

Location	The Mercy Centre, 15 Guildford Terrace, Thorndon
Attendees	Authorisation Board : 3.00pm – 5.45pm Catherine Isaac - Chair John Shewan - Deputy Chair Dr Margaret Southwick Terry Bates Dame Iritana Tawhiwhirangi John Morris Board Only time from 4.45pm.
Apologies	Tahu Potiki [REDACTED] – Senior Manager
In Attendance	Ministry of Education: 3.00pm – 4.45pm Marilyn Scott- Group Manager Regional Operations [REDACTED] - Authorisation Board Secretariat [REDACTED] - Project Manager (Teleconferencing from 4.15pm – 4.30pm). (Minutes)

Summary Actions arising from the meeting

	Action	Owner	Due Date
A	Ministry to check whether the AB can receive a copy of the Cabinet paper.	Ministry	01 Nov 2013
B	Ministry to submit a weekly overview of progress to AB.	Ministry	Ongoing
C	Ministry to send through an updated list of staff involved in the Partnership Kura Project	Ministry	30 Oct 2013
D	Ministry to check with [REDACTED] re-back up plans for Whangaruru including checking MOE surplus property.	Ministry	30 Oct 2013
E	Ministry to send through an electronic copy of the draft application form to AB following the meeting. AB should track any changes and return to Ministry [REDACTED] as soon as possible	Ministry	23 Oct 2013
F	Ministry to update the following areas of the form: <ul style="list-style-type: none"> reduce executive summary to 800 words add in specific referee requirements questions related to registered teachers add applicant name on cover page of application. 	Ministry	30 Oct 2013
G	Ministry to send through the next version of the draft application form for comment to AB by 1 November.	Ministry	01 Nov 2013
H	Ministry to draft possible timeline for next application round and identify dates AB will need to meet to assess applications	Ministry	12 Nov 2013
I	Ministry to provide the AB with an update on progress on curriculum development and student numbers in weekly report	Ministry	01 Nov 2013
J	Ministry [REDACTED] to communicate with the AB [REDACTED]	Ministry	[REDACTED]

s 9(2)(i) OIA

K	TB and JM to meet and discuss monitoring framework next week.	Terry Bates and John Morris	01 Nov 2013
L	Ministry to provide paper on monitoring framework	Ministry	12 Nov 2013

Agenda #	Topic	Sponsor	Author	
Meeting opening				
1.	Previous minutes	Chair	Catherine Isaac	
	<p>Minutes from Authorisation Board meeting on 20 September and 30 August were read and agreed.</p> <p>Additional notes from 30 August meeting were noted.</p> <p>The Chair asked that meeting minutes be circulated quickly after each meeting.</p>			
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 meeting commenced with an update from the Chair.</p> <p>The Chair stated that the Authorisation Board are interested to see the Cabinet paper sent to the Minister on the next procurement round.</p> <p>MS noted that Cabinet papers are not normally circulated outside of the Ministry, but she is happy to check on this occasion.</p> <p>The Chair expressed concern that the AB is not being kept up to date with issues arising for the first five PSKH in the establishment phase. In particular, the AB found it disconcerting to hear of issues from external parties and requested to be provided with a weekly update on the five Partnership Kura.</p> <p>Action: Ministry to check whether the AB can receive a copy of the Cabinet paper.</p> <p>Action: Ministry to submit a weekly overview of progress to AB.</p>			
4	Introduction of Secretariat	Marilyn Scott		
	<p>MS introduced [REDACTED] as the newly appointed AB secretariat, and explained that the project has now moved from Schooling Policy to Regional Operations group in the Ministry as the project has moved into implementation phase. Marilyn has responsibility for the project and replaces Ben O'Meara and [REDACTED]</p> <p>Action: Ministry to send through an updated list of staff involved in the Partnership Kura Project</p>			
5	Overview from Marilyn Scott	Marilyn Scott		
	MS explained the role of the contracted governance facilitators and explained the			

	<p>additional staff that are working on the project - 2 x senior advisors based in Auckland and 0.25 person in Whangarei. Their role is to support the partnership Kura get established and to manage the governance facilitators.</p> <p>The AB stated that they did not want the governance facilitator to be compulsory for the Kura nor for the governance facilitators to be telling the Kura what they need to do. MS explained that role is optional and each Kura is able to use the governance facilitators to suit their needs.</p> <p>AB asked that any relevant information from the governance facilitators' reports be included in the weekly update.</p> <p>MS gave a brief progress update on each of the Partnership Kura. Property issues affecting Te Kura Hourua ki Whangaruru were discussed. The AB asked if the Ministry had any back up plans including if there was surplus Ministry property in that area.</p> <p>The AB also raised the concern that should they move to a different property (in town), it would be a significantly different proposal to their application.</p> <p>Action: Ministry to check with [REDACTED] re back up plans for Whangaruru including checking MOE surplus property.</p> <p>s 9(2)(a) OIA</p>		
6	Application form review	John Shewan	
	<p>Copy of the revised application form was distributed. Discussion about the potential interest and whether there was reference to criteria in the Cabinet paper that would limit applications for example regional priority, level, number of Kura. The AB agreed that it could be difficult to limit applications as in the current round 2 out of the 5 Partnership Kura are not in priority areas.</p> <p>The AB has agreed that the executive summary would be used to select those applications that would be considered further. It was agreed that the maximum words in the executive summary should be reduced to 800 words. The AB stated they would like the application form to be approved at 12 November meeting and would need it prior to this meeting to allow time for feedback and changes to be made.</p> <p>The AB agreed that applicants should provide referees that can comment on their:</p> <ul style="list-style-type: none"> • educational capability and experience; • governance/management capability and experience; and • community engagement capability and experience. <p>The AB also agreed the section in the School Overview in the application iv Teachers should be changed from:</p> <p><i>What proportion of your teaching staff will be registered?</i></p> <p>to</p> <p><i>If you are successful, what is your proposed approach regarding using registered/unregistered teachers and why?</i></p> <p>Action: Ministry to send through an electronic copy of the draft application form to AB following the meeting. AB should track any changes and return to Ministry [REDACTED] as soon as possible</p> <p>Action: Ministry to update the following areas of the form:</p> <ul style="list-style-type: none"> • reduce executive summary to 800 words • add in specific referee requirements • questions related to registered teachers • add applicant name on cover page of application. <p>s 9(2)(a) OIA</p>		

	<p>Action: Ministry to send through the next version of the draft application form for comment to AB by 1 November.</p> <p>Action: Ministry to draft possible timeline for next application round and identify dates AB will need to meet to assess applications for 12 Nov meeting.</p>				s 9(2)(a) OIA
7	Update from Project Manager				
	<p>[REDACTED]</p> <p>s 9(2)(i) OIA</p> <p>[REDACTED]</p> <p>Action: Ministry to provide the AB with an update on progress on curriculum development and student numbers in weekly report</p> <p>Action: Ministry [REDACTED] to communicate with the AB [REDACTED]</p>				
8	Authorisation Board Monitoring Role	Terry Bates			s 9(2)(i) OIA
s 9(2)(a) OIA	<p>TB and JM meeting to discuss the monitoring framework and the information the AB will need to undertake their monitoring role.</p> <p>Ministry is due to have a paper for the AB to discuss at 12 Nov meeting</p> <p>Action: TB and JM to meet to discuss monitoring framework next week.</p> <p>Action: Ministry to provide paper on the monitoring framework for 12 Nov meeting</p>				
	Board only time from 4.45pm				