



Kumara Vine



Community
Waikato
He piko he kaainga

March 2021

Update from Holly

The community and social service sector was under a lot of pressure in 2020 and our observations suggest that 2021 is already shaping up to be another busy year. On top of the increased workloads many organisations are managing, the laws governing Charitable Trusts and Privacy obligations are changing. This edition of the Kumara Vine contains an update on the Charitable Trusts law and our Managers Forum will include an update on the Privacy Act 2020.

Community Waikato will be undertaking a strategic review this year. We are excited about aligning our strategic priorities with our updated brand and modernised systems. We are keen to hear from those we work with (and those who have not engaged our services) about how we can best have impact in your community. We will pass your feedback on to the board to help inform their decision-making.

Last year Community Waikato conducted a piece of qualitative research to capture an overview of the state of the sector in Hamilton city. The research gave us great insight into the themes that were consistent across the community and social service sector. We are in the process of engaging the districts around the region to capture the themes in our rural communities. The findings will be passed back to the sector, local funders and to the local territorial authority. It is critical that decision-makers in our communities understand the challenges faced by

our sector and the opportunities that are available. We want to ensure we speak to a wide range of community organisations and social service providers, so if you are interested in being involved, please contact me on holly@communitywaikato.org.nz



Introducing our new staff member



Roseanne Murray,
Community Waikato
Advisor

In January, I joined Community Waikato as an Advisor for community and social service organisations. For the past 30+ years, I have been involved in the sport and community development sectors as a volunteer, advisor, facilitator, leader and governor.

Growing up in Taranaki, my parents were amazing role models when it came to volunteering and supporting their community. I have many memories of weekends spent helping with fundraising ventures for either the local school, a community facility or the many sports teams that we were all involved in. It amazes me how my parents found time to work, attend all our school and sport activities and still take us away camping in the holidays. Those experiences I am sure were a great influence on my life and led me to follow in my parents' footsteps towards my own volunteering journey.

Participating in sport has always been a part of my DNA and combined with my abilities as a leader and communicator saw a natural progression into a career in the community sport sector. Having moved back to Kirikiriroa in 1999, I spent nine years working in Netball and for the past ten years with Sport Waikato. Within these roles, I had the pleasure of visiting many local communities across the Waikato region and met some amazing volunteers and leaders along the way.

Coming from a strong background in strategic planning and governance practices, I am keen to draw on my experiences and knowledge to help organisations build their capability to provide relevant services to their communities. This includes being collaborative in my approach and taking the time to build relationships rather than telling you what you need to do.

Outside of work I volunteer on three sport and community organisation boards which keeps me well-grounded on the highs and lows of the not-for-profit sector. I also enjoy catching up with family and friends, along with finding time to remain active, whether that is at the gym, exploring our cycle ways or walking around some of our beautiful tracks.

The opportunity to be involved in Community Waikato to support our community and social service organisations is a great privilege and I look forward to working alongside you to build thriving communities.

Asthma Waikato saves lives

The work of Asthma Waikato literally saves lives. According to the Asthma & Respiratory Foundation of NZ, 1 in 7 children take medication for asthma in NZ; 586,000 school days are lost each year due to asthma; on average 77 kiwis die from asthma each year; and the cost of asthma to the nation is over \$1 billion per year.

There have been significant changes in both global and national asthma guidelines recently regarding asthma management. Some of these changes are incredibly important. All asthmatics should be reviewed regularly to ensure they are on the best regime and being managed in the best way, but due to these new guidelines, it is now more important than ever before, particularly for those aged 12 years and over.

Sheryl Long, General Manager says that Asthma Waikato allows kids to get their lives back.

"Our work allows kids to run, breathe and play without asthma stomping on their day. Because breathing is a big deal and pretty important!" says Sheryl.

Asthma Waikato is a charity that was established in 1973. They have a vision of 'Transforming lives of people with breathing conditions' and they achieve this by educating the community and empowering families with breathing conditions to live full lives.

Asthma Waikato services include;

- providing consults for children aged 0-15 years with asthma, and their families, living in the Waikato. This service is free. These can be done at clinic ; by virtual video consult; phone consult; or at hospital
- Asthma education sessions for community groups – e.g. schools, early learning centres, kaumatua groups, health professionals
- Spirometry training course for health professionals
- Weekly COPD exercise and support group in Hamilton

During these consults people will find out:

- What asthma actually is
- What medicines there are and what they do
- What a spacer is
- What different devices there are
- What triggers are
- What other things might be impacting asthma
- And more

With the right education, advice and management, asthma is a very treatable, reversible and manageable condition. Yet so many are struggling along with something that they think they 'just have to put up with'. They put up with things like an ongoing cough, or their child coughing at night and think 'that's just them.' But an ongoing cough is not normal and needs to be investigated. And it is also not normal to keep on suffering from other asthma symptoms either. When asthma is well managed, the child is well, happy, and symptom free.

