

Thank you for your email of 12 June 2018 requesting the minutes of meetings of the Bullying Prevention Advisory Group (BPAG).

Your request has been considered under the Official Information Act 1982 (the Act).

Please find attached as **Appendix One** the minutes for all the meetings of the BPAG.

Some information has been withheld under section 9(2)(a) of the Act, to protect the privacy of natural persons.

You have the right to ask an Ombudsman to review this decision. You can do this by writing to info@ombudsman.parliament.nz or Office of the Ombudsman, PO Box 10152, Wellington 6143.

Yours sincerely



Katrina Casey
Deputy Secretary
Sector Enablement and Support



Chair	Peter Hughes
Attendees	Jill Bond, Rawiri Brell, Virginia Burton-Konia, Brian Coffey, Andrew Hampton (MoE); Sally Boyd (NZCER); Paul Daley, Sandy Pasley (SPANZ) Stephanie Greaney (ERO), Lorraine Kerr (NZSTA); David Rutherford, Claire Achmad (HRC); Kirsten Sharman, Russell Wills (OCC); Patrick Walsh (John Paul College)
Secretariat	Kim Nathan
Apologies	nil
Agenda item	
Policy development on school bullying paper	<p>Patrick Walsh spoke to the key points raised in his school bullying paper:</p> <ul style="list-style-type: none"> • risk of schools re-inventing the wheel re their response to bullying • cyber-bullying a particular issue • responsibility of schools in view of recent legislation needs to be clarified • schools need to know about bullying best practice, including working with parents • schools need support around processes • need for consistent incidence data • recommend collaborating with the sector to draft a policy for schools <p>Additional discussion points:</p> <ul style="list-style-type: none"> • learn from the Hutt Valley High School experience and previous work: 1997 MoE, MSD, NZ Police guidelines, restorative justice • importance of schools having trust in agencies • possible use of mediation • increased funding not the solution • lack of training for school staff around sexual bullying behaviour • royal commission recommended every school have a bullying policy • links between bullying prevention and inclusive practices with children with special education needs particularly at risk • critical role of school leadership • HRC designing a social media tool for parents and children • we have evidence about effective strategies • complexity of the issues involved • important to have student input into policy development • need for schools' leadership teams to be open to advice • role of Positive Behaviour for Learning (PB4L) in helping create positive school environments • NZSTA support schools to be better informed and ensure Boards of Trustees have the skills they need • bullying behaviour may occur at home (eg texting) but be reported in school – making it a school issue
Prevalence and impact of bullying?	<ul style="list-style-type: none"> • estimates vary eg, 10-30%; Youth 07 decrease for secondary students • some schools reluctant to collect data because of NAG 5 requirements • low trust between schools a factor • school culture has the most impact on bullying rates



What is currently being done/ where are the gaps?	<ul style="list-style-type: none">• agreed bullying is one of the top 3 issues schools are facing• long term negative effects of bullying for targets and initiators• bullying as a cause of truanting• bullying begins in primary school and peaks at around age 14• transition into Year 9 is a risk time• unlikely to significantly raise achievement without addressing bullying• example of successful programme in Finland• need guidelines for schools to use and adapt– brief, simple, clear, with best evidence of what works• use what is available eg, NZ Police Stop Bully policy; PB4L sector group; wellbeing@school• include FAQ for schools• ERO could potentially do practice review• gaps around advice for schools on accessing legal advice
Conclusions	<p>Taskforce approach proposed to pull bullying resources together:</p> <ul style="list-style-type: none">• cross-agency approach• MoE to take lead and provide governance (cross-ministry officials group)• more info needed on prevalence, what we know (lit review), what strategies work could align with• include representation from MSD and NZ Police• make use of existing information and resources• emphasis on data collection• consider more strategic approach following on from initial work
Decisions	<p>Strong consensus that:</p> <ul style="list-style-type: none">• bullying, particular cyber-bullying, is a priority issue for schools• we have the knowledge needed to prevent and respond to bullying• schools require support to access and navigate information• data about bullying is key to addressing the issue
Actions	<ul style="list-style-type: none">• develop bullying draft prevention guidelines for schools (available one week prior to meeting for feedback)• develop way for schools to navigate existing resources• develop overview (A3) of: data, definitions and causal factors, goals for what we can help schools to achieve, identify exemplar schools, cross-agency stock take of available resources• CE to write to agencies present summarising agreed next steps• three further meetings to be held – end May, August and October
Next Meeting	<ul style="list-style-type: none">• end of May/early June (date to be confirmed) to sign-off guidelines and consider other ways group can help schools prevent and address bullying• to invite representatives from MSD and NZ Police



Chair	Peter Hughes
Attendees	Jill Bond, Rawiri Brell, Brian Coffey, Andrew Hampton; Rowena Phair (MoE); Sally Boyd (NZCER); Paul Daley (SPANZ); Sandra Collins (ERO); David Rutherford, Keith Marshall (HRC); Russell Wills (OCC); Patrick Walsh (JPC); Paul Daley (SPANZ); Neil Melhuish (NetSafe); Sarah Murphy (Office of the Ombudsman); Bruce Bird, Lawrie Stewart (NZ Police)
Secretariat	Kim Nathan
Apologies	Claire Achmad (HRC); Martin Cocker (NetSafe); Elizabeth Goodwin, [REDACTED] (MSD); Stephanie Greaney (ERO); Lorraine Kerr (NZSTA); Sandy Pasley (SPANZ); Ron Paterson (OO); Roly Hermans (NZ Police)
s 9(2)(a) OIA	
Agenda item	
A1. Introductions	<ul style="list-style-type: none"> round-table introductions
A2. Minutes	<ul style="list-style-type: none"> 30 April minutes confirmed
B. Actions from last meeting	<ol style="list-style-type: none"> bullying prevention guidelines for schools – draft tabled overview of bullying definitions, prevalence completed (A3 tabled) cross-agency stock take of bullying resources (A3 tabled)
C3 Guide for schools – points for discussion	<p>The following points were agreed:</p> <ul style="list-style-type: none"> <i>overall.</i> 1. the guide will be a useful resource for schools; 2. stand-down and suspension guidelines format preferred; 3. include templates, flowcharts, FAQs and resources <i>alignment/consistency of ideas.</i> 1. develop consistent approach across the group and reflect in guide; 2. state key principles and refer to throughout <i>foreword.</i> 1. joint foreword will add credibility and weight; 2. include position statement – <i>taking a stand against bullying</i> <i>responding.</i> 1. state principals should not investigate instances of sexual or serious physical assault – Should be referred to the Police; 2. place up-front in the guide what <i>to do</i> and what <i>not to do</i> (for principals and boards of trustees) – and in response flowchart <i>prevalence.</i> 1. note lack of NZ bullying data (eg, UNICEF report); 2. note it is the prevalence of bullying in each school that matters <i>out of school.</i> change wording on bullying that occurs out of school (para 57) and strengthen para 56 – further work needed on legal obligations, and where to go for further information <i>focus.</i> re-state focus on student-to-student bullying in text – as well as in <i>Scope</i> section <i>additional points.</i> 1. bullying behaviour can increase the social status of the bully and decrease the social status of the target – ie, can be effective; 2. schools are unaware of much bullying that occurs and there is no room for complacency; <i>wording.</i> refer to bullying 'ostracising' rather than 'excluding' students <i>policy.</i> 1. clarify expectation for schools to have a policy/document approach on bullying; 2. ERO will review alignment of policy with practice; 3. approach to cover pro-active and response measures; 4. Include more detailed sample school bullying policy; 5. principals want document/policy to include underpinning principles, and procedural guidelines (ie, that give effect to the principles), that can be reviewed; 6. policy to reflect school's position on tolerance of bullying <i>review.</i> schools need to review whether what they are doing is



	<p>working. Use bullying policy to support decision-making.</p> <ul style="list-style-type: none"> <i>media.</i> 1. brief advice (key points) to be added with links to further info; 2. parents need to have confidence in the way matters are dealt with; 3. need strong, active management with key messages; 4. many principals do not have media skills; 5. respond strongly, actively and openly, purposeful – <i>own it, fix it, learn from it</i>; 6. refer to revised traumatic incident guidelines; 7. schools increasingly dealing with the media, anxiety around this; 8. Police can provide template for key messages; 9. need to talk to media about reporting bullying incidents and potential for unintended negative effects <p>Further consideration needed of:</p> <ul style="list-style-type: none"> <i>definition.</i> Should definition include violence and whether 'one-off' incidents should be included – to reconsider wording around this, eg, 'can be one-off but is often repeated' or could involve one initiator and several victims (ie, one-off from the victim's perspective) <i>linkages.</i> 1. potential for referring to bullying in Child Protection Protocol (CPP) between Police and CYF; 2. MoE/CYF memorandum; 3. consider need for Police/MoE protocol; 4. possible alignment with MoE protocol for responding to instances of alleged sexual abuse; 5. possible links with Youth Mental Health work; 6. preference for fewer, more comprehensive, agreements <i>extraterritoriality.</i> schools' responsibilities for bullying that occurs outside of school but 'finds its way into school'. Grey area and schools seeking stronger advice. Difficult to know where territoriality begins and ends <p>Also discussed:</p> <ul style="list-style-type: none"> <i>obligations.</i> Balance between schools' need to meet parental expectations/ schools as 'duty bearers' with duty to protect children, and schools' legal obligations/liabilities <i>W@S.</i> Confirmed that Wellbeing@School survey includes items on bullying experiences and behaviours
C4 Guide for schools - wider sector feedback	<ul style="list-style-type: none"> to seek views from wider group (NZPF, NZEI, academics etc) on agreed draft in August
D5 ICT providers' obligations	<ul style="list-style-type: none"> concern around the length of time taken to get web page taken down and difficulty of doing this – how can schools expedite this process? difficulty with Facebook, Ask.fm etc being based off-shore - NetSafe can mediate on behalf of schools in some instances free telephone service to report bullying in Australia. NetSafe working with Vodafone on something similar in NZ Law Commission and Ministry of Justice working on Harmful Digital Technology legislation – group need to be informed about implications of this for schools. Status of this work unknown. wider issues to be addressed around cyberbullying, need to connect to wider work in this area (eg, NetSafe)
E6 Stock take and A3 overview E7 Proposed approach (A3)	<ul style="list-style-type: none"> <i>joined-up strategic approach.</i> benefit in working together more strategically across social sector? From information sharing through to fully joined-up strategic approach. Shared definition would be good starting point.
F8 Further work to support schools	<ul style="list-style-type: none"> <i>dissemination.</i> 1. consider how guide will be presented and communicated to the sector; 2. develop process for informing schools



	<p>of what we are doing and timeframes</p> <ul style="list-style-type: none"> • <i>contacts</i>. 1. principals need to have single point of contact at Police and CYF – relationships are important; 2. identify contacts for bullying (MoE, CYF, Police) in the bullying incident response protocol. • <i>response protocol</i>. 1. flowcharts need to show reciprocal links between policy and practice, and prevention and response. Show graduated levels of response; 2. level of response determined not only by severity of incident, but also by complexity. • <i>joined-up</i>. 1. onus is on agencies to join up their responses to support schools around bullying; 2. HRC have received two bullying-related complaints recently; 3. need to communicate processes to agency staff as well as schools; 4. multidisciplinary approach needed – youth justice/mental health/family support; 5. mechanism for joining up may differ by location – network nodes – eg, Strengthening Families, social sector trial sites, family violence interagency approach, public health nurses. <i>Important thing is to reach a solution.</i>
Decisions	
	<ul style="list-style-type: none"> • re-format guide • develop proposed cross-agency approach to Social Sector Forum when (under Vulnerable Children work); consider principles bring parts of government together.
Actions	
	<ol style="list-style-type: none"> 1. <i>action points</i>. circulate agreed actions and deliverables by Friday. 2. <i>guide</i>. revise guide as per discussion and send out for feedback <ul style="list-style-type: none"> • include provisional cyber bullying and media advice • SPANZ (Paul Daley) to finalise sample school policy and forward to Brian Coffey • NZ Police forward media template to Brian Coffey • identify Police and CYF contacts as part of response protocol 3. <i>working group</i>. establish specialist cyber bullying sub-group 4. <i>FAQs</i>. develop for schools <ul style="list-style-type: none"> • SPANZ (Paul Daley) to compile questions from schools • Brian Coffey to follow up questions from primary schools 5. <i>information</i>. summarise approaches being used internationally 6. <i>stock take</i>. expand to include private sector resources 7. <i>invitation</i>. Invite Ministry of Justice to next meeting to update on Harmful Digital Communications work 8. <i>communication</i>. consider how guide will be presented and communicated to the sector, and develop process for informing schools of the bullying work
Next Meeting	
	13 August 1:00pm – 2:45pm



Chair	Peter Hughes
Attendees	Jill Bond, Rawiri Brell, Brian Coffey (MoE); Sally Boyd (NZCER); Paul Daley (SPANZ); Claire Achmad, David Rutherford (HRC); Russell Wills (OCC); Patrick Walsh (JPC); Lawrie Stewart (NZ Police), Ruth Palmer (MSD) Lorraine Kerr (NZSTA); Martin Cocker (NetSafe); Stephanie Greaney (ERO)
Secretariat	Kim Nathan
Apologies	Katrina Casey, Andrew Hampton, Rowena Phair (MoE); Bruce Bird, (NZ Police); Sandy Pasley (SPANZ)
Agenda item	
A1 Introductions	<ul style="list-style-type: none"> 25 June minutes confirmed
A2 Minutes & agenda	
B3 Update	<ul style="list-style-type: none"> Work on draft Guide, A3 of international approaches tabled, discussion with CYF re protocol (to refer to in Guide but schedule not required), helpful meetings with NZ Police and CYF
C4 HDC update (Ministry of Justice)	<ul style="list-style-type: none"> Scott Ryland and Aphra Green invited from MoJ to present update HDC proposes establishing an approved agency to – have material taken down, advise on digital citizenship and declare when material breaches NZ law Schools will be able to take action on behalf of a student and refer to the approved agency. For civil matters the approved agency will be able to support and advise students and will have a mediation role. Noted increase in cyberbullying and the importance of working through issues of extraterritoriality for schools. Schools already find this challenging and cyberbullying is highlighting the issue Agreed focus on prevention needed – eg digital citizenship while acknowledging the issues around cyberbullying – which students tend to report in school. Agree that schools need to know what action they are expected to take but that this is a difficult area. MoE to liaise closely MoJ on implications of HDC for schools
C5 Search and surrender update	<ul style="list-style-type: none"> Schools will receive MoE guidelines on changes to search and seizure legislation end November – will include bullying references NetSafe willing to contribute to development of guidelines – complex area Group to monitor
C6 Cyberbullying FAQs	<ul style="list-style-type: none"> Draft to be sent to group by Fri 6 Sep – then iterations through the feedback process
D7 Draft guide feedback	<ul style="list-style-type: none"> Positive and constructive feedback received from the group MoE to provide draft text for review boxes, examples of bullying for A3, and introductory notes for schools. NZSTA input to be included in foreword – logos to be inserted similarities with ERO wellbeing indicators noted –ensure alignment
D8 Quick reference chart & matrix	<ul style="list-style-type: none"> NZCER – clarify referring to ‘serious incidents of bullying’ Examples of bullying to illustrate differences between categories Other editing changes discussed and agreed – eg, include



	<ul style="list-style-type: none"> reference to Boards of Trustees OCC suggested looking at Manitoba scale as model – with mitigating, aggravating factors (eg, size, age differences) Issue around different threshold for concern between schools and CYF raised
D9 timeframes & dissemination	<ul style="list-style-type: none"> Importance of getting trial guide out to schools this year noted Organisations to disseminate to schools through their members Trial version also on PB4L webpage with provision for feedback via dedicated email and physical mail Final in Term 1 of 2014 with launch (and communications plan)
E10 Communication to schools	<ul style="list-style-type: none"> Need introductory coversheet for schools for trial version Communications plan for launch of final guide
E11 Wider review	<ul style="list-style-type: none"> Agreed to send trial Guide to PPTA, NZEI, NZPF and NZAIMS for comment and input and to invite to future meetings Primary school representation needed
E12 Evaluation	<ul style="list-style-type: none"> How will the impact of the bullying prevention group's actions be measured? ERO evaluation of uptake of wellbeing indicators. ERO can help disseminate the guide and raise awareness in primary schools. Guide to be reviewed after 12 months Need for more data on bullying rates – stock take of existing measures - view to creating a basket of measures. NZCER wellbeing@school information will soon be available – could look at progress and areas for action over time
E13 Website? What else?	<ul style="list-style-type: none"> Agreed to bullying web portal – with cross-sector links. Also Guide, programmes, research etc. To consider strategic approach –address broader issue of bullying: <ol style="list-style-type: none"> how do we manage it so we can measure it how do we look internationally (country comparisons) For further work (think piece for next meeting): <ol style="list-style-type: none"> Cyberbullying and extraterritoriality Follow up on the Guide Addressing challenge of measuring bullying rates in NZ Agreed to meet quarterly and for Brian Coffey's team (MoE) to provide updates – particularly on data/measures, cyberbullying
Decisions	
	<p>Meeting participants agreed to:</p> <ul style="list-style-type: none"> seek feedback from schools on trial Guide seek feedback from young people eg OCC Youth Advisory Group review the Guide at end of 2014 MoE and MoJ will continue to communicate and look for opportunities to work together on implications of the HDC work for schools as the work unfolds (following MoJ timeframes) Guide to be reviewed after 12 months (ie, end 2014 or early 2015)
Actions	
	<ul style="list-style-type: none"> Revised cyberbullying FAQs to group for feedback by Fri 6 Sep



MINISTRY OF EDUCATION

Tē Tāhuhu o te Mātauranga

MINUTES

2 September 2013

Bullying Prevention Group

- Draft guide including quick reference guide, examples, matrix and cyberbullying FAQs to group by Fri 13 Sep (feedback by Fri 20 Sep)
- Trial version of Guide to sector groups for distribution to schools by start of Term 4 (Mon 14 Oct) for their comment/feedback
- Final version of guide available to schools March 2014
- Organisations to provide logos for inclusion in guide (optional)
- Consider potential use of Manitoba scale
- Stock take of existing bullying data (view to compiling basket of indicators)
- Discussion paper for next meeting – strategic approach
- Meet quarterly in 2014 (eg, Feb, May, Aug, Nov) with MoE compiling report to group re data and cyberbullying in particular

Next Meeting

Tuesday 5 November 12:00pm-1:30pm



Chair	Peter Hughes
Attendees	Brian Coffey (<i>MoE</i>); Claire Achmad, David Rutherford (<i>HRC</i>); Glyn Rowland, Lawrie Stewart, Roly Hermans (<i>NZ Police</i>); Lorraine Kerr (<i>NZSTA</i>); Martin Henry (<i>PPTA</i>); Neil Melhuish (<i>NetSafe</i>); Phil Harding (<i>NZPF</i>); Russell Wills (<i>OCC</i>); Ruth Palmer (<i>MSD</i>); Sally Boyd (<i>NZCER</i>); Sandra Collins (<i>ERO</i>); Sandy Pasley (<i>SPANZ</i>); Wendy Esera (<i>NZAIMS</i>)
Secretariat	Kim Nathan (<i>MoE</i>)
Apologies	Andrew Hampton, Jill Bond, Katrina Casey, Rawiri Brell, Rowena Phair (<i>MoE</i>); Bruce Bird (<i>NZ Police</i>); Louisa Barham (<i>NZAIMS</i>); Martin Cocker (<i>NetSafe</i>); Patrick Walsh (<i>JPC</i>); Paul Daley (<i>SPANZ</i>); Stephanie Greaney (<i>ERO</i>)
Agenda item	
A1 Introductions	Round table introductions.
A2 Minutes & agenda	September minutes confirmed (any changes to be sent to Brian Coffey). No additional items for agenda.
B3 Confirm process and timeframes for Guide	<ul style="list-style-type: none"> note some feedback is still being worked on for inclusion in final version to be published in Term 1 2014. agreed Guide to be published by April 2014. PPTA endorsement – Martin Henry to take current version to PPTA meeting 21 November for consideration. group keen to have Guide available for schools online asap. agreed to refer to Guide online as 'Version 1' rather than 'trial'. a note for schools describing the process to go online. to refer to Surrender and Retention Guidelines in the Guide (and provide link on website). Note SPANZ involvement in working group developing guidelines. consensus that Guide is a good starting document.
C4 NetSafe update	<ul style="list-style-type: none"> Neil Melhuish outlined NetSafe work around cyberbullying. noted Vodafone drop box for reporting bullying behaviour.
C5 Cyberbullying subgroup	<ul style="list-style-type: none"> confirmed Harmful Digital Communications legislation will be noted in Guide. agreed further work will need to be considered on PLD about cyberbullying and the Guide - ongoing process of engagement, PLD to be considered in context of wider review of PLD underway. noted success of NZSTA work with NetSafe to build awareness of cyberbullying for school trustees. cyberbullying work needs to have a practical focus, be dynamic and make active links with other work. agreed to form subgroup to shape up work on cyberbullying. Representatives from SPANZ, NZ Police, NetSafe, NZAIMS, PPTA, NZPF indicated interest in attending, along with MoE. To discuss possible MoJ involvement as well. MoE to provide resource, including secretariat support meeting date tbc, tasks of first meeting to appoint a chair from the sector and report back on key tasks.
D6 Data – stock take	<ul style="list-style-type: none"> change 'data' heading to 'monitoring and reporting'.



and proposals

D7 A3 – domains,
proposed actions
and outcomes

- discussed lack of ongoing data on rates of bullying with Youth '12 (Youth 2000 surveys) and Wellbeing@School being the main sources currently – along with anecdotal evidence.

- programmes – noted KiVa's focus on the role of bystanders.
- noted need for any bullying work to link in with PB4L: School-Wide and Wellbeing@School – PB4L: School-Wide is not yet available to all schools.
- could make both PB4L: School-Wide and KiVa available to schools – their choice.
- need comparison of PB4L: School-Wide (bullying component), KiVa and Kia Kaha – whichever programme is selected the focus needs to be wider than the classroom, be positive and strengths-based. Eg, Kia Kaha is well-liked, is teacher-led and whole-school approach.
- proposed a whole-of-system approach – eg, strengthen PB4L and add targeted programmes – with embedded approach.
- keep in view number of things schools already being asked to do. Need better 'fit' between programmes and 'end-to-end' approach. Fewer programmes but better led and joined-up.
- importance of having students involved/leading work in schools.
- consider alignment with white ribbon campaign (PPTA).

Action plan needed:

- first priority: data/evidence – gaps and opportunities, where to target, eg joined up monitoring and reporting.
- curriculum – build on research.
- consider individual, hapu/iwi, society levels for prevention and response.
- tidying up – multiplicity of programmes and monitoring and reporting. Join up across government.
- start in basic way – move forward in a structured way.
- identify what is missing – ensure community and agencies are linked and part of the solution – not only schools.
- look at Public Health charter – societal norms (condoning intolerance), monitoring, early identification/prevention, attitudinal change, use existing frameworks to guide – eg FV taskforce, Ottawa Charter, health promotion). Schools need to be involved in attitude change (eg, J Katz TED talk on violence).

