

Deaf Education ECE Trust Minutes of meeting held 17 Aug 2022 AGM

Present: Sarah de Heer, Vasati Gilbertson, Grace Covey, Jacqui Uhrbom (Chair-person), Tina Harrison and Krista Clifford, Shu Wai Tan, Shannon Bennett (Financial Officer) Crystal Skinley (Ko Taku Reo Board Rep)

Apologies: None

Interpreters: James Bichan and Nichola Robertson

Secretary: Andrea Hinchey/ Vanessa Burrows

Welcome and Karakia

(A copy of these minutes to be posted to Jacqui for signature after the meeting)

Welcome to new faces in the room:

- 1) Tina Harrison, Early Years Programmes Lead in Christchurch. Tina started in this role on Monday 8th of August. Previously, she worked as an RTD in the Outreach School.
- 2) Vanessa Burrows, New Senior Administrator for Early Years who will be taking over as Secretary of this Board

Actions from Previous Minutes:

- 1) Early Years Whanau Centre License: *Sarah will look into what the requirements are for the governing committee for the Play Group and see if this Board is suitable for this role – to be discussed at our next meeting:*
 - The Sessional License for the EYWC has been officially cancelled. Sarah has met with MoE officials to discuss setting up the Christchurch Playgroup.
 - The current ECE Trust Board cannot govern the Christchurch Playgroup. This will mean that the Board will need to alter their Trust Deed and decide if the Christchurch parents should continue to stay on the Board.
 - Funds for the Playgroup will be separate from the ECE Trust Board
 - Staff funding for the Playgroup will come from the Teacher component that we get from the MoE (2.5 FTE teachers).

- A Parent Committee will be required for the Playgroup – deciding how this will be set up and what it will look like will be discussed at our next meeting.
- A yearly check and financial report will be done by the MOE. An electronic attendance report will be submitted regularly.
- The Playgroup licence will be applied for this term
- The Playgroup Committee will be made up of the parents of current children.
- Question: Do Christchurch parents stay on the ECE Trust Board?

The national service for Early Years is governed by the Ko Take Reo Board. Moving forward, the purpose of the ECE Trust Board will be to govern the Auckland Preschool. There is no need for a quorum, consensus must be from all members of the Board instead. Krista mentioned that we are going to need a strong presence on the Ko Taku Reo Board.

- For the make-up of the future Board: One of the Parents will need to be the Chairperson, this may determine that the number of parents on the Auckland Preschool ECE Trust Board be at least three people.
 - The current Board will remain intact for the remainder of this year to oversee this change.
 - Between this and the next meeting, Sarah will get some guidance from our lawyers on what the requirements are going to be for the new Board.
 - All are in agreement to keep this Board intact until the end of the year and have our next meeting in person in Auckland.
 - Guidelines for the new Play Group to be shared with the Board
- 2) Financial meeting: *Shannon and Sarah have met to discuss costs that have been charged to other parts of the school perhaps should have been charged to Early Years.* This meeting took place and will be detailed in Shannon's report today (notes below).
 - 3) *Draft Induction document to be worked through with the Board, changes/additions made as necessary* – there was not time to discuss this at today's meeting so this will be moved to our Term 4 meeting agenda

Correspondence: - Email from New Zealand Companies Office/Charitable Trusts: The submitted "VARIATION OF TRUST OR ALTERATION OF RULES" filed on 16 June 2022 for DEAF EDUCATION ECE TRUST (2615412) (NZBN: 9429043290253) has been reviewed and accepted for registration.

Financial report (Shannon Bennett)

- Shannon has been working to define the separation of the Early Years and ECE Trust Board finances.
- She has been getting to the bottom of the question; Is it or is it not a Controlled Entity? It has been a Controlled Entity until now, but starting from 2023, Ko Taku Reo will be invoicing the Trust Account for all related costs. Up until now, this accounting has been done in error, but the mistake has not been detected by the Charities Office with in our previous financial reports. Starting from the 1st of Jan 2023, our Trust will be able to build equity in our finances.

- The previous 5 years will not be reaudited as this has been done already, but as a part of Ko Taku Reo.
- Our financial year runs with the calendar year. We report to the Charities Commission at the end of June. This year we have had an extension until the end of Oct due to delays due to Covid 19.
- From the start of next year, the ECE Trust will stay in a separate account and Ko Taku Reo will invoice this account for all related costs.
- Changes will also need to be accounted for next year when the ECE Trust Board only oversees the Auckland Preschool. Ko Taku Reo also funds a part of the costs of the Preschool as the funding received for the ECE Trust Board is not enough to cover all costs.
- Current Financial Report: Some costs are not clearly reported as the finance team are clarifying exact costs (some are going to be finalised by the end of the year).
- Shannon: We are also struggling to get timely answers on finances from the MoE. For this reason, the current report is an indication, rather than a fully accurate report. At this stage there is no need to be concerned about funding gaps.
- From the point of view of resourcing, there are two key focus areas on the agenda from the point of view of the Ko Taku Reo Exec/Corporate Services:
 - Early Access for children to Deaf Education in New Zealand
 - Professional Development for Early Years staff who are connected with Deaf and HHR children in New Zealand under 5.

