

**Deaf Education ECE Trust
Minutes of meeting held 9 November 2022**

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

Apologies: Shu Wai Tan

Interpreters: Dan Hanks and Kimberley Olivecrona

Secretary: Vanessa Burrows

Welcome and Karakia

Previous Minutes:

The Minutes of 17th August 2022 were distributed prior to the meeting and confirmed to be a true and accurate record.

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

Actions from Previous Minutes:

1. Induction document presented for discussion and amendment. *An updated version will be sent out before our next meeting.*
2. Service Level Agreement between Ko Taku Reo and ECE Trust Board
 - Agreement with Ko Taku Reo and ECE Trust Board about what services are delegated.
 - Current Agreement not fit for purpose. *Mike Rondel (Commissioner) to get lawyers to draft something up.*
 - Clause in our Deed that gives us the power to contract Ko Taku Reo to administer payroll and carry out any business on our behalf. *Need to give indication of kind of services we want to contract them for and if we are going to pay them to do that.* Payroll, recruitment, HR, property maintenance, finance, admin support, communication and digital resources, purchase of furniture, assets, laptops etc. Payment will be required. Ties in with Ministry grants and resourcing. Intention going

forward will be to invoice KTR. Will have a separate bank account. Management will continue to be run through KTR accounts systems but will invoice ECE Trust for those services. Will be charging a management and administration fee every month. Will work it out based on the actual costs and will need to match with resource notice. Five-to-ten-year plan. Will have to have separate budget for initiatives e.g. Playgroup. Need to work out the parameters. Just preschool and everything else KTR.

- *When lawyers first sent the Agreement, they had amendments (Sarah to answer to that).* Will get this work done, once done, everything will be legal and compliant.

3. Trust Deed Update

- Changes required to remove the Early Years Whanau Centre (*Sarah to consult with lawyers*).
- Sarah de Heer – (outwards correspondence) email to lawyer about changing the Trust Deed and help with drafting the Service Level Agreement, (inwards correspondence) letter received saying happy to do our work and stating terms of engagement and fees.
- *Sarah has agreed and will confirm after meeting today.*
- Questions about the makeup of the Trust Board:
- 1 x nominated KTR Board of Trustees Rep which is Crystal (Commissioner asked her to continue in that role, which she has agreed to)
- HOE automatically Trustee – Sarah de Heer
- Not more than 2 x Christchurch parent rep (delete this) - with Christchurch Early Whanau Centre changing to playgroup don't need to govern.
- Not more than 2 Parent Reps at Kelston Preschool (changed name to Ko Taku Preschool Auckland). Sarah recommended more than two x Parent Reps. We have Crystal, Sarah, and two parents, that is four people. These are the voting people. Suggest two parent reps and someone from the Deaf community that has an interest - maybe First Signs, or Deaf Aotearoa? Parent Rep needs to be nominated by a parent but not necessary a parent of an enrolled preschool student, someone who is interested in deaf education or deaf community. Need to have something in the Deed about consideration of the balance and remember purpose of trust with is about deaf education of children and hard of hearing. Need to think about connection. If we need minimum of five then - Person nominated by Ko Taku Reo Board, Head of Early Years, three parents of enrolled students and have clause can co-op others from people who have an interest in ECE Deaf education. Can be parent or connected to child already enrolled. For other representatives we can put criteria, NZSL, connected to Deaf education in some way. **Minimum of five voting on the Board.**
- Parents vote for Parent Rep on Board

- If people are nominating themselves or someone else there needs to be a statement on how they are connected.
 - Variation to be written up and we will sign to agree. Sarah de Heer spoke with Mike Rondel and Matthew Koning around Service Level Agreement and Trust Board. Our lawyer will prepare then they will take to their lawyers, so we are following the process
4. Sarah to share Child Protection Policy with the members of this Board.
- Relooked at policy for the Preschool. We also reference Ko Taku Reo policies we have around child protection. There is a flowchart on back. *Sarah to change flowchart from Executive Principal to Sarah to Head of Early years.* This would go in our enrolment pack. ECE licensing criteria very specific about what policies we have. This one will need to be specific to our school.
 - Really important we are aware of the part we need to play in making sure our children are safe.
 - Have created a form online for staff to record any concerns which will be filtered through to Senior leader.
- *Policy agreed upon unanimously*
5. Early Years Whanau Centre License:
- Sarah will investigate 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
 - Including Child Protection in our Strategic Plan moving forward is going to be an important addition. This will be part of our overall Ko Taku Reo review of Child Protection policies

