

From: [Aditi Cook](#)
To: 9(2)(a)
Subject: RE: [approve] - Contract Variation - Better Start Literacy Approach
Date: Tuesday, 12 September 2023 11:51:10 am
Attachments: [image001.png](#)

This is approved, 9(2)(a)

Thanks

9(2)(a) please apply signature , as needed

Aditi Cook | Chief Procurement Officer
Te Pou Rangatōpū | Corporate

DDI +6444631513 | Mobile 9(2)(a)
National Office 1 The Terrace
[education.govt.nz](https://www.education.govt.nz)

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From: 9(2)(a)
Sent: Monday, 11 September 2023 1:29 pm
To: Aditi Cook <Aditi.Cook@education.govt.nz>
Cc: 9(2)(a)
Subject: [approve] - Contract Variation - Better Start Literacy Approach

Kia ora Aditi

I have attached a contract variation for your approval.

Background

Better Start Literacy Approach (BSLA) is a structured approach to literacy instruction for Year 0 to Year 2 classrooms, to support children's early reading, writing and oral language success. It has been developed by the University of Canterbury specifically for New Zealand educational and cultural context and controlled research trials have proven its effectiveness. The BSLA is currently being implemented in 833 primary schools nationwide (46% of Government funded primary schools). This has now reached over 4,000 teachers and over 500 literacy specialists.

Variation four takes the BSLA contract to the end of its additional terms as stipulated in the original procurement plan. Following this variation, a tender process will need to take place (alongside Programmes for Students) in 2025 for the full suite of supports for teachers of students in literacy from years 0 – 10. This aligns with the implementation of the Common Practice model for all New Zealand schools as well as the new curriculum (Te Mātaiaho).

Value

\$6,156,818.90

Risk

High due to:

1. Significant value;
2. Political interest and support of the programme;
3. Expectations of the sector and continuity of service provision; and
4. The gap of provision if this support for teachers of years 0-2 were to cease.

Note – Pru has approved this variation.

Ngā mihi

9(2)(a)

| Senior Procurement Specialist
Te Puna Rangatōpū | Corporate

DDI +6444395499

National Office 8 Gilmer Terrace

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Released under the Official Information Act 1982

From: 9(2)(a)
To: [Leya Kurian](#); [Jamie Merrick](#)
Subject: FW: [approve] - Contract Variation - Better Start Literacy Approach
Date: Tuesday, 12 September 2023 12:56:04 pm
Attachments: [image001.png](#)
[Contract Variation Request - Better Start Literacy Approach - University of Canterbury \(for approval\).docx](#)

Approved variation attached

9(2)(a) | Senior Procurement Specialist
Te Puna Rangatōpū | Corporate
DDI +6444395499

From: 9(2)(a)
Sent: Tuesday, 12 September 2023 12:46 pm
To: 9(2)(a)
Subject: RE: [approve] - Contract Variation - Better Start Literacy Approach

Here you go

9(2)(a) (she/her) | Executive Assistant
Te Pou Rangatōpū | Corporate
DDI +6444638024
9(2)(a)

From: 9(2)(a)
Sent: Monday, 11 September 2023 1:29 pm
To: Aditi Cook <Aditi.Cook@education.govt.nz>
Cc: 9(2)(a)
Subject: [approve] - Contract Variation - Better Start Literacy Approach

Kia ora Aditi

I have attached a contract variation for your approval.

Background

Better Start Literacy Approach (BSLA) is a structured approach to literacy instruction for Year 0 to Year 2 classrooms, to support children's early reading, writing and oral language success. It has been developed by the University of Canterbury specifically for New Zealand educational and cultural context and controlled research trials have proven its effectiveness. The BSLA is currently being implemented in 833 primary schools nationwide (46% of Government funded primary schools). This has now reached over 4,000 teachers and over 500 literacy specialists.

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1. Significant value;
2. Political interest and support of the programme;
3. Expectations of the sector and continuity of service provision; and
4. The gap of provision if this support for teachers of years 0-2 were to cease.

Note – Pru has approved this variation.

Ngā mihi

9(2)(a)

| Senior Procurement Specialist
Te Puna Rangatōpū | Corporate

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From: [Kirsty Farquharson](#)
To: [Jamie Merrick](#)
Subject: RE: BSLA for approval
Date: Thursday, 14 September 2023 6:13:00 pm
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

Both these are looking good. And great to know that Pru and Aditi both support the approach. I've added my signature to the procurement plan – although there are several editorial details to fix and the bigger question (noted below) of varying to include options B and C and/or more teachers.

Memo

- Who's reviewed the memo so far? And who else needs to review it before it goes to Julia?
- Despite my numerous edits and comments, it is really good. Clear and concise.

Procurement plan

- Overall, it's looking good. My comments are mainly about details or to clarify wording.
- The only significant thing that needs to be addressed is the option to include options B and C if budget allows. And the option to increase the number of teachers if we get more than 500 applying.

Let's discuss any of it as need be.


Thanks,
Kirsty

Kirsty Farquharson | Senior Manager
TP-Te Poutāhū (Curriculum Centre)
DDI +6444638459 | 9(2)(a)

From: Jamie Merrick <Jamie.Merrick@education.govt.nz>
Sent: Thursday, 14 September 2023 11:27 am
To: Kirsty Farquharson <Kirsty.Farquharson@education.govt.nz>
Subject: BSLA for approval

Kia ora Kirsty,

I shared the link to the procurement with you Monday. Here it is again with the link to the memo which will accompany it.

