

Location	The Mercy Centre, 15 Guildford Terrace, Thorndon
Attendees	<p>Authorisation Board : 9.00am – 3.45pm Catherine Isaac - Chair John Shewan - Deputy Chair Dame Iritana Tawhiwhirangi Dr Margaret Southwick John Morris (until 3.35pm) Tahu Potiki Terry Bates (until 3.35pm)</p> <p>Board Only time between 9.00am and 9.30am.</p>
Apologies	<p>██████████ - Senior Policy Analyst Early Childhood Education</p>
In Attendance	<p>Ministry of Education: 9.30am – 3.45pm Rowena Phair - Deputy Secretary Student Achievement (from 9.50am) (Delegate for Peter Hughes) ██████████ - Project Manager ██████████ - Authorisation Board Secretariat ██████████ - Procurement Manager (from 1.30pm) ██████████ (Minutes) ██████████ – Senior Policy Analyst Early Childhood Education (1.10-1.55pm)</p> <p>Education Review Office: 10.40am - 12.40pm Di Anderson Di Moffitt</p>

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Summary Actions arising from the meeting			
	Action	Owner	Due Date
A	Add all conflict of interest disclosures to the Register	Ministry	25 Feb 2014
B	Invite Lisa Rodgers to next AB meeting.	Ministry	28 Feb 2014
C	Invite Minister and the Secretary for Education to March or April AB meeting.	Ministry	28 Feb 2014
D	Organise a meeting for the Chair with the Secretary for Education	Ministry	28 Feb 2014
E	Draft a letter of congratulations to Sir Toby Curtis on behalf of the Board	Ministry	28 Feb 2014
F	Inform each AB member by letter about the increase to the maximum time commitment.	Ministry	28 Feb 2014
G	Finalise monitoring framework paper.	Ministry	28 Feb 2014
H	Identify and progress next stage of monitoring work.	Ministry	20 March 2014
I	Provide a copy of 'Wellbeing@School' questionnaire to AB members.	Ministry	28 Feb 2014
J	Keep in touch with ERO as the frameworks for reviews are developed and ensure these are shared with the AB.	Ministry	Ongoing
K	Provide the AB with more in-depth material about how children/students (year 0-8) might benefit from the PSKH model.	Ministry	28 Feb 2014



L	<i>Make changes as discussed to the evaluation plan and to distribute updated timeline to AB.</i>	Ministry	28 Feb 2014
M	<i>Explore whether it is possible for the AB to be invited to attend and present to the Iwi Leaders' Forum.</i>	Tahu Potiki and Dame Iritana Tawhiwhirangi	24 March 2014

Agenda #	Topic	Sponsor	Author
Meeting opening			
1.	Previous minutes	Chair	Catherine Isaac
<p>Apologies were recorded. Minutes from Authorisation Board meeting of 12 November 2013 were read and agreed.</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 what conflicts may exist, either perceived or actual at this stage. TB stated that the organisation that he is CE of, intends to submit 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>Action: Ministry will add all disclosures to the Register.</p>			
3.	Update from the Chair	Chair	Catherine Isaac
<ol style="list-style-type: none"> The structure of the Ministry PSKH team structure was discussed. A procurement manager for the second round has been engaged from the beginning of January. The Board has received very positive feedback on the Project Manager's efforts from the schools over this very busy and challenging time. The AB asked that Lisa Rodgers, Deputy Secretary for Evidence, Data and Knowledge be invited to an AB meeting to present on the topic of student performance evaluation and monitoring. <p>Action: Ministry to invite Katrina Casey and Lisa Rodgers to next AB meeting.</p> <ol style="list-style-type: none"> The Terms of Reference PSKH Authorisation Board have been finalised. The Board had previously asked for a senior Ministry official to support the Board. Rowena Phair, Deputy Secretary for Student Achievement will be attending each AB meeting as the Secretary for Education's representative. The Board would like to invite the Minister and the Secretary of Education to an upcoming AB meeting. The Chair would also like to meet separately with the Secretary of Education. <p>Action: Ministry to invite Minister and the Secretary for Education to March or April AB meeting. Ministry also to organise a meeting for the Chair with the Secretary for Education.</p> <ol style="list-style-type: none"> The Chair informed the meeting that Sir Toby Curtis, who has played a key role in encouraging Māori involvement in PSKH, has received a knighthood. The Board would like to send a letter of acknowledgement and congratulations. <p>Action: Ministry to draft a letter of congratulations to Sir Toby Curtis on behalf of the Board.</p> <ol style="list-style-type: none"> The maximum time commitment for AB members will be increased to take account of the time required for the second application round. <p>Action: Ministry to inform each AB member by letter about the increase to the maximum time commitment.</p> <ol style="list-style-type: none"> Briefings were held in Auckland on 28 January and Wellington on 30 January for any organisations interested in submitting an application for the next round. There were good discussions at all three briefings. 			

