Education Report: 10 Year Strategic Plan for Early Learning – proposed Terms of Reference and process

To: Hon Chris Hipkins, Minister of Education

Date: 1 March 2018

Priority: High

Security Level: In Confidence

METIS No: 1109877

Drifter: Cheryl Chaplin

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Key contact and number: Nancy Bell, s 9(2)(a) OIA

Round robin: No

Messaging seen by Communications team: No

Purpose of report

1. This paper seeks your agreement to:
   - the scope and draft Terms of Reference for the 10 Year Strategic Plan for Early Learning (the Strategic Plan)
   - the composition and chair of the proposed Strategic Plan Ministerial Advisory Group (MAG)

Summary

2. Through the Cabinet Paper Education Portfolio Work Programme you have signalled that in March 2018 you will seek Cabinet agreement to the proposed membership and Terms of Reference for a MAG for the Strategic Plan.

3. We have provided you with:
   - a draft Terms of Reference for the Strategic Plan
   - a draft Terms of Reference for the MAG and a list of possible members
   - a draft Terms of Reference for the wider reference group and a list of possible members.

4. We seek your agreement for the Ministry to consult with Early Childhood Advisory Committee (ECAC), as the Ministry’s early learning sector advisory body, on the proposed Terms of Reference for the Strategic Plan.

5. We also seek your agreement to the list of proposed members in the MAG and Reference Group and their respective Terms of Reference.
6. To form the MAG in early April 2018, we recommend you seek approval from the Appointments and Honours Committee (APH) and Cabinet on 21 and 26 March 2018 respectively.

Recommneded Actions

We recommend that you:

a. **Agree** for the Ministry to consult Early Childhood Advisory Committee (ECAC) on the draft Terms of Reference for the Strategic Plan (attached in annex 1)

   Agree / Disagree

b. **Agree** for the Ministry to provide you with a revised Terms of Reference for the Strategic Plan in March 2018

   Agree / Disagree

c. 

d. 

e. **Agree** to appoint the following people to the Ministerial Advisory Group:

   s 9(2)(a) OIA

f. **Note** the attached draft Terms of Reference for the proposed Ministerial Advisory Group (MAG) (Annex 3)
g. **Note** the proposed membership and draft Terms of Reference for the Strategic Plan Reference Group (attached in Annex 4)

h. **Agree** that the Ministry will reprioritise $0.2 million of 2017/18 baseline funding to begin work on the strategic plan in this financial year

   Agree / Disagree

i. **Agree** that this Education Report is proactively released as part of the next publication

   Agree / Disagree

Ellen MacGregor-Reid  
Deputy Secretary  
Early Learning and Student Achievement  

13/11/18

Andrea Schollmann  
Deputy Secretary  
Education System Performance  

Hon Chris Hipkins  
Minister of Education  

1/1/1/
Background

1. In 2002 the Ministry of Education launched the 2002-2012 Strategic Plan that included a high-level vision for the future of the early learning sector, and was supported by subsequent actions, such as a review of funding and ECE regulations.

2. You have signalled your intention to work with parents, teachers, and stakeholders to develop a second version of Ngā Huarahi Arataki – Pathways to the Future 2002-2012, a 10 Year Strategic Plan for ECE (the 2002-2012 Strategic Plan).

3. There is a strong case for updating the 2002-2012 Strategic Plan given changes that have occurred since 2002 within the early learning sector, New Zealand society, and the growing evidence base which shows the importance of early learning.

4. Given the rapid expansion and shifts in provision types across the early learning sector since 2002, it is timely to consider whether the current approach to managing the early learning market ensures all children can access high quality early learning.

5. Your Cabinet Paper Education Portfolio Work Programme sets out your vision and objectives for the education system and recognises the persistent inequities faced by Māori and Pasifika and learners with disabilities and learning support needs.

6. The work programme also notes that while there has been significant growth in early learning participation, this growth does not mean that all children are participating in similar amounts of early learning nor does it mean that all children have access to high quality learning opportunities.

