





Enrolled Nurse Section  
NEW ZEALAND NURSES ORGANISATION

## Enrolled Nurse Section NZNO National Committee Meeting Minutes

Section/College:	Enrolled Nurse Section NZNO	File Record Code:	
Committee/Division/Region:	National Committee		
Purpose of meeting(optional):	Face to face - General Meeting		
Date & Time (dd/mm/yyyy):	10 – 11 <sup>th</sup> November 2025, day one commenced @ 0835hrs		
Location (eg city):	NZNO Offices, Boulcott Street Wellington,		
Facilitator	Michelle Prattley		
Minute Taker	Angela Ritchie 2 <sup>nd</sup> minute taker Glenda Hutson		
Attendees	Gwen Ahuriri, Angela Ritchie, Glenda Hutson, Michelle Prattley, Debbie Handisides, Christy Reedy, Selena Morrirt, Suzanne Rolls (part of the day) Suzanne will not be available tomorrow		
Apologies	Tina Giles		

Summary of Actions from this meeting	Person Responsible

TOPIC	Discussion	Action
	Michelle welcomed the committee to the meeting. We will work on the annual plan and budget, while we have Suzanne with us for a few hours.	
1) Minutes	Minutes of the previous meetings – these have all been circulated by email Face to face - August 6/7/2025 Teams Meeting - 08/10/25 Teams Meeting - 12/08/2025  Moved that these minutes are a true and accurate record by Debbie Handisides Seconded by Glenda Hutson Carried	
2) Matters arising from these minutes	07/08/2025 - Mari Lucas is spelled incorrectly Angela/Michelle to amend this before these are loaded on to the website. 12/08/2025- Gwen advised they are still in the process of setting up the PDRP for the Māori EN, using practical skills assessment and video recording/oral skills with some written work involved. RN Māori PDRP is already set up and running	Angela/Michelle

<p>3) Correspondence</p>	 <p>Correspondence in and out.doc</p> <p>The Letter from Karen Sword theatre nurse – Burwood Hospital Questioning the National standards re Operating theatre Assistants doing counting in theatre while EN have to check for a RN</p>	
<p>4) Financial</p>	 <p>Treasurers report to face to face committ</p> <p>October core funding has been deposited since this report</p> <p>Michelle put forward that we do not reinvest the entire amount of the term deposit. When it becomes due some of the funds will go into the current account. Amount yet to be decided</p> <p>Moved that this report be accepted by Michelle Seconded by Debbie Handisides Carried</p>	

5) Annual plan and budget	<ul style="list-style-type: none"> <li>• Michelle has made a start on the annual plan.</li> <li>• But is the budget that is the important part that we need to work on.</li> <li>• We need to plan for the year, before we see Stuart this morning at 1030 hours today.</li> <li>• Study days need to be included GWENS and Auckland are planning to hold theirs before 31/03/2026. Other sections are not sure for 2026/2027 year. Suzanne has suggested we budget for study days in all regions, as it better to overestimate rather than underestimate.</li> <li>• Michelle put the Annual plan up on the big screen and we went through this and made some additions and alterations</li> <li>• A huge problem exists with membership There are <b>2553</b> ENs with APC <b>1741</b> ENs APC NZNP members <b>649</b> EN section members <b>919</b> ENs on Facebook</li> <li>• Having membership is our sections existence and we need to concentrate on recruiting members, recruiting active members, getting them engaged and becoming involved in the regional and national committees, is an ultimate goal.</li> </ul>	
6) Meeting dates	<ul style="list-style-type: none"> <li>• Feb 11-12 2026 -Wellington</li> <li>• May 22<sup>nd</sup> May 2026 post conference</li> <li>• We will set the remainder of the dates for 2026 – post conference</li> </ul>	
7) Forum and Induction C& S dates	<ul style="list-style-type: none"> <li>• 17-18<sup>th</sup> Feb 2026 – Selina and Deb will be attending this</li> <li>• C&amp;S – March 10<sup>th</sup> – 11<sup>th</sup> 2026 – Michelle and Glen will be attending this</li> </ul>	
8) Conference 2026	<ul style="list-style-type: none"> <li>• May 21<sup>st</sup> -22<sup>nd</sup> May 2026 (Thursday/Friday)</li> <li>• Conference name "EN's at the helm, navigating their future"</li> <li>• 1 Tau Henare Drive, Paihia – The Copthorne Hotel</li> </ul>	

