

Deaf Education ECE Trust Minutes of meeting held 3 March 2021

Present: Claire Robinson (Chair), Grace Covey (via Zoom), Sarah de Heer, Jacqui Uhrbom

Apologies: Crystal Skinley

Interpreters: Fran and Jodine

Secretary: Andrea Hinchey (Secretary)

Welcome and Karakia

Previous Minutes:

The Minutes of 11 November 2020 were distributed prior to the meeting and confirmed to be a true and accurate record.

Grace and Claire- Carried

Actions from Previous Minutes:

- The Variation to Deed to be emailed out for signing and witnessing once updated by Claire.
- Claire explained she needs to comply with the Anti Money Laundering rules, so needs to sight photo ID and proof of residential address. Crystal, Grace, Katya and Jacqui have emailed Rose a copy of their ID.
- 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.
- Grace to support the board to make introduction videos of themselves for the Ko Taku Reo BOT
- Sarah is to check on the Ministry Funding rather than fees for the EIC and Preschool

Correspondence:

- EC8 Forms submitted to MoE regarding name change of both the EIC and the Preschool. The new names are: Ko Taku Reo Preschool (Auckland) and the Ko Taku Reo Early Years Whanau Centre (Christchurch)

Head of Centre reports:

EIC: Presented by Helen King

- Report distributed prior to the meeting and taken as read.
- In 2020, 13 students left the EIC to go to school. This has resulted in a large number of new students/new faces.
- Four further students are to leave and start school at the end of Term 1, 2021
- Preschool courses: One course is currently taking place. Three further courses are booked for this term, but two of those families are coming from Auckland so they may not be able to travel if a lockdown is in place. Its positive to see that families from the former Kelston area have registered to attend these courses. This has presented some difficulties as we are now requesting travel funds from new DHB's – they have not received applications for this sort of travel funding before and are

initially wondering why we not running these courses in the North Island (seeing as we have a Campus there). After further explanation, the funding applications have been approved.

- Saru Naicker and Jenna Holland are new NZSL Tutor's to the EIC team. Maria Griffiths is continuing from last year.
- On-going Health and Safety concerns due to Covid-19 – extra care is being taken and protocols adhered to.
- Onsite maintenance work is now contracted out rather than being done by Ko Taku Reo staff which has slowed the process a bit.
- Planned Evaluation for this year based on the following question: *How best do we purposefully seek the views of children, parents and whānau in our assessment and planning processes to ensure children recognise and appreciate their ability to learn?*
- A letter will be sent out to parents updating them on the new food Health and Safety requirements from the MoE.

Jackie and Sarah- Carried

Preschool: Presented by Krista Clifford

- Report distributed prior to the meeting and taken as read.
- For the start of 2021, the numbers of Preschool students have been stable, (20 deaf and 5 hearing students). Some hearing students have left and have been replaced with deaf students.
- Future enrolments: there are 5 current expressions of interest (three of whom are coders, the other two are deaf, currently under two years of old)
- Health and Safety new Food Guidelines: internal policy now requires be reviewing. Some adaptations have already been made. In a large way, this responsibility will come down to Whanau.
- Attendance (SALT enquiry): Improving Practice for Maori and Pacifica students. Only a small decrease since the Covid-19 lockdown. Breakdown of attendance for ethnic groups available in Krista's report from Term 4: Pasifika; 68%, Maori; 79%; NZ European; 90% and Other; 83%. This information will be used to help support families with their attendance.
- After the 2020 Covid-19 lockdown/s attendance majorly dropped. Average attendance was about 68% after the second lockdown, but increased to 78% by the end of the term. After the recent 3 day lockdown, the numbers were low, but quickly climbed back up. During each lockdown, the teaching team make a concerted effort to make contact with each of the 25 families. Email, Facebook and Text were used to keep in touch. About half of the families live in South Auckland which is a difficult area for this current lockdown. A MoE Psychologist checked in with Krista after the last lockdown to see if they can be of any help. Krista may refer two families who she feels may need help to that person.