7. The paper notes that in March 2018 you will inform Cabinet of the proposed Ministerial Advisory Group (MAG) membership and Terms of Reference for the revised strategic plan.

10 year Strategic Plan for Early Learning – Scope

8. In your Education portfolio work programme you have outlined your vision for an "education system that provides all New Zealanders with learning opportunities so that they can discover and develop their full potential throughout their lives, engage fully in society, and lead rewarding and fulfilling lives."

9. The purpose of the Early Learning Strategic Plan is to provide a shared vision and road map towards a future state where all children have access to high quality early learning experiences which enable them to learn and thrive. Early learning should support children’s identity, language, culture, recognise children’s educational needs, and help improve educational equity.

10. Your proposed Strategic Plan Ministerial Advisory Group (MAG) will explore ways to give effect to your vision and meet these objectives for early learning.

Key themes and focus questions

11. In this context, we have identified three broad themes: raising quality, improving equity and enabling choice. The MAG should consider these themes and the questions outlined below. When framing its recommendations the MAG will be expected to consider both the efficiency and effectiveness of the early learning system.
• How can government and sector work together to improve outcomes for children by raising the quality of early learning?
  o How can we ensure that every child accesses a rich curriculum tailored to their learning needs?
  o What is the best approach to developing teaching and leadership capability across the system?
  o What regulatory and funding settings best support improved outcomes for children across diverse service types?
  o How do we build an early learning system that enables continuity as children travel across educational settings, including school or kura?
  o How best is quality measured across the early learning system? How will we know it is improving?

• How can government and the sector work with parents, whānau and communities to improve educational equity?
  o How can government, parents, whānau, and communities ensure all children regardless of background or learning needs access high quality early learning?
  o How can we foster connections with broader social sector agencies, iwi and communities to support children’s well-being and ensure that they have the support they need?
  o How can we drive pedagogical innovation and intervention that supports equity?

• How best can the system enable parents and whānau to exert choice in their children’s early learning?
  o How can our system best support te reo Māori to thrive?
  o How best can the early learning system respond to the educational, cultural and language aspirations of parents and whānau?
  o What choices should be available to parents regarding the type, philosophy and location of early learning service they can access?
  o How best can government manage the match between demand and supply of early learning services, particularly given the expansion of labour market consideration?
  o How can choice be balanced against the drive for quality, equity and participation?

12. These questions are not exhaustive. The MAG may wish to raise other questions it considers crucial to government achieving its vision for the early learning system.

Strategic Plan - Draft Terms of Reference

13. Based on the scope outlined above, we have developed a draft Terms of Reference (attached in Annex 1) for the 10 year Strategic Plan for Early Learning.

14. We seek your approval to consult on the draft Terms of Reference for the Strategic Plan with the Early Childhood Advisory Committee (ECAC) as the Ministry’s early learning sector advisory body.

15. Following this consultation process, we will provide you with a final Strategic Plan Terms of Reference for your approval and Cabinet agreement.
Engaging with stakeholders

16. You have indicated that development process and consultation on the Strategic Plan should follow a similar model to the NCEA Review. Based on this, we propose the following approach:

   a. **An ECE Strategic Plan Ministerial Advisory Group (MAG)** comprised of nine individuals with both educational expertise and a willingness to challenge the status quo, who can test thinking about, and approaches to, New Zealand's early learning system.

   b. **A Strategic Plan Reference Group** comprising sector representatives and early learning academics. Membership of this group will be drawn from the Ministry’s Early Childhood Advisory Committee (ECAC) and ECE Policy Research Forum. Note NZEI Te Riu Roa is included in ECAC.

   c. **Public consultation** to seek input from New Zealanders on the early learning system.

