



Charter School Authorisation Board

Te Poari Whakamana Kura Hourua

Board Meeting Minutes

Date and time Tuesday 11 August 2026

Venue Te Iho, Room 11.04, Cnr Bowen Street and Lambton Quay, Wellington 6011

Board members Neil Paviour-Smith (Deputy Chair)

Dee-Ann Wolferstan

Doran Wyatt

Catherine Isaac

Dame Elizabeth Rata

Apologies Justine Mahon (Chair)

Rōpata Taylor

Attendees Sean Teddy, Chief Executive

Ayo Oyawale, Chief Advisor to the Chief Executive

Juliette Hayes, Head of Performance and Monitoring

9(2)(ba)(ii)

Māhina Melbourne, General Manager System Performance

Kiritina Johnsonstone, Programme Lead, Māori Medium

9(2)(a) Outreach Lead

Contract Lead

Board Secretariat and Ministerials Lead

Governance Advisor

1. Board only time

The Board held a closed session from 10.10am-10.23am.

2. Meeting Administration

The agenda was confirmed and the declarations register was updated. The Chair noted there were no conflicts of interest with respect to the agenda.

The Board noted apologies from Justine Mahon and Rōpata Taylor. With the absence of the Chair, Neil Paviour-Smith chaired this meeting.

3. Agency Updates

The Board received and noted the CSA fortnightly reports dated 24 July and 7 August 2026.

The Chief Executive updated the Board on the Agency's work on outreach activity, sponsor interest, policy work relating to growth settings, property matters, and prospective school applications.

4. Applications and Contracting

4.1 9(2)(ba)(i) Conversion Application Pack (Decision) and

4.2 Conversion Application Pack (Decision)

The Board considered the applications from sponsor applicant 9(2)(ba)(ii) to convert 9(2)(ba)(ii)

The Board requested the Agency work with the potential sponsor to provide clearer and more concise applications.

The Board:

- a) **approved** 9(2)(ba)(ii) to proceed to consultation,
- b) **endorsed** the consultation plan, and confirmed Dee-Ann Wolferstan as the board member who will attend the consultation.

The Board **requested**:

- a) that the sponsor applicant of 9(2)(b)(ii) School attend the 8 September 2026 board meeting for an interview.
- b) that prior to meeting in September the sponsor provides the Board with further information in a concise format which addresses some specific questions:
 - o How will the proposed model improve attendance?
 - o How curriculum will be delivered, why the current curriculum is resulting in underachievement and what is being done now to address these concerns?
 - o How student assessment will be undertaken and negative outcomes addressed?
 - o What is going to change if the schools are converted?

Moved: Neil Paviour-Smith

Seconded: Catherine Isaac

Carried

Action

Number	Description	Due Date
BAP-26-083	Agency to advise the sponsor applicant of the Board's request for additional information and invite them to the September meeting pending a satisfactory response.	August 2026

4.3 9(2)(ba)(ii) Application Pack (Decision)

joined the Board meeting via video link.

The Board considered the outcome of consultation on the proposed conversion of and the assessment of the as sponsor.

The Board **approved** the 9(2)(ba)(ii) under section 212F of the Education and Training Act 2026 and **approved** the agency to commence contract negotiations.

Moved: Dee-Ann Wolferstan

Seconded: Doran Wyatt

Carried

Action

Number	Description	Due Date
BAP-26-084	Board Chair to write to 9(2) advising the Boards decision.	August 2026

4.4 Unable to conclude a contract – 9(2)(ba)(ii) Decision)

The Board considered advice regarding the inability to conclude a contract with 9(2)(ba)(ii) in relation to 9(2)(ba)(ii).

The Board **approved** rescinding its previous approval of 9(2)(ba)(ii) as sponsor and agreed that contract negotiations with 9(2)(ba) should cease.

Moved: Catherine Isaac

Seconded: Dee-Ann Wolferstan

Carried

4.5 Tōtara Point School application to extend year levels (Decision)

The Board considered Tōtara Point School's application to extend its approved year levels.

The Board **approved** the application from Tōtara Point School to extend its provision to Years 7 and 8, with:

- Year 7 commencing in 2027; and
- Year 8 commencing in 2028.

Moved: Catherine Isaac

Seconded: Neil Paviour-Smith

Carried

Action

Number	Description	Due Date
BAP-26-085	Board Chair to notify the sponsor of the Board's decision and undertake any required contractual variations to the approved year-level extension.	August 2026

4.6 Adjustment of funding for Educanz Ltd (North West College) (Decision)

The Board considered advice relating to historical funding calculations for Educanz Ltd (North West College) and the outcome of the Agency's review.

The Board discussed the proposed adjustment and **agreed** that Educanz Ltd's entitlement funding for Quarters 1 and 2 of 2025 should be adjusted.

Moved: Neil Paviour-Smith

Seconded: Dee-Ann Wolferstan

Carried

Action

Number	Description	Due Date
BAP-26-086	Agency staff to notify Educanz Ltd (North West College).	August 2026

4.7 Outreach Report (Noting)

The Board received the Outreach Report of potential converting schools, and discussed current outreach activity, potential applications, and schools progressing through the conversion pipeline.

5. Policy and Governance

5.1 Māori Education (BAP25-053)

The Board received a presentation from the General Manager System Performance and the Programme Lead, Māori Medium, Ministry of Education on Māori Education.

5.2 Proposed legislation changes for Charter Schools Conversions

The Principal Operational Policy Advisor discussed proposed legislative changes with the Board. The Board noted these and discussed the implications of the changes for charter school conversions.

6. Meeting Closure

6.1 Authorisation Board Draft Annual Report 2025/26

The Board reviewed the draft Annual Report for 2025/26 and provided feedback with an updated version to be provided for the September meeting.

Action

Number	Description	Due Date
BAP-26-087	Agency to produce a further draft of the Annual Report.	September 2026

6.2 General Election Guidance 2026

The Board noted the Public Service Commission's General Election Guidance for 2026.

9(2)(f)(iv)

Action

Number	Description	Due Date
BAP-26-088	9(2)(f)(iv) [REDACTED] [REDACTED]	September 2026

6.3 Ratify previous minutes (21/07/2026) and proactive release

The Board discussed the draft minutes and proactive release approach.

The Board noted errors and inconsistencies in the draft minutes and requested that the July and August minutes, should return to the September meeting.

6.4 Forward Agenda

The Board reviewed and noted the Forward Agenda for forthcoming Board meetings.

6.5 Action Register

The Board reviewed the Action Register and noted progress against current actions.

The Board agreed that September roll information should be added to the Action Register and noted updates to the Interests Register.

6.6 Correspondence for noting – July and August 2026

The Board noted for the correspondence for July and August.

Meeting closure

The meeting closed at 2.40pm. The next meeting is scheduled for 8 September 2026.

Ratification

These minutes are ratified by the Authorisation Board as the true and correct record of the meeting held on [INSERT DATE] and are signed on behalf of the Authorisation Board by the Chair.

Signature:

Date ratified:

Date signed: