

Hawke's Bay Secondary Schools Enviro Group Handbook

A guide to launching, leading, and sustaining
student-led environmental action

Hawke's Bay Regional Council - 2025



Foreword

Kia ora koutou, rangatahi mā,

This handbook is for you, the young leaders stepping up to protect our taiao. Your voice, your choices, and your actions matter. Whether you're planting trees, reducing waste, restoring waterways, or raising awareness, your mahi is part of a growing movement for change across Hawke's Bay.

We're constantly inspired by the passion and purpose you bring to environmental action. You're not just the leaders of tomorrow, you're leading right now, with courage, creativity, and heart. You're showing us all what it means to care for te taiao in meaningful, values-led ways.

This guide is here to support you. Inside, you'll find tools to help form enviro groups, plan impactful projects, and bring values like kaitiakitanga, manaakitanga, and whakapapa into everything you do. These values connect us to each other, to the whenua, and to those who came before us.

The impact you make goes far beyond your school, it ripples out to your whānau, your community, and our wider region. Every action, no matter how small, is a step toward a better future.

We see you. We back you. And we can't wait to see what you do next.

Nō reira, kia kaha, kia māia, kia manawanui –

Be strong, be brave, be steadfast.

Ngā manaakitanga,

Hinerangi Price

Environmental Education Team, Hawke's Bay Regional Council

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1. Welcome & Purpose

Kia ora and welcome!

By being part of your school's enviro group, you're stepping into a powerful role as a kaitiaki of te taiao. Your voice and actions have the power to shape a better future, for your kura, your hapori, and the generations to come.

This handbook is here to support you as you plan, lead, and grow meaningful environmental action. Whether you're just getting started or ready to take your mahi to the next level, you'll find clear steps, inspiration, and practical tools to guide your journey.

From reducing waste and restoring waterways, to growing kai and raising awareness about climate change, every action matters. What you do today contributes to a healthier planet and a stronger sense of connection to the land, to each other, and to your own leadership.

This handbook will help you:

- Start or strengthen your school enviro group
- Plan and deliver impactful projects
- Collaborate with your school, whānau, and wider community
- Track your progress and celebrate your success
- Align with any local and national sustainability goals, including programmes like the HB Schools Climate Change Challenge

You don't need to be an expert, just curious, committed, and ready to make a difference. Bring your ideas, your energy, and your values. This is your chance to lead, learn, and leave a positive mark.

Whāia te mātauranga, hei oranga mō koutou katoa –

Pursue knowledge for the wellbeing of all.

2. The Role of Enviro Groups in Schools

Enviro groups are the heart of student-led environmental action in schools. They bring together passionate ākonga who care about the future of our planet and want to create positive change, starting right where they are.

What do enviro groups do? Enviro groups lead the way by:

- Identifying environmental issues in and around the school (e.g. waste, energy, biodiversity, transport, water use)
- Raising awareness through campaigns, events, workshops, and education
- Taking action through hands-on projects like tree planting, composting, litter clean-ups, and māra kai.
- Creating change by influencing school policies, systems, and everyday habits
- Collaborating with teachers, whānau, community partners, and local councils.

Why are enviro groups important?

- They help build a culture of sustainability in schools
- They empower rangatahi to develop leadership, communication, and problem-solving skills
- They connect learning to real-world environmental challenges
- They give students a voice and a platform to lead change
- They show that young people can lead with purpose, pride, and impact

Who can be involved?

Anyone! Enviro groups thrive when they're diverse and inclusive, open to students of all year levels, backgrounds, and strengths.

You don't need to be an expert, just someone who cares and is willing to get involved.

3. Why Your Voice Matters: Student Leadership, Climate Action, and Kaitiakitanga

As a young person, you're not just the leader of tomorrow, you're a leader today.

Your voice matters because the decisions made now will shape your future. The climate crisis, pollution, and biodiversity loss are challenges that affect your generation the most, and your ideas, energy, and actions have the power to drive the change we all need.

Student Leadership

- You have the power to influence your peers, your kura, your whānau, and even your local council.
- By standing up for what matters, enviro group members show courage, creativity, and leadership in action. You're not waiting for change; you're making it happen.

Climate Action

- Climate change can feel overwhelming, but you are not powerless.
- Every project you lead, from reducing waste and planting trees to promoting sustainable travel, is part of a global movement to protect our planet.
- Real climate action starts with people like you.

Kaitiakitanga

Kaitiakitanga means guardianship, caring for te taiao, with respect, responsibility, and connection.

As rangatahi, you are inheriting both the beauty and the challenges of our natural world. Your role as kaitiaki is deeply important, and your voice carries the hopes of generations past, present, and future.

4. Getting Started – Launching Your Enviro Group

Whether you're starting fresh or bringing an old group back to life, this section will help you lay a strong foundation for meaningful environmental action at your kura.

You'll learn how to:

- Form your group and find the right mix of people and support
- Engage your school so you have leadership backing
- Promote and recruit to grow your team
- Choose a kaupapa that matters to you
- Identify school priorities by observing what's happening on the ground
- Assign roles to keep things organised and flowing
- Set a vision and SMART goals to guide your mahi

By the end of this section, you'll be ready to launch your first project, and make a real impact in your school and community.



Forming Your Group

Start small, even two or three passionate students can spark big change. Look for others who care about sustainability, climate action, or making your school a better place.

A strong group brings together a mix of skills: creative thinkers, organisers, researchers, and doers.

Find a teacher or staff member to be your mentor, someone who can support your mahi, help with logistics, and connect you with school leadership when needed.

Talk to Your School

Let your principal or a key teacher know what you're planning. Their support can help unlock time, space, and resources.

Ask for:

- A regular meeting space
- Time to speak at assemblies
- Permission to run events or make changes around school

Pro tip: Having school buy-in helps your group go further, faster.

Promote and Recruit

Now it's time to spread the word! Use posters, school notices, classroom visits, or a "green lunch" info session to invite others in.

Ask teachers to recommend students who might be interested. Try to build a group that's welcoming and inclusive, everyone has something to offer.

Hold Your First Meeting

Make your first meeting relaxed and fun.

It's a chance to:

- Get to know each other
- Share what you care about
- Talk about what you'd love to change at school
- Brainstorm ideas
- Choose a group name
- Decide how often you'll meet
- Start dreaming big, this is where the journey begins!

Choose Your Kaupapa

Your kaupapa is your focus, the issue your group wants to tackle. You might start with one or combine a few.

Options include:

Waste – Reduce rubbish, improve recycling, run waste-free events

Water – Protect waterways, organise clean-ups, promote refill stations

Biodiversity – Plant trees, create bug hotels, support native species

Energy – Run “switch-off” campaigns, track classroom energy use

Kai – Start a māra kai, compost food scraps, share recipes

Climate – Raise awareness, reduce emissions, promote eco-transport

Choose a kaupapa that feels urgent, doable, and meaningful to your group.

Align with the HB Schools Climate Change Challenge

Connect your project with the Hawke's Bay Schools Climate Change Challenge to join a bigger movement across the region.

You'll get access to support, resources, and the chance to share your mahi with other schools.

Projects might include:

- Waste audits
- Tree planting
- Energy-saving campaigns
- Community outreach

Identify School Priorities

Take a hīkoi around your kura. What do you see?

- Overflowing bins?
- Lights left on in empty rooms?
- Unused garden beds?
- Dirty stormwater drains?

Talk to students, teachers, and caretakers to learn what issues matter most. Focus on the things your group can realistically improve.



Assign Roles

Sharing roles helps your group stay organised and focused. Everyone has a part to play!

Here are some suggested roles:

Chairperson – Leads meetings and keeps things on track

Secretary – Takes notes and supports planning

Comms Lead – Shares your mahi through posters, updates, or social media

Project Leads – Take charge of specific projects (e.g. waste audit, tree planting)

Rotate roles throughout the year so everyone gets a turn and learns new skills.