 [Contract Variation Request - Better Start Literacy Approach - University of Canterbury \(for approval\) \(003\).docx](#)




 [BSLA Large Scale Implementation - Memo to Iona and Ellen v1.docx](#)

Hei konā mai me ngā mihi,
Jamie Merrick (he/him) | Kaitohutohu Ārahi | Lead Adviser

Te Poutāhū (Curriculum Centre)

9(2)(a)

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Document 4

From: 9(2)(a)
To: [Kirsty Farquharson](#); [Jamie Merrick](#)
Cc: 9(2)(a); [Chris Arcus](#)
Subject: Re: BSLA cohort 6 / 7 potential variation contract
Date: Wednesday, 20 September 2023 9:45:29 am

Many thanks Kirsty for the update and best wishes for 9(2)(a). I am certainly looking forward to connecting with colleagues in Education and Psychology at 9(2)(a).

We are preparing our next BSLA report due in November and we will send this through to you prior to our in person meeting in Wgtn where we can discuss the report and present key findings.

Nga mihi
9(2)(a)

From: Kirsty Farquharson <Kirsty.Farquharson@education.govt.nz>
Sent: Wednesday, September 20, 2023 9:23 AM
To: 9(2)(a); Jamie Merrick <Jamie.Merrick@education.govt.nz>
Cc: 9(2)(a); Chris Arcus <Chris.Arcus@education.govt.nz>
Subject: RE: BSLA cohort 6 / 7 potential variation contract

Kia ora 9(2)(a)

Jamie and Chris may have already replied to your emails, but I wanted to quickly respond and note:

- We are moving the BSLA contract through procurement approval processes as quickly as we can, but as we all have experienced, this still takes time. We've noted your points about opening and closing dates.
- We've noted the points you've raised about Reading Recovery tutors, and Jamie and Chris are working on this.
- Thanks for letting us know that 9(2)(a) will be leading BSLA while you're in 9(2)(a).
- Thank you also for the September 2023 BSLA briefing.

All the very best for 9(2)(a). We'll be interested to hear about learnings you bring back.

Ngā mihi,
Kirsty

Kirsty Farquharson | Senior Manager
TP-Te Poutāhū (Curriculum Centre)
DDI +6444638459 | 9(2)(a)

From: 9(2)(a)
Sent: Friday, 15 September 2023 11:54 am
To: Jamie Merrick <Jamie.Merrick@education.govt.nz>
Cc: Kirsty Farquharson <Kirsty.Farquharson@education.govt.nz>; 9(2)(a)

9(2)(a)

Subject: BSLA cohort 6 / 7 potential variation contract

Kia ora Jamie,

I hope things are tracking as you expect for the contract variation for Cohorts 6 and 7. Please let me know if procurement have any further questions.

We are certainly fielding many inquiries from school re the next opportunity to undertake the BSLA micro credential. National Party's policy announcement around structured literacy approaches has encouraged many non BSLA schools to seek out information about BSLA which is very encouraging.

If the contract variation for cohort 6/7 is approved, I wondered if you could consider extending the applications closing date for just a few more days until November 10th (instead of November 7th). We are planning on engaging with schools in the Queenstown Cromwell Otago region on November 8th/9th so to have the applications still open at this time would potentially be helpful for these schools.

9(2)(a) from September 27th to November 7th.

During this time [REDACTED] will assume leadership responsibilities for BSLA. If there are any potential zoom meetings for MoE regional staff or other groups you would like us to engage in next term around BSLA cohort 6 opportunities please just let us know and 9(2)(a) can support these hui in my absence.

Many thanks

Nga mihi

9(2)(a)

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Document 5

From: [Leya Kurian](#)
To: [Amelia Cartwright](#)
Cc: [Chris Arcus](#); [Jamie Merrick](#); [Kirsty Farquharson](#)
Subject: For approval: BSLA Large Scale Implementation - Memo to Iona and Ellen
Date: Monday, 25 September 2023 4:07:13 pm
Attachments: [Contract Variation Request - Better Start Literacy Approach - University of Canterbury \(for approval\) \(003\).docx](#)
[BSLA Large Scale Implementation - Memo to Iona and Ellen v1.docx](#)
Importance: High

Kia ora Amelia,

Please find the attached memo and contract variation request for Julia's approval. Please note that this memo follows the same format as earlier BSLA memos and it has been reviewed by the OTH.

Ngā mihi,

Leya Kurian | Lead Adviser
Te Poutāhū (Curriculum Centre)

DDI +6496329365

Document 6

From: [Kirsty Farquharson](#)
To: 9(2)(a)
Cc: [Haley Payne](#); [Jamie Merrick](#); [Leya Kurian](#); [Chris Arcus](#)
Subject: Update on literacy procurements FW: BSLA procurement documents - as requested at your meeting with Julia and Ellen this afternoon
Date: Tuesday, 3 October 2023 10:13:33 am
Attachments: [BSLA Large Scale Implementation - Memo to Iona and Ellen v1 \(002\).docx](#)
[Appendix 1 Contract Variation Request - Better Start Literacy Approach - University of Canterbury.docx](#)

Mōrena 9(2)(a)

Here's where we're at getting business approvals for the three literacy procurements. (You're our procurement person on all of them, aren't you?)

Updates:

- Julia met yesterday with Ellen and Pauline, primarily to discuss PfS, but they also considered BSLA and RR&ELS. They would like to put all three procurement documents up to Iona together as a package. So Campbell is writing an overarching memo about them to package them together.
- BSLA: 9(2)(a) has done a bit of wordsmithing of the BSLA docs. I had a quick look last night, and they're pretty much all about expression rather than procurement process. I'll have a more thorough look now. If there's anything that I think changes the procurement intent, I'll let you know. I've attached them both in case you want to have a look. (Changes are tracked.)
- PfS: Sounds like that's pretty much there. Not needing any significant changes.
- RR&ELS: I've asked Chris (and he's been in touch with you) to edit the docs (both a structural edit and an edit of the language). I'm not wanting to change the procurement approach, but I do need the structure of the doc and the language improved. The main structural issue is repetition.

We're aiming to get all three of them, with their overarching memo, to Ellen CoP today.

Let me know if any of this concerns you.

