

**ANNUAL REPORT**  
**OF**  
**TE HUA RANGATAHI TRUST**  
*Nurturing Our Youth*

**2007-2008 Financial Year**

**FOURTH PROGRESS REPORT FROM TE HUA RANGATAHI TRUST**  
**TO: TE PUNI KOKIRI**  
**DATE: 28 JUNE 2008**

The priority for the Trust over the past three months has been:

1. Developing an Annual Plan for Te Hua Rangatahi Trust for 2008/09;
2. Developing an Annual Plan for Te Rau Taiohi – Performing Arts Programme 08/09;
3. Implementing our Communications & Marketing strategy;
4. Looking at possible sustainable options for the future;
5. Establishing an office base within Naenae College;
6. Establishing and maintaining key stakeholder relationships.
7. Increasing the profile of the Te Hua Rangatahi Trust.

This report covers the full range of work being undertaken by both the trustees and the Trust manager that span all four outcomes.

1. Implementation of Strategic Plan

1.1 During the past 12 months, implementation plans were developed for four priority areas: The four programmes that had implementation plans were Te Rau Taiohi for 2007/08, Midvalley Athletics 2007/08 Season, a Communication/Marketing Strategy and the Trust Operational Plan. These implementation plans identified some marketing issues, key actions, resourcing needs and timelines.

1.2 All implementation plans have a project template that allows the Trust to measure performance and achievements. These performance measures will now be considered as part of the Trust Managers reporting at the monthly Trust meetings commencing in the 2008/09 financial year. In addition, reporting on performance is included in the Annual Report and in quarterly progress to TPK.

More recently a draft annual plan for the Trust for 2008/09 has been developed and will be considered for approval at the trustees meeting in July 2008.

1.3 A draft template to report and measure organisational values will be considered for approval by the Trustees when they next meet at the end of July 2008.

2. Establish Infrastructure Requirements

2.1 As noted in the previous three reports, the immediate internal policies involving finance, purchasing, records, agenda papers, trust meetings and implementation of resolutions, have been put into place.

The Trust management of finances and income complies with the Inland Revenue requirements. All PAYE and GST returns are being furnished on time. This work is ongoing. Monthly financial reports for this financial year are provided in the monthly agenda papers to the Trustees.

The Trust has received notice from the Charities Commission confirming that Hua Rangatahi Trust has been approved/accepted as a charitable trust under the Charities Act 2005.

The Trust meets once a month and all meetings are minuted and actioned accordingly.

- 2.2 As reported in the third report, the trustees have approved a number of policies and procedures for the effective operation of the Trust. Significant work has been undertaken and the Trust has compiled a comprehensive Trust Operations Manual that includes relevant governance and management requirements, plans and policies.

The work on the Trust Operations Manual is ongoing and also includes:

- ✚ Trust Annual Plan
- ✚ Programme Implementation plans;
- ✚ Communication/Marketing strategy,
- ✚ Reporting and Measuring Organisational Values policy;
- ✚ Reporting and Measuring Performance.

The Trust has received confirmation that the Naenae College Board of Trustees has agreed to renting office space to the Trust. A contract will be signed this week by the trustees and occupancy will take effect from 21 July 2008 until the end of the year. Any ongoing arrangement will be reviewed closer to the end of the year.

### 3. Scope and Develop Funding Opportunities for the Sustainability of the Trusts programmes and initiatives

- 3.1 The Trustees have identified key issues and initiatives in the Trust's Communication/Marketing Strategy. These key issues have been developed further. Work has commenced on marketing the purpose of the Trust in the community and with local government agencies through meetings, public relation activities and through brochures. The Trust has already received favourable support for the work it is undertaking.

The Trust has provided a presentation to the Lower Hutt City Council, become members of the Council of Social Services (COSS) and regularly attends local community group meetings. The Wellington Boys and Girls Institute are keen to provide support for our youth through the use of their facilities and resources. This will be considered for August/September 2008 when the weather improves.

- 3.2 The Trust considers both priorities and funding opportunities at every monthly meeting of the trustees. The past three months was focussed on securing funding for Te Rau Taiohi to implement it's 12 month business plan.

Priority is now being focussed on securing funding for the implementation and delivery of the Trust's programmes.

- 3.3 Three funding applications were successful. The Hutt City Council approved \$9,000 for Te Rau Taiohi towards implementing its 12 month business plan. The HCC has recommended that the Trust seek funding to ensure that the full plan can be implemented rather than reduce the delivery. A further application has been made to the JR McKenzie fund however, any amount approved is not expected to be more than \$5,000 and there will still be a shortfall of \$16,000. We will continue to look at other funding options.

