

	Authorisation Board – Partnership Schools		
Attendees	<p>Authorisation Board Catherine Isaac – Chair John Shewan Dame Iritana Tawhiwhirangi Dr Margaret Southwick John Morris Terry Bates (from 12.30pm)</p> <p>Board Only time between 9.00am and 9.30am.</p>		
Apologies	<p>John Shewan Sir Toby Curtis John Taylor</p>		
In Attendance	<p>Ministry of Education (MoE) Graham Stoop – Deputy Secretary Student Achievement Sarah Borrell – Group Manager Student Achievement Projects § 9(2)(a) OIA - Project Manager - Adviser - Manager, Web Services - Authorisation Board Secretariat</p> <p>Education Review Office – (ERO) Iona Holsted – Chief Executive</p> <p>Office of the Minister of Education, Hon Hekia Parata David Seymour – Parliamentary Under-Secretary to the Minister of Education - Advisor to the Parliamentary Under-Secretary § 9(2)(a) OIA</p>		

Outstanding actions from 10th November 2014 Meeting

10/11:01	<p>Ministry to note the Board's requirement around its role and expectations of a secretariat.</p> <p>Update: 04/12/14</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>Ministry (SB) and (GS)</p>	<p>Noted</p> <p>25/02/15</p>
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	<p>Update: 29/01/15</p> <p>A JD for the role has been circulated. CI feels that it is too weighted on the admin side. Someone with substantial policy experience and credibility is required. Ministry to review and provide an updated version back to the Board.</p>		25/02/15
10/11:03	Martin Jenkins review to be put on hold.	Ministry	Under discussion
10/11:04	<p>Ministry to confirm lease arrangements for Pacific Peoples Advancement Trust.</p> <p>Update: 4/12/14</p> <p>The Board asked for:</p> <ul style="list-style-type: none"> • A note of the number of students enrolled to date • A weekly update on enrolments and other critical milestones • A copy of the lease agreement • CVs of teachers and co-principals 	<p>§ 9(2)(a) OIA</p> <p>Ministry [redacted] to request this</p>	Outstanding
		§ 9(2)(a) OIA	
10/11:09	Recommend to Minister that a performance notice be issued.	Ministry [redacted]	Under discussion

Outstanding actions from 4th December 2014 Meeting

4/12:02	<p>Fortnightly update on the establishing schools to be provided to Board. [redacted] to provide the following information every second Friday</p> <p>§ 9(2)(a) OIA</p> <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. 	<p>§ 9(2)(a) OIA</p> <p>Ministry [redacted]</p>	13/2/15 and fortnightly thereafter
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		s 9(2)(a) OIA	
04/12:03	Whangaruru School. The Board sought written advice from the Ministry on this matter.	Ministry ()	Outstanding
s 9(2)(a) OIA 4/12:04	() 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 ()	Outstanding
4/12:05	An ERO Readiness Review progress letter is expected for each of the four establishing schools. () to forward these to the Board. CI requested that a summary of the key issues would be helpful. s 9(2)(a) OIA	Ministry ()	Completed
4/12:06	The Board requires data from schools on their academic performance and requested that this information be obtained from each school.	Ministry ()	Outstanding
4/12:07	Funding formula – advice is sought on how we propose to take this review forward. Action update: 29/1/15 Mr Seymour commented that a review of the Funding Formula is part of the Minister's work programme for this year. He will advise the Board of progress on this matter.	Ministry Under-Secretary's Office	In progress
	Website – Board is seeking to redevelop existing Working Group site or build a new stand-alone site that can later be linked to through Education.govt.nz s 9(2)(a) OIA () and CI to meet tomorrow to discuss. Action update: 29/01/15 - ongoing s 9(2)(a) OIA		
4/12:10	() has been engaged to manage the design and implementation of the website. s 9(2)(a) OIA CI requested a timeline on the process. () estimated that there would be a two month turnaround to deliver a fully functional website. s 9(2)(a) OIA CI would like unique branding and () agreed to provide mock-ups. The Board requires clarification on how editorial control of the content and updating of content on the website is to be managed. () to action this and report back to the Board via Catherine. s 9(2)(a) OIA	Ministry ()	12/02/15
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

