



### Vision

To provide additional education opportunities for registered nurses and allied health professionals who work within the Hawke's Bay region.



### Mission

To support improved health outcomes of babies/pepi, children/tamariki and youth / rangatahi through enhancing educational opportunities within Hawke's Bay.



### Priorities

- ❖ To build on investments to sustain and improve workforce development opportunities for the specified clinician group
- ❖ To expand the application catchment to be more inclusive of clinicians within community health provider teams
- ❖ To be mindful of the impact of the international pandemic Covid-19 on future educational needs and changes within the New Zealand health system



### How will we do it?

- Support core, clinical education needs to help build and enhance clinical expertise across the region for the nominated population group
- Listen to clinical teams to ensure education and learning opportunities meet their identified needs
- Engage financial and management strategies to ensure the Trust builds on the strong, established base
- Ensure the knowledge base of the Trustees understands current educational requirements
- Profile progress through the measurements in the Strategic Plan, Appendix 1

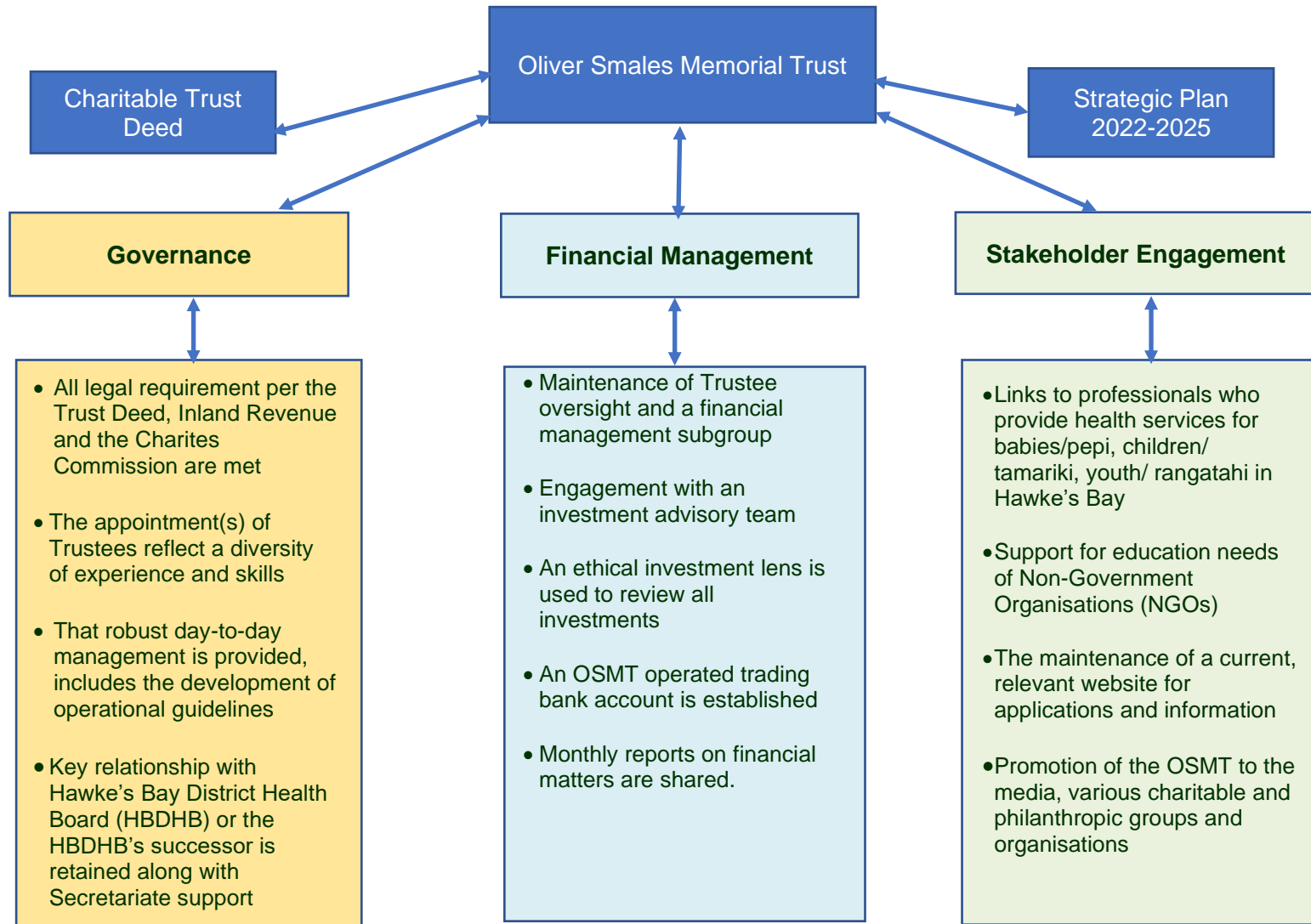


### Focus on

- Ensuring the financial investment provides a robust base for future needs
- Seeking information from past recipients of Trust funds to confirm identified educational needs are being addressed to meet the knowledge needs of the current health environment

## Oliver Smales Memorial Trust - Overview of Key Responsibilities

The Oliver Smales Memorial Trust (OSMT) was established in 2005, initiated by the Rotary Club of Taradale and supported by the Hawke's Bay District Health Board (HBDHB). The details of the OSMT development and consolidation can be view in the publication 'The Oliver Smales Memorial Trust. Excellence in Clinical Practice: A Return on Investment' (2019). The three main responsibilities of the OSMT are outlined below.