An application was made to the Lion Foundation for funding of first aid courses for our volunteers as a necessity for ensuring our health and safety standards/policy is met. An amount of approximately \$1,500 was approved.

A further funding proposal has been submitted to the Department of Internal Affairs for additional administration support. The funding proposal will be considered in November 2008.

- 3.4 Financial reports on all funding received/expended and progress reports on specific projects have been provided at the trustees monthly meetings. As well, full reports have been provided to the respective funding agencies.

The long term sustainability is a priority for the Trust. Meetings are planned with the Ministry of Social Development and CYFS to consider options as a service provider for initiatives involving our rangatahi.

#### 4. Strengthen stakeholder relationships to support the ongoing sustainability of Te Hua Rangatahi Trust.

- 4.1 As indicated earlier, the Communication/Marketing Strategy includes establishing key relationships in order to promote the work of the Trust. This work is ongoing. Priority is being given to promoting core work being undertaken by our trustees and volunteers including athletic coaching, fitness/sports coaching, mentoring, performing arts and te reo and tikanga wānanga.

Meetings have been held on a regular basis with local people/organisations and government agencies including:

- ✚ Naenae College Principal and Chairman of BOT – working with students and office space
- ✚ School principals of primary schools in Naenae and Naenae Intermediate – ongoing relationship with students;
- ✚ Hutt City Council – assistance and funding options for 2008/09
- ✚ Leisure Active – Utilising Council managed buildings/grounds
- ✚ Wellington Childrens Athletics Association - Ongoing
- ✚ Team Naenae – monthly meetings
- ✚ Naenae Police
- ✚ Te Whare Wananga o Awanuiarangi – Accreditation
- ✚ Council of Social Services
- ✚ Department of Internal Affairs – Lower Hutt

- 4.2 The draft Annual/Implementation plan includes the provision of

wānanga (whaikorero, te reo and performing arts) early in the new financial year. This is in addition to wānanga and kapa haka practices already operating for current members of Te Rau Taiohi. A need was identified by members of the community who believe that the Trust is in a position to provide such wānanga.

Funding from TPK has enabled the Trust to coordinate a Matariki Wananga that was inclusive of Tuhoē Ki Poneke. The Wananga was successfully held on 4 – 7 July 2008 with an attendance of over 80 people. Evaluations were undertaken of those who attended with very positive feedback. Attendees are asking for further wananga to increase their knowledge base in Te Ao Māori, waiata, history, te reo and tikanga. Approximately 60 percent of those who attended were under the age of 25.

- 4.3.1 The Trustees has developed and is implementing a Communication and Marketing Strategy as an important tool in outlining the work of the Trust and its achievements. The brochure, logo, letterhead and business cards have been approved by the Trustees for printing and use. This has greatly increased the visibility and marketing of the Trust.

As part of our CM Strategy, Te Rau Taiohi recorded an original composition onto CD that has been used as part of the Trust's presentation about its role, work and the programmes it provides to our rangatahi. The presentation and our brochures were presented to the HCC and were instrumental in securing funding.

Trustee profiles have also been developed and will be used when necessary to demonstrate the range of skills and expertise that the Trust has at its disposal.

Further work on implementing the CM Strategy is ongoing and may expand as a result of the work of the Trust and other opportunities that may arise.

The Trust continues to achieve good outcomes and has received good support from the community and those who access our programmes.

The Trust appreciate the support that has been provided by TPK to allow the Trust to establish the appropriate and effective governance and management. The variation to this contract will allow the Trust to develop funding proposals/opportunities for the sustainability of the Trust's programmes and initiatives.

Naku noa  
Na

Joe Nepia  
**Chairperson**  
**Te Hua Rangatahi Trust**

**TE HUA RANGATAHI TRUST  
CHAIRMAN'S PROGRESS REPORT**

**AS AT 28 JUNE 2008**

## CHAIRMAN'S PROGRESS REPORT TE HUA RANGATAHI TRUST

It is my pleasure to present this Annual Report for Te Hua Rangatahi Trust for the period 1 April 2007 to 30 June 2008.

### Background

Te Hua Rangatahi Trust was established as a charitable trust in October 2006 with the purpose to:

**Promote and support the health and wellbeing of youth from the Naenae, Taita, Pomare and Stokes Valley areas through physical activity, sport and culture.**

Te Hua Rangatahi is a conduit through which rangatahi will be supported to achieve their full potential.

### Trustees

Our trustees comprise members of the community who have for many years, supported the development of our youth. The members are:

Joe Nepia (Chairperson)  
Alan Chan (Treasurer)  
Debby Jones (Secretary)  
Hiko Davies  
Julie Black  
Te Teira Davis

### Commentary

#### TE HUA RANGATAHI TRUST

##### Goverance and Management

The past twelve months has been significant for the Trust in establishing the governance and management of our Trust with the assistance of Te Puni Kokiri in Te Whanganui A Tara region.

