



## MINISTRY OF EDUCATION & TRAINING 2014 SEO CONFERENCE MINUTES

### Meeting details:

<b>Title:</b>	2014 MoET SEO Conference
<b>Date:</b>	03 <sup>rd</sup> December 2014
<b>Meeting #:</b>	03/2014
<b>Start Time:</b>	8. 00 am
<b>End Time:</b>	4.36 pm
<b>Venue:</b>	Hospitality, Tourism and Leisure Training Centre
<b>Chairperson:</b>	Director – Roy Obed
<b>Minute Taker:</b>	Helen K./Caroline K. / Marie-Noelle H.

	Morning	Afternoon
Attendees	47	47
Apologies	4	10
Absentees	22	21

### Agenda:

Item	Discussions	Action Points	Responsibility	Time frame
Welcome – Roy Obed Devotion - PEO Malampa – Mr. Renjo Luke 17: 11-17				
Welcome and Opening Remarks.	Welcome remarks from Director Education Services			
International Disability Speech	<u>Presentation by Pierre</u>  Presented statement on International Day of Disability today.			

	<p>Roy- Thanked Pierre for statement presented, also Sanma Province for project in Santo East, Matavanga in Torba while slowly will extent to other province.</p> <p>Joel Toa- Confirmed that these are Ni-Vanuatu students and they are willing to study asked all other Provinces to accept them and not let go of them.</p> <p>Roy- Find a reason for the contributing factor, need to find donor to fund this.</p> <p>Dick Hopkins- Confirmed Matavanga School provides to top 20 in 2013 for Year eight exams whilst Joel Toa added that they are ranked top 10.</p> <p>Roy- Asked PEO Torba to show statistics sometimes during the Conference if time allows.</p>			
<p>VQA and Qualification Framework</p>	<p>Chair stated that must be clearer on; Quality Assurance Process. What our teachers are doing, their plans- have appropriate materials</p> <p>Peo Shefa- Congratulate VQA for its job well done, we talked about quality but some have their own agenda Stop urban drift, more training needed on</p>	<p>Heads of Schools or Managers to attend the Vanuatu Quality Management training to better understand “quality” in the system.</p>		<p><b>January 2015</b></p>

	<p>Tourism in order to Support RSE and unskilled workers.</p> <p>David responded that we have some VIT graduates that they work with Department of Labour on training on how to manage them and develop standards to monitor them on return to have their skilled accessed.</p> <p>Also a Paper has been submitted to COM for support on funding.</p> <p>Quality Auditing has been done in some local institutions and also there is membership with International Standards.</p> <p>Bob N- Thanked VQA CEO for presentation and propose to minimize class sizes. For instance, Engineers/Architect have an association [ It will be good that each sections have their own Association]</p> <p>Assurance on building materials [too much Chinese materials] No food Tech personals National Scholarship and Training Board - must select base on what our country needs.</p> <p>Director Roy mentioned budget went through but not passes so VQA uses whatever they have available.</p>			
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	<p>Joel Toa- Understand that VIT will become a University of its own, do we have any accreditations with other Universities outside?</p> <p>Low literacy and numeracy rate means we have to recruit based on priority.</p> <p>David mentioned;</p> <p>Standards becoming more and more strengthened.</p> <p>A Bill for the Standards Authority will be formulated - work with Food Technology and that what we buy are good.</p> <p>Language/ Literacy and Numeracy Framework- TA to work on it.</p> <p>Emmanuel mentioned; Coordinate Technology at the Ministry, to make sure quality is inside, and in order to register, there must be standards and in order for VQA to access standards must be met.</p> <p>Registration and accreditation are being carried out.</p> <p>Jack Daniels mentioned a 6 weeks workshop relating to Quality; Satisfaction [Institute which provides programs, Students satisfied with,</p>			
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	<p>employable by participants].</p> <p>Quality Management System [How to manage processes, quality and monitor and compliance are carried out].</p> <p>Chair recommends that that School Heads, Managers, PEOs and Directors to attend this workshop.</p>			
Students' Welfare	<p>Roy presents Policy on Students' Welfare.</p> <p>Chair asked that next year's SEO Conference, all Schools have Student Councilor, mentioned that under VQA Act, Quality Assurance</p> <p>Roy mentioned [Resolutions- PEOs take note of Students issues to be dealt with first before communities handled issue].</p> <p>Jack Daniels- Definition on quality management [School, Student, Organization or employment] Working hours [PSC stated 44 hours which needs to be cleared].</p> <p>Student Teacher Ratio 1/25 [need more Student resources and more students are needed as it does not matter the smaller numbers.</p> <p>PEO Shefa mentioned; Question raised that</p>	<p><u>Recommendation</u> PEBs and GAEAs to ensure that schools have copies of the approved student Welfare Policy and to implement the policy.</p> <p>MoET to develop clear guidelines on student discipline – suspension, termination, withdrawals, etc.</p> <p>Schools must establish Career and Counseling programs urgently as it has been a priority for 2012 and 2013 SEO Resolution.</p> <p>All Authorities to check and ensured that teachers must do lesson plan.</p> <p>TSC to advise all teachers that the standard student contact hours is 40 hours –. Friday afternoon is to be allocated for provisional training time, and not be taken as “free” time.</p> <p>All schools to establish Christian “Councils”</p> <p>MoET to provide planning templates to PEBs/GAEAs and schools to be used for formal planning. All PEBs/GAEAs to</p>		January 2015