Kirsty

Kirsty Farquharson | Senior Manager
TP-Te Poutāhū (Curriculum Centre)

DDI +6444638459 | 9(2)(a)

From: Kirsty Farquharson
Sent: Tuesday, 3 October 2023 9:26 am
To: Pauline Cleaver <Pauline.Cleaver@education.govt.nz>; Giles Panting <Giles.Panting@education.govt.nz>; Shaun Hawthorne <Shaun.Hawthorne@education.govt.nz>; Tara Taylor-Jorgensen <Tara.TaylorJorgensen@education.govt.nz>
Cc: Julia Novak <Julia.Novak@education.govt.nz>; Campbell Birch <Campbell.Birch@education.govt.nz>; Haley Payne <Haley.Payne@education.govt.nz>; Jamie Merrick <Jamie.Merrick@education.govt.nz>; Leya Kurian <Leya.Kurian@education.govt.nz>
Subject: RE: BSLA procurement documents - as requested at your meeting with Julia and Ellen this afternoon

Kia ora Pauline,

Thanks for the quick feedback. Those are great suggestions. Looking forward to working with Tara, Shaun, and Giles on those.

Re: timeframes – we do need to get this next cohort signed off so we can open applications straight after the red zone (ie 16 October). We'll work with Procurement to include wording that allows for the options you've suggested as scale-up options subject to budget availability. Then we can get going with the next cohort and also work with your team and UC to scope and cost the options you've suggested.

Ngā mihi,
Kirsty

Kirsty Farquharson | Senior Manager
TP-Te Poutāhū (Curriculum Centre)
DDI +6444638459 | 9(2)(a)

From: Pauline Cleaver <Pauline.Cleaver@education.govt.nz>

Sent: Tuesday, 3 October 2023 8:56 am

To: Kirsty Farquharson <Kirsty.Farquharson@education.govt.nz>; Giles Panting <Giles.Panting@education.govt.nz>; Shaun Hawthorne <Shaun.Hawthorne@education.govt.nz>; Tara Taylor-Jorgensen <Tara.TaylorJorgensen@education.govt.nz>

Cc: Julia Novak <Julia.Novak@education.govt.nz>; Campbell Birch <Campbell.Birch@education.govt.nz>

Subject: RE: BSLA procurement documents - as requested at your meeting with Julia and Ellen this afternoon

Thanks Kirsty

Given we are going for two years I am interested in the further options

I think they would add greater value for sustainability

So Tara and Shaun can we look to see how the PLD budget we have ringfenced for Literacy might support these additions (I agree this is not something I think PFS should pay for it has other priorities) but also alongside this I would like to know whether it is also possible to have options that include

- Follow up check in for the earlier cohorts
- How we can get my broader use of their diagnostic tool for first phase

Kirsty please let the team know your timeframes.

Pauline Cleaver | General Manager – Strategy & Integration
Te Poutāhū (Curriculum Centre)
DDI +6444638110 | 9(2)(a)

From: Kirsty Farquharson <Kirsty.Farquharson@education.govt.nz>
Sent: Monday, 2 October 2023 5:17 pm
To: Pauline Cleaver <Pauline.Cleaver@education.govt.nz>
Cc: Julia Novak <Julia.Novak@education.govt.nz>; Campbell Birch <Campbell.Birch@education.govt.nz>
Subject: BSLA procurement documents - as requested at your meeting with Julia and Ellen this afternoon

Kia ora Pauline,

Here are the BSLA procurement documents, as you requested at the meeting this afternoon with Julia and Ellen to discuss PfS.

Note that Julia said in the meeting that the procurement is for one more year (ie 2024), but it is actually two more years (ie 2024 and 2025).

If you have any comments, can you please send them to us by **2pm Tuesday**, as we are planning to get the full package of procurement documents (ie BSLA, PfS, RR&ELS) to Ellen by CoP.

Nga mihi,
Kirsty

Kirsty Farquharson | Senior Manager
TP-Te Poutāhū (Curriculum Centre)
DDI +6444638459 | 9(2)(a)
National Office Mātauranga House
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Document 7

From: [Kirsty Farquharson](#)
To: [Julia Novak](#); [Campbell Birch](#); [Jamie Merrick](#); [Leya Kurian](#)
Cc: [Amelia Cartwright](#)
Subject: RE: BSLA Large Scale Implementation - Memo to Iona and Ellen v2.docx
Date: Wednesday, 4 October 2023 9:51:01 am
Attachments: [BSLA Large Scale Implementation - Memo to Iona and Ellen v3.docx](#)

This is also great, thanks, Julia.

Only change that I don't think we should make is in the Costing table, para 23. The cost options are cumulative, so we do need to say A, A + B, and A + B + C. Please don't accept the tracked change for this. I've noted this in the attached v3.

Jamie and Leya – for your visibility

Kirsty Farquharson | Senior Manager
TP-Te Poutāhū (Curriculum Centre)
DDI +6444638459 | 9(2)(a)

From: Julia Novak <Julia.Novak@education.govt.nz>
Sent: Wednesday, 4 October 2023 8:16 am
To: Campbell Birch <Campbell.Birch@education.govt.nz>; Kirsty Farquharson <Kirsty.Farquharson@education.govt.nz>
Cc: Amelia Cartwright <Amelia.Cartwright@education.govt.nz>
Subject: BSLA Large Scale Implementation - Memo to Iona and Ellen v2.docx

Again, some small changes
Julia

Document 8

From: 9(2)(a)
To: [Kirsty Farquharson](#); 9(2)(a) [Jamie Merrick](#)
Subject: RE: Update on contract variation
Date: Friday, 6 October 2023 12:13:19 pm
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)

Thanks so much for that update, Kirsty.
Have a great weekend ahead,

9(2)(a)



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Professor 9(2)(a)
Amo Tuarua (Rangahau) | Associate Dean (Research)
Te Kaupeka Ako | Faculty of Education
Te Whare Wānanga o Waitaha | University of Canterbury
Private Bag 4800, Christchurch 8140, New Zealand

Successful Learning Theme Leader
E tipu e rea | A Better Start National Science Challenge
www.abetterstart.nz

Te Ara Reo Matalini | A Better Start Literacy Approach
www.betterstartapproach.com

From: Kirsty Farquharson <Kirsty.Farquharson@education.govt.nz>
Sent: Friday, 6 October 2023 11:58 am
To: 9(2)(a) [Jamie Merrick](#)
<Jamie.Merrick@education.govt.nz>
Cc: 9(2)(a)
Subject: RE: Update on contract variation

Kia ora 9(2)(a)

I hope all is going well for you in 9(2)(a) – and for you in 9(2)(a).

