

Actions and Decisions
Partnership Schools | Kura Hourua Authorisation Board
23 November 2015

Attendees	Authorisation Board (AB) Catherine Isaac (CI) John Shewan (JS) Dame Iritana Tawhiwhirangi (IT) John Morris (JM) John Taylor (JT) Terry Bates (TB) Sir Toby Curtis (TC) Secretariat Julian Moore (JRM)
In Attendance	Ministry of Education (MoE) Sarah Borrell (SB) [REDACTED] Jim Greening * (JG) David Lambie* [REDACTED] (minutes)
Apologies	Lisa Rodgers


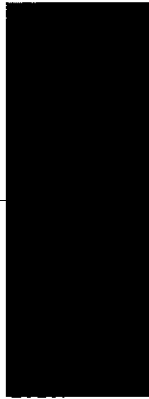
s 9(2)(a) OIA

**attended for part of meeting*

Discussion points and actions arising			
	Action	Owner	Due Date
	Minutes from 28 September 2015 Approved: CI moved, JS seconded		
	Chair's update <ul style="list-style-type: none"> The Chair welcomed Julian Moore who is the new Executive Director of the Board's Secretariat. The Chair advised that some names have been put forward for replacing Margaret Southwick on the Board, however, nothing has been confirmed to date. There have been two recommendations for advisors to review the Pasifika applications. 	CI	
	Conflicts of interest <ul style="list-style-type: none"> It was noted at the last meeting that Terry Bates had a potential conflict of interest re a potential applicant who is being advised by Cognition. Subsequently, that applicant decided not to submit an application. There were no new conflicts of interest raised at this meeting. 		
23/11:1	Contract monitoring and reporting on schools' progress/performance <ul style="list-style-type: none"> The Chair advised that the current Operational Reports do not present enough detail to enable the Board to make an assessment. Jim Greening will work with Julian Moore to develop a more suitable template. 	Ministry	4 Dec
23/11:2	<ul style="list-style-type: none"> It was noted that Whangaruru withdrew their quarterly report. Ministry to follow up and report back. 	Ministry	9 Dec
23/11:3	<ul style="list-style-type: none"> Middle School West Auckland – Ministry to discuss the issue around roll numbers with the school and report findings back to the Board. 	Ministry	9 Dec
23/11:4	<ul style="list-style-type: none"> Ministry to follow up to ensure that all issues raised in ERO reports are addressed and reported back to the Board. 	Ministry	Regular reporting

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23 November 2015

23/11:5	Reporting Format	AB/JRM	9 Dec
	<ul style="list-style-type: none"> Board to give their feedback on the quarterly report format and dashboards to Julian Moore who will collate information and arrange a workshop. 		
23/11:6	<ul style="list-style-type: none"> Ministry to follow up on implementation of quantitative evaluation. 	Ministry	9 Dec
	Student Enrolment Data		
	<ul style="list-style-type: none"> At the last meeting the Board asked if the Ministry could remove the additional pages of information when providing ENROL numbers. The Board noted and agreed the contents of the memo from Graham Stoop. 		

Outstanding Actions (from previous minutes)			
	Action	Owner	Due Date
28/9:3	The Ministry's paper on the Governance Facilitator role - the Chair requested that Katrina Casey provide advice to the Board.	Ministry	9 Dec
28/9:10	 <div style="border: 1px solid black; padding: 2px; display: inline-block;">s 9(2)(f)(iv) OIA</div>	Ministry	
28/9:12	Performance Management Framework (PMF)	Ministry	Deferred
	<ul style="list-style-type: none"> Write to schools regarding improvements to the PMF, using the PMF included in the contract for 2016/17 applicants and suggesting implementation in 2016 and onwards, and invite feedback. <i>This action item has been deferred.</i> 		
28/9:13	<ul style="list-style-type: none"> Request feedback from the schools on the workshop on e-asTTle and PaCT. Sarah Borrell to check that this has been completed. 	SB	9 Dec
28/9:18	Board's Annual Report	JS/TB	2 Dec
	<ul style="list-style-type: none"> Board members are asked to contribute to drafting sections as noted in CI's emailed outline. A draft of the report will be provided at the next meeting. 	CI	9 Dec
28/9:19	Māori engagement	IT	9 Dec
	<ul style="list-style-type: none"> Dame Iritana advised that she has contacted the Māori Women's Welfare League and will follow up on this. 		
28/9:20	<ul style="list-style-type: none"> Sir Toby is pursuing communications with Government re ICF resolution and will report back to the Board on this. 	TC	9 Dec
28/9:21	Board members are encouraged to identify material for the website. All suggestions should be sent to the Chair.	AB	Ongoing
28/9:24	Set the dates for the Board meetings in 2016.	CI	2 Dec

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Completed Actions (from previous meeting)			
	Action	Owner	Due Date
29/9:4	Conflict of Interest – Chair to advise Under-Secretary	CI	Completed
28/9:5	Third Quarter Reports will include responses to issues raised by ERO.	Ministry	Completed
28/9:6	In future Board meetings, the Deputy Secretary, Sector Enablement & Support, or senior delegate, will update the Board on operational matters.	Ministry	Completed
28/9:7	Ministry to provide explanation of roll variances. s 9(2)(a) OIA	Ministry	Completed
28/9:8	In conjunction with [REDACTED] JS to prepare a note on contractual obligations of Vanguard with respect to the roll. (JS confirmed verbally at the 23 November Board Meeting that Vanguard is meeting its contractual obligations but needs to keep its roll open).	[REDACTED]/JS	Completed
28/9:9	Circulate the minutes of the Martin Jenkins Evaluation Meeting to all Board members.	Ministry	Completed
28/9:11	Draft a reply to the letter from Rise Up Trust	MM/JS	Completed
28/9:14	Circulate a calendar with availability of Board members for the evaluation of third round applications.	Ministry	Completed
28/9:15	Post the presentations used at the Information Session on the Board's website.	Ministry	Completed
28/9:16	Complete part 1 of the report for the second quarter.	Ministry	Completed
28/9:17	Produce third quarter report, including the following: explore the possibility of using the e-asTTle dashboard in the Student Achievement section, change the graph type for Financial Health section, and the dates and axes need to be labelled correctly.	Ministry	Completed
28/9:18	Circulate the draft table of contents of the Board's annual report.	CI	Completed
28/9:22	Sign the Service Level Agreement for maintenance of website.	CI	Completed
29/9:23	Circulate the Summary of the Annual Reports of the Schools to Board members.		Completed
	Next Meeting: 9 December (Moderation Meeting #2- Shortlist)		