- Speakers' gifts were taken out of the budget as these have been sponsored /donated

The following costs were set;

**Cost Per Person**

**Full registration** and NZNO/EN Section member \$400

NZNO – Non section member \$420

Non NZNO \$450

**One day registration** NZNO/EN \$200

NZNO – Non section member \$210

Non NZNO \$225

**Late registration**

NZNO/EN Section –\$450

NZNO Non section member \$470

Non NZNO \$500

**One day registration for late registration**


NZNO/EN section \$225

NZNO non section \$235

Non NZNO \$250

- Terms and conditions updated – and saved
- Eventri Check List – Updated at the meeting and saved
- Opening day for registrations 01/12/2026
- Closing date 30/04/2026
- All updated figures transferred to this document
- Selena advised that the Te Tai Tokerau Committee will be meeting in 2 weeks and they will be setting their Programme at this time.
- MOH, NZNO, and NCNZ will all need to be offered times to present, Michelle will arrange this.
- We need to look at expression of interest for the EN presentations to go out in December with registration. Along with the committee nominations and chairpersons' nomination.

	<ul style="list-style-type: none"> <li>Selena has contacted the Events Manager at the Copthorne, she is waiting for the Code to see what discount this applies at the Copthorne Paihia to attendees.</li> </ul>	
<p>9) Meeting with the Minister of Health</p>	<ul style="list-style-type: none"> <li>This will be held in Auckland on 04/12/2026. Selena, Debs, Suzanne, Michelle attending</li> <li>Our 3 questions/discussions points are the following</li> </ul> <ol style="list-style-type: none"> <li>1) The underutilization of the EN workforce in the health system</li> <li>2) The implementation of the EN scope of practice and competencies in health system</li> <li>3) The targeted work force plan for the EN</li> </ol> <ul style="list-style-type: none"> <li>They are progressing with their agenda and are meeting via teams 18/11/2025 to finalize this.</li> <li>Selena is driving to Auckland from Whangarei 03/11/25 – The section will pay for one night's accommodation for her</li> </ul>	
<p>10) Visit with Stuart from finance</p>	<ul style="list-style-type: none"> <li>We are to ask Mari and Paul about the new banners we purchased prior to the NZNO logo change - about them replacing our banners, not included in this budget.</li> <li>The question was asked of Stuart why the regional study days need to be in this budget. The regions will be concerned that their individual monies may not be available to them.</li> <li>Stuart advised us that the regional monies are safe, it is just to get an overall predication of funds in the EN sections.</li> <li>Stuart informed us that the hardship grant applications have increased with the National strike action.</li> <li>NZNO are looking at implementing a new system with finance called SYFT which will be replacing Excel. This Can drill down into information as per the spread sheet. Stuart showed this to Michelle on his PC.</li> <li>Log in and access yet to be confirmed</li> </ul>	

