

## 2 APPLICANT PROFILE

<b>1. Contact person for this Application</b>		
Contact person:	RAEWYN TIPENE	Ministry of Education
Position:	CEO	I b Al-'H ZOB · RECEIVED
Phone number:	09 438 8422	
Mobile number:	.021 830 604	
Email address:	rj.tipene@mokonoz.co.nz	
Fax number:	09 438 8424	
Is the contact person authorised to negotiate?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>2. Applicant's organisational profile</b>		
Full legal name:	He Puna Marama Charitable Trust	
Trading name: (if different)	Leadership Academy of A Company & Mokopuna Early Childhood	
Name of parent organisation:	n/a	
Physical address:	185 Lower Dent St, Whangarei	
Postal address:	PO Box 6020, Otaika, Whangarei	
Company website:	www.mokonoz.co.nz	
Location of head office:	Whangarei	
Type of entity (legal status):	Charitable Trust	
Company registration #:	n/a	
Country of residence:	New Zealand	
GST registration number:	73-838-908	
<b>3. Overview of Applicant's organisation</b>		
Type of organisation:	He Puna Marama Charitable Trust incorporates the following operations: Mokopuna Early Childhood Centres – 4 licensed bi-lingual early childhood centres. Mokopuna Early Childhood Services <ul style="list-style-type: none"> <li>- Parents as First Teachers (PAFT) Programme</li> <li>- Engaging Priority Families (EPF) Programme</li> <li>- Breakaway Holiday Programme</li> </ul> Leadership Academy of A Company	
Year established:	1997	

History:

	<p>He Puna Marama Trust was set up in 1997 to progress Maori through education.</p> <p>The Trust owns and operates Mokopuna Early Childhood Education and Care Centres. These bilingual early childhood centres provide for a growing population of Maori and non-Maori who want their children to have access to quality early childhood education in a Maori kaupapa environment where Te Reo Maori is a primary medium.</p> <p>In 2008, He Puna Marama Trust successfully submitted an application to the ASB Community Trust's Maori and Pacific Island Education Initiative Fund. The vision was to create an environment where young emerging Maori talent, future leaders, entrepreneurs, sportsmen, performers, artists, and scientists can find unswerving support to flourish and aspire to excellence. From this moemoea grew the Leadership Academy, a platform for building Maori leaders.</p>
Summary of experience relevant to this RFA:	<p>He Puna Marama Trust owns and operates</p> <ul style="list-style-type: none"> <li>• 4 licensed bilingual Mokopuna Early Childhood Education and Care centres in Clendon South Auckland, Whangarei (2) and Moerewa.</li> <li>• Mokopuna Early Childhood Services: <ul style="list-style-type: none"> <li>- Parents as First Teachers (PAFT) Programme</li> <li>- Promoting Participation Programme</li> <li>- Engaging Priority Families Programme</li> <li>- Mokopuna Rollout Project</li> <li>- Breakaway Holiday Programme</li> </ul> </li> </ul> <p>Leadership Academy of A Company – residential hostel facility for 40 Maori high school boys licensed under the Education (Hostels) Regulations 2005. Funded by ASS Community Trust, the Academy has been in operation since January 2010. The Leadership Academy of A Company aspires to 'build Maori leaders' so that our young men may contribute to and benefit from the wider world. The Academy is not a programme; it is a way of being in the world.</p> <p>The Academy works with whanau, high schools and the wider community to support young Maori men to excel and be confident, capable, outstanding individuals. This is provided through the provision of an innovative residential programme and customised learning. The Academy offers a collegial environment, in-house leadership development, a matauranga Maori development programme, a technology hub, remedial tutoring, and access to extra-curricular activities in areas such as kapahaka, mau taiaha, music, dance, theatre and sports. The 40 boys currently at the Academy attend 5 local high schools in Whangarei: Whangarei Boys' High School, Tikipunga High School, Kamo High School, Excellere College and independent school, Huanui College. Previous students have also attended Pompallier Catholic College and Te Kura Kaupapa Maori o Te Rawhitiroa.</p> <p>The motivation for this project comes from successful learning models of the past including, Maori boarding schools, the Military and Maori trade training. The lessons we have learnt from these models give us the best indication of the type of framework we need to create a lasting legacy for Maori achievement.</p>
Total number of staff in	55

