

Te Kura Kaupapa Māori o Harataunga Action Plan 2012-2013



MAHI A TE REHIA

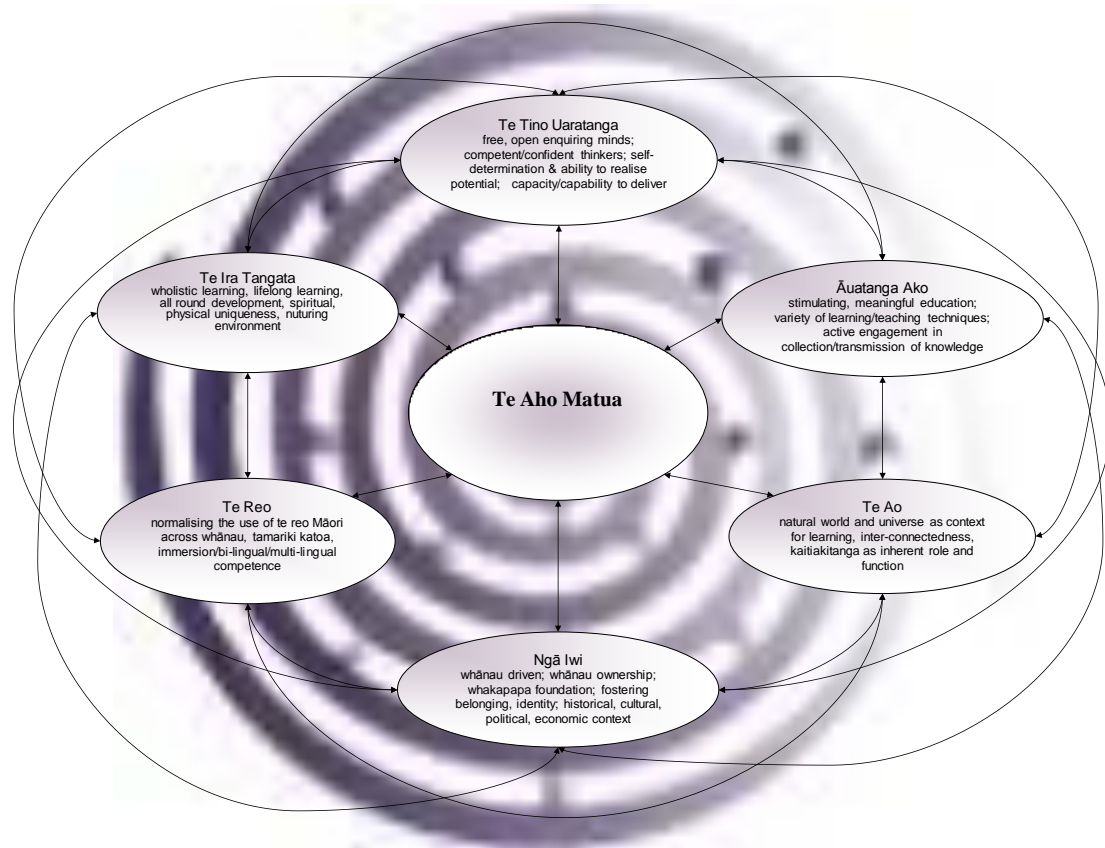
Implementation Calendar

	2012												2013											
	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
Establish Governance Structure:																								
Policies																								
Job descriptions																								
Appoint Kaiwhakahaere																								
Apply for Implementation Funding:																								
Administrator/ Kaiwhakahaere																								
Operations																								
Programme Delivery																								
Programme Preparation:																								
After School																								
Holiday																								
Rangatahi																								
Whanau/Pakeke																								
Delivery of Programme:																								
After School																								
Holiday																								
Rangatahi																								
Whanau/Pakeke																								
Evaluation and Monitoring:																								
Identify Indicators																								
Gather Data																								
Report Template																								

