

Deaf Education ECE Trust Minutes of meeting held 24 Nov 2021

Present: Sarah de Heer, Vasati Gilbertson, Grace Covey, Jacqui Uhrbom (Chairperson), Helen King and Krista Clifford.

Apologies: Liz Depree, Crystal Skinley, Shu Wai Tan

Interpreters: Amy and Phillipa

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:

- Add names of new members and Chairperson to our Charities website and contact them for bank information [DONE]
- Share details of the Te Reo Māori PLD with Krista and her team as a possible form of PLD for them in the future. [DONE]
- Meeting video between Liz Depree and Sarah to be shared with all Board members (with NZSL translation). [DONE]
- The difference between Government and Management article to be shared to Shu [DONE]

Correspondence:

None at this time. There has been no response from Sarah's most recent contact with our lawyers around the Trust deed. When the Trust Deed does come back from them, this will be sent to everyone for signature by Andrea. After this done, we will be focusing on the Service Level Agreement with the Ko Taku Reo Board.

Head of Centre reports:

Preschool (Auckland): Presented by Krista Clifford

- My report covers Term 3 while we have been in lockdown.
- About 25% of families have regularly engaged with our staff throughout this time via Storypark. 65% were viewing our posts, but not actively engaging with us. 8% were not on Storypark so we have had to engage with them in other ways such as email and phone calls.
- Due to the length of the lockdown, our engagement with families has become stretched and more difficult.
- Our Preschool is now open (starting next Monday) and we have four new enrolments.

- 62% of families have said that they would like to return on Monday when we open.
- We have been working really hard on our Health and Safety Plan and are feeling confident.

- Jacqui: Query around Storypark – what were the barriers for the families that could not access this?

Krista: These two families have historically been difficult to engage with in general. One of them has a lot of children which limits their time to engage. We would love to have an open day and invite families to come. This would be a great way to teach and show families the value of Storypark.

- Sarah: I think you have used your team to engage inclusively with the families really well.

Krista: This has been a hard learning experience for the team.

- Sarah (to Grace): As a parent of a child in the Preschool, how have you have found the Preschool's engagement with your family during the lockdown?

Grace: I have found the engagement amazing – they always replied to me so quickly and supportively.

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

- We have had 6 new visitors (prospective students) this term. There are two further visits planned to go.
 - Two new enrolments this term
 - Preschool courses: Some courses have had to be cancelled due to Covid. New Audiologist has been welcomed to the team.
 - A large group of students are transitioning to school at the end of this term and early next year.
 - Health and Safety issues: Mandatory Vaccines for all caregivers and parents attending with their children.
 - Attendance was quite low this term, likely due to Covid. We are pleased that people are not attending when they or their children are unwell.
 - We have been looking at increasing our keeping of 'learning notes' for our hearing children as well as Deaf and HHR. This trial has been quite successful.
 - Te Reo Maori course has been going well for Helen and Lydia. We would like to continue this next year. This has been very worthwhile. We are pleased to have also found this to be a good networking opportunity with other teachers.
- Sarah: (regarding the lower attendance rates) This impacts our funding (more so in Auckland than Christchurch). However, during lockdown, we are being funded by the number of children enrolled rather than those attending.

Head of Early Years: Presented by Sarah de Heer

- Review of the Strategic Plan video with Liz Dupree
- For the Early Years Whanau Centre in Christchurch, we are proposing to remove the Sessional Licence and instead, make it a Playgroup. This would decrease Helen's workload, but would have financial implications (less funding). Our Ko Taku Reo financial team have said that this is possible and would be supported by them.
Therefore, a Certificated Playgroup License is being applied for in Term 1, 2022
- Professional Growth Cycles (Appraisals) have been completed for all staff
- All staff (Christchurch and Auckland) are Covid-19 vaccinated.

- Strategic Plan: We have made quite a lot of progress this year (surprisingly, given the struggles we have faced with Covid). Helen and Krista have been leading their teams so well and have made headway in attaining the Strategic goals for their areas.

Financial report (Sarah)

- September report available only.
- Our income to the end of Sep is down about \$70 -80,000
- This deficit will carry over to next year
- Sarah will be working with Matthew to balance this deficit for next year
- This will not affect our staffing for 2022
- Regarding the deficit: On initial review, some costs have been attributed to Early Years that may not actually relate to our area. One example is that our cleaning costs have been much higher than planned.
- Caretaking, cleaning and interpreters will now be planned as a part of the Ko Taku Reo overheads budget. At the beginning of 2022, Sarah will be able to provide more clarity about this situation and further budget planning to the ECE Trust Board.