We have made good progress with approvals the BSLA contract variation. We have got just the last two approvals to go, and we're reasonably well positioned to get these through. We're unlikely to hit our timeframe of full approval by CoP today, but I'm hoping/expecting to get it in the next week.

Ngā mihi,
Kirsty

Kirsty Farquharson | Senior Manager

TP-Te Poutāhū (Curriculum Centre)

DDI +6444638459 | 9(2)(a)

From: 9(2)(a)

Sent: Thursday, 5 October 2023 10:32 pm

To: Kirsty Farquharson <Kirsty.Farquharson@education.govt.nz>; Jamie Merrick
<Jamie.Merrick@education.govt.nz>

Cc: 9(2)(a)

Subject: Update on contract variation

Kia ora Kirsty- IT would be great to receive the contract variation through as soon as possible as time lines are now getting tight for information hui in school communities. We are planning on a series of face to face hui in communities where we can extend BSLA reach and continue with opportunities in high need areas like Northland hawkes bay etc . We have a range of things set up ready to push play for the new term but we need to receive the contract first. Schools of course always appreciate as much notice as possible so hoping this next opportunity for cohort 7 can be promoted very soon

9(2)(ba)(i)

Nga mihi

9(2)(a)

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Document 9

From: [Jamie Merrick](#)
To: 9(2)(a)
Subject: signed
Date: Wednesday, 18 October 2023 3:01:00 pm
Attachments: Out of scope
[Better Start Literacy Approach memo SIGNED.pdf](#)
[Request for Contract Variation Better Start Literacy Approach.pdf](#)
[image001.png](#)
[image002.png](#)
[image003.png](#)

Hei konā mai me ngā mihi,
Jamie Merrick (he/him) | Kaitohutohu Ārahi | Lead Adviser
Te Poutāhū (Curriculum Centre)

9(2)(a)

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From: Haley Payne <Haley.Payne@education.govt.nz>
Sent: Wednesday, 18 October 2023 2:45 pm
To: Jamie Merrick <Jamie.Merrick@education.govt.nz>
Subject: FW: [FOR APPROVAL]: Procurement requests for literacy and maths supports

Haley Payne | Senior Adviser
Te Poutāhū (Curriculum Centre)

From: Te Poutāhū ODS GCM <TePoutahu.ODS.GCM@education.govt.nz>
Sent: Wednesday, 18 October 2023 2:42 pm
To: Julia Novak <Julia.Novak@education.govt.nz>; Kirsty Farquharson <Kirsty.Farquharson@education.govt.nz>; Campbell Birch <Campbell.Birch@education.govt.nz>
Subject: FW: [FOR APPROVAL]: Procurement requests for literacy and maths supports

Kia ora Julia, Kirsty and Campbell

Please find attached signed copies from Iona – she has approved. Note I am following up regarding the unsigned contract variation for BSLA (she approved the memo).

Nā

9(2)(a) (he/him) | Senior Advisor - Government, Commissioning and Ministerials
Office of the Hautū | Te Poutāhū | Curriculum Centre

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Ministry of Education

From: Joshua Battersby <Joshua.Battersby@education.govt.nz>
Sent: Wednesday, 18 October 2023 2:06 pm
To: Te Poutāhū ODS GCM <TePoutahu.ODS.GCM@education.govt.nz>; DL Secretarys Office <DLSecretarysOffice@education.govt.nz>
Subject: RE: [FOR APPROVAL]: Procurement requests for literacy and maths supports

Kia ora team – please find the signed documents attached.

Ngā mihi nui

Josh Battersby | Advisor
Te Tari o te Tumu Whakarae mō te Mātauranga | Office of the Secretary for Education
9(2)(a)
National Office 1 The Terrace
education.govt.nz

From: Te Poutāhū ODS GCM <TePoutahu.ODS.GCM@education.govt.nz>
Sent: Monday, 16 October 2023 11:47 am
To: DL Secretarys Office <DLSecretarysOffice@education.govt.nz>
Cc: Te Poutāhū ODS GCM <TePoutahu.ODS.GCM@education.govt.nz>
Subject: RE: [FOR APPROVAL]: Procurement requests for literacy and maths supports

Kia ora koutou

As per Iona's discussion with Ellen last week, please find revised memos and appendices regarding:

- Memo - Programmes for Students procurement plan 2024-25
- Appendix 1 MOE24273 Procurement Plan - Programmes for Students
- Memo - Better Start Literacy Approach request for contract variation
- Appendix 1, MOE11214 Contract Variation Request - Better Start Literacy Approach

These have been approved by Ellen MacGregor-Reid, Hautū, Te Poutāhū and Julia Novak, General Manager, New Zealand Curriculum & Te Whāriki, Te Poutāhū.

Note: the Reading Recovery and Early Literacy Support memo is still being revised and will be sent on soon.

Please let me know if anything further is required for this.