Head of Centre reports:

EIC

- Report distributed prior to the meeting and taken as read
- Hayley permanent three days. Lydia does four days .8 and will continue with co-enrolment next year and Kidz First Kindergartens two days
- Still tidying up things with Playground Licensing set up. *Need bank account (Shannon) need two signatories, one Tina one Parent.*
- Had Hui and Fish and Chip lunch to explain changing licensing
- Parent feedback on new things to include
- Surveyed whanau to find out what they want in relation to NZSL (Maria Griffin comes in). 50/50 split, half conversation and practise and Maria engaging with adults and children and modelling, and half wanted activity bit of focus time. Doing both.

- Looking at running a sensory playgroup as have half of our learners with additional needs. Visited BLENZ and they run fortnightly playgroup so thinking we will combine with alternate week. Waiting for BLENZ to get back to us from a national perspective. Hopefully will start at the beginning of next year.
- Met with ADOC and SKIP and we are pulling together a whole day workshop for ECE teachers (a mainstream one) on 8th February. Will be recorded.
- Creating some best practice videos.
- We've had a couple students start school but picked up two Deaf students. 26 enrolments. One more starting school next year.
- Tidying up paperwork around enrolment policy and the enrolment form itself.
- Also looking at potential of having a playgroup across the other side of town. for families to have something close. Huge commitment from our Whanau travelling to Sumner but not doable for a lot of families. Looking into using a school van and getting a volunteer who may pick up the kids.
- Trialling moving Playgroup on a Monday and will review.
- PRC - three whanau last week. Three families booked in end of November and starting first one in Auckland in a couple of weeks. Māori family using the Marae. Have asked Cha'nal to be involved and have also used the Marae.
- Christchurch Symphony Orchestra to come out to us.

Preschool

- Report distributed prior to the meeting and taken as read
- Four new enrolments (still getting new enrolments and a high level of interest). Five children have left, one to school, one moved out of Auckland in relation to cost of living and three hearing children who we have had to remove from the role as not attending and no contact. Two have disadvantaged background so maybe moved away or due to family issues. We have four children on the waiting list all under 2 years.
- Curriculum - Storeypark more contribution more exploration linking into wellbeing translates into happier kids. Good to see children settled, happy and confident to explore the preschool. Last term focused on healthy eating and nutrition. food.
- Need some parent consultation and communication around policy and been asking for feedback, but not successful. Will bring to this group as well. Our staff involved to polish up that draft but be excellent to have parental input as well.
- Premises and facilities
 - Sandpit refilled
 - Waiting for the bark delivery to cover rest of playground.
 - Some areas of risk in terms of trip hazards and things like that.
 - Facilities management back under Ko Taku Reo so hopefully there will be an improvement.

- Accidents - child fell off couch and cut their head, stitches in the back of the head.
- Attendance pretty good, been increasing.
- Looking at switching from Storeypark software to Playground under Discover SMS as they offer a more comprehensive package including learning stories and attendance.
- Internal evaluation all wrapped up.
- Transition to school - Susan been doing some great work there and strengthening our relationship with other enrolled schools.
- Te Hikairo Schema - regularly visiting the Marae. This term 30th anniversary for Rūaumoko.
- Applied to be Autism Champion. Autism NZ will recognise our skillset with regards to supporting children with autism. Meeting with other centres and sharing expertise.

Head of Early Years

- Report distributed prior to the meeting and taken as read
- Green (completed), Orange (currently working on), Black (to do).
- Team working well together and Tina coming up to support the team when they have first PRC.
- Internal evaluation topics - goal to work with Parents and surveyed parents and whanau about what we are currently doing and what else we could be doing.
- Working on ways to connect
 - Whanau workshops
 - Closer locations and events
 - NZSL
 - Shared whanau times outside of preschool
 - First Signs events
- Best Practise to connect with families.
- Kathie Rifle (Māori Strategic Lead) coming to team wk 7 meeting.
- Still got things to work on for strategic priorities but have another year to work on those.

