

Location	Kingsgate Hotel, Hawkstone St, Thorndon
Attendees	<p>Authorisation Board : 9.00am – 3.40pm Catherine Isaac – Chair John Shewan Dame Iritana Tawhiwhirangi Dr Margaret Southwick John Morris Terry Bates</p> <p>Board Only time between 9.00am and 9.30am.</p>
Apologies	
In Attendance	<p>Sir Toby Curtis</p> <p>Ministry of Education: 9.30am – 3.40pm Rowena Phair - Deputy Secretary Student Achievement (from 10am – 12.30pm) [REDACTED] - Project Manager [REDACTED] Authorisation Board Secretariat [REDACTED] - Procurement Manager (from 10.00am) Ministry Evaluation team (from 10.00am – 3.40pm)</p>

Summary Actions arising from the meeting

	Action	Owner	Due Date
A	<i>Confirm whether AB is invited to attend and present to the Iwi Leaders' Forum which is to be held in Te Kuiti on 29/30 May.</i>	Sir Toby Curtis	23 March 2014
B	<i>Confirm when the Board is likely to receive first summarised information about the first five schools</i>	Ministry	23 March 2014
C	<i>Arrange a meeting with the Minister for CI and JS</i>	Ministry (Rowena Phair)	23 April 2014
D	<i>Add all conflict of interest disclosures to the Register</i>	Ministry	14 April 2014
E	<i>Further policy work on the process and funding required for existing PSKH schools that want to expand.</i>	Ministry	TBC
F	<i>At the conclusion of the evaluation process, Ministry will seek the return of all applications from Board members or confirmation that applications have been destroyed or stored appropriately by the member in possession.</i>	Ministry	31 May 2014

Agenda #	Topic	Sponsor	Author
Meeting opening			
1.	Previous minutes	Chair	Catherine Isaac
	<p>There were no apologies.</p> <p>Minutes from Authorisation Board meeting of 24 March 2014 were read and agreed.</p> <p>Discussion arising from minutes:</p> <ol style="list-style-type: none"> 1. CI along with some other board members are visiting Te Kura ki Whangaruru and Vanguard Military School 14/15 April 2. Boards monitoring role – CI would like information on when the Board will receive information from the Ministry 3. Possibility of the AB being invited to present to the Iwi Leaders' Forum 4. Because the Minister was unable to attend the last meeting, CI and JS would like to have a discussion with her and raise some of the points that the Board had identified. RP said she would try to arrange this. <p>Action: <i>TC to confirm as soon as possible AB invite to attend and present to the Iwi Leaders' Forum which is to be held in Te Kuiti on 29/30 May.</i></p> <p><i>Ministry to confirm when first summarised information is likely to be submitted to the Board</i></p> <p><i>Ministry (RP) to seek a meeting with the Minister for CI and JS</i></p>		
2.	Disclosure of AB members' conflicts of interest	Chair	Catherine Isaac
	<p>Potential conflicts of interest arising from the application evaluation process were noted and will be added to the register and managed as part of the risk management strategy.</p> <p>Action: <i>Ministry will add all disclosures to the Register.</i></p>		
3.	Update from the Chair	Chair	Catherine Isaac
	<p>Nothing further was raised.</p> <p style="text-align: right;">s 9(2)(a) OIA</p>		
4	Round 1 schools: PSKH establishment – progress update	Project Manager	[REDACTED]
	<p>Noted that four of the five schools have made a good start and are doing very well. One school, Whangaruru, continues to face a number of challenges which the Trust is working its way through. Ministry is monitoring closely.</p> <p style="text-align: right;">s 9(2)(a) OIA</p>		
4, 5 and 6	Application evaluation		Catherine Isaac/[REDACTED]
	<p>The Board assisted by the Ministry evaluation team discussed the applications. (Details from this part of the meeting are attached).</p>		
7	Other Business		Catherine Isaac
	<ol style="list-style-type: none"> 1. Discussion around the process and funding that would be required for existing schools who wish to expand. Agreed that the Board considers this a policy issue that required further work. 2. It was agreed that at the end of the evaluation process, applications will either be returned to the 		

	<p>Ministry or Board members will destroy applications in their possession or store applications appropriately and provide assurance to the Ministry that that has occurred.</p> <p>Action: <i>Ministry to undertake further policy work on the process and funding required for existing PSKH schools that want to expand.</i></p> <p><i>Ministry to seek return of all applications from Board members or assurance that applications have been destroyed or stored appropriately at the end of the evaluation process.</i></p>
	<p>Meeting closed at 3.40pm</p>