



Manawhenua ki Waitaha

**Trustee Board Hui Minitī Tuesday 18 September 2018 from 1029 till 1303**  
 @ 15 Show Place, Te Whare o Te Waipounamu, Kahuraki Room, Ōtautahi

<b>Karakia Timatanga</b>	Nau mai, karakia timatanga and karakia mo te kai by Wendy Dallas – Katoa.	
<b>Kai Te Hui Present</b>	Wendy Dallas – Katoa Michelle Turrall Toriana Hunt Ana Rolleston Christina Henderson Jaana Kahu Tumanako Stone-Howard Ruth Chisholm	Ōnuku Trustee Tuahiwi Trustee Taumutu Trustee Wairewa Trustee (arrived 1046) Rāpaki Trustee Kaikōura Trustee Rāpaki Alternate Kaiawhina
<b>Manuhiri</b>	Ngaire Button	Māori CDHB Planning and Funding
<b>Tuku Aroha Apology</b>	Ngaire Briggs Elizabeth Cunningham Maire Kipa	Koukourārata Trustee Koukourārata Alternate Wairewa Alternate
<b>Nga Mate</b>	Ka mihi matou ki te wareware matou ki te mahara ki etahi kua pahemo.	
<b>Trustees Only Session</b>	1.0 No Upcoming Hui Declared. 2.0 Disclosure of Conflict: <ul style="list-style-type: none"> <li>- Taumutu declaration regarding text received by Tumuaki regarding a colleague's position as Kuia within CDHB.</li> <li>- Rapaki declaration regarding employed by CDHB and CPH.</li> </ul> 3.0 No Health and Safety Issues – nothing reported to Kaiawhina. 4.0 No new Rūnaka Rep Appointments. 5.0 Policy and Procedures – additional clause, change of bank account ongoing. 6.0 Subkomiti: <ul style="list-style-type: none"> <li>6.1 Workforce Development (Ōnuku, Rāpaki, Wairewa)</li> <li>6.2 Scholarship (Ōnuku, Tūāhuriri)</li> <li>6.3 Ngāi Tahu Health Summit (Koukourārata, Kaikōura, Tūāhuriri, Rāpaki)</li> <li>6.4 Strategy (Taumutu, Tūāhuriri, Kaikōura).</li> </ul>	
<b>Previous Minitī</b>	7.0 Previous miniti dated 21 August 2018 Minitī adopted and corrected as a true and correct record. Moved Ōnuku/Taumutu Carried.	
<b>Reports</b>		

<p><b>Tumuaki</b></p> <p><b>Kaitiaki Moni</b></p> <p><b>In – Komiti</b></p> <p><b>Kaiawhina</b></p>	<p>8.0 Verbal Report.</p> <p>9.0 Invoices and Financial Reports for August 2018 approved as a true and accurate record and payments approved and paid. Moved Taumutu/Tūāhuriri Carried.</p> <p>9.1 – 9.9.</p> <p>10.0 Presented as workload activities for August/September.</p>
<p><b>Manuhiri</b></p>	<p>11.0 Mihi to Ngaire Button (arrived 1108). Discussion:</p> <ul style="list-style-type: none"> <li>- Governance Training – clarification around MKWT contractual specific training</li> <li>- MKWT seeking loD training only and another training for Māori representatives</li> <li>- loD is expensive however provides extensive resources. If enough putea surplus MKWT could organise a loD training so long as MKWT has fulfilled contractual obligations</li> <li>- If a funding surplus and top up by MKWT be aware of auditing obligations</li> <li>- Planning and funding may review contract to ensure easier reading and understanding.</li> </ul> <p>11.1 Consider increasing Kaiawhina (0.5 FTE) position as currently 0.2 FTE</p> <p>11.2 If written changes required within the current contracts then Planning and Funding require time to approach the leadership team</p> <p>11.3 Appointment representatives going well. Keen to provide support. Feedback on training held recently was good</p> <p>11.4 Evaluation – reporting requires how many trainings, what hui was about what, feedback etc</p>
<p><b>General Business</b></p>	<p>12.0 x2 contracts – appointment/training/administration and scholarship:</p> <ul style="list-style-type: none"> <li>- Training - X2 leadership workshop planned for October – one day is full, the other needs filling.</li> <li>- Mason Durie attendees.</li> <li>- Governance training provoking and planning.</li> <li>- By holding contracts is likely to assure viability for MKWT as an entity.</li> <li>- Strategically a different approach to be adopted by MKWT when planning and funding involved.</li> <li>- Enquiry to determine who decided to hold a Governance Training in September. A backlash noted from some people who were not able to attend due to short notice.</li> <li>- Enquiry to determine who decided when panui be sent out for Governance Training. Decision to be made from the Board in future.</li> <li>- Revisited September 2<sup>nd</sup> email Workforce Development Subkomiti.</li> <li>- Budget line requested by Tumuaki to Kaitiaki Moni with regards to Governance Training. To include October x2 leadership workshops and catering. MKWT not required to attend other than as hosts.</li> <li>- Time line after AGM, a special hui dated 23<sup>rd</sup> October 2018 starting 1030 until 1400 to be arranged to review Trust Deed as discussed by Governance Training. No legal team involvement at this hui.</li> </ul> <p><b>Action</b> Special hui to review Deed to be arranged by Kaiawhina.</p>

