

26 March 2014

IM60/104/52/3

Education Report: Partnership Schools | Kura Hourua Authorisation Board Appointments

Executive summary

The appointment of two new members to the Authorisation Board requires Cabinet approval. A Cabinet paper is attached to this report for you to consider and forward to the Cabinet's Appointment and Honours Committee (APH).

Recommendations

We recommend you

- a. **agree** that the attached Cabinet paper outlining your intended nominees for two new members for the Partnership Schools | Kura Hourua Authorisation Board is forwarded to the Cabinet Appointments and Honours Committee (APH).

[Signature]
AGREE / DISAGREE

- b. **forward** the attached paper to Cabinet Office.

[Signature]
AGREE / DISAGREE

- c. **sign** and **forward** the attached letter to Tahu Potiki acknowledging his resignation from the Authorisation Board.

[Signature]
AGREE / DISAGREE

- d. **sign** and **forward** the appointment letters following Cabinet approval of Sir Toby Curtis and John Taylor to the Authorisation Board.

[Signature]
AGREE / DISAGREE

[Signature]
Jill Bond
Acting Deputy Secretary
Sector Enablement and Support

s 9(2)(a) OIA

[Signature]
Hon Hekia Parata
Minister of Education

9.4.14

Education Report: Partnership Schools | Kura Hourua Authorisation Board Appointments

Purpose of report

1. This report provides you with a Cabinet paper setting out your proposed two new members to be appointed to the Partnership Schools | Kura Hourua Authorisation Board (the Board) to go to the Cabinet Appointments and Honours Committee (APH). You are asked to forward the attached paper to the Cabinet Office.

Background

2. Cabinet agreed to the establishment of the Board to provide advice to you on the selection of successful sponsors to establish Partnership Schools [CAB Min (12) 26/6 refers].
3. The functions of the Board are to:
 - thoroughly evaluate applications for Partnership Schools
 - provide advice and recommendations to the Minister of Education
 - oversee the regular review of each school's progress against agreed achievement targets
 - periodically report to the Minister of Education on each school's performance.
4. You approved the final terms of reference for the Board on 13 December 2013 [E1.19388 refers].
5. The Board was appointed in February 2013 and currently comprises the chair, the deputy and four members. The current membership of the Board is as follows:

Name	Position
Catherine Isaac	Chair
John Shewan	Deputy Chair
Terence Bates	Member
Dr Margaret Southwick	Member
Dame Iritana Tawhiwhirangi	Member
John Morris	Member

6. The seventh member, Tahu Potiki, advised the Board Chair on 21 March 2014 that he was stepping down from the Board given the additional time required for the second application round. His term on the Board was set to expire on 1 March 2016. Attached is a letter to Tahu Potiki acknowledging his resignation. We request you sign and forward this letter.

7. Two new members have been nominated to be appointed to the Board, one to replace Tahu Potiki and another to add additional educational experience to the Board as agreed with the Board at 22 October 2013 Partnership Schools Debrief meeting.

Nominees

8. The table below outlines the nominees' current position, experience, skills and knowledge.

Name	Current Position	Experience	Skills/Knowledge
Sir Noble Thomson (Toby) Curtis	Chairman of the Iwi Education Authority for Nga Kura a Iwi o Aotearoa	<ul style="list-style-type: none"> • Māori affairs and education • Education sector leadership • Community support 	<ul style="list-style-type: none"> • Māori community development and support • Education sector knowledge
John Taylor	Senior Advancement Consultant, The University of Auckland (retired in December 2013) Former Headmaster King's College	<ul style="list-style-type: none"> • Secondary school teaching and leadership • Education management 	<ul style="list-style-type: none"> • Education sector knowledge • Organisational management