Bottom-up work programme: (do-able actions)

- monitoring and reporting – gaps, what's working
- what should we work on and when (strategic approach)

Top-down framework:

- using existing frameworks (eg FV, child abuse)
- cross-government, connected framework – work with other agencies and approve through SSF
- existing resources eg Health Promotion Agency – available to teachers
- programmes and how they fit together
- information and access to resources
- cross-government – stock take and how we can join up, including around changing attitudes (wider community)



	<ul style="list-style-type: none"> academic subgroup – network of researchers, possibility of hui? link to MBIE national science challenges (eg A Better Start) and Govt priorities explore options for seed-funding research – forward-looking and strengths-based, protective factors rather than 'anti-bullying', focus on applied research. Agreed that by Feb: <ol style="list-style-type: none"> 1. Stock take of what is happening in NZ (programmes and research) 2. research hui/conference – bring proposal back to Feb meeting 3. Explore options for seed-funding in areas of focus.
D8 Quick reference chart & matrix	<ul style="list-style-type: none"> not discussed.
Decisions/ Actions	<p>Meeting participants agreed:</p> <ul style="list-style-type: none"> final version of Guide to be published by April 2014 a note for schools to accompany Version One of the Guide on TKI website Martin Henry to seek endorsement of Guide from PPTA Executive and to communicate outcome to Brian Coffey NetSafe handout to be sent out set date for cyberbullying subgroup meeting action plan/work programme to be developed for next meeting academic subgroup: stock take (programmes and research in NZ), included international literature in review, proposal for research hui/conference, options for seed-funding for next meeting (access to MoE administrative data)
Next Meeting	February – date to be confirmed.

MINUTES

18 February 2014

Bullying Prevention Advisory Group

Chair	Peter Hughes
Attendees	Brian Coffey, Jill Bond, Rawiri Brell (MoE); David Rutherford, Suzanne Townsend (HRC); Lawrie Stewart, Roly Hermans (NZ Police); Leayne Huirua, Lorraine Kerr (NZSTA); Martin Henry (PPTA); Neil Melhuish (NetSafe); Phil Harding (NZPF); Russell Wills (OCC); Ruth Palmer (MSD); Stephanie Greaney (ERO); Sally Boyd (NZCER); Paul Daley, Sandy Pasley (SPANZ); Wendy Esera (NZAIMS); Patrick Walsh (JPC)
Secretariat	Kim Nathan
Apologies	Andrew Hampton, Katrina Casey, Rowena Phair (MoE); Martin Cocker (NetSafe)
Agenda item	
A1 Agenda and minutes	Introductions. Agenda items confirmed. November minutes safe.
	Bullying Prevention Guide
B1 Feedback & dissemination	<ul style="list-style-type: none"> Summarised little feedback received, mainly positive. Agreed BPAG members would re-circulate draft and extend date for feedback to mid-March. Agreed item about Guide to go in Bulletin.
B2 Branding, design, print preferences	<ul style="list-style-type: none"> Agreed branding not necessary following discussion. Agreed to use logos and photos if possible to add credibility. Suggestion to re-position the group and re-name BPAG: 'Building the community to address bullying'. No change.
B3 Web portal location	<ul style="list-style-type: none"> Noted information can be difficult to find on MoE website. Bullying portal needs to be located where schools will go. MoE website architecture currently being re-designed. MoE to see how and when the BPAG work can connect in. Agreed that guide should be put out in a way that reflects the new online Ministry environment.
	Pink Shirt Day
C1 Possible activity	<ul style="list-style-type: none"> Pink Shirt Day is Mental Health Foundation campaign. PPTA and HRC support Pink shirt Day and keen to link this with BPAG and the Guide. Noted risk of media examples of schools not dealing well with bullying when most schools are doing well most of the time. Suggestion that schools doing well could be highlighted in media. Agreed to work in with Pink Shirt Day on an individual basis but to launch guide separately from Pink Shirt Day.
	Communications and Launch
D1 Plan & key messages	<ul style="list-style-type: none"> Agreed Communications approach and plan to be developed.
D2 Launch	<ul style="list-style-type: none"> Agreed launch proposal to be developed by 10 March and to invite Ministers to launch in a school or community setting. Agreed secondary schools are the key audience and need to involve students in launch. Agreed launch planning to continue offline; MoE to liaise with Minister's Office.
	Proposed Action Plan
E1 Discussion and next steps	<ul style="list-style-type: none"> Data and Monitoring: Agreed - Cyberbullying group to monitor and

MINUTES

18 February 2014

Bullying Prevention Advisory Group

BPAG to oversee implementation. Make last or second to last objective. Need to obtain data without adding workload for schools. Eg, Youth '12 data without identifying schools. Otherwise this section ok.

- **Support for Schools: Agreed** - principals need to be involved - 'direct support'. Include option for commissioner to provide confidential mediation. Include Civics Education in schools as per Constitutional Review Committee recommendation 1.8. Support for using this work as a vehicle for supporting civics education. Add development of curriculum resources, including digital, to action plan.
- **0800 line: Agreed** to remove 0800 number from action plan for now pending further work. Noted Youthline receives the most bullying enquiries - 19,000 annually. Need to connect with the school. Importance of follow up to the call. Learn from earlier No Bully line. Time needed to resolve allegations of bullying- 0800 line is one tool and won't be effective on its own. Noted MSD has national phone infrastructure and could possibly host a line. Need to identify external supports around schools - eg, HRC mediation, anonymous reporting, Youthline and create package of support for schools to access..
- **General: Agreed** - audience to be schools and parents. Important to maintain whole-school perspective and connected approach. Three key aspects: support and guidance, sharing good practice, developing skills for schools to self-review. Ensure we enable access to what is there already and develop where needed. Make the plan tell a story. Rationalise and simplify, eg, combine objectives 2 and 4. Need to include Māori and Pasifika voice. Wording of accountability action.
- **Structure: Agreed** - separate into primary prevention, secondary prevention and response (similar to the Guide). Pull Section 4 of Guide out into action plan (responding). Highlight responding to minor, moderate, serious incidents in plan.
- **Objective 1:** Combine similar actions. Key objective is to have a structured framework to layer up written from schools' perspective.
- **Complaints: Agreed** further consideration needed. Proposal overlaps with HRC process. **Students making a complaint must be listened to and action taken** - key message from parents and students. This is the bottom line. We need to: develop a policy paper with choices and options -wider than the Guide. Focus on what we can do. And links with FV (It's not OK) and SV work.
- **Awareness: Agreed** sharing good practice goes here. Add Comms Strategy here. Need whole policy process re Comms. Define bullying in the Comms messaging.
- **Academics: Agreed** objective is to have a coordinated research programme Add Families Commission representation. Changes to text: scoping interventions (4), (3) developing interventions. Focus on what works, eg, wellbeing indicators.
- **Summary:** Objective 1, some work; link Objective 2 (options paper) & re-frame Objective 1 to include objective 5. Re-structure into strategic A3. Obj 5: note issue around resources and re-define problem and range of options Needs to be accessible, and not necessarily another website.

Cyberbullying Group

F1 Report back

- Noted Patrick Walsh will chair Cyberbullying group - Peter Hughes thanked Patrick for taking this role on behalf of BPAG.
- To focus on cyberbullying-specific issues, prevention, cross-agency approach, identifying and asking the right questions, including the

MINUTES

18 February 2014

Bullying Prevention Advisory Group

	<p>voice of young people, looking at what other jurisdictions are doing.</p> <ul style="list-style-type: none"> • Education, technical, legal aspects – need to balance rights and responsibilities and provide practical advice. Focus on behaviour and learning. • Noted links with HDC Bill, Surrender and Retention guidelines. • Agreed to invite representative from MoJ to Cyberbullying and BPAG and rep from N4L to Cyberbullying • Complex - need to identify the main issues and work through. Approach: frame up issues, immediate practical response, follow up with longer term work
	<p>Proposed bullying research hui</p>
G1 Discussion & next steps	<ul style="list-style-type: none"> • Agreed to proposed bullying research hui in March. NZ Police would like to attend. Invite Families Commission • Agreed to broaden scope of relevant research to include restorative practices, social/emotional learning
	<p>Decisions/ Actions</p> <ul style="list-style-type: none"> • Extend closing date for feedback • Collate logos and photos if possible for publication • Explore bullying page options under new Ministry online environment • Write proposal for launch and invite Ministers by mid-March • Email group with proposed timeline and possible launch date • Develop Communications Plan by mid-March • Identify schools' external supports • Amend proposed action plan as discussed, including: <ul style="list-style-type: none"> ◦ changes to text and convert to A3 ◦ write with schools and parents as audience ◦ remove 0800 line proposal pending background work ◦ add policy process/structure/layers with 3 options ◦ format primary prevention, secondary prevention and responding to bullying ◦ highlight: support and guidance; self-review; sharing good practice ◦ complaints process requires further consideration ◦ make data collection and monitoring last objective ◦ add curriculum resources • Develop policy paper with choices and options • Talk with MSD about It's not Ok campaign • Bring definition of bullying back to next meeting • Item about publication of Guide in Bulletin • Invite MoJ and N4L representatives to next meeting • Arrange academic hui for March.
Next Meeting	<p>May – date to be confirmed.</p>

MINUTES 27 May 2014 Bullying Prevention Advisory Group

Chair	Peter Hughes
Attendees	Brian Coffey, Jill Bond, Rawiri Brell (MoE); David Rutherford, Suzanne Townsend (HRC); Lawrie Stewart, Roly Hermans (NZ Police); Martin Henry (PPTA); Martin Cocker (NetSafe); Phil Harding (NZPF); Russell Wills (OCC); Stephanie Greaney (ERO); Sally Boyd (NZCER); Patrick Walsh, Paul Daley (SPANZ); Malcolm Luey (MoJ)
Secretariat	Kim Nathan
Apologies	Wendy Esera (NZAIMS); Ruth Palmer (MSD); Rowena Phair (MoE) Lorraine Kerr (NZSTA) ; Sandy Pasley (SPANZ)
Agenda item	
A1 Agenda and minutes	<ul style="list-style-type: none"> • Introductions and agenda items confirmed (addition of 6A School Policies). February minutes safe.
B2 Update on actions	<ul style="list-style-type: none"> • Brian noted publication and distribution of Guide in April as planned. Mainly positive feedback on the Guide. Some objections raised to the cover photo. Photo changed for online version and school with concerns provided with copies of the Guide with alternative photo Satisfactorily resolved. • 0800 number – continued contact with John Perham. Option to evaluate in ChCh and/or trial in another location. Must be implemented in conjunction with bullying prevention measures. • David noted Christchurch not necessarily representative. <p>Agreed actions</p> <ul style="list-style-type: none"> • Trial and evaluate 0800PUPIL in group of schools in another location (Action 2.7).
B3 Communications	<ul style="list-style-type: none"> • Peter spoke about issues that arose in conjunction with Pink Shirt Day and acknowledged the Ministry was not across the Communications around the release of the Guide. He apologised for this on behalf of the Ministry. Still hopeful of event in June to celebrate the release of the Guide. • PPTA reiterated their support for the BPAG message on bullying. • Meeting agreed that BPAG members will all connect around an event. • Anticipating that Minister's Office will provide date and MOE will then coordinate with group's availability • If we can not get a date from the Minister in the near future then go ahead with an event anyway involving BPAG and a school venue. <p>Agreed actions</p> <ul style="list-style-type: none"> • To coordinate around an event to mark the work on the Guide (Action 2.15).
C4 Guide	<ul style="list-style-type: none"> • Paul – want principals to look at the guide, use it to develop policies etc and continue to give feedback. • Seek 'deep' feedback until end of Term 3 (end September). Good practice examples, case studies, gaps etc. Visit schools. Include student voice in feedback and Guide. • Stephanie suggested ERO could add a question about the Guide to ERO reviews later this year. • Maintain momentum with revised version of the Guide for 2015. <p>Agreed actions</p>

MINUTES 27 May 2014 Bullying Prevention Advisory Group

	<ul style="list-style-type: none"> • Item to go in next Bulletin seeking feedback from principals (Action 2.16). • ERO question about schools' awareness and use of the Guide (Action 2.17). • Send outline with key dates to the group (Action 2.18).
C5 Feedback and dissemination	<ul style="list-style-type: none"> • Additional copies – summary tabled. Peter requested numbers of electronic downloads also, by tomorrow. • Distribution avenues – Brian suggested the NZSTA conference in July. Meeting assured that plenty of copies of Guide available. • ERO reviewers all have copy and is part of their conversation with schools. ERO reviews could help provide a view on the adequacy/usefulness of the document. ERO is a lever that principals respond to – need to frame as part of wellbeing. ERO reports are one mechanism for measuring impact. • Suggestion that presentation be made to SSF DCEs and/or Ministerial Committee on Disability Issues. Also Iwi meeting in Gisborne, Power Up, ACC etc <p>Agreed actions</p> <ul style="list-style-type: none"> • Present work on Guide to SSF DCEs and Ministerial Group on Disability Issues (Action 2.19). • Implement workshops and training around Guide (in action plan) (Action 2.20).
C6 School Policies and guidance	<ul style="list-style-type: none"> • Peter and Patrick raised idea of supporting Boards of Trustees to develop policies on bullying - STA has funding for this. • Schools want generic policy they can modify for their own community. Proposed a working group to develop a generic policy on bullying for schools to adapt. • Phil emphasised the importance of schools being involved in developing their policies (not just turnkey policies which are not implemented). Agreed but majority felt generic policy would be useful starting point for schools. • Noted there is some guidance on policy development in the Guide. • Possibility of doing the same for Surrender and Retention guidance discussed and agreed. NetSafe paper highlights gaps and can be basis for further work. <p>Agreed actions</p> <ul style="list-style-type: none"> • Patrick, MOE and NZSTA to work together on developing model policy on bullying . Lead tbc. (Action 2.2). • As above as part of Surrender and Retention work (see BPAG-C minutes). MOE (Brian) to lead with NetSafe. (Action 2.1). • MOE (Brian) to liaise with Rowena Phair (Schooling Policy) on these actions.
D7 Cyberbullying Group report	<ul style="list-style-type: none"> • Peter welcomed Malcolm Luey from MoJ. Malcolm updated group on Harmful Digital Communications Bill. The creation of the agency, work on how to operationalise in school settings. Need for close collaboration and consultation. • Recommendation for supplementary information for schools on Search and Retention guidelines. Working group to develop additional guidance for school sector. • Recommendation re exploring options for including digital

	<p>citizenship component in relevant PLD contracts and TOR. Phil noted PLD review has not yet considered cyberbullying area.</p> <ul style="list-style-type: none"> • Recommendation re inclusion of student voice. To include range of ages and students. Could also survey schools, use focus groups. NetSafe student survey etc. Young people have good knowledge of cyber challenges. Peter's view that MOE needs student reference group – wider than BPAG work. <p>Agreed actions</p> <ul style="list-style-type: none"> • Working group to develop supplementary Search and Surrender guidance for schools (Actions 2.1 and 2.4). • Inform principals of this work through Bulletin item (Action 2.5). • Formally refer issue around PLD to Chair of PLD Review group as part of digital learning and literacy (Action 2.6). • To establish student reference group and other mechanisms for including student voice (Action 2.3).
FB Objectives and options	<ul style="list-style-type: none"> • Brian outlined action plan and options A3. Based on evidence from the literature and incorporates earlier feedback. Recommend focus on disabled students and LGBTI students. • Brian outlined options. Agreement that options were cumulative and all important. Support from group to take to do all (ie Option 3 – Quick Wins + Phased work + intensive campaign). • Discussion about changing attitudes and social media campaigns – It's Not Ok approach, scope well-defined, providing tools and resources for local campaigns. Reduces need for FTEs. Annual survey to monitor awareness. Invest in evaluation of exemplar programmes and use findings to target investment. • Develop outcomes framework so we know whether we are making a difference to bullying – domains and indicators, incorporating programme logic. Benchmark against international standards (eg Innocenti report). Can leverage of SSF focus on data. <p>Agreed actions</p> <ul style="list-style-type: none"> • Bulletin item informing principals that a BPAG action plan is being developed and they will receive further information by the end of June (Actions 2.5 and 2.16). • Action plan and timeline to be developed and reported back to group (Action 1.9). • Editing changes: Highlight bystander behaviour. Objective 1: change 'schools' to 'school communities'. Include parents (Action 2.8). • Invite Trish Green to next meeting to talk about It's Not ok campaign (Action 2.9). • Draft outcomes framework (Action 2.10) • Paper to Minister Parata to inform about planned work (Action 2.11).
F10 KiVa video	<ul style="list-style-type: none"> • watched YouTube video clip on KiVa . Discussion of cost (\$1 per student per annum) and proprietary issues. Possibility of docking with PB4L: School-Wide. Develop culturally appropriate NZ version (IP with that). Importance of a programme like KiVa to get buy-in from staff. Support if there is evidence of effectiveness and quality PLD. Consider 'fit' with PB4L initiatives (RP, SW). Scalability – how to

<p>G11 Dashboard reporting</p>	<p>ensure schools have access.</p> <ul style="list-style-type: none"> • Be prepared for Budget cycle in October. Perhaps involving other agencies across an age cohort . <p>Agreed Actions</p> <ul style="list-style-type: none"> • Brian to work with EDK to explore evidence base for KiVa and gather detailed information. • Try to set up meeting with Christina Salmivalli (KiVa). • Paul Daley will invite Sandy Pasley to report on her trip to Finland to see KiVa in action. <ul style="list-style-type: none"> • Monthly indicators of usage/relevance of guide to schools. Also demand for hard copies – who requested and for where. Information from ERO reports, anecdotal information, soft copy 'hits' and downloads – which sections are people interested in and good practice examples on an A3. • Also Wellbeing@School data. • Interested in how people are using the Guide.
<p>Next Meeting</p>	<p>July – date to be confirmed. To be followed by meeting in September, and November with placeholders for February and May 2015.</p>

MINUTES

1 August 2014

Bullying Prevention Advisory Group

Chair	Peter Hughes
Attendees	Brian Coffey, Kathryn MacIver, David Wales (MoE); David Rutherford, Suzanne Townsend (HRC); Roly Hermans (NZ Police); Martin Henry (PPTA); Martin Cocker (NetSafe); Russell Wills (OCC); Stephanie Greaney (ERO); Sally Boyd (NZCER); Patrick Walsh (SPANZ); Kelby Harnes (MoJ); Jenna Woolley (N4L Ltd.)
Secretariat	Steve James (MOE)
Apologies	Wendy Esera (NZAIMS); Ruth Palmer (MSD); Lorraine Kerr (NZSTA); Sandy Pasley (SPANZ); Phil Harding (NZPF); Paul Daley (SPANZ); Malcolm Luey (MoJ); Lawrie Stewart (NZ Police)
Agenda item	
A1 Agenda and minutes	<ul style="list-style-type: none"> • Introductions and agenda items confirmed • May 27 meeting minutes confirmed
B2 Update on actions	<ul style="list-style-type: none"> • Russell asked about the outcome of the BPAG Research Hui on July 30th. • Kelby updated the group on the progress of the Harmful Digital Communications Bill. • ERO are adding questions in their Wellbeing survey to get deep feedback on the Guide. • 0800 number is on hold
C4 Memo on Communications	<p>Actions</p> <ul style="list-style-type: none"> • Action log to be updated/refreshed <ul style="list-style-type: none"> • Brian explained the reasoning for the memo – that we wanted to make sure that representatives were not missing key material. • Peter – unsure about the proposed process as it makes us decide who sees what. Volume of material not an issue as it is sent electronically. <p>Action: BPAG members will opt out if they do not want as many emails</p>
C5 Presentation – It's Not OK	<ul style="list-style-type: none"> • Teresa gave a presentation outlining the history, work, and approach of the It's Not OK campaign.
C6 Questions	<ul style="list-style-type: none"> • David asked about the linkages of the campaign to violence in general and whether the effect will be seen in the next survey on crime • Teresa says that a one-generation change is optimistic. However, Police are seeing increases in reporting, earlier reporting, and from people who don't usually report domestic violence. • Discussion around resourcing long-term campaigns that require generational changes and high dosage to achieve an impact. Is difficult with limited resources, or when funding gets reduced. Bullying prevention is aimed at the next generation in schools – starting early (Peter, David, Patrick)
D6 Cyberbullying report back	<ul style="list-style-type: none"> • Patrick reports back on items from the cyberbullying meeting including Helen Algar's presentation, the draft search and retention documents, cyberbullying terms of reference, and the development of scenarios for schools on cyberbullying • Brian – more actions will come from cyberbullying once the guidance

	for schools and draft policy are in place. A presentation for principals on cyberbullying will be developed
E7 Generic bullying policy	<ul style="list-style-type: none"> Brian explains that the document is intended to fall between writing a bullying policy for schools and letting them develop something completely on their own. Feedback from the group positive about the format and direction notes provided with the draft 2-page policy <p>Action</p> <ul style="list-style-type: none"> Use the same formatting in the search and retention documents as the draft bullying policy
E8 Parents Portal	<ul style="list-style-type: none"> Brian updates that the Parents Portal has been updated to align with the bullying prevention guide.
E9 Online Knowledge Centre	<ul style="list-style-type: none"> Brian updates that bullying prevention will be represented in the Online Knowledge Centre Content has been peer reviewed. Matt Frost (ODI) is also providing feedback. David suggests getting police to look at the content <p>Action</p> <ul style="list-style-type: none"> Sean Lyons and Martin Henry to provide feedback on content
E10 Bullying Powerpoint for principals	<ul style="list-style-type: none"> Will be put in the Principal's Bulletin to receive feedback David highlights that teachers need to be brought onboard as some still think the issue of bullying is overstated. Jenna suggests sharing the presentation on the N4L network
G11 Dragon Island	<ul style="list-style-type: none"> Russell gives an overview of the book Dragon Island and sought <ul style="list-style-type: none"> A decision about a learning plan based on the book Whether BPAG could be involved in Dragon Island's launch <p>The intended audience would be primary school students, however the learning material could be adapted to secondary.</p> <ul style="list-style-type: none"> Brian – we are aware of a number of stories through Learning Media that have similar themes. An online resource could be developed and be based on a number of different stories Stephanie comments that this is a chance to give guidance and advice to schools Sally – NZCER has a list of books that have bullying as a theme. A central source could be helpful Roly – the NZ Transport Agency gets kids to write books on road safety to become a resource. Discussion around the need to be careful that the resource follows the 'do no harm' principle. Disclosure of issues by students would have to be managed <p>Actions</p>

MINUTES

1 August 2014

Bullying Prevention Advisory Group

	<ul style="list-style-type: none"> • Russell to forward Martin Baynton's contact details to Brian to follow up • Look for the opportunity for a launch • Look at pulling together other resources into an online platform for using books to teach about bullying prevention
H NZCER Update on Wellbeing@School	<ul style="list-style-type: none"> • Document tabled titled 'Using Wellbeing@School data for system monitoring' • Sally outlines how the data may be used as a baseline for school wellbeing and to look at changes in rates over time. The Aggressive Student Culture scale is designed to document bullying behaviour. • David asks if there is an identifier for disabled students. There is not because the data is not tied to individual students. • Brian – it might be possible to get more out of the data with further analysis. • Discussion around the data/sample quality of Wellbeing@School. Sally comments that given the size of the dataset and the potential to combine with School Wide, there is a degree of a representative sample. • Russell – more in-depth analysis of the data quality will be needed if the data is going to be used as a baseline for bullying prevalence <p>Action</p> <ul style="list-style-type: none"> • MOE to make contact with NZCER statisticians to analyse the data quality. MOE to have a discussion beforehand about what we need out of the data
I Deep feedback Implementation of the bullying guide	<ul style="list-style-type: none"> • Document tabled – implementation plan • Stephanie – ERO should be visiting 200-300 schools. If there are a lot of stories about the guide, they will write a report • Stephanie notes that the survey monkey tool about wellbeing indicators worked well • Martin – expresses concern about response fatigue in the sector from too many surveys • Principals will likely be the ones giving deep feedback on the guide <p>Dates to be sent out</p>
J Next meeting	<p>Action</p> <ul style="list-style-type: none"> • People to respond about their interest in attending the Cyberbullying conference in Sydney over 26-28 October.

