

Deaf Education ECE Trust Minutes of meeting held 26 May 2021

Present: Grace Covey (via Zoom), Sarah de Heer, Crystal Skinley, Tania Robb, (Helen King and Krista Clifford to present their reports)

Apologies: Jacqui Uhrbom

Interpreters: Liz Kay and Amy Hewgill

Secretary: Andrea Hinchey (Secretary)

Welcome and Karakia

Previous Minutes:

Crystal established as Acting Chairperson for this meeting as Claire Robinson has resigned this position. The Minutes of 11 November 2020 were distributed prior to the meeting and confirmed to be a true and accurate record.

Sarah and Grace - Carried

Actions from Previous Minutes:

- Katya and Crystal will take the Variation of Deed to Denise Powell, Board Chair, to explain only one board member is needed on the ECE Trust Board. This action will now be carried to the next meeting.

Correspondence:

- Claire Robinson's resignation letter – Sarah met with Claire last week in person. Deed of resignation presented to the Board. All parties agreed to sign it. Andrea to arrange signature. All members are in favour of accepting this document.
- Email: Request to Ko Taku Reo Directors to engage with lawyers around Trust Deed
- Email: Sarah's request for legal assistance
- Email: Lawyers documents (to be signed today)
- Tania Robb's (Treasurer) ECE Charities Report 2020 - the Charities register requires that we advise them on how we have spent our money for this charity. Most of our funding has come from the MoE (small parent donation as well this year spent on Duffy Books)

- move that report be signed by Sarah and seconded by Grace

Head of Centre reports:

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

- A lot of children have gone to school this term, however this number is matched by new enrolments, most of which are under 2 (approx. 65%). This has an impact on the programme.

- We currently have more hearing than deaf children enrolled (codas and siblings of deaf children)
- A review meeting for PRC Courses planned for next week. All Christchurch team attending.
- PRC Courses have been well attended so far this year.
- Kyla Cockrem is working less with the EYWC as she is involved in other Ko Taku Reo projects this year.
- Professional Development being undertaken by the teaching team – to improve use and knowledge of Te Reo Maori. Tuition should start in Term 3 of this year.

Preschool (Auckland): Presented by Krista Clifford

- Currently, our student enrolment numbers are stable. Some students are leaving for school, but we also have new enrolments underway. 20 out of our 25 students are deaf.
- The vans to travel students to the Preschool are currently full and this has become a barrier to new students whose families wish them to attend (3 currently on our waiting list). Sarah commented that this is a service is going to further investigation soon. 18 out of our 25 students are currently requiring the van to transport them to and from the Preschool. South Auckland may need a Preschool of its own.
- SESTA Applications have been done by Sarah to assist families who are travelling their students themselves.
- A recent reliever (Susan) has been a great new member to the team. More relievers are required which has been difficult to find.
- Professional Development: Call back days are planned in the upcoming school holidays.
- NZSL Week – staff attended Deaf Club and Deaf World which were fully immersive experience for staff in NZSL. This was enjoyed and appreciated by the team.
- We had an ERO visit at the end of Term 1. Confirmed Report showing compliance received from ERO today.