4	Round 1 schools: PSKH establishment – progress update	Project Manager	[REDACTED]	
	<p>A brief update on the status of each of the Partnership Schools was provided by the Project Manager.</p> <ul style="list-style-type: none"> • Vanguard Military School: Opened with 103 students. The school has received its consent to assess. A low key opening ceremony has been held. • Te Kura Hourua o Whangarei: The facilities are progressing. The student roll is currently at 49. The kura will open with a dawn ceremony on 15 February. • Te Kura Hourua ki Whangaruru: The first intake will start 10 February with a low key ceremony. The student roll is at 60. Students will spend the first week on local marae. • The Rise UP Academy: An opening ceremony is to be held on 7 February. 50 students have enrolled, with the school wanting to expand to 60-70. • South Auckland Middle School: A successful opening ceremony was held on 31 January with a number of Ministers and other MPs in attendance. The school opened with 105 students. 			
5	Monitoring Framework		[REDACTED] / Terry Bates	
	<ol style="list-style-type: none"> 1. The updated paper on the AB's monitoring function, discussed at the last meeting, was tabled. 2. The project manager provided a paper outlining a proposed monitoring framework for the AB based on the AB's monitoring function discussed at the previous meeting. 3. The Board agreed with the framework with minor alterations. The Project Manager to work with TB to finalise. <p>Action: Ministry to finalise monitoring framework paper with TB.</p> <p>Action: Ministry to identify/draft next stage of monitoring work.</p> <ol style="list-style-type: none"> 4. PSKH are contractually obliged to complete annually 'Wellbeing@School' student survey <p>Action: Ministry to provide a copy of 'Wellbeing@School' questionnaire to AB members.</p>			
6	Readiness and ongoing reviews	ERO	Di Anderson/ Di Moffitt	
	<ol style="list-style-type: none"> 1. ERO are undertaking a readiness review for each school which the Ministry contracted it to undertake. These will be completed in April 2014. A New Schools Assurance Review will be completed in July 2014 – this is a public report to the community. The framework for this review has yet to be confirmed but will be based on the framework used for new state schools. ERO will provide the Board with the proposed framework for its review. 2. ERO will then undertake their first education review of each Partnership School once the school has been opened for approx 18 months but this can change. 3. ERO gave a brief update from its work with the five schools to date. <p>Action: Ministry to keep in touch with ERO as the frameworks for reviews are developed and to ensure these are shared with the AB.</p>			
7	Statistics from GETS	Procurement Manager		
	<p>Statistics as at 4/02/2014</p> <ul style="list-style-type: none"> • 145 organisations have accessed GETS 			

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	<ul style="list-style-type: none"> 92 downloads of the application to date Ministry have received 18 Notices of Intent to Respond (NOIR) <p>1. It was noted that applicants are not obliged to provide a NOIR and that the numbers may not reflect how many applications will actually be submitted.</p>			
8	Year 0-8 what's the value add, how might it operate, ECE environment?			 s 9(2)(a) OIA
	<p>1. The AB was interested in understanding the evidence for including year 0-8 option in this round. A brief paper providing some research and references was provided prior to the meeting. One of the BPS targets is to do with increased ECE participation for priority groups.</p> <p>2. Further discussion took place particularly focused on the importance of transition between home to ECE/Kohanga Reo, ECE to school, school to school and school to tertiary/employment. There is a great deal of international evidence that better transitions lead to better outcomes, yet not much evidence from New Zealand. Point made that successfully engaging with parents and whānau is key.</p> <p>Action: Ministry to provide the AB with more in depth material about how children/students (year 0-8) might benefit from the PSKH model.</p>			
8	Round Two Evaluation Criteria and Process		 / Catherine Isaac	 s 9(2)(a) OIA
	<p>1. The draft evaluation plan was discussed and comments and suggestions for change noted.</p> <p>2. Applications close 11 March. Members will receive copies of the applications on 12 March and will have reviewed the executive summaries in depth and at least looked through the rest of the application ready for the meeting on the 24 March when initial discussion on the applications will occur. Requests for further clarifications will be discussed at the 9 April meeting and shortlisting will occur at 23 April meeting. Shortlisted applicants will be interviewed during the week 12 - 16 May.</p> <p>Action: Ministry to make changes as discussed to the evaluation plan and to distribute updated timeline to AB.</p>			
9	Other Business	Catherine Isaac		
	<p>1. AB interested in talking to the Iwi Leaders' Forum to raise the profile of, and provide information about the Partnership Schools model.</p> <p>Action: TP & IT to see if it is possible for the AB to be invited to present to the Iwi Leaders' Forum.</p>			
	Meeting closed at 3.45pm			