

Deaf Education ECE Trust Minutes of meeting held 23 Feb 2022

Present: Sarah de Heer, Vasati Gilbertson, Grace Covey, Jacqui Uhrbom (Chairperson), Helen King and Krista Clifford, Crystal Skinley (Ko Taku Reo Board Rep), Shu Wai Tan, Shannon Bennett (Financial Officer)

Apologies: None

Interpreters: Sandahl teamed with Kerry

Secretary: Andrea Hinchey

Welcome and Karakia

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

Actions from Previous Minutes:

Previous minutes and matters arising from meeting 24 Nov 2021:

- Induction presentation and document prepared for T1 – move this to Term 2 agenda. Andrea to plan meeting for Jacqui, Sarah and Andrea to get this started.

Strategic Plan Priorities:

- *EYWC and Preschool leaders to work on increasing positive connections with parents and Whānau:* Condense some of the points in this priority {Done}
- *Certificated Playgroup* – look into whether this comes under the ECE Trust Board and if it did, what would that look like, what would we expect from Helen if she were to report to our Board? (To be discussed at our next meeting.) {To discuss}

Helen and Sarah to discuss the method for achieving this with the local MoE contact in Christchurch. They will feed back to the Board at our next meeting.

- *Add PRC Course oversight to the Strategic Goals of the ECE Trust Board:* We could have a focus on internally reviewing PRC courses and the impacts of these programs as a goal for next year. {to remove, sits under the Ko Taku Reo Board}

This is going to stay under the Ko Taku Reo Board for now

- *Co-enrolment:* Sarah to provide a report and information on how co-enrolment in both Christchurch and Auckland for next year is progressing. {incomplete}
- *This is progressing.* Lydia Heard is now dedicated to the co-enrolment two days per week. KidsFirst kindergartens are limiting the numbers of people coming into their centres at the moment which is slowing this progress. This is slowly starting in Auckland as well.
- *To clean up the Strategic Priorities for next year:* Sarah will create a new, clearer, cleaner format with electronic links to the old document that to show our progress. {Done}

Correspondence:

- *Email sent to lawyers, but have not heard back from them regarding the Trust Deed.*

Financial report (Shannon Bennett)

- Shannon is new Ko Taku Reo (since Sep 2021)
- Her role is a strategic role supporting the Executive Officer
- Business Central has been replaced by ApprovalMax and Xero for all Ko Taku Reo accounting
- New process: Invoices for approved purchases only will be paid. All costs moving forward will be preapproved by Sarah de Heer (risk management framework). This will ensure that funds are going to the right place in the future
- Wrapping up of the previous accounting systems has highlighted that some accounting data is missing for Early Years – this is being looked at now
- An annual budget for 2022 is also being constructed (monthly meetings to be planned with Sarah for this year)
- No financial data available for this meeting today due to this work being on-going.
- There will be some additional time pressure for Sarah as the preapproval process gets started, but this will get easier as time goes on.

Head of Centre reports:

Early Years Whanau Centre (Christchurch): Presented by Helen King

- Some new enrolments are taking place currently
- Kyla has moved to a new role outside of the EYWC
- Hayley has returned from maternity leave
- Lydia is also working part-time with the co-enrolment project
- EYWC starting to be affected by Covid related illness (people needing to stay home due to family illness or test results)
- Te Whariki learning goals: Sign language and spoken language is our focus right now
- One family has permanently stopped coming to the EYWC due to Covid, but most others are continuing.
- Professional Development: Helen is continuing with her Te Reo classes. Lydia will get back into this in Semester 2
- Planned Internal evaluation 2021:

Recording Learning Stories on Storypark – some changes have been made due to our recent evaluation.

Storypark is proving to be a really useful tool for staff and parents.

It supports teaching planning and internal evaluation.

This is a great tool for children who are attending another Preschool as well, as our staff can see the stories that the other centres are sharing. We can comment on the stories they share and also, they can see ours.