	<ul style="list-style-type: none"> <li>Also, they are looking at implementing a method of approving invoicing. The EN section will be Guinea pigs for this.</li> </ul>	
11) Membership report	<p>Michelle read this out</p>  <p>Membership report to face to face 10 Nc</p>	
12) Regional Reports	<ul style="list-style-type: none"> <li>Reports were received Northland, Midlands, Canterbury/Top of the South, GWENS and Southland,</li> <li>Val has emailed Michelle to say that she has nothing to report from BOP</li> <li>We have not received a report from the Greater Auckland region to date</li> <li>These were all sent to the Committee Members in the pre meeting documentation, and will be sent to Sharyne to upload on the website</li> </ul>	
13) Paul Goulter	<ul style="list-style-type: none"> <li>Michelle told Paul, we need to grow out membership</li> <li>Advised him of the figures of the EN's in NZ NZNO members and section members.</li> <li>Asked Paul if when EN's join NZNO they automatically join the EN section, then do an opt out if preferred. Paul to do some research into this. We have put up a post on FB (managed by Robyn Hewlett) – there are 919 members here to reach out to.</li> <li>There is a need to develop a recruiting plan.</li> <li>New EN banners made @ a cost of \$1200. We asked Paul if they need to be changed. Paul is happy for us to continue using these, as the logo change is a soft launch</li> <li>Certificates will require changing, as these are an official document</li> <li>Michelle advised Paul of the meeting with the Minister of Health Simeon Brown. Paul advised that he can give us support prior and post meeting. Danya to confirm what this would look like.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Paul was advised of our 3 questions that the team will ask the minister.</li> <li>• General discussion around strike actions and actions on movement</li> </ul>	
14) ENSIPP	<ul style="list-style-type: none"> <li>• Suzanne has forwarded Michelles email to Liz and Emma</li> <li>• Michelle will send email to Liz Manning and Emma Hickson, along with the power point and our response</li> <li>• They have 2 weeks to put feedback together</li> <li>• Tina and Dorothy attended this teams meeting as well, Clare Parekh put in her apology</li> <li>• Michelle has mixed feeling about this, she feels as though they may not listen to what they have to say which is concerning.</li> </ul>	
15) Committee Nominations	<ul style="list-style-type: none"> <li>• The position of Chairperson - form updated at time to email not post and close off date 31/03/2026</li> <li>• Committee members who have completed their 2 years (Debbie and Glenda) there will be two vacancies - form updated to email close of date 31/03/2026</li> <li>• These were sent to Sharyne – and these will be forwarded out to EN members on 12/01/2026</li> <li>• Gwen to see if she can tap a member on the shoulder for someone who may be interested in taking over the TR role.</li> </ul>	
	<p>Close of day one at 1600hrs  Day two commenced Tuesday 11<sup>th</sup> November @ 0840</p>	
16) Budget	<p>As a group we worked on this  The following sections were completed.</p> <ul style="list-style-type: none"> <li>• Political meeting</li> <li>• Grants</li> <li>• Study days</li> <li>• Conference costs</li> </ul>	

	<ul style="list-style-type: none"> <li>• Exhibitors taken out as we don't have these</li> <li>• Marketing and Website added to the budget</li> <li>• Stuart gave us some advice on the use of the budget document. He was happy with how the conference budget was looking</li> <li>• The budget was completed – a copy sent to Stuart and all committee members</li> <li>• Accommodation for the 2026 Conference was discussed, after this, it was decided that the accommodation be capped at \$300pp for the 3 days for the National Committee.</li> </ul> <p>Move that the accommodation for conference be capped at \$100 per night per person. Anything above that will be covered by the person themselves attending the conference. Moved by Michelle Seconded by Debs Handisides</p> <p><b>This will be reviewed annually to take in the cost of living etc.</b></p>	
17) Danya – Comms	<ul style="list-style-type: none"> <li>• Advised of the meeting with Minister of Health 04/12/2025 in Auckland 1140hours (20 minutes)</li> <li>• Catch up re what to do after the meeting</li> <li>• Going in with a plan – Suzanne has been assisting with this.</li> <li>• Explained our 3 - points that will be raised</li> <li>• Paul will catch up with Michelle and advise her how the Kaitiaki and main stream media may look – possibly after the response</li> <li>• Danya to look at the Lucy Xia who has advocated the EN story</li> <li>• Ask for a photo and ask if this can go on social media</li> <li>• She advised that Nadine Gray may be in the room as the Chief Nurse</li> <li>• Michelle will touch base with Danya after the meeting</li> </ul>	Michelle
18) Letter to accompany nomination form for National	<ul style="list-style-type: none"> <li>• The Document updated and corrected for the 2026 nominations</li> <li>• These will close Tuesday 31/01/2026</li> </ul>	

