

MINUTES

BOARD MEETING - FEBRUARY 2026

Name:	New Board of Ko Taku Reo_2025
Date:	Friday, 20 February 2026
Time:	12:00 pm to 5:00 pm (NZDT)
Location:	Ko Taku Reo - Archibald road, 3 Archibald Road
Committee Members:	Victoria Manning (Committee Chair), Adrian Easton , Amy Geue, Chris Sinclair, Chris France, Edeh Sullivan, Oliver Ferguson, Patrick Stokell, Barbara Alaalatoa
Attendees:	Cindy Cascalheira

1. Opening Meeting

1.1 Welcome / Karakia and approval of minutes

Board meeting Term 4 2025 17 Dec 2025, the minutes were confirmed as presented.

1.2 Present

1.3 Apologies

1.4 Conflict of Interest Register

1.5 Correspondence

2. For discussion / Updates

2.1 The role of the LSM

Background and why has the Ministry of Education appointed a Limited Statutory Manager (LSM)?

The board of Ko Taku Reo – Deaf Education New Zealand was re-established in November 2025 after being dissolved for three years.

The role of a school board is a big one, and an important one that many board members tell us it takes at least a year to pick up the threads enough to be truly effective. Sometimes, the continuity of having an experienced Principal or Presiding Member to guide a new board member through the transition is enough.

With an entirely new board working with a new principal, the Ministry wants to provide the board of Ko Taku Reo some transitional support while they undertake board training and orient themselves into the role.

The Ministry of Education is mindful that with a new board and new Executive Principal there is a change in the level of risk and extra support at this time can be beneficial. Additionally, it is standard practice for the Ministry to appoint a Limited Statutory Manager (LSM) as a step process when withdrawing a Commissioner that has been in place for a significant period of time. For these

reasons the Ministry of Education are appointing a Limited Statutory Manager to take on some of the duties and responsibilities of the board during this transitional period, giving the board time to establish its position and collective ways of working.

The Ministry have proposed to bring in a new LSM service provider with a specialist skillset, in keeping with this fresh start the Ko Taku Reo board is embarking on. Once the Ministry and the board are satisfied that the additional support is no longer needed, it will be withdrawn.

What is a Limited Statutory Manager?

A Limited Statutory Manager is an experienced person appointed by the Ministry of Education to work alongside the school's Board to provide extra support and expertise in specific areas of the Board's responsibilities when needed. An LSM works with the board to provide additional expertise and an extra pair of hands to deal with work that might otherwise detract from the board's ability to settle into its own working style.

How long is an LSM appointed for?

An LSM is only appointed for as long as needed, and the appointment is reviewed regularly so the school can return to full self-governance as quickly as possible. The length of the intervention is determined by the scoping activity conducted by the LSM. This may vary depending on the systems or processes involved. The LSM will work efficiently to complete these requirements as quickly as possible.

4 key functions

1. **Communications** - not all communications, but those bigger ones or ones that come with any risk
2. **Policy and procedure** - the decisions that the LSM makes around this will then be reported back to the board
3. **HR matters** - this is done with the Executive Principal
4. **Property matters**

Strategic direction, finances etc is all the board responsibilities

The plan is not long term

- A scoping of report will be completed
 - This is a confidential report that goes to the MoE only
 - From the report a range of outcomes will be shared with the board, and this directs the work and dictates the length of time the LSM is in place
 - The board then returns to self-governance

Note the LSM is

- Not a board member
- Doesn't have voting rights
- Will be at most board meetings where possible

2.2 Refresher Session

Time to refresh for the board, our roles and responsibilities

The Presiding member lead this with the NZSBA representative

- Discussions were had around Schooldocs, how it works and the boards responsibility
- Schooldocs will remind the board of what policies are suggested the board review at what times of the year
- Discussions were had about the board's responsibility for
 - Being a good employer of all staff in the school

- Ensure health and wellbeing within the work environment
- The board needs to ensure the safety and wellbeing of the Executive Principal



Previous board minutes

The board secretary to ensure the current board have access to the last 3 board meeting minutes

Due Date: 27 Feb 2026
Owner: Cindy Cascalheira



A board member seeks advice on taking action to address past issues

Set up a meeting with the Boardchair, LSM Executive Principal, NZSBA advisor and the board member to discuss.