   ![Diagram of engagement groups]

   - **Public consultation**: Online and face-to-face engagement with early learning services and parents, families and whānau.
   - **Strategic Plan Reference Group**: Representatives of key stakeholders (incl. sector representatives, early learning academics) provide input and review for key products.
   - **Strategic Plan Ministerial Advisory Group**: Progressive thinkers on education with diverse backgrounds and perspectives, to ensure our thinking is broad and future-focused, with regular input and guidance.

17. The Ministry will provide secretariat support to the MAG and the Reference Group. We propose that both groups are able to provide you with independent advice.

18. The MAG is not intended to be a representative group. We have provided you with a list of proposed members in Annex 2.

19. The Strategic Plan Reference Group will be consulted at key milestones. The draft Terms of Reference and the proposed membership of this group are in Annex 4.

20. Oranga Tamariki are currently leading the development of the Child Wellbeing Strategy. Given the importance of the early years for children's life outcomes we will work with Oranga Tamariki during the development process.

Proposed MAG Terms of Reference

21. The proposed Terms of Reference for the MAG are attached in Annex 3. The MAG will report to you, and will provide independent advice to inform the development of the
strategic plan. These Terms of Reference will be finalised after consultation on the draft Terms of Reference for the strategic plan.

22. The MAG will be guided by the Terms of Reference for the Strategic Plan and will fulfil three functions:
   - provide advice to inform the development of the Strategic Plan with assistance from the Ministry
   - provide advice to the Minister of Education
   - act as a critical friend and advisor to the Ministry of Education.

23. The MAG will first meet in April where they will develop focus questions for the Education Summits being held in May.

24. If the MAG and the Ministry disagree on aspects of the strategy, we will provide you with separate advice.

Financial implications

25. To develop an Early Learning Strategic Plan within the timeframes you have indicated, work will need to begin on this plan in the current financial year. To achieve this, we will need your agreement to reprioritise around $0.2 million from within the Ministry's baseline for FY17/18.

26. Next Steps

27. If you agree, we will consult with ECAC on the draft Terms of Reference for the Early Learning Strategic Plan, and report back to you on the outcomes of this consultation in March 2018.

28. You may wish to consult your coalition colleagues before finalising the proposed membership of the MAG in time for the Cabinet report back in March 2018. We ask that you indicate to us who your preferred Chair and MAG members are, by 9 March 2018.

29. The Ministry will create all the necessary documentation for this process including draft Cabinet papers. We will provide you with drafts of these by 12 March 2018. These papers will need to be lodged with the Cabinet Appointment and Honours Committee by 10am Thursday 15 March for their consideration on Wednesday 21 March, and Cabinet consideration on Monday 26 March.

30. It is intended that this Education Report is proactively released as per your expectation that information be released as soon as possible. Any information which may need to be withheld will be done so in line with the provisions of the Official Information Act 1982.
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<thead>
<tr>
<th>Annex</th>
<th>Description</th>
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<tbody>
<tr>
<td>Annex 1</td>
<td>Draft Early Learning Strategic Plan Terms of Reference</td>
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<td>Annex 2</td>
<td>Proposed MAG members and summaries</td>
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<td>Annex 3</td>
<td>Proposed MAG Terms of Reference</td>
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<td>Annex 4</td>
<td>Strategic Plan Reference group - Terms of Reference and proposed membership</td>
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TERMS OF REFERENCE:
Early learning 10 year Strategic Plan

Hon Chris Hipkins – Minister of Education - has asked the Ministry of Education to work with parents, teachers, and stakeholders to develop a second version of Nga Huarahi Arataki – Pathways to the Future 2002-2012, a 10 Year Strategic Plan for ECE (the 2002-2012 Strategic Plan).

These Terms of Reference explain:

- The broad scope and guiding principles underpinning the development process
- The development process, including how the Ministry of Education will work with the sector to co-construct a new strategic plan
- How people can participate in the development process.

Context

In 2002 the Ministry of Education launched “Pathways to the Future: Ngā Huarahi Arataki 2002 – 2012”. This Strategic Plan included a high-level vision for the future of the early learning sector. This was supported by subsequent actions, such as a review of funding and ECE regulations.

