

Lifting Literacy Outcomes Monitoring Group

Terms of Reference

I Background

In March 2021, the Tasmanian Government announced the establishment of a Literacy Advisory Panel (the Panel) to develop a Community-wide Framework and recommendations to achieve a literate Tasmania. The Panel delivered its final report to the Premier, in May 2023, outlining the recommendations to reach the aspirational goal of 100 per cent functional literacy.

The Report included 23 Priority Recommendations for lifting literacy and provides a Framework for community organisations and others to align their literacy efforts and work.

On 6 June the Premier announced:

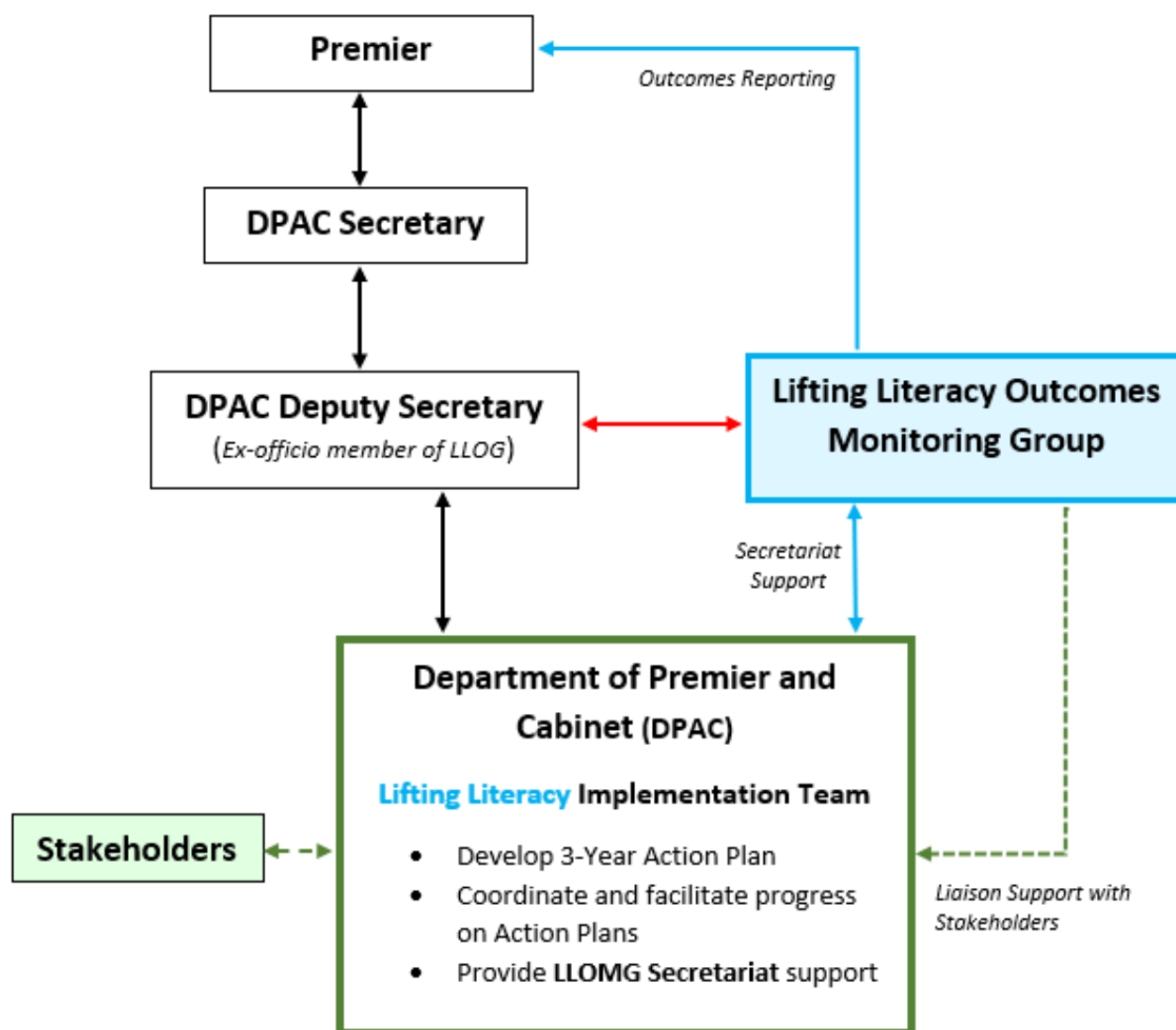
- the Government had accepted all the priority recommendations;
- \$6.5 million over four years has been allocated to progress the work; and
- an independent outcomes monitoring group is to be established as part of the implementation of the Panel's recommendations and Community-wide Framework.