	<p>under the Act, power is Roy mentioned; Education Regulation stated that in Primary 1/33, Secondary 1/34.</p> <p>Teacher must work 40 hours. 3 parts of teaching - Plan lesson, evaluate and teaching it.</p> <p>MoET does not have any documents for Pregnancy discipline.</p> <p>PEO has power under Law to terminate student.</p> <p>Johnson mentioned students must be provided with their carrier path as in scholarships applications, students have not made their choice as to which courses to undertake.</p>	<p>develop policies to be used as a guide for schools to develop their own policies in the above areas.</p> <p><i>Refer to Principals Handbook.</i></p> <p>MoET to confirm student teacher ratio at all levels of Education:</p> <p>ECCE Primary Years 1 to 6 Junior Secondary School Years 7 to 10 Senior Secondary School Years 11 to 13</p> <p>MoET to develop template for FLYING MINUTES to be used by PEBs/GAEAs and in schools. Mode: Phone, Written, - <i>Must have formal signed recommendation of board member included in minutes.</i></p>		
Malampa Schools Case – Lesson Study	PEO Malampa and Jeffrey present Malampa Education Evaluation and Assessment for Year 1-6 Teachers Lesson Planning.			
<b>Lunch</b>				
	PEO Malampa and Jeffrey present Malampa Education Evaluation and Assessment for Year 1-6 Teachers Lesson Planning.			
	Johnson mentioned that during one of his visit to Epi Schools with the	To consider replicating this trial in other provinces after full Malampa schools are completely		2015

	<p>former PM, Hon. Moana Carcasses, where they heard complain that ZCAs and PEO never visits the schools.</p> <p>Pierre Gambetta expressed his appreciation to PEO Malampa for the presentation and also to other PEOs and MOET for assisting teachers who went as far as Japan for trainings.</p> <p>PEO Shefa Mentioned that firstly the Education Office is located in the main center which often difficulty to visit all schools within Shefa itself and secondly, the Shefa Education Office tries its best to train all teachers.</p> <p>Bob N stated that there is a great need to follow up results with all schools.</p> <p>Joel Toa mentioned that most of the times ZCA did not make an attempt to visit their schools or spend less time if they happened to visit.</p> <p>Elvie Tamata assured everyone that the ISU as of next year will assist in training the ZCAs.</p> <p>PEO Malampa mentioned that most</p>	<p>assessed.</p> <p>To ensure that there is an ethical process prior to publishing data and photos of teachers, since this assessment can be seen as a research.</p> <p>To ensure that students results from these trialed schools must be followed up in VANSTA and Year 6 exams.</p>		
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	ZCAs are based in their zone and yet they do not have the time to visit their schools within their zones.			
VITE Principal Presentation: <b>Institutional Strengthening</b>				
Anne Rose Presentation VITE: <b>Teachers Standards</b>				
Elvie Tamata VITE: <b>ISU Kurikulum Rolaot 2015</b>				