Financials

Profit & Loss T&L – Early Years for the month ended 30 September 2022

- Report distributed prior to the meeting and taken as read.
- Focus on Year to Date
- Changes made as to where expenses are allocated e.g. property, PD, IT now dedicated departments covering those expenses. Next year will have their own budget line.
- Netflix charge queried (this should be Residential charge)
- Decision made to maintain budget agreed to by the board and a lot of work to refix it. Green good, red bad.
- Travel budgeted for the year then redirected at the end of the year where needed. In terms of planning for next year flights and travel costs around flights. Travel policy is being reviewed.

- The resourcing notice is very specific and treats everything as direct income. A percentage comes out for the provision of maintenance, cleaning products, IT, finance, salaries, HR, Comms and Resources, PD. Everything must be paid for out of pots of money specifically allocated. By allowing everyone to operate as they need, we can see what's left over and redirect.
- Preschool Kits not preschool expense and that has been agreed by Andrew and Noreen.

General business

Visit to Next Sense

- Sarah visited Next Sense in Sydney (privately funded institute). Have two preschools and three schools all merged in together. Brief overview of preschools:
- Split out to:
 - Bilingual, predominately Auslan (spoken language where no Auslan). Many children have a cochlear and focus is on spoken language.
 - Spoken language preschool (which was almost like co-enrolment). Fifteen hearing and fifteen cochlear. About 20 percent Deaf. Push on developing independence and the confidence to direct play, ask peers to be independent and not need adults all the time to do stuff.
 - Another end of the spectrum, bilingual. Still have hearing teachers but had Deaf Language Assistant like Teacher Aid. Things done in Auslan mostly but some spoken language. Each of the children had a session every day with Language Assistant Auslan. Language Assistant picked book and videoed, then daily sessions were had with Language Assistant based on this story 1:1 with a lot of props. Three step model (signing and chiding watching, then signing and then child repeating and then pointing and child signing word back so building up knowledge of sign). Videoed and sent to parents. Where they were doing that within the Preschool was a "sign only zone" so children knew when playing if they went into that space then voice off, signing on. 1:1 gave chance to work on IP goals with Language Assistant and teachers would target also. Lot of engagement with parents (some more engaged more than others). Not huge numbers, only eight or nine on a day. Spoken language 1:1 with clear plastic box and book and then all the props and puppets. Really rich language experience. Would love to see access to that sort of stuff with our Library.
 - Would love to get Tina and Krista there in person to have some conversations (maybe apply for a grant from NZSL Board).
 - Bilingual, AUSLAN and written and spoken English and written English. Another school joined with two other schools and third

one Deaf/Blind school had joined but not fully integrated when I visited. That's private but public education is quite different.

- Loved some of the practise but love that we don't differentiate and don't ask our parent to make a choice. We are not compartmentalising our children, just accepting them.

- Connections

- Hold events in the holidays
- Holiday programme
- Swimming Classes – some type of collaboration
- Support and enable parents to make more connections to each other
- Visits to the provisions – set up visit with the class so parents can come along – at least once a year
- Build stronger connections with Enrolled school

- Election of Board Chair

- Jacqui Uhrborn happy to stand down (thanks again for time and work). Will be here in name until we elect a new Parent Representative.
- Grace Covey put her name forward to be new Board Chair
- *Nomination Accepted and put to the Vote, Unanimous Decision to appoint Grace Covey as new Board Chair.*
- Vasati standing down as she is from Christchurch parents.

- Further Meeting Dates 2023:

- In person Meetings held in Auckland
- Term 1 – 15th February elections first meeting AGM
- Term 2 - 17th May
- Term 3 – 9th August
- Term 4 – 1st November

Karakia - Meeting closed 2.00pm

ACTIONS:	
Induction document to be updated and sent out prior to next meeting.	Vanessa
Service Level Agreement between Ko Taku Reo and ECE Trust Board reviewed by Sarah (requires further changes due to the Board only over-seeing the Auckland Preschool from the start of 2023.	Sarah
Trust Deed changes required to remove the Early Years Whanau Centre. Sarah in consultation with lawyers.	Sarah
Child Protection Policy to be updated and shared with the members of this Board.	Sarah/Vanessa
Early Years Whanau Centre License: Sarah will investigate what the requirements are for the governing committee for the Play Group	Sarah

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.	
Term 1 meeting to plan	Vanessa

_____ Date _____

Chairperson, Deaf Education ECE Trust