MINUTES

25 November 2014

Bullying Prevention Advisory Group

Chair	Peter Hughes
Attendees	Brian Coffey, David Wales (MoE); David Rutherford (HRC); Lawrie Stewart (NZ Police); Martin Henry (PPTA); Martin Cocker, Neil Melhuish (NetSafe); Russell Wills (OCC); Stephanie Greaney (ERO); Sally Boyd (NZCER); Patrick Walsh, Paul Daley (SPANZ); Kelby Harmes (MoJ); Jenna Woolley (N4L Ltd.); Lorraine Kerr (NZSTA); Ruth Palmer (MSD); Phil Harding (NZPF)
Secretariat	Will Murray (MoE)
Apologies	Suzanne Townsend (HRC); Roly Hermans (NZ Police); Wendy Esera (NZAIMS); Sandy Pasley (SPANZ); Malcolm Luey (MoJ); Kathryn MacIver (MoE)
Agenda item	
	<ul style="list-style-type: none"> Group photograph for inclusion in <i>Bullying prevention and response: A guide for schools 2015</i>
A2 Welcome and confirm agenda	<ul style="list-style-type: none"> Introductions and agenda items confirmed August meeting minutes confirmed
B1 Resourcing and prioritising the work programme	<ul style="list-style-type: none"> Discussion: BPAG work priorities. Peter – expected a proper plan, not sure we can progress this. <p>Action: draft BPAG strategic plan with framework of actions to be provided to the group for feedback by the end of 2014</p>
B2 Ken Rigby Bullying Knowledge questionnaire	<ul style="list-style-type: none"> Discussion about surveys. Martin H – too much in this space already. Phil – we should do a QA of survey tools. Peter – we could get something that works well as a tool for schools and gives anonymised data for the whole system. Involve Lisa Rodgers (MoE's Deputy Secretary Evidence, Data and Knowledge). Russell suggested MoE consider making wellbeing@school available to all researchers. <p>Action: work with Evidence, Data and Knowledge group to clarify a bullying survey tool that meets school and system needs</p>
B3 KiVa	<ul style="list-style-type: none"> Accent Learning purchased exclusive rights to KiVa in New Zealand. The programme was State funded in Finland, has been rolled out in a number of other countries. Discussion about supporting implementation of KiVa. Accent Learning plans to implement KiVa in a small number of schools in 2015. Feedback from observers is that it is excellent. Patrick – cost seems low vs. huge benefits for New Zealand. Peter – MoE to lead policy work re KiVa in the New Zealand context, but need other social agencies involved. Jenna – N4L was invited to meet the Finnish ambassador in January. <p>Actions:</p> <ul style="list-style-type: none"> MoE to lead policy work on KiVa in the New Zealand context, with other social agencies involved MoE and N4L to liaise re meeting with Finnish ambassador
B4 Dragon Island	<ul style="list-style-type: none"> Russell presented Dragon Island and the song "One Voice" by Nakita Turner as possible resources to complement BPAG work. Agreed Russell will represent BPAG at the Dragon Island launch on 8 December. Russell sought a steer from the Group about messaging. Discussion about endorsing products for teachers. It was decided that

MINUTES

25 November 2014

Bullying Prevention Advisory Group

	<p>this is not BPAG's role.</p> <ul style="list-style-type: none"> Russell noted Newtown school is developing a resource to accompany Dragon Island. Russell suggested Jackie Talbot (National Children's Directorate) as a Children's Action Plan contact. <p>Actions:</p> <ul style="list-style-type: none"> N4L will work with Newtown School to get its teaching resource into Pond so it can be shared by other teachers next edition of the guide to include brief text on curriculum and guidance about resources (re. Health curriculum) contact Jackie Talbot about the Children's Action Plan
C Cyberbullying update	<ul style="list-style-type: none"> Patrick provided an update on the cyberbullying group, now renamed the Online Safety Advisory Group. Discussion: online safety conference in 2015. David R suggested ACC be involved, as it pays for the results of cyberbullying. <p>Action: arrange meeting to discuss the proposal of an online safety conference in 2015, including sponsorship</p>
D T!PTXT	<ul style="list-style-type: none"> Presentation by Blackboard's Steve Watt, Regional Vice President, and Michael Chye, Platform Specialist - Mobile. Discussion: reporting of bullying is vital to fixing the problem. T!PTXT allows schools to set up a simple text service system that is confidential and can be used to empower children to speak up. There is no cost in terms of deployment, and there is flexibility in the system to set up after hours messages if required.
E1 ERO – feedback from schools	<ul style="list-style-type: none"> Stephanie summarised ERO's confidential draft report on feedback: some schools were unaware of the Guide; primary schools were not using it as much; and schools tend to use it as a reactive tool. <p>Action: incorporate feedback in ERO's report into 2015 guide</p>
E2 Guide feedback summary and actions.	<ul style="list-style-type: none"> Schools don't want the guide altered much, but do want to see more of schools in it. <p>Action: incorporate schools' feedback into 2015 guide</p>
E3 Timeframes for 2015 guide	<ul style="list-style-type: none"> The guide will be revised by the start of 2015, then republished. Russell suggested a click-through "ladder" for the forward-facing part of the guide, that steps questions through yes/no alternatives. <p>Action: revised guide to be circulated within MoE, then BPAG in term one 2015</p>
F Round table	<ul style="list-style-type: none"> Peter – good work this year, we can do better next year.
Next meeting	Dates to be sent out

MINUTES

24 February 2015

Bullying Prevention Advisory Group

Chair	David Rutherford (HRC)
Attendees	Peter Hughes, David Wales, Kathryn MacIver (MoE); Jill Chrisp (HRC); Roly Hermans (NZ Police); Martin Henry (PPTA); Martin Cocker, Neil Melhuish (NetSafe); Russell Wills (OCC); Stephanie Greaney (ERO); Sally Boyd (NZCER); Lorraine Kerr (NZSTA); Ruth Palmer (MSD); Denise Torrey (NZPF); Phil Tappenden (NZAIMS); Gary Tonkin (MoH); Sandy Pasley (SPANZ).
Secretariat	Will Murray (MoE)
Apologies	Patrick Walsh (SPANZ); Lawrie Stewart (NZ Police); Brian Coffey (MoE); Richard Schmidt (MoJ)
Agenda item	
A2 Confirm agenda, minutes and meeting dates	<ul style="list-style-type: none"> Agenda items, November meeting minutes, and meeting dates for 2015 (26 May, 11 August, 17 November) confirmed
B Interagency Strategic Plan 2015-2016	<ul style="list-style-type: none"> David W – the Strategic Plan needs BPAG commitment and support. Gary – the Ministry of Health has not seen this before. Martin H – PLD needs to be reflected, the Strategic Plan is focused on information provision. Denise – People need to talk more to local associations. There needs to be a strategy for how to do this. David R – BPAG needs a Comms strategy. <p>Actions:</p> <ul style="list-style-type: none"> Strategic Plan agreed subject to three changes (add PLD text to PA 7; add reference to BPAG Comms group; restate that schools have obligations rather than suggesting that some do not adequately understand them) Finalised Strategic Plan and A3 to be circulated to members MoH to be given one month to comment on the Strategic Plan
C Online Safety Advisory Group update	<ul style="list-style-type: none"> Neil summarised OSAG's view that its relationship to BPAG can continue. This remains an area for discussion given OSAG's scope. Ruth – OSAG's mandate may raise issues for reporting to Ministers. The wider context includes work on prevention of sexual violence and intergenerational change on family violence. Lorraine – OSAG's audience is not defined. The process needs to be tidy for schools. David R – the HRC has identified violence and abuse as a core focus for its action plan. This is currently with Ministers for consideration. Russell – BPAG needs to be guided by teacher and trustee voices. Denise – schools feel that they don't need any more initiatives. They are vulnerable to the appeal of a quick fix. What would help is a coherent overview. Roly – look at the MoE guidelines on alcohol and other drug education programmes, as they're exactly what we're talking about here. Sally – schools need support to access information. Martin C – there is only a very small overlap between online safety and BPAG. NetSafe's preference would be to separate the two. <p>Actions:</p> <ul style="list-style-type: none"> Discuss OSAG's mandate during the next three months Put OSAG's mandate on the agenda for the next BPAG meeting
D Progress against Priority	PA 3 Develop resources/tools for schools

MINUTES

24 February 2015

Bullying Prevention Advisory Group

Areas	<ul style="list-style-type: none"> Sandy – will talk later about my school's experience with KiVa. David R – PB4L was well evaluated in America but we adopted and tweaked an Australian version. Peter – PB4L has the best evidence base, but this is not in the paper. Sally – the evaluation of PB4L School-Wide final report is due in March. Part of BPAG's role is to recommend the PB4L bullying module is explored in New Zealand. <p><u>PA 4 Create "one start shop" website</u></p> <ul style="list-style-type: none"> Peter – this can be started immediately. <p><u>PA 5 Fund researchers to evaluate local approaches</u></p> <ul style="list-style-type: none"> Ruth – this could include a stocktake of all current initiatives. <p><u>PA 6 Develop information on cyberbullying and online safety</u></p> <ul style="list-style-type: none"> Martin H – OSAG needs to think about getting information to schools. <p><u>PA 10 Establish national survey</u></p> <ul style="list-style-type: none"> Martin H – it is good to get feedback about making Wellbeing@School free in schools. <p><u>PA 11 Make individual school's survey data available</u></p> <ul style="list-style-type: none"> Stephanie – ERO has raised this with NZCER and MoE, but is not allowed to access individual school's Wellbeing@School data. Denise – encourage schools to use Wellbeing@School, make it free. <p><u>PA 12 Develop indicators</u></p> <ul style="list-style-type: none"> Stephanie – PA 12 will need to align with other indicators, such as wellbeing and inclusion. David R – New Zealand is unable to produce data points on aspects of children's wellbeing that enable international comparison. This means it doesn't feature in some international reports (such as UNICEF's). <p>Actions:</p> <ul style="list-style-type: none"> Circulate draft wording of pledge for schools to accompany 2015 edition of the Guide Recirculate feedback from schools on the 2014 edition of the Guide Amend Strategy and Implementation Plan A3 to reflect that work to develop a website under PA 4 has begun Circulate a revised version of the paper on KiVa and PB4L that includes the evidence base for PB4L Discuss the prospect of making Wellbeing@School free to schools with Evidence, Data and Knowledge group
E Round table	<ul style="list-style-type: none"> David R shared copies of a Police resource, <i>A review of Police and iwi/Māori relationships: Working together to reduce offending and victimisation among Māori</i>.
Next meeting	Tuesday 26 May 2015

MINUTES

26 May 2015

Bullying Prevention Advisory Group

Chair	Russell Wills (OCC)
Attendees	David Wales, Brian Coffey (MoE); David Rutherford, Jill Chrisp (HRC); Lawrie Stewart, Roly Hermans (NZ Police); Martin Henry (PPTA); Martin Cocker (NetSafe); Stephanie Greaney (ERO); Ruth Palmer (MSD); Denise Torrey (NZPF); Rikki Sheterline (NZEI); Gabrielle Roberts (MoH); Patrick Walsh (SPANZ)
Secretariat	Will Murray, Victoria Parsons (MoE)
Apologies	Peter Hughes, Kathryn MacIver (MoE); Sally Boyd (NZCER); Phil Tappenden (NZAIMS); Neil Melhuish (NetSafe); Sandy Pasley (SPANZ); Lorraine Kerr (NZSTA); Richard Schmidt (MoJ)
Agenda item	
A Confirm agenda, minutes and meeting dates	<ul style="list-style-type: none"> Agenda items, February meeting minutes confirmed. Two clarifications re February minutes: there is a need for further information on KiVa and PB4L School-Wide. Deidre Vercauteren from Accent Learning will present at the next BPAG meeting about KiVa in NZ. After this meeting we will revisit what information BPAG would like; schools sampled for annual bullying data will not have to pay for the Wellbeing@School survey. <p>Action: Investigate the cost of making the Wellbeing@School survey available to all schools free of charge</p>
B Media coverage of bullying	<ul style="list-style-type: none"> Discussion of proposed procedure to respond to media coverage. Russell – the Principal of Okaihau College has indicated he is willing to talk about how recent media coverage revictimised his student. Martin Cocker clarified NetSafe's role is to try to get urls removed from social media – it specifically avoids censure of the media. <p>Actions:</p> <ul style="list-style-type: none"> David Rutherford to continue ongoing proactive discussions with media and report back at next BPAG meeting Police to develop a draft response process for BPAG input
C Online Safety Advisory Group update	<ul style="list-style-type: none"> The online safety conference has been put on hold. In the meantime there may be a place for bullying prevention in existing conferences. <p>Actions – MoE to develop:</p> <ul style="list-style-type: none"> Risk assessment tool to help prioritise OSAG work Theory of change to support uptake of new guidelines Practical resource on online safety for principals to workshop regionally
D Inclusive Education website (IE website)	<ul style="list-style-type: none"> Presentation on IE website from Judy Cochrane and Chrissie Butler. Patrick and Denise raised concerns re Health and Safety legislation conflicting with students' legal right to an education. Chrissie noted that while it has information on the law, the website does not provide practical "what do you do?" advice – there is scope to add this. There was also discussion about the need for information for parents, including parents of children who are showing signs of bullying behaviour. <p>Actions:</p> <ul style="list-style-type: none"> MoE will review, update and circulate its existing guide on responding to behavioural incidents in schools The development of brief publications for schools to support the Guide, on topics such as working with families, to be

	<p>prioritised against the rest of the BPAG work programme</p> <ul style="list-style-type: none"> • Human Rights Commission to disseminate IE website information via social media • NZPF to show links to the IE website to regional groups • PPTA to do a story on the IE website in PPTA News • ERO Comms team to point the IE website out to all reviewers • OCC to send the link to all paediatricians in the country • Ministry of Health to share IE website through Health issues
E Inside Out	<ul style="list-style-type: none"> • Presentation on Inside Out from Elizabeth Goodwin. • Gabrielle – concern re the number of similar resources. • Elizabeth – Inside Out's uniqueness is that it is a teaching resource, and it does connect to other resources. • Martin Henry – teachers need PLD to accompany Inside Out. • Denise suggested n4L could cache resources in Pond. <p>Action: MSD to coordinate with other agencies to put Inside Out in a coherent context</p>
F Quarterly report	<ul style="list-style-type: none"> • Russell – liked the report, but colours don't show on photocopying. • Gabrielle – the work needs to be benchmarked re what is on track. • David Rutherford raised an issue re priority areas 10-12: BPAG agreed that data needed to be internationally comparable. • Lawrie – Comms around BPAG's work needs to be better aligned. • Lawrie – it would be great to have Police's Online Child Exploitation Across New Zealand (OCEANZ) unit talk to BPAG at a future meeting. <p>Actions:</p> <ul style="list-style-type: none"> • Add text on the left identifying the reporting colours • Remove text on "awareness raising" from the bullet points under priority area 8 • Develop a draft interagency communications plan for discussion at the next meeting – with the help of MoE Communications Group and BPAG organisations
G Round table	<ul style="list-style-type: none"> • Brian – a BPAG response will be needed to statistics work on bullying in schools that is about to be published.
Next meeting	Tuesday 11 August 2015

MINUTES

11 August 2015

Bullying Prevention Advisory Group

Chair	Peter Hughes (MoE)
Attendees	David Wales, Brian Coffey (MoE); David Rutherford, Jill Chrisp (HRC); Lorraine Kerr (NZSTA); Sally Boyd (NZCER); Martin Cocker, Neil Melhuish (NetSafe); Lawrie Stewart, Inspector Paula Holt (NZ Police); Ruth Palmer (MSD); Martin Henry (PPTA); Sandra Collins (ERO); Phil Tappenden (NZAIMS); Brendan Gage (MoJ); Richard Taylor (MoH); Patrick Walsh (SPANZ); Rikki Sheterline (NZEI); Russell Wills (OCC)
Secretariat	Victoria Parsons (MoE)
Apologies	Stephanie Greaney (ERO); Denise Torrey (NZPF)
Agenda Item	
A Confirm agenda, minutes and meeting dates	<ul style="list-style-type: none"> Agenda items, May meeting minutes confirmed.
B Online Safety Advisory Group update	<ul style="list-style-type: none"> Russell reported back on the OSAG meeting and discussion. Discussion focused on OSAG's work programme needing to reflect the needs of schools and ways to provide advice to schools (i.e. a quarterly information bulletin to schools). There was also discussion about involving industry representatives in the work of OSAG. OSAG will meet more regularly, but also remain a subgroup of BPAG and hold the same quarterly meeting structure. <p>Actions:</p> <ul style="list-style-type: none"> MoE will produce a paper about the structure and purpose of OSAG based on the OSAG agreements. OSAG will develop an outline of key work areas and how they will operate. <ul style="list-style-type: none"> Deidre Vercauteren (Accent Learning) and Vanessa Green (VUW) presented on KiVa. This was followed by discussion on KiVa and the data it collects. Deidre and Vanessa explained that this was the only anti-bullying programme in the world that had been subject to Random Control Trial-based research.
D Quarterly Report	<ul style="list-style-type: none"> Discussion on the implementation of the Guide and the need for a plan to support this work. This includes communications, engagement, training and ongoing support for schools. In regard to Priority Area 2: Target actions for those at particular risk. There was discussion about the need to align with the ACC-led review of primary prevention school-based programmes on sexual violence and the work supporting the implementation of the new Sexuality Education Guidelines. These pieces of work are important as school-based programmes have a positive impact on preventing bullying behaviour, and positive gender and sexuality identity contributes to preventing bullying. Our work needs to follow a whole school approach. <p>Actions:</p> <ul style="list-style-type: none"> MoE will develop a strategy for 2016 to support the implementation of the Guide in schools. This will include using Regional Directors as champions, and how to assess the impact of the implementation.

MINUTES
11 August 2015
Bullying Prevention Advisory Group

	<ul style="list-style-type: none"> • MoE will focus its work plan on implementing the Guide in schools, information for parents and whānau and the LGBTI community. • MoE will produce a research strategy showing what we know and what else we need to know. This will include supporting schools to use their SMS to report on bullying and creating a data dashboard. • MSD will produce an A3 of cross-government activity that is relevant to and/or impacts on the work of BPAG. • Sally Boyd from NZCER to circulate BPAG information on the Wellbeing@School survey.
E Facebook and Google	<ul style="list-style-type: none"> • Presentation on FaceBook from Mia Garlick about FaceBook online safety features. • Presentation on Google about online safety features and their webrangers initiative. • General discussion on communicating this information to schools and via members' networks
F PB4L	<ul style="list-style-type: none"> • Karen Harris presented on PB4L - its comparisons and links with KiVa.
G Round table	<ul style="list-style-type: none"> • No updates,
Next meeting	Tuesday, 17 November 2015 : 1.00pm-3.00pm

MINUTES
17 November 2015
Bullying Prevention Advisory Group

Chair	David Wales (MoE)
Attendees	Jill Chrisp (HRC); Neil Melhuish (NetSafe); Phil Tappenden (NZAIMS); Rikki Sheterline (NZEI); Lawrie Stewart (NZ Police); Inspector Paula Holt (NZ Police); Denise Torrey (NZPF); Doug Clark (PPTA); Patrick Walsh (SPANZ); Brian Coffey (MoE); Michael Parker (MoE); Richard Taylor (MoH); Ruth Palmer (MSD)
Secretariat	Kim Hailwood (MoE); Victoria Parsons (MoE)
Apologies	Peter Hughes (MoE); David Rutherford (HRC); Martin Cocker (NetSafe); Sally Boyd (NZCER); Lorraine Kerr (NZSTA); Russell Wills (OCC); Stephanie Greaney (ERO); Richard Schmidt (MoJ)
Agenda Item	
A: Confirm Agenda, Minutes	<ul style="list-style-type: none"> Agenda items agreed. Minutes of the 11 August 2015 meeting confirmed.
B: Bullying Prevention Interagency 2016 Implementation Plan	<ul style="list-style-type: none"> Brian Coffey presented on the four interlocking workstreams of the proposed 2016 Interagency Implementation Plan to ensure the <i>Bullying Prevention and Response Guide</i> is "off the shelves, in practice and making a difference". Following discussion, BPAG members provided tacit approval to the Implementation Plan's Workstream 1 (Centralised Website), Workstream 2 (Communication / Outreach) and Workstream 4 (Data Gathering / Research). Jill Chrisp requested that the activity in Workstream 4 have its own implementation strategy and be represented as such on the Implementation Plan's 2016 timeline (demonstrating data collection is ongoing and underpins / informs all bullying prevention work). It was agreed that although Workstream 4 would connect with, it would not be contingent on Workstream 3. It was agreed it would be expedient to engage with ERO on the questions to be used to report on the strategies schools are implementing to provide a safe physical and emotional environment for students (student wellbeing indicators). Some reservations were expressed in relation to the Implementation Plan's Workstream 3 (Encouraging Best Practice - training, guidance and support) due to the already busy workloads of the school community. To address these concerns, it was agreed that a paper providing further information / clarification on Workstream 3's training component would be sent to BPAG members for their feedback / agreement. <p>Actions:</p> <ul style="list-style-type: none"> MoE to liaise with ERO on the student wellbeing indicators used in ERO's reviews of schools. MoE will develop a paper on Workstream 3's training component and its delivery mechanism. The Workstream 3 paper will be circulated to BPAG members for their feedback / agreement before moving forward on the 2016 Interagency Implementation Plan work programme.