"I would say that more than 90% of the time it comes down to simple things like not taking the preventer every day twice a day, over-use of the blue inhaler, poor technique with the inhaler and/or spacer. Our work corrects all these things," says Sheryl.



"We also follow the ARFNZ guidelines very closely and ensure that the clients we see are on regimes that are in line with these recommendations. The world of asthma changes regularly and we often find people are on outdated regimes, following 'old school' advice and therefore experiencing suboptimal asthma control," says Sheryl.

One very happy whanau wrote about their experience with Asthma Waikato.

"We have been working closely with Asthma Waikato for the better part of a year to manage and control our 12-year-old daughter's asthma. When we first touched base with the Asthma Waikato team our daughter who is otherwise healthy, was on many different asthma medications and still suffering from constant bouts of respiratory sickness, frequent asthma attacks and many trips to the hospital for steroids and nebuliser doses. Her quality of life was severely hindered due to what I deem to have been, "severe" asthma.

We worked closely with the Asthma Waikato team and a paediatrician to carefully review her medication as well as her method and consistency of administering the medicine. The team was thorough and careful, making sure to eliminate any other precursor issues before changing medication. Once medication was recommended and changed, detailed follow up and informative care was provided to ensure best use practice ensued.

Miss 12 has been using the new medication for 2 months and is a new girl. We have had no illnesses, trips to the hospital or bouts of shortness of breath. Our daughter is enjoying participating in 3 sports and regularly runs around the block for fun, something we would've all been worried about six months back. We cannot thank the Asthma Waikato team enough for their help in getting our daughter back to her fighting fit state."

Parents can take this quick test to see if their child's asthma is well controlled:

- Does your child have daytime asthma symptoms more than twice a week?
- Do they wake at night due to asthma?
- Do they need the reliever (usually blue or grey) more than twice a week?
- Is their activity limited because of asthma?

If you answered yes to any of these, your child's asthma may not be well controlled, and he/she needs a review. Asthma Waikato can help.

Referrals for asthma education are made through the Asthma Waikato website www.asthmawaikato.org.nz. They accept self-referrals.

The new Trusts Act

What does it mean for registered charities?

Published blog on the Charities Services website

The Trusts Act 2019 is in effect from 30 January 2021 and if your charity is a trust then the Act applies to you.

If you are not sure whether you are a trust, search the Charities Register and check your rules document. If it states you are a trust, then the Act applies. It is important trustees are aware of the Act and understand how it may impact on your activities and decisions. [1]

The changes to the Act aim to make it easier to understand your duties as a trustee. In this blog we explain the changes that affect charitable trusts, including:

- what you need to know about the Act
- what you need to do now.

What you need to know

- the Act aims to improve the governance of trusts, so if your rules don't deal with a particular issue, the Act may apply
- the Act clarifies your duties as a trustee
- some parts of the Act apply all the time, and some can be changed by your rules document.

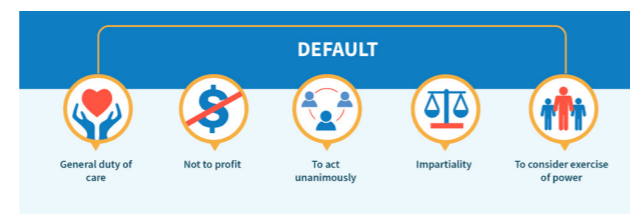
What duties do trustees of charities have?

The Act sets out the duties of all trustees. These guide what is required of you as a trustee, particularly in making decisions. Duties already existed in the law defined in the courts, but are now included in the Act. The Act separates trustee duties into two types – either 'mandatory' or 'default'.



Mandatory duties can't be changed by the terms of the trust. The most important mandatory duty is to further your charitable purpose – everything you do as a trustee should be directed to achieve your charitable purpose.

Default duties include the ones above and must be performed by the trustee unless they are expressly changed by the words of your rules document. For a full list see the Ministry of Justice website.



What else is changing?