The approach adopted provides for independent oversight, while also ensuring Government leadership in the consultation, design and coordination of implementation plans and actions.

Lifting Literacy Outcomes Monitoring Group (LLOMG) is an independent group tasked with oversight to monitor the progress of outcomes against the Lifting Literacy 3-year Implementation Plan. It is a small, skills-based group that will report to the Premier on the progress and outcomes of the implementation.

The Department of Premier and Cabinet (DPAC), working closely with the education and community sectors, will develop the first Lifting Literacy 3-year Implementation Plan. DPAC is responsible to the Premier and is not subject to direction by the LLOMG. The reporting relationships are depicted on the following diagram.

Governance for **Lifting Literacy** Outcomes Monitoring Group



The LLOMG will be established by the end of September 2023 and its first report is due to the Premier by December 2023.

2 Purpose

The LLOMG purpose is to provide independent oversight of the implementation of the Lifting Literacy Community-wide Framework and Recommendations which are documented in the Lifting Literacy 3-year Implementation Plan. This will include monitoring of literacy outcomes and progress toward reaching the goal of 100 per cent functional literacy.

3 Functions

The LLOMG will:

- Review the Lifting Literacy 3-year Implementation Plan developed by DPAC and suggest any missing detail to enable the effectively monitoring of outcomes.
- Build on the targets and measures in the Lifting Literacy Report to develop an outcomes measurement framework for the 3-year Implementation Plan.
- Identify information (including data) required to assess progress against those outcomes, the source of that information and the frequency of data collection to support the outcomes framework.
- Monitor the progress against the outcomes measurement framework.
- Identify potential issues which may have major implications for the implementation strategies and timelines.
- Report to the Premier, as required, including twice yearly reports on implementation progress and outcomes.
- Evaluate the outcomes of the Lifting Literacy 3-year implementation plan.

4 Membership

Membership will be selected through an Expression of Interest process, supported by a Skills Matrix, and unless otherwise stated, membership will be as an individual and not representational.

The LLOMG will consist of up to eight members, one of which will be a member of Australian Education Research Organisation (AERO), two of which will be persons with lived experience and the remaining members who will be selected based on the skills identified in General Membership Skill Matrix section below.

All members will be appointed by the Premier and the Premier will appoint a Chair either from within or external to the members.

Member Roles and Responsibilities

Members must:

- Demonstrate a commitment to improving literacy levels for all Tasmanians.
- Seek to understand the implications of implementation of the Lifting Literacy Report across multiple stakeholder groups.
- Attend scheduled meetings.
- Consider all information presented as the basis for informed contribution to the work of the LLOMG.

General Membership Skills Matrix

Members, other than lived experience members, will have expertise in one or more of the following:

Specific skills

- **Literacy Outcomes:** Experience in literacy outcomes measurement.
- **Data Analysis:** Experience in using data to monitor and measure progress against delivery of outcomes.
- **Literacy Curriculum:** Understanding of literacy curriculum and contemporary teaching practices specifically aligned to the science of reading evidence-base.
- **Leadership:** Senior leadership experience in the Tasmanian education sector, including early years, school years and adult years.

- **Literacy Impacts:** Knowledge and experience of the complex social and cultural impacts literacy has on individuals and communities.

