

Hon David Seymour

MP for Epsom
Deputy Prime Minister (from 31 May 2025)
Minister for Regulation
Associate Minister of Education (Partnership Schools)
Associate Minister of Finance
Associate Minister of Health (Pharmac)
Associate Minister of Justice (Treaty Principles Bill)



01 OCT 2024

Justine Mahon

Out of scope

Dear Justine,

NOTICE OF APPOINTMENT AS CHAIR OF THE CHARTER SCHOOL | KURA HOURUA AUTHORISATION BOARD

I am very pleased a person of your knowledge and expertise is willing to be considered to be Chair the Charter School | Kura Hourua Authorisation Board (the Board). I am delighted to inform you of your appointment. I set out the terms of appointment below. Your appointment will also be shortly publicised in the *New Zealand Gazette*.

Charter schools will provide educators with greater freedom, create diversity in New Zealand's education system and raise overall educational achievement, especially for students who are underachieving or disengaged from the state system. Charter Schools will provide increased choice and flexibility in teaching, governance and funding. This is balanced by a high level of accountability for student progress and achievement.

The formation of the Authorisation Board is significant to delivering the Charter School model for the school year 2025, and I am delighted to have such a skilled and distinguished Board to support this work.

Term

Your appointment to the Board is for three years from the date of this letter.

Functions, Powers and Accountability

The key functions of the Authorisation Board as stated in the Education and Training Act 2020 (see clause 212C) are to:

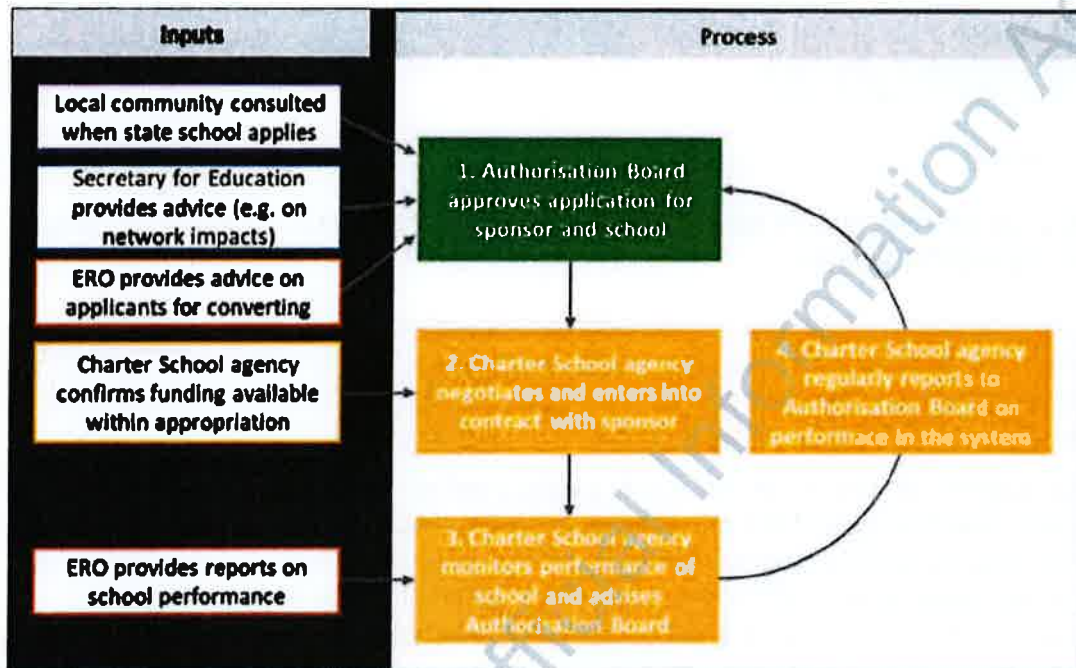
- decide on applications by proposed sponsors to operate charter schools;
- oversee the performance of charter schools;
- provide advice to the Minister on the operation of the charter school model;
- provide any other advice or oversight that the Minister requests in writing;
- decide whether to apply an intervention referred to in section 212ZD to a sponsor;
- perform any other functions conferred on it by the Education and Training Act or any other legislation.

The Public Service Act 2020 sections 12, and 17 to 20 (public service principles and conduct expectations) will apply to the Board as if it were a Crown agent.

You may also wish to familiarise yourself with the new Schedules 6A and 6B of the Education and Training Act 2020 which cover Board resignation, delegations, annual reporting requirements and the sections of the Crown Entities Act 2004 that will apply to the Board.

The following diagram shows the Board's reporting and accountability relationships with key stakeholders.

