

## Deaf Education ECE Trust

### Minutes of meeting held 29 October 2025

**Present:** Krista Clifford, Susan Swolfs, Tania Drain, Dietrich



Chelcie

**Apologies:** Sarah de Heer, Emma Downie

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**Interpreters:** Julia Freeman, Catherine Winfrey

**Secretary:** Vanessa Burrows

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Welcome and Karakia

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

#### **Previous Minutes**

Minutes of 6<sup>th</sup> August were distributed prior to the meeting and confirmed to be a true and accurate record.

#### **Actions from Previous Minutes**

##### Updated Van Agreement shared

- Explains the expectations when using the preschool van for your child.
- Parents will be asked to sign their agreement to receive the van service.

##### Record message of support for preschool staff from ECE Trust Board

- The team appreciated the recorded message of appreciation passed on to them by the ECE Trust Board.

##### Letter to Acting Principal supporting retention of current staffing levels

- Acting Principal replied and confirmed there is no intention to cut funding for 2026.

##### Translate Policies to NZSL (short version)

- Have two main priority's preschool Philosophy and Safeguarding children (under review so will hold to get changes).

#### **Head of Centre reports**

##### Preschool Auckland Report – taken as read

- Enrolments
  - All vans are at full capacity.
  - Waitlists are in place for all three vans.
  - Van agreement implemented as a result.
  - Enrolled School is full. Children are being held back from school, with Ormiston likely looking at Term 2, 2026. Meeting in Week 6 to discuss transition planning. Priority may need to be given to preschool spaces.
  - Enrolled School has a new leadership team working through enrolment and transition processes, current systems are not ideal.
- Equipment
  - Equipment ordered at the beginning of the year has started to arrive.
  - New art easel received.
  - New mat delivered for the mat-time area.

- Childcare App
  - Decision made to move back to Storypark from Playground. Parent survey (7 responses) showed indifference; teachers are fatigued with Playground.
- Complex Needs and Trauma
  - This term has seen higher complex needs and trauma, especially at the start of term. Children have now settled as routines stabilised.
  - Trauma-informed care and secondary trauma PD planned for next year to support staff wellbeing. Further discussion to occur about Gwen potentially supporting PD delivery.

### Head of Early Years – taken as read

- Compliance & Regulation
  - Licensing criteria review currently underway.
  - Waiting for updated criteria to be legally gazetted and published.
  - Changes will have a major impact across all compliance areas.
  - ECE sector uncertainty due to multiple reforms occurring simultaneously.
  - Sector feedback currently being gathered.
  - Final report expected September next year.
  - Overall, significant change and ongoing uncertainty across the ECE sector.
- Health & Safety
  - High awareness of the measles outbreak.
  - Ensuring staff:
    - Are informed about vaccination requirements.
    - Provide vaccination evidence where required.
- Human Resources & Staffing
  - Enrolled school actively recruiting SLT's and collaborating with the preschool.
    - Support ongoing despite lack of funding, recognising future student transitions.

### **Financials**

#### Financial report presented – taken as read

- The budget is looking healthy overall.
- Although there is still a deficit, it is smaller than previously forecast.
- One staff member's wage was incorrectly coded to our budget and should have been allocated elsewhere.
- This error resulted in \$31,000 being taken from our budget.
- The issue has now been resolved.

### **Policy Review**

- (Individual Plan (IP))
  - KTR is not an approved provider, and our IPs are not accepted for exemption purposes.
  - Creating and maintaining IPs is not our responsibility and is not funded.
  - Decision made to discontinue KTR IP processes.
  - Responsibility for IPs will need to sit with AODC / approved providers.
  - KTR will remain involved in discussions to support implementation at preschool.
  - Approved plans will be used for absence exemptions.
  - KC to engage MoE and arrange a meeting.

### **General**

- Van Agreement
  - Agreement reviewed; feedback to be emailed.
  - Language and definition of regular attendance to be clarified.
  - Attendance expectations to be regular attendance or approved exemption.

- Absence exemptions are managed separately; frequent absences result in funding only when attending.
  - Exemptions require documentation from an approved Early Intervention provider (e.g. AODC, CCS, Ministry, BLENNZ).
  - Attendance impacts funding; frequent absence criteria may apply.
  - Families will be supported, but expectations will be clear due to waiting lists.
  - Agreement to be provided at enrolment.
- Reminder: Board Fees for 2026
    - This is a reminder regarding the board fees agreed for 2026.
    - **Chairperson:**
      - Net pay: \$75
      - Gross cost: \$112 (tax will be paid by us)
    - **Board Members:**
      - Net pay: \$55
      - Gross cost: \$82 (tax will be paid by us)
    - These are the agreed fees for next year. Please note that this represents a decrease, and we want to ensure everyone is aware in advance so there are no surprises.
    - If this change impacts your decision to continue in your role, please let us know. If needed, we can proceed with electing new members.
- Chairperson's Report
    - Tania Drain was thanked for her excellent report. It will be shared with the wider parent community and staff via the newsletter to help explain the purpose and current work of the Trust.
- Strategic Planning and Engagement
    - Family engagement discussed, including an app change.
    - Christmas event remains the most successful and well-attended.
    - Happiness funding application approved.
    - Strategic actions to be reviewed later this year; evaluation and future goal-setting planned for next year.
    - Licensing criteria changes may remove the annual plan requirement; decision pending on whether to continue planning above minimum requirements.
    - Staff professional development remains important; parent interest in PD noted.
    - Low attendance at an early-year event was noted; improved promotion and transport may help.
    - Short parent workshops and continued promotion of relevant events supported.
- Meeting Dates
    - **WK4, Wednesdays, 9:00–11:00am**
      - Term 1: 25 February 2026
      - Term 2: 13 May 2026
      - Term 3: 12 August 2026
      - Term 4: 4 November 2026
- Quorum
    - Quorum discussed as Sarah was away and Emma unavailable.
    - Trust Deed allows up to six trustees; this suited the previous multi-site structure but may be more than required for a single site.
    - Induction notes a minimum of three trustees; only two were present, however the meeting proceeded.
    - Agreed to discuss with Sarah whether the Trust Deed should be updated to reflect a smaller group, while remaining flexible for future growth if another centre is established.
    - Noted that most parent trustees were present (two of three).

<b>ACTIONS:</b>	
Translate Policies to NZSL (short version)	Krista
Chairperson Report to be shared with wider parent community and staff via newsletter.	Susan

\_\_\_\_\_ Date \_\_\_\_\_

Chairperson, Deaf Education ECE Trust