Nā

9(2)(a) (he/him) | Senior Advisor - Government, Commissioning and Ministerials
Office of the Hautū | Te Poutāhū | Curriculum Centre

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From: Te Poutāhū ODS GCM

Sent: Friday, 6 October 2023 3:22 pm

To: DL Secretaries Office <DLSecretariesOffice@education.govt.nz>

Cc: Te Poutāhū ODS GCM <TePoutahu.ODS.GCM@education.govt.nz>

Subject: [FOR APPROVAL]: Procurement requests for literacy and maths supports

Kia ora koutou

Please find attached covering memo regarding procurement requests for literacy and maths supports and associated annexes and appendices for the Secretary's approval:

Memo: Overview of procurement requests for literacy and maths supports

- Annex 1 Memo - Programmes for Students procurement plan 2024-25
- Annex 1 Appendix 1 MOE24273 Procurement Plan - Programmes for Students
- Annex 2 Memo - Better Start Literacy Approach request for contract variation
- Annex 2 Appendix 1, MOE11214 Contract Variation Request - Better Start Literacy Approach
- Annex 3 Memo - Reading Recovery and Early Literacy Support right of renewal
- Annex 3 Appendix 1, MOE08873 Right of Renewal - Reading Recovery and Early Literacy Support

Iona's signature is requested on each annexes and on the following pages:

- Annex 1, Appendix 1 - Page 5
- Annex 2, Appendix 1 - Page 6

The memo provides Iona with an overview of the three attached memos (Annexes 1, 2 and 3), each seeking her agreement to move forward with procurement for literacy and maths supports for teachers and learners, from the beginning of 2024. Financial delegation for the approval of each proposal is with the Secretary for Education. For your reference, please find the below table with the procurement requests:

Procurement Requests – Literacy and Maths Supports		Value
Programmes for Students (PfS)	Procurement Plan (2024 & 2025)	9(2)(b)(ii)
Better Start Literacy Approach (BSLA)	Request for Contract Variation (2024 & 2025)	
Reading Recovery & Early Literacy Support (RR&ELS)	Request for Contract Variation (right of renewal for 2024)	
Total		\$32,755,857.43

This has been approved by Ellen MacGregor-Reid, Hautū, Te Poutāhū and Julia Novak, General Manager, New Zealand Curriculum & Te Whāriki, Te Poutāhū.

Please let me know if anything further is required for this.

Nā

9(2)(a) (he/him) | Senior Advisor - Government, Commissioning and Ministerials
Office of the Hautū | Te Poutāhū | Curriculum Centre

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Document 10

From: [Kirsty Farquharson](#)
To: 9(2)(a)
Cc: [Jamie Merrick](#); [Neesha Patel](#)
Subject: RE: Contract update
Date: Wednesday, 18 October 2023 3:51:37 pm

Kia ora 9(2)(a)

A well-timed email: we received approval to vary the contract in the last hour or so. I think Jamie has phoned 9(2)(a) to let her know. Jamie will also be able to update you on the process from here to get the variation signed by both parties.

We are very pleased and are all ready to leap into action, along with the BSLA team, to get this next cohort going.

Ngā mihi,
Kirsty

Kirsty Farquharson | Senior Manager
TP-Te Poutāhū (Curriculum Centre)
DDI +6444638459 | 9(2)(a)

From: 9(2)(a)
Sent: Wednesday, 18 October 2023 3:08 pm
To: Kirsty Farquharson <Kirsty.Farquharson@education.govt.nz>
Subject: Contract update

Kia Ora Kirsty

Are you able to provide an update on the contract please? Our team is getting increasingly worried about timeframes. We are also getting a lot of contact from schools asking about the next round etc

It's also going to take a wee bit of time for us to get signatures at our end once it does come through.

9(2)(ba)(i)
9(2)(a)

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Document 11

From: [Jamie Merrick](#)
To: 9(2)(a)
Cc: [Kirsty Farquharson](#)
Subject: Approval for BSLA
Date: Wednesday, 18 October 2023 3:57:00 pm
Attachments: [image001.png](#)
[image002.png](#)

Kia ora koutou,

The request for contract variation has been approved. Yay!

I have just had a meeting with Procurement and the contract variation is being drafted.

We hope to have this with you tomorrow as I told 9(2)(a) when we spoke a short while ago.

If you then get this back to us, signed (after due diligence) then we can fast track it back for sign off this end then open applications.

Hei konā mai me ngā mihi,

Jamie Merrick (he/him) | Kaitohutohu Ārahi | Lead Adviser
Te Poutāhū (Curriculum Centre)

9(2)(a)

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te Mātauranga**
Ministry of Education

Document 12

From: [Kirsty Farquharson](#)
To: [Jamie Merrick](#); [Haley Payne](#); [Neesha Patel](#)
Subject: FW: [FOR APPROVAL]: Procurement requests for literacy and maths supports
Date: Wednesday, 18 October 2023 4:52:38 pm
Attachments: Out of scope
[Better Start Literacy Approach memo SIGNED.pdf](#)
[Request for Contract Variation Better Start Literacy Approach.pdf](#)
[image001.png](#)

In case you don't already have this.

Kirsty Farquharson | Senior Manager
TP-Te Poutāhū (Curriculum Centre)

DDI +6444638459 | 9(2)(a)

From: Te Poutāhū ODS GCM <TePoutahu.ODS.GCM@education.govt.nz>
Sent: Wednesday, 18 October 2023 2:42 pm
To: Julia Novak <Julia.Novak@education.govt.nz>; Kirsty Farquharson <Kirsty.Farquharson@education.govt.nz>; Campbell Birch <Campbell.Birch@education.govt.nz>
Subject: FW: [FOR APPROVAL]: Procurement requests for literacy and maths supports

Kia ora Julia, Kirsty and Campbell

Please find attached signed copies from Iona – she has approved. Note I am following up regarding the unsigned contract variation for BSLA (she approved the memo).

