical outcomes to achieve		Key initiatives to achieve	Actions required	Performance Measures
<ul style="list-style-type: none"> <li>More channels of communication</li> </ul>		<ul style="list-style-type: none"> <li>Kete Mātauranga &amp; Educa</li> <li>Kanohi ki te kanohi</li> <li>Planning – utilising whanau skills within the kaupapa</li> </ul>	<ul style="list-style-type: none"> <li>Whanau to access Kete Mātauranga and Educa</li> <li>Engage with whanau and utilise specific skills for kaupapa</li> </ul>	<p><b>Due date: Ongoing</b> Increased parent involvement in Kete and Educa</p> <p><b>Due date: 12 October</b> More dialogue between whanau and kaimahi</p> <p><b>Due date: 1 December</b> Increased whanau involvement</p> <p><b>Responsible: Whanau, Kaimahi, Pouwhakahaere, Tumuaki</b></p>



**Sub Heading: COMMUNICATION**

Summary Point 13		Kete Mātauranga		
<i>Critical outcomes to achieve</i>		<i>Key initiatives to achieve</i>	<i>Actions required</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> <li>Short term goal: Communication</li> </ul>		<ul style="list-style-type: none"> <li>Increase daily communication to whanau</li> </ul>	<ul style="list-style-type: none"> <li>Consultation and discussion with kaimahi</li> <li>Whanau to initiate conversations with Kaimahi</li> </ul>	<p><b>Due date: 9 October 2017</b> <b>Responsible: Pouwhakahaere</b></p> <ul style="list-style-type: none"> <li>New initiative implemented effectively 11/10/17</li> </ul> <p><b>Due date: October 2017</b> <b>Responsible: Pouwhakahaere, Tumuaki</b></p>
<ul style="list-style-type: none"> <li>Long term goal: Kete Mātauranga and Educa</li> </ul>		<ul style="list-style-type: none"> <li>Educating kaimahi in Kete Mātauranga and Educa tools</li> </ul>	<ul style="list-style-type: none"> <li>Wānanga – ref PLD section</li> <li>Wananga – Te Whariki and Educa</li> <li>Consistency in Kete Matauranga content</li> <li>Consistent uploading to Educa</li> <li>Update all whanau and staff access details in Educa</li> </ul>	<ul style="list-style-type: none"> <li>Regular entries for Kete Matauranga</li> <li>Regular uploads to Educa</li> <li>Updated access to Educa</li> <li>Increased access and whanau contributions to Learning Journey</li> </ul>
<p>Pō Kete Mātauranga, Nov 2017</p> <p>Kāhui Manutaki are aware of the scheduled Pō Kete Mātauranga for 20 Nov 2017 and are planning a different approach to our usual format. More information to be unveiled shortly.</p>				

Summary Point 14		Improvement in Te Reo		
Critical outcomes to achieve		Key initiatives to achieve	Actions required	Performance Measures
<ul style="list-style-type: none"> <li>Kaimahi: PLD</li> <li>Whānau: PLD</li> </ul>		<ul style="list-style-type: none"> <li>Ref to PLD</li> <li>Wānanga Reo for whānau</li> </ul>	<ul style="list-style-type: none"> <li>Organise wānanga utilising skills within the whānau to build on reo ā-whānau</li> </ul>	<b>Due date: December 2017</b> <b>Responsible: Tumuaki, whānau</b> <ul style="list-style-type: none"> <li>Wānanga added to Ngā Kuaka calendar</li> <li>Increase quality of te reo amongst whānau</li> </ul>
<ul style="list-style-type: none"> <li>Total Immersion Te Reo Māori</li> </ul>		<ul style="list-style-type: none"> <li>Total immersion ture enforced</li> </ul>	<ul style="list-style-type: none"> <li>All whānau coming on board with this ture</li> </ul>	

Kāhui Manutaki would also like to extend this summary point to include 'me ōna tikanga'. One particular example is removing shoes when entering into the whare. The expectation and ture we enforce with our tamariki is removing their shoes and placing on the pae hū or in their cubby, yet we often ignore this ture. Our tamariki learn by example so lets role model the behaviours we ask of them.

We would also like to remind the whānau of our ture surrounding total immersion te reo Māori. We are mindful that some whānau are learning te reo and appreciate this however we ask that if you need to address kaimahi or whānau in english, please move to a separate room, away from tamariki, behind closed doors to do so. This will ensure that te reo Māori is the only reo our tamariki hear while at kōhanga reo.

### Sub heading: STRUCTURE

Summary Point 15	More active Kaiako engagement with tamariki		
<i>Critical outcomes to achieve</i>	<i>Key initiatives to achieve</i>	<i>Actions required</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> <li>Upskilling staff</li> </ul>	<ul style="list-style-type: none"> <li>Study towards BTeach ECE</li> <li>PLD – Centre Visits</li> <li>Code of Conduct</li> <li>Aromihi</li> <li>Reflective Journal</li> </ul>	<ul style="list-style-type: none"> <li>Enrol before 1 December 2017</li> <li>Planned centre visits</li> <li>Refer above</li> <li>Refer above</li> <li>Compulsory component of Aromihi</li> </ul>	<b>Due date: Jan 2018 - ongoing</b> <b>Responsible: Kaiako, Pou, Tumuaki, KM</b> <ul style="list-style-type: none"> <li>Kaiako are studying toward BTeach ECE</li> <li>2018 Centre Visits calendar established</li> </ul>

  

