

**Joint Initiative Governance Group
Action Points**

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| Location | NZEI, Education House, 178-182 Willis Street, Wellington |
| Time | Wednesday 8 th April 2015 - 1.00pm to 3.00pm |
| In Attendance | <p>NZEI Attendees: Judith Nowtarski (NW) Lynda Stuart (LS) Stephanie Mills (SM)</p> <p>MoE Attendees: Graham Stoop (GS) Sarah Borrell (SB)</p> |
| Chair | Graham Stoop |
| Secretariat | Donna Peel (DP) |
| Apologies | Tony Turnock (TT) |

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| Discussion Points | |
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Update of Progress from the Working Group

- At the Joint Initiative Working Group (JIWG) Meeting following the last Joint Initiative Governance Group (JIGG) the Ministry produced an A3 diagram for discussion and feedback which showed the work the JIWG have done to date, where the group will be focussing its efforts and where the group is heading. The Working party is also in the process of developing a table which details the big ideas around principles and conditions, leadership and structures and resourcing necessary for successful collaboration and transition that the group has summarised from what it has seen/learnt/heard. It was agreed a column linking these elements to the evidence and field examples/illustrative quotes would be useful.
- The JIGG members present at the meeting reviewed the structure of the WP progress report and felt that it was a good framework. It was noted that we need to ensure that the Terms of Reference are reflected in the Joint Initiative working party scope and final report.
- At the JIWG scheduled for Friday 17th the working group will be finalising the “big ideas”.

Next Steps

- The Working Group is enthusiastic to keep ECE/SE in the conversation but acknowledges that because of timeframes the priority focus is on primary at this stage. SM suggested we work on a clearly defined process to get us to the next phase i.e. a flowchart. **Action: 8/04:01 - SM/SB.**
- Roles and Resourcing subgroup – this is underway however there is some concern around meeting the 29th May deadline, as this is not negotiable. There was a suggestion that the Career

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Pathways/Resourcing group would need to commence prior to the Collaboration and Transition group finishing. SB/SM to meet with Jane Porter and Nick Kyrke-Smith before the Working Group Meeting on Friday 17th to discuss ideas to move forward and manage expectations. **Action: 8/04:02.**

Hui/Talanoa Update

- The group reviewed the agenda for both the Hui and Talanoa however; GS was concerned that the numbers of attendees were too large and the issues were too broad for this purpose. GS suggested that the focus on Joint Initiative would be more beneficial with smaller groups.

Action: 8/04:03 - SB to meet with Deborah/Gabby and discuss number of attendees.

Action: 8/04:04 - SM to give feedback on structure of Hui/Talanoa.

Joint Communications

- GS has updated the Directors of Education on the Joint Initiative and this will be cascaded throughout the Regions.
- A Gazette article on Joint Initiative has also been commissioned as well as a feature in the Ministry Bulletin.
- Presentations to sector representatives on Joint Initiative – SM to suggest invitees and SB will look at diary dates. **Action: 8/04:05.**

Progress Reports

- A weekly report is required for Peter and Paul. SB/SM to discuss a joint report. **Action: 8/04:06.**

| Action Points | | | |
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| Action | | Who | Due |
| 08/04:01 NEW | ECE/SE – define a process to take us to the next phase. | SB/SM | Next Meeting |
| 08/04:02 NEW | Meeting with Nick Kyrke-Smith and Jane Porter to discuss timelines and ideas for moving forward. | SB/SM | 16/04/15 |
| 08/04:03 NEW | Discuss Hui/Talanoa number of attendees with Deborah/Gabby. | SB | 15/04/15 |
| 08/04:04 NEW | Feedback on structure of Hui/Talanoa. | SM | 15/04/15 |
| 08/04:05 NEW | Presentations to sector representatives on Joint Initiative –SM to suggest invitee list and liaise with SB on diary dates for May. | SM/SB | Next Meeting |
| 08/04:06 NEW | Joint Reports to Peter and Paul – SB/SM to discuss. | SB/SM | Next Meeting |
| 10/03:01 | Joint script – an agreed statement (bullet points) is to be prepared to assist with responses to questions from the sector around the Joint Initiative. | SB/SM | 24/03/15 |
| 10/03:02 | Special Education proposals to come to the JIGG for | All | Ongoing |



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| | approval. | | |
| 10/03:03 | ECE proposals to come to the JIGG for approval. | All | Ongoing |
| 18/02:07 | It was agreed that both parties would notify each other if they had any speaking engagements specifically on Joint Initiative. | SB/SM | Ongoing |

Completed action points

| Action | | Who | Due |
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| 27/01:01 | Stephanie to share Inquiry Paper and Purpose Statement with MoE. | SM | Completed |
| 27/01:02 | Both parties agreed to share any media items before release so that they are able to correct any inaccuracies before publication. SB/SM to work on a mutual agreement. | SM/SB | Completed |
| 18/02:01 | Ideas required for describing the range of staff from the Ministry for NZEI to use in publications to its members. | SB | Completed |
| 18/02:02 | Purpose Statement – NZEI and MoE agreed that they are comfortable with and support the Purpose Statement. SB/SM to progress. | SB/SM | Completed |
| 18/02:03 | ECE – JN commented that she has not seen any ECE publications released which feature the Joint Initiative. SB to investigate. | SB | Completed (discussed at working group) |
| 18/02:04 | SB to follow up to clarify if any issues in joint Ministry and NZEI presentations. | SB | Completed |
| 18/02:06 | Special Education – this is to be a topic on the next JIGG agenda. | DP | Completed |
| 18/02:05 | A high level proposal to be brought to Friday’s Working Group meeting for both Pasifika and Māori Hui/Fono. | SM | Completed |
| 10/03:04 | Joint Initiative to be featured in the Ministry Bulletin. | SB | Completed |

Meeting finalisation

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| Meeting closed at 3.00pm | The next meeting is scheduled for: Tuesday 28th April – 1pm-3pm. |
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