



# Curriculum Advisory Group

## Terms of Reference

### 1. Background

The Education Conversation | Kōrero Mātauranga has made clear the need to build more trust, integrity and genuine interaction into our curriculum context.

The establishment of the Curriculum Advisory Group (CAG)<sup>1</sup> will help us grow more educationally powerful relationships with the sector and strengthen the Ministry's national curriculum leadership role.

Getting this right will ensure our National Curriculum meets the needs of all learners and ākonga across the breadth of the education system (from early learning to senior secondary schooling, in both Māori and English-medium).

### 2. Purpose

Through the collective depth and breadth of its curriculum expertise and thought leadership, the CAG will take a strategic view of the impact of the curriculum work programme and overall curriculum ecosystem, to provide advice to the Ministry about how learners, leaders and educators experience Aotearoa's curriculum system.

In particular, the CAG will draw on innovative research and on-the-ground knowledge to enhance the Ministry's curriculum design and implementation.

The CAG will bring diverse, expert voices from across the education system into the curriculum work programme to strengthen our particular focus on:

- Equitable outcomes for all tamariki and rangatahi;
- Giving effect to Te Tiriti o Waitangi; and
- Children's rights<sup>2</sup>

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<sup>1</sup> The current title of this rōpū is a working title only. It is expected that the CAG will decide, in consultation with the Hautū | Te Poutāhū and any other relevant parties, on a new title following the inaugural hui. These Terms of Reference will be updated accordingly.

<sup>2</sup> Including the rights of indigenous, disabled (and all) children, as referenced in the United Nations Convention on the Rights of the Child, the United Nations Declaration on the Rights of Indigenous Peoples, and the Convention on the Rights of Persons with Disabilities.

### 3. Role and Responsibilities

The CAG's core role is to provide thought leadership and expert advice to the Hautū - Te Poutāhū | Deputy Secretary - Curriculum Centre about:

- Direction of key aspects of the Ministry's curriculum work programme, as well as its overall sustainability, coherence and consistency;
- Areas where additional or strengthened curriculum support may be required to inform ongoing curriculum improvement.

The CAG will do this by:

- Working as a critical friend and advisor to the Ministry
- Accessing and sharing innovative research and best-practice insights about curriculum in Aotearoa (including international evidence)
- Identifying and communicating practitioner insights about, and needs for, curriculum in Aotearoa
- Championing the curriculum work programme
- Interfacing, as and where needed, with various working groups across the curriculum work programme.

### 4. Scope

*In-Scope - The CAG will:*

- Agree CAG priorities with, and provide advice to, the Hautū - Te Poutāhū | Deputy Secretary - Curriculum Centre on key strategic aspects of the curriculum work programme across the breadth of education pathways – English-Māori medium from early learning to senior secondary (this may include advice on gaps in curriculum support provision).
- Always be guided by the obligations expressed in Te Tiriti o Waitangi
- Ensure an equitable focus on priority learners, Māori and Pacific ākonga, and ākonga who require additional learning support – including gifted learners.
- Challenge the status quo with future-focused ideas that inform ongoing improvements

*Out-of-Scope – The CAG will not:*

- Make decisions
- Provide advice on the specific provision of services contracted out by the Ministry, except when this consideration occurs at level of strategic direction described as 'in-scope' above.
- Advise on the operational design of Te Tāhuhu o te Mātauranga | The Ministry of Education
- Have media rights, unless otherwise agreed with the Hautū - Te Poutāhū | Deputy Secretary - Curriculum Centre.
- Replace the need for other advisory groups who engage with specific learning pathways and curriculum priorities.
- Independently commission advice through sub-groups (though may, with the agreement of the Hautū - Te Poutāhū | Deputy Secretary - Curriculum Centre, seek advice on an as-needed basis).

## 5. Membership

Identifying the right sets of knowledge and capabilities across the CAG is a critical condition for the success of the group.

Members have been appointed by the Ministry of Education through a sector-wide expressions of interest process conducted between March-June 2021. A clear set of criteria forms the basis for the appointments made. These criteria relate to three areas:

1. Curriculum knowledge and expertise – including expertise in mātauranga Māori, te ao Māori and te reo Māori.
2. Key behavioural indicators relating to mana, leadership, impartiality, connection and fairness.
3. Overall dynamic and ‘balance’ of emphasis across the breadth of curriculum pathways to ensure that the CAG’s advice both meets the needs of the entire curriculum system as well as encourages the growth of emergent curriculum leaders.

