

Aide-Memoire: NZQA annual staff meeting

To:	Hon Chris Hipkins, Minister of Education
From:	Dr Grant Klinkum, Chief Executive
Date:	12 May 2021
Reference:	CR22234

Purpose

1. This aide memoire is to outline NZQA's annual staff meeting, which you have been invited to attend on Friday 11 June. It also provides information you may need to know, and the proposed schedule around your attendance.
2. NZQA proposes to proactively release this briefing as part of the next publication of documents.

Background

3. You have been invited to attend NZQA's annual staff meeting (All Staff Half Day), from 10.30-11.15am on Friday 11 June 2021. The event will be held in the Amokura Room at Te Papa Tongarewa, 55 Cable Street, Wellington.
4. The purpose of this event is to outline how changes currently underway in respect of RoVE and the Review of NCEA, together with the need for the organisation to continue to pursue a more customer-centric approach, are reflected in shifting expectations of NZQA staff. It will also provide an opportunity to engage with staff on how NZQA can respond as an organisation, and how each staff member can play a part in delivering on these shifts through their work. This includes a continuing emphasis on equity and ensuring NZQA's work supports Te Tiriti o Waitangi.
5. An outline of the programme is attached. In addition to yourself, we will have presentations from Dr Hana O'Regan (a member of Ngā Kaitūhono – NZQA's Māori advisory group) and Grant Klinkum.
6. NZQA has approximately 400 staff based in Wellington, most of whom will be able to attend the half day event. A livestream will be provided for approximately 50 staff based in other regions or unable to attend in person.

Presentation

7. NZQA will provide a recommended speech, focusing on your expectations of NZQA, and equity for Māori and Pacific learners, and disabled learners at every level of education.
8. You will be able to speak from a lectern, wearing a lapel microphone. If you wish to use a PowerPoint presentation, NZQA's Communications Team can work with your office to arrange this.
9. If NZQA's hearing impaired staff attend the event, a New Zealand Sign Language interpreter will be present, standing on stage to one side while you present.
10. Your speech will be followed by 10 minutes of Q&A. NZQA will provide a range of possible questions and answers in advance of the event.

Draft runsheet

11. A full runsheet of the half-day will be provided to your office in advance of the event, however your attendance is scheduled as follows:

10.30 – 10.35	Minister arrives at Te Papa Tongarewa and is met by Dr Grant Klinkum, NZQA Chief Executive. The Minister and Grant make their way to the Amokura Room on Level 4.
10.35 – 10.40	Minister is fitted with a lapel microphone and introduced by the event MC, Utu'afasi Rosemary Mose (NZQA Chief Adviser Pasifika).
10.40 – 10.50	Minister speaks
10.50 – 11.00	Questions and Answers
11.00 – 11.05	Waiata from NZQA staff, and Minister is briefly thanked by the event MC.
11.05	Minister can depart, or is welcome to stay for paramanawa (morning tea) until 11.30

Next steps

12. Further information as noted in this aide-memoire will be provided to your office by 4 June.



Dr Grant Klinkum
Chief Executive, NZQA
12 May 2021

Hon Chris Hipkins
Minister of Education

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