Nā

9(2)(a) (he/him) | Senior Advisor - Government, Commissioning and Ministerials
Office of the Hautū | Te Poutāhū | Curriculum Centre

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From: Joshua Battersby <Joshua.Battersby@education.govt.nz>
Sent: Wednesday, 18 October 2023 2:06 pm
To: Te Poutāhū ODS GCM <TePoutahu.ODS.GCM@education.govt.nz>; DL Secretarys Office <DLSecretarysOffice@education.govt.nz>
Subject: RE: [FOR APPROVAL]: Procurement requests for literacy and maths supports

Kia ora team – please find the signed documents attached.

Ngā mihi nui

Josh Battersby | Advisor

Te Tari o te Tumu Whakarae mō te Mātauranga | Office of the Secretary for Education

9(2)(a)

National Office 1 The Terrace

education.govt.nz

From: Te Poutāhū ODS GCM <TePoutahu.ODS.GCM@education.govt.nz>

Sent: Monday, 16 October 2023 11:47 am

To: DL Secretarys Office <DLSecretarysOffice@education.govt.nz>

Cc: Te Poutāhū ODS GCM <TePoutahu.ODS.GCM@education.govt.nz>

Subject: RE: [FOR APPROVAL]: Procurement requests for literacy and maths supports

Kia ora koutou

As per Iona's discussion with Ellen last week, please find revised memos and appendices regarding:

- Memo - Programmes for Students procurement plan 2024-25
- Appendix 1 MOE24273 Procurement Plan - Programmes for Students
- Memo - Better Start Literacy Approach request for contract variation
- Appendix 1, MOE11214 Contract Variation Request - Better Start Literacy Approach

These have been approved by Ellen MacGregor-Reid, Hautū, Te Poutāhū and Julia Novak, General Manager, New Zealand Curriculum & Te Whāriki, Te Poutāhū.

Note: the Reading Recovery and Early Literacy Support memo is still being revised and will be sent on soon.

Please let me know if anything further is required for this.

Nā

9(2)(a)

(he/him) | Senior Advisor - Government, Commissioning and Ministerials

Office of the Hautū | Te Poutāhū | Curriculum Centre

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From: Te Poutāhū ODS GCM

Sent: Friday, 6 October 2023 3:22 pm

To: DL Secretarys Office <DLSecretarysOffice@education.govt.nz>

Cc: Te Poutāhū ODS GCM <TePoutahu.ODS.GCM@education.govt.nz>

Subject: [FOR APPROVAL]: Procurement requests for literacy and maths supports

Kia ora koutou

Please find attached covering memo regarding procurement requests for literacy and maths supports and associated annexes and appendices for the Secretary's approval:

Memo: Overview of procurement requests for literacy and maths supports

- Annex 1 Memo - Programmes for Students procurement plan 2024-25
- Annex 1 Appendix 1 MOE24273 Procurement Plan - Programmes for Students
- Annex 2 Memo - Better Start Literacy Approach request for contract variation
- Annex 2 Appendix 1, MOE11214 Contract Variation Request - Better Start Literacy Approach
- Annex 3 Memo - Reading Recovery and Early Literacy Support right of renewal
- Annex 3 Appendix 1, MOE08873 Right of Renewal - Reading Recovery and Early Literacy Support

Iona's signature is requested on each annexes and on the following pages:

- Annex 1, Appendix 1 - Page 5
- Annex 2, Appendix 1 - Page 6
- Annex 3, Appendix 1 - Page 4

The memo provides Iona with an overview of the three attached memos (Annexes 1, 2 and 3), each seeking her agreement to move forward with procurement for literacy and maths supports for teachers and learners, from the beginning of 2024. Financial delegation for the approval of each proposal is with the Secretary for Education. For your reference, please find the below table with the procurement requests:

Procurement Requests – Literacy and Maths Supports		Value
Programmes for Students (PfS)	Procurement Plan (2024 & 2025)	9(2)(b)(ii)
Better Start Literacy Approach (BSLA)	Request for Contract Variation (2024 & 2025)	
Reading Recovery & Early Literacy Support (RR&ELS)	Request for Contract Variation (right of renewal for 2024)	
Total		\$32,755,857.43

This has been approved by Ellen MacGregor-Reid, Hautū, Te Poutāhū and Julia Novak, General Manager, New Zealand Curriculum & Te Whāriki, Te Poutāhū.

Please let me know if anything further is required for this.

Nā

9(2)(a) [REDACTED] (he/him) | Senior Advisor - Government, Commissioning and Ministerials
Office of the Hautū | Te Poutāhū | Curriculum Centre

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Document 13

From: 9(2)(a)
To: [Jamie Merrick](#); 9(2)(a)
Cc: [Kirsty Farquharson](#)
Subject: Re: Approval for BSLA
Date: Wednesday, 18 October 2023 8:36:52 pm
Attachments: [image001.png](#)
[image002.png](#)

This is wonderful news Jamie- Well done on getting this through and we are excited to begin work with a new cohort at the end of January.

Nga mihi
9(2)(a)

From: Jamie Merrick <Jamie.Merrick@education.govt.nz>
Sent: Wednesday, October 18, 2023 3:57 AM
To: 9(2)(a)
Cc: Kirsty Farquharson <Kirsty.Farquharson@education.govt.nz>
Subject: Approval for BSLA

Kia ora koutou,




The request for contract variation has been approved. Yay!
I have just had a meeting with Procurement and the contract variation is being drafted.
We hope to have this with you tomorrow as I told 9(2)(a) when we spoke a short while ago.
If you then get this back to us, signed (after due diligence) then we can fast track it back for sign off this end then open applications.

Hei konā mai me ngā mihi,
Jamie Merrick (he/him) | Kaitohutohu Ārahi | Lead Adviser
Te Poutāhū (Curriculum Centre)

9(2)(a)

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From: [Kirsty Farquharson](#)
To: [Jamie Merrick](#)
Subject: RE: Jamie Merrick shared "MOE11214 - Contract Variation 4 - BSLA V1" with you
Date: Thursday, 19 October 2023 10:26:11 am
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image005.png](#)
[image006.png](#)
[image004.png](#)
[image007.png](#)

Let's quickly talk this through when you've got a minute.

