

# He aratohu mema hāpori ki te tūranga mahi o ngā poari kura



## He aha te Poari o te Kura?

Ko ngā kura katoa a te kāwanatanga me ngā kura tāuke i Aotearoa, ka mana whakahaeretia e tētahi poari kura (e mōhiotia ana he poari kaitiaki i mua). Ko te poari kura he hinonga karauna – arā, he whakahaere kei roto i te rāngai tūmatanui o Aotearoa.

## Ko tētahi o ngā whāinga matua o te poari ko te whakarite kia eke panuku ia tamaiti ki tōna paerewa teitei rawa o te mātauranga.

## He aha te mahi a ngā poari?

Kei te poari te haepapa whānui me te kawenga mō te kura. Ko ngā haepapa ā-ture a te poari kura e whakatauhia ana e te Education and Training Act 2020.

Ka whakatakotohia e te Ture ngā whāinga matua e whā o ngā poari: Ko ēnei, ko te whakarite i te ekenga mātauranga o ia o āna ākonga, tae atu ki ērā me ngā matea rerekē, ki te whakarite hoki he wāhi haumarua te kura mā te katoa, me te whakatinana i Te Tiriti o Waitangi.

Hei wāhanga o tōna aronga ki ēnei whāinga e whā, ka uru ki te haepapa o ngā poari:

- Te whakatau i te anga rautaki mō te kura
- Te tiaki i ngā uara o te kura
- Te aroturuki me te arotake i ngā putanga ako
- Te whakaae ki ngā kaupapahere
- Te tiaki pūtea
- Te whakatipu haere i te whakawhiti kōrero ki te hapori me te tautoko

He mea nui hoki te kī ake, e KORE te poari e uru ki ngā whakahaere o ia rā a te kura.

## He aha ngā pūkenga e whāia ana e ngā mema poari?

Ko ngā mema o te Poari (i kīia i mua he 'kaitiaki') he kaihautū hohe i ō rātou kura. Tērā ngā whakaaro o te tangata, me whai pūkenga ā-ture, ā-pakihi rānei ngā mema poari – engari ehara i te mea me pērā.

Ko ngā pūkenga tino whai uara ka kawea ake e te mema poari ki te tēpu ko te:

- Mahi ngātahi hei mema o te rōpū.
- Kore e mataku ki te whiu pātai uaua.
- Whiwhi i ngā pūkenga pai ki te whakawhiti kōrero.
- Noho tūhonohono ki tōna hapori.

## Ko wai e āhei ana ki te tū hei mema poari?

Ka taea e ngā tāngata katoa o te hapori te tū hei mema poari. Ko ētahi mema poari he kāmura, he kaimahi tari, he kaipāmu, he tākuta, he mātua noho kāinga, he kaitiaki rānei, he kaihautū pahi me te hunga kua rītaia.

Ahakoia he aha tāu mahi – ko te mea nui e whai whakaaro ana koe ki te mātauranga i tō hapori, ā, me te hiahia kia puta he orange. He mea tino nui hoki mā ngā poari te whakaata i te kanorautanga o tō rātou hapori kura.

## Me pēhea au e tū ai hei mema?

Ko tā ngā kura he pōti i ngā mema poari i ia toru tau. ('pōtitanga toru tau'). Ka whakahaere hoki ētahi kura i ngā pōtitanga 'waenga-wāhanga' (ka tū ia 18 marama), ā, ina rīhaina tētahi mema poari i mua o te toru tau, ka whakahaere pea te kura i tētahi pōti whakakapi hei whakakapi i te tūranga.

Ka taea e ngā mātua katoa, ngā kaitiaki ā-ture me ngā kaitiaki ake o ngā ākonga kei roto i ngā kura kāwanatanga, kura tāuke rānei te pōti i roto i ngā pōtitanga mō ngā māngai mātua.

Kia mōhio ai koe āhea te pōtitanga e whai ake nei i tō kura, tēnā whakapā atu ki a rātou, me haere rānei ki te pae tukutuku o ngā pōtitanga kaitiaki kura: [www.trustee-election.co.nz](http://www.trustee-election.co.nz)

## He pēhea te hanganga o ngā poari?

I te nuinga o te wā ko ngā poari kei waenga i te 3 ki te 7 ngā mema. Kei runga i te āhua o te nui me te hanga o te kura.

