



Charter School Authorisation Board Te Poari Whakamana Kura Hourua

Board Meeting Minutes

Date and time	21 July 2026 – 7:24pm-8:56pm
Venue	Online
Board members	Justine Mahon (Chair), Neil Paviour-Smith, Dee-Ann Wolferstan, Doran Wyatt, Catherine Isaac, Rōpata Taylor, Dame Elizabeth Rata
Apologies	Rōpata Taylor, Doran Wyatt, Neil Paviour-Smith
Attendees	Sean Teddy, Chief Executive Juliette Hayes, Head of Performance and Monitoring [REDACTED], Outreach Lead [REDACTED], Principal Operational Policy Advisor [REDACTED], Board Secretariat and Ministerials Lead [REDACTED], Governance Advisor

1. Board only time

The Board held a closed session from 7:00pm – 7:24pm

2. Meeting Administration

The Chair noted that a quorum was not present for the meeting. Members agreed to proceed with discussion of agenda items to enable timely consideration of matters before the Board and to formulate proposed resolutions.

It was agreed that any resolutions supported by the members present would be circulated to absent Board members following the meeting as an out-of-cycle written resolution process.

Decisions would not take effect until the out-of-cycle process had been completed and the required level of Board approval had been obtained in accordance with the Board's governance requirements. Members noted that this approach ensured continuity of Board business while maintaining appropriate governance oversight and decision-making authority.

The agenda was confirmed, and the declarations register was updated.

The Board congratulated Elizabeth on her achievement as Dame Companion of the New Zealand Order of Merit.

3. Agency Updates

The Board received and noted the CSA fortnightly reports for May, June, and as at 10 July 2026.

The Chief Executive updated the Board on Agency operations.

Members received and noted the quality of Board papers.

The Board discussed attendance performance for three schools and requested a further update be provided at the September 2026 Board meeting.

Members noted encouraging attendance trends across the charter school network and discussed the importance of ongoing monitoring and reporting to support Board oversight of student engagement and attendance outcomes.

4. Applications and Contracting

4.1 Out-of-Cycle Decision – New Sponsor for 9(2)(ba)(i)

The Board received the OOC decision paper for the proposed new sponsor for 9(2)(ba)(i) and confirmed the OOC decision as follows:

- a) **Noted** the proposed new sponsor, 9(2)(ba)(i), for the conversion of 9(2)(ba)(i).
- b) **Approved** a targeted community consultation process to confirm support for 9(2)(ba)(i) as the proposed sponsor of 9(2)(ba)(i).
- c) **Endorsed** the consultation approach outlined by the Charter School Agency, including consultation with school staff, the school board, parents and interested community members, supported by an online survey.
- d) **Agreed** that consultation be undertaken between 16 July and 29 July 2026, with the results reported back to the Authorisation Board at its 11 August 2026 meeting.

Moved: Justine Mahon

Seconded: Neil Paviour-Smith

Decision: Carried

The resolution was carried out of cycle, with the Board reaching consensus on 13 July 2026.

The Board **agreed** that the Chief Executive in line with section 212I of the Education and Training Act undertake the consultation process on behalf of the Authorisation Board.

Moved: Justine Mahon

Seconded: Catherine Isaac

Provisional Decision: 21/07/2026

Decision: Carried 24/07/2026

The resolution was carried out of cycle, with the Board reaching consensus on 24 July 2026.

4.2 Authority to Extend Year Levels

The Board considered options for the delegation of decisions relating to requests to extend approved year levels. Members discussed the educational, operational, and student welfare implications that can accompany year level changes, particularly for intermediate-aged students. While recognising the benefits of operational efficiency, members considered that such requests continue to warrant Board oversight. The Board agreed that responsibility for approving year level extensions should remain with the Authorisation Board.

Moved: Justine Mahon

Seconded: Elizabeth Rata

Provisional Decision: 21/07/2026

Decision: Carried 24/07/2026

The resolution was carried out of cycle, with the Board reaching consensus on 24 July 2026.

4.2a École year 9 extension

The Board considered École's request to extend its approved year levels to include Year 9 students. Members noted the school's established educational model, accreditation arrangements, and the assessment completed by Agency officials. The Board was satisfied that appropriate educational and operational considerations had been addressed.

The Board **approved** the request from École Française Internationale Auckland to extend year levels to Year 9.

Moved: Justine Mahon

Seconded: Catherine Issac

Provisional Decision: 21/07/2026

Decision: Carried 24/07/2026

The resolution was carried out of cycle, with the Board reaching consensus on 24 July 2026.

4.3 Distinguishing Characteristic Request – École

The Board considered École's application for recognition of a distinguishing characteristic. Members noted that the school delivers a comprehensive French-language immersion programme operating within an internationally recognised educational framework. The Board **agreed** that the school's approach represents a clear and identifiable distinguishing characteristic that differs from that offered within ordinary state schools and approved the application.