Set a Vision and SMART Goals

Your vision is the big picture change you want to create.

Your SMART goals break that vision into clear, achievable steps.

Examples:

“Reduce playground rubbish by 50% in Term 2 with new signage and student-led education.”

“Plant 100 native trees by the end of the year with support from our council and community.”

Make sure your goals are:

- Specific
- Measurable
- Achievable
- Relevant
- Time-bound

**He rā whakahirahira kei mua i a koutou —
exciting days lie ahead.**

**You're ready to take action. Your first project
is just the beginning!**



5. Planning Your Projects

Once your enviro group is up and running, it's time to turn your ideas into action! This section will guide you through designing a meaningful, achievable project that makes a real difference in your school and community.

You'll learn how to:

- Brainstorm and prioritise what matters most
- Set a vision and SMART goals to guide your mahi
- Use the Project Planning Template to stay organised
- Find inspiration from other Hawke's Bay schools
- Integrate mātauranga Māori to deepen your connection with te taiao
- Reflect on how your values are woven through your project

Every strong project starts with a purpose and ends with impact. Let's get planning!



Brainstorm and Prioritise

Before you dive into action, take time as a group to explore what matters. A good brainstorm brings everyone's voice into the conversation and helps you focus your energy where it's needed most.

Step 1: Brainstorm Together

Use whiteboards, sticky notes, or shared docs to answer:

- What environmental issues do we see at school or in our community?
- What do we care deeply about?
- What would we love to change or improve?
- What's already working well?

Step 2: Group Common Themes

Sort your ideas into broad themes like:

 Waste |  Water |  Biodiversity |  Energy |  Kai |  Climate

Step 3: Choose 1–2 Focus Areas

Ask yourselves:

- What's most important or urgent?
- What's realistic with our time, people, and resources?
- What are we most excited about?
- What will make the biggest impact?

Step 4: Link to local or national programmes like the Climate Challenge

Does your focus align with the HB Schools Climate Change Challenge? If so, ka pai, your mahi becomes part of a bigger regional movement.

Keep your extra ideas! You can return to them later or pass them on to future groups.

Set a Vision and SMART Goals

Once you've chosen your kaupapa, it's time to dream big, and plan smart.

Your Vision = Your Why

Describe the positive change you want to create. Make it clear, inspiring, and visible.

Examples:

- "A zero-waste school."
- "A kura where students are proud kaitiaki."
- "A climate-conscious school taking action."

Your SMART Goals = Your How

Break your vision into clear steps. Make your goals:

Specific, Measurable, Achievable, Relevant, and Time-bound.

Example:

"We want to improve recycling."

"By the end of Term 2, we'll increase classroom recycling by 30% through education and weekly bin checks."

Tip: Involve everyone in creating your vision and goals, shared ownership builds stronger commitment.

Use the Planning Template

Now that you know where you're headed, use your Project Planning Template to work out the:

Who – roles and responsibilities

What – your project tasks

When – timelines and checkpoints

How – resources needed and ways to track progress

Having a clear plan keeps everyone on the same page and makes it easier to stay on track.

Be Inspired by Others

Need ideas or a boost of motivation? Take a look at project examples from other schools online www.enviroschools.org.nz

Whether it's creating a māra kai, launching a waste-free lunch campaign, or designing an energy audit, small actions can lead to big change.

You're not alone in this journey, schools across the country are taking action too.



Mātauranga Māori and Environmental Action

Caring for te taiao means more than just fixing problems, it's about strengthening our relationship with the world around us.

Mātauranga Māori offers wisdom, stories, and values that help guide our projects with purpose and respect. Integrating this knowledge adds depth, meaning, and connection to your mahi.

Why it Matters:

- Deepens your connection to place and people
- Brings cultural identity and values into your work
- Reflects local knowledge and supports tangata whenua leadership

Ways to Integrate Mātauranga Māori

Here are some meaningful ways to embed these values in your project:

- Use te reo Māori in your goals, posters, and group name
- Open and close meetings with a karakia
- Include whakataukī that reflect your Kaupapa
- Collaborate with local iwi, hapū, or Māori staff
- Choose native plants with cultural significance
- Learn local pūrākau and uphold tikanga

Example:

Instead of: "We're starting a school garden,"

Try: "We're creating a māra kai that nurtures hauora, whanaungatanga, and connection with whenua."

Reminder: Mātauranga Māori is not a checklist; it's a mindset and a relationship. Walk gently, learn with curiosity, and approach with respect.

Mātauranga Māori Project Reflection

As you plan and deliver your project, come back to these reflection questions to stay grounded in your values:

1. What does kaitiakitanga mean to us, and how will we show it?
2. Are there local stories, places, or values we can connect with?
3. How can we include te reo Māori in our communication?
4. Who can support us with mātauranga Māori?
5. What tikanga should we uphold in our mahi?

Planning is where your leadership really begins.

With clear goals, cultural connection, and teamwork, your ideas will grow into action that inspires change.



6. Running Your Group

Once your enviro group is up and running and your first project is underway, the real magic happens in how you work together. This section will help you keep your group organised, connected, and energised, so your mahi stays effective, inclusive, and fun.

You'll learn how to:

- Hold regular meetings to keep things on track
- Use agendas and take notes so nothing gets lost
- Share responsibilities to build leadership and balance the workload
- Communicate clearly and kindly between meetings
- Celebrate your wins and keep the vibe positive
- Run effective meetings that motivate and include everyone
- Plan across the school year using a term-by-term guide

Running a great group isn't about being perfect, it's about staying focused, being kind to each other, and creating a space where everyone feels they belong.



Hold Regular Meetings

Consistency is key! Set a regular meeting time that works for your group, weekly, fortnightly, or even just a quick catch-up during lunchtime.

Tips:

- Use a shared calendar or noticeboard so everyone knows when you're meeting
- Be flexible, if people have exams, sports, or whānau commitments, adjust when needed
- Keep it short and purposeful, even a 10-minute huddle can keep momentum going

Use Agendas and Take Notes

Having a plan for each meeting helps your group stay focused and productive.

Try this format:

- Begin with a karakia or icebreaker
- Recap what's been done
- Share updates from different project leads
- Decide on next steps, who's doing what?
- Record key notes and share them afterwards

Your Secretary or note-taker can help manage this (see Roles section for support).

Share Responsibilities

Great teams share the load. Make sure everyone has a chance to contribute, not just the same few people every time.

Ideas:

- Rotate roles so everyone gets to lead, speak, or plan
- Create sub-groups for specific tasks (e.g. communications, compost, or planting)
- Celebrate all contributions, big and small, they all matter

Keep Communication Clear and Friendly

How you talk to each other makes a big difference.

Suggestions:

- Use group chats, email threads, or shared docs to stay in touch
- Post reminders, updates, questions, and encouragement
- Keep the tone respectful and positive, your group culture matters

A group that communicates well stays strong.

Celebrate Your Wins

Taking time to recognise your mahi keeps morale high.

Ways to celebrate:

- Give shout-outs in meetings or notices
- Share your achievements at assemblies or in the school newsletter
- Take photos and send updates to the HBRC Education Team
- Plan a shared lunch, reward day, or outing after big milestones
- Celebrating keeps energy up and shows your school the impact you're making.

Keep the Vibe Positive

- Not everything will go to plan, and that's okay!
- Support each other when things don't go right
- Remind yourselves why you started
- Keep coming back to your shared purpose
- A well-run group is one where everyone feels heard, valued, and motivated to keep going.

Effective Meeting Tips

Good meetings don't have to be long or formal. They just need a purpose, a bit of structure, and a welcoming vibe.

1. Be Prepared

- Use a simple agenda (see template)
- Share updates or resources ahead of time
- Stick to a regular meeting schedule

2. Start and Finish on Time

Respect everyone's time. If you run out of time, carry it over to the next session.

3. Make Space for Everyone to Speak

Encourage quieter voices and use tools like going around the circle, pair-share, or a talking stick.