Kei runga hoki i ngā poari tētahi māngai kaimahi – he mea pōti e ngā kaimahi, otirā ko ngā kura whai ākonga i te tau 9 neke atu, ka whai māngai ākonga – he mea pōti e ngā ākonga.

He mana ōrite tō tēnā, tō tēnā i te poari – ko te tikanga o tērā he ōrite te reo me ngā whakaaro o ngā take ka kōrerotia, he mana ōrite te pōti, otirā he ōrite hoki te haepapatanga.

Ka whakarato te Education and Training Act 2020 he wāhanga me te raungāwaritanga o te āhua o te hanganga o ngā poari. Ko te tikanga o tēnei kia mātua whakarite te āhei o ngā poari ki te whakamanea i ngā kaitono e whai ana i ngā pūkenga tika ki te tuku i te mana whakahaere pai, ā, kia pai ai hoki te whakaata i te kanorautanga o tō rātou hapori.

## He aha ngā āwhinatanga ka riro i ngā mema o te poari?

Ka whakarato a NZSTA i ngā tohutohu me te tautoko kore utu ki ngā poari katoa hei āwhina i a rātou ki te mahi i ngā mea tino pai rawa mō ā rātou ākonga me te hapori.

He tira kaitohutohu motuhake tā mātou ka āwhina i ngā poari me ngā take mana whakahaere, tuku mahi hoki.

Ka whakahaere hoki i tētahi hōtaka whānui o ngā hui awhe akoranga ngaio – ko te nuinga he kore utu. Mā ēnei hoki e āwhina kia whai mārama ki tō tūranga hei mema poari, ā, ka ako koe i ngā mātauranga me ngā pūkenga whai uara.

Ka taea e koe ētahi atu kōrero te rapu mō ā mātou hui awhe me ngā kōwae tuihono mā te toro atu ki tā mātou pae tukutuku Knowledge Hub: [www.nzstaknowledgehub.org.nz](http://www.nzstaknowledgehub.org.nz)



He mahi nui tā ngā mema poari ki te waihanga haere i te wheako mātauranga me ngā tutukitanga a ngā ākonga.

## He wāhanga waiwai ngā poari o te hapori.

Ka mahi ngā poari hei hoa rangapū ki tana kura me te hapori whānui, tae atu ki te tumuaki, ngā kaiako, ngā kaiāwhina me te kāwanatanga ki te mātua whakarite i ngā putanga pai rawa mā ngā ākonga katoa. Ka uru ki te hapori o te kura ngā ākonga me ō rātou mātua, ngā whānau, te hapori Māori e whai pānga ana ki te kura, me ētahi atu kei te hapori paetata whānui.

## Te mahere rautaki a te poari

E haepapa ana te poari ki te whakatau i tūruapō rautaki mō te kura. I te wā e whakawhanake ana i te tūtohunga/mahere rautaki, ka whai whakaaro te poari ki te tūruapō o te kura, ngā whāinga me ngā paetae. Ka whakamahuki ake te mahere i ngā ūnga a te poari, otirā ka ārahi i āna mahi whakatau take anamata.

He whakaaetanga pūmau te mahere rautaki i waenga i te poari kura me te Minita o Te Tāhuhu o te Mātauranga. Ka akiakihia ngā hapori ki te whakauru ake ki te whanaketanga me te arotakenga.

## He aha te āhua o te mahi a te poari?

Ko ngā wāhanga matua ka arotahi atu ngā poari kura ko:

### Te Hautūtanga

Te tauira mana whakahaere, te mārama o te kaupapa, ngā mahi me ngā haepapa, ngā hui whaihua me ngā hononga.

### Te Papanga

Te ahunga me te whakatutukitanga a ngā ākonga, te arotake, te aroturuki pūtea, te whakahaere rauemi.

### Te mahi a te kaituku mahi

He kaitukumahi pai, te pūnaha whakahaere mahi, ngā hononga whaihua, te hauora me te haumaruru, te rapu kaimahi.

### Te Māngaitanga

Te whakawhiti kōrero me te whakapāpā ki te hapori, ki te poari hoki, te whakapono me ngā hononga.

