

Senior Education Officers Conference Resolution

“Planning for a Strengthened Management to improve Student’s Performance in 2014” was the main theme to the Senior Education Officers Conference, held on the 12th – 23rd August 2013 at the Tourism and Hospitality Centre, in Port Vila.

The SEO Conference concluded with hundred and forty-three key resolutions that was approved and endorsed and to be included into Ministry of Education 2014 divisional work plan. Note that these agreed activity oriented resolutions were arranged in this way to ensure that the governance and the management of the resolution are aligned to the management structure of the Ministry of Education. Thus it must be rightly acknowledge that the Directors concerned shall be responsible to oversee the implementation of these resolutions under its division.

Coordinating Division	Units to Assist	No.	Resolutions	Timeframe
Office of the Director General	DG	1	That a small team of MoE Managers, PEB, Education Authorities & senior MoE representatives to discuss (unpack) the agreement between MoE and the Authorities.	2013
		2	That MoE & MYDT work with other government agencies, churches and NGOs to address issues affecting youths	2014
	Scholarship	3	MOE consider to provide scholarship on Maths/Science and language/social science at VITE	2015
		4	MoE, scholarship and pool partners to consider areas of specific areas of need for teachers on Scholarship	2014 - ongoing
Policy and Planning	Office of the Director PPU	5	Circulate copies of Amended Education Act to all stakeholders after Parliamentary approval	2014
		6	Establish taskforce to complete the implementation plan	2014
		7	Awareness to PEBs, EAs and Education stakeholders on guidelines for the implementation and enforcement of the amended Education Act.	2014 - 2015
	Planning	8	Health, Safety and Drugs issues to be maintained together in one section	2013 - 2014
		9	Guidelines should be expanded to accommodate for School registration in section 17 for takeover of schools only	2013 - 2014
		10	Hard copies & e-copies of regulation order to be circulated to PEB, EA & MOE Stakeholders	2014
		11	Finalizing the location of schools	2014
		12	Finalize MOE Corporate Plan 2014 - 2017	2013
		13	To involve Education Services and Finance in provincial planning workshops conducted at Provincial levels	2014 - ongoing
		14	To include PEBs and EAs on important trainings conducted in provinces (especially planning)	2014 - ongoing
		15	Support PEBs and EAs in the format and the development of policy.	2014

	Gender Desk	16	Agreed on Gender Implementation Plan 2005 - 2015	2013	
		17	Develop programs and projects to implement the approved gender implementation plan	2014	
		18	Conduct awareness on reviewing the gender policy.	2014 - 201	
	M & E	19	M & E to develop simple reporting format	2014	
		20	To developed M&E framework for MoE	2014	
	HRD	21	Revised structure to be submitted to PSC.	2013	
		22	All TSC positions to have post numbers.	2014	
		23	All schools ancillary and administration positions to have post numbers.	2013 - 2014	
		24	TSC to start developing and establishing registration processes.	2014	
	ICT	25	PEBs and EAs to identify ICT projects and MOE to assist sourcing of funds.	2014	
		26	IT officers to finalise the MOE website in collaboration with SPC.	2013	
		27	PEBs, EAs, & MOE department to assist by providing information to insert into the MOE website	2013	
		28	ICT in collaboration with SPC to assist PEBs and EAs to develop own websites.	2014	
		29	PEBs, EAs & schools to work with ICT unit on the procurement of ICT equipments	2014	
	Facilities	30	Facilities unit to design standard staff house, costing at 6 hundred thousand vatu to 1 million vatu	2014 - ongoing	
		31	Newly built classrooms to consider partitions	2014 - ongoing	
		32	Facilities unit to design partitioning for multiclass teachings in existing schools	2014 - ongoing	
		33	Facilities unit to design inclusive school facilities.	2014 - ongoing	
		34	Modification or extension of classrooms should go through process of approval from Director through PEB.	2014 - ongoing	
		35	Schools that have reliable water sources must use flush toilets or water seal toilets.	2014 - ongoing	
	Administration & Finance	Finance	36	Resubmit the revised proposal to GRT Committee for approval and implementation	2013
			37	Develop a Medium Term Expenditure Framework which will be aligned with the Ministry's Corporate Plan from 2015 onwards.	2015
			38	Establish a School Finance System Taskforce with complete Terms of Reference to oversee the implementation of the tasks below.	2013
			39	Develop an Administration & Financial Management Policy	2013
			40	Develop a Standard Schools Financial Management Software (to build on the OPAD system)	2013
			41	School Grant is applicable to ALL REGISTERED Government (GOV) and Government Assisted Education Authority (GAEA) Schools	2014 - ongoing
			42	Consult with the Minister on senior secondary	2014