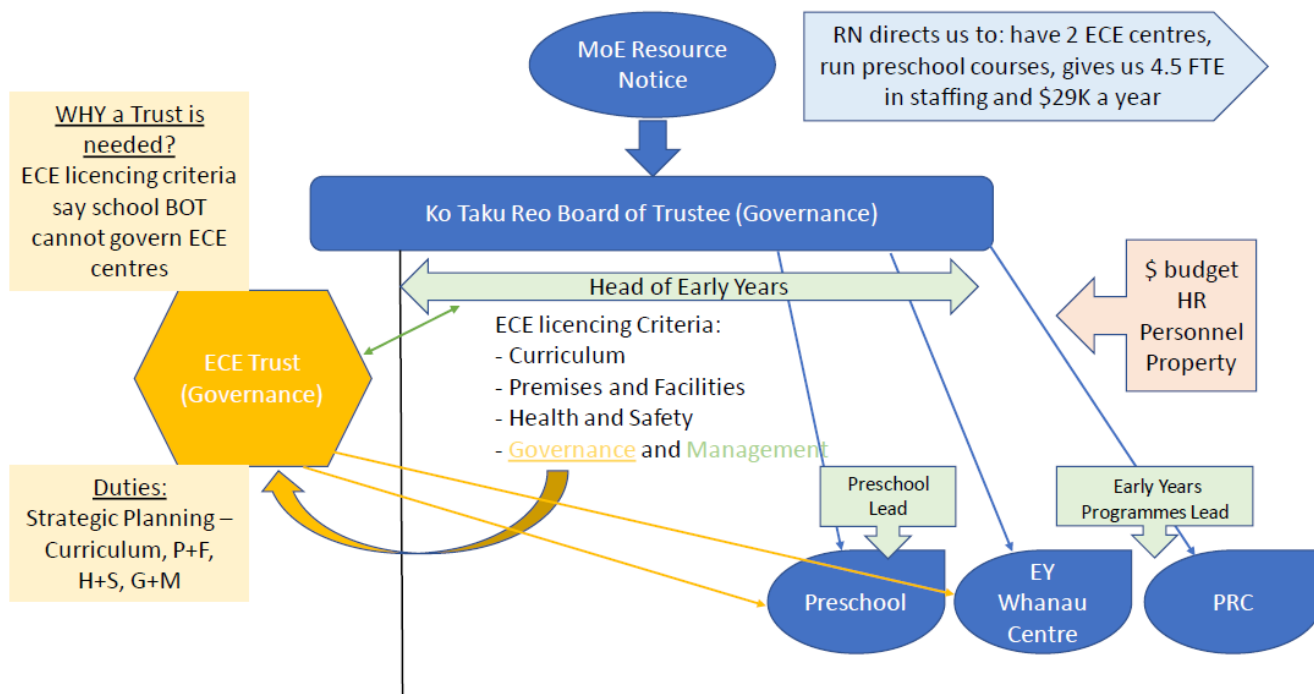
Head of Early Years: Presented by Sarah de Heer

- Report distributed prior to the meeting and taken as read.
- Internal evaluation policy received and will be presented at our next meeting.
- 3 Early Years Interprofessional Hui were run in Auckland, Wellington and Christchurch during March. Attendees were from Deaf Aotearoa, First Signs, the MoE, Parent groups, SCIP and more. We have received some great feedback so far from the attendees, particularly with regard to the professional connections that were established. We are now planning where to go from here. A national Hui? Once per year? More often? The organisers will be following up in person this term to discuss next best steps.
 - One specific message of the 3 Hui was that the model that we currently working in is quite messy. Hard work is being put in from all sides, but can we come up with a something better in our collaboration?
 - MoE are looking at removing Learning Support and making it a separate agency. We will wait and see how this goes.
- Our Trust Deed has been reviewed by the GazeBurt legal team. We are now allowed to delegate our powers to other appropriate groups as required but must retain our personal liability for our Trust. The Service Level Agreement with Ko Taku Reo is also being reviewed, and we will make sure that it is signed – clearing up who is responsible for what. We (the Trust Board) have a lot of responsibility but feel that we have little power. This clarity (what we have the power and responsibility to do) is going to be attained by this review. We need to know what we can push for and change in the future.

- Summary of the ECE Trust by Sarah: see notes and slides below (This work is on-going):

ECE Trust

Background diagram and narrative to how it fits into Ko Taku Reo



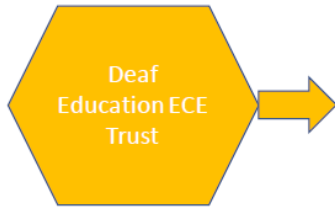
- Resource Notice is sent to Ko Taku Reo Board.
 - \$ for 'early involvement' services, including a Preschool in Auckland and Early Years Whanau Centre in Christchurch
 - contributes 4.5 FTE (employed under Ko Taku Reo)
 - Directs us to hold Preschool Residential Courses for up to 30 families a year (10 times a year) which are staffed under early involvement services and funded by the Residential budget.

HOWEVER....

School Boards cannot govern ECE settings under the ECE licensing criteria. Ko Taku Reo Board cannot govern the ECE services that the Resource Notice directs them to have.

THEREFORE....

We have established the Deaf Education ECE Trust so that our 2 MoE directed ECE services can hold a licence. We could not run these services and receive sessional funding if we did not have a licence. We need sessional funding to run them – the RN funding is not enough.



Under the licencing criteria, is charged with:

- governing the Preschool and Early Years Whanau Centre
- working with Management (Leads and Head of Early Years) to ensure the smooth and compliant running of the services
- this includes property, finances, employment of staff, H+S and ensuring the curriculum is being taught

However, the ECE Trust needs to.....

