

## **Kelston and van Asch Deaf Education Centres**

### **Minutes of the Combined Board of Trustees meeting held on 1 March, 2019, commencing at 9.30am, Room 1.06, Ministry of Education, Wellington**

- Present:** Rachel Douglas (Chairperson), Bernie Mulcahy-Bouwman, Louise Roe, Crystal Skinley, Krista Clifford, Rachel Coppage, Jorja Murray, Henare Browne, Helen Johnson, Terri Johnstone
- Apologies:** David McKee, Merran Gwyndell
- Secretary:** Jill Le Prou
- Interpreters:** Wenda Walton & Rachel Tate
- In Attendance:** Mike Rondel, Chris France, Roisin Connolly, Matthew Koning, Rose Drummond
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#### **WELCOME**

Rachel D welcomed everyone to the meeting.

#### **APOLOGIES**

David McKee & Merran Gywendell

#### **CONFLICTS OF INTEREST**

Nil

## **BOARD**

### **Chairperson**

The latest election date we can have is 21<sup>st</sup> June. The MOE have advised that we do need to hold an election. We had asked the MOE if it was possible to hold one at the end of the year due to the proposed merger.

We want to attract people around the positives of being a Board member. Need to advertise the skills required and what exactly the Board oversees.

A Chairperson will need to be elected at the first meeting of the new Board.

### **Delegations**

This is on hold for now. Existing delegations will stay in place. Once finalised they will be distributed for Board approval.

Delegations will be on the Agenda at the first meeting each year.

### **Strategic Planning Days**

The Board Chair suggested that there be no Strategic Planning days this year but additional meetings be scheduled around the Service Delivery Design or other issues as necessary when further information comes to hand. These additional days can be decided as we go.

The current Charter will become our Strategic Plan 1 January 2020 (new legislation).

### **Plan for Board Professional development**

This to be deferred to post election.

Will use the Board Work Plan to schedule some PD.

Last election we had a memo prepared for the incoming Board of current issues.

Also had the old Board attend the first meeting of the new Board.

After this election it would be good to add an additional day to the first meeting as an induction day.

### **Items to add to Board Work Plan**

Changes as follows:

- Need to change "Review Strategic Priorities for 2020" to July. September is too late.
- Need to up date this with new Board dates for 2019.
- Code of Behaviour for Board members to be moved to 1<sup>st</sup> meeting of each year.
- Move opening of Marae to later in the year.

- Update grey area with events scheduled this year for DECs that Board representation could be present at.
- Goals now need to be updated due to the changes.
- Under September the Strategic Planning Session needs to move back to July.
- 2019 Draft Budget instead of 2018.
- May meeting Jan-Mar Financials then for the rest just have “Financials” rather than specific months.
- Add SAF Reports to Work Plan under emergent issues.
- Government Initiatives: (emergent issues)
  - Tomorrow’s Schools to be added
  - NZ Relay Service Review to be added
  - Learning Support Delivery Plan
- Local Initiative:
  - Kelston Visioning Project

### **Items for next meeting (not included in Work Plan)**

Nil

### **PRINCIPAL’S REPORT**

Received

Further HR update – Sam Dickenson at KDEC has resigned this week so we will be needing to look at how we work HR in the future.

Need to look at Health & Safety Advisor and staff well-being.

Correction to van Asch under Personnel – there have been some resignations.

### **Update on Kelston Visioning Project**

Louise attended a meeting yesterday and Morag Hutchinson has been appointed to write the educational model that will go to MOE around what will happen in Kelston over the next 10 years.

The challenge for this group is to meet the needs of their community. Most of their community go out of the area for schooling.

It would be helpful if Louise had someone with her at these meetings. Rachel Coppage will join Louise.

### **Tomorrow’s Schools**

Both Bernie and Louise have been to presentations on Tomorrow’s Schools and both feel that we need to be involved in this and send in a submission with BLENNZ as the Sensory Schools.

The Board would like to look at getting a meeting with Bali Haque (or another representative) to discuss. Karen from BLENNZ to be included in this. Crystal & Helen have agreed to be involved in this meeting from the Board along with the Principals. Other Special Schools, Residential Schools should be invited to attend.