## Ka pēhea te mahi tahi a te tumuaki me te poari?

Ko te poari kura te mana whakahaere o te kura. Nō te tumuaki te kawenga ki te whakahaere i te kura. He mema nō te poari te tumuaki, ā, ka noho hei kaiārahi mātauranga mā te poari, me tana kaitohutohu matua. Ka mahi tahi te mana whakahaere me te hunga whakahaere.

### Mā te mana whakahaere e whakatau:

**te aha** – te hoahoa i te anamata

**ngā putanga** – ngā hua ka tutuki

**ngā kaupapahere** – ngā tauākī o ngā manakohanga

### Mā ngā kaiwhakahaere e whakatau:

**me pēhea** – te hoahoa me pēhea e tae atu ki reira

**ngā whakanekeneke** – ngā rautaki ki te whakatutuki i ngā putanga

**nga tukanga** – ngā hipanga e eke ai ngā manakohanga

## He aha ngā tūranga i roto i te poari?

### Ngā māngai mātua

- ka whakakanohi i te hapori mātua. Ehara i te mea me tū hei mātua o ngā tamariki kura o te wā nei, engari mā tētahi tangata kei runga i te rārangi ingoa pōti o te kura ia e tautapa.

### Heamana o te poari

- ka ārahi i te poari
- ka whakahaere i ngā hui
- ka mahi tūtata ki te tumuaki ki te whakarite kia ngāwari te whakawhiti kōrero i waenga i te mana whakahaere me ngā kaiwhakahaere
- e kore te tumuaki e āhei, e kore tētahi kaimahi, te māngai ākonga hoki

### Ko te Tumaki

- he mema matua o te poari
- ko ia te kaiārahi ngaio o te mātauranga i roto i te kura
- ko ia te tumu whakarae a te poari (CEO) me tana kaitohutohu matua

### Ko te māngai kaimahi

- ka pōtihia e ngā kaimahi (kaiako, kaimahi whānui hoki)
- ehara ia i te kaitaunaki mā ngā kaimahi (me whakatau i ngā whakataunga hei painga mā ngā ākonga katoa i te kura i runga anō i ngā mōhiotanga e wātea ana)

### Ko te māngai ākonga

- ka pōtihia e ngā ākonga
- ehara ia i te kaitaunaki mā ngā ākonga (me whakatau i ngā whakataunga hei painga mā ngā ākonga katoa i te kura i runga anō i ngā mōhiotanga e wātea ana)

### Ko ngā kaitiaki i tonoa ake

- ka whakarato ki te poari ngā mōhiotanga motuhake – hei tauira, taha pūtea, rautaki, taurite ira, mātāwaka rānei

### Ko te mema i tohua e te kaupupuri

- ka tohua e te kaupupuri o te kura, e te rangatōpū rānei kua whakaaetia e te poari mō tēnei take

## He aha ngā mea ka tūmanakohia e ngā mātua mai i te poari kura?

### Haepapatanga

Ko te mahi a te poari he hoahoa i te anamata o te kura me te whakarite i te whanaketanga o ngā mahere me ngā ūnga, te aroturukitanga, te arotakenga me te tutukitanga o aua mea hoki.

Ka whiwhi te poari i ngā pūrongo auau mai i te tumuaki mō ngā mahi ako me te whakatutukitanga a ngā ākonga, me te kokenga ki ngā whāinga me ngā ūnga rautaki o te kura. Ka whakamahia e te poari ēnei mōhiotanga ki te whakaarotau i ngā rauemi hei whakatutuki i ngā hiahia o ngā ākonga.

### Te whakaute me te tapatahi

Ko te kawenga kei runga o ia mema poari ko te whakatau i ngā take i runga anō i te whai whakaaro ki ngā ākonga katoa o te kura, me te whakarite i te tatunga o ngā kaupapahere me ngā tukanga e tika ā-ahurea ana.

He mea tau ki runga i ngā pakihiri o ngā mema poari te mahi mana whakahaere i ngā kura, mā te hapori, hei whakarite i te whakarato o tētahi taiao mātauranga kouna nui mā te katoa.

### Whakawhiti Kōrero

Ka pōtihia ngā poari kura hei whakakanohitanga i te hapori kura. He wāhanga waiwai te whakawhiti kōrero ki te hapori, o ngā tukanga me te angitu a te poari.

