

Location	The Mercy Centre, 15 Guildford Terrace, Thorndon
Attendees	<p>Authorisation Board : 9.00am – 3.30pm Catherine Isaac – Chair (except 2.00pm- 3.00pm) Dame Iritana Tawhiwhirangi Dr Margaret Southwick John Morris Terry Bates</p> <p>Board Only time between 9.00am and 9.30am.</p>
Apologies	John Shewan - Deputy Chair
In Attendance	<p>Sir Toby Curtis John Taylor</p> <p>Ministry of Education: 9.30am – 3.30pm Rowena Phair - Deputy Secretary Student Achievement (from 9.50am) Lisa Rodgers – Deputy Secretary Evidence, Data and Knowledge (1.30pm – 2.30pm) [Redacted] - Project Manager [Redacted] - Authorisation Board Secretariat [Redacted] - Procurement Manager (from 10.00am) Ministry Evaluation team (from 10.00am – 1.00pm)</p>
s 9(2)(a) OIA	[Redacted]

Summary Actions arising from the meeting

	Action	Owner	Due Date
A	<i>Draft a letter of acknowledgement of his resignation to Tahu Potiki on behalf of the Board</i>	Ministry	28 March 2014
B	<i>Explore whether it is possible for the AB to be invited to attend and present to the Iwi Leaders' Forum.</i>	Sir Toby Curtis/ Dame Iritana Tawhiwhirangi	9 April 2014
C	<i>Add all conflict of interest disclosures to the Register</i>	Ministry	28 March 2014
D	<i>Discuss which schools Board members can visit and when</i>	Catherine Isaac with Board members	4 April 2014
E	<i>Make arrangements for Board visits once confirmed</i>	Ministry	4 April 2014
F	<i>Work with Lisa's team on the analysis of the data once reports are submitted.</i>	Ministry	TBC
G	<i>Invite Lisa to meet to discuss the information that has been received and the Ministry's analysis of it.</i>	Ministry	TBC

Agenda #	Topic	Sponsor	Author
Meeting opening			
1.	Previous minutes	Chair	Catherine Isaac
	<p>Welcome to Sir Toby Curtis and John Taylor</p> <p>Apologies were recorded.</p> <p>The Board was formally informed of Tahu Potiki's resignation and his offer to support the Board to engage with South Island organisations, particularly Māori organisations, about the opportunities the Partnership School model provides.</p> <p>Minutes from Authorisation Board meeting of 5 February 2014 were read and agreed.</p> <p>Action: Ministry to draft a letter of acknowledgement and thanks to Tahu Potiki on behalf of the Board.</p> <p><i>TC/IT to explore whether it is possible for the AB to be invited to attend and present to the Iwi Leaders' Forum.</i></p>		
2.	Disclosure of AB members' conflicts of interest	Chair	Catherine Isaac
	<p>The following possible or potential conflicts of interest were raised:</p> <ol style="list-style-type: none"> JM & MS are both on the EDUCANZ Transition Board – it is not clear whether any conflicts may exist, either perceived or actual at this stage. TB stated that the organisation that he is CE of, has submitted an application for the Evaluation of Partnership Schools Kura Hourua currently advertised through GETs. The AB is not involved in the selection of the preferred provider for this work. <p>Potential conflicts of interest arising from the application evaluation process will be added to the register and managed as part of the risk management strategy.</p> <p>Action: Ministry will add all disclosures to the Register.</p>		
3.	Update from the Chair	Chair	Catherine Isaac
	<p>The Chair informed the Board of her meeting with Peter Hughes, the Secretary for Education. The main areas of discussion were:</p> <ul style="list-style-type: none"> the application process Budget 14 timing PSKH funding timing of the conclusion of the evaluation and contract negotiation processes working instep with the Ministry and the Minister. 		
4	Round 1 schools: PSKH establishment – progress update	Project Manager	Drew Preddy
	<ol style="list-style-type: none"> A brief update on the status of each of the Partnership Schools had previously been distributed and was taken as read. 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. The Chair and some Board members are considering visiting some/all of the schools over the next month 		

	<p>or so.</p> <p><i>Action: Chair and members to discuss which schools they can visit and when.</i></p> <p><i>Ministry will help with making arrangements for visits once confirmed</i></p>				s 9(2)(a) OIA
5	Application evaluation			Catherine Isaac	
	The Board assisted by the Ministry evaluation team discussed the applications. (Details from this part of the meeting are attached)				
6	Monitoring and evaluation of performance			Lisa Rodgers	
	<p>1. Catherine introduced Lisa Rodgers and outlined the Board's monitoring role and the Board's interest in getting quality information for them to be able to effectively undertake its role.</p> <p>2. Key points Lisa made included:</p> <ul style="list-style-type: none"> • We have to be pragmatic • Importance of baseline data • We need to consider the key influencers of student progress and achievement- quality teaching, quality leadership, parents, family and whanau engagement, student motivation and how these factors push up against low socio economic factors • Mesh block data would give information about the extent of deprivation students at the various partnership schools face • Suggested that talking with parents and whanau about their children's experiences at school is more effective than surveys • Student engagement/disposition for learning can be measured by attendance data, student interviews and wellness@schools survey • Progress and achievement – schools have to report against the national standards and NCEA, should be encouraged to use standardised tools such as e-asTTle (preferably) and PAT as well as professional judgement • Because of the need to quickly get a shared understanding and consistent view of achievement, it could be advisable for schools to get an independent check (external moderation) of their data • Schools may want to challenge themselves to have internal moderation matching external moderation 80% (for example) of the time <p>3. Lisa (and her team) is willing to support the project team and the Board once the reports are submitted.</p> <p>4. Lisa agreed to attend another Board meeting to provide a commentary on the information that has been received.</p> <p>5. Margaret thanked Lisa for her attendance and noted how useful the Board had found her views.</p> <p><i>Action: Ministry (project team) to work with Lisa's team on the analysis of the data once reports are submitted. Ministry to invite Lisa to meet to discuss the information that has been received and the Ministry's analysis of it at the appropriate point in time.</i></p>				
7	Application evaluation (cont)			Margaret Southwick (Acting Chair)	s 9(2)(a) OIA
	The Board assisted by the Ministry evaluation team continued the discussion of their initial assessment of the applications. (Details from this part of the meeting are attached)				
8	Other Business			Margaret Southwick (Acting Chair)	
	<p>1. The informal gathering with the Minister was postponed.</p> <p>2. There was no other business</p>				

	Meeting closed at 3.30pm			
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