

# Actions and Decisions

Partnership Schools | Kura Hourua Authorisation Board

25 February 2016



PARTNERSHIP SCHOOLS | KURA HOURUA  
AUTHORISATION BOARD

<b>Attendees</b>	<b>Authorisation Board (AB)</b> Catherine Isaac (CI) John Shewan (JS) Dame Iritana Tawhiwhirangi (IT) John Morris (JM) John Taylor (JT)  <b>Secretariat</b> Julian Moore (JRM)
<b>In Attendance</b>	<b>Ministry of Education (MoE)</b> Lisa Rodgers* (LR) [REDACTED]* (CH) Philippa Pidd* (PP) Vance Kerlake* (VK) [REDACTED]* (HG)  <b>Ministry of Education Evaluation Team</b> [REDACTED]* [REDACTED]* Megan Reid* [REDACTED]* [REDACTED]*  <b>Pacific Advisor re Evaluation</b> [REDACTED]*  <b>Probity Assurance</b> [REDACTED]* <i>*attended for part of meeting</i>
<b>Apologies</b>	Terry Bates (TB) Sir Toby Curtis (TC) Sarah Borrell (SB)

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Discussion points and actions arising			
	Action	Owner	Due Date
	<b>Minutes from 9 December 2015</b> Approved as a true and accurate account of the meeting.		
	<b>Conflicts of interest</b> <ul style="list-style-type: none"> <li>There were no conflicts of interest raised at this meeting.</li> </ul>		
	<b>Matters Arising</b> <ul style="list-style-type: none"> <li>All open action points were reviewed and updates provided.</li> </ul>		
25/2:1	<b>Chair's Update</b> <ul style="list-style-type: none"> <li>The Board noted that Julian Moore had done a great job in compiling the Board's Annual Report and provided feedback. All other comments on the report are to be provided to Julian Moore by Wednesday 2 March. An updated final version will then be issued.</li> </ul>	All Authorisation Board members	2 March 2016
25/2:2	<ul style="list-style-type: none"> <li>The Chair received a letter from Iona Holsted regarding ERO's review methodology for PSKH, and including documents provided to sponsors setting out the approach and procedures. The Chair will circulate this to members.</li> </ul>	Catherine Isaac	2 March 2016

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25/2:3	<p><b>Iwi Chair's Update</b></p> <ul style="list-style-type: none"> <li>Sir Toby Curtis was an apology at today's meeting. However, the Chair commented that he had put a paper before the forum which stated that they wanted to find ways of supporting Maori applicants. Sir Toby to elaborate at the next meeting.</li> </ul>	Sir Toby Curtis	At next Authorisation Board meeting on 12 April
25/2:4	<p><b>Operational Update</b></p> <ul style="list-style-type: none"> <li>Last year the Board was sent weekly reports on enrolment numbers – it was agreed that in future these can be provided monthly as part of the monthly reporting.</li> </ul>	Jim Greening	Ongoing
25/2:5	<ul style="list-style-type: none"> <li>The Board would like the ERO reports as soon as these are available. [REDACTED] confirmed that they will be sent as soon as they go up on the ERO website.</li> </ul>	Jim Greening	Ongoing
25/2:6	<ul style="list-style-type: none"> <li>[REDACTED] to provide a risk and issue register, with a section for each school, including the actions being taken. This should form part of the monthly reporting.</li> </ul>	Jim Greening	Ongoing. First report to tabled at next Authorisation Board meeting on 12 April
25/2:7	<ul style="list-style-type: none"> <li>Vanguard has now been through a ballot process. The Board asked what their final percentage of priority learners was. [REDACTED] undertook to report back.</li> </ul>	Jim Greening	At next Authorisation Board meeting on 12 April
25/2:8	<p><b>Intervention Process</b></p> <ul style="list-style-type: none"> <li>The Board set a clear expectation that there must be certainty around the processes used when contract obligations are not met, and sponsors need to be aware of this.</li> </ul>	Jim Greening	Ongoing
25/2:9	<ul style="list-style-type: none"> <li>Performance notices are to be issued promptly and as a matter of course if a sponsor has failed to carry out any of its obligations under its agreement, including for relatively minor breaches, such as reports being submitted late or incomplete.</li> </ul>	Jim Greening	Ongoing
25/2:10	<ul style="list-style-type: none"> <li>If there is a public holiday, reports are to be required the business day before the public holiday. This should be made clear to the schools.</li> </ul>	Jim Greening	Ongoing
25/2:11	<ul style="list-style-type: none"> <li>The Board is not currently included as a party to the intervention process. [REDACTED] to update the document and add in the steps and changes recommended by the Board. (To be sent to Julian Moore once updated for circulation to the Board).</li> </ul>	Jim Greening	To be sent to Julian Moore once updated for circulation to the Board
25/2:12	<p><b>2015 Annual Reports</b></p> <ul style="list-style-type: none"> <li>The Board noted that the 31 January reporting date was too early for confirmed NCEA results to be available. Reporting date to be moved back next year for all schools. This will require a contract amendment.</li> </ul>	Jim Greening for existing contracts	Report back at next Authorisation Board meeting on 12 April
25/2:13		[REDACTED] for round three	