Preschool (Auckland): Presented by Krista Clifford

- The Preschool are experiencing some interesting times at the moment. We have a day-to-day focus/approach to our work.
- At the end of Term 4, we come out of lockdown for the last three weeks of the term. 29 children were enrolled at that time, 52% of them returned for those last weeks.
- We provided the families with detailed Covid 19 Health and Safety plans
- In that three-week period, attendance ranged from 37% - to 73%
- Regarding Storypark: Parents have fed back that they are really enjoying it. 42% are responding to Storypark messages from our staff, actively using it and engaging with it. The others are watching the updates, but not engaging as much. Only one family has stopped engaging entirely.
- In week 4 of last term we put plans out to family about returning in 2022, and 100% of parents responded to this.
- Internal Evaluation:

From this evaluation, we have made some decisions for our 2022 focus.

We have chosen four topics. Each of our four topics will be overseen by one of our four staff members.

Topic 1: Transitions in and out of the Preschool

Topic 2: Autism – a new area of learning for our teachers (attending a new evening course online)

Topic 3: Hikairo Schema culturally responsive services training

Topic 4: PRC (Preschool Residential Courses)

Covid Update: We are taking this one day at a time right now. The increasing numbers of close contacts and testing has ramped up steadily. We are trying our best to keep our head above water (meaning keeping the Centre open). Today we have 12 rather than 25 students at the Preschool which is evidence of this changing situation.

We will need to decide if we keep our service open or not as things progress. Consultation with Sarah and the parents of our students will be happening soon as well.

The reality is that we won't be able to keep the Preschool open if we don't have enough staff to do so.

Supporting the staff and parents to maintain calm at this time is a top priority for Krista.

Head of Early Years: Presented by Sarah de Heer

Strategic Plan (Sarah)

- Strategic priorities: This is a three-year plan which is on-going:
 - Goal 1: Governance goal. Internal review of the ECE Trust board is on-going
 - Induction process: this is a piece of working we are addressing right now.
 - National Education Learning Priorities (NELPS): We need to link our learning priorities to the NELPS (Sarah is working on this currently)
 - Goal 2: Leadership: Krista and Helen to undertake some PLD this year (Te Whariki). Direction for KTR is pivotal in this work. We need a stronger connection with the Ko Taku Reo Board, sharing our minutes might be a good way to do this.
 - Goal 3: Internal evaluation: Looking at the new ERO documents that are coming out and linking them to Te Whariki. Helen and Krista to assist Sarah with this.
 - Goal 4: This year we could produce some Good Practice Guidelines for ways to connect with families. This is particular to the special relationships that we have with the families of our students. Getting this done will benefit future staff in their practice.
 - Goal 5: Culturally responsive practices. On-going work in the area.
 - Goal 6: Leaders work on relational trust to lead DHH professional teachers across both services: PRC Courses come into play here. A collaborative team from the Integrated Services is supporting this work. This increases our connection with a wider group of staff from Ko Taku Reo.

- What has changed for our children, our staff and our community?

Belonging: Our families and our staff value this connection so much. For our community, the work that our teams have done in the last 12 months has been so important.

Sarah will be reporting on all of these goals at future meetings this year.

General meeting notes

Removing the Sessional license for the EYWC: Conversations are on-going with the MoE. A special consideration when planning this change is to ensure that it does not affect the funding for our teachers (2.5 teachers at the moment). Sarah does not want to jeopardise this funding so she is treading carefully in her approach to this.

Further Meeting Dates 2022:

- Term 2: Wednesday, 25th of May, 2022 (Christchurch, but this may change to Term 3 depending on Covid)
- Term 3: Wednesday, 17th Aug, 2022 (Zoom)
- Term 4: Wednesday, 9th Nov, 2022 (Auckland)

Karakia

Meeting closed 12 noon

ACTIONS:	
Induction presentation and document prepared for T2	Sarah/Jacqui
Service Level Agreement between Ko Taku Reo and ECE Trust Board reviewed by Sarah (worked through at our next meeting)	Sarah/Helen
'The Hikairo Schema - six steps to cultural competency'. This could be a focus of our first meeting for 2022.	Sarah/Jacqui
Finalise location for Term 2 meeting, either in Christchurch or over Zoom	Andrea

Chairperson, Deaf Education ECE Trust

Date _____