NZ:	
Number of locations in NZ:	7
Overseas locations:	Nil

#### 4. Current business commitments & proposed key personnel

Business commitments:	<p>Owner Operator of:</p> <ul style="list-style-type: none"> <li>• 4 Licensed Bi-lingual Early Childhood Centres – <ul style="list-style-type: none"> <li>- Mokopuna ki Tarewa, Whangarei</li> <li>- Mokopuna ki Whau Valley, Whangarei</li> <li>- Mokopuna ki Moerewa, Moerewa</li> <li>- Mokopuna ki Glendon, Manukau City</li> </ul> </li> <li>• Licensed hostel for 44 Maori High School Boys (13yrs -18yrs) operating under the Education (Hostels) Regulations 2005.</li> <li>• Delivery of the Parents as First Teachers (PAFT), Engaging Priority Families (EPF) and Breakaway Holiday Programmes.</li> </ul>
Other Contracts with government	<p>Government contracts:</p> <ul style="list-style-type: none"> <li>• Parents as First Teachers (PAFT) Programme 2001- 2013 (Ministry of Education 2001 – 2010, Ministry of Social Development 2010–2013).</li> <li>• Promoting Participation Programme (PPP) 2007 –2009 (Ministry of Education)</li> <li>• Engaging Priority Families Programme (EPF) 2009 –2015 (Ministry of Education)</li> <li>• Breakaway Holiday Programme 2011 -2013 (Ministry of Social Development)</li> </ul>

#### 5. Probity

List any pending claims against the organisation:	nil
List any court judgements or other decisions that have been made against the organisation in the last 6 years:	nil

## 6. Disclosure of proposed partners

Disclosure: Applicants must indicate and provide details below if they intend any person or organisation, who is not an employee, to sub-contract on any part of the application requirements.

### Collaborative Partner / Sub-contractor #1

Partner / Sub-contractor name: Hihiaua Cultural Centre Trust

Address:

Specialisation:

Describe the deliverables the Partner / sub-contractor will be responsible for:

s 9(2)(b)(ii) OIA

### Collaborative Partner / Sub-contractor #2

Partner / Sub-contractor name: Whangarei District Council

Address:

Specialisation:

Describe the deliverables the Partner / sub-contractor will be responsible for:

s 9(2)(b)(ii) OIA

### Collaborative Partner / Sub-contractor #3

Partner / Sub-contractor name: Whangarei Boys' High School

Address:

Specialisation:

Describe the deliverables the Partner / sub-contractor will be responsible for:

s 9(2)(b)(ii) OIA

### Collaborative Partner / Sub-contractor #4

Partner / Sub-contractor name: Tikipunga High School

Address:

Specialisation:

Describe the deliverables the Partner / sub-

s 9(2)(b)(ii) OIA

contractor will be responsible for:	
<b>Collaborative Partner / Sub-contractor #5</b>	
Partner / Sub-contractor name:	Kamo High School
Address:	
Specialisation:	
Describe the deliverables the Partner / sub-contractor will be responsible for:	
<b>Collaborative Partner / Sub-contractor #6</b>	
Partner / Sub-contractor name:	Northtec
Address:	
Specialisation:	
Describe the deliverables the Partner / sub-contractor will be responsible for:	

s 9(2)(b)(ii) OIA

s 9(2)(b)(ii) OIA

<b>7. Financial information</b>				
Current financial status:				
Gross revenue:	<div style="background-color: black; width: 100px; height: 30px; display: inline-block;"></div> <span style="border: 1px solid black; padding: 2px;">s 9(2)(b)(ii) OIA</span>			
Gross profit:				
Last audited financial accounts:				
Copy of latest audited accounts attached?	<b>Yes</b>	✓	<b>No</b>	
Copy of latest annual report attached?	<b>Yes</b>		<b>No</b>	✓
Is organisation in dispute with any trade union?	<b>Yes</b>		<b>No</b>	✓