4. Keep It Focused (But Fun!)

Stay on topic but bring positive energy. Icebreakers or a laugh now and then help build connection.

5. Take Notes and Share Actions

Record key decisions and action points. Send a quick recap so everyone knows what's next.

6. End with Next Steps

Review who's doing what and when the next meeting is.

7. Celebrate the Wins

Always take a moment to thank, uplift, and acknowledge each other. Little wins lead to big change.

Remember: Meetings are about connection, collaboration, and shared purpose.

Term-by-Term Planning Guide

Planning across the school year helps your group stay focused, sustainable, and impactful. Use this as a flexible guide, adapt it to suit your kaupapa, group energy, and school calendar.

Term 1: Foundations & Vision

- Form or relaunch your enviro group
- Assign roles (Chair, Secretary, Comms Lead, Project Leads)
- Build group identity (name, logo, group guidelines)
- Identify your school's environmental priorities
- Choose your kaupapa (e.g. waste, water, biodiversity, kai, climate)
- Set a shared vision and SMART goals
- Start small – a clean-up, campaign, or audit
- Connect with HBRC and explore the Climate Change Challenge

Term 2: Action & Awareness

- Plan and begin your first major project
- Use your Project Planning Template to stay on track
- Run regular meetings and track progress
- Share updates through posters, notices, or school assemblies
- Promote staff and student involvement
- Integrate mātauranga Māori into your mahi
- Begin collecting photos, data, and reflections for reporting

Term 3: Growth & Collaboration

- Continue or launch your second project
- Reach out to local partners (e.g. iwi, council, community groups)
- Invite a guest speaker or run a school-wide event
- Review what's working and what could improve
- Share your progress with other schools and your community
- Reflect on how your group is functioning as a team

Term 3/4: Reflection & Celebration

- Wrap up projects and measure impact (e.g. waste saved, trees planted)
- Share your mahi at assemblies or in the media
- Celebrate with a group lunch, showcase, or trip
- Reflect on lessons learned
- Recruit and prepare next year's team for handover

Tip: Use a whiteboard, shared calendar, or planning app to stay organised.

Each term is a chance to grow your impact and your leadership.

Start where you are, use what you have, and do what you can, your mahi matters.



7. Communicating and Promoting Your Mahi

Your enviro group's mahi deserves to be seen, celebrated, and supported. Sharing your progress helps raise awareness, spark action, and show your kura and hapori the power of student leadership.

In this section, you'll learn how to:

- Build strong relationships with school leadership
- Share your mahi in school and online
- Write stories for newsletters and local media
- Create a legacy for future student leaders

When you amplify your voice and celebrate your wins, you inspire others and help embed environmental leadership into your school's culture.



Communicating with School Leadership

A strong relationship with your principal, deans, and staff leaders can boost your impact and open new doors for your projects.

Why it matters:

- Leadership can approve projects, funding, or event time
- They can help share your mahi across school channels
- Their support gives your group more visibility and momentum
- It shows that you're organised, committed, and serious about your Kaupapa.

Before you reach out:

- Be clear about what you're asking for (e.g. a space, funding, speaking time at assembly)
- Know your kaupapa and the outcome you want to achieve
- Keep your message polite, confident, and to the point
- Prepare a short summary to explain your plan

Example message:

Kia ora [Principal / Dean / Staff Name],

We're part of the student enviro group at [School Name]. Our kaupapa this term is [e.g. reducing waste], and we've created a SMART goal to [briefly describe goal].

We'd love to meet with you to share our plan and ask for your support with [e.g. speaking at assembly, applying for funding, booking a space].

Thanks so much for supporting student leadership and environmental action.

Ngā mihi nui,

[Your Name]

[Enviro Group Name]

Communication Tips:

- Be polite and professional, always include a greeting and closing
- Keep it short and clear, school leaders are busy
- Bring a visual or handout to explain your project
- Invite them to attend events or celebrations
- Follow up with updates and thank-yous

Remember: You're not "just students", you're leading real change.

Promoting Your Mahi in School and Online

Promotion isn't about showing off, it's about connecting, storytelling, and leading by example. Sharing your mahi helps grow support and inspire action.

At School

Make your mahi visible and engaging for your whole kura.

Ideas:

- Design posters and put them around school
- Speak at assemblies or visit classrooms
- Set up a noticeboard or display with photos and info
- Run events, competitions, or themed mufti days
- Share a "Green Tip of the Week" in daily notices
- Ask for space in the school pānui

Tip: Use simple language, strong visuals, and call people to action.

Online

Use digital platforms to share with whānau, local groups, and other schools.

Ideas:

- Post photos, reels, or updates on your school's Facebook or Instagram
- Ask a teacher to post on your behalf if you don't have access
- Submit stories to the HBRC Education Team or youth-focused newsletters
- Share video updates or behind-the-scenes content
- Always get permission before sharing photos of others

What to share:

- Your kaupapa and why it matters
- What your group is doing and how others can help
- Progress and impact updates
- Fun moments, challenges, and wins
- Invitations to events
- Reflections and student voice

Example caption:

"Our enviro group has just launched a waste-free lunch challenge to reduce plastic at school! We're aiming to cut lunchbox rubbish by 50% this term. Let's go, team! #StudentLed #WasteFreeWednesday #Kaitiakitanga"

Sharing your mahi helps others see the difference you're making and reminds them that small actions lead to big change.

Submitting Stories to Newsletters or Local Media

Writing about your mahi helps spread the word beyond your school and gives your group a voice in the wider community.

What to include:

- What your group did, a short description of the event or project
- Why it matters, what issue are you tackling, and why?
- Who was involved, give credit to students, staff, and supporters
- What impact it had, include results or reflections
- Photos, with permission, a good image tells your story quickly

Example structure:

“Last Friday, our school’s Enviro Group worked with local volunteers to plant 150 native trees behind the sports field. The project is part of our efforts to support biodiversity and birdlife. We’re proud to help restore this space and are planning more planting in Term 3.”

Where to share:

- Your school’s newsletter or website
- School social media (with staff help)
- Local media like Hawke’s Bay Today
- Council or HBRC youth/environment pages
- Community and youth-focused newsletters

You don’t need to be a journalist, just speak from the heart and let your mahi shine.

Keeping Momentum: Legacy Planning for the Next Year

A truly powerful enviro group doesn't just make an impact, it keeps the kaupapa going for future students.

Legacy planning helps pass on the tools, knowledge, and values that make your group strong.

Why it matters:

- Helps new members step up with confidence
- Keeps projects and progress going
- Builds a lasting culture of student-led action
- Shows leadership that your mahi is sustainable

What to hand over:

- A summary of your kaupapa and key achievements
- Contact details for helpful teachers, mentors, or partners
- A calendar of key environmental and school dates
- Useful templates, notes, or planning tools
- A short welcome letter or video message from your group

Tip: Store everything in a shared folder (Google Drive, USB, or binder), and make sure the next team knows where to find it.

“He toi whakairo, he mana tangata.”

Where there is artistic excellence, there is human dignity.

Your mahi makes a mark.

Your work this year has made a real difference. With a bit of planning, it can keep growing long after you've moved on and inspire the next generation of kaitiaki.

8. Working with Others: Building Connections for Impact

You don't have to do this alone, and you're not meant to!

Some of the most powerful enviro projects happen when students connect with others in their community. Working with local experts, organisations, and mana whenua helps you deepen your understanding, strengthen your kaupapa, and grow your impact far beyond the school gates.

In this section, you'll learn how to:

- Partner with HBRC's Environmental Education Team
- Build relationships with local iwi, hapū, and marae
- Collaborate with national organisations like Department of Conservation (DOC) and Forest & Bird
- Connect with your local council
- Work with local community groups, nurseries, and mentors

Together, we can achieve more than we ever could alone.



HBRC Environmental Education Team

We're here to walk alongside you!