The overall composition of the CAG is as follows:

Member	Role
Sarah Martin	Co-chair
Āwhina Gray	Co-chair
Alexandra Gunn	Member
Amanda Picken	Member
Charles Rolleston	Member
Claire Sinnema	Member
David Fa’avae	Member
Donovan Farnham	Member
Erana Haerewa	Member
Heather McRae	Member
Melini Fasavalu	Member
Tahau Thompson	Member
Lesley Rameka	Member
Virginia Crawford	Member
Denise Arnerich	Strategic adviser
Jo Talbot	Secretariat

## 6. Co-Chairpersons

Appointment of CAG Co-Chairpersons was also made by the Ministry of Education. These appointments have been made in line with all criteria referenced above. However, to drive this mahi forward with clarity of purpose and vision, additional criteria for the Co-Chairs were:

- strong mana and professional credibility in a curriculum context.
- demonstrated ability to chair other groups.
- demonstrated ability to work in more than one context and to equitably elevate all voices across the breadth of education pathways.

The Co-Chairs are responsible for the overall direction of the meeting, though collaboration and co-creation between members is encouraged. The Co-Chairs are also responsible for finalising the agenda, in consultation with members and the Hautū - Te Poutāhū | Deputy Secretary - Curriculum Centre. This may include the Co-Chairs requesting papers be supplied where appropriate.

The Co-Chairpersons are both responsible for leading the CAG and for meeting outcomes and advice to the Hautū | Te Poutāhū.

The Co-Chairpersons are both responsible for:

- Establishing a strong protocol, kaupapa and working relationship, and embedding within the membership a strong direction;
- Elevating all voices across the breadth of education pathways;
- Focusing on developing relationships and a shared vision for the group, including building an understanding of the role the CAG could play and the work it could do to contribute to better curriculum for all ākonga;
- Establishing an agenda and meeting objectives with the Hautū | Te Poutāhū and Te Poutāhū 'Critical Friend'; and
- Navigating and managing conflict between members.<sup>3</sup>

Having Co-Chairpersons also gives the Hautū | Te Poutāhū a point of contact for information relating to the CAG's overall advisory role.

The Ministry will explore how the Co-Chairperson arrangement will work in practice, namely, how they will divide roles, responsibilities, and logistical arrangements.

The Ministry of Education will provide secretariat services for the CAG.

## 7. Term of appointment

In balancing the need for continuity (i.e. longer terms) against overburdening key sector leaders and the need to ensure we offer opportunities to refresh these voices, the Co-Chairs and members will serve a 24-month term, with the option for this to be renewed for an additional period. The Ministry will hold a membership and Co-Chairs review six months after the inaugural meeting of the CAG.

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<sup>3</sup> While it is expected that the CAG will be unified in its formal advice to the Ministry, per the CAG's Terms of Reference, in instances of disagreement, the Co-Chairpersons holds the prerogative to determine a position on behalf of the group.

## 8. Relationships with other advisory groups

There is an existing network of advisory and reference groups which provide advice to the Ministry (and/or directly to the Minister) which support the curriculum work programme.

As outlined above (sections 2-3), the CAG play a pivotal role within this wider advisory group network through their role as system-level thought leaders taking a strategic view of the impact of the curriculum work programme and overall curriculum eco-system.

It is important that the CAG have relationships with other advisory groups to minimise duplication of effort and leverage their diverse expertise for the benefit of curriculum teaching and learning.

The CAG Co-Chairs may, with the agreement of the Hautū Te Poutāhū | Deputy Secretary Curriculum Centre, seek advice on an as-needed basis from these groups.

It is expected that the CAG will engage in good faith, and champion the curriculum work programme process with stakeholders (as set out in section 14. Confidentiality, below).

Members may sit on a sub-group of CAG.

## 9. 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 Curriculum Advisory Group falls within Group 4 ('All other committees and other bodies') and has been scored at 21.

Based on this, the Co-Chairs of the CAG will receive a per diem of \$680. Members of the CAG will receive a per diem of \$480.

However, if a CAG member is a teacher or principal, it is up to their school or kura Board to arrange how the member is to be paid. For example, if Board meetings are held during the school term, often members will be paid their normal salary and the Ministry pays a fee to the school. If Board meetings are held during the school holidays, Board members are often paid their fee directly.