## Oliver Smales Memorial Trust Strategic Plan 2022 – 2025<sup>1</sup>

This Strategic Plan incorporates key responsibilities, associated objectives, measures and a referenced timeline.

Item	Objectives	Measurements	Timeline and or achieved
<b>Governance</b>	The appointment of Trustees meets the Charitable Trust Deed's requirements, and that the diversity of experience and skills of the Trustees is retained	Records track term of each of the Trustees and this is regularly reviewed.  Knowledge and skill base is reviewed when a resignation/ change occurs, and the new appointment supports the expertise needed.	A scheduled is maintained and reviewed annually or when change occurs
	That the requirements are met for the Charitable Trust Deed and the Charities Commission.	That the Trust Deed informs the operations of the Trust and those records demonstrate that Inland Revenue and the Charities Commissions requirements are met.	The Annual Report and the Annual General Meeting record that all requirements are met
	The provision of sound management including the development and maintenance of operational procedures and guidelines.	That a range of documents are developed and updated to ensure all Trustees are aware of what is being done and or achieved.  That a publication profiles the work of the Trust and is updated at least biennially.	That relevant documents are dated and updated as required.
	That due to the partnership established with the Hawke's Bay District Health Board (HBDHB), or the HBDHB's successor, secretariat support is provided to enable the core business of the OSMT to be expanded.	That strong relationships are maintained between the Trust and key District Health Board staff (or the DHB successor).  That secretariat support is provided by the DHB to support the philanthropic work of the Trust and to ensure that the day-to-day funding process and the web site remain current	Meetings and letters affirm the relationship with the DHB remains current and supportive.
	That the core business of the Trust is confirmed in terms of type and scope of applications and this requirement is communicated to interested applicants per information on the web site.	The Trustees review the Trust Deed to retain currency. That any change in scope and type for fund application(s) is discussed, agreed, promoted to key staff and profiled on the web site.	Annually or more frequently if the external environment and health needs change

<sup>1</sup> The Strategic Plan to be review annually at the AGM, reported on and amended as required.

Item	Objectives	Measurements	Timeline and or achieved
<b>Financial Management</b>	<p>That the advisory team from Financial Services Hawke's Bay (FABH) provide regular updates on the Trust's investments.</p> <p>That all investments meet the Trust's ethical criteria</p>	<p>The monthly, quarterly and annual reports are provided by FAHB to all Trustees, and these are discussed and noted at the Trust's meeting.</p> <p>That members of the subgroup liaise with the FABH advisor as and when required and vice versa.</p> <p>That on the FAHB Advisor's recommendations changes and or amendments are made to investments.</p> <p>That ethical investment les is applied to all invested funds.</p>	<p>Monthly, quarterly and annual reports track investment results.</p> <p>That ethical consideration on all investments meets Trustee expectations.</p>
	<p>That the Trustees regularly review the Trust's investments.</p> <p>That a small financial management subgroup is established to provide day-to day management of the financial transactions/ requirements.</p>	<p>That monthly, quarterly and annual reports are provided by FAHB to all Trustees and these are discussed and noted at the Trust's regular meetings.</p> <p>That the subgroup is established and provides email, verbal and or written updates on the day-to day management of funds.</p>	<p>Meeting minutes track discussions, change recommendations and updates.</p> <p>Electronic files maintained on all documents</p>
	<p>That a trading bank account is established and maintained to manage the day-to day financial requirements</p> <p>That the financial subgroup provides monthly, quarterly and annual reports on all financial matters</p>	<p>A trading bank has been established that enables a minimum of bilateral sign off all electronic transactions; signatories to be the financial Management subgroup.</p> <p>Regular reports are provided to all Trustees regarding monthly transactions.</p>	<p>Electronic monthly statements are received from the bank</p> <p>Monthly reports are emailed to all Trustees and a main file retained.</p>

Item	Objectives	Measurements	Timeline and or achieved
<b>Stakeholder Engagement</b>	To ensure that clinical educational requirements are supported to help build and enhance educational opportunities who provide health services for babies/pepi, children/ tamariki, youth/ rangatahi in the Hawke's Bay region	That application from registered nurses and allied health professionals supports the clinical competencies required and are directed to dedicated population for which services are provided.	Post attendance reports profile the knowledge / benefits received by individuals/ groups in respect of their clinical practice.
	That the Trust engages with Non-Government Organisations (NGOs) who provide health services for the population group in the community	The promotion of the Trust within the community is documented and results in increased applications form these providers	Records demonstrate an increase in applications and attendance at WFD by community providers
	Maintenance of a current, relevant website for applications and information documents	That fund application and report documents are reviewed annually <sup>2</sup> (or more frequently if required)	That meeting minutes note updates and changes
	Promotion of the OSMT to the media, various charitable and philanthropic groups	The promotion of the Trust is document and meeting minutes demonstrate <ul style="list-style-type: none"> <li>➤ Continued engagement with the Taradale Rotary Club</li> <li>➤ Media promotion links and articles published</li> <li>➤ Applications and successful, additional investment received from other Trusts or philanthropic groups</li> </ul>	That meeting minutes and regular reports record the range and successes of promotion and advocacy of the work of the Trust.

<sup>2</sup> All documents have a review date and this incorporates 'a bring up system' within the regular business meeting calendar