

# Minutes & Action Register

Partnership Schools | Kura Hourua Authorisation Board Meeting

13 July 2016



PARTNERSHIP SCHOOLS | KURA HOURUA  
AUTHORISATION BOARD

<b>Attendees</b>	<b>Authorisation Board (AB)</b> Catherine Isaac Gillian Heald Dame Iritana Tawhiwhirangi John Taylor Rhys Faleafa Terry Bates Sir Toby Curtis
s 9(2)(a) OIA  <b>In Attendance</b>  s 9(2)(a) OIA	<b>Ministry of Education (MoE)</b> Karl Le Quesne Julian Moore [REDACTED] (minutes)  <i>Part attendance</i> [REDACTED] (items 4, 5, 6 & 7) [REDACTED] (items 4, 5, 6 & 7) [REDACTED] (item 10) [REDACTED] (items 4, 5, 6 & 7) [REDACTED] (items 8, 9 & 11)
<b>Apologies</b>	John Morris John Shewan Lisa Rodgers [REDACTED] s 9(2)(a) OIA

Discussion points and actions arising			
Action		Owner	Due Date
	<b>Minutes from 9 June 2016</b> Approved as a true and accurate account of the meeting		
	<b>Conflicts of interest</b> There were no conflicts of interest raised at this meeting.		
13/7: 1	<b>Matters Arising</b> <ul style="list-style-type: none"> <li>Iona Holsted (ERO) to be invited to the next Board Meeting to provide an update.</li> </ul>		
13/7:2 13/7:3	<b>Operational Update</b> <ul style="list-style-type: none"> <li>The Board requested that the legal opinion relating to Vanguard's enrolment policy be circulated to the Board.</li> <li>[REDACTED]</li> </ul>	Julian Moore [REDACTED] s 9(2)(a) OIA	Completed
13/7:4	<ul style="list-style-type: none"> <li>It was agreed that a new register would be developed to monitor the communications that are sent out to sponsors/schools regarding contractual performance – this register is to be added to the monthly operational report.</li> </ul>	[REDACTED]	

s 9(2)(b)(ii) OIA

s 9(2)(a) OIA

s 9(2)(f)(iv) OIA

13/7: 5	<ul style="list-style-type: none"> <li>• [REDACTED]</li> </ul>	Julian Moore	30 Sept
13/7:6	[REDACTED]	<p>s 9(2)(a) OIA</p> <p>[REDACTED]</p> <p>s 9(2)(f)(iv) OIA</p>	30 Sept
13/7: 7	<p><b>PSKH Website</b> s 9(2)(a) OIA</p> <ul style="list-style-type: none"> <li>• [REDACTED] to take responsibility for further development of the website.</li> <li>• It was proposed that the Ministry could begin a fortnightly newsletter, which would be posted to the website and sent to the PSKH networks.</li> </ul>	<p>[REDACTED]</p> <p>s 9(2)(a) OIA</p>	
13/7: 8	<p><b>Review of 2015 Annual Audited Accounts</b></p> <ul style="list-style-type: none"> <li>• The Board suggested that the Ministry could provide schools with a standard template for them to use when preparing their audited accounts. Julian Moore to discuss with Jon Shewan.</li> </ul>	Julian Moore	30 Sept
13/7: 9	<p><b>Recommendation re 1% Retention Amounts for 2015</b></p> <ul style="list-style-type: none"> <li>• Paper re 1% retention amounts for 2015 to be circulated to the Board once completed.</li> </ul>	Julian Moore	16 August (agenda item 5)
13/7: 14	<p><b>Round 4 &amp; 5 Timeline</b></p> <ul style="list-style-type: none"> <li>• The Board discussed and encouraged the idea of an online application process for potential schools.</li> </ul>	<p>[REDACTED]</p> <p>s 9(2)(a) OIA</p>	Completed
	<b>Next Meeting 16 August 2016</b>		