9. The Iwi Chairs Forum is supportive of the Partnership Schools policy and have indicated their interest to have a member serve on the Authorisation Board. Sir Toby Curtis's name was put forward as the Iwi Chairs Forum's representative.
10. Given the resignation of Tahu Potiki from the Board, having a representative from the Iwi Chairs Forum will provide an important perspective and Māori voice that will inform the Board's independent advice to you. This is particularly important given the focus of widening choices and raising achievement for our priority learner groups.
11. John Taylor has also been a keen supporter of the Partnership Schools policy and will add strong educational expertise to the Board. John Taylor is the Board Chair's preferred nomination.
12. The Board has a balance of gender, age, ethnicity and geographic representation. It also brings together people with expertise and experience in education, business and the community.
13. The two nominated members have been asked to complete disclosure forms. They will also be subject to criminal checks which will take up to 21 working days.
14. We recommend that they be appointed until 1 March 2016, which is the expiry date for three of the existing members (Catherine Isaac, Terence Bates, and Dr Margaret Southwick).
15. John Shewan, John Morris and Dame Iritana Tawhwhirangi term is still set to expire on 1 March 2015. You agreed to stagger the appointment terms for the Board members to allow for continuity in the Board's work as it progresses and member's terms come up for renewal [Metis 743019 refers].

Conflicts of interest

16. The Authorisation Board, supported by the Secretariat, maintain a register of conflicts that record any perceived or actual conflicts of the members and their broader interests. The register sets out the nature of the conflict and the management approach that is to be applied for each recorded instance. Conflicts of interest are an agenda item and are discussed at the beginning of every Authorisation Board meeting.
17. The appointment of John Taylor, who was a member of the Partnership Schools| Kura Houa Working Group, may be perceived as a conflict of interest. As a member of the Working Group, he may have provided advice to prospective sponsors, whose full applications he will be involved in assessing as a member of the Board.
18. Two current members of the Authorisation Board were also members of the Working Group, Catherine Isaac and Dr Margaret Southwick. Any potential conflict this raised did not become an issue in the first application round for Partnership Schools.
19. The Working Group was closed down in March 2013, and the applicants for the first application round have been selected and have opened their schools. It is unlikely that Mr Taylor's previous membership on the Working Group will pose any conflict for the second application round.
20. Dame Iritana Tawhihirangi is also a serving Board member at Te Kohanga Reo National Trust Board. Recent high profile matters relating to the Trust have occurred. The Ministry is confident that appropriate steps will be taken to manage any potential perceived or actual conflicts of interest that may arise, consistent with the Authorisation Board's terms of reference.

Financial implications

21. The costs associated with appointing one replacement member and one new member to the Board can be met by the Ministry within existing departmental baselines.
22. The daily rate for the new members is [REDACTED] per day as per the Cabinet Fees Framework.

s 9(2)(a) OIA

Communications

23. The Ministry will liaise with your office about requirements for publicising the appointments and communications with your colleagues and support parties.
24. Appointment letters are attached for your signature following Cabinet approval of your two nominees.



Office of Hon Hekia Parata

Minister of Education

22 APR 2014

John Taylor

s 9(2)(a) OIA

Tēnā koe Mr Taylor

I am pleased to invite you to accept appointment as a member of the Partnership Schools | Kura Hourua Authorisation Board. This is a body set up to make recommendations on which Partnership School applications should be considered for my approval.

Purpose of the Board

The role of the Authorisation Board is to:

- evaluate the applications for Partnership Schools
- provide advice and recommend to me which applications should be approved
- oversee the regular review of each school's progress against agreed performance targets, and
- periodically report to me on the performance of each school.

The Board will need to provide me with a report by the end of May 2014 on the applications for Partnership Schools, including recommendations on which applications I should enter into contract negotiations with.

Membership and Roles

The Board currently consists of six individuals with a range of backgrounds and skill. If you choose to accept this appointment, your role as Member will include delivering against the Board's terms of reference.

The other members of the group are: Catherine Isaac (Chair), John Shewan (Deputy Chair) John Morris, Dame Iritana Tawhiwhirangi, Terry Bates, Dr Margaret Southwick and Sir Toby Curtis.

I expect the Authorisation Board and individual members to ensure there are no surprises. You should operate closely with the Ministry of Education and maintain a strong relationship with the Secretary for Education. I expect you to remain alert to issues before they become problems and anticipate risks that could present a problem in the future. In addition, you should take appropriate action to ensure risks are mitigated.

All members must act in the interests of all stakeholders including young people and their parents or whānau, and should not represent any particular organisation or voice.

Members of the committee will provide a breadth of perspectives, and views expressed will not be taken as being those of their employer.

Tasks

The time commitment required as a member of the Authorisation Board will be up to 30 days for the year March 2014 – February 2015 and 15 days in each following year. The work schedule will be established by the Chair in consultation with the members.