	<p>Action update: 29/01/15</p> <p>Ministry to organise meeting.</p> <p>Action update: 11/02/15</p> <p>Meeting proposed for afternoon of 25 February at Vanguard Military School</p>		Completed
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Actions arising from 29 th January 2015 Meeting			
	Action	Owner	Due Date
29/01:01	The Partnership Kura Network formed by sponsors at the December meeting is being established as a charitable trust. CI asked Board Members to review the paper and give any feedback to [REDACTED] s 9(2)(a) OIA	Authorisation Board (All)	12/02/15
29/01:02	Whangaruru School - further detail around NZQA credits is to be provided to the Authorisation Board.	s 9(2)(a) OIA Ministry ([REDACTED])	12/02/15
29/01:03	Clarification is required on the impact of a school falling below its Guaranteed Minimum Roll and whether this constitutes a violation of contract.	Ministry ([REDACTED])	12/02/15
29/01:04	The Board requested a list of expressions of interest for the next application round and the nature of potential applications.	Ministry ([REDACTED])	12/02/15
29/01:05	Round 2 Schools, Update On Readiness - it was noted that meeting student enrolment targets has been challenging for some schools, and progress in meeting contractual readiness requirements is being closely monitored. CI requested that she be kept informed of progress.	Ministry ([REDACTED])	Outstanding
29/01:06	<p>In line with the Board's request for regular reporting of performance data by PSKH, and following initial discussions with sponsors, Terry Bates will lead a workshop for sponsors to discuss:</p> <ul style="list-style-type: none"> • How the schools can provide meaningful, consistent performance data • Which assessment tools they should use, and • Whether training in the use of these tools, and also training in self review, would be useful. 		Progressing

29/01:07	Whangaruru – CI to draft a letter to the Under-Secretary.	Authorisation Board (CI)	Completed
29/01:08	Villa Educational Trust - it was noted that the school has a satellite site some distance from the main school. Clarification is required as to whether this is consistent with Villa's original application. JM to call the school to discuss and report findings back the AB. s 9(2)(a) OIA	Authorisation Board (JM)	12/02/15 - Completed
29/01:09	Authorisation Board meeting schedule for 2015. [redacted] to send this out to the Board. Dates for the final three meetings of the year will need to be revisited.	Ministry [redacted]	27/02/15

s 9(2)(a) OIA

Meeting Discussion Points

- Mr Seymour, Under-Secretary to the Minister, discussed his work programme for the year, including:

- A review of the funding formula
- A review of the closure and contract process
- Establishing a secretariat for the Authorisation Board

Mr Seymour also outlined the proposed approach of comparing PSKH student outcomes with comparable non-PSKH counterparts, the need for tighter contracts and the performance management framework to be revised to ensure performance expectations are meaningful, output-focused and explicit.

- Iona Holsted, Education Review Office (ERO), gave a presentation on the review process and requested feedback from the Board, once they have had time to review the material.
 - Iona shared with the board ERO's initial thoughts on how they would approach the first round of reviews for the first 6 schools and the evaluative questions which should be asked.
 - She stated that there is an important balance to be struck with ensuring the policy allows for flexibility and innovation while at the same time giving real value. She presented a reference document which set out what ERO would consider to be a good quality report and what good quality reporting allows schools to do in terms of their added value.
 - She confirmed that we need to be confident that achievement data is being collected and that what is collected is accurate. Does the school use the data to plan strategies?
- Catherine Isaac gave a brief report on the sponsors' meeting of 16 December where the following items were discussed:
 - overview of priorities
 - PSKH accountabilities
 - forum on issues regarding processes
 - establishment of a PSKH support organisation