Due Date: 27 Feb 2026
Owner: Cindy Cascalheira



Our code of conduct

All board members must take the time to refresh themselves with the code of conduct, what it means and what each board member has committed to when they signed the code of conduct at the first meeting

The board to discuss 1-2 of the points from the code of conduct at each meeting and discuss examples and ensure all board members are very clear on what it means and what it means to them in their role on the board

Due Date: 31 Mar 2026
Owners: Adrian Easton , Amy Geue, Barbara Alaalatoa, Chris France, Chris Sinclair, Cindy Cascalheira, Edeh Sullivan, Oliver Ferguson, Patrick Stokell, Victoria Manning



Code of Conduct signed

All board members signed the code of conduct which represents their commitment to the board and shows that they understand and agree to adhere to the code of conduct for board members

Decision Date: 20 Feb 2026
Mover: Victoria Manning
Seconded: Adrian Easton
Outcome: Approved

2.3 Strategic plan and implementation plan

The Strategic plan that is included in the board pack is one that was designed and created but needs some tweaks and some work

The board spent time looking at the framework, the three pou that underpin all we do

- We know that language impacts learning
- Language for learning, communication and connections is on of our pou
- Learning success - that's why we are here in Deaf education
- Identity and wellbeing - another very important pou to direct the work we are doing
- Looking at the feedback from the consultation on the strategic plan there was some feedback received that wasn't taken into account, but there was also gaps in the way the feedback was requested, so there is opportunity to strengthen this
- The board own the strategic plan, this is our guiding document for overseeing and monitoring the school

- We have a full year to polish, refresh and refine the strategic plan

The process for reworking the strategic plan and how and when consultation will happen along with the process is still to be decided on

· The process for revising the Strategic Plan will be presented to the Board at the next board meeting. The Strategy revision process to include showing where and when engagement with stakeholders will occur and where and when the board can provide input.

- o A one page showing the processes for revising the Strategic Plan is sufficient. If there are options and decisions for the board in these processes they will be highlighted and discussed at the next board meeting.



The planning and reporting toolkit - MoE

The board secretary to add the planning and reporting toolkit to Boardpro

Due Date: 5 Mar 2026

Owner: Cindy Cascalheira



Strategic planning process

An update on process for the refreshed strategic plan to be shared with the board at the next meeting

Due Date: 5 Mar 2026

Owner: Amy Geue

2.4 Strategic plan - Summary and actions

3. Decisions

3.1 Filling the vacant board member role

The board decided to use the selection process to fill the vacancy on the board.

Process from here

- We approach the people we have identified as possible candidates for the board and ask for a short paragraph / video explaining why they want to be on the board and what they can bring to the board
- Discussions around expression of interest for the role
 - We are looking for a specific person to fill our skill/knowledge gap - a person who has a deep understanding of Te Ao Māori as well as Māori deaf culture – it would be good to have a Deaf Māori representative on the board
- This is not a public decision its a board decision to fill a need within the board.



Board vacancy suggestions

All suggestions of possible candidates to fill the vacancy role on the board to the board secretary by 28 February

The board secretary will then contact the candidates to request a candidate statement from them which will then be passed to the board

The presiding member will make a video for the website and other Ko Taku Reo Comms channels asking for expressions of interest for this role, your paragraph needs to include

- why you would like to be on the board

- what value can you bring to the board
- Deaf / Hard of hearing experience
- Maori culture / world view in education

Due Date: 28 Feb 2026

Owners: Adrian Easton , Amy Geue, Barbara Alaalatoa, Chris France, Chris Sinclair, Cindy Cascalheira, Edeh Sullivan, Oliver Ferguson, Patrick Stokell, Victoria Manning

3.2 Student Elections



Student representation to be in place for the start of Term 2 2026

The board secretary to run the student elections asap

Decision Date: 20 Feb 2026

Mover: Chris Sinclair

Seconded: Adrian Easton

Outcome: Approved

3.3 EOTC for board approval

Currently High risk and overnight EOTC required board approval

Discussions around these high risk and overnight events to go to the board Risk and Compliance Committee of which there will be a board representative on that committee and approval is given at the committee level



High risk and overnight EOTC will be approved by the Risk and Compliance committee going forward

Approved that the EOTC high risk and overnight approvals go to the risk and compliance committee

Decision Date: 20 Feb 2026

Mover: Victoria Manning

Seconded: Chris Sinclair

Outcome: Approved

3.4 Board members fees



Board fees and reimbursements

Approved that the board members and secretary fees are approved as presented

Approved the reimbursement of fair and reasonable travel costs / meeting related costs

