

Kelston and van Asch Deaf Education Centres

Minutes of the Combined Board of Trustees meeting held on 19 July, 2019, commencing at 9.30am, at Kelston Deaf Education Centre, Seminar Room 1

- Present:** Rachel Douglas (Chairperson), Bernie Mulcahy-Bouwman, Louise Roe, Crystal Skinley, Krista Clifford, Rachel Coppage, David McKee, Anthonie de Heer, Sina Aiolupotea-Aiono, Denise Powell, Katya Blair, Alan Curtis (arrived at 10.15am), Kerry Jelcich (arrived at 11.10am), Minister Tracey Martin + four MOE personnel (arrived at 2.50pm)
- Apologies:** Jorja Murray, Merran Gwyndell, Henare Browne, Helen Johnson
- Secretary:** Jill Le Prou
- Interpreters:** Melody Faaiu & Deborah Lynch
- In Attendance:** Steve Papps, Terri Johnstone, Chris France, Roisin Connolly, Rose Drummond
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APOLOGIES

Merran Gwyndell, Jorja Murray, Henare Browne (has left KDEC), Helen Johnson

WELCOME

Rachel D welcomed everyone to the meeting and wished the new Trustees well.

We will be welcoming Minister Tracey Martin this afternoon at 3pm.

We have a section of the meeting today that we are hoping to video – this is the section on the Service Design work. Videoing this to use for staff training.

Introductions took place.

This is an exciting time in Deaf Education.

The Combined Board was established at the end of 2012.

Farewells were undertaken for the outgoing Board and Board Chair.

BOARD PROCESSES

The Governance Manual was handed out to the New Board.

Board Chair

Rachel D is to continue chairing the meeting until the end when a new Chair will be elected.

“Chairing the Board” document was tabled.

Policy Number 9 in Governance Manual relates to the Chair’s Role.

Conflict of Interest

This comes up as a matter of course in every meeting. There is a policy around this as well.

There are many links that could create a possible conflict of interest. Previous Board members have been very good at knowing which hat they are wearing at each time.

Look at the Conflict of Interest Policy. There may be times when a Board member may not be able to be in the room or unable to vote due to a conflict of interest or perceived conflict of interest.

Need to develop a Conflict of Interest register.

It is a regular item on the Agenda.

Trustees Code of Behaviour Policy was sent out to all the new Board. Please return to Jill once signed.

Plan for Board Professional Development

Please think about the things you need to know about as a new Board. Rachel D would like to work with the new Board to have some really considered Board Professional Development, so everyone gets up to speed as soon as possible.

This will be discussed further down the track.

[Alan Curtis arrived at 10.15am]

BOARD HANDOVER

Memo to Incoming Board

Tabled.

This is a document for the Board to take away and read.

Board Goals – where they are at and what we are trying to achieve.

Rachel D went through the 7 Strategic Goals for 2019 and Belong, Grow, Choose and Excel.

The Goals are about really taking the organisation to the next stage. National Organisation. Having our organisational structure seamless – consistent service and a feeling they belong to the same body.

One thing we have gone through with this Board – we hit a low. Middle of 2017 we got to a point where KDEC was insolvent. In addition to this we had an ERO review where they highlighted where we were underperforming. Terri (LSM) became involved. This has helped us accelerate to where we are now. We needed the help. Six months later the LSM was brought in over both DEC's and the LSM Finance and Property was brought in. The LSMs will stay involved until the Board doesn't need them anymore. Their aim is to make themselves redundant. They work to hand the powers back to the Board.

One of the major things that has happened is we managed to get a huge uplift in funding. Lots of work with the MOE and having them understand our goals, our challenges, the barriers. This was the first increase in funding in a decade. This was an enormous piece of work. We have been advocating to increase funding for some time. This has set us up really well for the next stage.

Merger

Signed off by Minister Hipkins. Since this took place an Establishment Committee has been put together and the delegations signed off by the previous board to give the Establishment Committee authority to take the Merger process through to a certain level and involve the wider Board where necessary to allow the wider Board to concentrate on business as usual. Because the Establishment Committee has to work quite quickly you keep them smaller, however, there is a place on the Establishment Committee where we hope the new Board Chair will join this to become the conduit between the two Boards.

There has been a triangle of support put together.

Alan Curtis – Change Manager

He will be supported by an Alignment Manager – Ginny Neal. Ginny is aligning policies and processes, guidelines, templates, etc. This is a full-time position.

Cherie Hunt – from MOE. Cherie will help to support the employment/Industrial side of merger. She has put together a team and will be working with the Heads of the Unions. Sonya Wilson (or Diane Squire if Sonya unavailable), working with NZEI National representative and Dolly from PSA. Cherie will work quite closely with these people.

The EBOT are currently focusing on the Principal recruitment process.