<b>8. Quality standards</b>	
Certificates held:	4 Early Childhood Centre Licences 1 Hostel Licence - Education (Hostels) Regulations 2005
Quality assurance systems:	<ul style="list-style-type: none"> <li>All Early Childhood Centres utilise the Education Review Office (ERO) "Guidelines for Centre Assurance Statement And Self-Audit Checklists [For Services Licensed under 2008 Regulatory Framework]". A management plan is set out annually against this framework with action plans checked quarterly. Internal self-audit checklists are conducted daily, weekly and monthly to ensure compliance.</li> <li>ERO visits are on 3 yearly cycles for all 4 Mokopuna Early Childhood Centres.</li> <li>The Leadership Academy of A Company has internal daily, weekly and annual self-audit checklists that comply with the requirements of the Education (Hostels) Regulations 2005.</li> <li>The Ministry of Education Hostel Licensing Authority visits for re-licensing are on 3 yearly cycles.</li> </ul> <p><i>He Puna Marama Trust Quality Management System Policy &amp; Procedure as approved by the Trust Board:</i></p> <p><b>2.1 Quality Management System - Defining Policy</b></p> <p><b>Policy Statement</b></p> <p>He Puna Marama Trust uses quality management systems that have the mechanisms for the development; implementation and evaluation of all policies to ensure appropriate management of Trust resources. The Trust's Quality Management Systems and policies align with the guidelines set down in the Trust Deed, the Strategic Plan, Trustee's Vision and Value statements.</p>

	<p><b>Rationale</b></p> <p>To ensure the Trust has sound policies and procedural practices that are constantly developed, implemented and evaluated to meet demand.</p> <p><b>Procedure</b></p> <ul style="list-style-type: none"> <li>&gt;- All Trust policy will be prepared in consultation with Trustees, CEO, managers of each Activity Unit, staff and whanau members from within the wider whanau.</li> <li>&gt;- Trust policy will be of two main types: <ul style="list-style-type: none"> <li>a. Generic Policy – forms part of the Quality Management system, and is the foundation document for all of He Puna Marama Trust activity.</li> <li>b. Unit Specific Policy - forms part of the contractual and compliance requirements of Activity Units owned by the Trust.</li> </ul> </li> <li>&gt;- Trustees/management/staff or clients identify matters or issues that indicating that a new policy or changes to existing policy may be required. If a meeting of the directly affected party/ies and Trust management and/or Trustees determines that there is a need for new / amended policy, a Working Party with its membership approved by Trustees will be set up to address the matter.</li> <li>&gt;- Working Party will schedule planning sessions to develop a draft policy response. The Draft must include rationale for the development of the policy; align with the intentions of Trust and its members; and include procedures for the implementation of policy.</li> <li>&gt;- Using the Draft as the consultation document, the Working Party will consult with affected parties, e.g.: Trustees/staff/whanau/etc., using Trustee-approved consultation methods (e.g.: private or public hui; advertising for written/oral submissions; other method/s).</li> <li>&gt;- After consideration of all feedback, the Working Party draws up a Working Draft and makes it available to all contributors for final comment within a set timeframe, after which the Working Party submits a Final Draft for the consideration of Trustees.</li> <li>&gt;- The Trustees have final decision-making authority with regard to all policy approvals.</li> <li>&gt;- The Working Party determines appropriate monitoring and reporting requirements for the implementation of any new or amended policies, and delegates responsibility for this to a Working Party member.</li> <li>&gt;- Policy and Procedures Monitoring System : <ul style="list-style-type: none"> <li>CEO supervises ongoing self-review process and evaluation of all policies.</li> <li>Management of each Activity Unit performs an annual review of policies which specifically affect that unit and reports matters arising from this review to Trustees in writing.</li> <li>Trustees annually review generic policy immediately after the end of each financial year and prior to the Trust's Annual General Meeting</li> <li>Policy redefined where existing policy is shown to be inadequate for needs of the Trust.</li> </ul> </li> </ul> <p><b>Responsibility/Accountability</b></p> <p><i>The Board of Trustees (Trustees):</i></p> <p>Holds ultimate authority and responsibility for QMS and policy</p>
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	<p>approvals.  Determines appropriate consultation methods.  In event of a conflict of interest, seeks advice of independent conciliator (who has appropriate qualifications and/or experience).  Annually reviews all Trust policy.  <b>CEO:</b>  Reports to Trustees on all matters pertaining to the QMS.  Supports Activity Unit Managers in their policy review responsibilities.  Consults with Whanau  Manages policy review and policy development processes  <b>Activity Unit Managers:</b>  Reports to CEO  Consults with and advises staff and Whanau with regard to policy matters  Takes responsibility for defining and redefining policy  <b>Staff of each Activity Unit:</b>  Participate in consultation process  Consult with Whanau  Identify policy that requires defining and redefining policy  <b>Working Party:</b>  Reports to CEO.  Submits Final Draft/s of policy to Trustees for their consideration.  Determines/manages monitoring and reporting for implementation of new policy  <b>Documents / Resources</b>  He Puna Marama Trust Deed  Strategic Plan and Business Plan  He Puna Marama Quality Management document  Internal Policy documentation – specific to Activity Units  Surveys of Trustees, Trust staff and Whanau  Minutes of organisational meetings  Board of Trustees  Management of He Puna Marama Trust  Staff of He Puna Marama Trust  Professional Advisers  Clients and their whanau  Kaumatua / Kuia  Conciliators  <b>Evaluation</b>  Trustees will review this policy annually with the CEO, and appropriate advisers where required.</p>
Internal audit:	<p>The CEO and Managers monitor policies, processes, and practices. Internal auditing of effectiveness is carried out weekly at management meetings with recommendations for improvement presented to the Trust Board at quarterly meetings. See also the He Puna Marama Trust - <b>2.1 Quality Management System – Defining Policy</b> (as detailed above in Quality Assurance Systems).</p>



