

**MINUTES OF THE TMW TE POARI HUI**  
**Wednesday 26 February 2025**

**Present** Chair: Caroline Flora  
Rupert Ablett-Hampson

**In Attendance** Julia, Janine, Caitlin, Whetū

**Minutes** Renee

1.	<b>Adoption of Minutes from Meeting of 7 November 2024</b> The minutes of the previous meeting were adopted.
2.	<b>Health and Safety</b> Noted Rōpū Whakahaere is in practice to raise this for discussion at the weekly meetings.
3.	<b>Potential Conflicts of Interest</b> Noted Caroline has shared a list of potential conflicts with Rōpū Whakahaere and Whetū.
4.	<b>New Business</b>
4.1	<b>Adding additional members to Te Poari</b> Discussed adding a 'seat' rather than individuals to Te Poari and agreed to scope adding a young person 'seat'. The agreed work programme for 2025 has a number of significant strategic projects and adding a member that has experience in governance and overseeing I.T. projects would be beneficial for the Board.  <b>Action</b> – Caroline and Caitlin to meet and discuss a Te Poari 'seat' for a young person and how this would work then circulate proposal to RW <b>Action</b> – Add agenda item to Quarter 3 Te Poari hui to discuss a further 'seat' to be added related to governance <b>Noted</b> – The Board Charter would need to be amended to include additional members
4.2	<b>Draft plan on a page 2025 for adoption</b> Caroline provided a summary of the updates to the plan on a page for 2025.  <b>Noted</b> – Draft plan on a page 2025 was adopted by Te Poari

4.3	<p><b>Legislative compliance review</b></p> <p><b>Noted</b> – Caroline to review options and make a decision before the end of Quarter 3</p>
5.	<p><b>Reports Presented to the Board</b></p>
5.1	<p><b>Q2 Joint Management Report Tabled</b></p> <p>Reviewed and discussed each section in the report.</p> <p><b>Noted</b> – discussed action for Whetū to review development plans available at other organisations to advise on the development of Classification Office templates.</p> <ul style="list-style-type: none"> <li>• <i>Doing Our Core Business Well (pages 3-8)</i> <ul style="list-style-type: none"> <li>○ Noted there are a number of projects underway in this area especially with modernising our forensic service. Managers noted these are significant changes for staff and checking in on wellbeing regularly</li> <li>○ The classification handbook has been progressed, the focus has shifted to other priority projects such as embed hashing capability</li> <li>○ Self-rating guide version 7 is scheduled to 'go-live' in July</li> <li>○ Noted the youth report is almost complete and the Info Unit have started drafting resources for young people and parents. The plan is to also develop train the trainer resources</li> <li>○ Noted the <i>Involve Conference</i> is scheduled for August and the Info Unit is planning workshops and potential keynote presentation</li> </ul> </li> <li>• <i>Te ao Māori (pages 9-11)</i> <ul style="list-style-type: none"> <li>○ Noted the highlight for the quarter was the visit to Te Tumu Whakaata Taonga – NZ Film Commission</li> <li>○ Literature review of Māori films is currently underway and will be finalised over Quarter 3</li> </ul> </li> </ul> <p><b>Action</b> – Caroline to provide a summary of the literature review to Whetū for feedback</p> <p><b>Noted</b> – Whetū is available to provide advice on the literature review</p> <ul style="list-style-type: none"> <li>• <i>Modernising our services (pages 12-15)</i> <ul style="list-style-type: none"> <li>○ A contract was signed with Umbrella, rōpū whakahaere had a psychological first aid course in December. Noted staff had an introductory session at the away day in December</li> <li>○ Noted the operating model work undertaken by Martin Jenkins is ongoing</li> </ul> </li> <li>• <i>Strategic risks and issues (pages 16-20)</i> <ul style="list-style-type: none"> <li>○ Discussed risk <i>work programme delivery failure</i> and agreed Caroline and Julia to review</li> <li>○ Discussed risk tolerance for the organisation and agreed to schedule a workshop to assess</li> </ul> </li> </ul>

	<p><b>Action</b> – Schedule risk tolerance workshop for rōpū whakahaere in March or April</p> <p><b>Action</b> – Caroline and Julia to meet and discuss risk <i>work programme delivery failure</i> and table updated wording at Q3 Te Poari hui</p> <ul style="list-style-type: none"> <li>• <i>Financials (pages 30-34)</i> <ul style="list-style-type: none"> <li>○ Julia provided an overview of the financials and noted we expected to have a deficit but have a small surplus. This is due to a higher than expected interest revenue and work on CDA 2.0 has not been capitalised at this point</li> <li>○ Noted the Collective was settled in September</li> <li>○ 2023-24 surplus has been maintained, and the erosion of funds has been halted</li> </ul> </li> <li>• <i>Legislative compliance (page 35)</i> <ul style="list-style-type: none"> <li>○ Discussed under agenda item 4.3</li> </ul> </li> </ul>
6	<p><b>Review Board Calendar</b></p> <p>No new items were discussed.</p>
7	<p><b>Other General Business</b></p> <p>No new items were discussed.</p>

Signed:

Chair:



Date:

14 May 2025