The Act also lays out other rules about how trusts must be managed. Similar to the mandatory and default duties, some can be modified by changing the trust rules and some cannot. See the key provisions below (this is not an exhaustive list):

Rules that can't be changed	Rules that can be changed
All trustees must keep a copy of trust rules and amendments	General trustee powers, including power to invest
One trustee must also keep other key documents	A trustee's power to appoint people to carry out the purposes of the trust – with certain limitations
Trust deeds can't prevent a trustee being liable for any breach of trust arising from dishonesty, wilful misconduct or gross negligence	A trust's powers to remove and appoint trustees, and what happens on a trustee's death

We recommend you review these duties and consider how they relate to you

What you need to do now

Know your trust rules and keep a copy of key documents

The duties show how important it is to read and know your trust's rules, and the Act reflects this by requiring all trustees to hold a copy of the rules and any variations to them. There are other documents that trustees need to keep (e.g. records of decisions, contracts, financial statements), but these can be held by one trustee on behalf of all trustees. It's important all trustees have access to these records and we recommend they are kept electronically.

Consider whether you need to change your rules

The Act will potentially change how your trust works. You may want to change your rules to make it clear exactly what your duties now are. Focus on the following, as they are some of the key areas the Act addresses:

- How are decisions made? The Act says that all decisions must be made by unanimous consensus (agreement by all). If you want to be able to change this to make majority decisions, your rules will need to say so specifically.
- Do you appoint others to act on your behalf? Most trusts will employ people (or have other volunteers involved), but there are certain things you cannot delegate under the Act (e.g. appointing new trustees).
- Do you pay your trustees? A default duty is that the trustee must not take any reward for acting as a trustee. If you pay trustees for their time, you should have a clause in your rules saying this.
- How do you appoint and retire trustees? Although the Act now makes it easier to appoint and retire trustees without the direction of the Court, make sure your rules are adaptable and fit the needs of your trust. If your trust is incorporated as a board under the Charitable Trusts Act, there is a template for appointing and retiring trustees you can use.
- What do your rules say about making investments for your trust? The Act provides a useful list of matters to

consider when making investments, including thinking about the charitable purpose of the trust. Most of these can be amended – but the charitable purpose of your trust will always need to be considered, as that is a default duty.

If your trust carries out business activities or manages complex activities and you have concerns about how the Act will impact on your operations, we strongly suggest you seek independent legal advice.

IMPORTANT NOTE: While the new Trusts Act requires officers to be 18, the Charities Act allows for officers that are over 16. In this case, the Charities Act overrides the Trusts Act. This means charitable trusts can have trustees that are 16 and 17, but other trusts under the law cannot.

Changing your rules

If you decide to update your rules because of the Act, you'll need to check if your rules outline **how** they can be changed. For most trusts, changes can be processed very quickly.

This is a great opportunity to review your current rules, and make sure they are clear and comprehensive. If you are going to make changes, we recommend uploading a complete copy of the most current version of your rules rather than updating the Charities Register with many "variations". For information on how to update your rules with Charities Services visit our webpage: <https://www.charities.govt.nz/im-a-registered-charity/update-charity-details/#Changing-your-rules>

You can find a simple template for a trust deed on the CommunityNet Aotearoa website.

If you are registered under the Charitable Trusts Act 1957, the Companies Office has more information on making changes to a trust or a board's rules.

Where to go for more information

The Ministry of Justice is responsible for the Trusts Act 2019, and you can find more information about Trust law reform on their website.

[1] You can read more about the different structures your charity can have in a previous blog: What to be or not to be - Incorporated Societies and Charitable Trusts.



Adrian is a senior adviser in the Regulatory team, and has been working under the Charities Act almost since enactment. Adrian has worked as a solicitor and has long experience as a public servant, including working extensively in Te Ao Māori with Te Puni Kōkiri.

Outside of Charities Services Adrian volunteers in governance for two charities, advises other charities and groups in Porirua, plays cricket terribly and tries keeping up with his beautiful two year old mokopuna.

Thanks also to Steven Moe of Parry Field Lawyers and Juliet Chevalier-Watts of the University of Waikato for their input into this blog.

House of Science raises Science literacy in the Waikato

New Zealand's future prosperity relies on our ability to embrace scientific discoveries and advanced technologies. However, according to the National Monitoring Study of Student Achievement report (2017), 80% of year-8 students in New Zealand were not at the required curriculum level in science. Not only does this limit their career choices in the future but also their ability to participate actively and confidently in the world they live in.

House of Science Central Waikato is a Hamilton based charitable organisation whose aim is that every child in Central Waikato is Scientifically Literate.

The House of Science's unique educational model is designed to bring practical, hands-on science into Year 0-8 classrooms. Each week they deliver science resource kits that includes everything an educator needs (bi-lingual teacher manual and student activity cards, all equipment and consumables) to teach a science concept to a group of 30+ students in a fun and engaging way. Each kit contains at least 5 activities covering a wide range of topics (35 currently) including climate change, land and water quality, through to nanotechnology and forensics. These resources are fully aligned with the NZ science curriculum. Their team of volunteers transport the kits to and from schools each week and help clean, sort and organise them ready for another school the following week.