Tomorrow Rachel will share this with the new Board. This comes after a lot of consultation.

Education Development Initiative (EDI) Funding (helps with transition costs) – is being worked on. With this we are requesting some money to help with some trials.

Principals Recruitment Allowance (PRA) – the MOE scoped the salary for the new Executive Principal but we felt that wasn't enough so we are applying for this allowance which we can keep applying for for 7 years. Just waiting for sign off on this.

The justification for the PRA is that going through the change process is an additional workload.

Important to acknowledge that the people most effected by this Merge process are the Principals. The Board is sensitive to this. The process is the process and the structure will be what it will be but it's absolutely guaranteed that what they are doing now will look different this time next year.

Every staff member is worried about how this will affect them.

Senior Leaders are also in a space similar to the Principals.

Regular reports from the Change Management Team will be given to the Board.

Alan Curtis introduced himself.

He has been on BOTs for approx. 30 years. He is a parent. Does a lot of work with NZSTA around training. Does a lot of work with new schools. Has merged two specialist schools about 2 years ago. Has worked in the past with Cherie Hunt. His job is essentially a Governance Facilitator – to ensure there is a plan to get from where we are to where we need to be. This plan will be defined as we go along. He has also developed a risk register so we know where there may be potential risks. He will be providing a 6 weekly reports to go to the Board and also the MOE.

Ginny Neal provided a video on what she will be doing in her role as Alignment Manager.

[Kerry Jelcich arrived at 11.10am]

In-Committee at 11.13am

Moved: that Steve Papps (on behalf of 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 Chris France (NZSTA), Rose Drummond, Roisin Connolly, David McKee, Kerry Jelcich 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 Skinley / Rachel Coppage
CARRIED

Out of Committee at 12.24pm

Katya Blair / Sina Aiolupotea-Aiono
CARRIED

STUDENTS/EDUCATION STAFF DEMOGRAPHICS

This was presented three times a year to the Board until June 2018.

The Ministry has introduced Milestone Reporting so we are looking at folding in this demographic data to the Milestone Report.

We have talked about Dashboard Reporting for a number of years and we are hopeful that we can give the Board some Dashboard Reporting in the future.

Page tabled re explanation of the protocol of the information in this report. Please ignore the numbers – it is just for explanation.

2,890 students currently receiving services from or enrolled at the DECs.

Both Centres now have a Maori Cultural Advisor and they work closely together.

Five position papers – make sure Maori and Pacifica, and what we are doing for them, is obvious. Hopefully the pilots we are going to trial will lift achievement for Maori/Pacifica students.

How much engagement do we have with Maori/Pacifica?

REPORTS

Principals

Taken as read

Staff Hauora Survey Update – van Asch – Tabled. We will be looking at doing something nationally around this once we have the Health & Safety person in place.

ERO Update

This year ERO visited the DEC's as one. We share so much now.

Had a meeting with ERO at the beginning of this year and they gave us some paperwork indicating the areas under which they would be collecting evidence. Both Principals prepared documentation to support this visit based upon these areas, to provide information about progress made at Kelston and van Asch.

Their most recent visit they spent three days on site and visited four of our provisions (KDEC).

Feedback from ERO

At the Summary Discussion on Thursday ERO presented a written board of the following feedback:

Broad ERO Foci:

- Student Achievement outcomes
- Curriculum Design
- Leadership
- Self Review for Sustainable Performance
- Compliance with Legal Requirements

ERO Foci for Kelston and van Asch Deaf Education Centres in 2019:

- To grow the capability and capacity to do the following well:
- Assessment rigour
- Data use and analysis, and Data Collation
- Information sharing
- Consistency of practice
- Understanding of the concept of Accelerated Progress
- Monitoring and tracking
- Strategic work, basing actions on targets
- Hauora
- Bicultural Commitment
- Equitable Access to the Curriculum

What they found robust [triangulated] evidence for, under the following themes:

People

- A prioritisation of Relationships, with a consequent lift in Respect and Trust
- The DEC's have an improved picture of peoples strengths and needs [students and staff], and more staff are working to their strengths.
- [Many staff are working really hard, and enjoying that their strengths are appreciated and that they can use them]

Change

- Change is being led/managed in a considered, active way,
- based on research, consultation, planning, co-construction and communication.
- Systems changes and structural changes made have been empowering and strategic
- Collective Responsibility
- Increased sense of working within a Collective Responsibility mindset: greater coordination, consistency is growing, there are networks of support, transparency across DEC's and between DEC's.
- Parent connectedness was also named.

Leadership

- Leadership is more Distributed, more active and more relational.
- It is more targeted at specific needs: eg Professional Learning, strategic appointments etc

Wellbeing

Wellbeing needs are better understood, for both students and adults, and therefore are being better met.

