

Location	Auckland Regional Office, Ministry of Education, Auckland
Board Attendees	Bruce Adin (Chair) Bernardine Vester (Deputy Chair) Murray Jack Jason Swann
Apologies	Moe Milne Te Rau Kupenga
Ministry Attendees	Jackie Talbot, Group Manager, Secondary Tertiary and Partnership Schools (morning only); Simon Laube, Senior Manager; [REDACTED] Principal Advisor (minutes)

s 9(2)(a) OIA

Item	Actions	Due Date
1. Welcome / Apologies		
<ul style="list-style-type: none"> The Chair welcomed members and noted apologies from Moe and Te Rau. There were no updates to the conflicts of interest register. Draft minutes from the 30 August, 9 October meetings, and meeting notes from the 28 November teleconference were considered. Final minutes were approved. 	Ministry to finalise minutes ready for inclusion in proactive release	
2. Termination update/update on behalf of the Deputy Secretary		
<ul style="list-style-type: none"> Jackie Talbot noted that Ellen MacGregor-Reid sent her apologies as she had a prior commitment. On behalf of the Deputy Secretary, Jackie provided an update on the termination of charter school contracts and progress with transition arrangements as schools open as either state integrated or designated character schools in 2019 and 2020. The Advisory Group was advised that the Waitangi Tribunal was considering whether or not to grant urgency to the charter school claim (Wai 2770). The claimants do not include any charter school sponsors. The Tribunal's decision is expected in early 2019. 	<p>Noted</p> <p>The Advisory Group asked Jackie to pass on their thanks to Ellen</p> <p>Noted</p>	
[REDACTED]		
	Noted	
	s 9(2)(g)(i) OIA, s 9(2)(f)(iv) OIA	
[REDACTED]	Noted	
	Noted	

		s 9(2)(g)(i) OIA						
4. Disengagement plans and reporting requirements								
<ul style="list-style-type: none">Simon briefed the Advisory Group about the Disengagement Plans required for all terminated charter school contracts. The plans set out the activities that are required to bring the contract to an end and to support a successful transition to the new school. Sponsors must complete these activities before they can invoice the Ministry for the termination settlement payment. Most activities are required to be completed by the end of January 2019.	Noted							
<ul style="list-style-type: none">Termination takes effect on signing a mutual termination agreement (MTA), and sponsor's future reporting obligations are extinguished, unless otherwise requested under the MTA/Disengagement Plan.	Noted							
<ul style="list-style-type: none">In all cases sponsors are not required to submit Q4/annual reports.	Noted							
		s 9(2)(h) OIA						
5. 2017 Assessment Reviews Update								
<ul style="list-style-type: none">The Ministry submitted its Education Report to the Minister on 7 December 2018, together with a letter from the Chair and copies of the proposed Advisory Group letters to each sponsor informing them of the outcome of their 2017 assessment reviews.	Noted							
<ul style="list-style-type: none">The Ministry will update the Advisory Group once the Minister's decision is known.	Ministry to update Advisory Group as and when possible							
<ul style="list-style-type: none">The Ministry indicated that the Advisory Group's 2017 Performance Assessment Report, the Education Report confirming the decisions, and the Education Report relating to the review of assessment decisions will be processed so they are ready for proactive release in early 2019, as part of the next scheduled charter school information release.	Ministry to update Advisory Group on the proactive release at the Feb 2019 meeting							
6. Administrative matters								
<ul style="list-style-type: none">Members were reminded to submit invoices to the Ministry for payment, and relevant tax information (e.g. WHT Exemption certificates) as soon as practicable.The following fees and meeting schedule was updated and confirmed as procedure:<table><tr><td>28 October 2018 (teleconference)</td><td>1 x daily rate (0.5 preparation and/or follow-up 0.5 meeting)</td></tr><tr><td>School visits</td><td>0.5 x daily rate</td></tr><tr><td>10 December 2018</td><td>2 x daily rate (1 day preparation and/or follow-up 1 day meeting)</td></tr></table>	28 October 2018 (teleconference)	1 x daily rate (0.5 preparation and/or follow-up 0.5 meeting)	School visits	0.5 x daily rate	10 December 2018	2 x daily rate (1 day preparation and/or follow-up 1 day meeting)	Advisory Group members to submit outstanding invoices and relevant tax material to Ministry for payment.	
28 October 2018 (teleconference)	1 x daily rate (0.5 preparation and/or follow-up 0.5 meeting)							
School visits	0.5 x daily rate							
10 December 2018	2 x daily rate (1 day preparation and/or follow-up 1 day meeting)							
	Agreed							
<ul style="list-style-type: none">For non-scheduled Advisory Group activities, these could be charged on the standard hourly rates.	Noted							

<ul style="list-style-type: none"> The next scheduled face-to-face meetings are in 2019. They are: <ul style="list-style-type: none"> 11 February 2019 (Wellington) 12 March 2019 (Wellington). The work plan for the Advisory Group will be updated to reflect the supplementary reports that are expected; clearly identifying where activities will be undertaken by the Advisory Group or the Ministry (if after the Advisory Group is wound up). 	<p>Noted</p> <p>Ministry to action and include in papers for Feb 2019 meeting</p>	
7. Quarter 3 (2018) monitoring update		
<ul style="list-style-type: none"> An overview paper on Q3 performance monitoring was tabled. It set out the reporting that had been received and what was still expected to be received. The Ministry had held Q3 teleconferences with most sponsors. Further meetings were planned before Christmas. Routine performance issues were identified and follow up requested of sponsors. The Ministry has contracted Dr Kane Meissel to analyse sponsors' National Standards and Ngā Whanaketanga Rumaki Māori student achievement reporting, with Dr Meissel's analysis expected to be considered by the Advisory Group for its 2018 assessment report. The Ministry advised that Dr Meissel had also been commissioned to produce a supplementary report for the Ministry on student achievement progress at Villa Education Trust's (VET) two charter schools. This work was undertaken in accordance with a separate undertaking the Ministry had given to VET in 2016. VET submitted individualised student achievement data for e-asTTle to the Ministry. Dr Meissel will analyse this data against VET's contracted performance standards. VET will be responsible for final sign off of their performance results against their schools' performance standards. 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>	
8. 2018 Assessment Process		
<ul style="list-style-type: none"> The Advisory Group considered the initial draft of its 2018 assessment report. The Advisory Group's 2018 fast-track report is expected to include making final assessments of school performance on the following contract standards: <ul style="list-style-type: none"> Student achievement (Years 1-8 only) Student engagement Priority Learners Indication of the financial reporting would be included based on self-reporting, but no assessment would be undertaken as audited accounts were not available. The Ministry was considering whether a supplementary report [REDACTED] would be required. Any supplementary report (if required) would be completed after the conclusion of the 2018 fast-track process. Student achievement (NCEA school leavers) would not 	<p>Noted</p> <p>Noted</p> <p>Noted</p>	

be assessed but would be reported by the Ministry once available in late 2019.	Noted	
9. Any other business		
<ul style="list-style-type: none"> The Chair thanked Advisory Group members and Ministry attendees for their attendance and contribution. 		
Meeting closed 2.35pm		