

Deaf Education ECE Trust Minutes of meeting held 25 May 2022

Present: Sarah de Heer, Vasati Gilbertson, Grace Covey, Jacqui Uhrbom (Chair-person), Helen King and Krista Clifford, Shu Wai Tan, Shannon Bennett (Financial Officer)

Apologies: Crystal Skinley (Ko Taku Reo Board Rep)

Interpreters: James Bichan and Nichola Robertson

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:

- 'The Hikairo Schema - six steps to cultural competency'. This could be a focus of a future meeting? Who to present? – Andrea to ask Jillian to present in the afternoon section of the AGM (30 mins or so) [Completed]
- Finalise location for Term 3 and 4 meetings- - Term 3 in Christchurch (AGM), Term 4 in Auckland [Completed]

Strategic Plan Priorities:

- *Certificated Playgroup* – update and decision to be made by Trust board:
- Stopping our sessional license in Christchurch will not affect our funding, therefore we can go ahead and stop this license. We may need to change the structure of this Board (the Board will no longer oversee the governance of the Early Years Whanau Centre).
- Helen - sessional funding is not necessary for the way we run in Christchurch. A Play Group will still need a committee to oversee it, meaning that the input of this Board may still be appropriate.
- Sarah feels that getting rid of the licence is the way to go – it won't affect the current program and will give us more flexibility. 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 Board has agreed to cancel the Sessional Licence for the Early Years Whanau Centre and to have it run as a Play Group in the future. All Board member voted positively for this change. Helen and Sarah to work on this. Guidelines for the new Play Group to be shared with the Board before our next meeting.

- *Question to the Board members: Should we add PRC Course oversight to the Strategic Goals of the ECE Trust Board?*

Collective answer: No – this responsibility should sit with Head of Early Years for Ko Taku Reo.

Correspondence:

- *Sarah to visit Crystal in Dunedin and get her signature on the Trust Deed Update [Completed]*
- Insurance Document:
 - Sarah: All schools and ECE's need insurance. This insurance documents outlines the 2 million dollars of coverage that is now in place for the EYWC and Auckland Preschool. Coverage is for all trustees/any legal issues. Excess is \$2,500. Premium is \$2,650 per year. This covers the personal costs for trustees if they involved in a court case.
 - Question: How was the value of 2 million dollars arrived at? – This is the maximum limit for this sort of insurance (public liability insurance). This is a blanket, benchmark figure for most organisations of our sort.

Financial report (Shannon Bennett)

- Update: There have been some challenges in the IT/Finance department lately. We're working to improve things (now that we have moved to Xero and PowerBI – reporting tool). These difficulties are slowing down our ability to create financial reports. Financial reports are due for the Trust at the end of June, but I have asked for an extension until the end of July (permission has been given by the Charities Trust). New systems are being created to make sure this is straight forward and not delayed in the future. However, an expense of 2 – 3 thousand dollars is required for this work.
- You will notice a profit in the current report. Any areas in green are budget areas that have not been utilised to date. Some costs that have been charged to other parts of the school perhaps should have been charged to Early Years. Shannon and Sarah will need to meet to discuss this before our next meeting.
- In the future, using PowerBI, Sarah will have an interactive dashboard so that costs and expenditure can be checked in real time.
- Expenses will be calculated by way of comparing the cost of the Early Years services with the whole of Ko Taku Reo.

Head of Centre reports:

Head of Early Years: Presented by Sarah de Heer

- Not as much was achieved in Term 1 as we had hoped as Term 1 was heavily affected by Covid-19. Sarah and the Auckland staff team have started Child Protection Training (Safeguarding Children). The Child Protection policies will now be reviewed and combined for the two Centres. In future, this topic will be discussed more frequently in the teaching teams.

Early Years Whanau Centre Report: Presented by Helen King

- Helen has accepted a position as an Advisor on Deaf Children here in Christchurch. She will be finishing with Ko Taku Reo at the end of Term 2, this year.
- This will leave a huge gap in our leadership and Teaching team at the EYWC, but she is very supported in taking this step in her career.
- Helen will be informing the families of the EYWC over the course of this week.
- Total numbers at the moment: 20 students, numbers are building again after being a bit low.

- Staffing and student numbers have been very effected by Covid in Term one, as well as other illnesses. 2 of the 3 Teachers have now had Covid. NZSL Tutor and volunteer staff member has also had it.
- Thanks from the Board shown to Helen for her time and hard work in the EYWC and the energy she has put into the formation and running of the Trust Board over the years.
- Sarah will be reviewing the Job Description for Helen's role. One option may be to put a reliever in place for Term 3 to allow us more time to recruit well in filling this role. The other EYWC staff are happy to step up and support leadership through this process. Ending the Sessional License is also going to help.

Preschool (Auckland): Presented by Krista Clifford

- Stable attendance numbers in Term 1 and there has been an increase in the numbers of new future enrolments.
- There has been an increase in the number of enrolments of children with complex needs.
- 3 ESW's employed to work specifically with 8 of our current children (with complex needs)
- 50% of staffing team have had Covid
- One Deaf child is waiting for space in the van before they can start attending.
- Attendance is averaging at around 50%
- First week of Term 2 was at 75% so we're hoping that things are improving. However, Auckland Covid cases are increasing again with winter, so we expect to see the impact of this in our attendance numbers eventually.
- New NZSL Tutor and SLT employed who are working with our team, however, the SLT has since left again. They are hoping to be replaced soon.
- Storypark engagement is dropping. Is this due to Covid? Do other forms of engagement need to be looked into? 9 families are not yet engaging.
- Grace: Could an option for the entrance to the Preschool be created to improve the situation in stormy weather? This external access has been out in place due to Covid-19, however it needs improvement if its going to become permanent.

General meeting notes

- Service Level Agreement between Ko Taku Reo and ECE Trust Board has been reviewed by Sarah:
 - Our lawyers have reviewed this document and found it to be insufficient. A meeting has been planned for the Trust Chairperson, Sarah de Heer and the Executive Principal of Ko Taku Reo to fully form this document and get it signed as soon as possible. The important level of detail required will outline what is governance and what is management between our two centres.
- Induction presentation and document prepared for T2 (to be presented in draft at today's meeting): A draft document has been created that combines many other supporting and guidance documents. This will be shared with the members of the Trust to be worked through at our next meeting. Once completed, this document will be branded and include photos of the two Centres to show the places where this guidance/ works applies.

Further Meeting Dates 2022:

- Term 3: Wednesday, 17th Aug, 2022 (Christchurch AGM)
- 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/Jacqui
'The Hikairo Schema - six steps to cultural competency'. This could be a focus of our first meeting for 2022.	Sarah/Jacqui
Booking for Term 3 meeting	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
Financial meeting: Shannon and Sarah to meet to discuss this before our next meeting (Some costs that have been charged to other parts of the school perhaps should have been charged to Early Years)	Andrea to plan this
Induction document sent to Board with these meeting minutes	Andrea

Chairperson, Deaf Education ECE Trust

Date _____