Decision Date: 20 Feb 2026

Mover: Victoria Manning

Seconded: Adrian Easton

Outcome: Approved

3.5 Board meetings for 2026

The board discussed how often and for how long the board meet

- The board have agreed to meet once a term face to face and once a term online

- Recommend we don't do these face-to-face meetings too early in the term perhaps week 4 face to face and week 8 on line
- The board would like to do provision visits on the days that face-to-face board meetings are planned
- Idea for a Friday to be a provision visit day and a board meeting on Saturday
- Zoom meetings once a term at 7pm on a Thursday

3.6 Board member reps on Board Committees (review skills analysis from Friday)

We need board representatives on each of the following sub committees:

The responsibility of the board rep is to attend the meetings, understand the specific topic.

The committee will write the report for the board, but the board rep might then be able to answer questions the board might have in the meetings.

Discussions were had around the best person/people for the job

- Finance and Property - decision Edeh Sullivan and Patric Stokell will be the board representatives with Edeh particularly interested in the finance side and Patrick the property side
- Risk and compliance (including Health & Safety) and EOTC - decision that Chris Sinclair as the staff rep be the person on this. Adrian Easton will be the back up person
- ECE trust board - they have their own board which states that there will be one representative from the Ko Taku Reo board that sits on the ECE trust board
 - o A one pager on the trust, why its established etc needs to be given to the board



Review delegations

Proposal that the delegation schedule is reviewed by the Executive Principal and a new schedule of delegations to be presented to the board for review and approval ie Travel approvals and financial approvals

Due Date: 27 Feb 2026

Owners: Amy Geue, Cindy Cascalheira



Board committee representative

- Finance and Property - decision Edeh Sullivan will be the finance representative with Patrick Stokell as the property representative (both will attend the committee meetings)
- Risk and compliance (including H&S) and EOTC - decision that Chris Sinclair as the staff rep be the person on this committee. Adrian Easton will be the back up person and support Chris Sinclair but wont attend the meetings

Decision Date: 20 Feb 2026

Mover: Oliver Ferguson

Seconder: Victoria Manning

Outcome: Approved



Representative on the ECE trust board

Request for Krista Clifford - Head of Early years - to do a video to the board explaining what the trust is, their purpose and responsibility who sits on the board and what they would need from a board representative

Due Date: 26 Feb 2026

Owner: Cindy Cascalheira

4. Monitoring

4.1 Executive Principals report

The report was received and taken as read

- Assessment and reporting data must be a focus
- There is a need for PLD for teachers on assessment for our students and how to interpret the data from the assessments
- Recruitment is always a big focus area for the school
 - We need to promote working at Ko Taku Reo, why are we a good employer / place to work, what attracts people to come and work for us
 - We need a recruitment plan
 - There is complexity with the two different collective agreements that our teachers are employed under which doesn't allow us to 'share' staff across outreach and enrolled as they are employed under different union contacts



Board reporting going forward

Future reporting

- Finance
- Strategic plan
- Report against the strategic plan
- Student data, achievement and attendance - twice a year
- Stand down reports as appropriate

Due Date: 5 Mar 2026

Owner: Cindy Cascalheira



NZBSA the role of the Presiding Member

Include the NZBSA role of the Presiding member to the next board pack, a policy can be created based on this specific for our board chair. We can edit the policy to suit what we as a board need from the Presiding members role

Due Date: 26 Feb 2026

Owner: Cindy Cascalheira

Recruitment

- Discussions were had around the role of the board in recruitment
- We must always go back to policy - policy says the board is only required for the recruitment of the principal, no other roles within the school require a board member in the recruitment panel
- Reminder all policies are available on SchoolDocs

4.2 Area reports

5. Board Workplan

5.1 Overview or board workplan

6. Electing the Presiding member

6.1 A Presiding Member for 2026 needs to be appointed



Presiding Member - Victoria Manning

Decision to roll over the role of Presiding member and have Victoria Manning remain as chair, she has done so much work to get up to speed, and is currently doing a fantastic job. Its only been 3 months and the board would like to reelect Victoria Manning into the role

Victoria Manning was nominated, accepted the nomination and was voted as Ko Taku Reo - Deaf Education Presiding member

Decision Date:	20 Feb 2026
Mover:	Adrian Easton
Seconder:	Chris Sinclair
Outcome:	Approved

7. Close Meeting

7.1 Close the meeting

Next meeting: No date for the next meeting has been set.

Signature: _____

Date: _____