MINUTES

17 November 2015

Bullying Prevention Advisory Group

<p>C: NZ Police - internal case management procedures for reports of bullying</p>	<ul style="list-style-type: none"> • Lawrie Stewart and Paula Holt provided an overview of the Police's newly drafted case management procedures for responding to reports of bullying (to a police officer or to the public counter). • It was noted a new record incident code for bullying (children and young people) has been assigned and the attendance and case prioritisation procedures will include using the <i>Bullying Prevention and Response Guide's</i> 'Bullying Assessment Matrix' and 'Responding to Bullying Incidents Quick Reference Guide'.
<p>D: Online Safety Advisory Group (OSAG) Update</p>	<ul style="list-style-type: none"> • Patrick Walsh provided an update on the 17 November OSAG meeting. • Discussion centred on the substantial and rapidly changing online risks (e.g. sextortion, online gambling, covert videos). • A brief update on the implementation of the Harmful Digital Communications Act was supplied. • David Wales noted that Patrick was stepping down from his position as OSAG Chair. David thanked Patrick on behalf of BPAG for his contribution to OSAG during his tenure as Chair.
<p>E: Update on the Strategic Work Plan</p>	<ul style="list-style-type: none"> • Jill Chrisp noted, and it was agreed, that the status report against priority areas 11 and 12 should be changed from 'on track' to 'under development' (and for inclusion in the 2016 Interagency Implementation Plan). • It was agreed the Strategic Work Plan would be refreshed and refocused to reflect the 2016 Interagency Implementation Plan. • Rikki Sheterline queried progress on the draft wallet card with key messages about bullying prevention and BPAG. Victoria Parsons advised the card would be distributed for comment before the end of the year. • Ruth Palmer reported the A3 of cross-government activity relevant to and/or impacting on the work of BPAG was still being developed and would be circulated on completion.
<p>F: Round Table</p>	<ul style="list-style-type: none"> • Paula Holt advised the NZ Police had been approached by the Hurricanes Rugby Union Team, who would like to assist in 2016 with the promotion of bullying prevention in schools. Work is being undertaken to operationalise this opportunity. • Denise Torrey raised concerns about recent media reporting of suicide (in particular an article in the Sunday Star Times on the apparent suicide of a primary school student). It was noted the suicide reporting guidelines developed in partnership with media outlets were still operative. <p>Action:</p> <ul style="list-style-type: none"> • MoH representative Richard Taylor to seek clarification on this issue from the Ministry of Health / Mental Health Foundation.
<p>G: 2016 Meeting Dates</p>	<ul style="list-style-type: none"> • The 2016 BPAG meeting dates were confirmed as: Tuesday, 16 February Tuesday, 17 May Tuesday, 16 August Tuesday, 15 November
<p>Next Meeting</p>	<p>Tuesday, 16 February 2016 : 1.00pm-3.00pm Venue: Ministry of Education, 33 Bowen Street</p>

Chair	David Wales (MoE)
Attendees	Deirdre Shaw (ERO); David Rutherford (HRC); Jill Chrisp (HRC); Martin Cocker (NetSafe); Neil Melhuish (NetSafe); Phil Tappenden (NZAIMS); Sally Boyd (NZCER); Rikki Sheterline (NZEI); Lawrie Stewart (NZ Police); Paula Holt (NZ Police); Alec McNeil (NZSTA); Russell Wills (OCC); Judie Alison (PPTA); Jo Colin (Sport NZ); Liam Knight (MoJ); Ruth Palmer (MSD); Brian Coffey (MoE); Karen Harris (MoE); Alison Eckford (MoE)
Secretariat	Kim Hailwood (MoE)
Apologies	Peter Hughes (MoE); Iain Taylor (NZPF); Patrick Walsh (SPANZ); Michael Parker (MoE); Kate Charles (MoH)
Agenda Item	
A: Confirm Agenda, Minutes	<ul style="list-style-type: none"> Agenda items agreed. Minutes of the 17 November 2015 meeting confirmed.
B: Matters arising from the Minutes	<ul style="list-style-type: none"> At the November 2015 meeting it was agreed it would be expedient for MoE to engage with ERO on the evaluation indicators for student wellbeing. Deirdre Shaw (ERO) reported back on the 1 February meeting between MoE and ERO. She drew attention to self review of wellbeing approaches. Deirdre advised it would be an ongoing discussion between MoE and ERO on whether this could be a part of ERO's work programme. Ruth Palmer (MSD) explained that the information required for the A3 of cross-government activity relevant to and/or impacting on the work of BPAG (requested at the August 2015 meeting) had proved too difficult to accurately capture due to the constantly shifting nature of the bullying prevention field. It was agreed at the August 2015 meeting that a 'wallet-sized' fold-out card with key messages for BPAG members to refer to would be produced. After receipt of the draft wallet card by MoE, it was considered further work was required on the messaging. A revised copy of the wallet card was tabled at the meeting. <p>Action:</p> <ul style="list-style-type: none"> BPAG members to forward their feedback on the quick reference card to Kim Hailwood (MoE) by 14 March.
C: Strategic Plan: Status Summary Update	<ul style="list-style-type: none"> At the November 2015 meeting it was agreed the Strategic Plan Update would be refreshed and refocused to reflect the 2016 Interagency Implementation Plan's four interlocking workstreams. The meeting agreed the 'new look' Strategic Plan Status Summary Update was an appropriate reporting tool and should continue to be used in the format presented.
Bullying Prevention Interagency 2016 Implementation Plan	<ul style="list-style-type: none"> Brian Coffey (MoE) spoke to the four workstreams (to ensure the <i>Bullying Prevention and Response Guide</i> is "off the shelves, in practice and making a difference"). It was agreed that as work progressed towards the May 2016 interagency centralised website launch and Bullying Prevention Week deadline, brief progress reports would be provided for the Group's information / feedback.

**Workstream 1:
Bullying Prevention
Interagency
Centralised Website**

- Brian Coffey (MoE) presented on the initial options for the new bullying prevention website, acknowledging that the goal was to create a strong, recognisable site name and presence. It was determined that further work needed to be undertaken on the development of a suitable website name, taking into account the name should reflect bullying in the title. Jill Chrisp (HRC) requested there be a bilingual equivalent of the name selected.

**Workstream 2:
Bullying Prevention
Week**

- Following a brief discussion, the meeting confirmed the theme for the 2016 New Zealand Bullying Prevention Week would be based around the working title 'Together we can stop bullying' - the whole school community and wider community working together.

**Workstream 3:
Best Practice
(Training, Guidance
and Support)**

- Karen Harris (MoE) presented an overview of Workstream 3's face-to-face workshop training material that she had developed, which is to be delivered to 12-15 PB4L clusters in March to test its effectiveness. Karen explained the goal was to provide a compilation of training material (downloadable from the new website) that could be mixed, matched and customised to suit each school's need. Discussion drew attention to the need to know more about how schools could teach the relevant skills to students and what kind of resources would be available to help them do this.

- Brian Coffey (MoE) explained the purpose of Workstream 3's resource stock-take was to identify duplication and gaps, and to investigate the development of other bullying prevention resources and tools. Judie Alison (PPTA) spoke in support of the content for the interagency centralised website being vetted and approved by a BPAG Editorial Board.

- Lawrie Stewart advised that the NZ Police would like to offer the *Kia Kaha* resource as a brand to sit under the BPAG umbrella. Russell Wills (OCC), on behalf of BPAG, thanked the NZ Police for their generous offer. Brian Coffey (MoE) reported a scoping exercise was underway to assess the feasibility of updating *Kia Kaha* and aligning it to the *Bullying Prevention and Response Guide*.

- Russell Wills (OCC) emphasised that in order for the bullying prevention programme to be effective and thus result in behaviour change, the programme must be implemented with fidelity.

**Workstream 4:
Data Collection /
Research**

- Sally Boyd (NZCER) spoke briefly on the scheduled meeting between NZCER and MoE to discuss the reporting format to be used in NZCER's *Wellbeing and bullying prevalence in New Zealand schools* national monitoring report, which will present a summary of Wellbeing@School student survey data (due in early 2016).

- David Rutherford (HRC) stated that while some big steps in the right direction were being taken, he had a few reservations concerning Workstream 4's data gathering component. David requested that work be undertaken to 'frame it up'.

Actions:

- **MoE to develop a paper on the framework of Workstream 4's multiple data collection strategies, specifically on school-based data and reporting.**
- **The Workstream 4 paper will be circulated to BPAG members for their feedback.**
- **Establish a BPAG Editorial Board to approve content for the interagency centralised website.**

**D: New Zealand Police:
Police case
management process
for responding to
reports of bullying**

- Lawrie Stewart (NZ Police) updated the meeting on the Police's case management process for responding to reports of bullying (to a police officer or to the public counter).

	<ul style="list-style-type: none"> It was noted the assignment of the new record incident code for bullying (children and young people) would enable the compilation of reported bullying data. Lawrie reported that as part of the process in developing an incident code and response procedure, consideration was being given to providing collateral for use by Police officers and counter staff. He presented a copy of a draft 'Stop Bullying' brochure (advice and messaging for parents and whānau).
E: Online Safety Advisory Group (OSAG) Update	<ul style="list-style-type: none"> Neil Melhuish (NetSafe), OSAG's new chair, outlined the points discussed at the 16 February OSAG meeting. A brief summary was provided on the 2016 Safer Internet Day. It was noted that NetSafe's website traffic increased threefold to 1,200 visitors on Safer Internet Day, ORB (online incident reporting) traffic doubled and submitted reports trebled. Issues relating to OSAG's role (purpose, objective, direction, membership), the Group's internal alignment with MoE, and work programme scope were highlighted.
F: Round Table	<ul style="list-style-type: none"> Jo Colin (representing Sport New Zealand) was welcomed as a new BPAG member. Jo provided an overview of the work Sport NZ is undertaking within the school community.
Next Meeting	<p>Date: Tuesday, 17 May 2016 (1.00pm-3.00pm)</p> <p>Venue: Ministry of Education Mātauranga House, 33 Bowen Street</p>

Chair	David Wales (MoE)
Attendees	David Rutherford (HRC); Erin Gough (HRC); Martin Cocker (NetSafe); Neil Melhuish (NetSafe); Sally Boyd (NZCER); Paula Holt (NZ Police); Lawrie Stewart (NZ Police); Alec McNeil (NZSTA); Russell Wills (OCC); Judie Alison (PPTA); Kate Charles (MoH); Liam Knight (MoJ); Ruth Palmer (MSD); Brian Coffey (MoE)
Secretariat	Kim Hailwood (MoE)
Apologies	Peter Hughes (MoE); Deirdre Shaw (ERO); Jill Chrisp (HRC); Phil Tappenden (NZAIMS); Rikki Sheterline (NZEI); Iain Taylor (NZPF); Patrick Walsh (SPANZ); Jo Colin (Sport NZ)
Agenda Item	
A: Confirm Agenda, Minutes	<ul style="list-style-type: none"> Agenda items agreed. Minutes of the 16 February 2016 meeting confirmed. David Wales (MoE) drew attention to the apologies received for the meeting. The Group agreed it was important to have a full range of perspectives represented at the table. <p>Action Point:</p> <ul style="list-style-type: none"> To ensure all organisations are represented at the quarterly meetings, BPAG members are asked to send a delegated representative if they are unable to attend a scheduled meeting.
B: Strategic Plan: Status Summary Update	<ul style="list-style-type: none"> The May 2016 Status Summary Update was noted.
C: Bullying Prevention Interagency 2016 Implementation Plan	<ul style="list-style-type: none"> Brian Coffey (MoE) spoke to the four workstreams (to ensure the <i>Bullying Prevention and Response Guide</i> is in practice and making a difference within all school communities). Brian Coffey (MoE) advised the new website was launched on 16 May at an event hosted by St Francis de Sales School (Wellington), where Year 7 and 8 students presented the bullying prevention videos they had produced with their NZ Police School Community Officer and the NZ Police Public Affairs Team. Brian noted the positive media coverage of the BullyingFree.NZ website launch by TV1 News, TV1 Breakfast, NewsHub, Maori Television and Stuff.
Workstream 1: Bullying Prevention Interagency Centralised Website	
Workstream 2: Bullying Prevention Week	<ul style="list-style-type: none"> Members of the BPAG Communications Team - Alison Eckford (MoE), Anna Santos (OCC) and Shona Brown (NZ Police) - provided a brief overview of the BullyingFree.NZ website and Bullying-free NZ Week activities. The meeting commended the BPAG Communications Team for the work undertaken to ensure Workstreams 1 and 2 were successfully implemented by the 16 May deadline. Copies of the quick reference card with eight key facts about bullying, including the new centralised interagency website's address details, were distributed to BPAG members. Following discussion, it was determined a small editorial board would be established by the BPAG Secretariat to review and approve new BullyingFree.NZ website content. David Rutherford (HRC) highlighted the New Zealand Media Freedom Committee, which represents the senior editorial leadership of the country's major news and current affairs organisations. David suggested it would be useful to increase awareness and an accurate understanding of bullying behaviours with the Committee's member organisations.

Workstream 3:
Best Practice
(Training, Guidance
and Support)

Action Point:

- **BPAG Secretariat to organise an appropriate opportunity / channel to increase awareness and an accurate understanding of bullying behaviours with the New Zealand Media Freedom Committee.**

- Brian Coffey (MoE) outlined the proposed adaptation of evidence-based teaching resources to enable schools to effectively meet their individual bullying prevention and response needs. Brian noted that a Working Party of sector representatives and experts - including BPAG members Judie Alison (PPTA), Lawrie Stewart (NZ Police) and Sally Boyd (NZCER) - had met on 12 May to consider potential bullying prevention teaching resources.
- Judie Alison (PPTA) explained the Working Party considered any resources developed needed to embody good quality New Zealand-based content that was credible, relevant and evidence-informed. Judie confirmed the Working Party's preference for the retention of the strong, well-recognised Kia Kaha brand.
- BPAG members agreed that work should continue on developing the learning-focused resources. Russell Wills (OCC) requested that rigorous evaluation be built into the resource development process.
- Brian Coffey (MoE) provided an overview of the workshop training material delivered by school-wide practitioners to PB4L clusters during Term One.
- Lawrie Stewart (on behalf of the NZ Police and Education Partnership) requested that training for school staff on recognising and responding to bullying incidents (in particular interviewing skills) be added to Workstream 3: Best Practice.
- While acknowledging the importance of the achievement outcome, the meeting argued that wellbeing was equally as important. Russell Wills (OCC) stated that "if you deal with wellbeing, you get achievement".

Discussion contrasted MoE's approach to achievement and wellbeing, noting that for achievement there was a clear plan for improvement, investment (e.g. in professional development) targets that MoE and school leaders were accountable for (disaggregated by ethnicity), and progress was monitored and shared publicly. In other words, there is a clear strategy. In contrast, for wellbeing and bullying there is some strategy, but no measures, targets or published reports of progress. Russell noted it was unlikely BPAG's goals would be achieved without there being the same level of attention to wellbeing as was given to achievement.

Action Point:

- **BPAG Secretariat to prepare (in the medium-term) a paper considering options to give wellbeing the same focus within schools as achievement.**

Workstream 4:
Data Collection

- Alec McNeil (NZSTA) reported the need for evaluation tools to capture student voice for boards of trustees and principals to draw on.
- Brian Coffey (MoE) and Sally Boyd (NZCER) spoke briefly on the planned refresh of the Wellbeing@School web platform and user interface, to enable the information and tools to be presented in a more engaging and user-friendly manner (making it more inviting for students to use).

Bullying Prevention Advisory Group

- Brian noted that a large number of schools were registered to use Wellbeing@School, but a smaller number were active users. Discussion drew attention to the need to make sure schools were supported to make better use of the tools, resources and services available. It was noted the cost to schools to use the Wellbeing@School student survey could be a barrier to it being fully utilised.
- Brian Coffey (MoE) reported that some schools lacked robust, real time data. Brian explained that annual/biennial surveys did not provide schools with the regular data they needed to ensure they were maintaining safe school climates.
- Sally Boyd (NZCER) confirmed it would be possible to take a small number (five or six) of the Wellbeing@School survey questions and reshape them to be used by schools to obtain real time data on a regular basis.

Action Point:

- **Working with NZCER, develop a small set of specific Wellbeing@School survey questions to be used by schools to obtain real time data on a regular basis.**

D: Ministry of Social Development: Update on the Government's Family Violence and Sexual Violence Work Programme

- Ruth Palmer (MSD) reported that a portfolio analysis demonstrated how Government funding was spent on family violence and sexual violence - a total of \$1.4 billion. This analysis showed the majority of funding was spent on core services to address the impacts of family or sexual violence. Ruth noted that in 2013/2014, the Government spent \$21 million on primary prevention of family and sexual violence - a 1.4 percent of the total spend.
- Ruth Palmer (MSD) advised there now needed to be a focus on promoting and growing primary prevention to stop violence from occurring. The meeting agreed that building the evidence-base for New Zealand primary prevention was important and that there was a synergy between the work being undertaken in family and sexual violence prevention and bullying prevention.
- Ruth Palmer (MSD) extended an invitation to BPAG members to attend the screening of the film *The Mask You Live In* (hosted by the 'It's not OK' family violence prevention campaign) on 8 June.

E: Online Safety Advisory Group (OSAG) Update

- Neil Melhuish (NetSafe), OSAG's chair, outlined the points discussed at the 17 May OSAG meeting.
- A brief summary of the key points was provided; namely, OSAG's work needs to (1) have a practical purpose and achieve something tangible, and (2) be integrated into the broader strategic context.
- An outline was provided on OSAG's:
 - Goals (maintaining student wellbeing, school staff wellbeing, the learning environment)
 - Scope (the digital challenge - cyber safety, cyber security, cyber crime)
 - Approach (preventative / responsive).
- Discussion also centred on how OSAG members' work programmes linked to OSAG's goals, scope and approach.
- It was reported that a draft vision/mission statement defining OSAG's role would be developed by Netsafe, taking into account the points raised at the OSAG meeting.

Bullying Prevention Advisory Group

F: Round Table

- Kate Charles (MoH) advised that a new Suicide Prevention Strategy (which builds off the current Strategy) and Action Plan were currently being developed. Kate acknowledged this work needed to involve effective cross-sector collaboration.
- David Wales (MoE) noted that as Russell Wills' tenure as the Children's Commissioner was concluding, this would be his final BPAG meeting. On behalf of BPAG, David thanked Russell for his outstanding contribution as an exemplary member of BPAG.
- In addition, David Wales (MoE) noted that Peter Hughes' appointment as the new State Services Commissioner meant that Peter's time on BPAG was also concluding. BPAG members observed Peter's significant role in establishing the Group in 2013 and his continued support and sponsorship of the work undertaken by BPAG.

Next Meeting

Date: Tuesday, 16 August 2016 (1.00pm-3.00pm)

**Venue: Ministry of Education
Mātauranga House, 33 Bowen Street, Wellington**

Chair	Steve Stuart (MoE)
Attendees	<p>██████████ (ACC); Judge Andrew Becroft (OCC); David Rutherford (HRC); Margaret MacDonald (HRC); Neil Melhuish (NetSafe); Lawrie Stewart (NZ Police); Roger Wood (Sport NZ); Phil Tappenden (NZAIMS); Sally Boyd (NZCER); Rikki Sheterline (NZEI); Iain Taylor (NZPF); Alec McNeil (NZSTA); Judie Alison (PPTA); Kirsty Farrant (PPTA); Kate Charles (MoH); Ruth Palmer (MSD); Brian Coffey (MoE)</p>
Secretariat	Kim Hailwood (MoE)
Apologies	David Wales (MoE); Liam Knight (MoJ); Martin Cocker (NetSafe); Paula Holt (NZ Police); Jo Colin (Sport NZ); Deirdre Shaw (ERO); Patrick Walsh (SPANZ)
Agenda Item	s 9(2)(a) OIA
A: Welcome Confirm Agenda	<ul style="list-style-type: none"> The meeting noted and welcomed the following new BPAG members: <ul style="list-style-type: none"> ██████████ ACC Judge Andrew Becroft, Children's Commissioner Margaret MacDonald, Human Rights Commission Kirsty Farrant, PPTA Agenda items agreed.
B: Minutes / Matters Arising from the Minutes	<ul style="list-style-type: none"> Brian Coffey (MoE) provided examples of channels helping to give wellbeing the same focus within schools as achievement. These examples included: <ul style="list-style-type: none"> Communities of Learning identifying wellbeing goals that can be included in their achievement challenges. It was noted that a number of Communities of Learning had embedded wellbeing into their achievement challenges. In the review of the Education Act, wellbeing and inclusiveness have been identified as indicators that can assist student achievement. It was reported that legislation updating the Education Act was likely to be introduced to Parliament before the end of the year. Judie Alison (PPTA) emphasised that a push was required to lift the profile of wellbeing and for Communities of Learning to understand its importance. Judie stressed the need to convey messages and strategies relating to wellbeing that work. David Rutherford (HRC) drew attention to the challenge of balancing the focus between achievement and wellbeing; adding they need to be complementary. Judie Alison (PPTA) pointed out that ERO had reported varying levels of support for student wellbeing in its secondary school evaluation, with too much assessment identified as causing problems for students. Judie noted there were no simple solutions; however the stronger the message was about wellbeing, the more progress would be made. Brian Coffey (MoE) summarised the discussion, underlining the important need to balance wellbeing and assessment going forward. BPAG members confirmed their commitment to ensuring the same level of attention was given to wellbeing as was given to achievement. Brian Coffey (MoE) and Kate Charles (MoH) noted the Youth Mental Health Project Group's report back to Cabinet and this interagency group's interest in the work being undertaken by the Bullying Prevention Advisory Group. Kate highlighted a recommendation that there be 'one front door' in New Zealand for websites / resources related to youth mental health.

C: Strategic Plan:

 Status Summary

 Update

- Kate Charles (MoH) asked why the editorial board to review and approve new BullyingFree.NZ website content had not been set up. Brian Coffey (MoE) explained new content for the website (i.e. resources) was currently being developed. To ensure the quality and accuracy of these resources a 10-member Expert Advisory Group (as detailed on page 7 of the Workstream 3 meeting paper) had been established. The meeting requested the editorial board be put in place prior to the next BPAG meeting.

Action Point:

- **BPAG Secretariat to organise a small editorial board to review and approve new BullyingFree.NZ website content.**
- Minutes of the 17 May 2016 meeting confirmed.

D: Bullying

 Prevention

 Interagency

 2016

 Implementation

 Plan

- Brian Coffey (MoE) updated the meeting on the steps undertaken over the last quarter to progress the Interagency Implementation Plan's four workstreams.
- David Rutherford (HRC) requested the timelines in the original *Bullying Prevention and Response Strategy and Implementation Plan* be refreshed.

Action Point:

- **BPAG Secretariat to refresh the priority area timelines recorded in the initial *Bullying Prevention and Response Strategy and Implementation Plan*.**
- The August 2016 Status Summary Update was noted.

Workstream 3:

 Best Practice

Workstream 4:

 Data Collection

- Discussion commenced on the suite of resources and initiatives currently being developed / progressed. Judge Becroft (OCC) questioned how change would be measured.
- Brian Coffey (MoE) explained BPAG had agreed to focus on the use of the *Wellbeing@School* survey tools to assist schools to understand how different layers of school life contributed to creating a safe and caring climate that deters bullying (the school self-review tool). In addition, the student survey collected students' views on the social climate at school and explored their experiences of prosocial and bullying behaviours.
- Judie Alison (PPTA) stated that she was unaware of this and what was required was data that would provide a national picture of bullying in schools.
- Brian Coffey (MoE) confirmed the biannual grouped data from the *Wellbeing@School* surveys was being used to present a picture of the extent of bullying behaviour in New Zealand schools, and the extent to which students reported a sense of social and emotional wellbeing at school.
- David Rutherford (HRC) reiterated that BPAG had agreed to establish a national survey and that the gathering of bullying data needed to be mandatory.
- Sally Boyd (NZCER) and Iain Taylor (NZPF) noted that mandating the collection of this data was not possible within New Zealand's self-managing school system.
- Sally Boyd (NZCER) confirmed there were an adequate number of *Wellbeing@School* surveyed students to provide a national picture of bullying behaviour in New Zealand schools.
- Following further discussion, the meeting resolved to develop a requirement that all schools collect data on bullying to track progress.

Action Point:

- **BPAG Secretariat to scope data collection options. The paper will be circulated to BPAG members for their feedback / agreement before commencing to progress the directive that 'all schools be required to collect data on bullying'.**

	<ul style="list-style-type: none"> Referring to the Human Rights Commission's position paper, Judie Alison (PPTA) asked David Rutherford (HRC) what his thinking was in relation to his question 'What would a comprehensive and evidenced anti-bullying programme in New Zealand schools look like'. Discussion pointed to the importance of context and developmental appropriateness. Brian Coffey (MoE) drew attention to the meeting paper (Workstream 3 - Bullying-free NZ School Toolkit), which highlighted the core elements required for an effective school-based bullying prevention and response approach / programme. Ruth Palmer (MSD) recommended the use of a social cost benefit analysis. Judie Alison (PPTA) questioned the most effective way to get the school community to use a bullying prevention programme. David Rutherford (HRC) emphasised that as a cultural change was required, it would not be swift. The meeting agreed that work should continue on the resources and initiatives currently being developed as part of the Bullying-free NZ School Toolkit.
E: Online Safety Advisory Group (OSAG) Update	<ul style="list-style-type: none"> OSAG's chair, Neil Melhuish (NetSafe), summarised the key points discussed at the 16 August OSAG meeting. Neil outlined OSAG's goals - maintaining student wellbeing, school staff wellbeing, and the learning environment. He noted the basic approach to tackling challenges / issues was preventative (to reduce the number of incidents by promoting healthy online practice and protecting where appropriate) and responsive (responding to incidents so as to minimise emotional, educational, reputational and financial harm). Neil advised NetSafe had been appointed as the Approved Agency under the Harmful Digital Communications Act for a five-year term. The Ministry of Justice was working with NetSafe on the establishment of services, aiming for a launch date in November. The meeting's attention was drawn to a two-day event (10-11 November) to discuss the issues and how to make a contribution to tackling harmful digital communication. Brian Coffey (MoE) advised schools would require guidelines on how to interpret the Harmful Digital Communications Act. In addition, Brian suggested a template to assist schools when responding to an event. Neil briefly outlined the 'Digital security and schools: Compromised servers and other challenges to the learning environment' presentation to OSAG by MoE's ICT Security Manager, Louis Tapper.
F: Round Table	<ul style="list-style-type: none"> Ruth Palmer (MSD) reported the <i>Inside Out</i> resource for LGBTI young people, schools and community, funded via Te Punanga Haumarū, was a finalist in the Designers Institute of New Zealand Best Design Awards (category - NZ's Best Public Good Design). Ruth explained the Best Design Awards were the annual showcase of excellence in graphic, spatial, product and interactive design. The winners would be announced in October. Ruth Palmer (MSD) noted the positive findings from the recent Social Workers in Schools (SWIS) evaluation (deciles 1-3). Brian Coffey (MoE) acknowledged the work being undertaken by Sticks 'n Stones, a student-led project managed by Central Otago REAP (Rural Education Activities Programme), focusing on taking positive action online to reduce cyberbullying. Brian suggested extending an invitation to Sticks 'n Stones to present on their work. The Group agreed this would be worthwhile. <p>Action Point:</p> <ul style="list-style-type: none"> BPAG Secretariat to extend an invitation to Sticks 'n Stones representatives to present at a forthcoming BPAG meeting.