Strategic Plan (Sarah)

Overview:

- Liz and Sarah went through the Priorities for 2021 and looked at next steps. In 2021, we have over-achieved as we have already done/started some of the planned stages for 2022.
- Governance roles for 2022: We've done a lot of the heavy lifting in this area, but may still need to create an induction process. This could include a flow diagram depicting the role of governance bodies starting with the MoE and going down through Ko Taku Reo to the ECE Trust Board (how we connect and what we are responsible for). This could be a recorded video by Sarah, speaking to her presentation.

Jacqui: Regarding the induction of new members to this board, we don't know what we don't know and would need guidance from Sarah as to what the induction could include, such as a Roles and Responsibilities 'cheat sheet'.

Priority 2: Leadership for the current services is evident: We are doing really well in this area. Helen and Krista have faced their challenges so well this year and have collaborated amazingly.

Priority 3: Internal Evaluations: We need to a little bit of work around our deliberate, systematic processes. We are doing constant evaluations but could improve in this area still.

Helen: Certificated Playgroups do not need a governance board, but we could decide to continue on with eh ECE Trust Board overseeing the running of the EYWC anyway.

Regarding ending the Sessional License for the EYWC: Doing this would free up the staff's time to focus on the specialist support we provide. It would halve the funding we receive for this service, but it's good to know that some funding would still be provided.

Playgroup criteria: half the number of children in attendance must be matched by parent's attendance. Our property team have agreed that we may be able to move our Playgroup to a new building on the CHCH Campus site which might be a better space for all.

Priority 4: Leaders to work on increasing positive connections with parents and Whānau: We have done so well on this but still have room for improvement. We will need to condense some of the points in this priority (Sarah, Helen and Krista to look at this).

Priority 5: Culturally responsive practices: referencing 'The Hikairo Schema - six steps to cultural competency'. This could be a focus of our first meeting for 2022.

Priority 6: Relational Trust with professionals across both services. A lot of AODC's have left the service this year which has been disruptive to this priority. Mark Douglas (over-seeing all AODC's) has resigned as leader of the AODC's and will become an AODc instead. This is additionally disruptive. Even so, we have met this goal due to the hard work we have put in.

Further possibilities for priorities:

PRC courses – these could be monitored by the ECE Trust Board to assess their on-going positive or negative impacts. In 2022, as these courses begin running in both Christchurch and Auckland, they would be well supported by the strategic overview of this group. We could have a focus on internally reviewing PRC courses and the impacts of these programs as a goal for next year.

We are also looking at co-enrolment in both Christchurch and Auckland for our students for next year. This is a different way of working for us (an 'and', not an 'or'). Sarah will provide a report and information on how this is progressing for next year (a further priority for the Strategic Priorities)

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.

General meeting notes

Meeting Dates 2022:

- Term 1: Wednesday, 23rd Feb, 2022 (over Zoom)
- Term 2: Wednesday, 25th of May, 2022 (Christchurch)
- 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 T1	Sarah/Jacqui
Service Level Agreement between Ko Taku Reo and ECE Trust Board reviewed by Sarah (worked through at our next meeting)	Sarah
'The Hikairo Schema - six steps to cultural competency'. This could be a focus of our first meeting for 2022.	Sarah/Jacqui
<p>Strategic Plan Priorities:</p> <ul style="list-style-type: none"> - <i>EYWC and Preschool leaders to work on increasing positive connections with parents and Whānau:</i> Condense some of the points in this priority - <i>Certificated Playgroup</i> – 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.) - <i>Add PRC Course oversight to the Strategic Goals of the ECE Trust Board:</i> We could have a focus on internally reviewing PRC courses and the impacts of these programs as a goal for next year. - <i>Co-enrolment:</i> Sarah to provide a report and information on how co-enrolment in both Christchurch and Auckland for next year is progressing. - <i>To clean up the Strategic Priorities for next year:</i> Sarah will create a new, clearer, cleaner format with electronic links to the old document that to show our progress. 	<p>Sarah, Helen and Krista to look at this).</p> <p>Sarah</p> <p>Sarah</p> <p>Sarah</p> <p>Sarah</p>
<ul style="list-style-type: none"> - <i>Financials:</i> More clarity provided about caretaking, cleaning and interpreter costs now being planned as a part of the Ko Taku Reo overheads budget in 2022 	Sarah

Chairperson, Deaf Education ECE Trust

Date