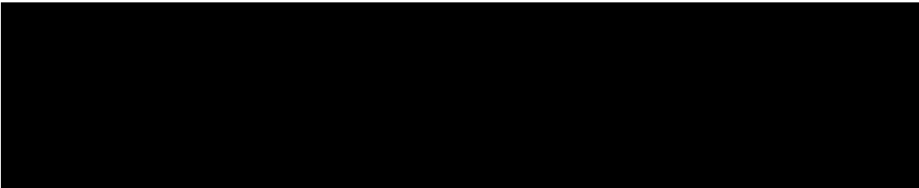

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25/2:14	<ul style="list-style-type: none"> <li>The Board asked that relationship managers collect examples of school successes and 'community voice' which can be used to give flavour to the website.</li> </ul>	Jim Greening	Ongoing - information to be provided to Julian Moore
25/2:15		Philip Stevens	
25/2:16	<p style="text-align: right;">s 9(2)(f)(iv) OIA</p> <p><b>Round three evaluations</b></p> <ul style="list-style-type: none"> <li>The Board was joined by the Ministry Evaluation team</li> <li>The site visits and the answers to the further clarification questions were discussed</li> <li>A recommended shortlist was agreed</li> <li>The Board asked that a recommendation paper be prepared to go to the Minister by Friday 4 March, subject to site visits and referee checks being completed.</li> </ul> <p><b>Next Meeting: Tuesday 12<sup>th</sup> April 2016</b></p>	<p style="text-align: center;">s 9(2)(a) OIA</p>	4 March

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Completed Actions (from previous meeting)			
	Action	Owner	Due Date
28/9:18	<b>Board's Annual Report</b> <ul style="list-style-type: none"><li>Board members are asked to contribute to drafting sections as noted in CI's emailed outline.</li><li>A draft of the report will be provided at the next meeting.</li></ul>	JS/TB CI	2 Dec 9 Dec
23/11:2	<b>Operational Reporting</b> <ul style="list-style-type: none"><li>It was noted that Whangaruru withdrew their quarterly report (Q3). Ministry to follow up and report back.</li></ul>	JG	9 Dec
23/11:3	<ul style="list-style-type: none"><li>Middle School West Auckland – Ministry to discuss the issue around roll numbers with the school and report findings back to the Board.</li></ul>	JG	9 Dec

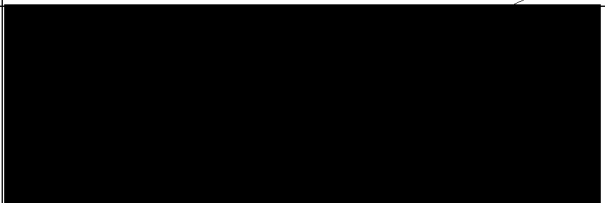
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Outstanding Actions				
	Action	Owner	Due Date	Status
28/9:3	<b>Governance Facilitator Role</b> <ul style="list-style-type: none"> <li>The Ministry's paper on the Governance Facilitator role - the Chair requested that Katrina Casey provide advice to the Board.</li> </ul>	Jim Greening	23 Nov 2015	Philippa Pidd to advise
28/9:10		Jim Greening	On the Under-secretary's work programme to commence on 1 February 2016 and be completed on 18 March 2016.	On the revised Under-secretary's work programme this is now due to commence on 7 March 2016 and be completed on 18 April 2016.
28/9:12	<b>Performance Management Framework (PMF)</b> <ul style="list-style-type: none"> <li>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></li> </ul>	Jim Greening	Deferred pending resolution of quantitative evaluation (23/11:6)	Deferred pending resolution of quantitative evaluation (23/11:6)
28/9:13	<ul style="list-style-type: none"> <li>Request feedback from the schools on the workshop on e-asTTle and PaCT. Sarah Borrell to check that this has been completed.</li> </ul>	Sarah Borrell	9 Dec 2015	Sarah Borrell to advise
23/11:6	<ul style="list-style-type: none"> <li>Ministry to follow up on implementation of quantitative evaluation.</li> </ul>	Philip Stevens	9 Dec 2015	Paper to be tabled at 12 April Authorisation Board meeting
28/9:19	<b>Māori engagement</b> <ul style="list-style-type: none"> <li>Dame Iritana advised that she has contacted the Māori Women's Welfare League and will follow up on this.</li> </ul>	Dame Iritana Tawhiwhirangi	13 Nov 2015	Dame Iritana to make contact with Māori Women's Welfare League to suggest a coffee meeting with the Chair
28/9:21	<b>Website</b> <ul style="list-style-type: none"> <li>Board members are encouraged to identify material for the website. All suggestions should be sent to the Chair.</li> </ul>	All Authorisation Board members	Ongoing	Ongoing
3/11:4	<b>Operational Reporting</b> <ul style="list-style-type: none"> <li>Ministry to follow up to ensure that all issues raised in ERO reports are addressed and reported back to the Board.</li> </ul>	Jim Greening	Regular reporting	Ongoing