Committee and Chairperson vacancy	<ul style="list-style-type: none"> <li>• The letter from the chair was also dated updated at this time</li> <li>• Documents e mailed to Sharyne</li> </ul>	
19) Neville – Marketing and Webb Site	<ul style="list-style-type: none"> <li>• Michelle advised Neville of the numbers regarding membership.</li> <li>• Neville suggested we commence with emails</li> <li>• Could use the national email account with everyone blind copied in with the QR code</li> <li>• The opt in - opt out discussed - Michelle asked if the EN when they join NZNO can automatically join the section. Neville to look into this and advise.</li> <li>• EN's need to be aware that joining the section is free</li> <li>• They are working on an automatic syncing system at present, with portal automation</li> <li>• WEBSITE – Neville is still designing the website. With the ability to register for courses and conferences on line. Proposed time line is April 2026. Our section is happy to be “Guinea pigs” for this. Neville to talk to Andrew (2IC to Paul) to see if this can be a priority.</li> <li>• Neville has accepted an invitation to attend our meeting in February 2026</li> </ul>	
20) EN Presentation form	<ul style="list-style-type: none"> <li>• The EN presentation document for the conference was updated and emailed to Sharyne</li> </ul>	
21) Mari Lucas	<ul style="list-style-type: none"> <li>• Gwen advised that the EN Diploma is now taught at Tauranga Toi Oho Mai</li> <li>• Deb has been approached by Youbee to go on advisory board for the setting up in the Diploma. Mari advised that with the funding being moved to the private sector they are non-supportive of a private sector. Mari advised that she will not be representing the section and that NZNO do not encourage private enterprise. It does go against the grain of NZNO. NCNZ are supporting this. Debs has not committed to anything at this stage.</li> </ul>	Gwen

	<ul style="list-style-type: none"> <li>• Mari suggested that Gwen speak to Kerry who may be able to help with a replacement TR rep. Gwen is part of the team looking at PDRP for Māori – with Waimarama Durie, this is still in the very early days, beginning with drafts.</li> <li>• Michelle updated Mari on the EN's wanted to be involved within the working group FYSP Tina, Dorothy, Michelle, Suzanne, Clare Parekh. There is no feedback from the group at this stage, minimal involvement or invitation.</li> <li>• Discussion around the SOP and implementing it with work areas.</li> <li>• We sked what was happening with the HCAs. Mari advised they are in the process of developing strategies. What the HCA activity and boundary of practice and what the role is, the Kaiawhina National Group, and career pathways. With a proposal of a document of professional judgment with possible regulation – a nurse is a nurse EN/RN/NP/Nurse prescriber.</li> <li>• Marie advised that the group want to work with the EN, not against them. They are a special interest group not a section there is also a special interest Rainbow Group</li> <li>• The employer expectations of the HCA can be unfair and unsafe</li> <li>• We thanked Mari for where the Korowai is displayed in the new offices.</li> </ul>	
22) Conference program	<ul style="list-style-type: none"> <li>• We worked on a draft of the conference program with Selena and set up a draft of this</li> <li>• Selena – to contact DR Hinemoa Elder as key note speaker</li> <li>• Michelle to contact MOH, NCNZ, Paul NZNO and invite them to speak and ask for their preferred dates and times</li> </ul>	Selena Michelle

<p>23) Merger of Greater Wellington and Central sections</p>	<ul style="list-style-type: none"> <li>• This merger has been discussed for a couple of years now.</li> <li>• Michelle will send Tina and Glenda the remit that was used for the merger of Canterbury and TOTS to use a guide regarding wording and geographical boundaries.</li> <li>• There will need to be remit document presented at the 2026 AGM for this merger to become official.</li> </ul>	<p>Michelle</p> <p>Tina/Glenda</p>
<p>24) EN Pathways</p>	<p>Rhona McKelvie at Waikato hospital Health NZ asking for ideas of what we would like to see in the future for professional development.</p> <ul style="list-style-type: none"> <li>• The following were discussed Ideas were put forward</li> <li>• Leadership skills</li> <li>• How to manage clinics and diagnostic interpretation of certain of task</li> <li>• Pharmacology</li> <li>• Mental health assessments</li> <li>• Immunizations – keeping up to date with the being an authorized vaccinator medico-legal aspects for ingoing practitioners</li> <li>• Informed consent EPOA</li> <li>• Escalation of concerns of the deteriorating patient</li> <li>• Care planning and setting goals of care</li> <li>• End of life care management in all settings</li> <li>• Medico-legal aspects for ongoing practitioners</li> <li>• In aged care EN are managing the GP/NP rounds and transition of care</li> <li>• Resus skills</li> </ul> <p>Email to be sent to Rhonda by Michelle</p>	<p>Michelle</p>

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**Meeting Closed (Time):**

**Next meeting/ Face to Face:** NZNO offices Boulcott Street, Wellington 11<sup>th</sup>-12<sup>th</sup> February 2026 – Michelle will book room with Sharyne

Date minutes confirmed (usually done at next meeting)	11/2/2026
Signed <i>M. Prattley</i>	
Name <i>Michelle Prattley</i>	