Over all, work since their last visits has grown a culture which "fosters sustainable improvement for students, building a structure that prompts a culture of reflection and inquiry"

Where ERO want to see further progress in later visits:

- How the 2019 Appraisal Round progresses
- Further development and consistency around our use of Assessment Data
- Local Curriculum Development
- Work to develop IEP Consistency
- Maori Plan coming out of whanau Consultation

They also presented verbal feedback:

- "There are decisions, there are actions, there are plans.
- There is organisational shift to make the best use of people's strengths.
- Staff and students have been reached out to.
- Purposeful interconnectedness.
- You are investing in what's important"

Local Curriculum is a big project for us and we are looking forward to showing ERO this.

Staff will have access to this information after the Board meeting.

We will not be getting any formal written documentation from this visit as it was a "visit" not a "review".

Rachel D was at KDEC during this ERO visit and the amount of work that had gone into this process was one of enjoyment.

FINANCE

Finance and Property go hand in hand. Finances – you can't avoid them as a Board but your main focus is the students. We have a finance committee made up of the two Principals, LSMs and Matthew Koning (Executive Officer). We would like to add one or two Board members to the Finance Committee. The Board have a \$30m income stream. Complex business operations lead to complex finances. Eventually we would like to see some direct Board presentation on the Finance Committee.

Final Audited Accounts 2018

Page 35 to Page 71C are the 2018 Annual Accounts. The financial year for schools is a calendar year which ends on 31 December.

These are put together in a set format for schools. Covered by legislation.

Page 52 – Income and Expenditure for the year. Surplus of \$1m. This wouldn't be expected every year. In 2018 from Term 3 & 4 onwards we got additional funding for staffing – mostly at KDEC. The consequences of this is we got the income but didn't use it all. This is more of a one-off situation.

Page 54 - Statement of Financial Position – purely assets and liabilities.

So overall, we are looking in pretty good shape.

Working Capital of just over \$1m with investments of just over \$3m.

Historically this has come largely from van Asch but Kelston have pulled themselves back quite well over the last two years.

Page 71A the Auditor has put a breach that we needed to file our audited accounts by 31 May 2019.

Financial Reports

Finance Committee currently looking at what reporting systems are out there. There are add-ons but these are designed for your average school and we are not an average school. The reporting you currently see may change, especially as we get closer to the Merger.

If the Board Chair allows, there will be a larger time slot at a future Board meeting to give some more information around finances and property within the DEC's.

Page 72 – this is what you will typically see at each Board meeting.

Page 73 – Financial Summary divided into van Asch, Kelston and Consolidated views.

Teacher Staffing Entitlement will be a separate session at a future Board meeting.

We are in a strong Working Capital position.

Banked Staffing – as part of your school you get an entitlement for Teachers. The MOE allow you a facility to either under use or overuse your entitlement. The DEC's also have other funding streams (cash) for staffing and get these in cash and they include transport and admin. What we overuse we have to pay back at a set rate. During the year we overuse our staffing and you see the liability rising but we are also putting away money to pay this back at the end of June.

We have LSMs in place so the Finances are well taken care of and in time these will be transitioned back to the Board.

Funding Applications

Nil

CURRICULUM

Local Curriculum Memo

Local curriculum is an area that van Asch initially self-identified that we need to update our curriculum. We realised we needed to do this nationally.

This year the Principals have worked with their senior leaders to workshop around local curriculum.

The current review areas are:

Assessment for Learning

- School wide assessment using the same language literacy and learning engagement assessment tools
- Formative assessment

Collaboration for Learning

- Developing a national approach to team-based inquiry to lift students achievement through a process that identifies problems for priority groups, seeks to understand this and makes changes in practice to improve outcomes.

Information sharing and building learning partnerships

- Develop a Graduate profile. This is a outcomes profile of deaf and hard of hearing learners/akonga educational pathways.

The Principals will share with the Board a consultation plan with parents of enrolled students and those receiving services from the Centres of these three review areas across these review areas. We are required to specifically consult with Maori families within this process.

These aspects will form the first aspects of a national Local Curriculum for the Deaf Education Centres.

SALT Whakamana Update

Memo received.

NZSL Assessment Report 2018

Taken as read.

Krista will also be sending this report to the NZSL Board.

OPERATIONAL POLICIES

Enrolment Statement

Memo received.

A recommended statement was put forward in the memo as below:

“All Deaf and Hard of Hearing students aged 5 to 21 years with a sensori-neural or permanent conductive hearing loss meet the criteria to be considered for enrolment at the Deaf Education Centres Schools. The best fit of these students to the special character of the schools Deaf Bilingual Provisions from year 1 to 13+ is then considered. Those enrolled in the residential homes must meet health and safety criteria as well.

The geographic areas the schools currently serve will determine which school the student can be enrolled in. Individual cases of students from outside the normal geographic area can be considered for best fit to specific programmes or family needs in either school.