- Judie Alison (PPTA) pointed out the 2014/15 Trends in International Mathematics and Science Study (TIMSS) report was due for release in December 2016. [TIMSS is a worldwide educational research study on student achievement in mathematics and science (at Years 5 and 9 levels). The study also collects background information on student, classroom and school contexts, including bullying.]
- Brian Coffey (MoE) noted the Social Policy Evaluation and Research Unit (Superu) was leading the formal evaluation of the 26 Youth Mental Health Project initiatives. Later this year, Superu would release a summative evaluation report of the programme as a whole.
- Lawrie Stewart (NZ Police) emphasised the significantly positive impact on those attending the PB4L School-Wide 'Working Together' Conference (11-12 August). In particular, Lawrie highlighted the well-attended workshops on bullying prevention and response at this conference.
- [REDACTED] (ACC) provided a brief overview of two current work programmes - working with LeVa on intervention logic for Pasifika, and a tertiary institution climate survey to identify what makes a safe campus.
- Steve Stuart (MoE) advised that Judie Alison (PPTA) and Jill Chrisp (HRC) were concluding their time on BPAG. On behalf of BPAG, Steve thanked Judie and Jill for their contribution and support.

Next Meeting

Date: Tuesday, 15 November 2016 (1.00pm-3.00pm)

Venue: Ministry of Education
Mātauranga House, 33 Bowen Street, Wellington

Chair	David Rutherford (HRC)
Attendees	Judge Andrew Becroft (OCC); Erin Gough (HRC); Karen Spencer (NetSafe); Paula Holt (NZ Police); Lawrie Stewart (NZ Police); Sally Boyd (NZCER); Kirsty Farrant (PPTA); Liam Knight (MoJ); David Wales (MoE); Brian Coffey (MoE) (NB: Judge Becroft left the meeting at 2.30pm)
Secretariat	Kim Hailwood (MoE)
Apologies	<div>s 9(2)(a) OIA</div> <div> <div></div> (ACC); Margaret MacDonald (HRC); Ruth Palmer (MSD); Martin Cocker (NetSafe); Neil Melhuish (NetSafe); Jo Colin (Sport NZ); Deirdre Shaw (ERO); Phil Tappenden (NZAIMS); Rikki Sheterline (NZEI); Iain Taylor (NZPF); Lorraine Kerr (NZSTA); Patrick Walsh (SPANZ) </div>
Agenda Item	
A: Welcome Confirm Agenda	<ul style="list-style-type: none"> David Rutherford (HRC) requested an additional item be added to the agenda: <ul style="list-style-type: none"> The Health and Safety at Work Act 2015 (in relation to school bullying). Agenda items agreed.
B: Minutes / Matters Arising from the Minutes	<ul style="list-style-type: none"> The minutes of the 16 August 2016 meeting were confirmed. Brian Coffey (MoE) spoke to the action points recorded in the minutes: <ul style="list-style-type: none"> Finalisation of the BullyingFree.NZ website editorial board members underway. A draft Terms of Reference for the editorial board prepared. The data collection options paper included in the meeting papers (to be discussed under Workstream 4). An invitation extended to Sticks 'n Stones representatives to present on their work (tentatively at BPAG's February 2017 meeting). Refresh of the priority area timelines recorded in the initial strategy and implementation plan not undertaken - awaiting feedback on the draft BPAG Terms of Reference.
C: Draft BPAG Terms of Reference	<ul style="list-style-type: none"> Brian Coffey (MoE) explained that no Terms of Reference had been provided when the Bullying Prevention Advisory Group was established. The draft Terms of Reference record that 'BPAG members ... are committed to ensuring combined action is taken to reduce bullying in NZ schools'. Judge Becroft (OCC) questioned if the reference to children and young people meant those under the age of 18 years. It was noted that schools did in some cases work with students past the age of 18 years. Some members considered that bullying prevention and response for children and young people should not be solely limited to the school community. David Wales (MoE) requested that information relating to the functions of the Secretariat and the role of working groups reporting back to BPAG be included in the Terms of Reference. <p>Action Point:</p> <ul style="list-style-type: none"> BPAG Secretariat to finalise the Terms of Reference in preparation for adoption at BPAG's February 2017 meeting.
D: The Health and Safety at Work Act 2015	<ul style="list-style-type: none"> David Rutherford (HRC) spoke to his agenda item on the Health and Safety at Work Act 2015 (HSWA) and the need for boards of trustees to meet HSWA requirements relating to peer to peer bullying causing mental and physical harm. David reiterated that the HSWA did make schools legally responsible. He noted that the nine steps in the proposed programme should mean that a school can be confident it has discharged its HSWA obligations.

E: Bullying Prevention Interagency Implementation Plan

Workstream 3: Bullying-Free NZ School Programme Toolkit

- Brian Coffey (MoE) advised that the Ministry of Education's Health and Safety Sector Reference Group (including representatives from principals' associations, PPTA, NZEI and NZSTA) had provided extensive guidance to schools on the HSWA, including the resource *Health and safety: A practical guide for boards of trustees and school leaders*. Brian confirmed the importance of the issue by noting that around 20 percent of New Zealand students were bullied and one in five had suicidal ideation as a result.
- Members expressed their concern about the limited specificity of bullying prevention in National Administration Guideline 5 (NAG 5) and that this was not a strong enough lever. It was noted that bullying prevention came under the overall umbrella of wellbeing.
- Brian Coffey (MoE) advised that bullying prevention was not explicitly referred to in Tier 1 of the Education (Update) Amendment Bill. He explained the Bill would make it clear in legislation that a board was the governing body of the school and would outline the specific roles and responsibilities of a board. The list of roles included governance responsibilities that were closely linked to student achievement - for example, a safe physical and emotional environment was necessary for students to achieve their highest possible educational standard.
- Judge Becroft (OCC) considered there needed to be a high-level mandatory obligation requiring boards of trustees to address bullying in New Zealand schools. He noted the 2011 report of Ombudsman David McGee recommended that NAG 5 be amended to require each board of trustees to implement an effective anti-bullying programme.
- Brian Coffey (MoE) reported the National Administration Guidelines were being raised up into the Amendment Act, but 'bullying' was not currently mentioned in the Education (Update) Amendment Bill. He explained this could be a Tier 2 priority for the Minister.
- Noting that submissions on the Bill closed on 11 November 2016, the meeting agreed that every effort should be made to have bullying prevention and response specified by the Minister as a Tier 2 requirement. It was suggested that agencies that had made submissions should emphasise the importance of bullying prevention being a Tier 2 priority for the Minister.
- Lawrie Stewart (NZ Police) noted another lever that could be utilised was ERO's evaluation of the strategies schools were using to provide a safe physical and emotional environment for students.
- David Rutherford (HRC) stated the Human Rights Commission could not support the Workstream 3 paper until a more detailed modelling of costs (including PB4L costs) of the proposed bullying prevention programmes had been undertaken, together with a timeframe showing when all schools would be reached by such programmes.
- David Rutherford (HRC) suggested that a number of pilots (two or more) of bullying prevention programmes, which had randomised controlled trial validation, be run. David said HRC agreed with the principles proposed, but did not agree with the proposed implementation. He suggested that the BPAG Secretariat seek advice from the Chief Science Advisor on how to validate pilots. David observed part of the problem was a lack of investment (in regards to physical and emotional bullying) on behalf of the Government. There was no equivalent to the targeted approach to cyberbullying, enabled by the Harmful Digital Communications Act. David reported HRC would endorse options once these options were proven to scientifically work, but at the moment HRC considered there was clutter.
- David Wales (MoE) noted there was scope for more than one option and that "we can learn as we go" without necessarily running pilots.
- Brian Coffey (MoE) drew attention to the nine core elements required for an effective school-based bullying prevention and response approach, as documented in the Workstream 3 paper. Members endorsed the nine key components of the Bullying-Free NZ School Approach Framework.
- The meeting agreed that work should continue on the resources and initiatives currently being developed as part of the Bullying-Free NZ School Toolkit.

- Karen Spencer (NetSafe) highlighted the possible use of a rating / accreditation system for schools implementing an effective bullying prevention and response approach.
- Following discussion, the meeting agreed that the relevant Government Chief Scientific Advisors be asked to provide independent advice on teaching and learning resources (including costs and implementation factors) that would effectively facilitate and sustain schools' individual bullying prevention and response needs within the New Zealand context.
- Lawrie Stewart (NZ Police) referred to Workstream 3's logic model for implementation and evaluation. He asked that the model reflect that bullying prevention and response was an issue the whole community was responsible for - it was not just a school problem. Lawrie also requested that the use of restorative practice be reflected in the document.
- As outlined in the Workstream 3 paper, the meeting confirmed the measurement of outcomes target - 'A 20% reduction in bullying in New Zealand schools by 2020'.

Action Points:

- **BPAG Secretariat to provide detailed cost and timeframe modelling of effective bullying prevention teaching and learning resources.**
- **BPAG Secretariat to seek independent advice from the relevant Government Chief Scientific Advisors on teaching and learning resources (including costs and implementation factors) that would effectively facilitate and sustain schools' individual bullying prevention and response needs within the New Zealand context.**
- **BPAG Secretariat to finalise Workstream 3's logic model for resolution at BPAG's February 2017 meeting.**

**Workstream 4:
Data Collection**

- Brian Coffey (MoE) advised the 2015 Trends in International Mathematics and Science Study (TIMSS) report was due for release on 29 November 2016. [TIMSS is a worldwide educational research study on student achievement in mathematics and science (at Years 5 and 9 levels). The study also collects background information on student, classroom and school contexts, including bullying.]
It was noted the survey was undertaken in 2014 and the results showed New Zealand had a high rate of bullying compared to other countries. (NB: BPAG's bullying prevention work programme was implemented in 2014.)
- Members discussed the student voice reporting platform Tootoot, noting it had been endorsed and supported in England by the Department for Education. Paula Holt (NZ Police) spoke in favour of Tootoot's safeguarding package - once a student sends a report, this automatically notifies a staff member to log in to respond to the student. If a staff member needs to trace back a student because they are in danger or require further support, they can simply identify a student's account and follow their school's escalation safeguarding procedure to support the student who has created the report.
Brian Coffey (MoE) acknowledged Tootoot's ability to provide a school with a data management and reporting hub, allowing chosen staff members to view, export and print reports and trend data, based on student and staff reports. Noting there were a number of similar products on the market, Brian advised that a table comparing Tootoot with these other products would be forwarded to members for their information.
- Brian Coffey (MoE) outlined the recommendations presented in the Workstream 4 paper to progress the decision that 'all schools be required to collect data (and respond) on bullying'.

Workstream 2:
Bullying-Free
NZ Week
(May 2017)

- The meeting approved the four recommendations:
 1. Advocate for the mandatory collection of incident reporting and behaviour monitoring data, which can be used as a baseline against which to measure the impact of initiatives.
 2. Ask ERO to consider using their student wellbeing indicators to include questions on behaviour incident (bullying) data.
 3. Increase professional learning and development for school staff.
 4. Increase awareness and use of the Wellbeing@School survey instruments, with a particular focus on providing assistance for analysis and planning.
- The meeting agreed it would be helpful to have ERO present on its work programme to check the physical and emotional safety of students, and the potential to expand ERO's examination of student safety and wellbeing.

Action Points:

- **BPAG Secretariat to forward the Tootoot comparison table to members for their information.**
- **BPAG Secretariat to extend an invitation to ERO to present on their current and future student safety and wellbeing evaluation programme at BPAG's February 2017 meeting.**

- Brian Coffey (MoE) advised the 2017 dates for the nationwide Bullying-Free NZ Week. The Week will commence on 22 May 2017 and conclude on Pink Shirt Day, 26 May 2017.
- The meeting confirmed the theme for the 2017 Bullying-Free NZ Week would focus on 'student voice' (with consideration given to the branding of this theme).
- David Rutherford (HRC) stated BPAG must find a way for the voiceless, particularly students with disabilities, to participate. David used the example of the *That's Us* casual racism campaign to illustrate the importance of getting the voices of the affected into initiatives.
- Brian Coffey (MoE) noted a work programme leading up to and during the Bullying-Free NZ Week would be provided for discussion and agreement at the February 2017 meeting.
- Discussion highlighted that some media reports conveyed erroneous information about bullying, and that the term 'bullying' was often used to describe behaviours that were not bullying. The meeting agreed that Bullying-Free NZ Week provided an opportunity to improve the wider community's understanding of what bullying is, its effects, and how to prevent and respond to bullying.
- David Rutherford (HRC) referred to the New Zealand Media Freedom Committee, which represents the senior editorial leadership of the country's major news and current affairs organisations.

Action Point:

- **David Rutherford (HRC) to contact the NZ Media Freedom Committee prior to Bullying-Free NZ Week to discuss how BPAG could work with the Committee to reduce bullying in New Zealand schools.**

F: Online Safety
Advisory Group
(OSAG) Update

- OSAG's acting chair, Karen Spencer (NetSafe), summarised the key points discussed at the 24 November OSAG meeting.
- Karen noted the Harmful Digital Communications Act's civil process had come into effect on 21 November 2016. She explained that if NetSafe was unable to resolve a complaint (ie. the removal of harmful content), the police, public and schools could apply through the District Court's new civil process to deal with serious or repeated harmful digital communications.

	<ul style="list-style-type: none"> Liam Knight (MoJ) reported on the number of complaints made since the implementation of HDCA's civil process, with 100 calls received on the first day (20-30 were classified as harmful). Karen updated the meeting on the thinking behind the proposed positioning of the Online Safety Advisory Group in 2017. In effect, OSAG would undertake the role of connecting the sector, acting as a sounding board, and advocating for / commissioning work. OSAG would provide consultation and engagement back to NetSafe, in support of the broader work being undertaken by the Bullying Prevention Advisory Group. The Ministry of Education would continue in its role as Secretariat for OSAG.
G: Round Table	<ul style="list-style-type: none"> Paula Holt (NZ Police) reported an initial analysis had been undertaken on the use of the new Bullying Incident Code. At this early stage, the review indicated the need to continue with internal communications and to work on any technical issues arising. Paula Holt (NZ Police) noted the position of National Manager: Prevention was currently vacant, following Tusha Penny taking up the role of District Commander, Waitemata. Sally Boyd (NZCER) advised 1,070 schools were now registered to use the Wellbeing@School tools. NZCER was currently advertising for a second education adviser to join the Assessment Services Team (assisting in the use of NZCER tools and assessments). David Wales (MoE) confirmed Iona Holsted would commence in her role as Secretary for Education on 5 December 2016. The meeting stressed the importance of having the Secretary for Education connect with the work being undertaken by the Bullying Prevention Advisory Group. Members expressed their aspiration that the new Secretary would be available to attend BPAG meetings. David Rutherford (HRC) noted that as Lawrie Stewart was leaving the NZ Police, this would be his final BPAG meeting. BPAG members observed Lawrie's significant contribution and support from the time the Group was established in 2013 to the present day.
H: 2017 Meeting Dates	<ul style="list-style-type: none"> The 2017 BPAG meeting dates were confirmed as: Tuesday, 14 February Tuesday, 16 May Tuesday, 15 August Tuesday, 14 November
Next Meeting	<p>Date: Tuesday, 14 February 2017</p> <p>Time: 1.00pm-3.00pm (lunch available from 12.30pm)</p> <p>Venue: Ministry of Education Mātauranga House, 33 Bowen Street, Wellington</p>

Chair	David Rutherford (HRC)
Attendees	<p>(ACC); Donna Provoost (OCC); Margaret MacDonald (HRC); Neil Melhuish (NetSafe); Paula Holt (NZ Police); Roly Hermans (NZ Police); Scott Ryland (Sport NZ); Phil Tappenden (NZAIMS); Whetu Cormick (NZPF); Kirsty Farrant (PPTA); Vaughan Couillault (SPANZ); Ruth Palmer (MSD); David Wales (MoE); Sally Jackson (MoE)</p> <p>David Wales (MoE) left the meeting at 1.45pm.</p> <p>Deirdre Shaw (ERO) and her colleague Mark Evans joined the meeting at 2pm.</p>
Secretariat	Kim Hailwood (MoE)
Apologies	Karen Spencer (NetSafe); Sally Boyd (NZCER); Mark Potter (NZEI Te Riu Roa); Lorraine Kerr (NZSTA); Liam Knight (MoJ)
A: Welcome Confirm Agenda	<ul style="list-style-type: none"> New representatives attending their first BPAG meeting were welcomed. Ruth Palmer (MSD) advised this would be her final BPAG meeting. Ruth suggested an invitation to join BPAG be extended to the Ministry for Vulnerable Children, Oranga Tamariki. David Wales (MoE) reported the Ministry had agreed to release Brian Coffey on secondment to fill the vacant Director of the Office of Disability Issues position for three months. Brian had taken up this role on 13 February. David introduced Sally Jackson (MoE), who would commence in her role as Strategic Relationships Chief Advisor, Learning Support (formerly Special Education) on 27 February. He confirmed the current bullying prevention and response work programme would continue to be progressed within the Ministry's Learning Support Group. David Rutherford (HRC) explained he found himself in a similar situation as Judge Becroft (OCC), where it was likely his busy schedule would preclude him from attending future meetings. David suggested it might be opportune to consider recalibrating the meeting schedule to include one meeting per year where BPAG chief executives / senior representatives were in attendance to review the Group's progress. Agenda items were agreed. <p>Action Point:</p> <ul style="list-style-type: none"> BPAG Secretariat to scope the opportunity of having a representative from the Ministry for Vulnerable Children, Oranga Tamariki join the Bullying Prevention Advisory Group.
B: Minutes / Matters Arising from the Minutes	<ul style="list-style-type: none"> The minutes of the 24 November 2016 meeting were confirmed. The action points recorded in the minutes were reviewed. David Rutherford (HRC) advised he had undertaken an initial conversation with the New Zealand Media Freedom Committee, which represents the senior editorial leadership of the country's major news and current affairs organisations.
C: Draft BPAG Terms of Reference	<ul style="list-style-type: none"> Kim Hailwood (MoE) provided a presentation outlining the work progressed by the Bullying Prevention Advisory Group since its inception in 2013. David Wales (MoE) explained that no Terms of Reference had been provided when BPAG was established. The meeting agreed in principle with the revised Terms of Reference. David Rutherford (HRC) requested that any further feedback on the document be forwarded to Kim Hailwood (MoE) prior to the next BPAG meeting. Sally Jackson (MoE) drew attention to the need to ensure student voice was being captured, as students were often the most knowledgeable about and the most motivated to help solve the problem. It was noted that involving student voice had also been raised at the Online Safety Advisory Group meeting, held prior to BPAG. Kim Hailwood (MoE) advised that two members of the Sticks 'n Stones student-led bullying prevention programme had joined BPAG's Expert Advisory Committee.

D: Update:
Ministerial Work
Programme on
Family Violence
and Sexual
Violence

- Donna Provoost (OCC) explained the Commission regularly collected children's views and perspectives through surveys and focus groups to inform their work. Donna suggested when engagement on an issue was needed; BPAG could, if appropriate, include questions in OCC's surveys and focus groups.
- Action Point:**
- **BPAG members to forward any further feedback on the draft Terms of Reference to Kim Hailwood (MoE Secretariat) prior to the next meeting date (16 May 2017).**
- Ruth Palmer (MSD) introduced Family Violence Unit Director, Ingrid Jaegers. Ingrid provided an overview of the Ministerial Group on Family Violence and Sexual Violence (co-chaired by the Ministers of Justice and Social Development). This Group had been established to reduce fragmentation and unnecessary duplication, gaps and inconsistencies in the type and quality of help available in the family violence and sexual violence response system. It was noted the Ministerial Group involved Ministers responsible for 16 portfolios. Ingrid confirmed the Ministerial Group's role included identifying priority areas of work and providing oversight to a whole-of-government approach to addressing family violence and sexual violence. She noted MSD had been appointed to lead family violence primary prevention; while ACC was coordinating sexual violence primary prevention, working in consultation and partnership with agencies and the sector.
- Points raised during discussion on this agenda item included:
 - Approximately \$1.4 billion of the Government's family violence / sexual violence annual budget goes principally to core responses such as police callouts, hospital admissions and prison (i.e. a majority of this expenditure goes towards covering costs incurred after violence occurs, with only a small proportion being spent on primary prevention).
 - To date, the focus of the work programme has been to build evidence on 'what works' - with an emphasis on acting now to progress initiatives where there is good evidence they make a positive difference, and building an evidence base about what works to inform decisions in the medium to longer term.
 - Underpinning the Ministerial Group's work programme is an acknowledgement of the need to collect more data to inform decision making; in particular, to help better understand who the victims and perpetrators of family violence and sexual violence are, and to help test the effectiveness of services to ensure interventions are appropriately targeted.
 - A workforce development project is underway to identify and build the core competencies needed in the family violence and sexual violence workforce to more effectively deliver services. Other improvements to the system will be ineffectual if a competent workforce to deliver improved services is not available.
 - \$46 million is being invested over four years to better support victims and prevent sexual abuse. Specifically this investment is to support first response sexual violence services for victims (including a sexual violence advice and support service).
 - A strengthened legislative response is being put in place, focusing on intervening sooner and more effectively to prevent future violence. The proposed reforms will strengthen both the civil and criminal law, and introduce provisions to support the wider Ministerial Group's work programme.
- [REDACTED] (ACC) highlighted the Integrated Safety Response (ISR) model pilots, which are testing a more effective multi-agency response to families who report family violence to Police. This includes new intensive support to high-risk victims and earlier outreach to perpetrators. [REDACTED] pointed out the goal was to assess and support the whole family's needs. The pilots are testing this approach to ensure a new national model is robust, adaptable and will make a real difference to the lives of victims and families.