<p>Jenny James Presentation: <b>East Asia-Pacific Early Child Development Scales (EAP-ECDS):</b></p>	<p>George Berry asked if the survey instrument has been translated to the children's vernacular</p> <p>Liku Jimmy mentioned that yes all survey instruction has been translated to bislama and also a training of trainers has been conducted to all pre-school key teachers known as assessors in this pilot study.</p> <p>John Niroa Stressed the importance of having a secured home adds to the development of a child.</p> <p>Bob N also stressed the importance of respect at home between both parents and children, due to some cases where mothers often swore and say mean words to their child.</p>	<p>MOET to use these findings to impact policy decisions and invest in factors that correlate with early childhood development</p> <p>MOET to invest in the early childhood programmes, as children who attend preschool in country have better outcomes than those who do not.</p> <p>MOET to capitalize on this unprecedented data set from the East Asia and Pacific region and allocate resources for data mining to gain a better understanding of how and how certain factors (e.g. preschool attendance, maternal education, and ethnic minority status) affect early childhood development in the Pacific region and in Vanuatu</p> <p>MOET to invest in narrowing developmental gaps between children in rural and urban areas.</p> <p>MOET to denote maternal education as an early childhood intervention and allocate resources to promote both, parent education and training and formal education. Maternal (and paternal) education predicted child outcomes in the sample as a whole, and in most countries.</p> <p>MOET to invest in building the capacity of in-country teams to conduct evaluation research, thereby improving the quality and representatives of the body of knowledge for evidence-based policy-making.</p>		<p>2015 - 2016</p>
<p><b>Next Meeting Date &amp; Time</b></p>				<p>Thursday 04<sup>th</sup> December 2014</p>

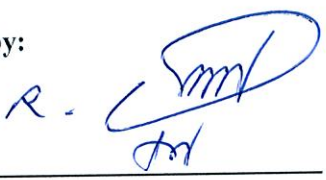
				8.00 am

Closing and supporting remarks:

Name & Signature Lead Secretary: Helen Kilman 

Name & Signature Lead PEO: Liku Jimmy 

Name & Signature Chairperson:  ROY OBED

Approved by: 

Director General  
*On Behalf of the Participants of the 2014 SEO Conference*

Date: 18.12.14

Official Stamp: \_\_\_\_\_



**MINISTRY OF EDUCATION & TRAINING 2014 SEO CONFERENCE - ATTENDANCE SHEET**
**Date : Wednesday 03rd December 2014 (Morning Attendance)**