Diagram 1. The Board's role in reporting and accountability



Remuneration

As the Chair you will be paid annual fees of \$35,000 in accordance with the Cabinet Fees Framework CO (22) 2. This is based on an expectation of 50 days commitment per annum.

Other expenses

All members of the Board are entitled to be paid reasonable and actual allowances for travelling and other expenses relating to the performance of your duties and responsibilities as members. The Charter School Agency will administer the reimbursement of these expenses.

Meeting / attendance

The Board will meet for a minimum of one full day each month in person, and up to a maximum of two days a month. Meetings will have an agreed agenda and outcomes and will be held based on availability of members and to align with the Charter Schools application process. Ad hoc meetings may be required, and these can be attended online.

Training and Induction

The secretariat will provide all board members with a tailored induction. In addition, to get the most out of each meeting, the Charter School Agency Chief Executive has organised board

governance training to help strengthen the effectiveness and efficiencies of the Board in carrying out its functions.

Secretariat

The Board will be supported by the Charter School Agency. The secretariat will provide the full range of organisational support and resources required by the Board to carry out its functions and ensure good governance practices are adhered to and maintained. The secretariat will report to the Board Chair and maintain regular contact to serve as a conduit for information on all board affairs.

Public Sector employment

If you are a public sector employee or become one during your term, you must obtain the agreement of your employer before accepting the appointment. Such appointments are treated as secondary employment. Further information regarding fees and public sector employment is provided in the attached Fees Advice sheet.

Ethical conduct

The Public Service Commission's *Code of Conduct for Crown Entity Board Members* applies to the Charter Schools Authorisation Board. All members of the Board must be aware of the importance of acting ethically and with personal integrity, conducting themselves professionally, using information properly and being politically impartial.

Public Service principles

The Board is also responsible for ensuring it upholds the public service principles when carrying out its functions. The principles comprise political neutrality, providing free and frank advice, merit-based appointments and fostering a culture of open government and stewardship.¹

Managing conflicts of interest

Out of scope

Ongoing, you are responsible for identifying instances of conflicts of interest or potential conflicts of interest for yourself and other board members. The Chair is ultimately responsible for deciding whether a conflict of interest exists and the appropriate management plan.

The Board will confirm its conflicts of interests register at the first meeting and subsequent meetings.

Confidentiality

You must respect the confidentiality of information and material that you are privy to as Chair of the Board. You are responsible for taking all reasonable steps to maintain the security of the information and material provided to you and maintaining confidentiality in perpetuity.

¹ [Public Service Act 2020 s12](#)

Decisions, advice and recommendations provided by members of the Board will be treated in confidence. The Official Information Act 1982 will apply to the activities of the Board.

Public comment

All media statements from the Board will be made by yourself as Chair with the approval of the Minister and/or Charter School Agency. You may not otherwise make statements to the media or any third party, including via social media, about your work on the Board and the Board's work.

Resignation and removal

You may at any time resign from this office by notifying me in writing, with a copy to the Chief Executive, Charter School Agency.

Under Schedule 6A of the Education and Training Act 2020, the responsible Minister may remove a member entirely at their discretion through written notice to the member and the Authorisation Board.

More information

If you have any questions or concerns about your appointment, please contact Jane Lee, Chief Executive, Charter School Agency. She is available on ^{Out of scope} or you can email her at ^{Out of scope}

Thank you for accepting this role. I feel very fortunate to have you dedicate your valuable time to this role, and to the success of the charter school model. I wish you all the best for success in your tenure on the Board.

Kind regards,



Hon David Seymour
Associate Minister of Education
for the Minister of Education

*Thank you so much
for taking this on!
D.*

CC: Jane Lee, Chief Executive, Charter School Agency

Released under the Official Information Act 1982

Fees Advice Sheet: Introduction

Cabinet has confirmed that under the Cabinet Fees Framework CO (22) 2 (CFF) any public sector employee who is appointed **in their own right** to a board or advisory group, cannot claim both the fee and their ordinary pay if they work on their board or advisory group duties during ordinary working hours (CFF Section C, 73-79).

Questions and Answers

Q.1 Does this apply to me?

Yes, if you are, or become, an employee of any of **these organisations**:

- A department, ministry or Crown entity (including schools)
- An agency in the wider public sector, a tertiary education institution or wānanga.
- A statutory entity in a Ministerial portfolio, e.g., Teaching Council of Aotearoa New Zealand.
- Any local authority as defined in the Local Government Act 2002 s 5.1.

Q 2. In what circumstances could I receive fees if I am employed in one of the above entities?

Consider these scenarios to see which applies best to your situation. If none apply, you would not be able to claim board/advisory group fees.

