



**Education Report: Ministerial Youth Advisory Group – payment of fees and May 2018 meeting**

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| <b>To:</b>  | Hon Chris Hipkins, Minister of Education  |                     |               |
| <b>Date:</b>                                      | 24 April 2018   | <b>Priority:</b>    | Medium        |
| <b>Security Level:</b>                            | In Confidence   | <b>METIS No:</b>    | 1121271       |
| <b>Drafter:</b>                                   | Rose Jamieson<br>Programme Director,<br>Parent and Community<br>Information Programme | <b>DDI:</b>         | s 9(2)(a) OIA |
| <b>Key contact and number:</b>                    | Apyll Parata<br>Deputy Secretary,<br>Parent Information and<br>Community Intelligence | <b>DDI:</b>         |               |
| <b>Press Release seen by Communications team:</b> | Yes   | <b>Round robin:</b> | No            |

Kia ora Minister,

**Purpose of report**

This report seeks your approval of:

- payment of fees to the Ministerial Youth Advisory Group (YAG) members at \$200 per meeting, and to reimburse any support people
- the proposed agenda for the next meeting of the Youth Advisory Group to be held on Thursday 10 and Friday 11 May.

As requested, we also provide:

- a runsheet for the time you have scheduled with the YAG from 10:30 am – 12:30 pm on Friday 11 May at Mātauranga House
- a draft press release on the inaugural YAG meeting
- a copy of the process to engage the Youth Advisory Group and sharing of their insights.



Recommended actions

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1. The Ministry recommends you:

- a. **approve** the payment of \$200 per meeting for each Ministerial Youth Advisory Group member based on the Cabinet fees framework

Approved / Not Approved

- b. **approve** the agenda for the next YAG meeting (Appendix 1) or make amendments as required

Approved / Not Approved

- c. **note** to support your attendance at the next YAG meeting on Friday 11 May, we have attached the following:

- i. a runsheet of your meeting slot (Appendix 2)
- ii. the profiles of YAG members (Appendix 3)
- iii. the previous YAG meeting notes for your reference (Appendix 4)

- d. **note** we attach a draft press release related to the inaugural meeting (Appendix 5) for you and your office to confirm or make amendments

- e. **note**, as requested, we have attached the consultation process for presenters to the Youth Advisory Group (Appendix 6)

- f. **agree** that we do not proactively release the paper due to budget sensitive information in paragraph 13

Agree / Disagree

*Apryll Parata*

Apryll Parata  
Deputy Secretary  
Parent Information and  
Community Intelligence Group

*Chris Hipkins*

Hon Chris Hipkins  
Minister of Education

24/4/2018

2/5/18

*Release with  
para 13 withheld.*

## Meeting Fees for Youth Advisory Group members

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2. We seek your approval to provide fee payment to the members of the Ministerial Youth Advisory Group. This payment would be a meeting fee that recognises the unique expertise the members of the group provide you about their experiences and perspectives on the education system. This aligns with payments being made to other Ministerial advisory groups.
3. The proposed fee is \$200 per member per meeting (\$9,600 per annum). The meeting fee would be paid in addition to actual and reasonable expenses.
4. The meeting fee is based on an assessment of the group's function, and is consistent with the Cabinet Fees Framework and current practice in the Ministry and with the Department of the Prime Minister. While the payment amount sits within the parameters of the framework, our advice from SSC is that any meeting fee needs to be approved by you.
5. Note we are also proposing that reimbursement be paid to any support person, where they are required to take time off work to support a young person attend the meetings. We estimate this payment would be up to \$2,000 annually.
6. The additional funding for member fees and support person reimbursement will be absorbed by the budget of the secretariat, the Parent & Community Information Programme.

## May 2018 Meeting

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7. The agenda for the May 2018 meeting is attached (Appendix 1), we welcome your feedback on the agenda. The key focus areas for this meeting are:
  - **New Zealand Curriculum and Te Marautanga o Aotearoa** – information for YAG (to assist with the provision of advice to you).
  - **Learning, education and school** – what does "excellent" look like?
  - **Perspectives on the upcoming Education Reform Programme** – how does their vision of "excellence" fit into the proposed reform areas?
  - Feedback on the draft of the Ministry of Education's '**Children and Young People Engagement Toolkit**'
  - **Advice to the Minister** – consolidate their advice and key messages identified over the meeting to be reported to you.
8. As requested we have provided you with a 2 hour slot on the Friday from 10:30 am – 12:30 pm (the second day of their meeting). We have provided you with a runsheet for your meeting time, the profiles of the members, and the minutes of the last meeting, to support your meeting time with the Youth Advisory Group.
9. In addition, you requested a copy of the process for consultation of the Youth Advisory Group (attached at Appendix 4). This process is used to inform those who wish to engage with the Youth Advisory Group.