General skills

- Experience as a member of a committee or board.
- Experience in implementation of complex strategies that involve multiple stakeholder groups.
- Expertise in monitoring outputs and evaluating outcomes, ideally in an educational setting.
- Relevant skills in the delivery of structured literacy.
- Knowledge and skills working in groups or teams alongside lived experience participants.

Lived experience Members

Lived experience members may bring experience of:

- Literacy challenges including using literacy support services as an adult or as a child.
- Being a support person for someone who experiences literacy challenges.
- Factors that impact or has impacted your literacy development.

Ex-officio Member

The Deputy Secretary Policy & Intergovernmental Relations (DPAC) will be an ex-officio member of the LLOMG to provide advice and support to the group.

5 Expectations

Members of the LLOMG are expected to adhere to their agreed set of Group values. Members may receive sensitive or confidential information and must adhere to any legal and ethical confidentiality frameworks.

To meet the ethical obligations, members must declare any potential, actual or perceived conflicts of interest and manage those in consultation with the Chair. Conflicts of interest may relate to a position a member holds or to the content of a specific item for deliberation. The Chair will determine if the member is to be excused from the relevant item and/or meeting.

The Secretariat (provided by DPAC) will record any declaration of conflict of interest in the minutes of the relevant meeting.

Members can expect:

- That each member will be provided with complete, accurate and meaningful information in a timely manner.
- To be given reasonable time to provide advice and/or review progress and outcomes.
- To be alerted to potential risks and issues that could impact the 3-year Implementation Plan progress as they arise.
- Open and honest discussions.

Term of appointment

Members are appointed through and Expression of Interest process for a term up to 3 years.

Re-appointment / Resignation

Members who wish to resign their membership, during the term of appointment, will need to do so in writing to the Premier.

Vacancies will be filled in the same manner as original appointment.

The Premier can reappoint existing members at the completion of their term.

6 Role of Chairperson

The Chair will convene the LLOMG meetings.

If the designated Chair is not available, then the Chair will nominate an Acting Chair in their absence who will be responsible for chairing that meeting. The Acting Chair will be responsible for informing the Chair as to the salient points/decisions raised or agreed to at that meeting.

The Chair will be the voice of the group if a public comment is needed.

7 Remuneration

Remuneration will be paid in accordance with Tasmanian Government board and committee remuneration policies.

8 Frequency of meetings

The meeting schedule will be discussed at the first meeting of the LLOMG.

The schedule should be determined to meet reporting deadlines. At a minimum, the Group is required to monitor progress and outcomes and report these to the Premier twice a year, the first report is to be provided by December 2023.

- A meeting schedule will be set by LLOMG members for each Calendar year.
- The chair may, after providing reasonable notice, convene additional meetings at any time, and can be required to convene a meeting if 3 or more members request that they do so.
- There should be 4 meetings held each year.
- The group may permit attendance in person or virtually.
- Should it be required, the Group Chair may agree to consider out-of-session actions.

9 Agenda items

Unless otherwise arranged, papers will be prepared by the secretariat and distributed all in the week prior to the next scheduled meeting.

Group members can suggest topics for papers or discussion to the secretariat at least three weeks prior to the next scheduled meeting, subject to approval by the Chair.

Decisions of the LLOMG will be by agreement where possible. Where majority agreement cannot be reached the Chair will have the deciding vote.

10 Minutes and meeting papers

The minutes of each Group meeting will be prepared by the secretariat.

Full copies of the Minutes, including attachments, shall be provided to all Group members no later than fifteen working days following each meeting.

Matters for decision or endorsement out-of-session require a quorum and must be recorded as an out-of-session minute at the next meeting.

The Minutes of each LLOMG meeting will be monitored and maintained by the secretariat as a complete record as required under provisions of the *Archives Act 1983*.

11 Proxies to meetings

Other than the representative of AERO, proxies are not permitted.

12 Quorum requirements

A minimum of half the members plus one member is required for a meeting to be recognised as an authorised meeting for the recommendations to be valid, with the condition that at least one of these members is the Chair.

13 Revision History

Version	Date of approval	Nature of amendment
V1.0	30 August 2023	Approved first version