Term

The term of this appointment is from the date of this letter until 1 March 2016. The term of your appointment is for two years unless your appointment is terminated either by revocation by me or resignation, in either case, notice of four weeks being given.

Confidentiality and Official Information

Members must not disclose any confidential information or material provided to the group by officials. The Official Information Act 1982 will apply without exception to the activities of the group. If the Authorisation Board receives requests for official information I expect you to seek advice from the secretariat so they can be handled in a timely manner.

Publicity

All members may make media statements. The Ministry of Education secretariat function will provide media support. The Chair is chiefly responsible for approving the comment by members. Members must not make independent statements to the media regarding the work of the group without the express permission of the Chair. The Chair may delegate media responsibility to the Deputy Chair.

Fees and Allowances

The Member's fee has been determined with reference to Cabinet Office guidelines and will be a gross daily rate of [REDACTED] s 9(2)(a) OIA

Actual and reasonable expenses for meals, travelling (including motor vehicle) and accommodation may be reimbursed. Overtime and travel time of less than three hours cannot be paid for. Cancelled meetings may be contributed to in exceptional circumstances.

Payment will be made on receipt of your invoice by the Ministry contact person on a monthly basis. Taxation matters depend on the personal circumstances of the member.

Conflicts of Interest

If at any time during your term of appointment, you come to believe you have, or may have, a current or future conflict of interest, you must advise the Ministry contact person immediately.

As part of the due diligence process, the Ministry has collected information relevant to probity from each member of the Board. The Ministry may carry out more formal probity investigations at any time in the future, should the need arise.

Secretariat Support

The Ministry of Education will provide secretariat support and work closely with you and members on process matters. The Ministry will also provide the group with background papers on the Partnership School model, and further information and support as required.

If you have any questions about the Authorisation Board, the terms of appointment or the role itself, please contact [REDACTED] Partnership Schools Authorisation Board Secretariat on [REDACTED] Any written correspondence can be sent to [REDACTED] at:

s 9(2)(a) OIA

Ministry of Education
PO Box 1666
Wellington 6011

Next Steps

If you accept this appointment, please sign both copies of this letter and return one to the Ministry contact person.

Your appointment to the Board is subject to the standard probity checks.

If you are unable to accept this appointment, please advise the Ministry contact person as soon as possible, and treat all information relating to this letter and any discussions that may have been held prior to it about the Authorisation Board as confidential.

Thank you for your willingness to be a member of this Board. I am sure that you will make a valuable contribution to the work of the group and to the goal of every single young New Zealander having the opportunity to reach their full potential.

Heoi anō

s 9(2)(a) OIA

Hon Hekia Parata
Minister of Education

John Taylor

22/4/2014

...../...../2014



Office of Hon Hekia Parata

Minister of Education

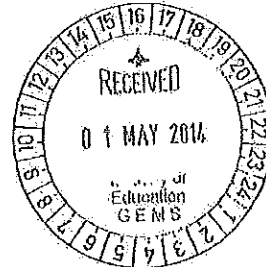
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22 APR 2014

Sir Toby Curtis



s 9(2)(a) OIA



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Heoi anō

s 9(2)(a) OIA

[REDACTED]

Hon Hekia Parata
Minister of Education

Sir Toby Curtis

22/14/2014

29/14/2014



Office of Hon Hekia Parata

Minister of Education

Tahu Potiki

s 9(2)(a) OIA

Tēnā koe Mr Potiki

The Chair of the Partnership Schools | Kura Hourua Authorisation Board, Catherine Isaac, has informed me that you have decided to step down from the Board citing the increased time commitment required to evaluate the second application round for Partnership Schools.

Thank you for your willingness to be a member of this Board. You have made a valuable contribution to the work of the group and to the goal of every single young New Zealander having the opportunity to reach their full potential.

Catherine has advised me that you wish to continue to support the Partnership Schools work by encouraging South Island education interests, especially Māori groups, to consider the opportunity provided by the Partnership Schools initiative. I welcome your continued support of the Partnership Schools model.

Thank you for your contribution to this work and on-going support of the Partnership Schools Initiative.

Heoi anō

Hon Hekia Parata
Minister of Education

cc Catherine Isaac, Chairperson, Partnership Schools | Kura Hourua Authorisation Board