The Hawke's Bay Regional Council (HBRC) Environmental Education Team supports kura and rangatahi across the region to grow environmental knowledge, leadership, and action.

Our kaupapa is to empower young people like you to become confident kaitiaki of te taiao through hands-on learning, connection to place, and student-led projects.

What we can support with:

- Project planning tools, templates, and guidance
- Advice on goal setting and measuring impact
- EOTC (Education Outside the Classroom) opportunities
- Youth Environment Ambassador Programme
- Ongoing support for youth environmental leadership
- Connections with local nurseries, hapū, councils, environmental organisations, and other schools
- Help with identifying and applying for funding opportunities
- Guidance on integrating mātauranga Māori into your mahi
- Opportunities to be involved in regional events such as the Climate Change Challenge

How to connect:

Email: enviro@hbrc.govt.nz

Website: www.hbrc.govt.nz/education

We're available across Hawke's Bay, from Wairoa to CHB.

You've got the passion and ideas, we're here to help make them real.

Local Iwi, Hapū, and Marae

Honouring te taiao means honouring the people of the land.

Mana whenua, local iwi and hapū, are the original kaitiaki. Their deep relationship with the whenua, awa, and moana is grounded in generations of knowledge, tikanga, and connection.

Working with local marae or iwi is more than partnership, it's about building a relationship rooted in respect, reciprocity, and shared purpose.

Why connect with mana whenua?

- Learn the whakapapa of your local environment
- Integrate tikanga and values into your mahi
- Include te reo Māori and pūrākau in your project
- Strengthen place-based identity and belonging
- Co-design shared initiatives like planting or restoration

How to begin:

- Find out which iwi or hapū are connected to your school's rohe
- Ask Māori staff or whānau liaisons for introductions
- Reach out with humility and clarity about your Kaupapa
- Offer to listen and build the relationship slowly
- Ask how you can support their existing goals too

Example ways to collaborate:

- Invite a kaumātua to open or bless your project
- Plant native species of significance to hapū
- Share whakataukī and pūrākau in group meetings
- Use te reo Māori in signage and communication

These relationships are taonga. Nurture them with integrity and aroha.

DOC, Forest & Bird, and Predator Free NZ

Aotearoa is home to incredible biodiversity, and national groups are working hard to protect it. These organisations are always keen to collaborate with young people.

Department of Conservation (DOC)

- Invite a ranger to your school
- Visit a conservation site
- Use DOC's education resources and online tools
- Take part in local planting or species protection projects

www.doc.govt.nz

Forest & Bird Youth

- Join or start a Youth Hub
- Get involved in national campaigns (e.g. Bird of the Year)
- Receive mentoring or join nature restoration events

www.forestandbird.org.nz

Predator Free NZ

- Learn to trap pests safely at school
- Monitor native species or predator activity
- Build safe corridors for birds and insects

www.predatorfreenz.org



Why these partnerships matter:

- Get real-world skills from conservation pros
- Access gear, expertise, and campaign tools
- Be part of nationwide action
- Show how students can drive environmental change

You bring energy and ideas. They bring experience and tools. Together, you make a powerful team.

Local Councils (Napier, Hastings, CHB, Wairoa)

Your local council can be a key ally in making your school and community more sustainable.

Councils across Hawke's Bay support youth environmental leadership through:

- Waste and recycling education
- School planting and climate initiatives
- Youth engagement opportunities
- Funding or promotional support

What councils can help with:

- Providing gear and support for clean-up days
- Funding applications and project advice
- Promotion through council platforms
- Access to local data, plans, and events

Ways to connect:

- Invite a staff member to speak or join your event
- Attend a council meeting or submit feedback
- Apply to youth advisory groups or panels
- Share updates with the council communications team

Council Websites:

- Napier City Council: napier.govt.nz
- Hastings District Council: hastingsdc.govt.nz
- CHB District Council: chbdc.govt.nz
- Wairoa District Council: wairoadc.govt.nz

Local government wants to hear youth voices, don't be afraid to speak up!

Community Groups, Nurseries, and Local Mentors

Sometimes, the greatest support is just around the corner.

Your local area is full of skilled, passionate people, and many of them are excited to help rangatahi take the lead on environmental action.

Who might you connect with?

Native plant nurseries:

- Offer guidance on species selection
- May donate or discount plants
- Share mātauranga about plant whakapapa and rongoā

Local mentors or volunteers:

- Composters, gardeners, builders, creatives, and scientists
- Can lend tools, advice, or run a workshop
- Help with hands-on learning and project delivery

Community groups:

- Landcare, catchment groups, scouts, Rotary, etc.
- Partner on clean-ups, events, or planting
- Provide recognition and long-term support

How to reach out:

- Ask your teacher or HBRC for intros
- Go to community events and make connections
- Write a short letter or email explaining your Kaupapa
- Be open and willing to learn

Why it matters:

- Deepens connection to place and people
- Bridges generations of knowledge
- Builds support networks for future student leaders
- Makes your mahi more sustainable, visible, and powerful

Environmental action thrives in community. You don't need to do it all, just start the kōrero

9. Funding & Resources

“He waka eke noa – We’re all in this together.”

You don’t need a big budget to make a big difference, but having the right resources can help turn your ideas into real action.

Whether you’re building a māra kai, reducing school waste, or restoring your local awa, every project needs some form of support, money, materials, or people power.

This section will guide you through:

Where to Find Funding – Local grants from HBRC, councils, and community groups

Budgeting Basics – Simple steps to plan and track spending

Requesting Donations & In-Kind Support – How to ask for help

Sourcing Sustainable Materials Locally – Smart and eco-friendly solutions

With a bit of planning and teamwork, you can gather what you need, and model sustainable, community-minded leadership along the way.



Where to Find Funding

There are many organisations in Hawke's Bay that want to support youth-led environmental action.

Start with:

HBRC Environmental Education Team – May offer project support or connect you with grants.

Your Local Council – (Napier, Hastings, CHB, Wairoa) – Offers sustainability, waste, and youth funding.

Community Funding Bodies – Such as the Eastern & Central Community Trust, Lions Clubs, Rotary, or Hawke's Bay Foundation.

Specialist Funds – Predator Free NZ, Trees That Count, and others may offer materials or microgrants for biodiversity projects.



HBRC (Hawke's Bay Regional Council)

HBRC can help fund or resource environmental projects that align with regional goals.

They may provide:

- Starter funding for your project
- Materials for monitoring, planting, or restoration
- Links to nurseries, mentors, or other schools

Contact: www.hbrc.govt.nz

Local Council Grants

Each council offers different options, **explore:**

Waste Minimisation Grants – For reducing school rubbish

Youth-Led Initiatives – For student-driven projects

Community Funds – For projects with wider impact

Tip: Visit your council's website or contact their sustainability or community team.

Community Supporters

Eastern & Central Community Trust – Youth/environment projects

Hawke's Bay Foundation – Long-term impact grants

Rotary/Lions Clubs – Sponsorship for school or youth events

Local Businesses – Ask for donated goods or services

Pro Tip: A clear, student-written application shows initiative and purpose, and funders love that.

Budgeting Basics

A simple budget keeps your project realistic, organised, and achievable.

Ask:

- What do we need to buy, borrow, or reuse?
- What does each item cost?
- Who will manage the money or track spending?

Include:

Materials – Plants, tools, signs, compost

Promotion – Posters, flyers, printing

Event Costs – Prizes, food, gear

Transport – Buses, petrol, waste disposal

Contingency – Extra funds for surprises

Budgeting in 5 Easy Steps

1. List what you need – Walk through your plan and list all items.
2. Get prices – Online or by asking shops.
3. Add it up – Tally the total.
4. Check funding – Adjust if needed.
5. Track your spend – Record what you use and keep receipts.

Use a spreadsheet, budget template, or whiteboard to keep it simple and visible.

Requesting Donations & In-Kind Support

Not all support comes in the form of cash!

