



Terms of Reference: Canterbury Area Allocation Panel

Purpose

This document describes the agreed terms of reference for the PLD Area Allocation Panel, which operates as the body responsible for reviewing PLD proposals and recommending the allocation of centrally-funded PLD.

Objectives and Scope

The Area Allocation Panel, consisting of sector, community and Ministry representatives, is responsible for reviewing PLD proposals and recommending the allocation of centrally funded PLD.

The Area Allocation Panel ensures PLD proposals are reviewed by personnel with the appropriate educational and local knowledge, background and skill-set.

Timeframe

The Area Allocation Panel will commence in November 2016 and will continue for a minimum of 1 year.

Role and Responsibilities

Roles within the Area Allocation Panel include the Chair, members and secretariat. Specific responsibilities relating to each of the roles are provided in the Appendix.

The chair will be appointed by the Ministry and will be a Ministry representative. Members will be sector and community representatives, appointed based on identified experience, knowledge and understanding.

The Ministry reserves the right to bring added expertise on to the panel when required. The addition of specialist panel members may be required when the expertise on the panel does not enable a PLD proposal to be adequately assessed.

Each Area Allocation Panel **Member** should ensure they:

- Have formally accepted this terms of reference
- Understand the purpose, scope, role and responsibility of the panel
- Commit to ensuring the panel's success and representation of their sector/community group
- Have the capacity to fulfil the role and can attend all panel meetings i.e. up to four times a year
- Provide advice and input representative of their identified skills and knowledge
- Make evidence-informed assessments based on the agreed sets of criteria

The **Chair** will ensure:

- Appropriate personnel are engaged, updated and consulted to provide assurance, as required
- Issues with the criteria or process are communicated to the Ministry with proposed resolutions.

The **secretariat** will ensure that:

- The Ministry’s corporate structure is connected and available to support the panel as required.

Membership

The Area Allocation Panel membership represents the sector and the Ministry. The following table outlines names and related roles within the Area Allocation Panel.

Role	Representation
Chairperson	
Member	
Secretariat	Ministry of Education

Commitment Required

The panel is expected to meet four times per year (once per term) as required to discuss, moderate and recommend PLD proposals. The volume of proposals received requiring review may fluctuate during the year.

The initial briefing and establishment meeting will be decided and advised by each region.

Experience and Credibility

Demonstrated credibility and experience are critical. For this reason, the majority of panel members are from the sector and represent the end users of PLD. They will sit alongside members from their community and the Ministry who bring local knowledge and specific expertise.

Panel members will be expected to demonstrate relevant experience, knowledge and understanding in relation to the following criteria:

Criteria for selection

- Educational background – relevant experience, knowledge and understanding of:
 - Educational settings (e.g. ECE, primary, secondary, area, kura kaupapa, kura-ā-iwi, tertiary etc.)
 - Current role: teacher, principal, BoT member, whānau/community member etc.
 - Cultural responsiveness in an educational environment

- The role of leadership in implementing PLD support
- Availability
 - Is able to complete the evaluation of proposals sent and attend meetings as required
- Appreciation of local contexts – knowledge and understanding of:
 - The local area (e.g. CoL, schools/kura, pressures, challenges, achievements, iwi affiliations, kawa, tikanga, socio-economic, social and cultural make-up)
- Systems, policies and processes – relevant knowledge and understanding of:
 - NAG reporting expectations, National Standards, Ngā Whanaketanga Rūmaki Māori, NCEA, charters, annual plans, PLD, curriculum statements, BPS targets, leadership and management etc.
- Knowledge and understanding of inquiry
 - The nature and value of inquiry (learner centred, use of a range of data to inform actions, applying strategies for improvement, evaluating planning and progress to reset targets etc.)
 - The value of identifying and responding to underpinning causes of achievement issues

Protocols

Quorum for Assessment Decisions

A minimum of three Area Allocation Panel **Members** are required for the meeting to be recognised, and for any decisions or related actions to be valid. The quorum must contain the **Chair** and a representative from the sector, relevant to the educational setting the proposal has been received from (explained further below):

- Proposals received from Māori/dual medium settings should be reviewed by a panel member with sufficient te ao Māori knowledge and/or experience;
- Proposals received from an early childhood learning centre should be reviewed by a panel member with sufficient early learning knowledge and/or experience;

In order to achieve this, the Area Allocation Panel may have a rolling membership i.e. members reviewing proposals and sitting on the panel when their specific expertise is required.

Substitute members are only recognised to act on an Allocation Panel **Member's** behalf where they have the delegated authority to act on their behalf, or where otherwise agreed by the Area Allocation Panel.

Apologies

Absences are to be advised to the **Secretariat**. The **Secretariat** is responsible for advising the **Chair** if there are insufficient members for a quorum, and discussing any proposed substitutes with the **Chair**. They are also responsible for providing any required briefing information for the proxy.

Meeting Structure

The **Chair** will convene the Area Allocation Panel meetings. If the **Chair** is unavailable, the acting Chair will be agreed by the panel.

Decision Making

Overall accountability and decision making for the Area Allocation Panel is with the **Chair**.

Minutes

The **Secretariat** will distribute PLD proposals for review. They will be responsible for formally recording the Area Allocation Panel's discussions, decisions, actions, and risks and issues.

Meeting Schedule

The Area Allocation Panel will meet up to four times per year (once a term). The meeting schedule will be established and notified as soon as members are confirmed.

Appendix

The following table details the roles and related responsibilities, specific to this Area Allocation Panel:

Role	Specific Responsibility
Chairperson	<ul style="list-style-type: none">• Chairs the Area Allocation Panel• Manages Ministry interactions and communications to the sector
Members	<ul style="list-style-type: none">• Read, review and recommend proposals• Provide sector advice and guidance• Support the chair• Ensure key stakeholders are represented• Make evidence informed assessments based on the agreed sets of criteria.
Secretariat	<ul style="list-style-type: none">• Scheduling panel meetings• Receiving, checking and sending out proposals and meeting documentation• Taking and distributing meeting minutes• Recording decisions and action points• Booking travel etc. when required