## Draft press release

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10. Further to your request to release the Education Report of the inaugural Youth Advisory Group, we have prepared a draft press release that can subsequently be released by your office. The press release also refers to the upcoming Education Summits.
11. The Education Report is expected to be available online on 27 April 2018.
12. We will liaise with your office when the report is publically available.

s 9(2)(g)(i) OIA, s 9(2)(f)(iv) OIA



## Appendices

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- Appendix 1: Agenda for May YAG meeting.
- Appendix 2: Runsheet.
- Appendix 3: Profiles of YAG members.
- Appendix 4: Previous YAG meeting notes.
- Appendix 5: Draft press release.
- Appendix 6: YAG process for consultation.

Proactively Released

# Process for consultation

## Ministerial Youth Advisory Group

### Background

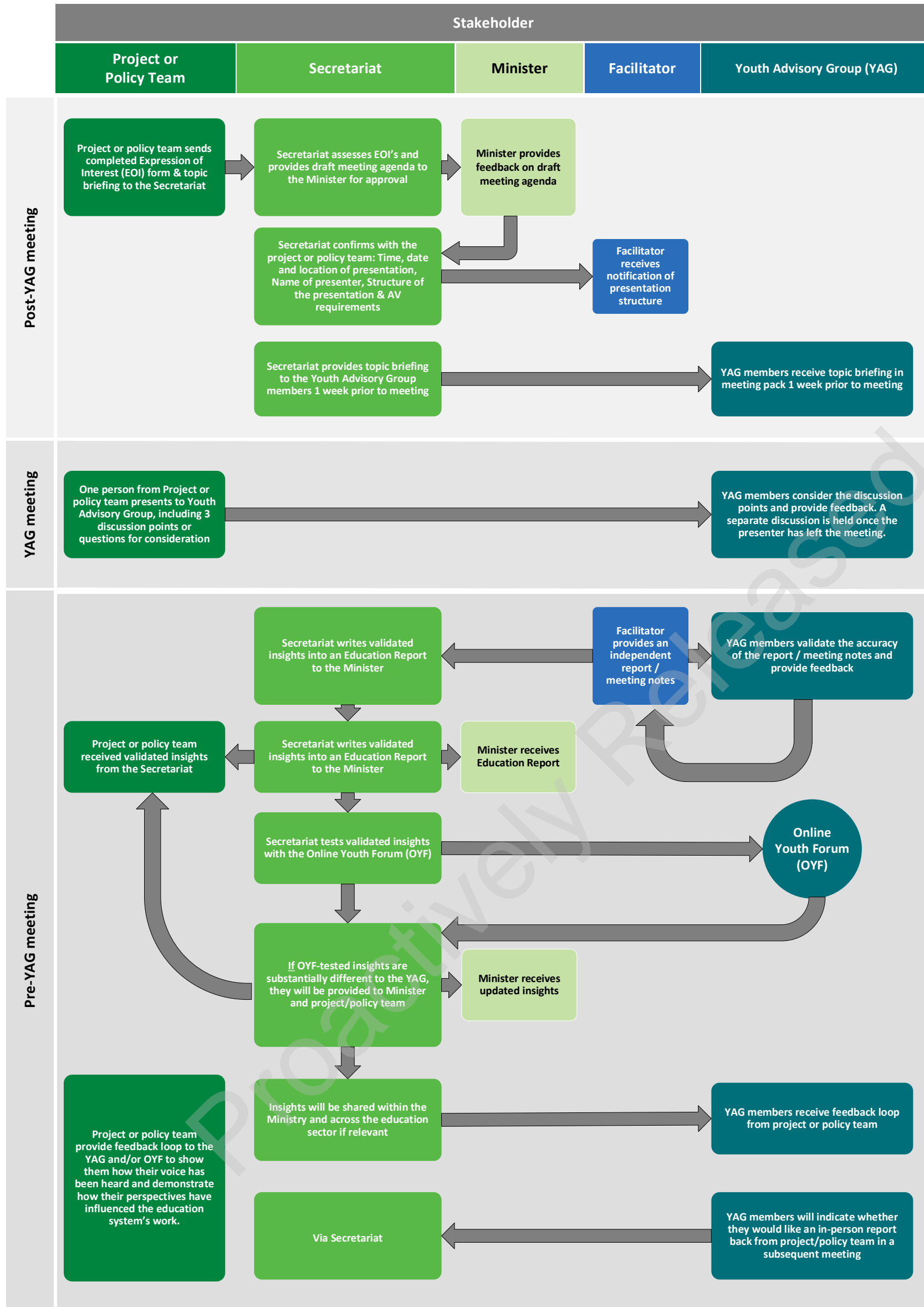
1. Two youth engagement mechanisms have been established for the Minister of Education to gather the perspectives of young people (14-18 year olds) about their education experiences and interests:
  - a. Ministerial Youth Advisory Group (YAG) – a group of 12 young people currently proposed to meet quarterly to discuss education topics; and
  - b. Online Youth Forum – an online group of more than 100 young people.
2. Both forums provide an opportunity for young people to share their own personal experiences of education, as well as any ideas about any improvements that can be made. The purpose of both groups are to:
  - a. Inform the Minister of Education, on aspects of the education system and how they affect children and young people;
  - b. Provide an opportunity for New Zealand youth to voice their own experiences and perspectives on education; and
  - c. Bring the insights of young people to the Ministry of Education and education sector to inform practices and policies.
3. Please refer to the Ministerial Youth Advisory Group **Terms of Reference**.