A school placement visit will inform the Principals recommendation for enrolment to the MoE. Enrolment review dates are set at MoE Section 9 meetings between the school, family and MoE.”

Moved: that the Board support this statement.

Rachel Coppage / Anthonie de Heer
CARRIED

GENERAL BUSINESS

School Year Approval - KDEC

Memo received.

Amendments made to 2020 dates as follows:

Term 1: 30 Jan – 9 April = 100
Term 2: 28 April – 3 July = 96
Term 3: 20 July – 25 September = 100
Term 4: 12 October – 12 December for RTDs = 84
End of provision term for Core School

Moved: Dates to be approved subject to amendments.

Katya Blair / Denise Powell
CARRIED

Redcliffs Fund Raising Dance

Memo received along with the Safety Action Plan.

Moved: That the Board support the Redcliffs Schools application of a liquor licence and its associated binding responsibilities on the condition that the Board have an agreed safety plan in place with Redcliffs School in regard to the VADEC residential students living on site.

Crystal Skinley / Denise Powell
CARRIED

Proposal for KDEC Ski/Snowboarding Trip

This year the students in the Hostel are taking part in the William Pike Challenge and this trip fits into this as one of their planned events.

This trip happens every year. Last year it nearly didn't happen due to the paperwork not being completed in a timely manner. The documentation was pulled together and the trip took place.

Moved: That the Board approve the EOTC proposal for the Skiing/Snow Boarding Weekend.

Katya Blair / Krista Clifford
CARRAIED

ACTIONS FROM/SINCE PERVIOUS MEETING

Professional Development for Principals

RIDBC Conference in September. Both Principals would like to attend and this has already been approved by Terri (LSM).

Recommended: That the Principals attend the RIDBC Conference in September.

Moved from the Chair
CARRIED

Minister Martin arrived at 2.50pm with four MOE personnel.

An announcement was made which included the following from Budget 2019:

- A further \$9.9million over four years, to maintain access to education for children and young people who are deaf and hard of hearing. This new funding covers services provided by the Ministry in the early years, the Deaf Education Centres and the Cochlear Implant programmes.
- More funding for the NZSL@Schools programme. This means support for an additional 25 students for 40 weeks a year. This will mean improved curriculum access, and progress and achievement.
- Additional funding is also provided for three more NZSL Immersion Hubs, in addition to the existing hubs we already run in Auckland, Christchurch and Wellington. This will increase access to instruction in NZSL for up to 60 school aged children. The Ministry will work with us to have the first of these new hubs in place in 2020 and the other two within 12 to 18 months.
- Additional funding to recruit and train four more Advisers on Deaf Children. This will result in earlier, more intensive support for young children who are deaf and hard of hear, from birth to eight years. These children are identified through the new-born hearing screening process, and other requests for support in the early years.
- Another focus is ensuring 20 babies and young children can continue to access a high quality level of habilitation support each year, through Cochlear Implant Programmes. This will ensure each child or young person gets the greatest possible benefit from their implant.
- Budget 2019 strengthens the specialist Teacher of the Deaf workforce by providing 24 additional study awards for Resource Teachers of the Deaf over a four year period.
- Additional funding of \$3.9million over four years for increased access to assistive technology for students with learning support needs. This will provide assistive technology, such as specialised computers, vision and hearing equipment for an additional 224 school aged students each year. It also provides funding for more full-time specialist practitioners to assess the needs of students and to support the application process.

[Minister Tracey Martin and MOE personnel left the meeting]

Student Attendance

Memo received.

Need to consider how we report this accurately without identifying any students.

[Terri Johnstone left the meeting at 3.30pm]

Marae Opening Date – 15 August

The Marae Opening is scheduled for 15 August. Invitations will go out for this shortly. Board members will be invited.

PREVIOUS MINUTES

May Minutes

Minutes of the meeting held on 24 May, 2019, were confirmed.

Crystal Skinley / Krista Clifford
CARRIED

Matters Arising:

NZSTA Conference

Crystal, Denise and Bernie attended this Conference. Feedback to be given on this at a future Board meeting.

CORRESPONDENCE

Received Inwards and Outwards correspondence.

Crystal Skinley / Rachel Coppage
CARRIED

KELSTON VISIONING PROJECT

Handout of presentation tabled.

Louise spoke to the presentation.

Karakia – to be done in sign and singing.

Meeting closed at 4.23pm

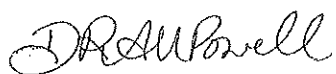
Next Meeting: To be advised

ACTIONS:

BOARD PROCESSES

Plan for Board Professional Development

Please think about the things you need to know about as a new Board



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Denise Powell

Chairperson

Board of Trustees

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Date 20.9.19