Changes and comments:

- Small editorial changes (didn't have tracked changes turned on).
- Replied to some of **6(a)** comments.
- Have the \$figures been checked and double-checked by at least two people? And dates too.
- How's this working with our 23/24 budget?
- This is a similar approach to what we've used in the past, eh? (Do you know?)

Kirsty Farquharson | Senior Manager
TP-Te Poutāhū (Curriculum Centre)

DDI +6444638459 | **9(2)(a)**

From: Jamie Merrick <Jamie.Merrick@education.govt.nz>
Sent: Thursday, 19 October 2023 9:48 am
To: Kirsty Farquharson <Kirsty.Farquharson@education.govt.nz>
Subject: Jamie Merrick shared "MOE11214 - Contract Variation 4 - BSLA V1" with you



Jamie Merrick shared a file with you

Here's the document that Jamie Merrick shared with you.



[MOE11214 - Contract Variation 4 - BSLA V1](#)



This link only works for the direct recipients of this message.

Open



[Privacy Statement](#)



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From: [Jamie Merrick](#)
To: 9(2)(a)
Subject: RE: E7280 - MoE Variation FW: contract for BSLA.
Date: Friday, 20 October 2023 1:19:00 pm
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)




Thank you for such a quick turnaround from your end. So very nearly there



Hei konā mai me ngā mihi,
Jamie Merrick (he/him) | Kaitohutohu Ārahi | Lead Adviser
Te Poutāhū (Curriculum Centre)

9(2)(a)

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From: 9(2)(a)

Sent: Friday, 20 October 2023 1:10 pm

To: Jamie Merrick <Jamie.Merrick@education.govt.nz>

Subject: Re: E7280 9(2)(a) MoE Variation FW: contract for BSLA.

Excellent. Thanks Jamie for all your hard work....nearly there.

From: Jamie Merrick <Jamie.Merrick@education.govt.nz>

Sent: Friday, October 20, 2023 12:45 PM

To: 9(2)(a)

Cc:

Subject: RE: E7280 - MoE Variation FW: contract for BSLA.

Received, thank you. I will get back to you as soon as I can.


Hei konā mai me ngā mihi,
Jamie Merrick (he/him) | Kaitohutohu Ārahi | Lead Adviser
Te Poutāhū (Curriculum Centre)

9(2)(a)

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From: 9(2)(a)

Sent: Friday, 20 October 2023 12:43 pm

To: Jamie Merrick <Jamie.Merrick@education.govt.nz>

Cc: 9(2)(a)

Subject: E7280 - MoE Variation FW: contract for BSLA.

You don't often get email from researchcontracts@canterbury.ac.nz. [Learn why this is important](#)

Kia ora Jamie

Many thanks for sending this variation through. I have arranged for signature on behalf of UC, and attach a signed copy herein.

We look forward to receiving a fully executed copy in due course.

Nga mihi

9(2)(a)



9(2)(a)

Research Contracts Advisor | Kaitohutohu
 Research & Innovation | Te Rōpū Rangahau

9(2)(a)

University of Canterbury | Te Whare Wānanga o Waitaha
 Private Bag 4800, Christchurch 8140, New Zealand



From: Jamie Merrick <Jamie.Merrick@education.govt.nz>

Sent: Thursday, October 19, 2023 12:36 PM

To: 9(2)(a)

Subject: contract for BSLA.

Hi 9(2)(a)

Here is the contract variation to check.

We are getting there.

Also updating the PLD page.

Here are my optimistic dates. If we let schools know on the 1st when would you be able to contact them with Micro credential information. We were saying 30 November previously.

Key dates

27 October 2023

Applications open for Ministry support

17 November 2023

Applications for Ministry support close

1 December 2023

Schools informed of outcome and enrol with University of Canterbury | Te Whare Wānanga o Waitaha

30 November

The University of Canterbury will send BSLA Micro-credential enrolment information out to all successful teachers and facilitators

The University of Canterbury will make direct contact with all new Literacy Specialists/Facilitators around travel information to attend the February 1-2, 2024 workshop. The BSLA Literacy Specialist/Facilitator workshop will be at Novotel, Christchurch Airport and all organisation and travel arrangements are handled by the University of Canterbury.

15 December 2023

All online enrolments with University of Canterbury for the BSLA micro-credential must be completed by Literacy Specialists/Facilitators and Teachers.

1-2 February 2024

Two-day literacy specialists' workshop in Christchurch


Hei konā mai me ngā mihi,
Jamie Merrick (he/him) | Kaitohutohu Ārahi | Lead Adviser
Te Poutāhū (Curriculum Centre)

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Document 16

From: [Kirsty Farquharson](#)
To: [Amelia Cartwright](#)
Cc: [Jamie Merrick](#); [Te Poutāhū ODS GCM](#); [Neesha Patel](#)
Subject: For Julia's approval: BSLA Contract signing docs and memo to open round.
Date: Friday, 20 October 2023 4:28:18 pm
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[2007348 CONT-VAR Gillon\(E7280\) MoE UC Signed 231019.pdf](#)

Kia ora Amelia,

As I mentioned to you just now, here are documents for Julia to approve about signing the BSLA contract variation.

For Julia to approve and then on to Ellen for her to sign the variation:

- BSLA contract variation sign-out sheet (link below)
- Sign off contract variation memo for EMR (link below)
- 2007348 CONT VAR – the contract variation signed by UC (PDF attached)

For Julia's approval (**doesn't** need to go to Ellen)

- Memo opening applications (link below)

Jamie worked on these with 9(2)(a) in the OTH.

