

Early Childhood Advisory Committee (ECAC)

Terms of Reference – July 2009

Background

ECAC forms part of the Ministry's relationship with the sector and is a forum for information sharing between all parties including updates on the progress of the 10 year Strategic Plan for ECE *Nga Huarahi Arataki*. Information is provided to ECAC to be disseminated to members of representative organisations, as well as directly to the ECE sector.

Purpose of the ECAC meeting

- To share information of importance to the ministry and the ECE sector
- To provide sector feedback on proposals from government, the Ministry of Education and other government agencies which may impact on the ECE sector
- To identify and discuss strategic challenges and opportunities facing the ECE sector.
- To foster a partnership between government and the ECE sector in achieving common goals.

Frequency of meetings

Meetings are chaired by the Chief Executive or representative. Five meetings are held each year, for five hours, on the first Wednesday in the months of March, May, July, September and November.

Agendas and documents:

The Chief Executive authorises any changes to the order of the meeting.

Meetings are minuted. Agendas and briefing documents are emailed to members in the week prior to the meeting.

ECAC membership and other attendees

Membership is at the invitation of Chief Executive, Ministry of Education. ECAC is reflective of the early childhood education sector, rather than explicitly representative.

ECAC members broadly represent stakeholders from licensed and or chartered services; teacher-led, parent-led, sessional, all day, homebased, hospital, and special education (ECE) services.

ECAC members nominate a representative and an alternate from within their organisations to attend meetings. A representative from each member organisation is in attendance at meetings.

ECAC membership organisations 2009

Barnardos New Zealand

Christian Early Childhood Education Association of Aotearoa

Early Childhood Council

Early Childhood Leadership

Federation of Rudolf Steiner Schools

Hospital Play Specialists Association of Aotearoa/NZ Inc

Montessori Association of NZ

New Zealand Homebased Early Childhood Education Association

New Zealand Playcentre Federation

NZ Kindergartens
NZEI Te Riu Roa
NZEI Te Riu Roa – Te Reo Are Are
Pasifika Advisory Group
Te Kohanga Reo National Trust
Te Tari Puna o Aotearoa/NZ Childcare Association
Te Aho o Te Kura Pounamu/The Correspondence School
Early Intervention Association

Sector representatives

Representatives are determined by member organisations. Each organisation may have an alternate who receives all ECAC documents.

Sector attendance at each meeting is limited to one member from each representative organisation, although in some circumstances the Chief Executive may approve the attendance of a nonspeaking observer from the same organisation.

Ethical behaviour

The expectations are that ECAC members represent their organisations' viewpoints, respect the confidentiality of sensitive information, and that they avoid situations which might compromise their relationships with the Ministry of Education.

Ministry membership 2009

Chief Executive (Chair)
Deputy Secretary ECRE
ECE Group Manager
Senior Managers ECE Group

Other attendees:

Government agency observers invited by the Chief Executive

Speaking rights:

Observers do not have speaking rights.

Review of Terms of Reference – Frequency

Annually in July