Scenario 1: You agree with your employer that you will take annual or special unpaid leave to do the board/advisory group work. You can be paid the daily fee personally because you do the role outside of your ordinary working hours as secondary employment. If this might apply to you, please confirm this **as early as possible** with the contact person in your letter of appointment.

Scenario 2. Where the board/advisory group work is undertaken by a teacher or teaching-principal in normal business hours, they can be offered, or can ask for, 'Teacher Release days' to be paid to their school. This recompenses the school for having less of the teacher/teaching-principal's time and funds relievers. If this might apply to you, please confirm this **as early as possible** with the contact person in your letter of appointment.

Scenario 3. If you are an academic working part-time for your institution, or, work full-time and have this option agreed in your employment contract, you can invoice for fees to be paid to you personally as secondary employment. If this might apply to you, please confirm this **as early as possible** with the contact person in your letter of appointment.

Q 3. Are any other payments allowed? (applies to any board/advisory group member)

Travel

Fee payment for time spent travelling to and from board/advisory meetings is only claimable if you are receiving a daily fee, travel longer than 3 hours in a normal business day, and if the relevant agency agrees to pay a pro-rata fee (CFF Section C, 82-85). The direct travel expenses you incur are reimbursed by the relevant agency as stated in your letter of appointment.

Additional work or responsibilities

For those paid annual fees, Ministerial approval is needed for payments regarding extra responsibilities. Cabinet approval may be required if payment is deemed significant enough (CFF Section C, 132-155).

Hon David Seymour

MP for Epsom

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Minister for Regulation

Associate Minister of Education (Partnership Schools)

Associate Minister of Finance

Associate Minister of Health (Pharmac)

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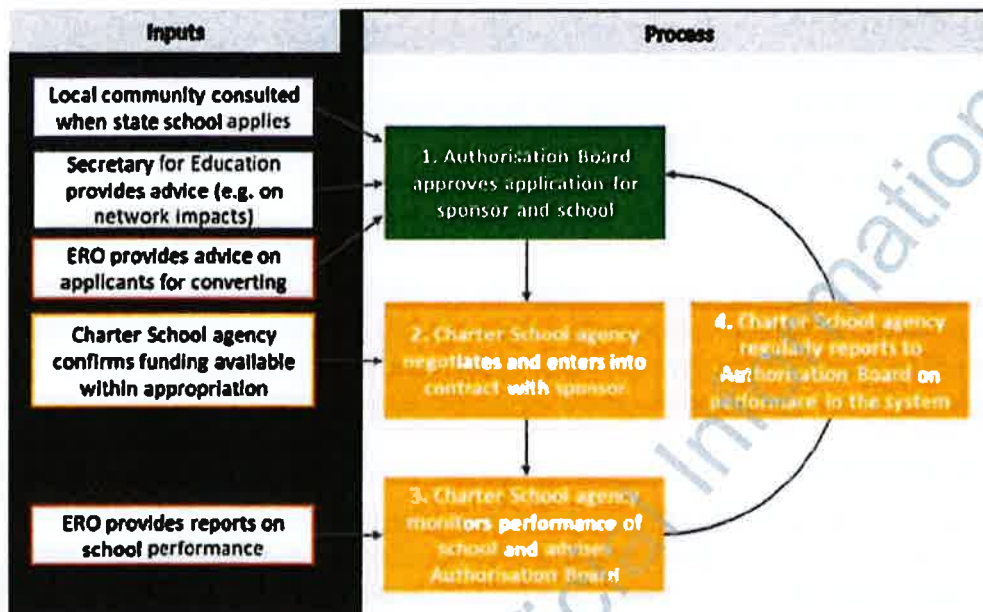
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You may also wish to familiarise yourself with the new Schedules 6A and 6B of the Education and Training Act 2020 which cover Board resignation, delegations, annual reporting requirements and the sections of the Crown Entities Act 2004 that will apply to the Board.

The following diagram shows the reporting and accountability relationships with key stakeholders.

Diagram 1. The Board's role in reporting and accountability



Remuneration

As a member you will be paid annual fees of \$17,000 in accordance with the Cabinet Fees Framework CO (22) 2. This is based on an expectation of 30 days commitment per annum.

Other expenses

All members of the Board are entitled to be paid reasonable and actual allowances for travelling and other expenses relating to the performance of your duties and responsibilities as members. The Charter School Agency will administer the reimbursement of these expenses.

Meeting / attendance

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Thank you for accepting this role. I feel very fortunate to have you dedicate your valuable time to this role, and to the success of the charter school model. I wish you all the best for success in your tenure on the Board.

Kind regards,



Thank you for your ongoing contribution!

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**Associate Minister of Education
for the Minister of Education**

CC: Jane Lee, Chief Executive, Charter School Agency

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