The Principals to co-ordinate this meeting.

## **MINISTRY**

Final Resource Notice for 2019 received.

Clarification around footnote on first page – talking about unilateral and ANSD.

This is the Ministry's codeframe. We are trying to think future focused more broadly using this codeframe.

Would like more positive language used in the Resource Notice. Very disability focussed.

Will look at the Service Delivery Model to lead us forward. The MOE have agreed to look at a formula when determining where the Teacher Resource needs to be. The funding model review was completed and sent to the Service Delivery Design team to hold until the service design is complete before they implement the funding model.

## **ERO**

Confirmed ERO Reports for both DEC's were previously emailed to Board members.

We are on a 1-2 year review cycle with ERO. We have just had recent communication from ERO and they will be meeting with the Principals on 27 March for a couple of hours. This is the first time ERO have met with both Principals. This conversation will be about what the DEC's are putting in place for this year (shaping up on-going visits). Updates on progress will be brought to the Board meetings.

Could use the feedback ERO made around Governance to determine some of the Board PD.

## **FINANCE**

### **Auditors Report**

Received.

Page 38 – need to have a Risk Register.

Strategic Goals and the risks – Board Focussed

Operational Register – H&S, HR, more process risk

Matthew spoke to the issues listed on Page 35, 1.2

### **December 2018 Financial Report**

Received

**Moved:** That the Board authorises the Board Chairperson, LSM (Finance & Property) and principals to sign the Statement of Responsibility for the 2018 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.

Crystal Skinley / Krista Clifford  
**CARRIED**

**Moved:** That the Board approves the inclusion of a budget for the 2018 Statement of Financial Position and a budgeted Cash Flow which are derived from the Board's 2018 operating and capital purchase budgets.

Bernie Mulcahy-Bouwman / Helen Johnson  
**CARRIED**

### **Draft 2019 Budgets**

Tabled

Kelston Deaf Education Centred has budgeted a 2019 operating surplus of \$443,178 (compared to a 2018 budgeted deficit of \$18,793).

Van Asch Deaf Education Centre has budgeted a 2019 operating deficit of \$299,983 (compared to a 2018 budgeted deficit of \$211,956).

Discussion around NZSL Summer Camp. Need to review what our ownership of this camp is – this will come to a future Board meeting.

Why is van Asch still running a deficit? This is around staffing and use of staff. Bernie and Matthew to recheck figures and make sure this is reasonable.

**Moved:** That the Board approve the 2019 Operating Budget as tabled, and recording:

Kelston Deaf Education Centre with a 2019 operating surplus of \$443,178  
Van Asch Deaf Education Centre with a 2019 operating deficit of \$299,983

Crystal Skinley / Helen Johnson  
**CARRIED**

**Moved:** That the Board approve the 2019 Capital Expenditure Budget as tabled, and recording:

Kelston Deaf Education Centre with 2019 capital expenditure budget of \$165,525  
Van Asch Deaf Education Centre with 2019 capital expenditure budget of \$168,125

Louise Roe / Helen Johnson  
**CARRIED**

**Moved:** That the Board approve a 2019 Capital Expenditure Contingency as tabled, and recording:

Kelston Deaf Education Centre with 2019 capital expenditure contingency of \$53,000

Van Asch Deaf Education Centre with a 2019 capital expenditure contingency of \$65,000

Crystal Skinley / Helen Johnson  
**CARRIED**

## **STRATEGIC REVIEW**

### **Charter**

Rachel D thanked everyone for their work on this Charter.

The Curriculum Annual Plan is new and is combined for both DECs.

Draft Student Achievement Pathways – Inquiry and Projects 2019 was tabled. Bernie spoke to this. Need to decide who will drive these pathways. This will be discussed at the next Joint Snr Ldr meeting. These pathways are in direct response to Student's needs.

This needs to go on the Website as soon as it is approved. Deadline is 1 March.

Pages 79 & 80 - could the graphs have a consistent scale for future Charters.

Analysis of Variance – this is included in both the Charter and the Annual Report. This is for the Enrolled Students.