Ko tā ngā tukanga whakawhiti kōrero he whakarato mōhiotanga hei ārahi i ngā whanaketanga anamata me te tuku kōrero whakahoki e pā ana ki te kokenga o te wā nei ki ngā whāinga kua tautuhia i te mahere rautaki. Ki te kore ngā mahi e whai i te mahere, ka whai tukanga te kura e whakatakoto ana me pēhea te whakahaere i ngā āwangawanga me ngā amuamu.

Me wātea noa tēnei tukanga ki te hapori o te kura. Ehara te poari i te wāhi tuku amuamu mā ngā mātua, otirā mā te kura kē ēnei hei whakatau i te tuatahi, i runga anō i te tukanga a te kura.

### Te kōrero whakawhitiwhiti

Me whakarato te poari i ngā whakahoutanga auau ki te kura mō te āhua o āna mahi, i runga anō i ngā whāinga rautaki.

### Akoranga ngaio

E akiakihia ana ngā mema poari ki te whai i ngā huarahi maha ka tāpaetia ki te ako, kia pai ai te mahi whaihua hei mema o tā rātou poari. Ka uru ki tēnei te māramatanga o:

- tō rātou tūranga hei kaitiaki
- te mana whakahaere
- ngā raraunga ako me ngā tutukitanga a ngā ākonga

## Ngā Pātai Auau

### He aha te tautoko ka whiwhi i ngā mema poari?

Nō ia poari te haepapa ki te whakarite kei āna mema te mātauranga me ngā pūkenga e tika ana kia pai ai ngā kawenga mahi a te poari. He hōtaka akoranga ngaio whānui ā NZSTA ki te whakarite e tautokona ana ngā mema poari, otirā kia manawanui ai ia i tāna tūranga.

### Ka hia te wā ka pau i ngā mema poari i runga i ngā mahi poari?

He rerekē anō te āhua o te roa o te wā o tētahi poari ki tētahi atu. He mea nui tonu te haere ki ngā hui poari. Ka hui auau ngā poari (āhua 2 ki te 3 i te kaupeka) ka āhua 2 ki te 2.5 hōra te roa o ia hui. Ka tukuna ki ia mema poari ngā tuhinga i mua o te hui, ā, ko te manako ka āta pānuitia ēnei i mua o te hui.

### Ka utua ngā mema poari?

Ka utua ngā mema poari ki tētahi utu hōnoro ki te haere ki ngā hui poari. Mā ia poari e whakatau te utu.

### Ko wai e tiaki ana i ngā pūtea o te kura?

Nō te poari te haepapa ki te tiaki i ngā pūtea o te kura.

Ka whakaaetia e te poari tētahi mahere pūtea mō te tau, otirā ka toha tika i ngā tahua kāwanatanga, ā-rohe hoki ki te whakarite i te tutukitanga a te taiao ako i ngā hiahia me te oranga o ngā ākonga katoa. Ka aroturuki haere te poari i te mahere pūtea mō te kura i ia hui poari.

Me whakarite te poari kia rite ngā pūtea pēke ā-tau, ā, kia tutuki hoki ngā hiahia o te tari arotake. Kātahi ka whakawāteatia ki te kaiarotake o te kura. Ka noho ēnei pūketi hei wāhanga o te pūrongo ā-tau a te kura.

### Me pēhea tātou mōhio ai he whaihua tō mātou poari kura?

Ka whakahaere arotake auau Te Tari Arotake Mātauranga (ERO) i roto o ia kura i Aotearoa. Ka kitea ngā pūrongo arotake o ia kura ki [ero.govt.nz](http://ero.govt.nz)

Ko te tūtohunga/mahere rautaki 3–5-tau te tuhinga kaupapa here matua a te poari, e whakaatu marama ana i te koronga rautaki o te poari. Ka whakawhiti kōrero te poari me tana hapori hei wāhanga o te whanaketanga me te arotakenga o te mahere rautaki. Ka whakawāteatia e te kura ētahi kape o te mahere rautaki mā tana hapori, i runga i tana pae tukutuku, i te taha o tana pūrongo ā-tau, mahere ā-tau me te rokirokihanga o āna huihui (ngā mineti).

