

## Document 1 - Excerpt of Minutes 07 April 2021

<b>Date</b>	Wednesday 7 April 2021, 11:00am – 3:30pm
<b>Venue</b>	Mātauranga House, 33 Bowen St., Wellington
<b>Chair</b>	John Brooker, Group Manager, Education System Policy
<b>Attendees (Ministry)</b>	<p>Siobhan Murray, Senior Policy Manager, ECE Policy, ESP</p> <p>Eispeth Maxwell, Manager, ECE Operational Policy and Design, SE&amp;S</p> <p>Megan Hutchison, Lead Adviser, ECE Operational Policy and Design, SE&amp;S</p> <p>Sam Johnston, Senior Advisor, ECE Operational Policy Design, SE&amp;S</p> <p>Kirsty Macdonald, Senior Policy Analyst, ECE Policy, ESP</p> <p>Carlee Simmonds, Principal Adviser, SE&amp;S</p> <p>Joel Gapes, Senior Adviser, ECE Operational Policy and Design, SE&amp;S</p> <p>Matt Amos, Policy Analyst, Funding Policy, ESP</p> <p>Natasha Kuka, ECE Policy, ESP</p> <p>Richard Joblin, Chief Adviser, Education System Investment, ESP</p>
<b>(Members)</b>	<p>Sarah Alexander, CEO, ChildForum</p> <p>Catherine Bell, Senior Policy and Engagement Advisor, Te Rito Maioha</p> <p>Fiona Hughes, Deputy CEO, BestStart Educare</p> <p>Shelley Hughes, NZEI</p> <p>Jo Lambert, General Manager, Barnardos</p> <p>Emma Norrie, Area Manager, Evolve Education Group</p> <p>Peter Reynolds, CEO, Early Childhood Council</p> <p>Raewyn Overton-Stuart, Manager Director, PAUA</p> <p>Andrew Philipps, CEO, Provincial Education</p> <p>Arapera Royal Tangaere, Kaihere Kaupapa Kounga, Te Kōhanga Reo National Trust</p> <p>Esther Tinirau, Te Kōhanga Reo</p> <p>Calmar Ulberg, CEO, Counties Manukau Kindergarten Association</p> <p>Cathy Wilson, Executive Officer, Montessori Aotearoa New Zealand</p> <p>Pauline Winter, General Manager, CEO Auckland Kindergarten Association</p> <p>Jill Bond, CEO, New Zealand Kindergartens</p>
<b>Apologies</b>	<p>Thomas Tawhiri, General Manager, Playcentre Aotearoa</p> <p>Timothy Wong, CEO, Evolve Education Group,</p>

*Note: These notes capture the themes of the discussion and key points made during the workshop. They do not necessarily represent a shared view of the group and there may be differing perspectives on some points. They are not intended as comprehensive minutes of the meeting.*

## Introduction

- Ministry outlined the meeting purpose: to provide an opportunity to input into the design and implementation of the new network management function.

## Proposals

- The Ministry outlined the five main proposals that would be the focus of discussion across the day:
  - Factors that are important to the design and implementation
  - Process: setting up a new centre or network
  - Preapplication: the matters the Minister must take into account
  - The new process for the pre-application stage
  - The extension process.

## Factors

The Ministry presented a range of factors that could guide the design and implementation of the network management policy. Members were asked to discuss if these are the right factors to guide the design and whether there was anything missing.

Discussion and feedback:

- Members that provided feedback generally supported the factors put forward. Some argued some of the terms need to be defined.

## Process: setting up a new centre or network

The Ministry sought to understand from providers' perspective the process for setting up a new centre or network.

Discussion included:

- SAG indicated there wasn't a clear linear model for setting up a new centre or network. The process depends on a range of matters, including affiliation to a wider organisation.
- Members noted the influence of developers who may identify the site, centre numbers etc. The provider may have limited influence over these matters.
- Information to inform inception is taken from information counts, census (though this can be problematic due to poor data), Gapmaps. Information is used to ensure services there is a need for a new service (by looking at whether there are other services nearby and population information). How many people attend and from where differs depending on where the service is located (city vs rural).
- Home-based networks grow organically and are harder to plan. Word of mouth is important.

**Pre-application matters that the Minister must take into account**

Participants were asked to describe:

- What do each of the aspects (the demography of the area, the needs of the communities in the area, the needs of the children in the area, and the availability of services in the area with different offerings, for example, the provision of te reo Māori) mean to you?
- What do you already take into account before applying for a licence?
- What data do you already rely on?

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