

**Minutes & Action Register**  
**Partnership Schools | Kura Hourua Authorisation Board Meeting**  
**11 April 2017**



<b>Board Attendees</b>	<b>Authorisation Board</b> Catherine Isaac - Chair John Shewan – Deputy Chair Rhys Faleafa Gillian Heald John Morris (leaving at 3pm) John Taylor
<b>Ministry Attendees</b>	<b>Ministry of Education</b> Julian Moore [REDACTED] - Minutes Kiritina Johnstone – agenda item 4 [REDACTED] – agenda item 6 [REDACTED] – agenda item 7 [REDACTED] – agenda item 5 [REDACTED] – agenda item 5
<b>Apologies</b>	Terry Bates Dame Iritana Tawhiwhirangi Sir Toby Curtis

Discussion points and actions arising			
Action		Owner	Due Date
	<b>Conflicts of interest</b> There were no conflicts of interest raised at this meeting.		
	<b>Minutes from 7 March 2017</b> Approved as a true and accurate account of the meeting. <ul style="list-style-type: none"> <li>To be posted on the website (following redaction process) along with minutes from the previous meetings that have not yet been posted.</li> </ul>	Julian Moore	21 April
	<b>Matters Arising</b> <ul style="list-style-type: none"> <li>Hardcopy of the wellbeing survey to be sent to Dame Iritana Tawhiwhirangi. Catherine Isaac, Gillian Heald and Dame Iritana Tawhiwhirangi to report back.</li> <li>The updated version of the Partnership School Expansion Process was circulated to the board. It was agreed that this can now be issued to sponsors.</li> </ul>	Catherine Isaac, Gillian Heald, Dame Iritana Tawhiwhirangi  Julian Moore	24 April  12 April
	<b>Review of Sponsor Hui</b> <ul style="list-style-type: none"> <li>It was noted that E Tipu e Rea will be holding a follow-up hui with sponsors on 21 April.</li> <li>As John Morris and Gillian Heald are unable to attend, the Chair will ask if E Tipu e Rea can change the date.</li> </ul>	Catherine Isaac	13 April

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	<p>Round 4 and 5 Update</p> <ul style="list-style-type: none"> <li>Round 4 and 5 Updates were noted.</li> </ul> <p>In relation to the Round 4 process:</p> <ul style="list-style-type: none"> <li>The Chair noted that she had completed the last two referee checks and both were positive. The Chair will circulate her write up of the referee check in relation to Blue Light Ventures.</li> <li>The board agreed to the following regarding Blue Light Ventures Inc:                     <ul style="list-style-type: none"> <li>Financial – agreed to close off this pre-condition</li> <li>Iwi engagement – agreed to close off this pre-condition.</li> </ul> </li> <li>It was noted that Mike Jackson, key contact person from Blue Light Ventures [REDACTED] s 9(2)(a) OIA</li> <li>It was agreed to delegate to the Chair and Deputy Chair to make final decisions on the outstanding due diligence matters.</li> <li>The Ministry will confirm the communications plan ahead of the Round 4 contracts being signed.</li> <li>The following meeting dates were agreed for Round 5:                     <ul style="list-style-type: none"> <li>24 May – Board meets to discuss STEM/TEI applications</li> <li>8 June – Board meets to review balance of applications</li> <li>9 June – Interviews</li> <li>15-16 June –Interviews (TBC if both 15 and 16 June required)</li> <li>22 June – Final Recommendation meeting.</li> </ul> </li> </ul> <p>In relation to the Round 5 process:</p> <ul style="list-style-type: none"> <li>It was noted that TEIs could add complexity to the evaluation process. The Executive Director was asked to meet with Tim Fowler, CEO of TEC, as part of the due diligence process. Advice is also to be sought from Chapman Tripp regarding legal risks.</li> <li>It was agreed that due to the tight timeframe for Round 5 the process will be for board members to read all applications, and each member will be allocated two to three applications, along with the Ministry Evaluation Team’s report to review in depth and discuss at the 24 May / 8 June meetings. A single document that includes updates to scores will be maintained throughout the process.</li> </ul>	<p>Catherine Isaac</p> <p>[REDACTED]</p> <p>s 9(2)(a) OIA</p> <p>Julian Moore</p>	<p>27 April</p> <p>Immediate</p> <p>Before shortlist meeting on 24 May</p>
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	<p><b>Monthly Operational Report – Jan/Feb</b></p> <ul style="list-style-type: none"> <li>Monthly Operational Report was noted</li> <li>The Ministry will draft letters for the Chair to send to Terenga Paraoa, Te Kāpehu Whetū and Pacific Advance Senior School to thank them for the information and commentary provided and to advise them that the Board is looking forward to discussing this material with them at the forthcoming visits. s 9(2)(b)(ii) OIA, s 9(2)(f)(iv) OIA</li> <li>[REDACTED]</li> <li>It was noted that Villa Education Trust had undertaken to provide their mid year student assessments to the Board.</li> <li>It was noted that an application had been received from Pacific Advance to add years 9 and 10. It was agreed that this would be circulated for consideration between meetings, so that it could be expedited.</li> </ul>	<p>[REDACTED] s 9(2)(a) OIA</p> <p>Julian Moore</p> <p>[REDACTED] s 9(2)(a) OIA</p>	<p>21 April</p> <p>21 April</p> <p>Include in Q2 report</p> <p>28 April</p>
	<p><b>Website Update</b></p> <ul style="list-style-type: none"> <li>The Board agreed to the proposed action plan.</li> <li>The Board noted that a way to avoid further email requests would be to ask for photos and content during school visits.</li> <li>It was agreed that the immediate focus should be on getting content up to date and regularly refreshed.</li> </ul>		
	<p><b>Strategy Session Agenda</b></p> <ul style="list-style-type: none"> <li>Date and time confirmed for Strategy Session – Monday 15 May 2017, 9.30am – 3pm.</li> <li>Board members are invited to submit thoughts and suggestions regarding the strategy session to the Chair.</li> </ul>	<p>Board members</p>	<p>21 April</p>