### Process for gathering and sharing insights from the Youth Advisory Group

4. The Youth Advisory Group meet in Wellington, four times per year (quarterly) to discuss topics of interest to them, alongside topics of priority to the Minister and the Ministry.
5. The meetings will be facilitated by an experienced youth facilitator who has experience working with similar youth groups and councils.
6. Relevant policy or project teams from within the Ministry and/or education sector can express their interest to consult with the Youth Advisory Group. The Expression of Interest (EOI) form is APPENDIX 1. Please email completed form to [youth.voice@education.govt.nz](mailto:youth.voice@education.govt.nz)
7. Along with the completed EOI form, the policy or project team must provide the Secretariat with a one-page briefing (four weeks prior to the meeting date) describing what the topic is, and why they are seeking the perspectives of the young people. The briefing must be fit-for-purpose, written in a youth-friendly language, and include at three discussion points or questions for the Group to consider.
8. The expression of interest and one-page briefing will be considered and put forth to the Minister as part of his review of the agenda.
9. Once the agenda is confirmed with the Minister - the Secretariat will confirm the timeslot with the Presenter.
10. The Presenter needs to confirm the structure of their session with the Secretariat, so that this can be considered by the youth facilitator as part their preparation. The Presenter is also to let the Secretariat know if there are any AV or other equipment needs.

11. On the day of the presentation, the Presenter is to wait outside the meeting room until invited in by the Facilitator. The timeslot allocated and the format for each topic needs to be adhered to.
12. A short briefing will be provided to the YAG as pre-reading in their YAG meeting pack.
13. Within 1 week following the meeting, the Facilitator will prepare an independent report/meeting notes.
14. The report/meeting notes will be presented to the Youth Advisory Group members to validate the accuracy and provide an opportunity for feedback.
15. Once validated, the insights will be written by the Secretariat into an Education Report and be provided to the Minister as soon as possible after the meeting.
16. Once the Education Report has been sent, the Secretariat will provide the relevant Presenter with the validated notes from their session with the Youth Advisory Group meeting.
17. Using the report/meeting notes, the Secretariat will then test the insights of the Youth Advisory Group with the young people on the Online Youth Forum.
18. Once the insights have been tested by the Online Youth Forum, the full insights:
  - a. will only be provided to the Minister if they are substantially different from the YAG, along with a draft agenda for the next Youth Advisory Group meeting, and
  - b. shared with relevant presenter.
19. Insights will also be shared wider within the Ministry and across the education sector if relevant.
20. Each Presenter will be asked to provide a feedback loop to the Youth Advisory Group and/or Online Youth Forum to show them how their voice has been heard and demonstrate how their perspectives have influenced the education system's work.
21. The report/meeting notes will indicate whether the Youth Advisory Group would like an in-person report back session from a relevant policy or project team, in a subsequent meeting.
22. The report/meeting notes will help inform the agenda for the subsequent meeting.

Process diagram: Consultation with the Ministerial Youth Advisory Group



# Expression of Interest for Consultation

## Ministerial Youth Advisory Group – 2018

### **Presenter**

Please write the name of the Presenter, their job title, organisation and contact email and number.

### **Title of presentation**

Please detail the specific title of your presentation, i.e. the policy, project or specific topic that you are seeking advice on.

### **AV requirements**

Please detail whether you have any AV requirements for the presentation.

### **Overview of topic**

Please provide background information on your specific topic or project that you are seeking advice from the Ministerial Youth Advisory Group (YAG) on.

Provide them enough just information so that they understand the context of the specific topic or project.

Please ensure that your briefing is written in a style and tone that is plain English and friendly and approachable. Avoid the use of Ministry jargon or acronyms.

### **Outcomes**

What do you want to achieve by consulting with the Youth Advisory Group? In other words, why are you seeking their voice and perspective? Be clear about what you think their role is. Please detail.

Include any information about what other groups you will be consulting with to reach these outcomes.

### **Questions**

Once you have clarified the outcomes, please frame 3 discussion points or questions that can be posed to the Youth Advisory Members that will help draw out those outcomes.

- Discussion point or question 1 please detail
- Discussion point or question 2 please detail
- Discussion point or question 3 please detail

### **Facilitation**

Please detail how you are planning to facilitate the presentation - what facilitation techniques will you use to engage the attention of the young people?