Many people are happy to support student-led mahi through in-kind support, donations of goods, services, time, or advice.

What is In-Kind Support?

Examples:

- Donated plants or compost
- Free printing or signage
- Use of a trailer or tools
- Volunteer help on planting day
- Leftover timber, buckets, or materials

How to Ask

Explain your kaupapa – What are you doing and why?

Be specific – e.g., “We need 10 native plants for a school garden.”

Be polite – A short letter, email, or in-person visit works best.

Offer something back – A thank-you in your newsletter or signage at your event.

Follow up – Always thank your supporters and share your progress.

Sample Message

Subject: Support for Our School Enviro Project

Kia ora [Business Name],

We are a student-led enviro group at [School Name], working on a project to [briefly describe your kaupapa].

We are reaching out to ask if you'd be willing to support us with [specific item or service].

We would be proud to acknowledge your contribution in our school newsletter and project display.

Ngā mihi nui,

[Your Name]

[Enviro Group Name]

Sourcing Sustainable Materials Locally

Make eco-friendly choices from the start, it's part of walking the talk as kaitiaki.

Ask:

- Can we reuse materials from school or home?
- Can we borrow what we need?
- Can we upcycle or decorate second-hand items?
- Will this material last or end up in landfill quickly?
- Is there a natural alternative?

Where to Look:

Op Shops – Tools, jars, containers, signs

Tradies & Builders – Offcuts, pallets, timber

Nurseries – Plants, compost, mulch (ask for school rates!)

Community Recycling Centres – Bins, buckets, crates

School Grounds or Caretaker Sheds – Check what's already available

Example:

Instead of buying new plastic pots, ask whānau for old ones, or reuse tins decorated by students.

Small changes = big impact. Choosing local, second-hand, or low-waste materials reduces emissions, landfill, and cost, and shows others what sustainability looks like in action.

10. Monitoring & Reflection

“Ko te pae tawhiti, whāia kia tata, ko te pae tata, whakamaua kia tina.”

Pursue the distant horizon and hold fast to the progress you’ve made.

Taking action is a huge achievement, but it’s only half the journey.

To grow as kaitiaki, your group also needs time to monitor, reflect, and celebrate your mahi.

Monitoring helps you track what’s changing.

Reflection helps you understand why it matters, and where to go next.

This section will help you:

- Track your progress using simple tools
- Reflect as a team and deepen your learning
- Share your impact with your kura and community



Monitoring Your Impact

Monitoring doesn't need to be complicated. Use easy tools that fit your kaupapa and project goals. Aim to collect before-and-after data or check in at regular points.

Examples of Monitoring Tools:

- Waste Audits
- Understand what's being thrown away and where improvements are needed.
- Sort and measure rubbish, recycling, compost, and soft plastics by category.

Biodiversity Counts

Track life around you! Pick a spot at school, observe for 15–30 minutes, and record birds, bugs, plants, or fungi. Repeat each term to see changes.

SHMAK Stream Testing

Monitor water quality in a local stream with HBRC's SHMAK kit.

Measure:

- Water clarity
- Flow speed
- Aquatic bugs (macroinvertebrates)
- Temperature and pH

Photo Journals or Videos

Capture your mahi over time with photos and short clips. Great for visual stories and school displays!

Use the Monitoring Template (found at the end of this handbook)

Record your data and observations clearly, it helps tell your story, shows impact, and supports future funding or support requests.

Reflecting as a Group

Reflection helps your team learn, grow, and feel proud. It doesn't need to be formal, just honest, open, and inclusive.

Why Reflection Matters:

- Celebrates achievements
- Highlights what worked well
- Surfaces learnings and challenges
- Strengthens team connection
- Guides future projects



Creative Reflection Activities

Project Circle

Each person shares:

- One thing I learned
- One thing I enjoyed
- One challenge I faced
- One idea for next time

Start – Stop – Continue

As a group, discuss:

- What should we start doing next time?
- What should we stop doing?
- What should we continue doing?

Photo Reflection

Choose a project photo and ask:

- Why did you choose this one?
- What does it represent?
- How did it make you feel?

Postcards to Our Future Selves

Write a note to next year's enviro group or your future self.

Include advice, reflections, or hopes for the project's next steps.

SMART Goal Check-In

- Did we meet our goal?
- What helped or blocked progress?
- What's our next SMART goal?

Prompt Questions for Deeper Reflection

Use these in a group kōrero, journaling session, or creative workshop:

- What difference have we made to our school or community?
- How did we show kaitiakitanga in our actions?
- How has this project changed how we think or feel?
- What would we do differently next time?
- Who else should be involved next time?

Create Safe Space for Sharing

Reflection works best when everyone feels heard and respected.

Set up a relaxed vibe: sit in a circle, go outside, or use talking objects.

Make it clear: all voices matter, and feedback is a gift.

You might want to start with a karakia or whakataukī to ground the moment, such as:

“Nā tō rourou, nā taku rourou ka ora ai te iwi.”

With your food basket and mine, the people will thrive.



Sharing Your Progress

Let others know what you've achieved, it helps embed environmental leadership in your school culture and motivates others to join.

Ways to share:

- Present your impact at assembly
- Create a hallway display with photos and data
- Submit a story to the school newsletter or HBRC
- Create a short video of your journey
- Host a "project wrap-up" event or celebration

Tip: Make it visual and people focused. Highlight quotes, student voices, and moments of joy.



Turning Reflection into Future Action

What comes next?

Use your reflections to refine your mahi, write a new proposal, or mentor a younger group. Good monitoring and reflection build momentum for:

- Your next project
- Long-term impact tracking
- Applying for funding
- Inspiring future kaitiaki

Final Thought

Monitoring and reflection aren't just about ticking boxes, they're how we deepen our relationship with te taiao, celebrate our journey, and grow stronger as leaders.

Take time to pause, look back, and look forward.

Your voices matter. Your mahi matters.

And your reflection helps shape the future.



11. Sharing & Celebrating Your Mahi

“Kaua e huna tō māramatanga — share your light.”

Let your mahi be seen, felt, and remembered.

What this section covers:

After months of hard work – planning, planting, testing, reducing, restoring, it’s time to celebrate and share your impact. This section will help your enviro group capture your journey, raise awareness, and inspire others by making your kaupapa visible.

You’ll learn how to:

- Celebrate your wins through assemblies, newsletters, events, or social media
- Tell your story in a way that connects with your community
- Document your mahi for future student leaders
- Reflect on your journey and share your learnings
- Leave a legacy for the next generation of kaitiaki

Telling your story isn’t about showing off. It’s about honouring the journey, strengthening the movement, and making your impact last.



Why Share Your Progress?

When you share your mahi:

- You celebrate the time, effort, and creativity your group has invested
- You help others understand why your kaupapa matters
- You encourage more students, whānau, and staff to get involved
- You strengthen your group's purpose and visibility across the kura
- You inspire ripple effects — small actions that grow across the rohe

Think of it as planting seeds: each story you share can spark new ideas, allies, or action. The more we talk about positive change, the more it spreads.

Speaking at Assembly or School Events

Use school-wide moments to celebrate your achievements and bring others along for the ride.

What to Include:

- **Who you are:** Name your group and introduce your members
- **What you've done:** Share highlights, stats, or funny moments
- **Why it matters:** Link back to your kaupapa and vision
- **What's next:** Let others know how they can join or support you

Speaking Tips:

- Keep it short — 2–3 minutes is perfect
- Use visuals like a slideshow, poster, or short video
- Speak clearly and with passion, your voice carries mana
- Practice together so everyone is confident
- Take photos or record the kōrero to share later

Example: “Our group ran a native tree planting project with help from HBRC. We planted 230 trees to restore bird habitats. Next term, we're learning about water testing, and we'd love more students to join!”

Writing for Newsletters or Local Media

A great write-up can amplify your mahi across the community – from school pānui to regional papers.

