



## Steps for leading this initiative

This is a step-by-step guide for kura (schools) who are interested in installing a Pou Hīkoi (Walking Pou).

This should be read alongside the main [Walking Pou](#) educational resource.



No.	What?	Who?	Necessary?	Comments
1	<p>Hold a meeting to plan your Walking Pou project. Invite your local or regional council and Enviroschools Facilitator.</p> <p>Ask for guidance on finding materials, potential funding, location and steps for installation (including permissions) and costs.</p> <p>Ask Greater Wellington if they can provide teacher release funding to support a Walking Pou project.</p>	<p>Principal</p> <p>Lead teacher</p> <p>Local/regional council</p> <p>Enviroschools</p>	✓	<p>Contact:</p> <p><a href="#">Local council or Greater Wellington</a></p> <p><a href="#">Enviroschools Facilitator</a></p>
2	<p>Connect with mana whenua about this project. Or first ask for support for guidance on connecting with mana whenua.</p>	<p>Lead teacher</p> <p>Principal</p> <p>Enviroschools</p>	✓	<p>Involve mana whenua from the start to guide all steps, including celebration/blessing.</p> <p>Ask your <a href="#">Enviroschools Facilitator</a> for guidance.</p>
3	<p>Discuss with students the goals of project. Hold planning meeting to discuss timelines, logistics and potential locations.</p>	<p>Whole kura community</p> <p>Councils</p> <p>Student Leadership group</p>	✓	<p>Early consultation ensures everyone is on board and supports once installed.</p>

No.	What?	Who?	Necessary?	Comments
4	Confirm location(s) of where Pou will be installed. Gain permissions from landowners (if relevant) and create a timeline of events.	Principal Lead Teacher Local/regional council Ministry of Education	✓	Liaise with <a href="#">local council or Greater Wellington</a> for advice.  Timeline plan ensures involvement of key people at right stage.
5	Use guides and resources that could work alongside this project. These can help shape discussion with student leaders, if relevant.	Lead Teacher	Optional	See Kura Kete resources on <a href="#">Park and Stride</a> , and <a href="#">Walking School Bus</a> .
6	Decide whether to run a “Design a Pou” collaboration (or competition). Share via kura newsletter, Facebook or flyers to all students. Student leadership group can design posters to promote Pou design collaboration.	Lead Teacher/office with support from Greater Wellington or Enviroschools, mana whenua and student leadership group	Optional	This encourages student agency and a design that reflects whole school community.  Decide on deadline for entries to be received.
7	Order the wooden posts (pou) to be delivered to the kura. Book contractors to install Pou. Check on providing anti-graffiti varnish once installed (see #18).	Local council	✓	Ensure installation date fits tasks needed before/after this timeline.
8	Shoulder tap artists in kura community or neighbourhood.	Lead Teacher with support from Enviroschools	Optional	Involving artist can help capture student ideas and guide creativity/final design.
9	Judge the “Design a Pou” competition. Invite mana whenua representative and artist to help judge the best entries. Incorporate these into final Pou design/painting.	Lead teacher	Optional (but necessary if accepting design entries)	Thank all design contributors.
10	Set dates for painting of Pou. Select and notify students who will paint pou. Invite artist/parent help. Share date with student leadership group/or students doing painting.	Lead Teacher Student Leadership Group Parent help	✓	Find a suitable indoor space for painting so gear doesn’t have to be packed away.  Water based paints best but still stains clothes. Students bring suitable clothing and shoes on day.

No.	What?	Who?	Necessary?	Comments
11	Get photo permission from parents/gaurdians of students involved with painting. Then photos taken at the opening ceremony can be shared in media stories later.	Lead teacher/office Councils	✓ if taking photos for media	School will have own photo permission forms, as will council, Greater Wellington and Enviroschools, if they are taking photos.
12	Buy paint, brushes and necessary equipment. Resene Paints may offer kura discounts with ID/letter from kura.	Lead Teacher with support from Greater Wellington Enviroschools	✓	Talk to your council or Enviroschools facilitator for any tips on painting pou. Will need primer and base coat first. Primary colours can then be mixed (and white added) to get big range of colours for design.
13	Paint primer and base coat of all Pou.	Adults (eg. parent help, councils, Enviroschools)	✓	Allow time for base paint to dry before painting designs in following days.
14	Paint design on Pou	Students, artists, parents	✓	Goes on over top of dry base colour.
15	Set date for opening ceremony for Pou. Ask mana whenua to conduct a blessing or advice on protocol.	Lead teacher or Principal	✓	Advise councils and Enviroschools so they can attend. Invite mana whenua and kura community, local councillors and other supporters.
16	Confirm with principal and contractors the exact location for Pou to be installed.	Lead teacher or Principal Local council	✓	This is a double check before installation.
17	Installation of Pou.	Local council / contractor	✓	All kura should liaise with their local council before installing pou.
18	Anti-graffiti guard varnish once Pou paint has dried.	Adults (eg. parent help, councils)	✓	Most easily done after installation and dries quickly. Local council may be able to advise.
19	Organise opening ceremony. Secure mana whenua representative to perform blessing and karakia.	Lead teacher or Principal	✓	Councils and Enviroschools can support promotion of ceremony.



No.	What?	Who?	Necessary?	Comments
20	Perform opening ceremony (karakia, speeches, waiata, etc). Thank all those involved.	School Councils Enviroschools	✓	Ensure students, staff and visitors can see and hear it. Finish with a morning tea for visitors.
21	Ensure koha paid where appropriate (eg. artist, mana whenua involved with blessing).	School Councils Enviroschools	✓	Greater Wellington or local council may be able to advise on koha if they are involved.
22	Celebrate and share!	School Councils Enviroschools	Optional	Share your story with kura community and supporters.



Berhampore School pou  
(in school grounds)



Berhampore School pou  
(at start of Walking  
School Bus route)



Launch day (No. 20-22)



Classroom  
activities  
(No. 5)