

Location	Mowbray Room, Bolton Hotel, 12 Bolton Street, Wellington		
Board Attendees	Bruce Adin (Chair) Bernardine Vester (Deputy Chair) Murray Jack Moe Milne Jason Swann		
Ministry Attendees	Simon Laube, Senior Manager, Partnership Schools team (meeting facilitator) [REDACTED] Assistant Policy Analyst, Partnership Schools team (minute taker) Dr Wayne Ngāta, Chief Advisor Te Ao Maori – Agenda item 1 Ellen MacGregor-Reid, Deputy Secretary, Early Learning and Student Achievement – Agenda item 3 s 9(2)(a) OIA		
Apologies	Te Rau Kupenga		
Decisions		Actions	Due Date
1. Mihi Whikitaui			
2. Introduction			
<ul style="list-style-type: none"> The Ministry provided an overview of the Partnership Schools Kura Hourua (charter schools) and facilitated a discussion about the role of the Advisory Group on Charter Schools (AGCS) in the present context. 		Noted/Discussed	
<ul style="list-style-type: none"> The Ministry provided an update on current contract monitoring of the charter schools open in 2018. 		Noted	
<ul style="list-style-type: none"> AGCS noted its role does not include any role in relation to the application of charter schools as state schools. 		Noted	
3. Deputy Secretary's Scene Setting			
<ul style="list-style-type: none"> Deputy Secretary, Early Learning and Student Achievement, Ellen MacGregor-Reid, updated the Advisory Group on the current situation with contract discussions, the application process and the Advisory Group's performance monitoring role. 		Noted	
4. Conflict of Interest			
<ul style="list-style-type: none"> Members completed and signed 'Conflict of Interest declaration' forms. 		Completed (Te Rau to update, if required)	Next meeting
<ul style="list-style-type: none"> Members amended their individual biographies as required, and signed these to confirm they were happy with them. 		Completed (Te Rau to update, if required)	
5. Communications and the Media			
<ul style="list-style-type: none"> AGCS noted that the Chair has the lead on all media 		Chair / MoE	



<p>queries. The Ministry will provide the Chair with support as requested. 'No surprises' policy applies. The Chair should inform the Ministry of media comment prior to providing it where practical. The Ministry will facilitate 'no surprises' for the Chair through the Minister's Office.</p> <ul style="list-style-type: none"> AGCS requested the Ministry prepare a letter to charter school sponsors introducing its members and clarifying its roles and performance monitoring responsibilities (with emphasis on being clear that AGCS does not have a role in termination discussions or the application process); the letter to sponsors will include an offer from the AGCS to meet with them. 	MoE to draft letter	Routine
6. Board only time		
<ul style="list-style-type: none"> Ministry officials not present for "Board-only" time. 		
7. Matters of Business		
<p>Addressed points raised during Board-only time</p> <ul style="list-style-type: none"> Minister to be advised that during the Chair's absence (June-September), the Deputy Chair will undertake media responsibilities. 	MoE to action	25 May
i. Discussion about the charter school assessment process		
<ul style="list-style-type: none"> Considered the Authorisation Board's approach to its assessment advice to the Minister for 2016 charter school performance. 	Considered	
ii. 2017 Annual and Quarter Four Report		
<ul style="list-style-type: none"> Considered the draft initial report, produced by the Ministry, which discussed the performance of Charter Schools Quarter Four and Annual results on all performance measures. AGCS agreed that it would follow the 2016 report format for its 2017 assessment report, with a draft provided with the information available AGCS noted that further information was required before a 2017 report could be finalised. This included: financial analysis of audited financial statements (due in June), NCEA school leaver information (due from July) and reporting from two schools (follow up underway) AGCS agreed that in the circumstances an interim report on 2017 results would not be prepared, and the focus would be on producing the final report as soon as possible (ie August or September, presuming the required inputs are provided). 	<p>Considered</p> <p>Agreed: MoE to provide draft 2017 report to AGCS</p> <p>Noted</p> <p>Agreed</p>	<p>June</p> <p>August / September</p>
iii. Follow up from prior Authorisation Board		
<ul style="list-style-type: none"> Considered the paper 'Outstanding follow-up from prior Authorisation Board re: 2016 performance assessments', 	Considered	



<p>the Advisory Group</p> <ul style="list-style-type: none"> AGCS agreed that it will focus specifically on 2017 performance and will not undertake work that may be perceived as reassessing 2016 performance, and in that context will further consider the issues identified by the Authorisation Board if they present in 2017 reporting AGCS noted the previous correspondence from the Authorisation Board with sponsor's Villa Education Trust, and Pacific Peoples' Advancement Trust. 	<p>Agreed</p> <p>Noted</p>	
iv. Meetings 2018 - Scheduling		
<ul style="list-style-type: none"> AGCS noted that the Ministry has not scheduled the quarterly meeting for quarter one in 2018, to allow sponsors to focus on other priorities (application process and termination processes). MoE advised that it was considering options for scheduling quarterly contract meetings in 2018, and would keep the AGCS updated. AGCS discussed visiting charter schools. It was agreed to reconsider this matter after letters to sponsors had been received and considered. <p>Meeting Dates</p> <ul style="list-style-type: none"> The Advisory Group agreed its meeting schedule. This included: <p>17 July 2018 (Wellington) 9 October 2018 (Wellington) 10 December 2018 (Auckland) 12 March 2019 (Location TBD)</p>	<p>Noted</p> <p>Add to agenda next meeting</p> <p>Confirmed</p>	
8. Termination Process		
<ul style="list-style-type: none"> The Ministry provided a general update for the AGCS on the termination for Minister's convenience process underway with charter schools. This update was confined to general process and individual cases were not discussed. 		
9. Administrative Matters		
<ul style="list-style-type: none"> Ministry to email the AGCS with a copy of the Stage 1 MartinJenkins evaluation report. AGCS set a standard procedure for its meeting and preparation time for meetings (for members). For day long meetings, preparation time will be one day. This procedure may be reviewed as required. 	<p>MoE to action</p> <p>AGCS</p>	<p>25 May</p>
10. Closing Karakia		