Jackie and Claire– Carried

Head of Early Years: Presented by Sarah de Heer

- Report distributed prior to the meeting and taken as read.
- Strategic Plan. A note when looking at this document: anything already achieved has been changed to 'green'. Christmas holidays have slowed progress. Staff have taken part in Culturally Responsive Practices PD.
- Two group sessions connecting the Auckland and Christchurch staff teams via Zoom have taken place.

- Regular visits for the two groups of staff to visit each other's Centre's are being planned this year. Helen and Sarah have also already visited the Wellington Playgroup once this year. Further visits are planned.
- The Wellington Playgroup has already started for this year at the Tawa Linden Playcentre (12 families are involved so far)
- Possible other playgroups to be started in Dunedin and South Auckland later this year.
- The planned Early Years Interprofessional Hui's have been postponed until the end of March due to Covid-19 travel restrictions.
- Auckland Preschool will be visited by ERO at the end of March. There may be a need for involvement from the ECE Trust Board – Sarah to inform people about what this might be.
- MoE Resource Notice: The MoE have queried whether or not the entity of the ECE Trust is legal and fit for purpose.

Further detail: In 2008, the MoE made a ruling that School Boards were no longer allowed to oversee Preschools. This is why the ECE Trust Board was set up. The funding both the Auckland Preschool and the EIC is distributed through Ko Taku Reo.

Claire: A new Trust Act was set out at the start of 2021. A decision about our status as a Charitable Trust needs to be clear as we don't currently control the financial elements, but we do oversee the Strategic Plans and Curriculum. We may need the assistance from a lawyer with this definition.

Krista: It may be worthwhile investigating the BLENZZ framework as they also have a Preschool. *Sarah has looked into this already and they run quite differently without a licence*

Claire will meet with Sarah to assist further with this investigation

Action: Sarah will bring this to the attention of the other Senior Leaders to request funding for legal assistance with this issue. Two questions: Fit for Purpose and Legal Entity

This is a concern for the ECE Trust Board which we will need to review and get legal advice on.

Claire and Grace - Carried

Financials: Presented by Sarah de Heer

Reviewing Income & Expenditure Statement as at end 31 December 2020 and planning for 2021

- Report distributed prior to the meeting and taken as read.
- Costs for Playgroups (currently Wellington) covered by Ko Taku Reo
- ECE Trust had a surplus of funds at the end of 2020 totalling \$138,189.61
- Sarah's salary will come out of this funding this year which will also be an additional cost
- There will also be more travel costs for staff this year than last year
- Having Krista as the Auckland Team Lead (deaf staff member) will increase the need for interpreter support at the Auckland preschool this year.
- The funding for the ECE Trust Board goes to the Ko Taku Reo Board (this is the anomaly which requires further investigation).
- Action: Sarah will find out if in the future the ECE Trust Board actually needs to review the Financials in their termly meetings.

Claire and Jackie - Carried

Strategic Plan:

- In this working document, the point, 'Review Trust Deed' needs to be changed from Green back to Black (incomplete) due to the current work taking place to review our status (requested by the MoE).
- Sarah has created a new report format for the ECE Trust Board to the Ko Taku Reo Board under the following headings:
 - o Curriculum
 - o Premises and Facilities
 - o Health and Safety
 - o Governance and Management
- In the future, Helen and Krista will be asked to report in this format as well
- Subcommittee of Sarah, Claire and Liz Dupree to work on some of the Strategic Plan such as the Succession Planning and establishing clear roles and responsibilities.
- Sarah to bring reviewed Policies and Procedures to the next meeting (internal evaluation)
- Overall Objectives and Priorities are all being acted on and have been initiated.
- Promotion/Marketing of the next parent elections to be discussed at the next ECE Trust Board Meeting.
- We will try to travel Grace and Crystal to Christchurch for the next meeting as they could not come this time due to Covid-19.

