

	Authorisation Board – Telephone Conference – 11.00am – 1.30pm
Attendees	<p>Authorisation Board Catherine Isaac – Chair John Shewan Dame Iritana Tawhiwhirangi Dr Margaret Southwick John Morris John Taylor</p> <p>Board Only time between 11.00am and 11.30am.</p>
Apologies	Sir Toby Curtis Terry Bates
In Attendance	<p>Ministry of Education (MoE) [Redacted] – Group Manager [Redacted] – Project Manager [Redacted] Authorisation Board Secretariat</p> <p>Office of the Minister of Education, Hon Hekia Parata David Seymour – Parliamentary Under-Secretary to the Minister of Education [Redacted] – Private Secretary, Office of the Minister of Education [Redacted] – Advisor to the Parliamentary Under-Secretary [Redacted] – Private Secretary</p>

Previous actions and updates			
	Action	Owner	Due Date
10/11:01 Update: 04/12/14	<p>Ministry to note the Board's requirement around its role and expectations of a secretariat.</p> <p>The Board seeks to have appointed a Secretariat comprising an admin person and a senior educational policy person who is committed to working with the Board and representing its interests, and who can liaise on its behalf with the Ministry.</p> <p>The Under-Secretary asked that Terms of Reference be drawn up for the Secretariat, including accountabilities, KPIs, an organisational chart, and job descriptions.</p> <p>It was noted that the Board expects to receive accurate, timely minutes from Board meetings.</p>	<p>[Redacted]</p> <p>Ministry ([Redacted])</p>	19/12/14
10/11:02	A copy of the MartinJenkins Report to go to	Ministry	Completed

	David Seymour.		
10/11:03	Martin Jenkins review to be put on hold.	Ministry	Superseded by action 4/12:04
10/11:04 Update: 04/12/14	Ministry to confirm lease arrangements for Pacific Peoples Advancement Trust. The Board asked for: <ul style="list-style-type: none"> • A note of the number of students are enrolled to date • A weekly update on enrolments and other critical milestones • A copy of the lease agreement • CVs of teachers and co-principals 	s 9(2)(a) OIA Ministry () to request this	5/12/14
10/11:05	CI to contact () re enrolment progress and details of principal appointments, and MUMA re changes in governance/sponsor group.	Board (CI)	Completed
10/11:06	() s 9(2)(a) OIA requested to be added to the distribution list for the weekly/fortnightly communication to sponsors.	s 9(2)(a) OIA Ministry ()	Cancelled as superseded by further action
10/11:07	Any further comments from Board members on reporting on sponsor establishment should go to () via the Chair. s 9(2)(a) OIA	Board Members	Completed
10/11:08	() s 9(2)(f)(iv) OIA	Under-Secretary's Office ()	12/12/14
10/11:09	Recommend to Minister that a draft performance notice be issued.	Ministry () s 9(2)(a) OIA	Superseded by action 4/12:01
10/11:10	Ministry to provide school property portfolio information.	Ministry ()	Superseded by action 4/12:07
Actions arising from this meeting			
4/12:01	Martin Jenkins Report – JS to prepare a draft letter for review by CI. The letter will state the Board's views on the Martin Jenkins Report and will be sent to the Minister and the Under	Authorisation Board - JS	Completed

	Secretary. The Board gave approval for CI to send out the letter without it being circulated to them first.		
4/12:02	Fortnightly update on the establishing schools to be provided to Board. [redacted] to provide the following information every second Friday <ul style="list-style-type: none"> Variations to approved applications and/or contracts Appointment of educational leaders Enrolment and community engagement Location and or property issues. 	Ministry () s 9(2)(a) OIA	12/12/15
04/12:03	Whangaruru School. The Board sought written advice of the Ministry's perspective on this matter.	Ministry ()	8/12/14
4/12:04	[redacted] to report to Board on impact of the expansion of year groups to include years 7 and 8 on Rise UP's financial position.	Ministry () s 9(2)(a) OIA	8/12/14
4/12:05	A progress letter is expected from each of the four establishing schools. [redacted] to forward these to the Board. CI requested that a summary of the key issues would be helpful.	Ministry () s 9(2)(a) OIA	10/12/14
4/12:06	The Board requires data from schools on their academic performance and requested that this information be obtained from each school.	Ministry ()	12/12/15
4/12:07	Funding formula – advice is sought on how we propose to take this review forward	Ministry ()	19/01/15
4/12:08	Ministry's property portfolio – [redacted] has asked for a list of Auckland based properties that are not being used as schools. [redacted] to provide a list of these in early January.	Ministry () s 9(2)(a) OIA	09/01/15
4/12:09	Meeting with Sponsors on 16 December – [redacted] to ensure that the Board are invited and receive the agenda.	Ministry ()	8/12/14
4/12:10	AB website – Board is seeking to complete stand alone site that can later be linked to through Education.govt. [redacted] and CI to meet tomorrow to discuss.	Ministry () and AB (CI)	5/12/14

s 9(2)(a) OIA



4/12:11	Note: CI has received a letter from 3 of the schools expressing a list of concerns. CI has acknowledged receipt of the letter and agreed to meet with the schools together with the Ministry. Ministry to organise this meeting.	s 9(2)(a) OIA Ministry ()	12/12/14
4/12:12	Rise-up and Vanguard Military School graduation. () to send out reminder to Board Members.	Ministry ()	Completed

s 9(2)(a) OIA