Summary Point 16	Robust and active learning programmes and activities		
<i>Critical outcomes to achieve</i>	<i>Key initiatives to achieve</i>	<i>Actions required</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> <li>Programme planning</li> </ul>	<ul style="list-style-type: none"> <li>Planning wānanga</li> </ul>	<ul style="list-style-type: none"> <li>Scheduled wananga for Saturday 18 November</li> <li>Whanau availability to manaaki kaiako</li> </ul>	<b>Due date: 22 December 2017</b> <b>Responsible: Kāhui Kaimahi, whanau</b> <ul style="list-style-type: none"> <li>Programme Planning is completed</li> </ul>

  

Summary Point 17	Creative environments challenge our tamariki and learning		
<i>Critical outcomes to achieve</i>	<i>Key initiatives to achieve</i>	<i>Actions required</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> <li>Holistic Environments</li> </ul>	<ul style="list-style-type: none"> <li>Shared understanding of holistic environments</li> <li>Consistency of Practice</li> </ul>	<ul style="list-style-type: none"> <li>Create whare based Code of Conduct</li> </ul>	<b>Due date: December 2017</b> <b>Responsible: Kāhui Kaimahi</b> <ul style="list-style-type: none"> <li>Code of Conduct (whare based) created</li> </ul>

Summary Point 18		Consistent and experience Kaiako		
Critical outcomes to achieve		Key initiatives to achieve	Actions required	Performance Measures
<ul style="list-style-type: none"> <li>Recruitment</li> <li>Building staffing capacity</li> </ul>		<ul style="list-style-type: none"> <li>Finding suitable kaimahi</li> <li>Growing capacity in current kāhui kaimahi</li> </ul>	<ul style="list-style-type: none"> <li>Advertise to all networks</li> <li>Ref to 'More support for kaimahi to thrive'</li> </ul>	<b>Due date: December 2017</b> <b>Responsible: TKR o Ngā Kuaka whānui</b> <ul style="list-style-type: none"> <li>Increase personnel</li> </ul>
Consistency: In order to achieve this desired outcome we have identified that recruitment is the core to its success.				

**Sub heading: TRANSITION PROGRAMME**

Summary Point 19		Transition programme for Kura		
Critical outcomes to achieve		Key initiatives to achieve	Actions required	Performance Measures
<ul style="list-style-type: none"> <li>Effective relationships with Kura Kaupapa</li> </ul>		<ul style="list-style-type: none"> <li>Building stronger relationships with kura</li> </ul>	<ul style="list-style-type: none"> <li>Establish relationships with wider kura community</li> <li>Networking with kura community</li> </ul>	<p><b>Due date: November 2017</b> <b>Responsible: Pouwhakahaere</b></p> <ul style="list-style-type: none"> <li>Programme implementation</li> <li>Relationships established</li> </ul>
		<ul style="list-style-type: none"> <li>Transition programme for 4 ½ year olds</li> <li>Kura Kaupapa / Parent evening</li> </ul>	<ul style="list-style-type: none"> <li>Meet with new entrants teacher</li> <li>Develop programme in consultation with new entrants teacher and kaimahi</li> <li>Internal emphasis on tamariki needs</li> <li>Parents to confirm ideal kura and enrolment onto waiting list</li> <li>Organise and source representation from each respective kura</li> <li>Add to Ngā Kuaka calendar</li> </ul>	<p><b>Due date: December 2017</b> <b>Responsible: Pouwhakahaere, Tumuaki</b></p> <ul style="list-style-type: none"> <li>Transition programme implemented</li> </ul> <p><b>Due date: December 2017</b> <b>Responsible: Kāhui Manutaki, Whānau</b></p> <ul style="list-style-type: none"> <li>Kura Kaupapa/Parent evening implemented</li> </ul>
<ul style="list-style-type: none"> <li>Policy</li> </ul>		<ul style="list-style-type: none"> <li>Review Whakauru Policy</li> </ul>	<ul style="list-style-type: none"> <li>Review current (internal &amp; external) transition processes</li> </ul>	<p><b>Due date: December 2017</b> <b>Responsible: Pouwhakahaere, Tumuaki, Roopu Arotake</b></p> <ul style="list-style-type: none"> <li>Policy reviewed and ratified</li> </ul>
<p>Relationship with one kura has opened up opportunities for tuakana to attend kapa haka (2 sessions) and karakia (1 session) per week at the kura. Please note that tamariki who are on confirmed waiting list at each respective kura will participate in that particular transition programme. Whilst building stronger relationships with kura, this is also an opportunity to market our Hotaka Manaaki Programme as a full immersion service for their tamariki.</p>				

Summary Point 20		Tamariki ready when collected		
Critical outcomes to achieve		Key initiatives to achieve	Actions required	Performance Measures
<p>This request is understandable for tamariki who are collected closer to 5pm however as whakawhanaungatanga is a value we wish to thrive in our kōhanga, amongst whānau, kaimahi and tamariki we encourage whānau to use this time to walk through the whare, mihi to tamariki, kaimahi, whānau and spend some time in our environment. There is emphasis on building tamariki independence by encouraging them to take responsibility for their belongings, including collecting their belonging at the end of the day. We would appreciate it if whānau also supported this.</p>				

## RECOMMENDATIONS

‘The following core values and beliefs are critical to the ongoing success of Te Kōhanga Reo o Ngā Kuaka:

**Aroha, Whanaungatanga, Awhina, Manaakitanga, Rangatiratanga, Kotahitanga & Wairuatanga’** Te Kāhui Kuaka, TKR o

NK Strategic Plan, Core Values

Te Kāhui Manutaki recommendations:

- that whanau receive the draft Te Whakatinanatanga: The implementation process for the Key Findings of the Quality Care & Education Survey as presented
- that whānau provide feedback through [ngakuaka.org](http://ngakuaka.org) by 27<sup>th</sup> October 2017
- that whānau join and be active members on the numerous komiti iti