s 9(2)(a) OIA

	<ul style="list-style-type: none"> • [REDACTED] (ACC) noted the final report on the tertiary institution climate survey identifying what makes a safe campus was due shortly. [REDACTED] advised he could provide an update once the report was released. • The meeting observed Professor Richie Poulton's comment that "to make a change you have to intervene as early as possible in the life of a child". Discussion centred on the need for a possible 20-year structured pathway/road map, plus how bullying prevention and response could be integrated into the Family Violence and Sexual Violence work programme.
<p>E: Bullying Prevention Interagency Implementation Plan</p> <p>Workstream 2: Bullying-Free NZ Week (22-26 May 2017)</p>	<ul style="list-style-type: none"> • Kim Hailwood (MoE) advised the annual nationwide Bullying-Free NZ Week would start on 22 May 2017 and conclude on Pink Shirt Day, 26 May 2017. • The meeting <u>confirmed</u> the theme for the 2017 Bullying-Free NZ Week was 'New Zealand Students with Solutions - Working together to end bullying'. • It was agreed all available channels across BPAG should be used to promote the Bullying-Free NZ Week to boards of trustees, principals, school staff, students, parents and whānau, and the wider community. In addition, it was noted that all media opportunities should be maximised to promote awareness of bullying prevention information. <p>Action Points:</p> <ul style="list-style-type: none"> • BPAG members to complete the Communications Activity Table attached to the Workstream 2 Bullying-Free NZ Week paper and return it to Kim Hailwood (MoE Secretariat) by Monday, 6 March 2017. • BPAG members to nominate representatives to be part of the Bullying-Free NZ Week Communications Group. Contact details of representatives to be forwarded to Kim Hailwood (MoE Secretariat) by Monday, 6 March 2017.
<p>Workstream 3: Bullying-Free NZ School Programme Toolkit</p>	<ul style="list-style-type: none"> • David Rutherford (HRC) restated that the Human Rights Commission could not support the Workstream 3 paper until a more detailed modelling of costs of the proposed bullying prevention programmes had been undertaken, together with a timeframe showing when all schools would be reached by such programmes. • Paula Holt (NZ Police) advised a summary of the costs for resources from three programmes had been provided in the November 2016 meeting paper - <i>Workstream 3: National approach to address bullying in New Zealand schools</i>. • David Rutherford (HRC) spoke of the need for any bullying prevention programme being considered to have been validated by a randomised controlled trial. David noted guidance from the Chief Science Advisors on an effective evaluation process would be of considerable assistance. • The meeting discussed the Bullying-Free NZ School Programme Logic Model. It was agreed Roly Hermans (NZ Police), Donna Provoost (OCC), Kirsty Farrant (PPTA) and Kim Hailwood (MoE) would meet to undertake further work on the model and present a final version at the next meeting. <p>Action Point:</p> <ul style="list-style-type: none"> • Working group - Roly Hermans (NZ Police), Donna Provoost (OCC), Kirsty Farrant (PPTA) and Kim Hailwood (MoE) - to finalise Workstream 3's logic model for resolution at BPAG's May 2017 meeting.
<p>F: Update: Current and future student safety and wellbeing evaluation work programme</p>	<ul style="list-style-type: none"> • Deirdre Shaw (ERO) and her colleague Mark Evans joined the meeting and provided an overview of ERO's current review documentation on the prevention of bullying. These documents include: • The Board Assurance Statement (<i>Page 24, ERO Guidelines for Board Assurance Statement and Self-Audit Checklists</i>) defines bullying and provides information on the types of bullying behaviour. • The Self-Audit Checklist for the Board of Trustees (<i>Section 3 - Health, Safety and Welfare, Question No. 24</i>) asks: <ul style="list-style-type: none"> ○ Through the principal and teaching staff, currently provide anti-bullying programmes for students?; and

	<ul style="list-style-type: none"> Do these anti-bullying programmes include a focus on (i) racist bullying; (ii) bullying of students with special needs; (iii) homophobic bullying; (iv) sexual harassment? Information from the checklist prompts for review teams has questions focusing on the: <ul style="list-style-type: none"> Emotional Safety of Students (clear documentation, reporting incidents and serious harm, procedures for preventing bullying, appropriate anonymous surveys (parents, students) analysed and used, support for students); and Wellbeing and Inclusion (the board/principal asked if the school uses (or is aware of) the NZCER surveys to monitor wellbeing and inclusion). Deirdre reported ERO would be undertaking a national evaluation on sexuality education, which would contain a focus on LGBTI students. All schools being reviewed in Term 2 would be examined on their awareness of and use of <i>Sexuality education: a guide for principals, boards of trustees and teachers</i>. As part of the evaluation, ERO will also visit several schools where effective practices for sex, sexuality and gender diverse students have been noted. Responding to a question from Whetu Cormick (NZPF), Mark confirmed the ERO pre-review questionnaire had been replaced by some reflection questions which were designed to assist schools to gain the most out of their external evaluation. Deirdre advised ERO had just released the 2017 online <i>School Trustees Booklet - Helping you ask the right questions</i>; noting that relevant information arising from the Education (Update) Amendment Bill would be included in the booklet when it became available. This publication focuses on student achievement and wellbeing, and the role the board plays in these two areas. Within the component on student wellbeing, sections are dedicated to answering the following questions: <ul style="list-style-type: none"> Why is student wellbeing important? What part do trustees play in ensuring student wellbeing? How can we improve student wellbeing at our school? What sort of information should the board receive about bullying?
G: Online Safety Advisory Group (OSAG) Update	<ul style="list-style-type: none"> OSAG's chair, Neil Melhuish (NetSafe), summarised the key points discussed at the 14 February OSAG meeting. Neil advised the new chair of the Online Safety Advisory Group would be Karen Spencer, NetSafe's Director of Education. Neil noted that Karen was leading the development and implementation of NetSafe's education programmes and that this was a good fit with OSAG's future focus. Providing an overview of why the Online Safety Advisory Group was formed, Neil explained OSAG would provide consultation and engagement back to NetSafe in support of the broader work being undertaken by the Bullying Prevention Advisory Group. Neil noted OSAG's draft terms of reference had been discussed at the meeting and the requested additions and changes would be incorporated into the document. Neil invited BPAG members not currently represented on the Online Safety Advisory Group to consider attending future OSAG meetings.
Next Meeting	<p>Date: Tuesday, 16 May 2017</p> <p>Time: 1.00pm-3.00pm (lunch available from 12.30pm)</p> <p>Venue: Ministry of Education Mātauranga House, 33 Bowen Street, Wellington</p>

Chair	Iona Holsted (MoE)
Attendees	<p>██████████ (ACC); David Rutherford (HRC); Margaret MacDonald (HRC); Martin Cocker (Netsafe); Paula Holt (NZ Police); Roly Hermans (NZ Police); Donna Provoost (OCC); Scott Ryland (Sport NZ); Deirdre Shaw (ERO); Mark Evans (ERO); Phil Tappenden (NZAIMS); Sally Boyd (NZCER); Mark Potter (NZEI Te Riu Roa); Whetu Cormick (NZPF); Kirsty Farrant (PPTA); Vaughan Couillault (SPANZ); Liam Knight (MoJ); David Wales (MoE); Sophie Wilson (MoE)</p> <p>s 9(2)(a) OIA</p>
Secretariat	Kim Hailwood (MoE)
Apologies	Lorraine Kerr (NZSTA)
1: Welcome Confirm agenda	<ul style="list-style-type: none"> Chairing her first BPAG meeting, the Secretary for Education introduced herself and welcomed the Group members. Iona informed the Group that it was her intention to attend the quarterly BPAG meetings as often as her schedule allowed. Noting the recently released PISA student wellbeing report, Iona emphasised the bullying behaviour results would provide a benchmark that BPAG could work from and improve on (observing the next PISA data collection would take place in mid-2018). The meeting concurred that both student and parent/whānau voice needed to be brought to the table. Agenda items were agreed.
2: Minutes / Matters arising from minutes	<ul style="list-style-type: none"> The minutes of the 14 February 2017 meeting were confirmed.
3: Update on work undertaken since last meeting	<ul style="list-style-type: none"> David Wales (MoE) highlighted the following: <ul style="list-style-type: none"> The PISA report on student wellbeing had been released on 19 April. The BullyingFree.NZ website had been refreshed to improve navigation. New online toolkit resources had been completed and were available via the BullyingFree.NZ website. These resources included: <ul style="list-style-type: none"> Tackling bullying: A guide for parents and whānau. 10 professional learning and development stand-alone modules (plus accompanying handouts and trainer notes).
4: Bullying-Free NZ Week update	<ul style="list-style-type: none"> David Wales (MoE) reported on preparatory work for the 2017 Bullying-Free NZ Week (22-26 May). <ul style="list-style-type: none"> Schools were able to download (or request) a free activity pack with a range of bullying prevention-themed ideas, class activities and information to mark Bullying-Free NZ Week. On the first day the activity pack was promoted, 109 packs had been downloaded from the BullyingFree.NZ website. More than 30 packs were being downloaded from the site each day. A communications plan had been developed to promote the week, which included working with BPAG members and the Mental Health Foundation on key media for the week, including sharing each other's social media posts (Facebook, Twitter, etc). A media release had been drafted. Key messages would focus on the release of new resources and the importance of everyone's role in bullying prevention. Schools were being encouraged to contact their local media to highlight their work and participation in the week. A media kit had been made available for schools on the BullyingFree.NZ website to support this. The meeting agreed Bullying-Free NZ Week provided a good opportunity to promote positive messages.

5: Human Rights Commission update

- David Rutherford (HRC) referred the meeting to the need to align the work being undertaken on bullying prevention and response with the ministerial work programme on family violence and sexual violence. He noted the overlaps between the two work programmes and the requisite to join the dots. David considered there needed to be coordinated national activity moving in the same direction.
- [REDACTED] (ACC) explained the Ministerial Group on Family Violence and Sexual Violence (co-chaired by the Ministers of Justice and Social Development) had been established to reduce fragmentation and unnecessary duplication, gaps and inconsistencies in the type and quality of help available in the family violence and sexual violence response system.
- [REDACTED] confirmed the Ministerial Group's role included identifying priority areas of work and providing oversight to a whole-of-government approach to addressing family violence and sexual violence. He noted MSD had been appointed to lead family violence primary prevention; while ACC was coordinating sexual violence primary prevention, working in consultation and partnership with agencies and the sector.
- Mark Potter (NZEI Te Riu Roa) stated, and the meeting agreed, that bullying prevention was a shared responsibility and could not be done by the education sector alone.
- Whetu Cormick (NZPF) added that the issue was bigger than schools and there was a need to challenge parents and the community to take responsibility.
- Donna Provoost (OCC) reiterated the need for everyone - boards of trustees, school staff, students, whānau and communities - to work together to prevent bullying behaviour.

§ 9(2)(a) OIA

Action Point 1:

- **Investigate aligning the work being undertaken in bullying prevention and response with the ministerial work programme on family violence and sexual violence.**
- David Rutherford (HRC) advised he had been unable to locate the interagency guidelines for organisations working together on the management and safety of children and young people. David was concerned that the apparent removal of the interagency guide to working together to keep children and young people safe might have meant the ball had been dropped.
- David Rutherford (HRC) also drew attention to overlaps with the Health and Safety at Work Act 2015 (HSWA) and the need for boards of trustees to meet HSWA requirements relating to bullying causing mental and physical harm. David noted that the HSWA did make schools legally responsible.

Action Point 2:

- **Locate and assess the interagency guide to working together to keep children and young people safe for any gaps that are not covered by the Vulnerable Children Act 2014, Health and Safety at Work Act 2015, and mandatory reporting.**
- Vaughan Coullault (SPANZ) raised the issue of how schools were dealing with sports teams. The meeting discussed some young people's sense of entitlement that seemed to be permeating groups and organisations, plus the normalisation of issues, particularly around sexual violence.
- [REDACTED] (ACC) noted the final report on the tertiary institution climate survey identifying what made a safe campus would be launched in August. [REDACTED] advised he would provide an update after the report was released.

§ 9(2)(a) OIA

6: Chief Education Science Advisor update

- Professor Stuart McNaughton (Chief Education Science Advisor) reported the Government Chief Science Advisors had developed a narrative that outlined a proposed life-course approach to underpin the cross-sector mental health strategy.

- The notion of a life-course approach enabled an understanding that:
 - What happened early in someone's life could have an impact on their future mental health.
 - There was an optimal time for each mental and physical developmental stage for at least the first two decades of life.
 - Early intervention was ideal, although any time was appropriate to help people to develop resilience and to improve their mental health and wellbeing outcomes.
- Stuart advised the Cabinet Strategy Committee was scheduled to meet on 7 June to discuss the direction of the cross-agency Mental Health Strategy (which included a focus on alcohol and drug addiction).
- The issues of what was meant by wellbeing and how it should be taught were discussed.
- Deirdre Shaw (ERO) provided an overview of ERO's review documentation focusing on the prevention of bullying. She noted there were three parts to this documentation:
 1. Information from the Board Assurance Statement (Question 24).
 2. Information from the checklist prompts for review teams.
 3. Information from the report.
- A paper describing ERO's evaluations and resources focusing on student wellbeing was noted and distributed.
- Deirdre reported ERO was undertaking a national evaluation on sexuality education, which contained a focus on LGBTI students. All schools reviewed in Term 2 would be examined on their awareness of and use of *Sexuality education: a guide for principals, boards of trustees and teachers*. As part of the evaluation, ERO would also visit several schools where effective practices for sex, sexuality and gender diverse students had been noted.
- Kirsty Farrant (PPTA) informed the meeting that a number of schools were finding it difficult to give wellbeing the same focus as achievement. Some members considered a push was required to lift the profile of wellbeing.
- Iona Holsted (MoE) drew attention to the inextricable link between wellbeing and achievement and that it was not about undertaking one or the other – wellbeing supported achievement and achievement supported wellbeing.
- Mark Evans (ERO) noted the Education Review Office had developed a series of reports on wellbeing in schools, including school evaluation indicators, to help schools to evaluate their practice. The indicators reflected what was known to make a difference to children and young people's wellbeing and mental health.

Action Point 3:

- **Provide an update on work currently being undertaken in the area of wellbeing.**

7: BPAG's future way of working



- Iona Holsted (MoE) emphasised that BPAG needed to understand what it could jointly do and what it was highlighting needed to be done by others. Iona pointed out the Group should contribute outcomes through actions to ensure it was accomplishing its purpose.
- Referring to *Bullying prevention and response: A guide for schools*, Iona Holsted (MoE) questioned how effectively the Guide had been implemented in schools, and what difference the Guide had made in schools that had implemented it.
- The meeting discussed a number of ways this information could be collected (for example, via survey monkey).

Action Point 4:

- **Examine efficient approaches to measure the effectiveness of *Bullying prevention and response: A guide for schools*.**

	<ul style="list-style-type: none"> Acknowledging that collecting data was an important component of a successful bullying prevention approach, Iona Holsted (MoE) advised that the Ministry was exploring the possibility of providing additional funding to NZCER to allow all schools to access the Wellbeing@School student survey free of charge. Iona noted there was an opportunity for other members to share this cost going forward. [REDACTED] (ACC) advised this was a cost ACC could look at sharing. s 9(2)(a) OIA Iona Holsted (MoE) suggested there might be a need for more granularity in the Wellbeing@School survey trend reporting. <p>Action Point 5:</p> <ul style="list-style-type: none"> Explore ways to best maximise the voice of the Bullying Prevention Advisory Group.
8: Online Safety Advisory Group (OSAG) update	<ul style="list-style-type: none"> OSAG's chair, Martin Cocker (NetSafe), summarised the key points discussed at the 16 May OSAG meeting. Martin advised the terms of reference had been updated to reflect OSAG's function as a working group with input into Netsafe's work programme. Martin noted the meeting had looked at an overview of trends emerging based on Netsafe's third quarterly report. OSAG had provided feedback on Netsafe's <i>Responding to online digital incidents involving students</i>. Martin explained this tool was a quick reference guide to help schools support affected students. Martin confirmed the 2015 <i>Digital technology - Safe and responsible use in schools</i> online guide would be updated with additional information, particularly around the Harmful Digital Communications Act 2015.
9: BPAG member updates	<ul style="list-style-type: none"> Members provided brief overviews of their current work programmes in relation to bullying prevention and response, and the forthcoming Bullying-Free NZ Week.
Next Meeting	<p>Date: Tuesday, 15 August 2017</p> <p>Time: 1.00pm-3.00pm (lunch available from 12.30pm)</p> <p>Venue: Ministry of Education Mātauranga House, 33 Bowen Street, Wellington</p>

	Action Points	Responsible
1.	Investigate aligning the work being undertaken in bullying prevention and response with the ministerial work programme on family violence and sexual violence.	David Wales
2.	Locate and assess the interagency guide to working together to keep children and young people safe for any gaps that are not covered by the Vulnerable Children Act 2014, Health and Safety at Work Act 2015, and mandatory reporting.	Paula Holt / David Rutherford
3.	Provide an update on work currently being undertaken in the area of wellbeing.	David Wales
4.	Examine efficient approaches to measure the effectiveness of <i>Bullying prevention and response: A guide for schools</i> .	David Wales
5.	Explore ways to best maximise the voice of the Bullying Prevention Advisory Group.	David Wales

Chair	Iona Holsted (MoE)
Attendees	<p>  (ACC); Donna Provoost (OCC); David Rutherford (HRC); Margaret MacDonald (HRC); Martin Cocker (Netsafe); Paula Holt (NZ Police); Roly Hermans (NZ Police); Deirdre Shaw (ERO); Barbie Mavor (ERO); Phil Tappenden (NZAIMS); Sally Boyd (NZCER); Mark Potter (NZEI Te Riu Roa); Whetu Cormick (NZPF); Lorraine Kerr (NZSTA); Stephanie Smith (NZSTA); Kirsty Farrant (PPTA); Vaughan Couillault (SPANZ); David Wales (MoE); Sophie Wilson (MoE) </p>
Secretariat	Kim Hailwood (MoE)
Apologies	Jo Colin (Sport NZ); Liam Knight (MoJ)
Guests	<p>Aotea College: HoD Guidance - Nicole Macquet</p> <p>Students - </p> <p>Sticks 'n Stones: Karla Sanders; Ashleigh Smith s 9(2)(a) OIA</p>
1: Welcome / Introductions	<ul style="list-style-type: none"> The Secretary for Education welcomed the guest presenters to the meeting and asked BPAG members to introduce themselves.
2: Aotea College Presentation – 'The Wellbeing Bubble'	<ul style="list-style-type: none"> The students and their teacher introduced themselves with their mihi. Representing their school's Student Wellbeing Team, the students presented on their innovative 'for students, by students, in partnership with staff' co-designed website – the Wellbeing Bubble. The students explained how using data from their school's Wellbeing@School student survey led a team of volunteer student peer supporters to look at what data was most important to students, resulting in the redesign of their school's bullying prevention and response approach. Each presenter described one of the wellbeing pathways students could follow if they had a problem - (1) linking in with a wellbeing professional, (2) talking to a trusted teacher, (3) connecting with the student wellbeing team, (4) sharing with a friend, (5) taking their own action, (6) making a formal complaint. The students detailed how they were actively working in partnership with their school's leadership team to set wellbeing goals across the school. Nicole Macquet emphasised this was learner agency in action - young people and adults sharing decision-making. She added that it was more than just student voice, because the students were taking ownership and leadership over their own wellbeing. The students' presentation was followed by a question and answer session.
3: Sticks 'n Stones Presentation – 'Young people taking the lead'	<ul style="list-style-type: none"> Co-founders Ashleigh Smith and Karla Sanders presented on their youth-led programme, which focuses on empowering young people to challenge and change attitudes and norms that support bullying behaviours. They discussed the power of authentic and meaningful student agency, co-design and ownership. Karla explained Sticks 'n Stones was launched in 2013 by 30 Central Otago high school students, noting there were now over 300 young people aged 11-19 years involved on a regular basis across 11 schools. She added there were 160 ambassadors (Years 7 and 8) who met fortnightly in their lunchtimes to take part in a strengths-based social and emotional learning programme. Ashleigh stressed that change could not happen without young people. She highlighted the need to place a priority on social and emotional learning and on emotional intelligence. Ashleigh asserted that how bullying prevention looked in New Zealand should be shaped by young people, noting that without young people it missed the point and the opportunity to be innovative. She added "we do not have to do things the way they have always been done or how anyone else does them, and we have space for there to be different approaches to bullying prevention, of which Sticks 'n Stones is one of those approaches". The presentation was followed by a question and answer session.

	<ul style="list-style-type: none"> Ashleigh challenged BPAG members to address the issue of getting youth voice at the table. Members noted that this had been raised repeatedly, but not addressed. Kim Hailwood (MoE) advised Ashleigh and Karla were part of the Ministry's Bullying Prevention Expert Reference Group, which provided advice on and reviewed all Bullying-Free NZ School Toolkit resources. <p>Action Point 1:</p> <ul style="list-style-type: none"> The Ministry of Education to work with the Office of the Children's Commissioner and others to get youth voice at the BPAG table.
4: Confirm Agenda	<ul style="list-style-type: none"> Iona Holsted (MoE) thanked the presenters, noting the presentations had run over time and not all the agenda items would be covered at this meeting.
5: Work Programme Update	<ul style="list-style-type: none"> Iona Holsted (MoE) acknowledged the collection of data by schools was an essential component of a successful bullying prevention approach. She noted that all schools should therefore make use of the comprehensive Wellbeing@School (W@S) survey tools. David Wales (MoE) confirmed the questions in the OECD's Programme for International Student Assessment (PISA) 2015 wellbeing survey were a close fit with the questions in the W@S student surveys. David added that W@S included additional questions not covered in the PISA student wellbeing survey. Iona Holsted (MoE) advised the Ministry of Education would meet the cost of providing the W@S student surveys to all schools free of charge for a one year period (ending 30 June 2018). It was agreed this decision would be disseminated as quickly as possible. David Wales (MoE) was asked to prepare a communications advisory for BPAG members to use. Iona Holsted (MoE) noted that at the last meeting ACC had agreed to look at co-funding this cost going forward. [REDACTED] (ACC) explained the offer to assist was contingent on other Group members sharing the cost. <p>Action Point 2: s 9(2)(a) OIA</p> <ul style="list-style-type: none"> Develop and circulate to BPAG members a communications advisory notifying the provision of the Wellbeing@School student surveys to all schools free of charge for an initial one year period. <p>Action Point 3:</p> <ul style="list-style-type: none"> The Ministry of Education and ACC to continue discussions re the ongoing funding of the Wellbeing@School student survey tools.
6: Student Wellbeing and Behaviour: Findings from two NZCER publications	<ul style="list-style-type: none"> Sally Boyd (NZCER) presented the findings from two reports focused on student wellbeing and behaviour (released 15 August 2017). The first report - <i>Finding a balance: Fostering student wellbeing, positive behaviour, and learning in primary and intermediate schools</i> - used data collected through the National Survey of Primary and Intermediate Schools (from August to early September 2016). The findings showed over half (58%) of principals indicated their school had a well embedded, consistent whole school approach to addressing bullying behaviour that built students' competencies. A further 30% of principals reported this was partially embedded. This approach was more common at schools where PB4L School-Wide was also well embedded. In at least 10% of schools, there were no approaches to addressing bullying behaviour. The second report - <i>Making a difference to student wellbeing</i> - involved a quantitative analysis of the Wellbeing@School student and teacher surveys to investigate what this data showed about student, teacher or school-level factors associated with higher levels of reported wellbeing and lower levels of reported bullying behaviour. The findings had been developed into an infographic summary aimed at giving schools practical ideas about ways to enhance students' wellbeing and decrease aggressive and bullying behaviours.

Bullying Prevention Advisory Group

7: Action Points from May 2017 Meeting

- Sally also talked to the latest Wellbeing@School Milestone Report, noting this grouped data provided a general national picture of bullying behaviour in New Zealand schools. Trends over time showed the rates of bullying behaviour reported by students had stayed relatively constant until 2015. However, in 2016 there was a small downward fluctuation. Sally reported that a further year's data showed this downward movement was continuing. Alongside this, there was a positive upward movement in student reports of belonging and safety at school.

Investigate aligning the work being undertaken in bullying prevention and response with the ministerial work programme on family violence and sexual violence.

- David Wales (MoE) explained that he had met with ACC (Mike McCarthy and Anna Hamilton) to progress discussion on the coordination of strategies, activities and resources to effectively prevent multiple forms of violence. David confirmed they would continue working together, including via the Multi-Agency Team for Family and Sexual Violence.

Locate and assess the interagency guide to working together to keep children and young people safe for any gaps that are not covered by the Vulnerable Children Act 2014, Health and Safety at Work Act 2015, and mandatory reporting.