Thank you,

Kirsty

Kirsty Farquharson | Senior Manager
TP-Te Poutāhū (Curriculum Centre)

DDI +6444638459 | 9(2)(a)

From: Jamie Merrick <Jamie.Merrick@education.govt.nz>
Sent: Friday, 20 October 2023 2:40 pm
To: Kirsty Farquharson <Kirsty.Farquharson@education.govt.nz>
Subject: BSLA Contract signing docs and memo to open round.


Kia ora Kirsty,

9(2)(a) reviewed the sign off memo for Ellen and the sign out sheet. He said both were fine to use together.

Can you please review and then, when happy, can we progress this to Julia and then on to Ellen.

9(2)(a) said to send to ODS inbox at the same time as to Julia for them to review.

 [BSLA contract variation 24-25 - Sign Out Sheet.docx](#)

 [Sign off contract variation memo for EMR.docx](#)

 [Memo opening applications cohort 7.docx](#)

Hei konā mai me ngā mihi,

Jamie Merrick (he/him) | Kaitohutohu Ārahi | Lead Adviser

Te Poutāhū (Curriculum Centre)

9(2)(a)

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From: [Jamie Merrick](#)
To: [Te Poutāhū ODS GCM](#)
Subject: RE: BSLA contract sign off preview
Date: Tuesday, 24 October 2023 8:15:00 am
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[2007348_CONT-VAR_Gillon\(E7280\)_MoE_UC_Signed_231019.pdf](#)




The accompanying contract

Hei konā mai me ngā mihi,
Jamie Merrick (he/him) | Kaitohutohu Ārahi | Lead Adviser
Te Poutāhū (Curriculum Centre)

9(2)(a)

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From: Jamie Merrick


Sent: Tuesday, 24 October 2023 7:57 am

To: Te Poutāhū ODS GCM <TePoutahu.ODS.GCM@education.govt.nz>

Subject: BSLA contract sign off preview

Kia ora,

These have gone up to Julia Novak for sign off and will be coming to Ellen for her sign off hopefully soon after. Can they please be reviewed to speed up the process?

 [BSLA contract variation 24-25 - Sign Out Sheet.docx](#)




 [Sign off contract variation memo for EMR.docx](#)

Hei konā mai me ngā mihi,
Jamie Merrick (he/him) | Kaitohutohu Ārahi | Lead Adviser
Te Poutāhū (Curriculum Centre)

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Document 18

From: [Amelia Cartwright](#)
To: 9(2)(a)
Cc: [Kirsty Farquharson](#); [Jamie Merrick](#)
Subject: BSLA Contract Variation - memo for Ellen
Date: Wednesday, 25 October 2023 10:09:40 am
Attachments: [2007348_CONT-VAR9\(2\)\(a\).E7280_MoE_UC Signed_231019.pdf](#)
[image001.png](#)
[image002.png](#)

Hi Nick,

I have these documents that need to go onto Ellen, for the BSLA contract variation. Can you look and see if you think Ellen needs anything else to approve them?

 [Sign off contract variation memo for EMR.docx](#)

 [BSLA contract variation 24-25 - Sign Out Sheet.docx](#)

Ngā mihi,

Amelia Cartwright | Executive Assistant to Dr Julia Novak – General Manager
Te Poutāhū (Curriculum Centre)

DDI +6444638570

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From: [Kirsty Farquharson](#)
To: [Te Poutāhū ODS GCM](#); [Amelia Cartwright](#)
Cc: [Campbell Birch](#); [NZ C and TW OGM](#); [Jamie Merrick](#)
Subject: RE: BSLA Contract signing docs and memo to open round.
Date: Tuesday, 31 October 2023 10:35:07 am
Attachments: [image002.png](#)
[image003.png](#)

Fantastic, 9(2)(a) Very fantastic to have this. We can step up the implementation planning now that we have this signed.

Thanks so much for your work progressing this and keeping us all informed and joined up.

Kirsty Farquharson | Senior Manager
TP-Te Poutāhū (Curriculum Centre)
DDI +6444638459 | 9(2)(a)

From: Te Poutāhū ODS GCM <TePoutahu.ODS.GCM@education.govt.nz>
Sent: Tuesday, 31 October 2023 9:47 am
To: Amelia Cartwright <Amelia.Cartwright@education.govt.nz>
Cc: Te Poutāhū ODS GCM <TePoutahu.ODS.GCM@education.govt.nz>; Campbell Birch <Campbell.Birch@education.govt.nz>; Kirsty Farquharson <Kirsty.Farquharson@education.govt.nz>; NZ C and TW OGM <NZCandTW.OMG@education.govt.nz>; Jamie Merrick <Jamie.Merrick@education.govt.nz>
Subject: FW: BSLA Contract signing docs and memo to open round.

Kia ora Amelia

Ellen has reviewed the memo and contract variation and approved. Please find attached with her signature.

Please let me know if anything further is needed for this one.

Nā

9(2)(a) (he/him) | Senior Advisor - Government, Commissioning and Ministerials
Office of the Hautū | Te Poutāhū | Curriculum Centre

1 The Terrace (National Office)
[education.govt.nz](https://www.education.govt.nz)

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From: Amelia Cartwright <Amelia.Cartwright@education.govt.nz>

Sent: Thursday, 26 October 2023 11:30 am

To: Kirsty Farquharson <Kirsty.Farquharson@education.govt.nz>; 9(2)(a)

Cc: Jamie Merrick <Jamie.Merrick@education.govt.nz>

Subject: BSLA Contract signing docs and memo to open round.

Kia ora Kirsty,

Please find the following documents attached with Julia's signature and approval.

For Julia to approve and then on to Ellen for her to sign the variation:

- BSLA contract variation sign-out sheet (link below)
- Sign off contract variation memo for EMR (link below)
- 2007348 CONT VAR – the contract variation signed by UC (PDF attached)

9(2)(a), are you happy to get these to Ellen?

Ngā mihi,

Amelia Cartwright | Executive Assistant to Dr Julia Novak – General Manager
Te Poutāhū (Curriculum Centre)

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