

# CONFIRMED MINUTES

## BOARD MEETING TERM 4 2025

At the **Board Meeting - February 2026** on **20 Feb 2026** these minutes were **confirmed as presented**.

<b>Name:</b>	New Board of Ko Taku Reo_2025
<b>Date:</b>	Wednesday, 17 December 2025
<b>Time:</b>	1:00 pm to 3:00 pm (NZDT)
<b>Location:</b>	Virtual, Zoom
<b>Committee Members:</b>	Victoria Manning (Committee Chair), Adrian Easton , Chris Sinclair, Edeh Sullivan, Oliver Ferguson, Patrick Stokell, Amy Geue, Chris France
<b>Attendees:</b>	Cindy Cascalheira

### 1. Opening Meeting

#### 1.1 Welcome / Karakia

Note that in future the board packs are required to go to the board a week in advance to allow for more time for the board members to process all the information

The Presiding member welcomed everyone to the meeting and explained how the meeting will run and the priority decisions that need to be made in this meeting

#### 1.2 Present

All Present

All Board members were present and Chris France was in attendance

#### 1.3 Apologies

None

#### 1.4 Conflict of Interest Register



##### Conflict of interest

All conflict of interests must be sent to the board secretary before the next board meeting

**Due Date:** 30 Jan 2026

**Owners:** Adrian Easton , Amy Geue, Chris France, Chris Sinclair, Cindy Cascalheira, Edeh Sullivan, Oliver Ferguson, Patrick Stokell, Victoria Manning

## 1.5 Correspondence

Correspondence was received and taken as read

## 2. For discussion / Updates

### 2.1 Resourcing notice 2026

Resourcing notice received and taken as read

- The school has requested an increase in the interpreter services for our staff. We have not had an increase since 2017. Ko Taku Reo have requested an increase, we must wait for the the Ministry budget bids with the hope to be successful in receiving additional funding
- Annex A in regards to reporting requirements
  - The executive team have met with the Ministry to discuss the inappropriate reporting requirements and also the data they require which belongs to the MoE and not to Ko Taku Reo
  - the school must ensure staff and students are protected and their privacy protected through all reporting

### 2.2 Royal Commission of Inquiry into Abuse in Care - Standstill Agreement

Report received and taken as read

- The lawyers have asked of Ko Taku Reo to sign an agreement called a standstill agreement to put this situation on time - until this has been settled - to allow space and time for Deaf people to process this in their own time
- Ko Taku Reo have their own lawyer who have advised that we sign this agreement



#### Agreement to sign this Stand still agreement

The Presiding member put a motion to the board that we sign this agreement

Unanimous

Motion passed

<b>Decision Date:</b>	17 Dec 2025
<b>Mover:</b>	Victoria Manning
<b>Seconder:</b>	Patrick Stokell
<b>Outcome:</b>	Approved

### 2.3 Board meetings 2026

Discussions around frequency of the meetings where for how long

- Discussions around 1 face to face meeting per term and 1online meeting per term
- Discussions around board meetings face to face on the weekend and the online after 6pm in the evening
- Board meetings must be advertised and notified on our website and boards must meet within every 90 days
- Discussion around idea the idea of inviting Senior leaders to present at different board meeting
- The board have been invited to to the Marae in Auckland early in term 1 for a welcome and powhiri

## **Agreed for term 1 face to face meeting**

Friday - Powhiri and short board meeting

Friday night visit the Deaf club

Saturday continue the meeting and go home

## **Going forward**

- Meet twice a term (1 x Face to face and 1 x Online)
- Recommend that the chair meets with Amy for a check in every month
- The board elect / re-elect the chair at the first meeting of every calendar year - this is a legal requirement

## **3. Monitoring**

### **3.1 Summary of progress in relation to annual implementation plan**

### **3.2 EOTC board summary**

### **3.3 School area reports**

### **3.4 Board assurance statements**

### **3.5 Overview from Corporate Services**

### **3.6 2026 Budget**

Budget reports received and taken as read

Aiming for a break even 2026 budget



### **Finance report**

The board require full finance reports including free cash / money in the bank

**Due Date:** 30 Jan 2026

**Owner:** Cindy Cascalheira



### **Approval of 2026 Operating Budget**

That the Board approved the 2026 Operating Budget as tabled in the Board Meeting held on 17th December 2025, recording a break-even budget.

**Decision Date:** 17 Dec 2025

**Mover:** Victoria Manning

**Seconder:** Edeh Sullivan

**Outcome:** Approved



## 2026 Capital Expenditure Budget

That the Board approved a 2026 Capital Expenditure Budget of up to \$500,000 as tabled in the Board Meeting held on 17th December 2025.

**Decision Date:** 17 Dec 2025  
**Mover:** Victoria Manning  
**Seconder:** Oliver Ferguson  
**Outcome:** Approved

### 3.7 Board Vacancy

Summary document received and taken as read

Discussions had around the vacancy on the board and where to from here

**Question:** Do we stay with 6 parent representatives or move to 5

- Discussions around co opting to fill potential gaps the board might see
- If the board choose to move to 5 parent representatives we still need to fill the vacancy and then apply for changes to the constitution but that can take time
- The casual vacancy must be filled by selection or a bi election but it must be filled
- The process to change the constitution will take a number of months
- Robust discussion was has around the number of student representatives on the board and whether 1 or two students representations were needed and if there was a need for the constitution to be reviewed around this

Discussions around whether we do a bi election or a selection process



## Constitution change discussions to take place

The board will take time to review the constitution

- Ensuring we have a Maori representative
- Move from 6 parent representatives to 5

**Due Date:** 30 Jan 2026  
**Owner:** Victoria Manning



## The board agree to fill the current vacancy on the board through a selection process

Discussions were had and the board agreed to fill the vacancy through a selection process

**Decision Date:** 17 Dec 2025  
**Mover:** Victoria Manning  
**Seconder:** Oliver Ferguson  
**Outcome:** Approved

## 4. Close Meeting

### 4.1 Close the meeting

**Next meeting:** No date for the next meeting has been set.

Signature: 

**Date:** 21.02.2026