- David Wales (MoE) advised the interagency guide referred to by David Rutherford (HRC) had been located. This was 'Breaking the Cycle - Interagency Protocols for Child Abuse Management'.
- Following discussion, the meeting agreed the Vulnerable Children Act 2014 was comprehensive, providing across-the-board advice and guidelines to protect and improve the wellbeing of vulnerable children and strengthen New Zealand's child protection system. In particular, the meeting's attention was drawn to the safety checking requirements for paid staff in the government-funded children's workforce and the requirements for government agencies and their funded providers to have child protection policies.
- During consideration of this action point, the meeting discussed the importance of finding information easily on websites. Vaughan Couillault (SPANZ) spoke about his school's website, which had been refreshed by student [REDACTED] to improve its look and navigation. Iona Holsted (MoE) expressed interest in having a talented young person look over the Ministry of Education's website.

s 9(2)(a) OIA

Action Point 4:

- Invite Papatoetoe High School student [REDACTED] to contribute his expertise and perspective to the usability of the Ministry of Education's website.**

Examine efficient approaches to measure the effectiveness of 'Bullying prevention and response: A guide for schools'.

- David Wales (MoE) drew attention to the Bullying-Free NZ website's Google Analytics data, which showed the increasing use of the website as a central access point for bullying prevention and response information, resources and tools.
- Martin Cocker (Netsafe) confirmed the data demonstrated active use of the website, particularly over the four month period April-July 2017. The meeting noted specifically the average number of pages viewed per session (3.04) and the average session duration (3.21).

Action Point 5:

- BPAG members to begin to shift the focus from the 'Bullying prevention and response: A guide for schools' as the single reference point for bullying prevention and response to the wider number of resources available on the Bullying-Free NZ website.**

Action Point 6:

- The Ministry of Education and NZSTA to jointly write to board chairs to raise awareness of the resources available on the Bullying-Free NZ website, including *Tackling Bullying: A guide for Boards of Trustees*, to assist them in discharging their duty to provide a safe physical and emotional environment for students.**

Explore ways to best maximise the voice of the Bullying Prevention Advisory Group.

- David Rutherford (HRC) considered the points he raised at the last meeting on the structure and purpose of BPAG had not been correctly recorded in the minutes. David wanted to ensure the Group looked at how it worked together, taking a multi-stakeholder approach that moved from advice to action.
- Iona Holsted (MoE) asked that work be undertaken to consider how the structure of BPAG could best support its purpose, and that proposals to maximise the participation and contribution of BPAG members be provided for discussion at the next meeting. Iona invited David Rutherford (HRC) to contribute to the development of these proposals.
- David Rutherford (HRC) also pointed out that New Zealand's record on meeting its human rights obligations to keep students safe in schools would be subject to "the most intense scrutiny by the United Nations ever". Asked for clarification on this statement by Phil Tappenden (NZAIMS), David Rutherford (HRC) explained three treaty bodies (CRPD, CEDAW and ICESCR¹) and the United Nations Human Rights Council would examine New Zealand's record in meeting its obligation to keep students safe in schools in the 12 months from April next year.

Action Point 7:

Progress work to consider how the structure of BPAG can best support its purpose. Proposals for structures that maximise members' participation and contribution are to be developed for discussion at the 14 November 2017 meeting.

**B: Mental Health
Social
Investment Fund**

- David Wales (MoE) provided a brief overview of the \$100 million social investment fund for mental health package announced on 14 August 2017. He explained the 17 initiatives had been designed to improve access to effective and responsive mental health services, while at the same time shifting the focus towards prevention, early intervention and resilience building (focused particularly on children and young people). David pointed out this fund was part of Budget 2017's \$224 million boost for mental health services over a four year period.
- Noting that details of the full package could be accessed via the Ministry of Health's website, David briefly outlined three initiatives:
 - The development of an approach that could be used by parents, family, whānau and early childhood teachers to strengthen self-regulatory skills (to manage emotions and impulses) in pre-school children (\$3 million). Initiative to begin being implemented in early childhood centres by mid-2018.
 - A pilot of specialist mental health services in selected Communities of Learning | Kāhui Ako to support the early identification of mental health issues and to coordinate access to mental health care and specialist services (\$11 million). Pilot to be rolled-out in early 2018.
 - Initiatives to create a universal approach to improving learning environments and building the resilience of students, including leadership strategies to create school cultures that lead to positive social and emotional learning environments (\$8 million). Initiatives to be rolled out in 2018.

Next Meeting

Date: Tuesday, 14 November 2017
Time: 1.00pm-3.00pm (lunch available from 12.30pm)
Venue: Ministry of Education
Mātauranga House, 33 Bowen Street, Wellington

¹ Committee (Convention) on the Rights of Persons with Disabilities (CRPD)
Committee (Convention) on the Elimination of Discrimination Against Women (CEDAW)
International Covenant on Economic, Social and Cultural Rights (ICESCR)

	Action Points	Responsible
1.	The Ministry of Education to work with the Office of the Children's Commissioner and others to get youth voice at the BPAG table.	David Wales
2.	Develop and circulate to BPAG members a communications advisory notifying the provision of the Wellbeing@School student surveys to all schools free of charge for an initial one year period.	David Wales / BPAG
3.	The Ministry of Education and ACC to continue discussions re the ongoing funding of the Wellbeing@School student survey tools.	Iona Holsted
4.	Invite Papatoetoe High School student [REDACTED] to contribute his expertise and perspective to the usability of the Ministry of Education's website.	David Wales
5.	BPAG members to begin to shift the focus from the ' <i>Bullying prevention and response: A guide for schools</i> ' as the single reference point for bullying prevention and response to the wider number of resources available on the Bullying-Free NZ website. [BPAG Secretariat to supply relevant information about the Bullying-Free NZ website (www.bullyingfree.nz).]	BPAG / BPAG Comms Team
6.	The Ministry of Education and NZSTA to jointly write to board chairs to raise awareness of the resources available on the Bullying-Free NZ website, including <i>Tackling Bullying: A guide for Boards of Trustees</i> , to assist them in discharging their duty to provide a safe physical and emotional environment for students.	David Wales / Lorraine Kerr
7.	Progress work to consider how the structure of BPAG can best support its purpose. Proposals for structures that maximise members' participation and contribution are to be developed for discussion at the 14 November 2017 meeting.	David Wales / David Rutherford

Chair	David Wales (MoE); Iona Holsted (MoE – joined the meeting at 2.00pm)
Attendees	Kathleen Logan (OCC); David Rutherford (HRC); Margaret MacDonald (HRC); Neil Melhuish (Netsafe); Paula Holt (NZ Police); Roly Hermans (NZ Police); Barbie Mavor (ERO); Vicki Wilde (ERO); Phil Tappenden (NZAIMS); Mark Potter (NZEI Te Riu Roa); Karen Brisco (NZPF); Lorraine Kerr (NZSTA); Stephanie Smith (NZSTA); Kirsty Farrant (PPTA); Tracy O'Brien (SPANZ); Liam Knight (MoJ); Sophie Wilson (MoE)
Secretariat	Kim Hailwood (MoE)
Apologies	[REDACTED] (ACC); Sally Boyd (NZCER); Scott Ryland (Sport NZ)
Guests	s 9(2)(a) OIA FCB New Zealand (Creative Agency): Carl Sarney; Matt Barnes MoE Parents & Community Information Group: Rose Jamieson; Janina Hanify
1: Welcome / Confirm Agenda	<ul style="list-style-type: none"> David Wales (MoE) opened the meeting and welcomed members. David advised that due to another commitment Chair Iona Holsted would join the meeting at 2.00pm. The meeting agenda was confirmed.
2: Minutes / Matters arising from minutes	<ul style="list-style-type: none"> The minutes of the previous meeting (15 August 2017) were accepted as a true and accurate record. The action points from the 15 August 2017 meeting were checked for completion. In reference to Action Points 2 and 3 (the Wellbeing@School student survey tools), Phil Tappenden (NZAIMS) reported high-levels of interest from schools following their receipt of the communications advisory on the removal of costs for the W@S student survey. In response to a query from David Rutherford (HRC) about the number of schools using the W@S survey tools, it was agreed an update would be provided at the next meeting. It was noted the recommended time for schools to use the W@S tools was in mid-Term 2 (or mid-Term 3), as by this time the school culture had been established for the year, students had settled into school, and student peer groups had formed. <p>Action Point 1: (due date 13 February 2018)</p> <ul style="list-style-type: none"> BPAG Secretariat and NZCER to provide an update to the next meeting on the current number of New Zealand schools registered to use the Wellbeing@School survey tools. Roly Hermans (NZ Police) advised the meeting that information about the BullyingFree.NZ website and new resources (Action Point 5) had been well received by school community officers. Roly recommended journalists be made aware of the material available on the BullyingFree.NZ website. <p>Action Point 2: (due date 31 January 2018)</p> <ul style="list-style-type: none"> BPAG Secretariat to prepare a standard note to editors (for inclusion in media releases), referring them to the BullyingFree.NZ website for further/background information. Regarding Action Point 6, Lorraine Kerr (NZSTA) confirmed there had been strong interest in the resources available on the BullyingFree.NZ website, including <i>Tackling Bullying: A guide for Boards of Trustees</i>, following an article in NZSTA's external membership magazine <i>STAnews</i>. Lorraine advised a similar communication was being prepared for NZSTA's November 'Membership Matters' publication.

<p>3: Online Safety Advisory Group (OSAG) Update</p>	<ul style="list-style-type: none"> • Neil Melhuish (Netsafe) summarised the key points discussed at the 14 November 2017 OSAG meeting, including: <ul style="list-style-type: none"> ◦ A report back on the 'Online Safety on the Edge Conference' (Sydney: 1-3 November 2017), co-hosted by Netsafe and the Australian Office of the eSafety Commissioner. Intended to be an annual event, the next conference would be held in Auckland in 2018. ◦ Information on CERT NZ's Cyber Smart Week (27 November–1 December 2017) – a national awareness campaign focused on strengthening cyber security for 'everyday New Zealanders'. ◦ An overview of the Department of Internal Affairs' collaborative project (working with the NZ Police, Customs, Netsafe and other stakeholders) to identify innovative and effective ways of preventing online child sexual abuse and exploitation. ◦ Rescam.org (an artificially intelligent email bot designed to reply to scam emails by continuing the conversation indefinitely or until the scammer stops replying). ◦ An outline of a collaborative research study between Netsafe, the Office of the eSafety Commissioner (Australia) and the Safer Internet Centre (UK) on young people's experiences of the creation and sharing of nude and semi-nude images or video ('sexting'). The research focused on young people aged between 14 and 17 years. It was expected New Zealand's research findings, including gender and cultural differences, would be released in December 2017.
<p>4: OCC Report: Child and youth voices on bullying in Aotearoa</p>	<ul style="list-style-type: none"> • Kathleen Logan (OCC) advised that by working with schools and community groups, the Commission was able to provide a way for children and young people to contribute their views on matters that affected them. • The meeting noted the OCC's 'Mai World' Child and Youth Voices Report on Bullying in Aotearoa. Kathleen explained how OCC had used a two stage approach to capture student voice for this report. The first stage of engagement had been through a question sheet designed to facilitate a conversation between parents and children during Bullying-Free NZ Week. OCC had then partnered with a Year 11 teacher who was using bullying behaviour as a topic for creative writing, which resulted in detailed correspondence from the students on their views of bullying. • BPAG members commended the report, remarking that it was a powerful record of student voice. • Kathleen reminded members not to share the report publicly until OCC's quality assurance process had been completed.
<p>5: BPAG Member Updates</p>	<ul style="list-style-type: none"> • David Rutherford (HRC) advised a response had been received from WorkSafe New Zealand regarding his query about the Health and Safety at Work Act 2015 (HSWA) and its implications for the liability of 'directors' of schools. • David Rutherford (HRC) pointed out the advice received confirmed there was a legal duty on Boards of Trustees to manage the risk of bullying of, and between students, so far as was reasonably practicable. David noted WorkSafe had stated that given the existence of 'other avenues' for complaints (e.g. Board of Trustees, Ministry of Education, Children's Commissioner), WorkSafe would likely require these avenues to be explored before it considered any investigation. • It was agreed the correspondence from WorkSafe New Zealand regarding student bullying and the HSWA would be circulated to members for their information. <p>Action Point 3: (due date 22 December 2017)</p> <ul style="list-style-type: none"> • For information: Circulate to BPAG members the correspondence received from WorkSafe New Zealand (dated 1 November 2017) re student bullying and the Health and Safety at Work Act 2015.

6: MoE Parent & Community Information Group Presentation: 'The Power of Kindness' – Bullying prevention campaign for children and parents

- Lorraine Kerr and Stephanie Smith (NZSTA) noted that Boards of Trustees did not necessarily always have the expertise and there was sometimes a need for support mechanisms to assist schools after a bullying issue had occurred.
- Mark Potter (NZEI) agreed that at times there was a lack of assistance, observing that although there were lots of guidelines available, often what was needed was practical assistance at the front-end.
- David Wales (MoE) welcomed the guest presenters to the meeting.
- Rose Jamieson (MoE) provided a brief overview of the anti-bullying social marketing campaign the Ministry of Education's Parent and Community Information Group were working on with the FCB NZ Creative Agency. She pointed out the proposed interactive resource was aimed at 4-7 year-olds, plus their parents/caregivers and whānau.
- Noting the campaign focused on the reading of a story book, which was something parents/caregivers and their children could do together, Rose advised the principal concept was about children being heroes and making a difference as bystanders.
- Rose acknowledged the creative agency's strong interest in the issue of bullying, which affected many New Zealand children and young people. She thanked them for the additional support they had provided to the campaign free of charge.
- Carl Sarney (FCB NZ) explained the importance of weaving into the book prosocial behaviours so that it was educational and not just a story. He emphasised the core idea for the campaign centred on the power of kindness. Carl advised the tagline was 'Are you OK? Come and play', which aligned with the well-known family violence campaign 'It's Not OK'.
- Carl read the draft interactive story book script ('The Goat, the Foot and the Glow Worm'), where children were asked to make decisions about their participation in three different bullying scenarios. He explained sharing the story would provide an opportunity to talk to children about the choices they made in each bullying situation.
- Matt Barnes (FCB NZ) presented the proposed interactive digital design of the story, set within a New Zealand context, with a strong emphasis on the flora and fauna of Aotearoa.
- The meeting was advised the campaign's next step was to user-test the concept with children in the target age group and their parents/caregivers. Group members were invited to provide their feedback on the proposed interactive story book.

Action Point 4: (due date 22 December 2017)

- **BPAG Secretariat to collect responses on the proposed digital story book concept (*The Goat, the Foot and the Glow Worm*) and forward collated feedback to the Ministry of Education's Parent and Community Information Group.**

7: ERO's evaluation of bullying prevention in schools

- Vicki Wilde (ERO) confirmed ERO's 2018 (Terms 1 & 2) National Evaluation Topic would be bullying prevention and response.
- Barbie Mavor (ERO) outlined the rationale for the focus on bullying behaviour. She discussed data from the 2014/15 Trends in International Mathematics and Science Study (TIMSS), pointing out New Zealand students experienced bullying behaviours at school more frequently than students in most of the other participating countries (with 60 percent of students reporting they had experienced some form of bullying behaviour monthly or more).
- Barbie explained the current ERO school reviews of bullying prevention concentrated on compliance (checking the Board Assurance Statement and that the appropriate policies were in place). She emphasised the 2018 National Evaluation Topic would enable exploration of how those policies worked in practice, including an examination of the tools and initiatives schools used to prevent and respond to bullying, what worked and what didn't, and where the gaps were.

	<ul style="list-style-type: none"> Speaking to a brief PowerPoint presentation, Vicki Wilde (ERO) advised the proposed overarching evaluation question would be <i>'How effectively are schools working towards being bullying-free environments?'</i> She noted the five focus areas underneath the evaluation question would align with the key components of the Bullying-Free NZ School Framework. Vicki observed the evaluation would provide exemplar studies of best practice and would take in student voice and agency. Iona Holsted (MoE) stressed it was important the voices of children and young people were heard throughout the evaluation exercise.
8: Proposed resetting of BPAG	<ul style="list-style-type: none"> Iona Holsted (MoE) spoke to the paper on the proposed broadening of the Group's focus to encompass the social and emotional wellbeing of children and young people. Iona explained that as work in the social and emotional wellbeing area had developed across the health, education and social sectors, there was now a strong case for aligning approaches and ensuring greater synergy and partnership. She acknowledged agencies had a number of initiatives that involved children, young people and schools, and there was an opportunity to consider how we worked together to achieve the greatest impact from these. The meeting discussed the broad concept of moving to a more joined-up approach centred on social and emotional wellbeing, while maintaining a robust focus on bullying prevention and response. Iona emphasised the proposed resetting did not signal a dilution of the current bullying prevention work programme. Points raised by members during the discussion included: <ul style="list-style-type: none"> The importance of shifting to a focus on social and emotional wellbeing. The development of more 'front-end' practical assistance was required. A move away from the current 'silo mindset' was necessary – a strong need for a joined-up approach. Attention needed to be given to the provision of best practice examples – the 'transfer of learnings'. The Group noted the common and avoidable misdirections in student bullying prevention and response (i.e. zero tolerance). Iona pointed out there was also a need to focus on bullying behaviour between adults, plus their social and emotional wellbeing. David Rutherford (HRC) stated that the future core of the group and work programme needed to be action focused. <p>Action Point 5: (due date 9 February 2018)</p> <ul style="list-style-type: none"> A revised paper to be prepared, incorporating the points raised by members at the 14 November 2017 meeting, on the broadening of the Group's approach (centred on social and emotional wellbeing, with a robust focus on bullying prevention and response).
9: 2018 Meeting Dates	<ul style="list-style-type: none"> The 2018 BPAG meeting dates were confirmed as: <ul style="list-style-type: none"> Tuesday, 13 February Tuesday, 8 May Tuesday, 14 August Tuesday, 13 November 2018 Bullying-Free New Zealand Week: 14-18 May 2018.
Next Meeting	<p>Date: Tuesday, 13 February 2018</p> <p>Time: 1.00pm-3.00pm (lunch available from 12.30pm)</p> <p>Venue: Ministry of Education Mātauranga House, 33 Bowen Street, Wellington</p>

	Action Points	Responsible	Due Date
1.	BPAG Secretariat and NZCER to provide an update to the next meeting on the number of New Zealand schools registered to use the Wellbeing@School survey tools.	David Wales / Sally Boyd	13 February 2018
2.	BPAG Secretariat to prepare a standard note to editors (for inclusion in media releases), referring them to the BullyingFree.NZ website for further/background information.	David Wales	31 January 2018
3.	For information: Circulate to BPAG members the correspondence received from WorkSafe New Zealand (dated 1 November 2017) re student bullying and the Health and Safety at Work Act 2015.	David Wales	22 December 2017
4.	BPAG Secretariat to collect responses on the proposed digital story book concept (<i>The Goat, the Foot and the Glow Worm</i>) and forward collated feedback to the Ministry of Education's Parent and Community Information Group.	BPAG Members	22 December 2017
5.	A revised paper to be prepared, incorporating the points raised by members at the 14 November 2017 meeting, on the broadening of the Group's approach (centred on social and emotional wellbeing, with a robust focus on bullying prevention and response).	David Wales	9 February 2018

Chair	Iona Holsted (MoE)
Attendees	<p>██████████ (ACC); Donna Provoost (OCC); Margaret MacDonald (HRC); Neil Melhuish (Netsafe); Ross Lienert (NZ Police); Roly Hermans (NZ Police); Vicki Wilde (ERO); Barbie Mavor (ERO); Phil Tappenden (NZAIMS); Sally Boyd (NZCER); Mark Potter (NZEI Te Riu Roa); Stephanie Smith (NZSTA); Kirsty Farrant (PPTA); Vaughan Couillault (SPANZ); David Wales (MoE); Sophie Wilson (MoE); Lorraine Kerr (NZSTA) (joined the meeting at 1.30pm); David Rutherford (HRC) (joined the meeting at 1.55pm)</p>
Secretariat	Kim Hailwood (MoE)
Apologies	Whetu Cormick (NZPF); Scott Ryland (Sport NZ); Liam Knight (MoJ)
Guests	<p>Glynn Taylor (Trustee, Student Communication & Safe Practices (SCSP) Trust) Janina Hanify (Parents & Community Information Group, Ministry of Education) Claire John (Senior Communications Advisor, Ministry of Education)</p>
1: Welcome / Confirm Agenda	<ul style="list-style-type: none"> Iona Holsted (MoE) opened the meeting and welcomed members. Margaret MacDonald (HRC) advised that due to another commitment Chief Human Rights Commissioner David Rutherford would join the meeting at 2.00pm. The Chair welcomed Inspector Ross Lienert (Youth Services Manager, NZ Police) to the meeting (replacing Inspector Paula Holt). Ross explained that School Community Policing had been realigned under NZ Police's Youth Services umbrella. The meeting agenda was confirmed.
2: Minutes / Matters arising	<ul style="list-style-type: none"> The minutes of the previous meeting (14 November 2017) were accepted as a true and accurate record.
3: Action Points	<ul style="list-style-type: none"> The action points from the 14 November 2017 meeting were checked for completion. It was noted Action Point 5 (a revised paper on the broadening of BPAG) had been deferred and would be covered under Agenda Item 9 (Proposed resetting of BPAG).
4: Wellbeing@ School Milestone Report	<ul style="list-style-type: none"> Sally Boyd (NZCER) confirmed 1,360 schools (approximately 55% of NZ schools) were now registered to use the Wellbeing@School (W@S) survey tools; with 625 having used the student survey at least once during the 2012-2017 period (around a quarter of schools). Sally reported there had been a substantial increase in schools accessing the student survey following removal of the cost in October 2017, with an additional 235 schools registering in 2017. Sally presented the findings from the W@S 2017 milestone report. She pointed out the downward movement in the rates of bullying behaviour reported by students appeared to be continuing. Alongside this, there was a positive upward movement in student reports of belonging and safety at school. Sally noted the general trends over 2013 to 2017 included: <ul style="list-style-type: none"> A general upward movement in the number of students who strongly agreed with positive statements about the social climate of their school (e.g. I feel I belong at school; everyone knows what to do if someone is being hurt or bullied). A large increase in the number of students who strongly agree they feel safe at school, mostly for Year 7-8 students (around 10%). A general downward movement in the number of students reporting weekly experiences of bullying behaviour (from around 16% to 13%).

- In addition, feedback from schools indicated that, on the whole, they were happy with the functionality of the tools. Sally noted information from Google Analytics showed that W@S website usage continued to increase throughout 2017. Page views suggested schools were making use of the many different aspects of the W@S toolkit.
- Following discussion, it was agreed there was a need to increase awareness of the W@S toolkit ("to bring the W@S tools forward in schools' consciousness") and to continue to seek feedback from schools on the tools.
- Vaughan Couillault (SPANZ) explained his school had "fumbled around a bit" on how to use their W@S data. Discussion centred on how the rich data from the W@S survey tools could be aggregated into 'actionable knowledge' to support schools to determine their priorities and guide their decision-making. Vaughan suggested it would be useful to have a resource to help schools make sense of their W@S data and turn it into something meaningful and actionable.
- David Wales (MoE) confirmed the Ministry was continuing to look at how it could keep providing the W@S student survey free of charge.