There is a strong case for updating the 2002-2012 Strategic Plan given changes that have occurred since 2002 within the early learning sector, New Zealand society, and the growing evidence base which shows the importance of early learning.

There has been rapid expansion of early learning provision, in particular some forms of provision, such as home based education and care. It is also timely to consider whether our approach to network planning is ensuring access to high quality early learning opportunities for every child.

The Government’s Education portfolio work programme

The Government’s Education portfolio work programme outlines a vision for an “education system that provides all New Zealanders with learning opportunities so that they can discover and develop their full potential throughout their lives, engage fully in society, and lead rewarding and fulfilling lives.”

The Government’s work programme recognises the persistent inequities faced by Māori and Pasifika and learners with disabilities and learning support needs. The work programme also notes that while there has been significant growth in early learning participation, this growth does not mean that all children are participating in similar amounts of early learning nor does it mean that all children have access to high quality learning opportunities.
**Purpose**

The purpose of the Early Learning Strategic Plan is to provide a shared vision and road map towards a future state where all children have access to high quality early learning provision which supports their identity, language and culture and enables them to learn and thrive.

The Minister is setting up a Strategic Plan Ministerial Advisory Group (MAG) to provide the Minister and the Ministry with advice to inform the development of the strategic plan to give effect to his vision for early learning.

**Scope**

In developing the Early Learning Strategic Plan the MAG may consider any matter relating to the early learning system. When framing its recommendations the MAG is expected to consider both the efficiency and effectiveness of the early learning system.

The development process will be broad based but should explore the following key themes:

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<thead>
<tr>
<th>Theme</th>
<th>Focusing questions may include:</th>
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<tr>
<td><strong>Raising quality</strong></td>
<td>How can government and sector work together to raise the quality of early learning provision?</td>
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<td></td>
<td>i. How can we ensure that every child accesses a rich curriculum and empowering pedagogies?</td>
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<td></td>
<td>ii. What is the best approach to developing teaching and leadership capability across the system?</td>
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<td></td>
<td>iii. What regulatory and funding settings best support quality provision across diverse service types?</td>
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<td></td>
<td>iv. How do we build an early learning system that enables continuity as children travel across educational settings, including school or kura?</td>
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<td>v. How best is quality measured across the early learning system? How will we know it is improving?</td>
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<td><strong>Improving equity</strong></td>
<td>How can government and sector work with parents and whānau to improve educational equity?</td>
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<tr>
<td></td>
<td>i. How can government ensure that all children regardless of background or learning needs access high quality early learning?</td>
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<td>ii. How can we foster connections with broader social sector agencies, iwi and communities to support children’s well-being and ensure that they have the support they need?</td>
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<td><strong>Enabling choice</strong></td>
<td>How best can the system enable parents and whānau to exert choice in their children’s early learning?</td>
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<td>iv. How can our system best support te reo Māori to thrive?</td>
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<td>v. How best can the early learning system respond to the educational, cultural and language aspirations of parents and whānau?</td>
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<td></td>
<td>vi. What choices should be available to parents regarding the type, philosophy and location of early learning service they can access?</td>
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</table>
vii. How best can government manage the match between demand and supply of early learning services? How can choice be balanced against the drive for quality and equity?

Development process

The development of the strategic plan will be led by a Strategic Plan Ministerial Advisory Group (MAG). This group is not a representative group of stakeholders or organisations but it does contain a diverse range of people, with varying backgrounds and experience, who will challenge conventional thinking.

The MAG will be supported by a Strategic Plan Reference Group. This reference group will be made up of a wider range of representatives, including sector representatives and early learning academics. Membership of this group will be drawn from existing early learning representative groups; the Early Childhood Advisory Committee (ECAC) and the ECE Policy Research Forum.