Change Analysis of Variance to 2018 instead of 2017 for both DECs

**Moved:** That the Charter be adopted

Helen Johnson / Crystal Skinley  
**CARRIED**

### **Annual Report**

Thanks to everyone for their hard work on the Annual Report.

At the end of this year a template will be given out to all Senior Leaders to complete to make the annual report more cohesive. This will guide senior leaders of what we want and how we need it.

Need to check with MOE around the design of the template.

Change August Strategic Plan to November one.

**Moved:** The Board adopts the Annual Report pending minor modifications by the Principals.

Krista Clifford / Rachel Coppage  
**CARRIED**

## **Goal 5 – Relationships**

On the Board Work Plan at each meeting we have a Goal to review to see if it's still relevant. We can also ask the Principals to let the Board know what has been going on in the Centres.

This is a chance to check-in re Goals.

Principals and Community Engagement officer now meeting regularly to progress this goal. Parent partnership was a topic that came out of the last meeting. This isn't just the Board – but everyone in the organisation. Local Curriculum Design has a page around parent partnerships. Bernie has asked her team to have a look at what this might look like and bring some ideas. Kelston will also do this.

Community Engagement Officer informed the Board the following:

- The first Parent Newsletter has now gone out.
- Now have facebook ready to launch. "Deaf Education" is the name of the Facebook Page. Jody has designed guidelines for staff and the nature of the material we want to receive from them.
- Working on cleaning up KAMAR so the data is accurate.

Do we have a Student Council so student input is also included?

Latter part of last year we got underway with student leadership at Kelston. Looking at getting something up and running which will include as many students as possible.

Today at KDEC is a Preschool Open Day. Lots of presentations from Stakeholder groups and lots of whanau attended.

How does the Board communicate with Stakeholder groups? Should we be co-opting people to the Board? Things to think about.

Need some consideration given to working out what are the groups we need to include in some way.

## **CURRICULUM**

### **Curriculum Reporting Plan**

Report was tabled.

Reporting Plan should come under 24 May meeting.

Should have had MOE Resourcing Notice for the end of 2018 Milestone Report at this meeting. This will be forwarded to Board members once completed as is due this term.

## **GENERAL BUSINESS**

### **Marae**

Memo received.

Roisin has agreed to represent KDEC at Komiti Meetings. She attended one last night.

Mike McBride (Property KDEC) is following up the Code of Compliance issue.

The Opening of the Marae is going to take some time to organise. A sub-committee will be set up to organise this. The first meeting of the sub-committee has been set for next Wednesday. This group will meet every 2-3 weeks. Looking at an opening ceremony in May.

We are holding a \$10,000 grant from the Whau Board for the opening.

### **Summer Camp**

Received.

The Principals to put some shape around what they would like to do next for this.

### **In-Committee at 2.39pm**

**Moved:** that Mike Rondel (LSM Finance and Property) and Terri Johnstone (LSM Policy and Employment) be permitted to remain at this meeting after the public has been excluded due to their roles as LSMs.

**Moved:** that Matthew Koning, Chris France (NZSTA), Rose Drummond, Roisin Connolly be permitted to remain at this meeting after the public has been excluded because of their knowledge on the matters to be discussed as this will assist the Board.

Crystal and Helen  
**CARRIED**

### **Out of Committee at 3.05pm**

Crystal and Helen  
**CARRIED**

## **ACTIONS FROM/SINCE PREVIOUS MEETING**

Board Secretary will email Trustees for approval.



## **PREVIOUS MINUTES**

### **30 November Minutes**

Board Secretary will email Trustees for approval.

## **CORRESPONDENCE**

Inwards and Outwards correspondence was tabled.

Board Secretary will email Trustees for approval.

Meeting closed at 3.05pm

**Next Meeting:** 24 May, 2019

## **ACTIONS:**

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**ACTIONS FROM/SINCE PREVIOUS MEETING**

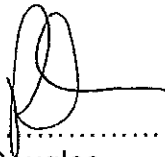
Board Secretary will email Trustees for approval.

**PREVIOUS MINUTES**

Board Secretary will email Trustees for approval.

**CORRESPONDENCE**

Board Secretary will email Trustees for approval.



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Rachel Douglas

**Chairperson**

**Board of Trustees**

24-5-19

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**Date**