

Deaf Education ECE Trust
Minutes of meeting held 25th February 2025



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

Apologies: N/A

Interpreters: Julia Freeman, Holly Rikirangi

Secretary: Vanessa Burrows

Welcome and Karakia

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

Parent Elections

Parent Elections completed, we confirm and welcome two new board members Emma Downie, Chelcie Dietrich (parent trustees), and welcome back Tania Drain (returning parent trustee). Induction pack handed out and acceptance letters signed.

Board Chairperson

Tania Drain nominated for Chairperson and vote taken.

****Approved by all members***

ECE Trust Board Overview

- Established to legally govern the Preschool
- Background of resource notice which funds the preschool
- ECE Trust Board are governing body and hold overall responsibility
- Service Level agreement between Auckland Preschool and Ko Taku Reo
- Registered charitable trust
- Induction Guide includes:
 - Responsibilities
 - Roles
 - Objectives
 - Code of Conduct
 - Confidentiality
- Board fees – currently seeking some clarification

Conflict of Interest Register

- Sarah de Heer
 - Seconded position but attending as listed Trust member - potential conflict as Senior Leader of Ko Taku Reo
 - Deaf son who attends Ko Taku Reo Deaf Provision
- Krista Clifford
 - Deaf Community Member
 - Deaf husband, many friendships with staff in Preschool and wider organisation

- Chelcie Dietrich
 - Staff member in Ko Taku Reo Preschool, Auckland – representing as Parent
 - Deaf Community Member

Previous Minutes

Minutes of 8th November 2024 were distributed prior to the meeting and confirmed to be a true and accurate record.

Actions from Previous Minutes

Service Agreement

- Service Level Agreement final sign off received from Mike Rondel

Deaf Studies Presentation

- Share a copy of presentation
- Deaf studies roll out delayed

Fee Policy

- No change to fee policy currently

Correspondence

- Service Level Agreement – signed Mike Rondel
- Acceptance Letter to be signed by new Parent Trustees

Head of Centre reports

Preschool Auckland Report – taken as read

- Playground Home App engagement to be reviewed. Feedback from parents' app is hard to navigate, and teachers are experiencing constant problems – may go back to StoryPark system as parent engagement is one of the strategic goals for this year.
- Former preschool child HR terminally ill and passed away T4. Tangi held in weekend attended by staff (grieved but happy to be there). Sibling at preschool now attended regularly. Suggested to plant a tree as commemoration and display a photograph in the Marae (with permission).
- Follow up general state of playground this year.

Head of Early Years – taken as read

Acknowledgement

Acknowledge love and care preschool staff and TC provided to HR and family. Staff have accessed group counselling and staff wellbeing will be monitored.

Compliance

Completed Health and Safety checklist and found issue around the sleep room as must be 18 degrees or above – to follow up

Health and Safety

Serious injuries and illnesses reported through Playground app and notify parent/caregiver with a phone call. Best practice if something happens if parents are not responding via playground will text - even if minor.

Human Resources

To reduce operating cost, staffing level reduced by one teacher and one ESW but have new teacher aid. Still maintaining staff to student ratio.

Strategic Plan

Provided summary with tracked actions.
Reported on 2024 goals and progress made.

2025 goals added from discussion at last ECE Trust meeting.
ECE Trust members agree with the Early Years strategy plan

****Approved by all members***

Financials

- Financial report presented - P&L Actual v Budget Summary to 31 December 2024
 - Total revenue up from expected due to ESW contract funding
 - ESW will not continue, MoE approval given to absorb into current staffing
 - New Teacher Aid rostered for 1:1 with those children receiving ESW hours
 - Staffing ratio still in high bracket for funding
 - Total expenses slightly above due to staff wages
 - Overall deficit for 2024 was over \$200,000, less than budgeted by \$28k
 - Preschool needs KTR money to operate as Ministry funding not enough
 - Vans and van drivers push the preschool into deficit, but necessary service
 - Would like MoE to give KTR 2 more FTE to break even - resource notice very complex and told there is no more money available.

Policy Review

- Philosophical Statement
 - Be responsive to natural changing of demographic, currently less Deaf children of Deaf parents and more complex needs.
 - Continue to encourage use of NZSL and Deaf Culture
 - Not realistic to ask children to model NZSL.
 - Adults to model good NZSL and cultural practise and support children to copy, join and learn.
 - Voice off group and give children the choice to take part.
 - Some parents of children with a cochlear implant require spoken language as well as New Zealand Sign Language.
 - Update “know all children’s preference and modes and always match”. If always responding with spoken language, does not contribute to NZSL learning.
 - Need dedicated times throughout the day for spoken language and NZSL.
 - Match preferred language during free play.

General

- Change to ECE Trust Board Meeting times 3.00pm-5.00pm – new invite to be sent out.
- Aim to send out Board packs one week prior to meeting.

ACTIONS:	
Deaf Studies Presentation share recording with trustees	Vanessa
ECE Trust Board Meeting new time - Invitation	Vanessa
Clarification around Board Fees	Krista
Sleep room temperature follow up	Krista

_____ Date _____

Chairperson, Deaf Education ECE Trust