Structure:

1. Intro – Who you are and what your group stands for
2. Body – What your project involved and why it was meaningful
3. Results – Include stats, reflections, and what's next
4. Thanks – Acknowledge supporters and contributors

What to Include:

- A strong photo with permission and caption
- A quote from a student or teacher
- Impact stats or visuals, numbers help tell the story

Example:

“This term, our enviro group launched a Waste-Free Wednesday challenge. Each week, students brought litter-free lunches, and we saw a 40% drop in playground rubbish. We're proud of what we've achieved, and we're now building compost bins for tech block scraps!”

Where to Send It:

- School newsletters
- Local newspapers (e.g. Hawke's Bay Today)
- HBRC's Environmental Education Team

Tip: Ask if you can create a regular “Enviro Column” in your school newsletter!

Sharing Online (With Permission)

Social media and school websites help spread your story far and wide, especially for whānau and community partners.

What to Share:

- Project photos and before/after shots
- Quotes or reflections from ākonga
- Milestones: “100kg of compost created!” or “Native birds spotted on Day 5!”
- Invitations to join or contribute
- Acknowledgements for your supporters

Where to Post:

- School or class Facebook, Instagram, or website
- HBRC Environmental Education or partner org pages
- Student-led platforms or blogs

Sample Caption:

“Ngā mihi to our amazing enviro group who cleared 6 bags of rubbish from the awa behind our kura today! 🌊 🧤 #Kaitiakitanga #HBYouth4Climate #WasteFreeWednesday”

Always follow your school’s guidelines on student images and social media.



Hosting a Showcase Event

A showcase brings your whole kura and community together to celebrate the journey and the kaupapa.

What to Include:

- Poster displays or photo boards
- Student presentations, music, or kapa haka
- Hands-on demos: water testing, composting, native planting
- A reflection board or pledge wall
- Kai, spot prizes, and certificates
- Guest speakers from HBRC, council, or mana whenua

Invite:

- Principal and teachers
- Whānau and community supporters
- Mentors, partners, and other enviro groups
- Potential future enviro leaders!

Don't forget to take lots of photos for your legacy file or next year's recruitment!



Passing the Torch: Legacy Planning

Your mahi this year is just one part of a bigger journey. As your group wraps up the year, take time to reflect and prepare for the next generation of kaitiaki. A strong handover ensures that your work continues and evolves.

Why Legacy Planning Matters:

- Protects your hard work
- Makes it easier for new leaders to step up
- Keeps relationships, contacts, and tools in use
- Strengthens the sustainability of your Kaupapa
- Grows a movement, not just a moment

What to Include in a Legacy Pack:

Project Summary – What you did, why it mattered, what could be improved

1. Group Roles – Who did what, what helped, and advice for new leaders.
2. Contacts – Teachers, HBRC, nurseries, council contacts, mentors
3. Resources – Posters, Google Drive, planting gear, checklists
4. Reflections – Learnings and honest insights
5. Ideas for Next Year – Unfinished goals, new dreams, or events to repeat

Tips for a Great Handover:

- Create a printed or digital “Welcome Pack”
- Host a farewell and welcome lunch together
- Present your highlights at assembly
- Record a video message for next year’s rōpū
- Nominate tuakana (older students) to guide incoming ākongA

Final Thought

“Nāku te rourou, nāu te rourou, ka ora ai te iwi.”

With your basket and mine, the people will thrive.

Your journey as an enviro group isn't just about what you achieved – it's also about how you inspired others. By telling your story and passing on your tools, you ensure that the kaupapa continues to grow.

Your light doesn't fade when shared – it multiplies.



12. Māori Environmental Values

Te taiao, te tangata, te hononga – the environment, the people, the connection.

What this section covers:

In this section, we explore how Māori values can guide your enviro group's mahi and help you lead with purpose, respect, and connection. Rooted in te ao māori, these values offer deep insight into how we relate to nature, each other, and our place in the world.

Using these values can help you:

- Build stronger group culture
- Deepen your connection to place
- Reflect more meaningfully on your kaupapa (purpose)
- Strengthen relationships with mana whenua and the wider community

Lead environmental action in a way that honours both people and the planet

Whether your group is new or well-established, these values can guide your decisions, inspire your actions, and anchor your journey in something deeper.



Key Māori Values in Environmental Leadership

Kaitiakitanga – Guardianship and Protection

Kaitiakitanga is about caring for te taiao as a taonga that we are responsible for. It's not just about protecting nature – it's about standing in relationship with it.

As kaitiaki, your group has a role to:

- Look after your local environment with care and respect
- Understand the mauri of the places you work in
- Make decisions with future generations in mind

Ask: How are we upholding our role as kaitiaki in our school and community?

Manaakitanga – Care, Kindness, and Respect

Manaakitanga is about looking after people and places with generosity and aroha. It shows up in how you treat your team, your school, and the environment.

Your group can show manaakitanga by:

- Creating an inclusive and supportive team environment
- Welcoming new members and acknowledging everyone's contribution
- Treating nature not as a resource, but as a relative

Ask: How are we caring for each other and the natural world in our mahi?

Whakapapa – Interconnectedness and Genealogy

Whakapapa connects all things – people, land, water, and sky. Every place and species has a story, and we are part of it.

Recognising whakapapa in your work means:

- Learning the history of the land your school sits on
- Understanding how ecosystems and people are linked
- Noticing the cause and effect of your actions on the wider environment

Ask: What is the whakapapa of this place? How do our actions fit into the bigger picture?

Rangatiratanga – Leadership and Self-Determination

Rangatiratanga is about leading with integrity, courage, and vision. It also means enabling others to lead and valuing shared voice and responsibility.

Your group can practise rangatiratanga by:

- Giving everyone a chance to lead or contribute
- Making group decisions together
- Standing strong in your kaupapa, even when it's challenging

Ask: Are we creating space for everyone to lead? Are we upholding our values as we lead?



Using Whakataukī – Māori Proverbs to Guide Your Journey

Whakataukī are traditional Māori sayings that offer wisdom, perspective, and reflection. They can be used to:

- Open or close meetings
- Reflect during projects or decision-making
- Anchor your presentations or communications
- Strengthen your group's identity and purpose

Here are some powerful examples:

- **“Ko au te taiao, ko te taiao ko au.”**

I am the environment, and the environment is me.

Use this to remind your group of the deep connection between people and nature.

- **“Toitū te whenua, whatungarongaro te tangata.”**

The land remains while people come and go.

Use this to reflect on your legacy and the importance of protecting te whenua (the land).

- **“Ehara taku toa i te toa takitahi, engari he toa takitini.”**

My strength is not mine alone, but that of many.

A great whakataukī for teamwork and celebrating shared success.

- **“He mahi kai te taonga.”**

Work brings its own reward.

Use this to acknowledge the effort your group puts in and the value of the mahi itself.

Tip: Choose a whakataukī that reflects your group's kaupapa or values and use it as a theme for the term or project.

Honouring the Whenua – Connecting with Place

Every school stands on land with mana, history, and meaning. Learning about your rohe (region) and building relationships with mana whenua (the local people of the land) helps deepen your environmental mahi.

How to honour the whenua:

- Learn the traditional names of your local rivers, mountains, or valleys
- Use local names and te reo Māori in your signage or presentations
- Partner with local marae, hapū, or kaumātua to learn stories and customs
- Care for your surroundings with intention – pick up rubbish, respect natural spaces, grow native plants
- Understand what made this place special long before your project began

Ask: What can we learn from this land, and how can we care for it in return?

Reflection Prompts for Your Group

Use these questions to reflect on how Māori values are showing up in your mahi:

- **Kaitiakitanga:** How are we acting as guardians of te taiao?
- **Manaakitanga:** Are we being respectful, welcoming, and kind in our group?
- **Whakapapa:** What is the story of this place and how do we fit into it?
- **Rangatiratanga:** How are we leading with integrity and supporting each other to lead?
- **Whakataukī:** What whakataukī speaks to our group's journey right now?
- **Whenua:** What have we learned from the land we're working with?

