

Deaf Education ECE Trust
Minutes of meeting held 21 May 2025



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

Apologies: N/A

Interpreters: Catherine Winfrey, Julia Freeman

Secretary: Vanessa Burrows

Welcome and Karakia

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

Conflict of Interest Register (new)

- Emma Downie
 - Mother Shirley Downie has been employed as a van driver for the preschool.

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

Deaf Studies Presentation

- Shared a copy of presentation with Trustees
 - Susan Swolfs to translate for Tania Drain

Clarification around Board Fees

- Fees set for this year and will then be reduced.

Sleep room temperature (follow up)

- No permanent solution and is part of whole building project for underfloor heating. Option of oil heater to heat room prior to children's sleep time, this is switched off when children are sleeping but temperature gradually cools. This is not ideal, but we are using the oil heater option while waiting (been two years now).

Correspondence

- WINZ Form
 - Family agreed to pay fees but realise need WINZ support.
 - Registering under Ko Taku Reo as previous WINZ registration number connected to Kelston Deaf Education Centre.

Head of Centre reports

Preschool Auckland Report – taken as read

- Occupancy up with two sets of siblings both with Deaf little brothers not yet using NZSL.
- One set of siblings moved away so currently have one Deaf child with sibling soon to be five. Will then encourage them to go to school but easier for family to have both together now and we get funding for two children. Older

sibling picking up NZSL quickly and helping his brother, has speech delay although hearing.

- Referrals not directly through AODC usually come through someone in collaboration with AODC or if not may be because they are not Deaf.
- Lower percentage of children with complex needs as two left at the end of the year but a few with delayed language. Spend a lot of 1:1 time with specific children. There is a group of older boys who are not complex needs but don't have the language to work out play in collaborative way so usual behaviour management.
- Completed ten NZSL assessments and one SLT assessment.
- Significant number of children using NZSL but delayed spoken language.
- Good to focus on NZSL but also need to focus on English language particularly for spoken language children.
- NZSL assessment going well but assessment for spoken language lower than we would like it to be.
- Ko Taku Reo use ORRs funding to employ SLT. Funding is only for children primary school or above. We currently negotiate to "borrow" them for the preschool depending on the needs of other areas of the school. If this were not to be ongoing will need to look at other options. What is needed is consistent person.
- Need to look at staff capability to assess children in their language. This is an area in strategic plan looking at improving staff skills and capacity. Look at improving in that area and possible access MoE SLT services option. Have had available in the past but not used as have access here but may need to go back to Ministry and revisit.
- We as preschool teachers assess through narrative assessment "learning stories" not through formal assessment. Don't have background or skill to complete formal assessment as need training around that.
- Long wait for MoE Speech Language Therapists so may better to work in house if we can.

Head of Early Years – taken as read

- Confirming a copy of safety check records for children's workers employed by external parties are requested and kept by the preschool to ensure checks have been completed.
- Our persons responsible are fully registered (not provisional)
- Governmental report on regulatory review update indicates criteria may reduce by two thirds. However, in the meantime we are using current criteria and once changes are brought in there could be implications for the Board so will need to look through these and unpack the new regulations and what they mean in practise. May need a Teacher Only Day to focus on this.
- If regulations and practise related to those regulations are removed, we will need to consider what to keep if it is better practise.

Financials

- Financial report presented - P&L Actual v Budget Summary month ending 30 April 2025.
- P & L Actual vs Budget – Summary for month ended 30 April 2025 shared.
- Revenue is significantly more expected at \$144,244 for 4 months by approx \$7,000 however \$10k relates to the 2024 year and is distorting the figures this year.
- Total Expenses \$195,426 which is tracking over budget by approx \$5k. While income is being received for the ESW, this is not offsetting the additional wages costs. Overall, non-teaching wages are nearly \$4k over budget.
- The overall deficit for the 3 months is \$51,182 which is better than budgeted by approx. \$2k, but as this is due to \$10k of income relating to the 2024 year, the current year is overspent due to non-teacher wages.

Policy Review

- Discretionary Enrolment Policy
 - After discussion decision to keep Discretionary Enrolment Policy in place with the addition of community category questions (connection to Deaf community, use of NZSL).

General

- Shared updated Philosophy Policy.
 - Polish up as discussed and share at next meeting
 - Look at translating policies to NZSL
- Tania Drain (Chairperson) moving to Cambridge but happy to continue with term, attending board meetings viz Zoom from Term 4 and can then re-assess at next election.
- Agreed to change meeting time back to a morning slot as this works better with regards to childcare.

ACTIONS:	
Philosophy Policy update	Susan

_____ Date _____

Chairperson, Deaf Education ECE Trust