No.	Name	Position	Signature
<b>MoET Cabinet</b>			
1	Honorable Bob Loughman	Minister	Abs
2	Jocelyn Mete	First PA	Abs
3	Iaken Keiro	Second PA	Present
<b>Director Generals Office</b>			
4	Jesse D Joe	Director General	Apologies DGO meeting
5	Yoan Mariasua	Chief Executive Officer	✓
6	Arnaud Malessas	PEO Audit	
7	Gloria Duvu	PEO Human Resource	fa Albert
8	Serge Lewawa	PEO Procurement	
9	Samuel Katipa	PEO Quality Assurance	
10	Hilaire Sese	Education Bodies Officer	
<b>Teaching Service Commission</b>			
11	Derek Alexander	Chairman	Abs
12	George Berry <i>REMAN</i>	Secretary General	
<b>National Education Advisory Council</b>			
13	Alpi Baleng	Chairman	Abs
<b>Vanuatu Qualification Authority</b>			
14	David Lambukly	Chief Executive Officer	
15	Sam Samuel	VQA Officer	
<b>Administration &amp; Finance</b>			
16	Gideon John	Director	Apologie Attend NTSB.
17	Adrian Banga	PEO ICT	✓
18	Bob Nikaih	PEO Facilities	
19	Julia Whippy	PEO Finance	✓
	<i>LELEP JOSEPH</i>	<i>SEO Accountant</i>	<i>Joseph</i>
<b>Policy &amp; Planning Unit</b>			
20	John Niroa	Director	
21	Liku Jimmy	PEO Planning	✓
22	Cobin Ngwero	SEO Monitoring	

23	Fabiola Bibi	SEO Statistics	Abs
<b>Education Services</b>			
21	Roy Obed	Director	✓
22	Glenden Illaisa	PEO National Programmes	
23	Pierre Gambetta	PEO Administration	
24	Jennifer James	Early Childhood	
25	Virana Lini	Education in Emergency	
26	Jim Knox	Inclusive Education	Abs
27	Emmanuel Garae	TVET in Schools	
28	Shirley Joe	Secondary Schools Officer	
29	Charley Robert	CDU	
30	Leisel Masingiow	CDU	Apologie Attend workshop
31	Norah Naviti	Examination & Ass. Unit	Apologie ovensa Mission
32	Thomas Butu	Examination & Ass. Unit	Abs - Apologie Masingiow
33	Sergio Thomas	SBM	
34	Herem Navat	SBM	Abs
<b>Provincial Education Offices</b>			
35	Dick Hopkins	PEO Torba	HD
36	Chairman of Torba PEB	Chairman of PEB Torba	Abs
37	Thompson Wari Paul	PEO Sanma	
38	Chairman of Sanma PEB	Chairman of PEB	Abs
39	Hellen Vusi	PEO Penama	
40	Chairman of Penama PEB	Chairman of PEB	Abs
41	Renjo Samuel	PEO Malampa	✓
42	Chairman of Malampa PEB	Chairman of PEB	
43	Elmo Joseph	PEO Shefa	
44	Chairman of Shefa PEB	Chairman of PEB	
45	Naken Nanmatil.Nathaniel	PEO Tafea - Tafea education	
46	Chairman of Tafea PEB	Chairman of PEB	
<b>Government Assisted Education Authorities</b>			
47	Paul Pala	Director Apostolic	
48	Chairman Apostolic EAB	Chairman EAB	Abs
49	Kiel-Maimai JANE WILLIAM	Director AOG	
50	Chairman of AOG EAB	Chairman of EAB	
51	Rowhani Bahai Director	Director	Abs
52	Chairman of Bahai EAB	Chairman of Bahai	Abs
53	Stephane Yawiko	Director Catholic	

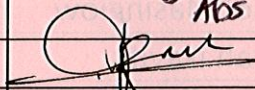
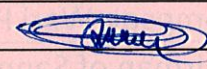
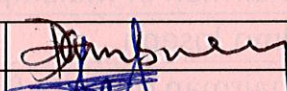

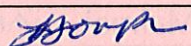
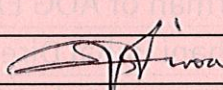