### Ka aha ki te kore e whai hua tā mātou poari?

Mēnā he āwangawanga ō Te Tari Arotake Mātauranga e pā ana ki te kura, ka tuku whakahau kia whiwhi tautoko anō te poari me te akoranga ngaio, te wawaotanga rānei mai i Te Tāhuhu o te Mātauranga.

### He aha ngā mōhiohio kei te poari mō taku tamaiti?

Ko tētahi o ngā whāinga matua e whā a te poari ko te whakarite kia eke panuku ia ākonga ki tōna paerewa teitei rawa o te mātauranga. E tutuki ai tēnei, me tiroiro te poari ki ngā raraunga akoranga, tutukitanga hoki a te ākonga e taea ai te whakatau i ngā ūnga me ngā whakaarotau.

Me kaua ngā ākonga takitahi e tautuhia i ngā pūrongo ki te poari. Engari he wā anō ka whai āheinga te poari ki ngā mōhiohio e pā ana ki ngā ākonga takitahi, hei tauira, i te wā ka pupū ake he āwangawanga, he amuamu rānei o te whakahaere whanonga ākonga.

### He aha te mahi a te poari ki te whakahaere whanonga ākonga?

Ko te whakahaeretanga o te whanonga o ia ākonga ka noho i te taumata whakahaere i roto i te kura.

Ka whai wāhi anake te poari ki ngā take taumaha. Ina whakatārewahia he ākonga e te tumuaki, me whakatū hui te poari ki te whakatau i te putanga o te whakatārewatanga.

Ka āhei te ākonga, te whānau o te ākonga me te hunga tautoko ki te haere ki te hui whakatārewa.

He mea nui te mōhio i roto i te horopaki o te whakahaere whanonga ākonga, ko te hiahia o te ture kia whāia e ngā kura ngā mātāpono o te haukume kore – arā kia tōkeke te mahi i ngā āhuatanga.

### Ka taea e te iwi tūmatanui te haere ki ngā hui?

E tuwhera ana ngā hui a te poari ki te marea, engari ehara i te hui tūmatanui. Ka taea e te poari te tuku mana kōrero ki te hunga ehara i te mema poari, mēnā ka whakaaro rātou he tika tērā.

### He aha te tikanga o 'i rō komiti', ā, he aha te poari i whai mana ai ki te whakamahi i tēnei?

I te wā e whakatau ana i ngā take matatapu, ka taea e te poari te kuhu ki te 'i rō komiti'. Ko ngā mema o te iwi tūmatanui, tae atu ki ngā kaipāpāho, e kore e āhei atu ki tēnei wāhanga o te hui, hāunga kua tonoa kia haere mō tētahi kaupapa motuhake – hei tauira, ō rātou pūkenga mātanga tohutohu i te wāhanga tuku mahi. Ka kīia tēnei wāhanga o te hui, ngā take tūmatanui kore.

### He aha ngā kāhui ako?

Ko te Kāhui Ako tētahi huarahi e taea e ngā kura te whakarōpū ki roto i ngā kāhui e whakaata ana i te huarahi ako mā ngā ākonga. Ka taea hoki e ngā Kāhui Ako te whakauru i ngā pokapū ako kōhungahunga whiwhi raihana me ngā ratonga mātauranga mātātoru.

Mā te mahi tahi, ka whakawhanake rātou i ngā kaupapa hei whakatutuki mā rātou puta noa i ā rātou kura/wāhi ako takitahi, i te wā e mau tonu ana ā rātou ake poari.

**Ka whakatōpūtia mai e ngā poari  
kura ngā whānau, ngā hapori me  
ngā kura ki te tuku i te mātauranga  
kounga rawa mā ā tātou tamariki.**



[nzsta.org.nz](http://nzsta.org.nz)



[facebook.com/NZSTA1](https://facebook.com/NZSTA1)



[twitter.com/NZSchoolTrustee](https://twitter.com/NZSchoolTrustee)

New Zealand School Trustees Association  
Te Whakarōpūtanga Kaitiaki Kura o Aotearoa

Level 8 – 142 Lambton Quay, Wellington  
PO Box 5123  
Wellington  
New Zealand

Phone: +64 4 473 4955 or 0800 782 435