

## Appendix 1: Summary table for questionnaires

The questionnaires in Appendices 4, 5, and 6 provide vital information about how ākonga are benefiting from Te Mana Tikitiki and about partnerships with mana whenua. The table below summarises key information for each questionnaire and provides a column for recording when each questionnaire has been completed and collected.

Note the following with regard to the questionnaires:

- It is often easiest for teachers and whānau to complete their tīmatanga questionnaires at an introductory meeting on Te Mana Tikitiki and their mutunga questionnaires at the graduation for ākonga.
- If this doesn't happen, the kaiwhakahaere should make contact with teachers and whānau to support them to complete the questionnaires as soon as possible.
- Sometimes ākonga, whānau, or mana whenua representatives may need assistance to complete a questionnaire – for example, they may prefer that the kaiwhakahaere or a kaiārahi sits with them and notes their answers and comments on the questionnaire.

Questionnaire	When completed	Responsibility for administering	Date completed & collected
<i>Ākonga</i>			
• Ākonga questionnaire – Te tīmatanga	Lesson 3B	Kaiārahi	
• Ākonga questionnaire – Kei waenganui	Lesson 5B	Kaiārahi	
• Ākonga questionnaire – Te mutunga	Lesson 9B	Kaiārahi	
<i>Whānau</i>			
• Whānau questionnaire – Te tīmatanga	Introductory meeting or close to when sessions start	Kaiwhakahaere	
• Whānau questionnaire – Te mutunga	Graduation or close to when sessions end	Kaiwhakahaere	
<i>Teacher</i>			
• Teacher questionnaire – Te tīmatanga	Introductory meeting or close to when sessions start	Kaiwhakahaere	
• Teacher questionnaire – Te mutunga	Graduation or close to when sessions end	Kaiwhakahaere	
<i>Mana whenua</i>			
• Mana whenua questionnaire	Twice a year, at appropriate times	Kaiwhakahaere	