54	Chairman of Catholic EAB	Chairman of EAB	Abs
55	Mayble Wilbur	Director COC	<del>WLB</del>
56	Chairman of COC EAB	Chairman of EAB	<del>WLB</del>
57	Presley Gihiala	Director COM	Jur
58	<del>Chairman of COM EAB</del>	Principal Abraham Eldads	<del>AB</del>
59	David Peter Mawa	Director,NTM	Abs
60	Chairman of NTM EAB	Chairman of EAB	Abs
61	Jonathan Tarip	Director Presbyterian	Abs
62	Chairman	Presbyterian EAB	Abs
63	Nalo Matan	Director Protestant	ky
64	Chairman of FELP EAB	Chairman of EAB	<del>John</del>
65	Willie Luen <del>Joel C. 10A</del>	Director SDA	<del>W</del>
66	Chairman of SDA EAB	Chairman of EAB	Abs
	JOSES TOGASE	DGS - ACOMV	<del>Tog</del>
<b>Higher Education</b>			
67	Johnson Toa	Director	<del>Johnson</del>
68	George Jonathan	PEO Higher Education	Joka
69	Kaltau John	PEO Scholarship	<del>JK</del>
70	Agnes David	SEO Training	David
71	Daniel Jack	VITE Princpal	<del>Jack</del> 3/12
72	Kalpat Kalbeo	VIT Principal	<del>Kalpat</del>
73	Elvie Tamata	Inservice Unit	Abs
<b>MoET Sector Analysts</b>			
74	Rex Willie	Dept. of Treasury, MFEM	Abs
75	Paul Nalau	DSPAC, PMO	Abs
			<del>Abs</del>

Abs: 22  
 Apologies: 4  
 Present: 47.




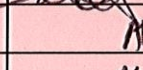
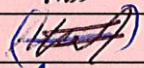


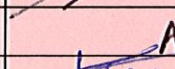


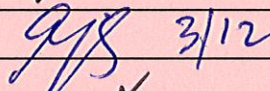

Caroline K: Time ~~11:30~~ 11:30 am

JW

**MINISTRY OF EDUCATION & TRAINING 2014 SEO CONFERENCE - ATTENDANCE SHEET**
**Date : Wednesday 03rd December 2014 (Afternoon Attendance)**

No.	Name	Position	Signature
<b>MoET Cabinet</b>			
1	Honorable Bob Loughman	Minister	Apologies
2	Jocelyn Mete	First PA	Abs
3	Iaken Keiro	Second PA	✓
<b>Director Generals Office</b>			
4	Jesse D Joe	Director General	Apologies
5	Yoan Mariasua	Chief Executive Officer	Abs
6	Arnaud Malessas	PEO Audit	
7	Gloria Duvu	PEO Human Resource	Abs
8	Serge Lewawa	PEO Procurement	Abs
9	Samuel Katipa	PEO Quality Assurance	✓
10	Hilaire Sese	Education Bodies Officer	Abs
<b>Teaching Service Commission</b>			
11	Derek Alexander	Chairman	Abs
12	George Berry <i>REMAN</i>	Secretary General	
<b>National Education Advisory Council</b>			
13	Alpi Baleng	Chairman	Abs
<b>Vanuatu Qualification Authority</b>			
14	David Lambukly	Chief Executive Officer	
15	Sam Samuel	VQA Officer	
<b>Administration &amp; Finance</b>			
16	Gideon John	Director	Apologies : NTSB Mt
17	Adrian Banga	PEO ICT	Apologies : TSC
18	Bob Nikaih	PEO Facilities	✓
19	Julia Whippy	PEO Finance	✓
	<i>WILD Joseph</i>	<i>SEO Accountant</i>	
<b>Policy &amp; Planning Unit</b>			
20	John Niroa	Director	
21	Liku Jimmy	PEO Planning	✓
22	Cobin Ngwero	SEO Monitoring	