The groups will work jointly with each other and with the Ministry of Education to develop a strategic plan which provides a shared vision and road map to give effect to the government’s vision for early learning.

Engaging stakeholders

Public consultation will be conducted in October 2018.

There will be broad engagement through face to face hui and online. Parents and whanau and the sector will be consulted.

Key processes and outputs

<table>
<thead>
<tr>
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<th>Focus questions for Education Summit</th>
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<tr>
<td>1</td>
<td>From April 2018, the Ministry and the Ministerial Advisory Group, in consultation with stakeholders, will identify a list of focusing questions for discussion at the Education Summits in May 2018.</td>
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<th>Education Summit and online engagement</th>
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<td>2</td>
<td>There is the potential for the Early Learning Strategic Plan to be a topic of discussion at the Education Summits in May. The focusing questions will be used to guide this discussion as well as inform any online surveys/other online engagement.</td>
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<th>Draft Strategic Plan</th>
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<td>3</td>
<td>In early September, the Ministry of Education will release a draft Strategic Plan for consultation. This first draft will be informed by the advice from the Ministerial Advisory Group. The draft Plan will be tested the reference group prior to public consultation.</td>
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<th>Consultation Reports</th>
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<td>4</td>
<td>In late November, the Ministry will produce a consultation report from its consultation processes which summarises what has been heard from New Zealanders about the Strategic Plan. The consultation report will provide insight (including data and statistics) into the consultation and identify key trends and significant responses to inform the final Strategic Plan.</td>
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5  Final Strategic Plan

A final Strategic Plan will be drafted by the Ministry of Education, incorporating consultation feedback. The MAG and Reference Group will be consulted on the final Strategic Plan before it is submitted to the Minister in December.

Alignment with other ECE work programme commitments

The Government’s education work programme includes a number of early learning commitments, some of which may be phased to occur in parallel with the development of the Strategic Plan. The Ministerial Advisory Group and Reference Group will be kept informed of the sequencing and implementation of the government’s early learning work programme where this work intersects with the Strategic Plan.
Annex 2: Proposed MAG members and summaries

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<th>Chairperson options</th>
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<th>Proposed membership</th>
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Annex 3: Proposed MAG Terms of Reference
TERMS OF REFERENCE:
Early learning 10 year Strategic Plan – Ministerial Advisory Group

Context
Hon Chris Hipkins – Minister of Education - has asked the Ministry of Education to work with parents, teachers, and stakeholders to develop a second version of *Nga Huarahi Arataki – Pathways to the Future 2002-2012, a 10 Year Strategic Plan for ECE* (the 2002-2012 Strategic Plan).

The Education portfolio work programme outlines the government’s vision for an “education system that provides all New Zealanders with learning opportunities so that they can discover and develop their full potential throughout their lives, engage fully in society, and lead rewarding and fulfilling lives.”

The purpose of the Early Learning Strategic Plan is to provide a shared vision and road map for how early learning can give effect to this vision to create a future state where all children have access to high quality early learning provision which supports their identity, language and culture and enables them to learn and thrive.

The Role and Purpose of the Ministerial Advisory Group

The Minister of Education is establishing a Ministerial Advisory Group (MAG) to provide him with independent advice and recommendations for the development of a new 10 year Strategic Plan for early learning.

The MAG will lead the development of the Strategic Plan. The MAG will be guided by the Terms of Reference for the Early Learning 10 year Strategic Plan and will fulfil three functions:

- Provide advice to the Minister and Ministry of Education to inform the development of a 10 year Strategic Plan for early learning
- Provide advice to the Minister of Education
- Act as a critical friend and advisor to the Ministry of Education.

Functions of the MAG

Provide Advice to inform development of the Early Learning 10 year Strategic Plan

In line with the Terms of Reference for the Early Learning 10 year Strategic Plan, the MAG will provide advice to the Minister and Ministry of Education to inform the development of the Strategic Plan.