MoE Resource Notice:

- From the notice: Priorities for 2021 (there are 6 for 2021, but only one specifically relates to us): Conduct an internal review of the two Centres (Legal and Fit for Purpose), PRC courses and RTD Services for children for aged 3 -5.
- The ECE Board have decided that they would like to be reported to at each meeting on all of these three priorities for the internal evaluation (to be done by Sarah).
- Internal Evaluation being undertaken by Sarah. She will report this to the Board at our next meeting. The details are as follows:

Conduct an internal review of early involvement services including:

- *the two Early Childhood facilities in Christchurch and Auckland to ensure that the entity and governance arrangements are legal and fit for purpose*
- *residential immersion courses for young children*
- *Resource Teacher Deaf services for children aged 3-5 years¹¹.*

Section 2: Early Involvement Services

Early Involvement services

Ko Taku Reo – Deaf Education New Zealand is funded to provide specific services in the early years (0-5) including:

- *two early childhood centres in Auckland and Christchurch*
- *residential courses for young children and their families*

- RTD services for children aged 3-5 years, enrolled in an Early Childhood facility where they are AoDC referred.

These services are to complement rather than duplicate or replace those of other providers including Ministry of Education, First Signs, Cochlear Implant programmes and other Early Childhood Facilities.

Early Childhood Centres

The two Ko Taku Reo - Deaf Education New Zealand Early Childhood Centres in Auckland and Christchurch offer a bilingual environment using NZSL and spoken English, characterising the Deaf Community in which these children live.

The Deaf Education ECE trust is the separate legal entity responsible for these centres 15.

They provide co-ordinated and specialist early childhood teaching for DHH children under 6 years of age. These are currently for children enrolled in, or referred to, the early childhood centre at the Auckland or Christchurch campus and their families/whānau. Children enrolled must be under 6 years of age and not enrolled in school, and:

- DHH, or
- siblings of DHH children, or
- children of deaf adults (CODAs).

The early childhood centre's sessional, student roll generated funding is as per the Ministry's Early Childhood Education Funding Handbook, available from the Ministry's website (www.education.govt.nz).

Early Childhood Centre requirements

Provision shall be consistent with early childhood licensing criteria, including Te Whāriki, and Ministry of Education Specialist Services Standards.

Services take a family centred, integrated team-based approach, working collaboratively with other services including AoDCs, First Signs and Cochlear Implant programmes, Early Learning providers me ngā Kōhanga Reo.

At the time of establishment:

- *the early childhood centre on the Auckland campus has an all-day licence for a maximum of 30 children over the age of 2 years. This is the base for the Auckland early involvement services. The Board also has a close working relationship with the Kelston Primary School Community.*
- *The early childhood centre on the Christchurch campus has a sessional licence for a maximum of 21 children per session over the age of 2 years and 5 under the age of 2 years. This is the base for the Christchurch early involvement outreach services.*

During 2021 Ko Taku Reo – Deaf Education New Zealand will trial establishing playgroups in up to 3 new sites. These will be provided at existing facilities and funded through existing Immersion Hub resourcing. Travel will be covered by families or Ko Taku Reo.

Outcomes

The outcomes sought are improved short and longer-term educational outcomes for the children enrolled within their regular early childhood education providers where each individual's regular progress will be identified and documented through their learning stories framework.

Staffing

Staffing for 1 January to 31 December 2021 early involvement services is 4.5 FTTE's and 4 units.

Funding (GST inclusive)

Funding for 1 January to 31 December 2021 for early involvement services is \$229,144

Further Meeting Dates 2021:

- Term 2 – week 4 – Wednesday 26 May – In person in Christchurch
- Term 3 – week 4 – Wednesday 18 August – Auckland. AGM
- Term 4 – week 4 – Wednesday 10 November – Zoom

Karakia

Meeting closed 12 noon

ACTIONS:	
Video from James & Louise and trustees	Sarah/Grace
Auckland Philosophy Statement – add Te Reo	Sarah
Formally appoint role of Treasurer - discuss with Tania Robb. Email out to all Board Members to get consensus on this addition	Sarah Andrea/Sarah
Seek funding support for legal services/advice for ECE Trust Internal Evaluation for the MoE	Sarah
Small group meeting to take place to discuss next steps for the Internal Evaluation with Liz Depree	Sarah/Claire
ECE Trust Board to be informed if there are any requirements from them for the Auckland Preschool ERO Visit planned for the week of the 8 th of March.	Sarah

 Claire Robinson
 Chairperson, Deaf Education ECE Trust

 Date