

CONFIRMED MINUTES

TERM 2 BOARD MEETING

At the **Term 3 Board meeting** on **19 Sept 2024** these minutes were **confirmed as presented**.

Name:	Board of Ko Taku Reo Deaf Education
Date:	Wednesday, 26 June 2024
Time:	1:00 pm to 3:00 pm (NZST)
Location:	Christchurch, Truro Street, Sumner, Christchurch
Board Members:	Dr Denise Powell, Michael Rondel
Attendees:	Cindy Cascalheira

1. Opening Meeting

1.1 Welcome

1.2 Confirm Minutes

Term 1 Board meeting 11 Apr 2024, the minutes were confirmed as presented.



Approved subject to changes

Approved subject to changes

Due Date: 26 Jun 2024

Owner: Cindy Cascalheira

1.3 Interests Register

1.4 Principals Report

Taken as read

- Report discussed and received
- Positive term
- There are challenges but we have identified these and are addressing them
- Well done to staff who completed their SLPI training

1.5 Enrolled School report

- The report was received, taken as read and discussed
- The school roll is increasing
- Slight increase in ORS verification

- A large number of enrolled students are ORS verified
- Focus on attendance
 - The report shows full school attendance
 - Need to be looking at individual attendance
- NCEA achievements / highlights need to be reported on



Attendance for enrolled school

Going forward the attendance reporting need to align with the requirements of the MoE

Reporting needs to be done by individual not full school

Meet Ministry of Education target of regular attendance which is 70% of all students will attend 90% of the time.

Enrolled School Annual Achievement Target: Students Attendances: 85% attendances throughout the Year

Due Date: 31 Jul 2024

Owner: Dr Denise Powell



Student achievement

Enrolled school reporting needs to include student achievement such as NCEA achievements / academic highlights etc

Due Date: 31 Jul 2024

Owner: Dr Denise Powell



Fortnightly newsletters required from term 3

- There is a need for increase communications from each provision
- These updates need to be done fortnightly
- this needs to be implemented from term 3

Due Date: 31 Jul 2024

Owner: Dr Denise Powell

1.6 Outreach School report

- This report was received, taken as read and discussed
- Spread of staff was discussed
- The data is great
- High need for student achievement data to be included in the reporting
- What are we doing to make a difference for these outreach students



Student achievement data

- Student achievement data needs to be included
- Insert FTTE in the table
 - Area, Direct students incl ITs, indirect students, total students, **total FTTE**

Due Date: 31 Jul 2024

Owner: Dr Denise Powell

1.7 Early years report

- Report received, taken as read and discussed
- Great report
- So good to see the strategic goals and actions reported on
- The data in the report was good
- Good to see the strength of numbers

1.8 Residential and Immersion report

- Report was received, taken as read and discussed
- Need culture and well being reported on
- Need understand whats being done in the residences with students and for what purpose



Residential student activities

The board would like to see a report on residential student activities, what activities are the students involved in, the feedback and the purpose of their involvement

Due Date: 26 Jul 2024

Owner: Dr Denise Powell

1.9 Curriculum, Assessment and Reporting report

- The report was received, taken as read and discussed
- In future this report updates will be linking to the strategic plan
- Outcomes are important to be reporting on
- Assurance 'statements' for the board could eliminate some of the detail

1.10 Pedagogy and Professional Development report

- The report was received, taken as read and discussed
- Data is missing from this report
- Staff breakdown and student numbers
- What different are we making for students



The need for data in reports for Integrated services ad NZSL services

- Data is missing from this report
- Staff breakdown and student numbers
- What different are we making for students

Due Date: 31 Jul 2024

Owner: Dr Denise Powell

1.11 Communication and Resources report

- The report was received taken as read and discussed
- IMS is being trialled by 5 staff internally
- Discussions around the use of interpreters

- The library is going well
- Great to see the planned project work for term 3 and 4



Online e-commerce site details required

- The commissioner requests more information around the online ecommerce site
- the commissioner would like to see a business case for this
- Shopify: Update all resources with Ko Taku Reo copyright in preparation for launch of the platform. Film production creating NZSL videos to link to interactive links on digital resources.

Due Date: 31 Jul 2024

Owner: Cindy Cascalheira

1.12 Maori Strategic report

1.13 Deaf Strategic lead report

- Report taken as read, and discussed
- Good report
- Good to see whats happening in this area of the school

1.14 Finance Report

- Finance to work closely with Teaching and Learning on the teacher underusage
- Finance reports were discussed in the finance committee meeting

1.15 HR Report

- HR reports were discussed in the finance committee meeting
- HR is always a busy area of the school
- Lots of work being done to support staff
- Focus on staff wellbeing

2. General

2.1 Term dates 2025 for approval



Term dates 2025

Term dates for 2025 have been agreed and approved

Term 1 – 10 weeks – 3 February to 11 April

Term 2 – 9 weeks – 28 April to 27 June

Term 3 - 10 weeks – 14 July to 19 September

Term 4 - 11 weeks – 6 October to 16 December

Decision Date: 26 Jun 2024

Mover: Dr Denise Powell

Seconder: Michael Rondel

Outcome: Approved

2.2 Board Assurance Statement term 1



Work experience Board report required

- The board would like a work experience report done for each term

Due Date: 31 Jul 2024

Owner: Dr Denise Powell


2.3 EOTC Report Term 1

3. In-Committee

4. Close Meeting

4.1 Close the meeting

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

Signature: 

Date: 19.09.2024