This has enabled the Trust to demonstrate its ability to develop and implement a Trust Operations Manual that includes appropriate governance and management policies, practices and procedures.

The Trust has established a comprehensive Trust Operations Manual that will hold us in good stead when negotiating sustainable options with the various funding and funding agencies.

The trustees are confident that the policies, procedures and plans are of a high standard but will continue to review these on a regular basis.

There has been a marked increase in the promotional work undertaken by the Trust either through one on one conversations and meetings (both by the trustees and the manager) and also to bigger audiences such as the Hutt City Council, the Council of Social Services, BOT Naenae College etc.

We have already started a series of meetings with government organisations (WINZ, MSD, Internal Affairs and Ministry of Education) to discuss our programmes and sustainability options. As mentioned in my last report, our Trust Deed will be reviewed in at our next trustees meeting in July to reflect the wider range of services and programmes that we can provide or offer youth and whanau in the midvalley area.

We are pleased that the BOT from Naenae College has approved office space for us to rent from 21 July 2008. This will allow us to be more visible on a daily basis and establish a more structured delivery of the services we offer. The office will also allow us to have all of our files and records etc located in one place.

### Communications and Marketing Strategy

As indicated earlier, the Communication/Marketing Strategy includes establishing ke relationships in order to promote the work of the Trust. This work is ongoing. Priority is being given to promoting core work being undertaken by our trustees and volunteers including athletic coaching, fitness/sports coaching, mentoring, performing arts and te reo and tikanga wānanga.

### KEY EVENTS

Whanau Sports Day  
Trust Dinner

12 Month Implementation Plan

### PROGRAMME MANAGEMENT

#### Midvalley Athletic Club

Off season coaching is being provided to several athletes. The arrangements and organising for the new season will commence in July 2008. We were fortunate that our athletic equipment was not damaged in a recent arson attack at Naenae Park. The Club has insurance for the equipment.

#### Te Rau Taiohi

Funding of \$9,000 was approved by the Hutt City Council towards the costs of implementing TRT's 12 month plan. The Council members recommended that the Trust should seek additional funding to ensure that we implement the entire 12 month programme as per the plan.

A powerpoint presentation was made to Hutt City Council to provide an overview of the achievements and activities that Te Rau Taiohi has been involved in over the past 18 months.

The first of a series of wananga was held recently and was well attended and there are plans to have these on a quarterly basis.

We have already started actively marketing Te Rau Taiohi and will look at future opportunities for employment and tourism.

Approximately 20 members of Te Rau Taiohi will be performing at the regional kapa haka competition to be held in August 2008. This means many hours of wananga and practices to perfect their performance over an 8 week period.

Of note was a CD recording that was made by several Te Rau Taiohi members singing an original composition. The song was composed by our two tutors (one being a young leader) that both commemorated the Maori Queen, Dame Te Atairangi Kaahu and celebrated the new king, Kingi Tuheitia. This recording was used as background music for a power point presentation outlining the purpose of the Trust and examples of the programmes that it provides. This impressed the Hutt City Council who approved a grant of \$9,000 to Te Rau Taiohi.

### Indoor Netball

Our indoor netball continues to run twice a week and is proving popular with the 18 + age group.

### Other programmes

The Trust has run sports specific coaching for Under 13 Premier representative grade with the support of and in conjunction with the Hutt Valley Junior Rugby. This is a small window of opportunity where the skills of our trustees coaching youth is being recognised at a representative level.

Specific off season fitness training/coaching is also being provided once a week to 50 youth, both males and females, involved in league and softball.

Voluntary coaching is being provided to two College rugby teams – the Naenae College 1<sup>st</sup> Fifteen rugby team and the Taita College Under 15 team.

A planning wananga that involves our rangatahi has been deferred until the end of August 2008, at the end of the winter sports season when the weather has improved.

### Conclusion

Our financial accounts for the financial period 1 April 2007 to 30 March 2008 are currently being audited. We hope to have the audited accounts available by the end of July 2008.

I am confident that the Te Hua Rangatahi Trust has over the past 12 months, not only met but exceeded the outcomes as stated in the Contract for Services - Kaitataki A Rohe. This has been made possible by the support given by TPK staff.

The Trust will continue to focus on establishing strategic relationships and opportunities to ensure the sustainability of the Trust's operations after 2008/09 financial year.

Kaati ra mo tenei wa.

Naku noa, na

**Joe Nepia**  
**Chairperson, Te Hua Rangatahi Trust**