

Tui Tuia

Newsletter of Literacy Aotearoa

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Issue No 1 – Hui tanguru (February) 2016

Ngā mihi mahana kia koutou katoa, Greetings to you all...

In this first issue of Tui Tuia for 2016 we wish you a Happy New Year. Our direction has been set with the 2016-2020 Strategic Plan and we look forward to working toward achieving the goals together with Ngā Pou pou – the member providers of Literacy Aotearoa, made up of learners, tutors, managers and governance members. The Strategic Plan is the national document, shaped and approved by Te Kōruru, the governing body of Literacy Aotearoa.

In designing the Strategic Goals and Key Performance Indicators (KPIs), Te Kōruru felt that the goals resonated with a whakatauki that continues to capture the kaupapa and mission of Literacy Aotearoa:

*Hutia te rito o te harakeke, kei hea te kōmako e ko?
Kī mai nei ki ahau, he aha te mea nui o te ao?
Māku e kī atu, he tāngata, he tāngata, he tāngata.*

*If you were to pluck out the centre of the flax bush,
where would the bellbird sing?
If you were to ask me, what is the most important thing
in the world? I would reply, it is people, people, people.*

Goal 1: Te Kōmako

Extending Our Reach: attracting more New Zealand adults to access quality Literacy Aotearoa services.

Goal 2: Te Rito

Focusing on What Matters: improving how resources are best deployed to ensure all Literacy Aotearoa learners achieve success and that the organisation meets its business priorities to ensure sustainability.

Goal 3: He Tāngata

Growing the Demand: by increasing awareness of the importance of literacy, profiling learners' stories, and the value of our work and contributions to the individual, social and economic wellbeing of New Zealanders.

Context

- An estimated 1.3 million New Zealanders do not have sufficient literacy and numeracy skills to fully engage in the economy and society (as assessed in 2006).
- This is 43 percent of adults aged 16 to 65. Māori and Pasifika adults are over-represented among this group.
- About 40 percent of people in the workforce do not have sufficient literacy and numeracy skills to function well in a knowledge society and information economy.
- Lots of people need help, but the reasons for people's current literacy and numeracy skills can vary significantly. Solutions need to be tailored to their specific needs.

Source: Literacy and Numeracy Implementation Strategy 2015-2019, Tertiary Education Commission – Te Amorangi Mātauranga Matua.

New Zealand needs a population with high-level literacy and numeracy skills to build a high-productivity, high-wage economy and an inclusive society where everyone can participate.

Universal implementation of the Strategic Plan enhances the organisational performance and the cohesion of Literacy Aotearoa. Individually, and as the collective membership of Literacy Aotearoa, Nga Pou pou are committed to working towards achieving the national Mission.



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Mission: Literacy Aotearoa is established to develop, promote and deliver accessible, quality literacy services designed to ensure the peoples of Aotearoa are critically literate and able to realise their full social, cultural and economic potential.

This year a number of regional and national meetings have already taken place, including a two-day Business Planning meeting at the National Office, a National Trainers professional development hui; meetings with Governance committees and managers in Wairarapa and Kapiti, and the rollout of programmes and contracts for the year.

The Big UPS* project continues to be implemented. The aim of the Big UPS project is to ensure that Literacy Aotearoa consistently delivers high quality services that always meet the requirements of funders and our kaupapa, including how we meet the TEC priorities of Māori, Pasifika and youth learners' achievement.

*UPS stands for Uniformity of Practices and Systems.
More: <http://literacy.org.nz/intranet> or [click here](#)

Digital Strategy Update

- **Poupou Websites** – The 'platform' for the sites has been developed and we expect the first Poupou website to be launched next month.
- **Xero Accounting** – Reference and pilot groups will be providing input for the Xero accounting system for Literacy Aotearoa National Office and Ngā Poupou. Their feedback will be used to make adjustments to the system as needed, before the implementation of the system for the entire organisation.
- **TaDa** – The revised database system is at the testing stage with the pilot group and is under revision. Expected rollout to all Poupou is April.
- **Skype for Business** – faster than standard Skype, and in use by most Poupou. See the Intranet for setup instructions or [click here](#).
- **Collaborative Documents (Office 365)** are already being used by Poupou – an online suite of Microsoft programs.



No one left behind...

Kotahi tātou ki a Arohama Literacy Horowhenua

A new Poupou has formed with the merger of two Poupou in the Horowhenua region. Arohama Literacy Horowhenua opened its doors in Kohi tātea (January) after more than a year of preparation and commitment from governance and personnel from each Poupou.

Managers and governance from Horowhenua Adult Learning Services (HALS) and Arohama Aotearoa Literacy first met at the end of 2014 to consider merging. Previously Arohama Aotearoa Literacy had a strong focus on Māori while Horowhenua Adult Literacy Services had a more general focus. The motivation for the merger is to be more effective in reaching learners and providing quality services to the people of the Horowhenua region while making effective use of funding. Governance and management personnel identified the steps required to merge and placed the tasks on a timeline. Importantly, they also prioritised creating a process which would be positive, inclusive, collaborative and forward-looking.

"When you're working with volunteers, their time is valuable. Putting a merger in front of them is daunting. It looks tough, but breaking it down into bite-sized chunks means you can achieve tasks You can do it... however the sooner you can get the ball rolling and make it happen, the better," says Piri Robinson, Manager of Arohama Literacy Horowhenua.

Joint monthly board meetings took place and a governance sub-group was established with two members from each Poupou plus the managers. With Piri's help the group created a transition plan divided into the areas of finance, operations and governance. They mapped the steps required, the deadlines and those responsible for tasks. Working parties were set up for each area.