Catherine Frericks is the General Manager of the Hamilton based charity, and she says that the work of the trust empowers teachers to raise science literacy.

"Primary and intermediate aged children, regardless of their geographical location or teaching environment, should have the opportunity to explore, experiment and investigate science in all its forms. We believe young people deserve to be encouraged in their natural curiosity and be taught how to think, question and problem solve, as they discover the world around them. By delivering science resources kits weekly to member schools, we help bridge the gap that exist for school teachers to access quality science resources" says Catherine.

Primary school teachers are not necessarily trained in science and can lack the confidence, resources and time to put together well researched, comprehensive science lessons. Science is not directly funded so often the teacher will purchase equipment from their own pocket.

"The work we do is important for our children's futures" says Catherine.

The Science kits have been very well received by the schools and groups that have used them. Comments have included:

At our school there has been a deliberate push for our students to develop critical thinking skills where they are exposed to lessons where they need to apply, create and reflect on their learning. The House of Science resource has enabled this effectively and has been a catalyst for many discussions which have involved high level thinking and critical analysis - Melville Primary

"They are very useful to help children understand scientific concepts in a fun and interactive way. Great job, keep the kits going, we are finding them really useful" - Silverdale Normal Primary School

To ensure as many students have access to the bi-lingual science resources, House of Science only charge schools 20% of the total cost it takes to deliver this programme with the remaining cost obtained from grants, donations and sponsorship.

The House of Science Central Waikato trust have grown significantly over the last 2 and half years to work with schools in Hamilton and the surrounding area to bring science to students. By the end of last year they were servicing 34 schools and at their peak had 1,600 students using their science resource kits in one week.

"We would not be able to do what we do without the hard work of our wonderful volunteers, our local businesses, trusts and organisations that support us. We have had significant support from the University of Waikato with the very generous lease sponsorship of the premises we operate out of. Along with support from various trusts and businesses within Hamilton and the Central Waikato area" says Catherine.

If you would like to find out more, contact Catherine Frericks on 027 2024649 or at Catherine.frericks@houseofscience.nz

"They are very useful to help children understand scientific concepts in a fun and interactive way. Great job, keep the kits going, we are finding them really useful"

- Silverdale Normal Primary School



Community Waikato Workshops 2021

March-June 2021



Funding Workshops

Come to FREE workshops delivered by local community funders. Topics include: funding tips, planning and preparation, what makes a successful application, budgeting, accountability, reporting, how decisions are made, and alternative income sources.



Intro to Governance in Community Organisations

These free workshops will take you through the basics of governing community organisations.



Taumarunui Planning for impact

24 March, 5.30pm to 7.30pm or 25 March, 9.30am to 11.30am, Miriama Centre, Taumarunui
Find out what planning you need to help your organisation to achieve its purpose



Evaluating and Assessing your organisations impact and success

14 April, 9.30am to 12.30pm, Community Waikato, \$100 (community)
Presented by Dr Maureen Marra and InLeadership. This seminar outlines the current thinking and literature on impact evaluation assessments in the nonprofit sector. The seminar then provides a way forward for participants to implement an impact evaluation that is relevant, do-able, affordable and reflective of the work of the organisation. With a focus on the Mission of the organisation, success is assessed through understanding the organisation and its community as a connected ecosystem.



Reading your Financial Statements

Understanding your financial documents is an essential part of good governance and management



Resolving Differences and Preventing conflict

6 May, 9.30am to 3pm, Community Waikato, \$110 (community)

When two or more people come together, they potentially have differences and conflicts. We often don't even know why we feel good or bad about something or someone. People with different personalities, goals and needs can learn how to work out their differences in constructive ways.



Thriving in Diverse Teams

10 June, 9.30am to 3pm, Community Waikato, \$110 (community)
Presented by Stefan Doll and Diversity Institute

Exceptional team performance is the result of good relationships with our colleagues



Creating Successful Teams

A seminar for leaders/line managers and team leaders

19 May, 9.30am to 12.30pm, Community Waikato, \$100 (community)

Presented by Dr Maureen Marra and InLeadership. High performing teamwork won't happen automatically or accidentally. Rather, the success or otherwise of the team is ultimately determined by the actions of the team leader and the teams culture. Hence, this seminar will outline the role of the leader in fostering the essential elements that create high performing and successful teams.



Coaching and Mentoring for Community Organisations

22 June, 9.30am to 12.30pm, Community Waikato, \$100 (community)

Presented by Dr Maureen Marra and InLeadership. Learn how to be a good coach and mentor, what you need to know and do.