Contract management:	Manual system completed by the appropriate managers. The following is the He Puna Marama Trust Policy and Procedures for the administrative process used to manage contracts: <b>4.1 Financial, Administrative and Physical Resources – Administration</b> (as detailed below, in <i>Records Management</i> )
Monitoring & evaluation:	<p>All Early Childhood Centres utilise the Education Review Office (ERO) "Guidelines for Centre Assurance Statement And Self-Audit Checklists [For Services Licensed under 2008 Regulatory Framework]". A management plan is set out annually against this framework with action plans checked quarterly. External monitoring and evaluation is provided by ERO on a 3 yearly cycle.</p> <p>The Leadership Academy of A Company has internal monitoring and evaluation systems for their extra-curricular programme that they report back on quarterly to the Trust Board and external funders, ASB Community Trust. Additionally a full external evaluation of the Academy is being carried out by Kinnect Group who report quarterly to ASB Community Trust.</p> <p><i>He Puna Marama Trust Quality Management System – Standards Policy &amp; Procedure as approved by the Trust Board:</i></p> <p><b>2.2 Quality Management System - Standards</b></p> <p><b>Policy Statement</b></p> <p>He Puna Marama Trust's Quality Management System will uphold the following standards:</p> <ul style="list-style-type: none"> <li>&gt; All Trust and Activity Unit policies reflect the special nature of the Trust</li> <li>&gt; Adequate consultation within the Trust and whanau in the development and implementation of special services</li> <li>&gt; The Trust's human and physical resources meet the needs of its staff and clients</li> <li>&gt; Ongoing evaluation of all activities; goals, systems, delivery mechanisms</li> <li>&gt; Responsiveness to Te Tiriti o Waitangi, The Treaty of Waitangi, and Maori needs in particular.</li> </ul> <p><b>Rationale</b></p> <p>To ensure the Trust has sound policy standards that are consistent with its nature and special qualities.</p> <p><b>Procedure</b></p> <ul style="list-style-type: none"> <li>&gt; The Quality Management System outlines the purpose and principles for which the Trust stands, and is updated continuously to meet the needs of its members.</li> <li>&gt; All Trust policy and business will take into account the concepts of Tikanga Maori and address issues relating to Kaupapa Maori. Any Working Party will include a person/s qualified to address issues relating to these matters as well as anything that may be relevant in terms of meeting the commitments set out in Te Tiriti o Waitangi and the Treaty of Waitangi.</li> <li>&gt; The CEO monitors QMS standards across the scope of the Trust's activities.</li> <li>&gt; The CEO is to resolve any issues relating to the acquisition and sharing of resources, including determination of resources, resource allocation and financing, through negotiation with the Trust.</li> </ul>

