

Location	Ministry of Education – 39 Princess St, Riccarton, Ōtautahi/ Christchurch
Time	Friday 27 th March 2015 - 1.00pm – 4:00pm
In Attendance	Shelley Hughes, Stephanie Mills, Manu Pohatu , Gabby Makisi, Darryn Gray, Mark Potter, Karin Dalglish, Ngaretta Strong, Lorna Kennedy, Winnifred Morris, Tiri Bailey, , Nick Kyrke-Smith, Caroline Mareko, Julie Hook, Jan Tinetti, Barry Boothby, Jane Porter, Julie Brice, Tute Porter-Samuels, Paul Aitken, Rose Carpenter, Laures Park.
Chair	
Secretariat	

Discussion Points	
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1. Reporting back on field visits

Working Party members described their observations from the past week through visits to Schools and ECE services in Nelson, Dunedin, Auckland and Christchurch.

See *Annex 1* for the list of sites and services visited.

It was agreed that we needed to capture and document the common themes. It was also noted that it would be good to capture the richness of the learning from on the ground practitioners so that this is not lost. Along with video documentation, it was suggested that all Working Party members go over and compile a record of their inquiry question notes and/or use the "summary of investigation" format Jane has developed. The group also noted it would be useful to go back to the research evidence to reference what we have seen/not seen and make the linkages between the field visits and the research.

Action: Complete List of services and schools visited (*Annex 1*) to be circulated to WP and put on Basecamp (Laura)
Summary of Investigation template to be circulated (see *Annex 2*) and added to Basecamp for Working Party members to complete by the next Working Party meeting on Friday 17 April. (Steph/Laura)

2. Refining core ideas from March 20

Action: A re-draft of the March 20 brainstorm about key ideas will be circulated (see *Annex 3*) and posted on Basecamp on Monday 30 March for further comment by COB Wednesday 1 April. (Steph/Laura)

3. Core ideas about ECE and special education learners

Members of the Working Party discussed learning from the field visits and academics and then identified top of mind "core ideas" about the conditions, structure, leadership and resourcing needed for success for transitions. (See *Annex 4*). They noted that most of these ideas closely aligned with what had been identified as critical to successful collaboration. There was discussion about whether the two lists of core ideas should be merged or whether this would lead to the loss or diminution of some ideas

very critical to the ECE context. It was agreed that at least some factors eg family as partners in learning, mutual professional respect, were more strongly articulated when the group heard from practitioners deeply involved in ECE - school transitions and this need to be captured regardless of how the overall package of ideas was presented.

Action: A draft of the core ideas will be circulated on Monday 30 March for further comment by COB Wednesday 1 April. (Steph/Laura)

4. Hui Mātauranga

Laures outlined work on the draft agenda prepared by by Te Reo Areare and explained some of the thinking and concepts framing it to align it to a te Ao Māori perspective. The hui is planned for Saturday 2 May in Rotorua. It was agreed that a sub group of the Working Party including Laures, Manu, Tiri and Winnifred should work with Keryn Goldsmith from [Te Reo Māori Student Achievement](#) to identify

- purpose and final agenda
- presenters and participants
- clarify alignment of the agenda with the Terms of Reference
- budget and logistics
- And report to the governance group on Wednesday April 6.

Action: Subgroup to meet and the report to governance group(Laures/Keryn) Working party members to diary May 2nd to attend the hui.(all)

5. Talanoa (a more appropriate word than fono for what is planned)

Gabby, Tute and Caroline outlined their thinking on the Talanoa to date and it was agreed they should form the subgroup. The Talanoa is planned for Saturday May 9th in Tāmaki-makaurau/Auckland.

It was agreed that the sub group of the Working Party should identify:

- purpose and final agenda
- presenters and participants (eg NZEI Pasifika leaders group, key non-Auckland practitioners, PPA)
- ensure alignment of the agenda with the Terms of reference
- budget and logistics

Action: Subgroup to report to the governance group on Wednesday April 6.

6. Reporting to the Governance Group

Stephanie explained a proposed structure for the milestone report agreed with Sarah using the high-level elements of the A3 ("plait" diagram and WP scope process diagram), the core "big ideas" to date (see agenda items 2& 3), the learning from field visits and links to relevant research evidence.

7. Upcoming dates

Wednesday April 1 - NZEI members of the Working Party meet at Education House
Wednesday April 1 - WP invited to Te Puke cluster in the evening
Wednesday April 8 - Governance Group meeting
Friday 10 April - No Working Party meeting
Thursday 16 April - NZEI members of working party meet at Education House
Friday 17 April - Next Working party meeting Debrief from visits/academics

Actions

	Action	Who	Due
27/ (NEW)	Complete List of services and schools visited (<i>Annex 1</i>) to be circulated to WP and put on Basecamp	LD	30/3/15
27/ (NEW)	Summary of Investigation template to be circulated (see <i>Annex 2</i>) and added to Basecamp	LD	Completed
27/ (NEW)	Working Party members to complete Summary of Investigation template by the next Working Party meeting on Friday 17 April.	All	17/4/15
27/ (NEW)	A re-draft of the March 20 brainstorm to be circulated (<i>Annex 3</i>) and posted on Basecamp	LD	Completed
27/ (NEW)	A draft of the core ideas will be circulated on Monday 30 March for further comment by COB Wednesday 1 April.	LD	30/3/15
27/ (NEW)	Hui subgroup to meet and the report to governance group	LP/ KG	6/4/15
27/ (NEW)	Working party members to diary May 2nd to attend the hui.(all)	All	
27/ (NEW)	Talanoa subgroup to report to the governance group on Wednesday April 6.	GM/TP-S/CM	6/4/15
20/3:01	NZEI to review the A3 diagram which has been produced (incorporating changes discussed at this meeting) and provide feedback.	All	Nxt Meeting
20/3:02	MoE to review Hui agenda for 2 nd May and give agreement on speakers and confirm date.	SB	02/04/15
20/01:05	It was noted that members of the working group are occasionally asked questions around the Joint Initiative by sector members. It was suggested that a jointly agreed comms message be prepared to assist with responses.	SM/SB	Ongoing



MINISTRY OF EDUCATION

Te Tāhuhu o te Mātauranga



Working Group Minutes

20/01:01	Clarify the Scope and Purpose diagram with text to underpin and define. Sub-groups to meet and work through this.	All	Completed
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Meeting finalisation

	Meeting closed at 4.00pm	The next meeting is scheduled for: Friday 17th April 2015 - 10am-1.00pm – The Royal Society, 11 Turnbull Street, Thorndon, Wellington
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