

Deaf Education ECE Trust
Minutes of meeting held 13 May 2026



Present: Amy Geue, Krista Clifford, Susan Swolfs, Tania Drain,
Chelcie Dietrich, Sarah de Heer, Emma Downie

Interpreters: Tara Hobbs, Holly Rikiranga

Secretary: Vanessa Burrows

Welcome and Karakia

(A copy of these minutes to be given to Board Chair for signature after the meeting)

Previous Minutes

Minutes of 25th February were distributed prior to the meeting and confirmed to be a true and accurate record.

Actions from Previous Minutes

Child Protection Policy Review

- General Agenda item

Old Category 1 Medicine – gather data and make decisions on how these are managed

- General Agenda item

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Old Category 3 Medicine (new Category 2) – decide on reporting to best suit children and families

- General Agenda item

Create video explaining ECE Trust

- Received by Ko Taku Reo Board of Trustees.

Update 2026 Goals with wording changes and additions as agreed

- Actioned

Correspondence

N/A

Head of Centre reports

Preschool Auckland Lead Report – taken as read

- High term one enrolment created staffing pressure due to reliever shortages, delaying strategic work.
- Highly focused on policy work in terms of new licensing criteria taking effect 20th April.
- Habitual non-attendance continues for some families despite communication efforts.
- Van attendance improved after stricter communication requirements implemented, though some families remain inconsistent.
- Some reasons for non-attendance are due to complex family situations requiring social worker-type support, food security, and health needs.
- Meeting scheduled with AoDC's to build relationships so can better work together to support families.
- Family engagement platform Playground transition to Storypark complete but accident reports not being viewed by some families – Susan to investigate app capabilities and establishing paper-based back up system for non-engaged families.
- Confirmation required that cleaners are following enhanced bathroom and kitchen cleaning protocols required by new criteria.

Head of Early Years – taken as read

- Self-audit checklist completed GMA Administration – no issues identified.
- Seven-year record retention confirmed, archived documents retrievable from Wellington storage.
- All policies updated to meet April 20 licensing criteria: awaiting confirmation for website updates.
- Progress was made across all strategic plan goals, though completion was limited by the intensity and workload of Term 1.
- Police and safety checking records verified as compliant; ongoing discussions with Executive about school-wide consistency – Amy to follow up.

Financials

Financial report presented – taken as read

- Under budget – no concerns

Policy Review

Child Protection Policy

- Scenario training completed with teachers in January as required by new licensing criteria.
- New sections added covering risky online material and substance abuse by parents collecting children.
- Clarify procedures for parents reporting staff concerns; currently references separate Concerns and Complaints policy but needs clearer guidance.
- Make clear staff identifying abuse at home; staff-to-staff concerns follow Ko Taku Reo-wide procedures.
- Make clear all staff employed by Ko Taku Reo must follow both Ko Taku Reo Policies and Preschool, Auckland Policies.
- All teachers registered with the Teaching Council need to follow teachers' requirements over child protection.
- To add child protection notifications to Health and Safety section of Preschool Lead Report.

Medicine Policies

- **Category restructuring:** Previous 3-tier system reduced to 2 categories under new licensing criteria.
- **Category 1** (formerly Category 2): Prescription medications like antibiotics requiring daily parent acknowledgment.
- **Category 2** (formerly Category 3): Ongoing medications like eczema cream or asthma inhalers with flexible acknowledgment schedules agreed with families.
- **Non-prescription items** (arnica, antiseptic spray): Now require text permission before each use, exceeding licensing requirements.
- **Health plans** replace previous forms for Category 2, suggestion made to include version control tracking.
- Severe conditions (EpiPens, severe asthma) require separate safety plans with doctor sign-off.

General

ECE Trust Board Representation and Trust Deed membership changes – approved

- Amy Geue joins as Ko Taku Reo Board representative.
 - Strong background in Early Years/Early Intervention in Southern Australia providing a solid understanding of what early intervention means for Deaf children and their development.
 - An opportunity to strengthen the connection between the ECE Trust and the Ko Taku Reo Board, enabling two-way communication and improved information sharing.

- Krista Clifford becomes permanent Head of Early Years, replacing Sarah de Heer in that trustee role.
- Sarah de Heer thanked Krista Clifford for her leadership and work.
- Changes to be documented and submitted to Charities Commission with meeting minutes.
- Trust deed requires no amendments; structure allows for rotating board representatives.

ACTIONS:	
Investigate Story Park notification settings and establish paper backup system for accident reports.	Susan
Add child protection notifications to Health and Safety section of Preschool Lead report.	Susan
Follow up with HR on comprehensive safety check form adoption using Ministry of Education framework.	Amy
Follow up with Jody/Comms team on website policy updates.	Sarah
Follow up with property team (Jess/Frank) on cleaner compliance with new protocols.	Sarah
Amend Child Protection Policy in response to feedback given.	Susan
Submit board membership changes to Charities Commission.	Vanessa

_____ Date _____

Chairperson, Deaf Education ECE Trust