	<p><b>Responsibility/Accountability</b></p> <p><i>Trustees:</i> Monitor QMS in relation to changing demands of the Trust and its clients</p> <p><i>CEO:</i> Monitors and reports on implementation of Standards Policy to Trustees Supports Trust staff in implementation of Standards policy</p> <p><i>Standards Working Party</i> Ensures policies reflect the dynamics of Tikanga and Kaupapa Maori Reports to Trustees on Standards Policy implementation matters Provides regular feedback on resource allocation matters to relevant staff.</p> <p><b>Documents / Resources</b> Te Tiriti o Waitangi and the Treaty of Waitangi Health and Safety in Employment Act 1992; HPM Internal Occupational Health &amp; Safety Document Employments Contracts Act 1991; Employment Contracts Amendment Act Charitable Trust 1957 Act Minutes of Trustee Meetings, Management Meetings and Activity Units Meetings Board of Trustees; Management; Staff; and Clients Kaumatua / Kuia; Professional Advisers; Conciliators</p> <p><b>Evaluation</b> Trustees will review this policy annually with the CEO, and appropriate advisers where required.</p>
Reporting:	<p>Education Review Office (ERO) "Guidelines for Centre Assurance Statement And Self-Audit Checklists [For Services Licensed under 2008 Regulatory Framework]". A management plan is set out annually against this framework with action plans checked quarterly. Early Childhood Centres report quarterly to the CEO and the Trust Board, annually with a financial report to the Ministry of Education and three yearly to ERO.</p> <p>Infocare childcare management software is utilised by the early childcare centres for internal reporting and Ministry of Education funding and returns.</p> <p>The Leadership Academy of A Company reports back with quarterly milestone reports to the Trust Board and funders that align with the funding requirements set out by ASB Community Trust.</p> <p>KAMAR student management software is used for internal reporting of student pastoral and academic issues by the Leadership Academy of A Company. KAMAR has full capacity to provide external reporting and portal access to whanau. Currently this is done manually bi-annually to whanau.</p>
Financial management:	<p><i>He Puna Marama Trust Financial Management Policy &amp; Procedure as approved by the Trust Board:</i></p> <p><b>4.3 Financial, Administrative and Physical Resources – Financial Management</b></p> <p><b>Policy Statement</b> He Puna Marama Trust will maintain a financial administration centre</p>