They will also be responsible for developing some focusing questions to be used as part of the wider education conversation that will occur at the first national summit in early May 2018.
The MAG will provide advice on the strategic direction of the documents, including agreeing the key topics and questions above, while the Ministry of Education will provide expert advice, contribute to the direction of the documents and provide writing support during the development process.

The Ministry of Education will draft the draft Strategic Plan, consultation report and final Strategic Plan based on advice from, and discussion with, the MAG.

**Advisors to the Minister of Education**

The primary and paramount function of the MAG is to advise the Minister of Education on how to achieve a future state where every child can access high quality early learning provision which supports their identity, language and culture and enables them to learn and thrive. This will include:

- Providing advice to inform the development of the 10 year Strategic Plan (including but not limited to the results of public consultation, and recommendations to be proposed to Cabinet).

- Comments on advice provided to the Minister by the Ministry of Education or other education agencies regarding the development of a 10 year Strategic Plan.

In some cases the Minister of Education may engage directly with the MAG; but typically, this advice will be provided through the Ministry of Education as intermediary at the Minister of Education's request.

**Advisors to the Ministry of Education**

As part of their role advising the Minister of Education, the Minister has asked that the MAG provide support and advice to the Ministry of Education to deliver the early learning 10 year Strategic Plan.

The Ministry of Education may ask the MAG to provide support and advice by:

- Contributing to or reviewing key documents.

- Providing advice on the structure and nature of consultation with stakeholders and the wider public.

Advice commissioned by the Ministry will be commissioned by the Deputy Secretary, Early Learning and Student Achievement.
Relationships with the Ministry and the Reference Group

The Ministry will support the MAG and Reference Group with expert advice, and secretariat and writing support to develop the Strategic Plan framework and questions. We anticipate that, practically, the Ministry will develop the Strategic Plan framework document and final Strategic Plan based on meetings with the MAG.

Contestability of advice

Both the MAG and the Ministry of Education will provide advice to the Minister of Education on the Early Learning 10 year Strategic Plan. However, both the MAG and the Ministry of Education will do so in good faith with regards to the interests of the other. Where appropriate, the MAG and Ministry of Education will provide the other with copies of relevant advice provided to the Minister.

Where possible the Ministry and the MAG will work together to come to a consensus when providing advice. However, should the Ministry and the MAG not be able to come to a consensus with regard to any particular issue, the Ministry and the MAG will provide parallel advice.

The reference group will also provide independent advice and feedback to the MAG and the Ministry during the development process and will also be provided with the opportunity to provide competing advice to the Minister where their advice differs from the advice given by the MAG or the Ministry of Education.

Membership

The members of the MAG will be appointed by the Minister of Education. The members will not be participating in the MAG as representatives of their member organisations, as these member organisations are represented on the Reference Group.

The initial term of appointment will be for one year from 1 April 2018 until 1 April 2019. The Group will comprise nine paid members drawn from a diverse cross-section of New Zealand society – one of whom will chair the MAG.

Chair

The Chair will lead meetings of the MAG, unless otherwise directed by the Office of the Minister of Education, or otherwise agreed.

Confirmation

Members of the MAG (including the Chair) are approved by the Appointment and Honours Committee. Members of the MAG affirm that they have provided all relevant and/or requested information relevant to the approval process, and that all information disclosed is true and accurate to the best of the knowledge of the MAG members.
Fees

Fees for members of the Group have been assessed in accordance with the Cabinet Fees Framework, according to Cabinet Office Circular (12) 6. The Strategic Plan Advisory Group falls within Group 4 ('All other committees and other bodies'), and has been scored at 21 (Level 2).

Based on this, the chair of the MAG will receive a per diem of $680. Members of the MAG will receive a per diem of $480.

In addition, members will be reimbursed for actual and reasonable travel, meal and accommodation costs.

Secretariat

Secretariat services for the MAG will be provided by the Ministry of Education.

