



Enrolled Nurse Section
NEW ZEALAND NURSES ORGANISATION

NATIONAL ENROLLED NURSE COMMITTEE

Meeting Minutes

Section/College:	Enrolled Nurses	File Record Code:	
Committee/Division/Region:	National Enrolled Nurses		
Purpose of meeting(optional):	Review of Medicines Care Guide, Conference, Meeting with the Minister of Health, Annual plan and budget		
Date & Time	Wednesday 8 th October 2025 Meeting commenced @ 1830 hours		
<i>Location</i>	Via Teams		
<i>Facilitator</i>	Michelle Prattley		
Minute Taker	Angela Ritchie		
Attendees	Michelle Prattley, Angela Ritchie, Suzanne Rolls, Debs Handisides, Chris Reedy, Glenda Hutson		
Apologies	Tina Giles, Gwen Ahuriri, Selena Morrill		

<p>1) Conference Northland 2025</p>	<ul style="list-style-type: none"> • The contract has been signed by Mairi, this now needs to be signed by the venue. • Dates for conference May 21-22nd (Thursday & Friday) • Deposits will need to be paid – if required • The revised budget is looking good with the dropping to a 2-day conference • There will be a cocktail evening with nibbles at the end of day one • At the November meeting we will set in place the pricing • Suzanne advised there is a new platform called Stobia (which will be used for the registrations). Sharyne to be advised of our time frame by Michelle. • The Committee will be required to find and book their own accommodation • Michelle to arrange flights 	
<p>2) Annual plan and budget</p>	<ul style="list-style-type: none"> • This is now a joint document - not 2 separate documents as previously used • Document has been sent to all the committee to become familiar with it – this is a large document and Michelle and Suzanne will guide us through this • It will be discussed and completed at our meeting in November and made a priority, as Stuart is expecting it to be completed the week of our meeting by all C&S • Including in this will need to be our regions that are planning study days. Michelle has emailed the chairs and asked of planned study days for 2026. This will need to include dates and approximate expenses and income expectations. • Costing as a group will need to be added to this plan for the 2026/2027 year such as conference – Michelle has asked we think about this before the next meeting. • These figures will go into the NZNO budget – so all expenses are known to the organisation 	
<p>3) Visit to the Minister of Health</p>	<ul style="list-style-type: none"> • 05/12/2025 – Auckland 1140hours • A total of 4 will be going • This will be a day trip only • Suzanne, Michelle and Debs will be attending • Tina, Glenda and Selena are all interested in the other available spot 	

	<ul style="list-style-type: none"> • Michelle to email these members and check their availability for the date, this will then go to the vote to who attends – final way of doing this yet to be confirmed • It will be a very serious and formal meeting • There is work to be done prior to the meeting, and there will be meeting preparation expected by those attending • The official form provided needs to be completed and back to the MOH 24/10/2025. This will inform the Minister who is attending - a google search will be done on this. Key points to be presented to the minister, so he is fully aware of what will be our points of concern. • These are regulated workforce, failure of plans of the ENs in the workforce, Nadine not completing her work as promised, the ENSIP and the focus is on NETP now known as the SFYP (Supported first year of practice). Why are all areas not using EN's? our valued scope, promotion of the EN, our place in primary health care and health promotion • The function event sheet to be completed – Suzanne and Michelle to work on this • After the visit a follow up letter will be completed by us <p>Note: It was decided that we will not be inviting Nadine to our November meeting</p>	
<p>4) Medicines care guide for Residential Care</p>	<ul style="list-style-type: none"> • Michelle has sent this document to us to read and give feedback • Feedback is due back to the MOH 17/10/2025 • Selena had emailed and asked about insulin administration? double signing. The EN being stand alone in this document • General discussion on the document. Angela advised that much of this document is already embedded into policies in aged care facilities. It is about the safe administration of medicines and the HCA are used a lot for this, especially in standalone Rest Homes those without HLC certification. Rest homes have strict guidelines around administration, education and competency. Which are all auditable in their MOH site audits. • Angela and Christy are to go through the document once again. They will draft a feedback, send this to Michelle for review before sending it to the MOH for 17/10/2025 	

Meeting Closed: Michelle thanked everyone for attending the meeting and with no other business at hand Michelle declared the meeting closed @ 1945hours

Next meeting: Face to face meeting, November 10 & 11 2025 @ NZNO offices, unless there is a need for a teams meeting before hand

Date minutes confirmed (usually done at next meeting)	Nov 25
Signed (Chairperson) <i>m. Pral</i>	
Name <i>Michelle Pral</i>	

NB: Please sign 3 copies of these minutes. One copy is then to be given to your Chairperson, one copy is kept by the regional Secretary for archiving, and one copy is to be sent to the National Enrolled Nurse Section Chairperson.