

## Deaf Education ECE Trust Minutes of meeting held 17 May 2023

**Present:** Sarah de Heer, Grace Covey, Krista Clifford, Shu Tan, Mekeal Knewstubb,  
Tania Drain

**Apologies:** N/A

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**Interpreters:** Melody Fiauu, Kelly Hodgins

**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 28<sup>th</sup> February 2023 were distributed prior to the meeting and confirmed to be a true and accurate record.

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

#### Service Level Agreement

- Sitting with the Commissioner for input
- Need some detail mainly around finance
- Will then go back to lawyer to complete, and a draft will then be sent out
- The Trust holds the responsibility but can delegate things like finance, staffing, HR to Ko Taku Reo and the Service Level Agreement allows us to do this
- The Trust exists as the law states a school can't govern an ECE service
- Trust Deed now official document (full Trust Deed on Charitable Trust website). We are responsible for curriculum, health and safety, general strategic direction of preschool

#### Strategic Plan

- Current Strategic Plan shared
- Looking to write a new plan
- ERO findings will be valuable to add to plan
- Purpose, values and vision and set goals

#### Early Years Budget required for ERO Visit

- Budget received from Matthew Koning

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

#### Preschool Auckland Report

- Occupancy cyclic
- High turnover with children enrolling at late age then in one or two years transitioning to school

- Numbers do not affect staffing levels (staffed under Ko Taku Reo)
- Six new enquiries Term 1 (two enrolments from enquiries – concern over language deprivation and late diagnosis – impacts other students)
- Three new enrolments
- Receive referrals from AODC and from Hearing House
- Large proportion of children with complicated needs
- Two cases of Covid and some other winter illnesses (Firm on child illness procedure)
- Focus on keeping environment safe and hygienic
- Two vans operating (South and West) -traffic delays for west van increased time in van for children a concern
- Looking after staff wellbeing and ensuring resilience for staff and families
- Whanau focus Term 1
- 2 x SLT's Stephanie and Grace providing support and setting up communication groups in preschool
- Using Playground App for learning stories and regular routines
- Property – shade sails were not damaged during cyclone Gabriel as down for repair/cleaning
- Health and Safety – updating policies and procedures (will share with parents when complete)
- Emergency management plan - will be included in report to ECE Trust board
  - 3 x Drills (Lockdown, Evacuation, Earthquake)
  - Accidents and Injuries
- Have supported one of our families in need with a food parcel
- Internal evaluations
  - Reduced playdough mess by having on table only and over lino
  - Reduced safety issue with children's seatbelts with teacher travelling in van to observe and educate children about seatbelt safety
  - Locks put on van doors

#### Head of Early Years

- To advertise Lead Teacher permanent position to support Krista
- Sarah seconded to a piece of work in Term 2 supporting the Christchurch Residence
- Coming to end of this Strategic Plan
- "Promotion" will be a Strategic Goal
- Trust Deed change finalised
- Working on "Early Years Service Delivery" document
- New Philosophical Statement presented

#### **Financials**

- Financial Summary.as at end 31 March 2023
- Separating the ECE Trust and Early Years out from Ko Taku Reo
- Funded three times a year
- Variance is a surplus

#### **Chairperson**

Suggested an extension of preschool hours and holiday programme implementation:

- Hours and service will be looked at as part of annual plan, SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis

## General business:

### ERO Visit

- Visiting 8<sup>th</sup> June (Compliance), 12<sup>th</sup> June (Curriculum), 13<sup>th</sup> June (Findings)
- ERO very impressed when visited two years ago but failed on HR compliance

### Promotion/Advocacy

- Interprofessional Hui
- Advocate for early intervention (letters/petitions) – health system moving away from first 1000 days and extending to first 5000 days (13 ½ years) – impacts education.
- Solution focus – what can we do to encourage more families, stronger connection
  - Open days
  - Events
  - Brochures (getting our name out there)
    - CCS
    - Down Syndrome Society
    - APODC
  - Survey
    - How did you find Ko Taku Reo Preschool
    - How old was your child when you found out they were Deaf

### Policy Procedure Review

- Read over “Discretionary Enrolment Procedure and feedback to Krista
- Remove “Admissions Committee” (this Sarah and Krista)
- Level of priority – make Appendix
- Add “why do you want your child to attend, “How did you find us”

### Supporting for Families

Discussion around ways we may be able to help support families in need

- Food and Clothing donations (held at reception/vans)
- General message on Playground (help yourself or feel free to donate)

Karakia - Meeting closed 11.00 am

<b>ACTIONS:</b>	
ERO Zoom Findings Meeting 13 <sup>th</sup> June - Invite Board Members	Vanessa
Service Agreement – with Commissioner for input	Sarah
Strategic Plan – new plan to be written	Sarah
Philosophical Statement – email copy Board Members	Vanessa
Deaf/deaf – Grace to explain different meaning with and without capital “d”.	Grace
Term 3 meeting to plan	Vanessa