	<p>staffed by appropriately qualified people or agents who will administer Trust finances under direction from the Trust and on its behalf to enable the Trust to achieve its business objectives, and meet its financial commitments and the financial compliance requirements of relevant statutory bodies.</p> <p><b>Rationale</b></p> <p>To ensure a coordinated, professional approach to financial planning and management that supports financial integrity, effective management of finances by cost centre, and easy monitoring by appropriate external agencies as required.</p> <p><b>Procedure</b></p> <ul style="list-style-type: none"> <li>&gt; A financial clerk or manager processes the initial costs from appropriately coded and authorised source documents associated with the monthly financial transactions through the cashbook.</li> <li>&gt; Financial administration or an agent appointed by Trustees prepares and reconciles accrual accounts to evaluate monthly performance using the Trust's General Ledger package to appropriate Balance Sheet.</li> <li>&gt; An analysis of each cost centre (including Activity Units) made available to the appropriately authorised person within each relevant cost centre.</li> <li>&gt; Cost centres receive independent feedback on their financial performance in the form of monthly actual versus budget reports.</li> <li>&gt; Monthly/bimonthly statutory compliance (e.g. P.A.Y.E and GST reports) prepared by financial administration and or an agent appointed by Trustees.</li> </ul> <p><b>Responsibility/Accountability</b></p> <p><i>Trustees:</i></p> <p>Appoint appropriate professionals / management staff</p> <p><i>CEO:</i></p> <p>Appoint appropriately qualified persons to finance and clerical roles</p> <p>Ensure other staff receive appropriate training and clear instructions on systems to be maintained</p> <p>Consult with Managers / Supervisors on budgetary requirements</p> <p><i>Unit Managers / Supervisors</i></p> <p>Ensure staff remain aware of budgetary considerations</p> <p>Ensure that costs associated with Unit are authorised and processed correctly</p> <p>Manage Unit Budget</p> <p><b>Documents / Resources</b></p> <p>Software applications licensed to the Trust including Microsoft Office 2000; Office Suite 3.0; Mind your Own Business Software (MYOB); ACE Payroll, Infocare Childcare Management Software; KAMAR Student Management Software.</p> <p>Software Manuals</p> <p>Computers and equipment</p> <p>Budget / Cash flow Model Templates</p> <p>Unit Budgets</p> <p>Original input source documentation</p> <p>Staff Requisition forms</p> <p>Purchase Order forms</p>
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	<p>Bank Statements and cheque butts</p> <p><b>Evaluation</b></p> <p>Board of Trustees will evaluate this policy on an as required or annual basis, whichever is first. The evaluation process will be based on feedback from the Trusts Unit management to the CEO.</p> <p><i>Annual External Audit carried out by Kennedy, Al/ban, Tane Chartered Accountants - Whangarei.</i></p>
Risk management:	<p>See <i>He Puna Marama Trust Quality Management System - Standards 2.2 Quality Management System - Standards (as detailed above in Monitoring &amp; Evaluation).</i></p>
Records management:	<p><i>He Puna Marama Trust Financial, Administrative and Physical Resources – Administration Policy &amp; Procedure as approved by the Trust Board:</i></p> <p><b>4.1 Financial, Administrative and Physical Resources - Administration</b></p> <p><b>Policy Statement</b></p> <p>He Puna Marama Trust will ensure that consistent administration and management of all administrative resources is maintained to deliver effective systems that are responsive to the needs of the Trust.</p> <p><b>Rationale</b></p> <p>To ensure that the Trust systems operate consistently and effectively.</p> <p><b>Procedure / Guidelines</b></p> <p>CEO will monitor the set-up and maintenance of accurate record keeping systems for each Activity Unit.</p> <p>CEO will authorise standard operating procedures to deal with all inquiries.</p> <p>The Trust will employ appropriately skilled administration and other staff including independent contractors as necessary, to ensure that administrative systems and resources are administered and managed in accordance with accepted business practice and standards.</p> <p>The Trust will maintain professional conduct through regular meetings, feedback and other media.</p> <p>The Trust will maintain the professional development of administration and clerical employees by</p> <ul style="list-style-type: none"> <li>- Inviting contracting agencies to train relevant Trust staff in their specific administrative requirements</li> <li>- Implementing annual professional development plans for all administration staff.</li> </ul> <p><b>Responsibility/Accountability</b></p> <p><i>Trustees:</i></p> <p>Meet regularly with CEO to receive CEO reports and advise where necessary</p> <p>Ratify approved expenditure for administrative support.</p> <p><i>CEO:</i></p> <p>Advise Trustees and ensure security of Trust's original records</p> <p>Monitor, maintain and report on Quality Management System</p> <p>Define reporting requirements (with guidance of Trustees) and complete regular written reports on Activity Unit performance</p> <p>Oversee human resource – support Activity Unit managers</p> <p>Monitor Activity Units</p>