The clear vision of both Poupou and the agreed reasons for merging have been vital to successful transition. Manogi Tavelia (National Office) says, "The dynamic leadership by Governance members (led by Liz Brown)

and Management (led by Piri Robinson) created a synergy of purpose. Appointing Piri as Transitional Manager took advantage of her operational skills in carrying out the merger.”



Piri says, “Our transition plan was all done on one page, informing everyone where we were at. It was constantly updated (we are up to the ninth version). ‘Traffic lights’ identified the tasks: red if not started, yellow in progress, green finished. This one page has all the dates and tasks and which group was responsible. It was a good motivator... getting all tasks to green. It was a quick way for everyone to see where we were at. Once it is completed we are going to frame it.”

“Working change management around tutors, managers and the learners... you have to manage that really, really well. We managed the governance sensitively, and kept the tutors informed, so no one missed out. The messaging was clear... Some staff and governance members from HALS were unsure what the Māori kaupapa would mean for them, so we had to ensure it was clear and achievable. It is important for us to bring that Māori component through.”

Literacy Aotearoa National Office offered support and was involved in the initial discussions around due diligence, legal advice on the constitutional changes and resourcing for the transitional manager. Rather than dissolving both Poupou and starting anew, the decision was made to wind up one Poupou (Arohamai) and have a name change for HALS. This was the simplest and cheapest option, and could happen quickly through holding Special General

Meetings. This enabled everything to be ready for the new Poupou to start operations by the 1 January deadline.

“By having the name change ready and the new constitution registered everyone could transition. It didn’t hold up the works as much. That worked well. We utilised the National Office legal advisors, ensuring that the process was done correctly. That support was really good,” explains Piri.

Tutors told students in November to let them know about the coming changes and gave them a leaflet as well. The original plan to keep both Poupou premises was abandoned when it became clear this would be too costly. Governance members agreed to move to the former HALS premises. The relocation was done over the Christmas break, causing less disruption for students and tutors. New signage has been put up welcoming the community to the Poupou.

There was much discussion around the name for the new Poupou. Liz Brown, past Chair of HALS, adds,

“It has elements of the names of the two previous Poupou (‘Arohamai’ and ‘Horowhenua’) bracketing our core business of literacy.”

Piri explains the name is a pathway: “**Arohamai** – to come to us... for **Literacy** in **Horowhenua**... It’s a pathway, that’s why we decided it felt good in our messaging and promotions.”



Branding and marketing the new Poupou, developing a strategic plan and building relationships between tutors, governance and students are all happening.

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Arohamai Literacy Horowhenua, continued.

One board member commented, "I'm surprised it's all happened so easily and smoothly."

Why did it go smoothly? Piri replies, "Part of the reason the transition has gone smoothly is the kaupapa of the merger, everyone is needed during the change process and everyone can be involved. The two governance boards were open to, and engaged in the change. There was little that was contentious. If there was a challenge, we would go away, think about it and after working through it were able to talk through it. Everyone has shown the ability to change and compromise respectfully with our chair and deputy chair leading by example."

"We inherited good governance people. Liz Brown was able to write the new constitution. She really drove the whole process and got things going. We are very, very lucky."

Ongoing conversations will encourage and reassure stakeholders to adjust to the new premises, bringing their clients to Te Poupou.

"... They were worried about us keeping the Māori kaupapa, whakawhanaungatanga and manaakitanga. So we work together to make that happen. We will continue working on those values, as a lot of our people come for that."

Te Poupou has been open for one week and the community has responded in great numbers.

"We've got 115 students enrolled. It's a huge increase instantly. We have 50 learners for Te Reo. We are privileged to have such a great kaiako. The Driver Licence and Computer classes are filling up too. We've got three big rooms that can take up to 25 people, plus the tutors have their own work area. For overflow we can go to the local library, where we also go for those that can't get upstairs. Our goal is to have 250 students this year... I don't think we'll have a problem reaching that."



Literacy Aotearoa
Choice Change Freedom

Ngā Hui Heke – Literacy Aotearoa Regional Hui

Ngā Hui Heke are on the horizon. This year the three regional hui for Ngā Poupou personnel and governance will be hosted by:

- Adult Literacy Turanga, Gisborne (Region 2):
Thurs 14 / Fri 15 Paenga whāwhā (April)
- Far North Adult Literacy, Kaitaia (Region 1):
Wed 20 / Thurs 21 Paenga whāwhā (April)
- Literacy North Otago, Oamaru (Region 3):
Wed 27 / Thurs 28 Paenga whāwhā (April)

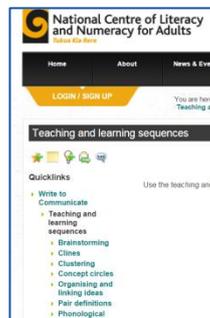
Also, in Regions 1 and 3, there will be Te Kōruru elections for the positions currently held by Janet Te Rore, Lloyd Davies and Margaret Manuel.

More info: brenda@literacy.org.nz

NCLANA Teaching & Learning Resources

The NCLANA website has a number of resources for [Teaching and Learning](#).

The left hand menu includes the following:



Brainstorming, Clines, Clustering, Concept circles, Organising and linking ideas, Pair definitions, Phonological awareness, Print and word concepts, Shared paragraph writing, Shared-writing, Sharing quality work, Sound-letter

relationships, Structured overviews, Suggestions for teaching spelling, Suggestions for teaching the writing process, Using templates and acronyms, Using writing frames and Word maps.

<http://www.literacyandnumeracyforadults.com/resources/355776>

NOTE: All hyperlinks can be accessed here:
<http://literacy.org.nz/what-we-do/tui-tuia>

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