23	Fabiola Bibi	SEO Statistics	Abs
<b>Education Services</b>			
21	Roy Obed	Director	✓
22	Glenden Illaisa	PEO National Programmes	<del>Handwritten signature</del>
23	Pierre Gambetta	PEO Administration	<del>Handwritten signature</del>
24	Jennifer James	Early Childhood	<del>Handwritten signature</del>
25	Virana Lini	Education in Emergency	<del>Handwritten signature</del>
26	Jim Knox	Inclusive Education	<del>Handwritten signature</del>
27	Emmanuel Garae	TVET in Schools	<del>Handwritten signature</del>
28	Shirley Joe	Secondary Schools Officer	<del>Handwritten signature</del>
29	Charley Robert	CDU	<del>Handwritten signature</del>
30	Leisel Masingiow	CDU	Apologies
31	Norah Naviti	Examination & Ass. Unit	Apologies
32	Thomas Butu	Examination & Ass. Unit	Apologies
33	Sergio Thomas	SBM	<del>Handwritten signature</del>
34	Herem Navat	SBM	Abs
<b>Provincial Education Offices</b>			
35	Dick Hopkins	PEO Torba	AD
36	Chairman of Torba PEB	Chairman of PEB Torba	Abs Apologies
37	Thompson Wari Paul	PEO Sanma	<del>Handwritten signature</del>
38	Chairman of Sanma PEB	Chairman of PEB	apologies
39	Hellen Vusi	PEO Penama	<del>Handwritten signature</del>
40	Chairman of Penama PEB	Chairman of PEB	Abs
41	Renjo Samuel	PEO Malampa	<del>Handwritten signature</del>
42	Chairman of Malampa PEB	Chairman of PEB	Apologies
43	Elmo Joseph	PEO Shefa	<del>Handwritten signature</del>
44	Chairman of Shefa PEB	Chairman of PEB	<del>Handwritten signature</del>
45	Naken Nanmatil Nathaniel	PEO Tafea <i>Sylvan Nako</i>	<del>Handwritten signature</del>
46	Chairman of Tafea PEB	Chairman of PEB	<del>Handwritten signature</del>
<b>Government Assisted Education Authorities</b>			
47	Paul Pala	Director Apostolic	<del>Handwritten signature</del>
48	Chairman Apostolic EAB	Chairman EAB	Abs
49	Kiel Maimai <i>JANE WILLIAM</i>	Director AOG	<del>Handwritten signature</del>
50	Chairman of AOG EAB	Chairman of EAB	<del>Handwritten signature</del>
51	Rowhani Bahai Director	Director	Abs
52	Chairman of Bahai EAB	Chairman of Bahai	Abs
53	Stephane Yawiko	Director Catholic	<del>Handwritten signature</del>

54	Chairman of Catholic EAB	Chairman of EAB	Abs
55	Mayble Wilbur	Director COC	
56	Chairman of COC EAB	Chairman of EAB	
57	Presley Gihiala	Director COM	
58	Chairman of COM EAB	Principal Abraham Eldad	
59	David Peter Mawa	Director,NTM	Abs
60	Chairman of NTM EAB	Chairman of EAB	Abs
61	Jonathan Tarip	Director Presbyterian	Abs
62	Chairman	Presbyterian EAB	
63	Nalo Matan	Director Protestant	
64	Chairman of FELP EAB	Chairman of EAB	
65	<del>Willie Luen</del> Joel G TBA	Director SDA	
66	Chairman of SDA EAB	Chairman of EAB	Abs
	JOSES TOGASE	ACOM DGS	
<b>Higher Education</b>			
67	Johnson Toa	Director	
68	George Jonathan	PEO Higher Education	✓
69	Kaltau John	PEO Scholarship	Abs
70	Agnes David	SEO Training	✓
71	Daniel Jack	VITE Princpal	 3/12
72	Kalpat Kalbeo	VIT Principal	✓
73	Elvie Tamata	Inservice Unit	✓
<b>MoET Sector Analysts</b>			
74	Rex Willie	Dept. of Treasury, MFEM	Abs
75	Paul Nalau	DSPPAC, PMO	Abs
76	NEHEMIAH MARTIN	PASTOR (VPEATHM)	✓
77	Jeffrey Angele	Z = A Zone 3 malekula	

78  
31  
47

Time: 4.00pm

Absent : 21

Apologies : 10

Present : 47

ju