Media

The MAG, and MAG chair and MAG members acting in that capacity, will not make media statements without the prior agreement of the Minister of Education.

If the MAG are asked to provide comment on any issue relating to education by a third party (i.e., other than the Minister of Education or Ministry of Education), that MAG will forward the question or request to the Office of the Minister of Education, and to the Ministry of Education through the Early Learning mailbox (early.learning@education.govt.nz).

Meetings

Meetings of the MAG will be held in Wellington. The MAG will meet up to five times in its initial term. MAG members are expected to attend MAG meetings wherever reasonably possible.

The MAG will hold an initial two day meeting in April to begin developing their programme of work and potentially to identify and refine focusing questions for the Education Summit process in May.

After the May Summits, the group will meet for two to three further two day sessions to provide advice on the draft Strategic Plan. This draft plan will be tested with the Strategic Plan Reference Group (SPRG) prior to public consultation. Public consultation will occur in October.

The Ministry of Education will analyse the public consultation and develop a report for the MAG. This will be used to inform the development of the final Strategic Plan. The MAG will meet for a further two days in November to provide advice on the final Strategic Plan. The MAG may also be asked to provide implementation advice to the Ministry regarding the Strategic Plan.

The MAG will aim to achieve a consensus on the issues it considers, but is not required to do so.

The Ministry of Education will support the Chair to prepare meeting agendas where appropriate. The agenda and papers for meetings of the MAG will be circulated to MAG
members six working days in advance of each meeting, and draft minutes will be circulated to MAG members no later than five working days after each meeting.

The Ministry has a budget to operate the MAG, including travel costs. The MAG and its members will not have an independent budget.

**Conflicts of interest**

As part of the Appointment and Honours Committee appointment process, the members of the MAG have disclosed conflicts of interest relating to the MAG and the 10 year Strategic Plan for ECE.

Members of the MAG who have a specific, real conflict of interest in relation to an issue or item will recuse themselves from consideration of those issues or items.

If members of the MAG develop new, relevant conflicts of interest, whether real, potential or perceived, in the course of developing the Early Learning 10 year Strategic Plan, they will inform the Ministry of Education as soon as is reasonably practicable.

**Key relationships**

In addition to the Minister of Education and Ministry of Education, the MAG will have relationships with the Early Learning Strategic Plan Reference Group (SPRG).

Unless otherwise agreed with the Ministry the MAG’s contact with this group will be facilitated by the Ministry.

It is expected that the MAG will engage in the development process in good faith, and champion the 10 year Strategic Plan for ECE with stakeholders.

**Confidentiality**

The work of the MAG is confidential, unless otherwise agreed by either the Minister of Education or Ministry of Education as appropriate. Members of the MAG will maintain this confidence, and will not disclose information about the operations of the MAG to any person without the above agreement.
Annex 4: Strategic Plan Reference Group - Terms of Reference and proposed membership


TERMS OF REFERENCE:
Early learning 10 year Strategic Plan – Reference Group

Context

Hon Chris Hipkins – Minister of Education – has asked the Ministry of Education to work with parents, teachers, and stakeholders to develop a second version of Nga Huarahi Arataki – Pathways to the Future 2002-2012, a 10 Year Strategic Plan for ECE (the 2002-2012 Strategic Plan).

The Education portfolio work programme outlines the government’s vision for an “education system that provides all New Zealanders with learning opportunities so that they can discover and develop their full potential throughout their lives, engage fully in society, and lead rewarding and fulfilling lives.”

The purpose of the Early Learning Strategic Plan is to provide a shared vision and road map for how early learning can give effect to this vision to create a future state where all children have access to high quality early learning provision which supports their identity, language and culture and enables them to learn and thrive.

The Role and Purpose of the Reference Group

The Ministry is establishing an Early Learning Strategic Plan Reference Group to support the Ministry of Education and Ministerial Advisory Group (MAG) during the development of the Early Learning 10 year Strategic Plan. The group will comprise a wide range of representatives, including sector representatives and early learning academics.