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Outstanding Actions				
	Action	Owner	Due Date	Status
9/6:1	<b>Analysis of Quarter One Reports</b> <ul style="list-style-type: none"> <li>To provide more clarity in the quarterly reports the Board has requested an additional section titled 'Other Issues'. This will be used to provide any additional information of importance.</li> <li>It was requested that the numbers of registered teachers and Limited Authorities to Teach should be included in future reports, rather than just the percentages.</li> </ul>	 s 9(2)(a) OIA	Q2 Reports	
9/6:2		 s 9(2)(a) OIA	Q2 Reports	
9/6:6		 s 9(2)(f)(iv) OIA	Q2 Reports	
5/5:8		Julian Moore s 9(2)(f)(iv) OIA	Report back at 13 July Board meeting	Carried over from July meeting Refer to Agenda item 6
5/5:11	<b>Review of 2015 Annual Reports</b> <ul style="list-style-type: none"> <li></li> </ul>	Julian Moore s 9(2)(f)(iv) OIA	Report back at 13 July Board meeting	To be covered in Q2 review meetings and reported back at the meeting
12/4:04	<b>Education Review Office (ERO)</b> <ul style="list-style-type: none"> <li>It was agreed that ERO should receive the Board's Annual Reports which are provided to the Minister.</li> </ul>	Julian Moore s 9(2)(a) OIA	On completion of annual report	2015 report to be sent once it has been provided to the Minister
25/2:12	<b>Reporting Date</b> <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>	for existing contracts for round three - completed s 9(2)(a) OIA	Recommendation on contract review to be tabled at August meeting (to go to the Minister by 31 August)	To be included as part of the contract review with sponsors.

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Completed Actions (from previous meeting)/Actions overtaken by events		
	Action	Owner
9/6:3	<ul style="list-style-type: none"> <li>A correction needs to be made to paragraph 26 – this should refer to the debt service coverage ratio, rather than the debt/equity ratio.</li> </ul>	 s 9(2)(a) OIA
9/6:4	<ul style="list-style-type: none"> <li>The Board asked for the legal position regarding Vanguard Military School's policy of enrolling only one intake of students at the beginning of each year to be further investigated. If acceptable within the terms of their contract, the Board would like to enable the school to continue with their current enrolment approach.</li> </ul>	Julian Moore
9/6:5	<ul style="list-style-type: none"> <li>The Board has requested that the Q1 testing results be made available to them.</li> </ul>	 s 9(2)(a) OIA
9/6:7	<p><b>Secondary School Performance Standards</b></p> <ul style="list-style-type: none"> <li>It was agreed that the Partnership Schools agreements will now include the following Performance Standards:             <ul style="list-style-type: none"> <li>Roll based pass rate</li> <li>Participation based pass rate</li> <li>Leaver rate as per Education Counts:                 <ul style="list-style-type: none"> <li>Level 1 and above</li> <li>Level 2 and above</li> <li>Level 3</li> <li>UE</li> </ul> </li> </ul> </li> </ul> <p>These will be applied to the new schools that we are currently contracting with.</p> 	Julian Moore  s 9(2)(f)(iv) OIA
9/6:10	<p><b>Process and timetable for Rounds 4 and 5</b></p> <ul style="list-style-type: none"> <li>It was noted that the timetables for these rounds were tight and it would be important to finalise the schedules as soon as possible.</li> </ul>	 s 9(2)(a) OIA
5/5:9	<p><b>Governance Facilitator Role</b></p> <ul style="list-style-type: none"> <li>The Board noted the paper and asked that the terms of reference for a governance facilitator make it clear that regular reporting is required to be provided and that where the facilitator considers issues to be of a serious nature, they should recommend that the Minister delay opening the school or cancel the contract.</li> </ul> <p><i>To be included in terms of reference for round 3</i></p>	Julian Moore
5/5:14	<p><b>Review of 2015 Annual Reports</b></p> <p>The Ministry will consider additional/alternative measures for secondary schools as the current leaver measure only captures a proportion of the students in any one year and the numbers can be very small.</p>	
12/4:01	<p><b>Iwi Chairs update</b></p> <ul style="list-style-type: none"> <li>The meeting with the Minister was deferred and will be rescheduled. Sir Toby Curtis will provide an update at next meeting</li> </ul>	Sir Toby Curtis

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5/5:15	<b>Update on Round 3 Application Process</b> <ul style="list-style-type: none"><li>• [REDACTED] will circulate:<ul style="list-style-type: none"><li>○ summaries of their proposals</li><li>○ a recommended classification for each proposal</li><li>○ suggested wording explaining the reasons that the applicant was not successful</li><li>○ a schedule to confirm Board members' availability to attend de-brief meetings with sponsors, if requested.</li></ul></li></ul>	[REDACTED] s 9(2)(a) OIA
<b>Next Meeting: 16 August 2016</b>		