- meet all licencing criteria at all times, to continue to run as licenced ECEs and receive sessional funding.
- These include 4 main areas: Curriculum, Premises and Facilities, Health and Safety, Governance and Management (See criteria [here](#))
- undergo regular separate ERO reviews of both services, individually
- set the strategic plan for both services, as outlined in the licencing criteria



.....delegate authority to Ko Taku Reo Board to:

- employ staff
- set and administer budgets and all finances
- cover all personnel aspects including HR practices
- cover all property costs
- Include early years in curriculum and teaching and learning planning for Ko Taku Reo

Observations:

We cannot run any of our services, as directed in the RN, without the presence of the ECE Trust


We value our ECE services as they are and wish to build on them


Only a small proportion of resource is given to run the services. We rely on sessional funding to resource more fully. For this we must have a licence


We actually use 6.5 FTE, 3 Teacher Aides and 2 Speech Language Therapists to run both services, as a minimum


We 'borrow' from Outreach school and Integrated Services (FTE) and Residential (\$) to run the Preschool Residential Courses.


Service Level Agreement

 We currently have a Service Level Agreement which is not fit for purpose.

 It outlines what are the responsibilities of the ECE Trust, and what is delegated to Ko Taku Reo.

 The Trust has a Trust Deed – in this it states that the Trust is liable for...

 The Trust members have little to no power over what happens in the services, as this is directed by Ko Taku Reo in line with its other DHH services (through the Head of Early Years).

 The Trust and the Ko Taku Reo Board share a board member, which is how they stay connected.

- Sarah has taken on further responsibility in her Senior Leadership role with the NZSL Immersion Hubs. This will take a significant part of her time; however she has planned to delegate some tasks and responsibilities to other members of her team.
- Sarah has asked Liz Dupree to attend our ECE Trust Board as a consultant and acting Board Member until we have completed our next round of elections. All attendees agree with this idea. Sarah to invite her to the Trust Board Meeting as a co-opted member for as long as we need her.

Crystal and Grace - Carried

Financials: Presented by Tania Robb

- Report distributed prior to the meeting and taken as read.
- Year to April included in report.
- Combined centres are tracking well and currently have a surplus.
- Meeting held with Sarah last week to find out about any unplanned costs.
- We have spent more in some areas such as staff expenses as this was to cover study days. Travel costs are also up to allow for the Interprofessional Hui's and extra travel to Auckland for Sarah. Interpreter fees are also higher than expected.

Grace and Sarah - Carried

Strategic Plan:

- We are slightly behind in the area of improving our Culturally Responsive Practices – Sarah attended workshop on this topic last week (Brainwave Conference) which she found very useful.
- We should go through the goals of our strategic plan our next meeting – Andrea to add to next agenda

General Notes:

- Parent Elections:
 - Andrea chosen as Returning Officer.
 - We have decided to run the election process differently this year as they don't need reflect the way that School BOT elections are run.
 - A new brochure/poster will be made by Sarah and Andrea
 - Nomination/Election forms and brochure will be distributed via the Discover Software.
 - Forms will be digital forms to make the data easier to collate.

Timeline:

- Close main roll 25 June
- Call for Nominations 30 June
- Nominations close 21 July
- Voting papers sent by 28 July
- Close poll Election Day 4 August
- Trustees take office 18 August (AGM in Auckland)
- New chairperson elected 18 August
- Krista Clifford now permanently employed as the Preschool Lead in Auckland.

Further Meeting Dates 2021:

- Term 3 – week 4 – Wednesday 18 August – Auckland. AGM
- Term 4 – week 4 – Wednesday 10 November – Zoom

Karakia

Meeting closed 12 noon

ACTIONS:	
Take the Variation of Deed to Denise Powell, Board Chair, to explain only one board member is needed on the ECE Trust Board	Crystal
Claire Robinson's Deed of resignation to be signed by all members of the Board. Andrea to arrange signature	Andrea
Sarah to invite Liz Dupree to the Trust Board Meeting as a co-opted member for as long as we need her.	Sarah
Add to next Agenda: Review the goals of our strategic plan our next meeting	Andrea/Sarah
Parent Elections: - <ul style="list-style-type: none"> - A new brochure/poster will be made by Sarah and Andrea - A new nomination form will be made by Andrea - Nomination forms and brochures to be distributed to parents using Discover Software: Andrea/Preschool and EYWC staff - Election will be run as per the decided timeline - Andrea 	Andrea /Sarah

Chairperson, Deaf Education ECE Trust

Date