	<p><b>Activity Unit Managers:</b>  Collate, prepare analysis of Standard Operating Procedures documentation  With CEO, supervise and maintain financial control  With staff, develop individual and organisational professional development and staff training plans  <b>Administration / Clerical Staff:</b>  Assist with preparation of all administration records, reports and systems as required  Monitor, maintain and report on effectiveness of administration and related systems  Ensure security of administrative and related records.</p> <p><b>Documents/Resources</b>  KAMAR - Student Management Software  Infocare - Childcare Management Software  Record keeping systems – including handbooks and helpdesk support provided by software suppliers  Staff Training Needs Analysis reports and Professional Development Records  Standard Operating Procedure (SOP) and Analysis of SOP records</p> <p><b>Evaluation</b>  Board of Trustees will evaluate this policy on an as required or annual basis, whichever comes first. The evaluation process will be based on feedback from Activity Unit management to the CEO.</p>
Staff training:	<ul style="list-style-type: none"> <li>• Te Ataarangi Te Reo classes, weekly for all He Puna Marama staff.</li> <li>• Comprehensive First Aid for all Early Childhood Centre workers and frontline Leadership Academy of A Company staff.</li> <li>• Ongoing Self Review for all Early Childhood Centre Staff (ERO reporting requirement).</li> <li>• He Ara Tika Maori Youth Mentoring Training Programme for Leadership Academy of A Company Staff.</li> <li>• Peace Foundation 'Cool Schools' Peer Mediation and Conflict Resolution Programme training for Leadership Academy of A Company staff and students.</li> <li>• Suicide Prevention Training – Leadership Academy of A Company frontline staff.</li> <li>• Pastoral Care Training – Leadership Academy of A Company Staff</li> </ul>
Codes of conduct	<ul style="list-style-type: none"> <li>• New Zealand Teachers Council Code of Ethics for Registered Teachers – Early Childhood Teachers</li> <li>• Code of Ethics for Youth Work in Aotearoa New Zealand – Leadership Academy of A Company frontline staff</li> <li>• He Puna Marama Trust Values: <ul style="list-style-type: none"> <li>○ <b>Whakapapa</b>  Is the foundation of the Maori world view, linking us to everything and everybody. It grounds us and gives us a place in the scheme of things.</li> <li>○ <b>Whanaungatanga</b>  Kinship underpins our kura hourua and is part and parcel of who we are as Maori. It is about being part of a larger collective, whanau whanui, contributing, receiving, supporting</li> </ul> </li> </ul>

	<p>and where necessary taking responsibility.</p> <ul style="list-style-type: none"> <li>○ <i>Manaakitanga</i> Impart manaaki or 'mana enhancing' behaviour towards each other in the whanau whanui and with external relationships and contacts.</li> <li>○ <i>Rangatiratanga</i> Demonstrate rangatira attributes of integrity, courage, respect, loyalty, confidence, honesty, self discipline, commitment, focus, generosity of spirit and dedication in all we do.</li> <li>○ <i>Wairuatanga</i> Provide sustenance to one another, understanding and believing that there is a spiritual element that needs nurturing in addition to the physical.</li> <li>○ <i>Okaipotanga</i> The importance of place, where we belong, where we can contribute, where we gain our strength, gain our energy.</li> <li>○ <i>Kotahitanga</i> Maintaining unity of purpose and direction, a commitment by the kura hourua whanau of oneness of mind and action towards achieving the vision.</li> <li>○ <i>Kaitiakitanga</i> Safeguard the kura hourua so it can fulfil its functions and duties through due diligence, accountability, transparency and sound financial management</li> <li>○ <i>PDkengatanga</i> Lift up high our aspirations in all we do, look to teach, create and preserve matauranga Maori and be recognised in these areas.</li> <li>○ <i>Te Reo</i> As the medium through which we articulate our Maori world view, support the revival of le reo Maori through the activities we do.</li> </ul>
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## 9. Occupational Health & Safety (OHS)

### Health & Safety Management:

Do you have a written health & safety policy?	Yes	.. /	No	
Do you have an employee participation scheme for dealing with health & safety issues?	Yes		No	.. /
Is formal health and safety training given to employees?	Yes	.. /	No	
<b>Records:</b> Which of the following safety records do you maintain?				
- Accident Register (as required by Health & Safety Act)?	Yes	.. /	No	
- Hazard Register?	Yes	.. /	No	
- Hazard information?	Yes	.. /	No	
<b>History:</b> Have you received health and safety award/s?	Yes		No	.. /
If yes provide details:				

Have you had health and safety related notice/warning/fine/prosecution?	Yes		No	o/
If yes provide details:				
<b>Health &amp; safety procedures:</b>				
Do you have an emergency procedures plan?	Yes	o/	No	
Are formal hazard assessments carried out and recorded?	Yes	o/	No	
Is there always an investigation into any accident that results in harm, or could have resulted in harm?	Yes	o/	No	
Are vehicles and equipment regularly inspected, tested, examined and maintained?	Yes	o/	No	

## 10. Referees

Please supply the details of three referees who have relevance to your Application to operate a PSKH. Include a summary of the nature of the relationship they have held with you and when. Please do not provide the Ministry of Education or any of its employees as referees.

<b>Referee #1</b>	s 9(2)(a) OIA, s 9(2)(b)(ii) OIA
[Redacted Content]	

s 9(2)(a) OIA, s 9(2)(b)(ii) OIA

REDACTED