Action Point 1: (due date 31 July 2018)

- **MoE and NZCER to explore ways to increase awareness of the Wellbeing@School toolkit within school communities, and continue to seek feedback on the use of the W@S tools by schools.**

Action Point 2: (due date 31 July 2018)

- **BPAG Secretariat to investigate the development of a resource to help schools make the best use of their W@S data, enabling them to easily determine their priorities and guide their decision making.**

5: ERO's 2018 National Evaluation – Bullying Prevention

- Vicki Wilde (ERO) and Barbie Mavor (ERO) presented on the bullying prevention national evaluation (scheduled for Terms 1 and 2, 2018). The presentation focused on the evaluation framework and planned student survey.
- The meeting was provided with details of the evaluation framework's five broad focus areas:
 - leadership, policies, programmes and processes
 - internal evaluation and monitoring
 - curriculum and effective practice
 - enabling student voice / agency
 - engagement of parents, family, whānau (phase 2 of the national evaluation).
- It was reported the evaluation framework aligned with the Bullying-Free NZ School Framework's nine core components and ERO's school evaluation indicators.
- The presenters outlined the purpose of gaining student voice – to understand the effect of school-wide bullying prevention and response policies, programmes and practices from the student's perspective. They advised this would involve a short (5-10 minute) online survey of individual students in Year 4 and above on:
 - their experience of bullying in their current school
 - what they had learnt about responding to bullying, as a target or bystander
 - their confidence to apply what they had learnt
 - their view of the effectiveness of the strategies (words or actions)
 - suggestions for school's improvement.

- It was noted the survey questions were for all age levels ('one-size-fits-all') and there were some parallels with the W@S student survey questions; in particular students' experiences of bullying behaviours and frequency. The survey had been tested with a group of Years 4-13 students, and further feedback had been gained from ERO's reviewers. It was planned the survey would remain open until 6 August 2018.
- An across-the-board discussion on the survey raised some concerns about unintended consequences and/or 'perception disjoint' of students undertaking the ERO survey and the W@S survey.
- Barbie emphasised the ERO review team would be minimising any unintended consequences between the two surveys. She highlighted ERO's intention to actively encourage the use of the W@S tools.
- Vicki confirmed information collected from schools would be analysed and synthesised for at least one national report, due for release in 2019.

Action Point 3: (due date 13 November 2018)

- **ERO to provide an oral update on available top-line results from the school bullying prevention and response national evaluation.**

6: OCC / NZSTA Report – Education Matters To Me: Key Insights

- Lorraine Kerr (NZSTA) and Donna Provoost (OCC) provided an overview of the *Education matters to me: key insights* report (available on the NZSTA and Office of the Children's Commissioner websites). This report summarised the responses of over 1,600 children and young people to questions on what was important to them about their education and what it was like being at school.
- It was noted the report shared insights from children and young people in primary, intermediate and secondary schools, alternative education centres, kōhanga reo, kura kaupapa Māori, learning support units and teen parent units, as well as home schooled students.
- Donna explained this engagement had been initiated to make sure the voices of rangatahi and tamariki contributed to the development of the National Education and Learning Priorities, being introduced in 2018.
- Lorraine advised that six follow-up reports would be released shortly (<http://www.occ.org.nz/publications/reports/>).
- Donna observed that children and young people were experts on their own experiences in education and had a right to have a say and their views heard in decisions that affected them. She added that working on the report in partnership drew on NZSTA's knowledge of what schools were trying to provide for students, and OCC's experience in helping to make children and young people's views heard.
- Donna reported the children and young people had confirmed bullying was a concern for many of them. They wanted to be listened to when they talked to school staff about bullying, and responded to appropriately. As well as peer-to-peer bullying, some students had acknowledged teachers hassled/bullied them.
- Lorraine pointed out it was important to now act on what had been heard – being focused on how the views and opinions of students were incorporated when decisions were being made that affected them.
- Donna emphasised that the issues raised in the *Education matters to me* report should be incorporated into the wellbeing strategy.
- The Group discussed the six key insights drawn from what the students had said (via face-to-face and online surveys):
 - Understand me in my whole world
 - People at school are racist towards me
 - Relationships mean everything to me
 - Teach me the way I learn best
 - I need to be comfortable before I can learn
 - It's my life – let me have a say.

<p>7: SCSP Charitable Trust Portal for Schools</p>	<ul style="list-style-type: none"> Mark Potter (NZEI Te Riu Roa) raised the key insight of racism at school. Iona Holsted (MoE) underlined the issue of low expectation generated by unconscious bias, which pervaded a lot of negative statistics and was a considerable barrier to excellent and equitable outcomes. This matter was briefly discussed and the immediate need to start rewiring and changing attitudes within the school community was highlighted.
<p>8: Bullying-Free NZ Week 14-18 May 2018</p>	<ul style="list-style-type: none"> Student Communication and Safe Practices (SCSP) Trustee Glynn Taylor presented on the SCSP portal (www.scsp.co.nz), including how the charitable trust collaborated with students to develop its resources. Glynn explained the website provided information / safe practices on social issues (for example, dealing with physical assault or drugs and alcohol). He noted this was achieved through e-learning tools, which allowed students to explore and problem solve issues via reality style videos and decision-making pathways. Glynn's presentation outlined SCSP's recent project, working in collaboration with students from Mountainview High School, on cyber-safety and cyber-bullying.
<p>9: Proposed resetting of BPAG</p>	<ul style="list-style-type: none"> Claire John (Bullying-Free NZ Communications Advisor) affirmed the theme for Bullying-Free NZ Week 2018 was 'Let's Talk About It!' Speaking to a one-page information sheet, Claire highlighted targeted messages and activities BPAG members could use to socialise and promote the Week with their stakeholders. Claire drew attention to the work undertaken by BPAG's Communications Group last year and advised a comprehensive communications package would be forwarded to members in the week of 12 March 2018. She confirmed the communications plan would provide space for BPAG members to add their own particular messages, actions and channels. Janina Hanify (Parents and Community Information Group, MoE) provided an example of one of the resources being delivered during the Week – 'The Power of Kindness: Bullying prevention campaign for parents and children'. Janina recapped that following the discovery and research phases, the creative concept for this campaign had developed into an interactive animated digital story book called 'Oat the Goat'. (The proposed interactive digital design of the story, set within a New Zealand context, with a strong emphasis on the flora and fauna of Aotearoa had been presented at the Group's November 2017 meeting.) She specified the target audiences were parents and children aged 4-7 years. The campaign would promote early intervention, and involve positive interaction and learning between a child and a parent or significant other. Janina reported the story book would be translated into Te Reo and feature a well-known New Zealand narrator. It would also include 'parent tips', which would provide guidance on bullying behaviour to the readers of the book. David Rutherford (HRC) stressed the need for effective user-testing / evaluation procedures. Janina outlined how the campaign would build in pre-determined success measures to track engagement with content and self-reported behaviour, and any shift in that behaviour. She added that the creative agency, FCB NZ, had a strong history of developing measures for various behaviour change campaigns (for example, the well-known family violence campaign 'It's Not OK', which they lead). Iona Holsted (MoE) noted the revised paper on broadening BPAG's approach (centred on social and emotional wellbeing, with a robust focus on bullying prevention and response) had been deferred. Iona explained this was because the approach needed to be informed by the priorities and direction of the Government's pending national child wellbeing strategy.

	<ul style="list-style-type: none"> Iona advised the Child Poverty Reduction Bill – a framework for measuring and targeting child poverty – required governments to develop and report on a strategy to promote the overall wellbeing of children, which would include a particular focus on reducing child poverty. The meeting discussed handouts covering: <ul style="list-style-type: none"> The NZ Treasury's Living Standards Framework. Drawing on OECD analysis, this framework started with four capitals to organise indicators of sustainable intergenerational wellbeing – natural capital, social capital, human capital, financial / physical capital. Intergenerational wellbeing relied on the growth, distribution and sustainability of the four capitals. The capitals were interdependent and worked together to support wellbeing. Oranga Tamariki's Conceptual Wellbeing Construct. Mapping cross-agency data against key wellbeing domains – safety, security, wellness, development (with a fifth domain, stability, to come in the next iteration) – the Oranga Tamariki model considered the lifetime wellbeing of children and young people (how their wellbeing during childhood connected to adult outcomes and future fiscal spend). As the model matured, Oranga Tamariki would develop future plans with more detailed recommendations around investment priorities and how to channel resources where they were most needed. It was acknowledged the fundamental goal of the Group's bullying prevention efforts was to reduce risk factors and increase protective factors as much as possible. Iona Holsted (MoE) noted BPAG members would be informed when more information on the Government's wellbeing strategy became available.
10: Online Safety Advisory Group (OSAG) Update	<ul style="list-style-type: none"> Neil Melhuish (Netsafe) summarised the key points discussed at the 13 February 2018 OSAG meeting, including: The proposal to broaden BPAG's approach (centred on social and emotional wellbeing) presented an opportunity to reflect the role that digital technologies had across the spectrum of wellbeing-related issues. Unless digital was explicitly included and appropriately positioned in policy, planning and practice, the potential negative and positive impacts would be left to chance and by and large overlooked. It had been noted this principle should play a part in informing the design of the next iteration of BPAG's work programme. There was a continued need for a forum (currently provided by OSAG) to discuss the education sector's concerns about online safety. Netsafe and the Ministry for Women had collaborated and developed research on the topic of online safety and young people, with a focus on gender differences. The following reports were recently published: <ul style="list-style-type: none"> <i>Insights into digital harm: research report</i> (2017) – the first qualitative study on young people's perceptions and experiences of digital harm from a gender perspective. It presented young New Zealanders' experiences of digital risk and digital harm in their own words. https://www.netsafe.org.nz/insights-into-digital-harm/ <i>Teens and 'sexting' in New Zealand: prevalence and attitudes</i> (2017) provided findings from the first quantitative study on the prevalence of the sharing of nude content among young people aged 14-17 years. https://www.netsafe.org.nz/teens-sexting-report/
11: BPAG Member Updates	<ul style="list-style-type: none"> Kirsty Farrant (PPTA) advised the PPTA's practical resources for dealing with and preventing bullying, harassment and assault – the <i>Safety in Schools Toolkit</i> – had been updated and were now available.

Next Meeting

Date: Tuesday, 8 May 2018
Time: 1.00pm-3.00pm (lunch available from 12.30pm)
Venue: Ministry of Education
 Mātauranga House, 33 Bowen Street, Wellington

	Action Points	Responsible	Due Date
1.	MoE and NZCER to explore ways to increase awareness of the Wellbeing@School toolkit within school communities, and continue to seek feedback on the use of the W@S tools by schools.	David Wales/ Sally Boyd	31 July 2018
2.	BPAG Secretariat to investigate the development of a resource to help schools make the best use of their W@S data, enabling them to easily determine their priorities and guide their decision making.	David Wales	31 July 2018
3.	ERO to provide an oral update on available top-line results from the school bullying prevention and response national evaluation.	ERO	13 November 2018

Chair	David Rutherford (HRC)	s 9(2)(a) OIA
Attendees	Iona Holsted (MoE) (joined the meeting at 1.15pm); [REDACTED] (ACC); Donna Provoost (OCC); Margaret MacDonald (HRC); Martin Cocker (Netsafe); Ross Lienert (NZ Police); Roly Hermans (NZ Police); Vicki Wilde (ERO); Phil Tappenden (NZAIMS); Sally Boyd (NZCER); Mark Potter (NZEI Te Riu Roa); Kirsty Farrant (PPTA); Whetu Cormick (NZPF); Vaughan Couillault (SPANZ); David Wales (MoE); Sophie Wilson (MoE)	
Secretariat	Kim Hailwood (MoE)	
Apologies	Lorraine Kerr (NZSTA); Stephanie Smith (NZSTA); Scott Ryland (Sport NZ); Liam Knight (MoJ)	
Guests	Janina Hanify (MoE); Claire John (MoE); Nicole Macquet (MoE)	
1: Welcome / Confirm Agenda	<ul style="list-style-type: none"> David Rutherford (HRC) opened the meeting and welcomed members. David advised that due to another commitment, Secretary for Education, Iona Holsted, would be delayed in joining the meeting. The meeting agenda was confirmed. 	
2: Minutes / Matters arising	<ul style="list-style-type: none"> The minutes of the previous meeting (13 February 2018) were accepted as a true and accurate record. 	
3: Action Points	<ul style="list-style-type: none"> The action points from the 13 February 2018 meeting were reviewed. The meeting noted that Action Points 1 and 2 were due for completion by 31 July and would be considered at the Group's 14 August 2018 meeting. 	
4: Bullying-Free NZ Week BPAG Members' Communications Activities	<ul style="list-style-type: none"> Whetu Cormick (NZPF), along with other Group members, congratulated the team on the Bullying-Free NZ Week 2018 messaging, including a detailed communications plan, which had been circulated to members over the last two months. BPAG members provided an update on the communications activities their organisations were undertaking to promote Bullying-Free NZ Week and this year's theme Let's Talk About It. Donna Provoost (OCC) advised that members could use any of the quotes from the <i>Education Matters to Me</i> reports in their communications. Claire John (Bullying-Free NZ Communications, MoE) distributed handouts of the social media lozenges that had been developed for use during Bullying-Free NZ Week. Claire confirmed schools were being encouraged to contact their local media to highlight their work and participation in the week. A media kit had been made available for schools on the Bullying-Free NZ website to support this. Following an across-the-board discussion, it was agreed Bullying-Free NZ Week enabled schools to highlight their everyday work to counter bullying, bringing school communities together to help find workable solutions to addressing bullying. Whetu Cormick (NZPF) noted that the bullying prevention message needed to be "in our face all the time". Iona Holsted (MoE) pointed out that bullying was a serious problem in homes, schools and communities, and that taking action everywhere was needed. She emphasised the issue wasn't something that could be resolved in a week; it needed to be worked on throughout the year to be effective. 	

- Iona highlighted the need for more proactive messaging on bullying prevention during the year (rather than relying only on Bullying-Free NZ Week), acknowledging it was important for the Group to take a regular active role promoting positive actions and approaches.
- Mark Potter (NZEI Te Riu Roa) suggested communications should not be focused solely around 'bullying', as this was a negative framing. He noted the importance of 'belonging', which had featured strongly at the recent Education Summit in Christchurch.

Action Point 1: (due date 31 July 2018)

- **MoE to provide a comprehensive plan for regular proactive messaging on bullying prevention throughout the year (i.e. on a quarterly basis).**

S: Bullying-Free NZ Resources

- Referring to a recent media report which stated that "about 65 percent of schools did not use the Bullying Prevention Guide developed by BPAG in 2014", Kim Hailwood (MoE) advised the information in the Guide had been updated and included on the centralised Bullying-Free NZ website.
- Kim presented the findings from the 2017-2018 Bullying-Free NZ Google Analytics Report. She drew attention to the significant growth in website traffic (from 15,155 users to 38,000 users) and the top pages being viewed (e.g. about bullying, information for parents and whānau).
- Kim advised that good feedback on the Bullying-Free NZ classroom posters had been received from a large number of primary and intermediate schools. Iona Holsted (MoE) suggested going back to those schools after Bullying-Free NZ Week to get "good stories".
- Claire John (MoE) confirmed the expanding range of information, resources and tools available on the Bullying-Free NZ website had necessitated an update to the website's home page. Claire noted the new home page would be operational prior to the start of Bullying-Free NZ Week.
- Kim Hailwood (MoE) explained that as part of a community-driven initiative, BNZ Crusaders captain Sam Whitelock and sponsors Bayleys Canterbury had teamed up on a series of short videos to amplify the anti-bullying message and to get children and young people talking about bullying and what they could do about it. Kim advised the videos would be featured on the Bullying-Free NZ website and through social media channels.
- In addition, the BNZ Crusaders and Bayleys Canterbury had created the bullying prevention children's book '*Ace: a horsey tail of courage*'. Kim explained the book provided information about Bullying-Free NZ and practical information to support parents and whānau. The book was to be promoted at the BNZ Crusaders forthcoming home games and all proceeds from the sale of the book would be donated to Make-A-Wish New Zealand.
- David Wales (MoE) spoke briefly to a fact sheet on the Bullying-Free NZ School Toolkit (including a parent's pack, a guide for Boards of Trustees, training modules for school staff, and a series of interactive classroom posters). David reported the toolkit had been developed based on the Bullying-Free NZ School Framework's nine core components.
- Janina Hanify (Parents and Community Information Group, MoE) demonstrated the new digital story *Oat the Goat* www.oatthegoat.co.nz (also available in te reo Māori – *Oti te Nanekoti* www.otitenanekoti.co.nz), which would be launched during Bullying-Free NZ Week. (The proposed interactive digital design of the story, set within a New Zealand context, including native scenery and bird song, had been presented at the Group's November 2017 and February 2018 meetings.)
- Using a 'pick-a-path' approach, Janina reiterated this interactive story for 4-7 year-olds was a fun way for children and parents, whānau or educators to spend time together learning about the power of kindness and making the right decisions when confronted with different bullying behaviour scenarios.

	<ul style="list-style-type: none"> Janina noted an <i>Oat the Goat</i> resource pack, including posters, discussion prompts for a classroom learning experience, and stickers for students to take home so parents and whānau heard about the book, would be despatched to all primary schools and early learning centres. <i>Oat the Goat</i> would also be promoted through a number of other channels, including the New Zealand Symphony Orchestra (who had provided the story's soundtrack) and public libraries.
6: Student Voice through W@S	<ul style="list-style-type: none"> Phil Tappenden (NZAIMS) advised his school had recently completed the Wellbeing@School (W@S) student survey and found it to be a valuable exercise. Iona Holsted (MoE) noted the communications plan (May Action Point 1) should include the promotion of stories about schools using the W@S tools. Nicole Macquet (MoE) presented on the use of student voice through the W@S survey (students at the centre with agency). She observed gathering student voice was more than just listening – it was co-constructing meaning to reach outcomes and actions that were mutually beneficial. Focusing on five principal aspects of the student voice model, Nicole outlined current work that put W@S data directly into the hands of students and teachers and positioned them to work with each other. Nicole acknowledged the challenge for schools was to empower young people to become change partners and co-designers, so that adults could learn directly from young people's lived experiences and gain insight into how best to support them. Kim Hailwood (MoE) advised this presentation related to the work underway to develop a resource that would help schools make the best use of their W@S data, due for completion at the end of July (February Action Point 2).
7: Update: ERO's National Evaluation on Bullying Prevention	<ul style="list-style-type: none"> Vicki Wilde (ERO) presented initial high level data from ERO's national evaluation on bullying prevention (scheduled for Terms 1 and 2, 2018). Vicki noted the information she was providing was a progress update as data collection was at an early stage (not all data was in) and an in-depth analysis had not commenced. Vicki restated the evaluation framework's five broad focus areas, including enabling student voice/agency. She explained the purpose of gaining student voice was to understand the effect of school-wide bullying prevention and response policies, programmes and practices from a student's perspective. Preliminary Term 1 survey responses from students (Year 4 and above) covered their experiences of bullying, what they had learnt about responding to bullying (as a target or bystander), their confidence to apply what they had learnt, and their view of the effectiveness of the strategies they were using. The difference in some of the responses from primary and secondary schools were highlighted and discussed. Vicki confirmed the information collected from schools would be analysed and synthesised for at least one national report, due for release in 2019.
8: Recent and Upcoming Media	<ul style="list-style-type: none"> David Wales (MoE) noted Group members had been provided with copies of journalist Adele Redmond's Sticks and Stones six-part series on bullying, which featured comments from a number of BPAG members. Iona Holsted (MoE) advised the journalist had made contact with her as Chair, but that she had not provided comment on behalf of BPAG as members were able to share their perspective on the issue themselves. Iona noted it had been useful that members had looped each other into the comments they had made when contacted by the reporter.

- David Rutherford (HRC) confirmed Adele Redmond's starting point had been the concern of parents she had spoken to who believed not enough was being done to address bullying.
- The articles were briefly discussed and it was agreed there had been some value in the issue being underlined within a community context.
- Sally Boyd (NZCER) advised she had suggested to the reporter that she might want to consider the media's role in focusing mostly on negative findings and reporting stories of bullying, rather than solution-focused stories about actions and school approaches aimed at making a difference.
- David Wales (MoE) alerted the meeting to the forthcoming second season of Netflix's *13 Reasons Why*. He reported that all 13 episodes of Season 2 would be released on Friday, 18 May 2018, and would cover issues such as suicide, rape, drug-use, violence and bullying.
- David detailed the information that was currently available, including a School Bulletin article and the Mental Health Foundation's resource hub.
- It was agreed that as further information became available (i.e. themes being covered, episode guide), it would be forwarded to BPAG members for sharing with their colleagues.

Action Point 2: (due date 25 May 2018)

MoE to forward relevant information, as it becomes available, to BPAG members on season two of Netflix's *13 Reasons Why*.

9: Online Safety Advisory Group (OSAG) Update

- As Martin Cocker (Netsafe) had to leave the meeting for another engagement, members who had attended the Online Safety Advisory Group meeting summarised the key points discussed, including:
- Netsafe (partnering with UNICEF NZ) had been confirmed as New Zealand members of the Global Kids Online network. Led by the London School of Economics and UNICEF Office of Research-Innocenti, Global Kids Online is an international research project that aims to generate and sustain a rigorous cross-national evidence base around children's use of the internet by creating a global network of researchers and experts.
- The joint Ministry of Education and Netsafe guide on *Digital technology: safe and responsible use in schools* was being updated. Changes being made included reducing theoretical details in the body of the guide (moving them to appendices), adding information about the Harmful Digital Communications Act 2015, and enhancing details on investigating. A first draft had been completed, which would be distributed for comment shortly.
- Findings from an upcoming report on New Zealand young people (14-17 years) and digital harm, which showed:
 - Seven in 10 young people had received at least one type of unwanted digital communication (not all these experiences resulted in harm or distress).
 - Nearly two in 10 (19%) of young people experienced an unwanted digital communication that impacted on their daily activities (i.e. being unable to participate online as they once did, and to go to school or study).
 - Experiences of distress and harm were gendered. Girls were more likely to receive an unwanted digital communication and were also more likely to be emotionally impacted and unable to carry on with daily activities because of them.
 - In just over a quarter of cases (27%), an unwanted digital communication was related to a wider issue happening off-line. This was higher for girls than boys.

10: BPAG Member Updates

- Mark Potter (NZEI Te Riu Roa) highlighted the well-attended Christchurch Education Summit (5-6 May 2018), which had discussed what learning should look like in the future. He noted that as well as teachers and educators, a wide range of people from all parts of the community took part in the summit. Mark emphasised the broad diversity in age, ethnicity and sector representation.
- Mark described how participants had been asked to rank values they considered as most important in education. Collectively 10 top values were chosen, including hauora/wellbeing, identity, creativity, family/community/whānaungatanga, respect, and belonging.
- Donna Provoost (OCC) asked if members were attending a New Zealand national conference on bullying prevention, scheduled for 19 May 2018 in Auckland. It was observed 'The beyond bullying: prevention, intervention and postvention' conference programme appeared to have limited discussion or examination of research-based best practices.

Next Meeting

Date: Tuesday, 14 August 2018
Time: 1.00pm-3.00pm (lunch available from 12.30pm)
Venue: Ministry of Education
 Mātauranga House (Level 2), 33 Bowen Street, Wellington

February 2018 Action Points		Responsible	Due Date
1.	MoE and NZCER to explore ways to increase awareness of the Wellbeing@School (W@S) toolkit within school communities, and continue to seek feedback on the use of the W@S tools by schools.	David Wales/ Sally Boyd	31 July 2018
2.	BPAG Secretariat to investigate the development of a resource to help schools make the best use of their W@S data, enabling them to easily determine their priorities and guide their decision making.	David Wales	31 July 2018
3.	ERO to provide an oral update on available top-line results from the school bullying prevention and response national evaluation.	ERO	13 November 2018
May 2018 Action Points		Responsible	Due Date
1.	MoE to provide a comprehensive plan for regular proactive messaging on bullying prevention (including promotion of the W@S tools) throughout the year (i.e. on a quarterly basis).	David Wales	31 July 2018
2.	MoE to forward relevant information, as it becomes available, to BPAG members on season two of Netflix's <i>13 Reasons Why</i> .	David Wales	25 May 2018