

	Authorisation Board – Partnership Schools
<b>Attendees</b>	<p><b>Authorisation Board</b></p> <p>Catherine Isaac – Chair</p> <p>John Shewan</p> <p>Dame Iritana Tawhiwhirangi</p> <p>John Morris</p> <p>Terry Bates</p> <p>Sir Toby Curtis</p> <p>John Taylor</p>
<b>Apology</b>	Dr Margaret Southwick
	<p><b>Ministry of Education (MoE) - (MoE officials stepped out for part of the meeting)</b></p> <p>Graham Stoop – Deputy Secretary Student Achievement</p> <p>Sarah Borrell – Group Manager Student Achievement Projects</p> <p>██████████ - Project Manager</p> <p>██████████ - Lead Adviser</p> <p>██████████ - Manager, Web Services (part of meeting)</p> <p>██████████ - Authorisation Board Secretariat</p>
§ 9(2)(a) OIA	
<b>In Attendance</b>	<p><b>Office of the Minister of Education</b></p> <p>David Seymour – Parliamentary Under-Secretary to the Minister of Education (part of the meeting)</p> <p>Peter Keenan – Chief of Staff to the Parliamentary Under-Secretary (part of the meeting)</p> <p>██████████ - Advisor to the Parliamentary Under-Secretary</p> <p>██████████ - Private Secretary, Office of Hon Hekia Parata (part of the meeting)</p>
§ 9(2)(a) OIA	

**Actions arising from this meeting**

	Action	Owner	Due Date
26/03:01	AB Meetings in future to start at 9.30am and conclude at 5.00pm. It was noted that in future meeting papers and reports will be provided one week before the meeting and will include summaries and a note of actions required.	MoE (██████████) / § 9(2)(a) OIA	14/05/15
26/03:02	Enrolment numbers – MoE to report weekly on roll numbers including variations against previous week and against the GMR.	MoE (██████████)	Weekly (from 3/04/15)
26/03:03	Engaging with Māori organisations - GS to contact Tahu Potiki regarding a gathering of South Island Māori organisations.	MoE (GS)	14/05/15
26/03:04	MoE to request a report for the Board from each school on 1. their plan to reach GMR 2. their plan to reach maximum roll	MoE (██████████)	1. 23/04/15 2. 14/05/15
26/03:05	Hard copies of contracts for each of the four Round 2 schools to be posted to AB members.	MoE (██████████)	31/03/15
26/03:06	Operational reports – structure needs to be improved and should include perceived risks and issues. Include regular updates for Round 1 schools.	MoE (██████████) / § 9(2)(a) OIA	Ongoing

s 9(2)(a) OIA

26/03:07	Summary of Annual Reports to be provided to AB highlighting areas of concern and particular interest.	MoE [REDACTED]	14/05/15
26/03:08	Final version of Annual Reports for Round 1 schools to be sent to AB as soon as they are received.	MoE [REDACTED]	ASAP
26/03:09	MoE to provide a report on contract monitoring processes, including legal advice on interpretation and management of performance requirements and breaches of contract, and clarity around the clause in the contracts relating to interventions. The report will include clarification on the impact of a school falling below its GMR and whether this constitutes a violation of contract.	MoE	14/05/15
26/03:10	Performance Management Framework – briefing note will be provided by TB following the 22 April workshop.	TB	06/05/15
26/03:11	The Under-Secretary undertook to advise the Board of the shape of and progress on the review of the funding formula, and other matters included in his work programme. He noted the Board's views on the Martin Jenkins evaluation.	Under-Secretary (PK)	14/05/15
26/03:12	MoE to report progress on actions arising from 25 February meeting with sponsors. CI to send draft notes to sponsors.	MoE (SB) CI	21/04/15
26/03:13	Kura Support Organisation – AB members to provide suggestions via CI for a potential Chair and trustees.	All	14/04/15
26/03:14	Role of the Board – it was agreed that members would review the draft paper tabled at the meeting and revert to the chair with any comments on this.	All	17/04/15

**Outstanding actions (from previous meetings)**

29/01:02	Whangaruru School - further detail around NZQA credits is to be provided to the Authorisation Board.	Ministry [REDACTED]	s 9(2)(a) OIA Outstanding
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**Agenda item discussion points**

1. Board only time.
2. The minutes from the last meeting were confirmed. Matters arising: it was noted that, with the exception of Minute 29/01:02, which is noted under 'Outstanding Actions' above, all previous outstanding matters have either been actioned or updated and incorporated into actions agreed at today's meeting.
3. Draft notes of the 25 February meeting with sponsors were circulated.
4. A preferred candidate has been selected for the role of secretariat and references are being checked.
5. PSKH website is progressing well and is expected to be completed shortly.
6. TC reported on developments in the Kingitanga school initiative and other areas of engagement with Maori organisations.
7. The Under-Secretary discussed his work programme for the year. The Board expressed its concern about the lack of progress on addressing issues with the Martin Jenkins review.
8. TB confirmed that a performance management workshop for sponsors is to be held at Vanguard Military School on 22 April 2015.
9. Operational reports on Round 2 schools were discussed.
10. An update was provided on Te Kura Hourua ki Whangaruru and next steps following the issuing by the Minister of a performance notice.
11. There was a discussion on the Partnership Kura support organisation and a report provided by [REDACTED]

s 9(2)(a) OIA

was noted.

12. There was a discussion on the Board's Terms of Reference and its evolving role in light of the past year's experience.