Bringing It All Together

Let Māori values shape your group's actions and identity. These values are not just concepts, they are living principles that guide how we treat the earth, each other, and ourselves.

They help your group:

- Lead with heart and integrity
- Make decisions that honour the past, present, and future
- Build deep, respectful relationships with people and place
- Strengthen your impact as kaitiaki

“He taonga te taiao – the environment is a treasure.”

Let your mahi reflect that every step of the way.

13. Guided Nature Connection Activity

He taonga te taiao – the environment is a treasure.

Take a moment to pause, breathe, and connect.

This activity is a chance for you and your group to slow down, tune in to the rhythms of nature, and reflect on your role as kaitiaki. Use it in your school grounds, a nearby park, or during any time in the natural world.

You don't need anything fancy, just time, attention, and an open mind.

1. Set the Scene

Find a quiet outdoor spot where you can sit or stand peacefully.

Close your eyes. Breathe deeply. Let the noise of the day settle. Spend 5 minutes in stillness. Allow the whenua to speak.

2. Use Your Senses

Gently bring your awareness to the present. Ask yourself:

What can I see? _____

What can I hear? _____

What can I smell? _____

What can I feel (with touch)? _____

What can I sense (emotionally)? _____

3. Deepening the Connection

Take a closer look at your surroundings and reflect:

- What do I notice that I hadn't seen before?
- How does this place make me feel?
- What signs of life are around me — birds, bugs, plants, fungi?
- Can I see any signs of human presence — rubbish, tracks, or restoration?

4. Reflection Prompts

Jot down your thoughts or share them in a group kōrero:

- What is one thing in this space that I feel connected to? Why?
- What would it look like to care for this place as a kaitiaki?
- If this place could speak, what might it say to me?

5. Creative Expression (Optional)

Capture the moment in a creative way.

Sketch something that caught your eye – something beautiful, surprising, or significant.

Write a haiku, poem, or whakataukī inspired by the space and your experience:

You might like to share these back at school or add them to your enviro group display.



14. Conclusion: Your Journey as Kaitiaki Begins Here

By forming an enviro group and stepping into this kaupapa, you've already shown the courage to lead, learn, and care.

This handbook has given you tools – but your real strength comes from the values you carry, the relationships you build, and the energy you bring to protecting te taiao.

Whether you're restoring native ecosystems, leading waste-free events, monitoring waterways, or inspiring your peers – you are already making a difference.

You don't need to have all the answers.

You just need to stay curious, keep learning, and lead with heart.

Every action matters.

Every student voice adds strength.

Every bit of progress helps create the future we all hope for.

Kia kaha, kia māia, kia manawanui

**Be strong, be brave, be steadfast in
your mahi for Papatūānuku.**

Papatūānuku needs young leaders

like you.

And your legacy as kaitiaki has already
begun to take root.



Student Enviro Committee Member – Role Purpose and Expectations

Purpose of the Role

To support environmental activities and initiatives in the school, help organise and take part in projects and contribute to creating a more sustainable school community.

What You'll Do

Be Involved

- Attend Enviro Committee meetings to share ideas and stay updated.
- Take part in environmental projects like planting days, waste reduction campaigns, and school clean-ups.
- Help maintain school gardens, compost areas, and recycling systems.

Support Events & Activities

- Assist with setting up and running events such as Earth Day, Conservation Week, or local clean-ups.
- Help promote environmental initiatives through posters, notices, or word of mouth.

Encourage Others

- Be a positive example by making sustainable choices at school.
- Encourage friends and classmates to get involved in environmental projects.

What's Expected of You

- **Commitment:** Attend meetings and participate in activities when you can.
- **Reliability:** Do your part in group projects and tasks.
- **Teamwork:** Work well with others and support the group's efforts.
- **Enthusiasm:** Bring a positive attitude and willingness to help.

What You'll Gain

- Opportunities to contribute to real environmental improvements in your school.
- Experience in teamwork, problem-solving, and event support.
- The satisfaction of knowing you've helped create a more sustainable school.

Student Enviro Prefect – Leadership Role Purpose and Expectations

Purpose of the Role

To lead and inspire sustainability initiatives across the school, represent the student voice on environmental matters, and encourage others to take action for a healthier, more sustainable future.

What You'll Do

Lead & Represent

- Act as a leader for environmental and sustainability projects within the school.
- Represent the student body on environmental issues to school leadership and community partners.
- Chair or co-chair the school Enviro Group/Committee.

Take Action

- Organise and lead projects such as waste reduction campaigns, biodiversity initiatives, and climate action events.
- Coordinate school participation in key environmental events like Earth Day, Conservation Week, or local clean-ups.
- Help maintain and promote school environmental spaces (gardens, compost systems, native plantings).

Raise Awareness & Inspire Others

- Share updates and promote environmental initiatives at assemblies, through newsletters, and on social media.
- Encourage other students to get involved and support their participation.
- Act as a visible role model for sustainable behaviour across the school.

Work as Part of a Team

- Collaborate with teachers, other prefects, and the Lead Enviro Teacher.
- Build connections with local organisations and community groups to strengthen environmental efforts.

What's Expected of You

- **Commitment:** Attend Enviro Group meetings regularly and be active in projects throughout the year.
- **Reliability:** Follow through on tasks and responsibilities.
- **Initiative:** Bring ideas, solutions, and enthusiasm to the role.
- **Leadership:** Set an example for peers and encourage positive change.

What You'll Gain

- Leadership, public speaking, and project management experience.
- Opportunities to make real, visible change in your school and community.
- Skills and achievements that strengthen your CV, references, and applications for future opportunities.
- The chance to leave a lasting legacy of sustainability at your school.

Lead Enviro Teacher – Role Purpose and Expectations

Purpose of the Role

To support the school's environmental initiatives by coordinating activities, guiding students and staff, and helping the school become more sustainable.

What You'll Do

Coordinate & Support

- Organise and oversee environmental activities and projects within the school.
- Support the Enviro Committee and Enviro Prefects in their roles.
- Work with school leadership to include sustainability in school planning and policies.
- Teach & Promote Sustainability
- Integrate environmental topics into classroom teaching where possible.
- Provide opportunities for students to learn through practical, hands-on environmental projects
- Share information about the school's environmental initiatives with students, staff, and the wider community.

Connect with the Community

- Build and maintain links with local organisations, council, and community groups to support environmental projects.
- Encourage whānau involvement in school sustainability initiatives.

What's Expected of You

- **Commitment:** Be an active driver of sustainability in the school.
- **Organisation:** Help plan and manage projects throughout the year.
- **Collaboration:** Work with students, staff, and community partners.
- **Encouragement:** Inspire and support others to take part in environmental action.

What You'll Gain

- Opportunities to help create meaningful environmental change in your school.
- Stronger connections with students, colleagues, and community partners.
- Skills in project coordination, communication, and education for sustainability.

Enviro Group Project Planning Template

1. Our Vision

What's the big picture change we want to see?

2. Project Title & SMART Goal

Project Name: _____

SMART Goal: (Specific, Measurable, Achievable, Relevant, Time-bound)

3. Steps & Timeline

What are the key actions and when will they happen?

Step 1: _____ Due by: _____

Step 2: _____ Due by: _____

Step 3: _____ Due by: _____

Step 4: _____ Due by: _____

4. Roles & Responsibilities

Who is doing what in the group?

5. Materials & Resources Needed

What do we need to complete our project?

6. Support & Partnerships

Who can support us? (e.g. staff, HBRC, community groups, local businesses)

7. How We'll Measure Success

How will we know if our project worked?

Your vision is the seed — your goals and teamwork are what help it grow



School Environment Observation Sheet

Observation Area:

Where are you observing? (e.g., school field, garden, stream, bush area)

1. What Do You Notice?

I noticed...

This makes me think...

2. Use Your Senses

What can you observe using each of your senses?