The Board:

- a) **Approved** the distinguishing characteristic application from École Française Internationale Auckland.
- b) **Determined** that the proposed distinguishing characteristic demonstrates a clear and identifiable educational character that differs from that available in ordinary state schools and is consistent with the Board's approved principles and criteria for assessing distinguishing characteristics.
- c) **Requested** the Charter School Agency communicate the Board's decision to the sponsor and undertake the necessary steps to give effect to the approval, including publication in the New Zealand Gazette.

Moved: Dee-Ann Wolferstan

Seconded: Elizabeth Rata

Provisional Decision: 21/07/2026

Decision: Carried 24/07/2026

The resolution was carried out of cycle, with the Board reaching consensus on 24 July 2026.

Action

Number	Description	Due Date
BAP26-078	Publish the Gazette Notice: <i>École Française Internationale Auckland operates with the distinguishing character of full immersion in French education, delivering the French national curriculum in French and English within an integrated family engagement model, under the accreditation of the French Education Authorities.</i>	July 2026
BAP26-079	Distinguishing characteristic approval letter - Charter School Agency communicate the Board's approval decision to the sponsor - École Française Internationale	July 2026

4.4 Te Kāpehu Whetū Year level Extension

The Board considered the request from Te Kāpehu Whetū to enrol Years 9 and 10 students earlier than provided for in its contract. 9(2)(g)(i)

The Board **approved** the request from Te Kāpehu Whetū to enrol Years 9 and 10 students six months earlier than contracted. The Board further agreed the following contract conditions apply:

- i. the sponsor obtains the appropriate Hostel licence if any Year 9 and 10 students are to be boarders
- ii. that the approval to consent is provided by NZQA.

Moved: Justine Mahon

Seconded: Elizabeth Rata

Provisional Decision: 21/07/2026

Decision: Carried 24/07/2026

The resolution was carried out of cycle, with the Board reaching consensus on 24 July 2026.

4.5 Outreach Report

The Board **noted** the outreach report and discussed ongoing stakeholder engagement and communications activities. Members acknowledged the importance of continuing efforts to promote awareness of the charter school programme and to support community understanding of school outcomes and opportunities.

4.6 The Forest School

The Board **noted** the update regarding The Forest School property arrangements.

5. Performance Management and Monitoring

5.1 Charter schools' use of alternative assessment tools for achievement reporting [BAP26-063]

9(2)(g)(i)

The Board **agreed** that additional information and examples of assessment methodologies should be brought back for future consideration and added this item to the forward agenda.

5.2 Sponsor response on school rolls

9(2)(g)(i)

Members acknowledged the efforts being made by sponsors but emphasised the importance of consistent expectations across all schools.

The Board **agreed** that the September 2026 roll return would be a key milestone for monitoring progress and requested continued reporting on enrolment growth, pipeline data, and progress against establishment roll targets.

Members also **noted** previous commitments made by some sponsors regarding student recruitment strategies and transportation arrangements and requested ongoing visibility of sponsor actions.

Action

Number	Description	Due Date
BAP26-080	Progress Reporting on Sponsor Roll Growth – Schedule regular updates to the Board on TIPENE and Mastery Schools NZ – Arapaki's progress against their plans to achieve contracted establishment rolls and include reporting in the Board Forward Agenda .	July 2026

5.3 Enrolment growth plans

9(2)(g)(i)

The Board emphasised the importance of achieving enrolment milestones and agreed that officials should continue to monitor progress and provide updates to support future decision-making.

5.4 Term 1 Attendance Report

The Board **noted** the attendance report.

5.5 Public Annual Reports 2026

9(2)(g)(i)

Members discussed the importance of clear expectations regarding public accountability and statutory reporting obligations while maintaining the flexibility intended within the charter school model. The Board supported a proportionate approach that provides sponsors with clear expectations, timelines, and reporting requirements without creating unnecessarily prescriptive templates or guidance.

Additional Discussion: Positive Outcomes

Members acknowledged positive developments across the charter school network. The Board have requested that the CSA Communications Lead comes to a future meeting.

Action

Number	Description	Due Date
BAP26-081	Letter to Christchurch North - From the Board to Christchurch North College acknowledging its achievements and contribution to the charter school sector.	July 2026
BAP26-082	Letter to École – From the Board congratulating them on their accreditation	July 2026
BAP26-089	Communications update - The CSA Communications Lead attends a future meeting.	October 2026

6. Meeting Closure

6.1 Ratify previous minutes (12/05/2026)

Members present approved the minutes of the 12 May 2026.

The minutes were subsequently ratified through the Board's out-of-cycle written resolution process, with the required level of Board approval obtained on 24 July 2026.

6.2 Forward Agenda

The forward agenda was acknowledged with additional items from today's meeting.

6.3 Action Register

The Board noted progress on actions, closing actions as indicated.

The meeting closed at 8:56pm. The next meeting is scheduled for 11 August 2026.