			schools that offer USP courses on whether they are eligible to receive school grant or not eligible.	
		43	Grants will be paid to schools that offer a "TVET in Schools" Program	2014 - ongoing
		44	Grants will be paid to schools regardless of whether there is a Government paid teacher in the school. The PEOs & EAs will be responsible to manage and administer the use of the grant.	2014 - ongoing
		45	Schools are eligible to receive the grant in the following year, if it is a NEWLY registered and authorized school or level. This must be approved and endorsed by the PEB.	2014 - ongoing
		46	All schools must operate ONLY the official NBV account as approved by the DG of Ministry of Finance & Economic Management.	2014 - ongoing
		47	Work with MFEM to source additional funding to pay up the outstanding severance and transfer allowances	2013 - 2014
		48	Schools with low enrolment and does not meet "remote school criteria's" will not be eligible to receive any grants, unless the PEB has approved for them to operate in the current year.	2014 - ongoing
		49	Finance to secure funding for literacy and numeracy positions at CDU.	2014 - 2015
	Procurement	50	Explore online procurement. MoE to pursue option.	2014
		51	Develop a standard Procurement Policy.	2014
		52	Finalize Asset Management Policy	2013-2014
	Human Resource Unit	53	MOE to review job description and to amalgamate roles of SIO, ZCA's, and ISU so that activities initiated are planned and implemented	2014
		54	Review Job description of ZCA's to compliment task carried out in zones	2014
Education Services	Office of Director Education Services	55	That all school children and school observe the provincial day of the province where the school is located.	2014 - ongoing
		56	To approve the Vanuatu Principals standards and circulate to schools	2014
		57	Request SPBEA and UNESCO to work on Vanuatu Teachers standards.	2013
		58	MoE plans to be made available in advance so that PEB/EA uses it to align their plans against, for consistency purposes.	2014 - ongoing
		59	All Schools must teach the approved Vanuatu National Curriculum.	2014
		60	For senior secondary schools, the schools supplementing the Vanuatu National Curriculum, for specific subjects, must have the approval of the Minister of Education	2014
		61	All H/Schools that are alleged to any misuse of school fund will be recommended by PEO and EA, through the Director of Education Services to	2013 – 2014 ongoing

		discipline immediately by the TSC.	
	62	Develops a policy guideline to on conditions and or terms of reference for other stakeholders including EA in hiring the services of Government Training Institutions such as in Service Unit /School Base Management/Examination & Assessment Unit/Early Childhood Care Education/Inclusive Education/ Education In Emergency	2014
Secondary	63	Develop a concept paper on how to develop the Secondary School Advisory/Professional support.	2014
	64	Develop sub sector policy to administer the secondary school rationalization	2014
	65	To develop legislation that will lead to establishment of an institute of higher education.	2014
	66	Take lead in conducting a feasibility study to find out how colleges and other institutions are operating so that there is first-hand information to make informed decision on.	2014
	67	MOE to come up with the strategy with dateline to direct current tertiary institution to be prepared for Higher Education Institution Establishment	2014
Primary	68	That MoE work closely with the Pool partners to established learning centres (in schools) in the provinces.	2014 - 2015
	69	Conduct a study on factors that affecting teacher's motivation.	2014
	70	Review ZCA grant funding re-allocation (more places are expensive to visit)	2014 - 2015
	71	ZCA grants to be released in full at the year beginning (Jan)	2014
	72	MOE to conduct a baseline study on effectiveness of the multiclass teaching.	2014
ECCE	73	Set up a taskforce to look at ECCE funding	2014
	74	ECCE Taskforce to partnership with parents	2014 - ongoing
EIE	75	Develop a costing for IE implementation plan	2014
	76	That PEBs, EAs and all schools must have a disaster plan in place for speedy recovery purposes	2014 - ongoing
	77	To inform PEBs and EAs of those schools that are located in disaster prone areas.	2014
	78	Work with the department of climate change to cost the EiE policy implementation plan	2014
	79	Work with PEB to appoint EiE focal point officer in the provincial education offices.	2014
TEVT in Schools	80	Develop a concept paper on TVET in schools program	2013
	81	MoE (through TVET in schools) liaise with VNTC to carry out accreditation preparation process for the implementation of the new developed technical subject for implementation in 2015	2014 -2015
	82	To follow up with common wealth of learning	2014

		(Vancouver) to assist in finalizing ODL policy for the MoE	
School Base Management	83	Finalize communication strategy	2014
	84	Accept communication strategy related to minimum standard and school grant	2014 - 2015
	85	Awareness on how to interpret Education Act in the province, in order to understand roles	2014 - ongoing
	86	Training and workshops to be conducted on roles of school councils and committee	2014 - ongoing
	87	That SBM and Education services pilot the Teacher standards in selected schools.	2014
	88	SBM to continue to train school heads on financial management in schools	2014 - ongoing
	89	Improve mentoring and monitoring of school grants by Provincial Finance Officer through school visits to all schools and running of workshops.	2014 - ongoing
Provincial Education Office & PEB	90	PEBs to develop policy guidelines to oversee and strengthen the management and administration of schools.	2014
	91	Finalize PEB Development Plan	2013
	92	PEBs & EAs to Strengthen communication with MOE, Zones & Schools.	2014
	93	PEBs & EAs to develop bi-laws to manage schools	2014
	94	PEBs and EAs to develop Provincial M&E framework and align with MOE M&E framework	2014
	95	PEOs/EA's to present model staff house built in their province. Best one will be awarded prize	2015
	96	PEBs and EAs to conduct assessments and to report to DG on why heads of schools find difficulty in sending reports.	2014 - ongoing
	97	PEBs & EAs to establish reporting guidelines for all head teachers and principals.	2014
	98	Appraisals must be conducted for principals, ZCA's, Head Teachers, and SIO's (payroll and non payroll staff)	2014 - ongoing
	99	PEBs and EAs to train key school heads on how to appraise teachers.	2014
	100	PEB and Authorities to strengthen relationship in managing ZCA's.	2014
	101	PEB is responsible to manage all ZCAs.	2014 - ongoing
	102	PEB reports in future to include performance of zones	2014 - ongoing
	103	PEBs & EAs to develop own Procurement Policy align with MOE Procurement Policy.	2014
	104	PEBs and EAs to develop own Asset Management Strategy	2014 - 2015
105	PEOs and EAs to encourage schools to plant 1000 trees following school landscaping plans before the next SEO conference.	2014	

