

**MINUTES**  
**Members of Authorisation Board**  
**and Ministry of Education officials**  
**30<sup>th</sup> August 2013**

<b>Location/Time</b>	Room 2.08 Saint Paul's Square, Wellington 3.30-5.00pm
<b>Attendees</b>	Catherine Isaac (CI), John Shewan(JS), Margaret Southwick(MS):Authorisation Board, Rowena Phair (RP), [REDACTED]:Ministry of Education, [REDACTED](Minutes).
<b>Apologies</b>	- <span style="float: right; border: 1px solid black; padding: 2px;">s 9(2)(a) OIA</span>

Topic			
<b>Introduction; MoE support for AB</b>			
<p>The purpose of the meeting was to:</p> <ul style="list-style-type: none"> <li>- debrief on the current application round</li> <li>- discuss refinements for future rounds.</li> </ul> <p>The AB stated that the Board requires support in the areas of secretariat services; process advice; and strategic policy advice.</p> <p>MoE agreed that support for the AB can be provided in these areas.</p> <p><b>Action: MoE to provide further information on how it will meet the AB's support requirements</b></p>			
<b>Reporting to the Minister</b>			
<p>There was a discussion about the format in which advice is submitted to the Minister. In particular it is worth considering whether one document reflecting the input of both parties might be most effective. It was agreed that a close working relationship is essential when producing the reports, and that part of MoE's strategic policy advice role is to assist the AB with report preparation.</p>			
<b>Interview Process</b>			
<p>It was noted that the time constraints experienced at the interview stage would be avoided in future rounds.</p> <p>There is a need to be conscious of the total number of representatives from the AB and MoE at the interviews to avoid overwhelming applicants. Seating arrangements and coordination on questions for the interviews can be also improved.</p>			
<b>Application/Scoring Process</b>			
<p>The requirements and evaluation criteria for applications were discussed.</p> <p>Both the AB and MoE agreed that the application could be improved for future rounds. Some questions were repetitive or were not answered well by most applicants.</p> <p>There was a discussion about the scoring procedure. The AB would prefer a scoring system that is not broken down into such small components, while maintaining a criteria-based evaluation process.</p> <p>Members of the AB and MoE evaluation support team will be asked to provide feedback</p>			

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on ways to improve the application form. The AB and MoE agreed to work together to revise the application and evaluation process ahead of any future rounds.

***Action: AB members and MoE evaluation support team to provide feedback on application form***