The Reference Group will:

- be guided by the Terms of Reference for the Early Learning 10 year Strategic Plan
- provide independent advice and feedback during the Strategic Plan development process, this advice may include parallel advice where the Reference Group’s advice differs from the advice given to the Minister by the MAG or the Ministry of Education
- provide other support and advice to the Ministry as required.

While the Strategic Plan Reference Group and the Strategic Plan Ministerial Advisory Group will be engaged at different times during the Strategic Plan development process, both groups are of equal status.

Relationship with the Ministry

The Ministry will support the Reference Group with expert advice, and secretariat support and will facilitate the sharing of information between the MAG and the Reference Group.

The Ministry will support the Reference Group to provide independent advice and feedback to the MAG and the Ministry during the development process.
Contestability of advice

The Reference Group will provide independent advice and feedback to the MAG and the Ministry during the development process and will also be provided with the opportunity to provide parallel advice to the Minister where their advice differs from the advice given by the MAG or the Ministry of Education.

Membership

Membership of this group will be drawn from existing early learning representative groups: the Early Childhood Advisory Committee (ECAC) and the ECE Policy Research Forum. The Reference Group’s initial membership will comprise the organisations and individuals identified at Annex 1 of these terms of reference.

Expert advice, if required beyond that present on the Reference Group, will be brokered and/or resourced by the Ministry of Education.

Chair

The Reference Group will be chaired by the Deputy Secretary, Early Learning Student Achievement (ELSA).

Secretariat

Secretariat services for the Reference Group will be provided by the Ministry of Education.

Media

Members of the Reference Group will not make media statements on behalf of the Reference Group without the prior agreement of the Reference Group Chair.

If the Reference Group, or members acting in that capacity, are asked to provide comment on any issue relating to their role on the Reference Group by a third party (i.e., other than the Minister of Education or Ministry of Education), they will forward the question or request to the Ministry of Education through the through the Early Learning mailbox (early.learning@education.govt.nz).

Meetings

Meetings of the Reference Group will be held in Wellington. The Reference Group will meet up to four times in Wellington between 1 April 2018 and 1 April 2019. These meetings will involve workshops facilitated by the Ministry of Education. Any required secretariat services will also be provided by the Ministry.

The Ministry has a budget to operate the Reference Group, including travel costs. The Reference Group and its members will not have an independent budget.

Members may be required to undertake additional work outside the formal meetings such as participation in working groups and consulting with constituents.
Confidentiality and Official Information
The Reference Group will recognise the confidentiality of the information and documents discussed during meetings.

Timeframe
The Reference Group will initially be established for a twelve month period until 1 April 2019.

Good faith
Members of the Reference Group are expected to act in good faith.
### Annex 1: Reference Group membership

#### ECAC organisations represented
- Barnardos New Zealand
- Christian Early Childhood Education Association of Aotearoa
- Early Intervention Association of Aotearoa New Zealand
- Early Childhood Council
- Early Childhood Leadership Group
- Home Early Learning Organisation
- Hospital Play Specialists
- Montessori Aotearoa New Zealand
- NZEI Te Riu Roa
- New Zealand Home-based Early Childhood Education Association
- New Zealand Kindergartens Inc.
- Playcentre Federation of New Zealand
- Pasifika Advisory Group
- Te Kōhanga Reo National Trust
- Te Aho o Te Kura Pounamu (The Correspondence School)
- Te Rito Maioha Early Childhood New Zealand
- The Federation of Rudolf Steiner Waldorf Schools in New Zealand

#### ECE Policy Research Forum membership
- Margaret Carr (University of Waikato)
- Carmen Dalli (Victoria University of Wellington)
- Helen May (Victoria University of Wellington)
- Anne Meade (consultant)
- Linda Mitchell (University of Waikato)
- Lesley Rameka (University of Waikato)
- Claire McLachlan (University of Waikato)