

Location	Kingsgate Hotel, Thorndon
Attendees	<b>Authorisation Board : 9.00am – 4.10pm</b> Catherine Isaac - Chair John Shewan - Deputy Chair Terry Bates until 1.30pm Dame Iritana Tawhiwhirangi Tahu Potiki  <b>Board Only time between 9.00am and 9.30am.</b>
Apologies	Dr Margaret Southwick John Morris
In Attendance	<b>Ministry of Education:</b> Marilyn Scott- Group Manager Regional Operations (10am – 11.30am) [REDACTED] - Authorisation Board Secretariat [REDACTED] - Project Manager (Minutes)

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#### Summary Actions arising from the meeting

	Action	Owner	Due Date
A	Provide the AB with data on areas of roll growth and student achievement (PAI data) and relevant data being provided to the Cross Sector Forum.	Ministry	01 Dec 2013
B	Provide educational outcome data for kura kaupapa Māori and kura a iwi to the Board.	Ministry	01 Dec 2013
C	Provide the AB with information on the PaCT tool	Ministry	01 Dec 2013
D	TB to finalise the monitoring role paper	Terry Bates	30 Nov 2013
E	Continue work on the draft monitoring template	Ministry	30 Nov 2013
F	Send out meeting dates for proposed timeline in 2014.	Ministry	13 Nov 2013
G	Decide whether the Board will do sponsor briefings, and if so when and where.	Board	30 Nov 2013
H	Board members to send feedback to [REDACTED] on the RFA.	Board	18 Nov 2013
I	Draft letter to the Minister on behalf of the Board inviting her to 5 February Board meeting.	Ministry	30 Nov 2013

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Agenda #	Topic	Sponsor	Author
Meeting opening			
1.	Previous minutes	Chair	Catherine Isaac
	Apologies were recorded. Minutes from Authorisation Board meeting on 22 October 2013 were read and agreed. The Board noted the notes received from the meeting the Board had with the Ministry and the Minister on 22 October 2013.		

2.	Disclosure of AB members' conflicts of interest	Chair	Catherine Isaac	
	Board members advised that they had no new matters to disclose.			
3.	Update from the Chair	Chair	Catherine Isaac	
	<p>The Chair noted the additional member of the Authorisation Board should have extended educational and school leadership experience along with sufficient time to attend Board meetings.</p> <p>It was agreed the main points of the day were to discuss the RFA and a timeline for the next round.</p> <p>The Board agreed that they would like to initially evaluate on quality, educational merit, ability to attract and engage with priority students, and organisational/financial capability, and then take into consideration the more specific preferences to be outlined in the RFA.</p> <p>It was agreed that it would be preferable for applicants who are not shortlisted to be advised of this sooner than in the previous round.</p> <p>The Board would like data provided on areas of roll growth, and on education achievement and relevant recent data that has been produced for the Cross Sector Forum.</p> <p><b>Action:</b> Provide data on areas of roll growth, student achievement (PAI data) and Cross Sector Forum data for the Board.</p> <p><b>Action:</b> Provide educational outcome data for kura kaupapa Māori and kura a iwi to the Board.</p>			
4	PSKH establishment – progress update			s 9(2)(a) OIA
	<p><b>1. Vanguard Military School:</b> Strong recruitment, including recruitment of the principal. Core subjects will be taught by registered teachers. They are reporting strong enrolments from students, including priority learners.</p> <p><b>2. Te Kura Hourua O Whangarei:</b> Have secured property. The issue with the PPTA was discussed; the relationship manager is supporting the Kura as they work through the issues, and to look at other options.</p> <p><b>3. Te Kura Hourua ki Whangaruru:</b> Progressing well aside from property issues, have a strong team.</p> <p><b>4. The Rise UP Academy:</b> On track - MOE have provided Rise UP with support to ensure their property is ready on time.</p> <p><b>5. South Auckland Middle School:</b> Have secured their property and are on track.</p>			
5	Authorisation Board monitoring role	Terry Bates		
	<p>The paper on the monitoring role of the Board was discussed.</p> <p>Recommendation 2.1 was agreed with the change that the primary role of the Board was to monitor student achievement and progress. It will want to be kept informed of student engagement data and financial information as a second level priority particularly if there is a likely affect on student progress and achievement. It will also take an interest in reporting on mission-specific goals.</p> <p>Recommendation 2.2 was agreed.</p> <p>The Board are conscious of the substantial reporting requirements for the schools and agreed that it would not ask for additional information from the schools. It was agreed that the Ministry will analyse the information it receives from the schools and ERO and report to the Board on this data. The Board wish to make balanced, informed judgements, using comparable data - it wants an overall picture of how the students are performing.</p> <p>Recommendation 2.3 was agreed with the following change to timelines:</p> <p>The Board noted that it would like to have reports on the baseline data early in the year (Term One), including the number of students from priority groups at these Kura. At the same time, the Board would expect to receive a report on the Kura's achievement from the previous year. The Board noted this report in 2014 will only have baseline data. The second report on mid year information will be due in September.</p> <p>The Board agreed the Kura will decide/negotiate their national standard targets in Term 3 (September) for the following school year. It was decided that in 2014 this should happen simultaneously with their report on</p>			

	<p>baseline data.</p> <p>Recommendation: 2.4 Agreed</p> <p>Recommendation 2.5 Agreed</p> <p>Recommendation 2.6 Agreed</p> <p>The Board discussed the monitoring model provided by the Ministry. Ministry to continue work on the draft monitoring template taking account of the discussion at the meeting</p> <p><b>Action:</b> Ministry to provide the AB with information on the PaCT tool</p> <p><b>Action:</b> TB to finalise the monitoring role paper</p> <p><b>Action:</b> Ministry to continue work on the monitoring template</p>			
6	Draft evaluation plan	 Catherine Isaac		
	<p>The Board discussed and agreed the timeframe for the next round. The Board discussed holding Sponsor briefings in early December. In particular the Board wish to ensure information about Partnership Kura is readily available, build up an effective communication process and ideally have a website for general and frequently requested information and questions.</p> <p><b>Action:</b> Ministry to send out meeting dates for proposed timeline in 2014.</p> <p><b>Action:</b> AB to decide whether they will do sponsor briefings, and if so when and where.</p>			
7	Application form			
	<p>Draft application form was discussed. Some parts of the form require further work. Board members to send feedback to the Project Manager. Form will be sent to the Board again before being finalised.</p> <p>The Authorisation Board meeting on 5 February 2014 will be used to review the criteria. The Board would like to meet with the Minister to clarify the application of her priorities during the next round.</p> <p><b>Action:</b> Board members to send feedback to Project Manager on the RFA ASAP.</p> <p><b>Action:</b> Ministry to draft a letter to the Minister on behalf of the Board inviting her to 5 February Board meeting.</p>			
	Meeting closed at 4.10pm			

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