## 10. Other expenses

Members are entitled to be paid reasonable and actual allowances for travelling and other expenses relating to the performance of their duties and responsibilities as CAG members. Reimbursement is made by invoice to the Ministry of Education.

## 11. Meeting Frequency

Following its inaugural meeting, the CAG will formally meet for **one-two working day/s on a quarterly basis**. CAG members are expected to attend meetings wherever reasonably possible.

The CAG may also meet out-of-cycle or increase meeting frequency with the express agreement of the Hautū Te Poutāhū | Deputy Secretary Curriculum Centre, in consultation with the Co-Chairs.

## 12. Logistics

### Notice of Meetings, Agendas and Papers

The Ministry of Education will support the Co-Chairs to prepare meeting agendas where appropriate. The agenda and papers for meetings of the CAG will be circulated to CAG members five working days in advance of each meeting, and draft minutes will be circulated to CAG members no later than five working days after each meeting. It is at the discretion of the Co-Chairs to accept late agenda items and papers.

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

## **Decision Making**

While the CAG does not hold formal decision-making rights, its role is to advise the Ministry. The Ministry and Hautū Te Poutāhū | Deputy Secretary Curriculum Centre will, in turn, remain open to, and trusting of, this advice.

It is expected that the CAG will be unified in its formal advice to the Ministry. However, the Co-Chairs hold the prerogative to determine a position on behalf of the group.

## **Quorum**

A quorum of seven members, including the Co-Chairs, is required. In the event there is no quorum, a decision to reschedule the meeting will be made by the Co-Chairs.

No delegates will be accepted as decisions need to be made by the members of CAG.

## **13. Media**

The CAG has a focus on co-creation and positive working relationships between members. It is important that any grievances or disagreements be, wherever possible, first shared with the group internally for resolution.

The CAG Co-Chairs (or CAG members acting in that capacity) will not make media statements without the prior agreement of the Hautū - Te Poutāhū | Deputy Secretary - Curriculum Centre.

If asked to provide comment on any issue relating to education by a third party (i.e., other than the Ministry of Education), CAG members will share the question or request with the Hautū | Deputy Secretary, Ministry of Education, and the CAG Co-Chairs.

## **14. Conflict of Interest**

As part of the appointment process, the members of the CAG have disclosed conflicts of interest relating to the CAG. A conflict of interests register will be maintained to record any relevant conflicts.

Members of the CAG who have a specific, actual conflict of interest in relation to an issue or item will recuse themselves from consideration of those issues or items. The CAG will regularly review consider updates to the conflict of interests register form as a standing item of their forward agenda.<sup>4</sup>

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<sup>4</sup> This form is contained in the CAG Conflicts of Interest Pack

Members are also required to undertake any/all actions required of them in the Conflict Management Plan.<sup>5</sup>

If members of the CAG develop new, relevant conflicts of interest – whether actual, potential or perceived – they will inform the Ministry of Education as soon as is reasonably practicable.

If members are required to excuse themselves from any meeting as a result of the actions described in the CAG Conflict Management Plan, the Ministry may appoint an acting Chair or Co-Chairs to act in their stead.

## 15. Confidentiality

The work of the CAG is confidential, unless otherwise agreed to by the Hautū, Te Poutāhū | Deputy Secretary, Curriculum Centre.

Members of the CAG will maintain this confidence and will not disclose information about the operations of the CAG to any person without the above agreement.

It is acknowledged that CAG Co-Chairs and members play a key role in acting as champions for curriculum and pedagogy in Aotearoa. Accordingly, it is expected that there will be many opportunities for information about emergent thinking and advice to be shared/tested with their networks and the wider education sector in good faith. It is important, however, that this be agreed with the Hautū - Te Poutāhū | Deputy Secretary - Curriculum Centre in advance to ensure that it does not prejudice due decision-making processes and/or result in any conflict/s of interest.

**Note:** *The contents of documents and information are subject to the Official Information Act.*

## 16. Review of the Terms of Reference

The Terms of Reference and function of the CAG will be reviewed after six months to ensure they are fit for purpose. This may, at the direction of the Hautū, Te Poutāhū | Deputy Secretary, Curriculum Centre, include a review of CAG membership.

## 17. Board Self-Assessment

The CAG will assess their deliverables every two years and recommend any changes in their composition and/or deliverables to the Hautū, Te Poutāhū | Deputy Secretary, Curriculum Centre.

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<sup>5</sup> As above.