	106	Regular visits and reports from PEOs EAs, PFOs and ZCAs to schools to motivate teachers.	2014 - ongoing
	107	Schools to submit the VEMIS Forms to the PEOs by 31st March, and entered on the system by 30 th April each year. <i>PEOs will be responsible to recommend to TSC to discipline Head of Schools (HOS), through the Director of Education Services, for late submissions.</i>	2014 - ongoing
	108	Schools to submit previous year's Annual Report by 9 th December each year. (PEOs and EA Directors will be responsible to recommend to TSC to discipline Head of Schools (HOS), through the Director of Education Services, for late submissions.)	2014 - ongoing
	109	PEBs and EAs, to plan and start TVET in school program in one of their schools then liaise with MoE and VNTC to implement.	2014 - 2015
CDU	110	Trained teachers to be posted to teach Years 1, 2 and 3.	2014 - ongoing
	111	That CDU to develop teaching and learning resources for teachers on Literacy	2014
Exams	112	EAU to distribute to all PEB/EA and all schools copies of approved Assessment Policy, rules and procedure.	2014 on-going
	113	EAU to distribute yearly examination results and analysis reports to all schools and authorities	2014 - ongoing
	114	Work towards an out-come based Assessment	2014 - 2015
	115	Work with SPBEA to develop a transition plan to guide transition from content based assessment towards outcome based assessment.	2014 - 2015
	116	Develop literacy and numeracy policy	2014
	117	Strengthen VANLET program to address literacy needs in school	2014
	118	Conference accept the PILNA report conclusion report by SPBEA	2013
	119	Negotiate with AusAid for Vanuatu to participate in the next PILNA/Paber.	2014
VIT	120	Develop a framework to guide rollout of VIT courses to the province	2014
	121	TA to assist MoE and VIT to review programs	
	122	Develop implementation plan for VIT.	
	123	VIT to develop Procurement Policy and Asset Management Policy.	2014
VITE	124	To develop Policy to guide path ways for students undertaking VIT courses/VITE.	2014
	125	Develop and finalize VITE corporate plan	2013
	126	Develop implementation plan with costing and the support of PPU	2013
	127	That management trainings to be adopted into VITE courses	2014 - ongoing
	128	Further to Face-to-Face Module, VITE will develop a	2014

			Distance Learning Module with the assistance of USP (REN) and Pool Partners	
Teaching Service Commission	TSC	129	New TSC Act should be inclusive of teachers disciplinary and code of conducts guidelines	2013 - 2014
		130	Certain power of the TSC may be delegated.	2014
		131	A Teacher Association may be established and regulated.	2014
		132	TSC to action Audit report findings and recommendations.	2013 - 2014
		133	TSC to inform all PEB's and EA's on the termination of a teacher	2013 - 2014
		134	A new TSC Staff Rule to include the following aspect <ul style="list-style-type: none"> ✓ Teachers dressing code, use of mobile phones, kava and smoking ✓ Appraisal of teacher be part of PEB/EA and each schools yearly plan ✓ DOE and TSC to Develop teacher's promotion process. ✓ Teacher's punctuality and absenteeism to be included in the Teachers code of Conduct. 	2013 - 2014
		135	Expand on the definition to the word "respect to others" in the code of conduct	2014
		136	Some power needs to be decentralized to PEB's and EAB's to discipline teachers.	2014
		137	TSC to revise teacher's appraisal form.	2014
		138	To develop a standard Teacher's Housing Policy and aligning with the National Housing Policy.	2013
		139	That MoE and TSC develop guidelines of teacher postings and appeals	2014
		140	Teachers on scholarship; should follow the PSC process.	2014 - ongoing
		141	Amend TSC staff manual to remove Ministers powers to maintain salary of teachers on scholarships	2014
Vanuatu National Training Council	VNTC	142	National Qualification Development Working Committee to develop National Qualification Framework within six months.	2013
		143	That Schools need to register with VNTC in order to offer TVET in school programs, to allow for accreditations.	2014 - ongoing