

The first meeting or hui

If you're holding a meeting or hui, you'll want to decide on the best person to run it, how long it should be, ways to make everyone feel welcome and comfortable, and what your agenda will be. Providing refreshments before or after the meeting can help make people feel welcome and give them an opportunity to chat and relax.

The person who runs the meeting will need to be someone who has some knowledge and experience of smokefree initiatives and who will be warm and welcoming. A kaumātua or an elder from the Pasifika community, or a member of the board of trustees or a community member, could facilitate the meeting together with a teacher or a principal. There may also be a proactive student who could work alongside the facilitator.

If you can, it's probably a good idea to keep the meeting to around an hour. If it goes on too long, some people won't be as keen to come to the next one. However, you need to think about your community and decide what's appropriate for your audience. For some, it may be more important to take time to welcome everyone, get to know each other, and give everyone a chance to contribute. (See page 25 for suggestions about making members of Māori and Pasifika communities feel welcome.)

Keep focused on the purpose – a smokefree school creates a healthy environment. Try to keep the tone, and your messages about being smokefree, positive rather than negative. This will help to ensure that any parents and whānau who are smokers don't feel judged.

The table below shows a possible agenda for an initial meeting or hui.

Mihi	Welcome
Kaupapa	Why we are here – include a short talk about keeping our students smokefree, including the benefits and the relevant legislation. You could also refer to relevant research if appropriate.
Kei hea tātou?	How do you think we are doing in relation to being smokefree in our school community? Look at the profile matrix on pages 12–13. (You could use this matrix as a basis for discussion, or the staff and board could fill it in first and you could present the findings to the wider meeting.)
He tirohanga whakamua	Where do we want our school community to be? What is our vision for our school community?
Hei whakaaro ake	<ul style="list-style-type: none">• What can we do?• What are some of the issues in our school community in relation to being smokefree?• How will we find out about what we should prioritise? See page 31 for information on this.
Hei mahi	<ul style="list-style-type: none">• Who will do what?• When will we meet again?

Make sure that someone takes minutes and that you distribute these to all participants (board members, staff, parents, students, whānau, and community partners) so they know what's happening.

At the next meeting, you can share the information you've gathered and analysed (see pages 30–33) in order to develop a plan together.