Actions

ACTION 1: Establish Governance Structure					
		HOW	WHO	BY WHEN	EST. COST
a.	Policies (as per policy list)	*Committee *Working group *Oscar checklists *Brainstorm *Kura templates	Kaiwhakahaere to write up	May-12	\$3,000.00
b.	Job descriptions (as per job description list)	*Committee *Working group *Brainstorm *Other guidelines	Committee	May-12	Koha
c.	Appoint Kaiwhakahaere (As per appointment policy)	*refer apointment policy	Committee	May-12	Koha
ACTION 2: Apply for Implementation Funding					
		HOW	WHO	BY WHEN	EST. COST
a.	Administrator/ Kaiwhakahaere	*Oscar set up	Committee	May-12	Koha
b.	Programme Delivery	*Various Funders (see funding deadline calender)	Kaiwhahaere	Throughout year	Job of Kaiwhakahaere
ACTION 3: Development of Programme					
		HOW	WHO	BY WHEN	EST. COST
a.	After School	*Select topics	Kaiwhakahaere, Chairperson, Kura	May-12	Job of Kaiwhakahaere
b.	Holiday	*Check feasibility		May-12	
c.	Rangatahi	*Calender		Jun-12	
d.	Whanau/Pakeke			May-12	
ACTION 4: Delivery of Programme					
		HOW	WHO	BY WHEN	EST. COST
a.	After School	*As per calender	Kaiwhakahaere	Throughout year	See Budget
b.	Holiday				
c.	Rangatahi				
d.	Whanau/Pakeke				
ACTION 5: Evaluation and Monitoring					
		HOW	WHO	BY WHEN	EST. COST
a.	Identifying Indicators	*Wananga/hui	Kura whanau, committee	May-12	---
b.	Develop reporting template	*Electronic format	Kura whanau, committee	May-12	---
c.	Gather data	*during delivery	Kaiwhakahaere	Throughout year (Beg, Mid, End)	Job of Kaiwhakahaere
d.	Reporting	*Write up data and outcomes	Kaiwhakahaere, Committee	Middle and End of year	Job of Kaiwhakahaere

Guiding Principles



- no extra workload or financial cost for TKKMoH
- programme will be self-sustainable, evolve over time
- based on Te Aho Matua
- kaupapa based programme content
- 3 target groups (tamariki, rangatahi, whānau)
- numbers will always be small (community characteristic)
- prefer delivery in Te Reo Māori whenever possible
- use a range of delivery techniques/styles
- priority on utilisation of local skills/expertise
- will provide training/employment opportunities

Mechanisms for transparency/accountability

- letter of agreement (MOU) between TKKMoH and programme
- sub-committee to manage under TKKMoH umbrella
- separate coding for financial reports
- access to TKKMoH facilities
- separate cheque book monthly report to TKKMoH whānau hui
- clear, up-to-date, relevant policies

Sub-committee structure/positions

- Chairperson, Treasurer, Administrator, Funding Officer, Programme Coordinator
- Job descriptions needed for each position

Workload/Roles

- whānau – wānanga/focus groups/ideas/support/tautoko
- sub-committee - governance, administration, planning, budgets, funding applications, reporting, management
- programme co-ordinator - liaison with tutors, preparation for delivery, eg – resources, travel, venue
- tutors - delivery

Initial goals/objectives

- 10 participants per session
- begin with Kura Tuatahi after-school programme (1-3 days a week), holiday programme and some wānanga for rangatahi/whānau/pakeke
- not likely to want/need before school programme

Policies Needed

- 1 Use of Kura facilities / MOU
- 2 Transport
- 3 Health and Safety
- 4 Appointment/Employment of staff
 - a) Selection
 - b) Process
 - c) When police vet needed
- 5 Police vetting process
- 6 Finance
 - a) Process
 - b) Reporting
 - c) Coding
 - d) Auditing
- 7 Governance structure /process
 - a) Meetings
 - b) Quorum
 - c) Reporting
 - d) Minutes
 - e) Committee members
 - f) Staff
- 8 Attendees
 - a) Student fees
 - b) Cost
 - c) Koha
- 9 Consent to participate
- 10 Te Reo Maori
- 11 Programme Content
 - a) Objectives
 - b) Vision
 - c) Decision making process
- 12 Fundraising
- 13 Other (Guides from funding contributors)