- Revisited September 2<sup>nd</sup> email from Wairewa. What we learnt at Governance Training. Lessoned learned. Revisit constitution.
- Drop box request to Cazna Luke recently however no longer existing.

**Action** Follow up drop box enquiry to Caznz Luke by Kaiawhina.

- Tumuaki has archive documentation from MKWT.

**Action** Archive itinerary to be compiled by Tumuaki and Kaiawhina.

- Tu Maia training – 31<sup>st</sup> October symposium; 28<sup>th</sup> November cultural competency; 5<sup>th</sup> December – evaluation.

**12.1 Motion** All MKWT who attended Governance Training on Thursday 13<sup>th</sup> (meeting fee) and 14<sup>th</sup> September (full day MKWT) to be paid for the hours in attendance. Moved Tūāhuriri/Wairewa Carried.

If MKWT attend October leadership workshops a meeting payment will be paid for time attending. Noted, all hui attended by Kaikōura Trustee to be paid as a full day MKWT with mileage.

#### 12.2 Matters Discussed:

- No election for AGM.
- 5<sup>th</sup> October opening of new outpatient department starting 9am.
- Carvings for Hillmorton Hospital mama and pepi whare underway.
- 30<sup>th</sup> October hui with John Wood, David Meates, Tumuaki and Teputi Tumuaki.
- Rapaki invite with Wairewa health hui on 29<sup>th</sup> September starting at 1000. Plans to alternate monthly with Birdlings Flat and Wairewa over 12months.
- Potential DSAC candidate to meet Tumuaki. Important to have representative who is aware of disability issues. Need the right person e.g. being Maori, living with disability

**Action** Tumuaki and Kaiawhina to hui with potential DSAC candidate.

- Potential candidate expressing interest for SI Child Health SLA position.

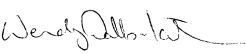
**Action** Kaiawhina to disseminate South Island Child Health SLA vacancy information throughout networks.

- Clarification on Oxford/Hurunui Māori representatives – Hutika Crofts-Hibbs (Oxford), Deidre Carrol (Hurunui).

**Action** Kaiawhina to update Relationship Chary between MKWT and CCN.

- Selwyn – position open.
- All positions within rural sector have been filled.
- Vacancy – HAC yet to be advertised.
- Request rural work stream to present at MKWT Board Hui. Within work plan to engage with Manawhenua.

**Action** Kaikōura Trustee and Kaiawhina to invite Rural Work Stream to attend December MKWT Board Hui.

	<ul style="list-style-type: none"> <li>- Pounamu to be placed at the new Hagley Building has been handed to Hector Matthew from Tuamutu. Michelle, Jaana, Toriana to meet with Mary Gordon and Hector Matthews regarding what is to go onto plaque and shelf frontage. Kim (CDHB Comms) to be involved. Maurice Gray name blessing and Ngati Waewae. MKWT agree to latter. 11.25 Discussion with Facility Development Group and Tumuaki regarding access to Burwood Hospital Café nature room which is currently locked. Tūāhuriri, Kaikōura, Taumutu not involved with this dialogue.</li> </ul> <p><b>Action</b> Tumuaki shall follow up with Mary Gordon why Burwood Hospital Café Nature Room is locked.</p> <ul style="list-style-type: none"> <li>- NZ Post Office Box under utilised for \$185. MKWT to consider private residence vs. public box. Most correspondence is emailed. Only Charitable Trust information goes to Jaqui via legal assistance. Ministry of Health required to mail to a private box. Tumuaki has offered to use her private box. Decision is to close the box and redirect mail.</li> </ul> <p><b>Action</b> Kaiawhina to cancel MKWT mailbox and email change of address to MoH and Westpac Bank.</p> <ul style="list-style-type: none"> <li>- Letters to Ta Mark Solomon (no longer required) and SI IT Alliance. This is due for discussion as previously had by MKWT regarding iwi data being captured through SiPics.</li> </ul> <p><b>Action</b> Kaiawhina shall email letter regarding South Island IT Alliance regarding data collection.</p> <ul style="list-style-type: none"> <li>- Request for update of Kaiawhina performance review scheduled for 23<sup>rd</sup> October Preferred.</li> </ul> <p><b>Action</b> Ōnuku, Tūāhuriri, Taumutu Trustees to provide a report on Kaiawhina Performance Review.</p>
<p><b>Karakia Mutunga</b> Closing Prayer</p>	<p>Karakia Mutunga by all Katoa. Hui closed at 1303.</p> <p>Next MKW Trustee Board Hui and Hui-A-Tau to be held on 16<sup>th</sup> October 2018 at Te Whare o Te Waipounamu starting 1030.</p> <p style="text-align: center;"></p> <p>Tumuaki Signature _____ Date <u>16 November 2018</u></p>