Head of Centre reports:

Head of Early Years: Presented by Sarah de Heer

Over the course of the past term, only a small part of the Strategic Action Plan was achieved:

- 1) ECE Trust Board Induction Document was developed
- 2) New leadership for the EYWC was recruited
- 3) Service Level Agreement established between the KTR Board and the ECE Trust Board (this document will now need further changes due to the changes for our Board for 2023 and this will then be counter-signed by the Ko Taku Reo).

The Early Years Services are a work in progress, but we are hoping to get back to the Strategic Plan in Term 3 of this year. More will be presented at our next meeting.

Early Years Whanau Centre Report: Presented by Tina Harrison

- 24 enrolments currently
- 4 sessions running per week at the moment
- With the end of the ECE Centre license, we are now in the midst of planning for the future Playgroup.

- We have investigated where our families are travelling from to come to our Centre and this has highlighted that we could base Playgroups in other parts of the city.
- We are looking at ways of sharing the high-quality teaching that is happening at the EYWC with the wider KTR community.

Preschool (Auckland): Presented by Krista Clifford

- Impacts of Covid-19 on the Auckland Preschool:
 - A lot of Krista planned projects have been delayed by Covid which has been a bit disappointing for the team.
 - Enrolments have slowed but are already going back up which is encouraging.
 - We are concerned that some severe language delays in our students have occurred due to being away from Preschool due to Covid. Many have decided to stay with us until they turn six which is great.
 - Much of our policy work has had to be put aside due to Covid also. However, Sarah and I have been working on our Child Protection Policy (Krista attended a course for this also).
- For Term 2, the average attendance was 62% which is a small improvement from the previous term.
- Some families have needed extensive support from our team beyond support with language development. Our staff were able to help with accessing food and clothing.
- The vans that transport the students to and from Preschool have been retrofitted with extra locks so that their doors cannot be opened from the inside. A light comes on when the doors open to show the driver that this has happened.
- Including Child Protection in our Strategic Plan moving forward is going to be an important addition. This will be part of our overall Ko Taku Reo review of Child Protection policies.
- Action: Sarah to share the Child Protection Policy with the members of this Board.

General meeting notes

Annual General Meeting 2022: Chairperson's report: Jacqui Uhrbom

One year on from the formation of this Board, Jacqui is feeling well supported by Sarah and rest of the Board members.

There have been some changes in the Board over this time such as new members of the Board, Shannon overseeing our finances and Helen King leaving Ko Taku Reo.

A special note needs to be made regarding the difficult climate we have faced over the last 12 months due to Covid 19. However, Jackie has seen such commitment to supporting our families over this time from this Board and the Teaching/Leadership teams.

Jacqui appreciates the Mahi that Sarah has put into reviewing the structure/licensing of the EYWC, and sorting out the liability insurance of our Board. This is a great relief!

We have also made great strides in our Service Level Agreement with the Ko Taku Reo Board which will continue to strengthen our lines of communication with them.

Our new ECE Trust Board Induction Document is going to help with the running of this Board in the future. She is looking forward to sharing this with the Board.

Our Teaching staff have undertaken some valuable Professional Development which Jacqui recognises as another example of their huge commitment to their roles.

Jacqui also recognises the help that Liz Depree has given to us with the development of our Strategic Plan and also wants to thank the parent representatives for coming to these meetings to be the voice our children.

Jacqui thanks to Sarah and Andrea for their help and support and the Board as whole for the experience of being a Chairperson and being a part of this Community as it is, and always has been, so valuable for her family.

Further Meeting Dates 2022:

- Term 4: Wednesday, 9th Nov, 2022 (Auckland)

Karakia - Meeting closed 12 noon

ACTIONS:	
Induction document to be presented at T4 meeting	Sarah/Jacqui
Service Level Agreement between Ko Taku Reo and ECE Trust Board reviewed by Sarah (requires further changes due to the Board only over-seeing the Auckland Preschool from the start of 2023.	Sarah
Trust Deed changes required to remove the Early Years Whanau Centre. Sarah to consult with lawyers.	Sarah
Sarah to share the Child Protection Policy with the members of this Board.	Andrea
Early Years Whanau Centre License: Sarah will look into what the requirements are for the governing committee for the Play Group and see if this Board is suitable for this role – to be discussed at our next meeting. Guidelines for the new Play Group to be shared with the Board before our next meeting	Sarah
Term 4 meeting to plan, flights booked etc	Vanessa

Chairperson, Deaf Education ECE Trust

Date