Programme Options/Activities

tamariki	after school	holiday	wānanga
bush adventures/camping			
boxing/kick boxing			
hip-hop - DJing, krumping, graffitti			
abseiling			
snorkelling certificate			
model building			
sports			
motorbikes - safety/how to ride properly			
bike maintenance			
how to make a go-kart			
movie nights			
bmx freestyle workshop			
design and build a bmx track			
yachting			
basic building - chairs, tables, boxes			
grafitti - paint the back wall			
art			
cooking			
camping			

	after school	holiday	wānanga / project
pākeke			
te reo Māori			
kaikorero			
karanga			
whakapapa whānau/hapū/iwi			
whakapapa whenua, eg mahere			
tiaki ngahere/whenua/moana			
rongoa			
hauora			
whakairo			
rāranga			
tukutuku			
tanikō			
kapa haka			
mau rakau			
waka ama			
whare nikau/raupo			
mirimiri			
Te Aho Matua			

rangatahi	after school	holiday	wānanga
track making			
riparian planting			
beach/harbour/river care			
protection/restoration eg kiwi, pingao, wetlands			
pest management eg stoats, possums			
GIS mapping			
environment management/care			
bush crafts			
self-sustainability			
building your own house			
gardening eg mentors, planning, community, permaculture			
renewable energy sources eg solar			
chain saw maintenance			
safe chemical handling			
use of power tools			
outdoors safety			
first aide			
diving			
driver licensing - all classes			
defensive driving			
4wd bike safety			
fencing			
farming			
administration skills			
accreditation as education/training provider			
computing skills eg software packages			
typing (how to)			
sewing (how to)			
woodwork/carpentry			
intro to trades, eg plumbing, electrician, panel-beating			
mechanics/car maintenance			
welding			
landscape gardening			
painting/interior decorating			
tech drawing and design			
literacy/numeracy eg maths, english, science			
boat masters/fishing charters			
music - guitar/drums/pate			

Budget

	cost	sum
Overheads		
Venue @ \$50 p/week x 52		2600
Staff		
a) <u>Kaiawhakahaere</u>		
5hrs per week @\$25 per hour x 52	6500	
ACC @ 3%	195	
Kiwisaver @10%	650	7345
b) <u>Administrator</u>		
2hrs per week @\$18 x 52	1872	
Acc @ 3%	56	
Kiwisaver @ 10%	187	2115
Programme		
a) <u>Materials</u>		
Afterschool \$50 (2 x 40weeks)	4000	
Rangatahi (est only)	5000	
Pakeke (est only)	5000	
Holiday Programme (4 x \$200)	800	14800
b) <u>Tutors</u>		
Afterschool (\$50 p/w x 40 weeks)	2000	
Rangatahi (\$50 p/w x 40 weeks)	2000	
Pakeke (\$50 p/w x 40 weeks)	2000	
Holiday Programme (4 x \$200)	800	6800
c) <u>Transport - Pahi contribution</u>		
	500	
d) <u>Manaakitanga</u>		
	1000	1500
sum		
gst @ 15%		35160
total		5274
		\$ 40,434.00

Funders List

Who	Reason			estimated amount (\$)	where to get application form
	establishment	programme delivery	operations		
Oscar	✓			3000	www.msd.govt.nz
Oscar		✓		5000	www.msd.govt.nz
Lotteries Community Committee				4000	www.communitymatters.govt.nz/Funding-and-grants---Lottery-grants---list-of-funds
Te Puni Kōkiri (Implementation)		✓	✓	9000	www.tpk.govt.nz
NZ Community trust			✓	3000	www.nzct.org.nz/
John Ilott Charitable Trust			✓	2000	http://rcw.org.nz/community-grants/john-ilott-charitable-trust/
Trust Waikato			✓	2000	www.trustwaikato.co.nz/
Rural Community Trust				2000	www.ruralcommunitiestrust.org.nz/
Sargood Bequest		✓		2000	www.sargoodbequest.org.nz/
Ministry of Youth Development		✓		5000	www.myd.govt.nz/
Creative Communities		✓		800	www.tcdc.govt.nz
COGS		✓	✓	3000	www.communitymatters.govt.nz/Funding-and-grants---Lottery-grants---list-of-funds
total				40800	

Funding Applications Calendar

	2012									2013												
	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
Ministry of Youth Development										27th												
NZ Community Trust																						
John Ilott Charitable Trust																						
Rural Community Trust																						
Trust Waikato																						
Lotteries Community Committee																						
Sargood Bequest																						
Creative Communities	27th																					
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