	Action	By Who	By When	Completed/Update
July/Sept Update	New clause in Policy Procedure Manual re change of bank account- an electronic note to Kaitiaki Moni then miniti	Kaiawhina/Kaitiaki Moni	July	Update

	Original name for Burwood Hospital	Tūāhuriri/Taumutu	July	Update
October Update	Kaiawhina Performance Review Report	Ōnuku/Tūāhuriri/Taumutu	October	Update
July/Sept Completed	Contact Ngāi Tahu IT re iPad access for purchase	Kaiawhina	September	Completed
October Completed	Special hui arranged for 23/10/18, 1030-1400	Kaiawhina	October	Completed
	Drop box access via Cazna Luke	Kaiawhina	October	Completed
	Archive MKWT documents itinerary	Tumuaki/Kaiawhina	October	Completed
	Hui with potential DSAC candidate	Tumuaki/Kaiawhina	October	Completed
	SI Child Health SLA info to be sent via networks	Kaiawhina	October	Completed
	Relationship Chart updated	Kaiawhina	October	Completed
	Rural work stream invite to MKWT	Kaikōura/Kaiawhina	October	Completed
	Burwood Hospital Cafe Nature Room locked	Tumuaki/Mary Gordon	October	Completed
	Cancel mailbox. Change of address notification to MoH and Westpac	Kaiawhina	October	Completed
	Letter to SI IT Alliance re data collection	Kaiawhina	October	Completed

Conflict Of Interest Register	
<b>Ōnuku</b> Wendy Dallas-Katoa (Tumuaki)	<i>MKWT Ōnuku Representative (Chair), Ōnuku Rūnanga member, IHI Research – researcher, Rapaki Branch MWWL, NZBA Māori Advisor Board, He Hono Wahine (RANZCOG), CDHB – CPHAC, Te Kahui o Papaki ka Tai (Māori Primary Health Advisory</i>

	<i>Group), Greater Healthy Christchurch, Māori Development Research Komiti, Population and Access (Otago University – Canterbury), Population Health &amp; Access SLA, CCN Māori Caucus Group member</i>
<b>Tūāhuriri</b> Michelle Turrall (Teputi Tumuaki)	<i>Alternate Representative TRONT; PHO Director – Christchurch PHO; Executive Committee Tūāhuriri; Child and Youth Workstream; Grievance Panelist Te Poutama Arahi Rangatahi</i>
<b>Kaikōura</b> Jaana Kahu	<i>Te Rūnanga o Kaikōura member; Rural work stream CCN; Te Tai o Marokura Trustee; SIA Child Youth SLA; Te Rōpu Arahi (Gov. NZRGP Network); Māori caucus CCN</i>
<b>Taumutu</b> Toriana Hunt	<i>Family Advisory Committee; CDHB employee</i>
<b>Koukourārata</b> Ngairie Briggs	<i>Te Rūnanga o Koukourārata member; Oral Health Service Development Group</i>
<b>Rāpaki</b> Christina Henderson	<i>Alternate Representative TRONT; Te Hapū o Ngāti Wheke</i>
<b>Koukourārata</b> Elizabeth Cunningham	<i>Te Rūnanga o Koukourārata Manawhenua Alternate; Representative on TRONT for Koukourārata; Councillor Environment Canterbury; Chair Rapaki Branch M.W.W.L</i>
<b>Wairewa</b> Ana Rolleston	<i>Christchurch Primary Health Organisation; CDHB Hospital Advisory; Manawhenua Ki Waitaha Wairewa representative</i>