- I see: _____
- I hear: _____
- I smell: _____
- I feel (touch): _____

3. Signs of Life

What birds, bugs, plants, fungi, or other living things do you see?

4. Signs of Human Impact

Are there signs of people in this area (good or bad)?
(e.g. litter, damage, footpaths, art, planting, equipment)

5. Well-Cared For vs. Needs Attention

- Spaces that are well cared for:
- Spaces that need more attention or restoration:

6. Action Ideas

What could your enviro group do to help care for or improve this area?



SMART Goal Planner

Use this template to help your enviro group set a clear, focused goal to guide your mahi. Work through each part together and write your answers below.

SMART Goal Breakdown

S – Specific

What exactly do we want to achieve?

Answer: _____

M – Measurable

How will we know if we've succeeded?

Answer: _____

A – Achievable

Is this realistic with the time, people, and resources we have?

Answer: _____

R – Relevant

How does this goal connect to our kaupapa and group vision?

Answer: _____

T – Time-bound

When do we want to complete this by?

Answer: _____

Our SMART Goal:

Write your final goal in a clear, single sentence.

Enviro Group Meeting Agenda Template

Use this template to help guide your enviro group meetings and stay organised, focused, and collaborative.

Meeting Details

Date: _____ Time: _____

Location: _____

Facilitator: _____

Note Taker: _____

Agenda

1. Karakia / Welcome

Begin with a karakia or brief welcome to open the hui.

2. Attendance Check-In

Who's here today?

3. Review of Previous Actions

Go over notes from the last meeting. What was done? What's still in progress?

4. Project Updates

Share progress on current projects. What's going well? Any challenges?

5. Planning & Task Setting

What's coming up? What needs to happen next? Who is doing what?

6. Ideas & General Discussion

Space for new ideas, opportunities, or kaupapa.

7. Celebrating Wins

Shout-outs, successes, and acknowledging awesome mahi!

8. Next Meeting Details

Confirm the date, time, and place for your next hui.

9. Karakia / Closing

End with a closing karakia or positive reflection.

Enviro Group Charter

This charter outlines the shared values, goals, and expectations that guide our enviro group and the way we work together.

Group Vision

What are we working towards as a team?

Our Shared Kaupapa (Focus Areas)

What environmental issues or goals are we focusing on?

Our Values

What values guide the way we work and lead? (e.g. Respect, Inclusion, Kaitiakitanga, Teamwork)

Our Group Roles

Chairperson: _____

Secretary: _____

Communications Lead: _____

Project Lead(s): _____

Our Meeting Agreement

We agree to:

- Meet regularly
- Communicate openly and respectfully
- Support each other's ideas and efforts
- Make decisions together as a team

Signed By

Chairperson: _____ Date: _____

Group Member: _____ Date: _____

Group Member: _____ Date: _____

Group Member: _____ Date: _____



Enviro Group Term-by-Term Planner

Use this planner to map out your group's focus, goals, and actions each term. It's a helpful tool for staying organised, reflecting as a team, and building momentum throughout the year.

Term 1: Foundations & Vision

Key Kaupapa (Focus Area): _____

Main Goal / SMART Goal: _____

Key Actions / Projects:

1. _____

2. _____

3. _____

Important Dates / Events: _____

Who's Responsible: _____

How We'll Measure Success: _____

Reflection:

What worked well? What could we improve next term?

Term 2: Action & Awareness

Key Kaupapa (Focus Area): _____

Main Goal / SMART Goal: _____

Key Actions / Projects:

1. _____
2. _____
3. _____

Important Dates / Events: _____

Who's Responsible: _____

How We'll Measure Success: _____

Reflection:

What worked well? What could we improve next term?

Term 3: Growth & Collaboration

Key Kaupapa (Focus Area): _____

Main Goal / SMART Goal: _____

Key Actions / Projects:

1. _____
2. _____
3. _____

Important Dates / Events: _____

Who's Responsible: _____

How We'll Measure Success: _____

Reflection:

What worked well? What could we improve next term?

Term 4: Reflection & Celebration

Key Kaupapa (Focus Area): _____

Main Goal / SMART Goal: _____

Key Actions / Projects:

Important Dates / Events: _____

Who's Responsible: _____

How We'll Measure Success: _____

Reflection:

What did we achieve this year? What are we proud of? What would we change?

Enviro Group Project Budget Planner

Use this template to plan and keep track of your project's costs. Estimate your expenses, record actual spending, and stay organised with your budget. This is especially helpful when applying for funding or reporting back to your kura or supporters.

Item / Service	Description	Estimated Cost (\$)	Actual Cost (\$)	Notes

Total Estimated Cost: \$ _____

Total Actual Cost: \$ _____

Additional Notes:

(e.g. where funding came from, in-kind support, changes to original budget, etc.)

Enviro Group Monitoring Templates

Use these templates to help your group track environmental data, monitor progress, and gather evidence of your mahi. Record your observations clearly and consistently — this will help with reflection, reporting, and planning your next steps.

Waste Audit Record Sheet

Date: _____

Location: _____

Duration of Audit: _____

Number of People Involved: _____

Waste Category	Amount (kg or # items)	Notes/Observations	Could be Reduced/Recycled?
General Waste			
Recycling			
Compostable			
Soft Plastics			
Other			

Biodiversity Count Log

Date: _____

Location: _____

Time Spent Observing: _____

Weather Conditions: _____

Species Observed	Number Seen	Native or Introduced?	Notes

SHMAK Water Testing Log

Date: _____

Stream Name: _____

Location Coordinates (if known): _____

Weather Conditions: _____

Parameter	Result / Reading	Comments / Observations
Water Clarity (cm)		
Flow Rate (m/s)		
Water Temperature (°C)		
pH Level		
Nitrate Level		
Macroinvertebrates Observed		

Enviro Group Reflection / Legacy Planning Template

Use this template to reflect on your mahi, capture what you've learned, and support the next group of student kaitiaki. Completing this handover will help protect your kaupapa, keep projects going strong, and build momentum for the future.

1. Project Summary

Briefly describe the main projects and activities your group worked on this year.

2. Group Members and Roles

List the names of your team and the roles or responsibilities they held.

- Chairperson: _____
- Secretary: _____
- Communications Lead: _____
- Project Leads: _____

Other roles (if any):

3. Useful Contacts

List any teachers, HBRC staff, community partners, or businesses who supported your mahi:

4. Resources and Tools

Where can next year's group find useful tools, documents, or materials (e.g., Google Drive folder, toolkit, planting gear)?

5. Unfinished Work or Next Steps

Are there any projects that are still underway, or ideas you'd recommend continuing next year?

6. Reflections and Advice

What did your group learn this year? What worked well, and what advice would you give to the next group?

Your reflections and knowledge will help the next group of kaitiaki start strong. Thank you for the mahi you've done and for setting others up to succeed.

Glossary

This glossary provides kupu Māori – Māori words alongside their English meanings to support understanding and encourage the use of te reo Māori throughout this resource.

Ākonga – Students

Hapori – Community

Hapū – Sub-tribe

Hauora – Wellbeing

Iwi – Tribe, people

Kai – Food

Kaitiaki – Guardian

Kaitiakitanga – Guardianship

Kaupapa – Focus area, purpose, guiding principle

Kia ora koutou – Hello to all

Kura – School

Māra kai – Food Garden

Mahi – Work

Mana Whenua – Indigenous people of the land

Manaakitanga – Care and responsibility

Mātauranga Māori – Māori knowledge

Mauri – Life force

Pūrakau – Stories

Rangatahi – Young people

Te Reo Māori – The Māori language

Te Taiao – The environment

Tikanga – Customs, correct protocols

Whakataukī – Proverbs

Whakapapa – Family connections

Whanaungatanga – Relationships

Whānau – Family

Whenua – Land

**Kia kaha, kia māia, kia manawanui –
Be strong, be brave, be steadfast.**

