

**van Asch
Deaf Education Centre**

Kelston and van Asch Deaf Education Centres

Minutes of the Combined Board of Trustees meeting held on 20 September, 2019, commencing at 9.50am, at van Asch Deaf Education Centre, Rec Room

- Present:** Denise Powell (Chairperson), Bernie Mulcahy-Bouwman, Louise Roe, Crystal Skinley, Krista Clifford, Rachel Coppage, Anthonie de Heer, Sina Aiolupotea-Aiono, Katya Blair, Jorja Murray
- Apologies:** Terri Johnstone, Rose Drummond
- Secretary:** Jill Le Prou
- Interpreters:** James Bichan & Liz Kay
- In Attendance:** Chris France, Roisin Connolly, Mike Rondel (arrived at 10.25am), Margaret Anderson (arrived at 11.00am), Andrew Townshend (arrived at 11.05am), Stephanie Mortimore and Fiona Gordon joined the meeting via Zoom at 1.44pm

Agenda Item	Action	Who is Responsible
SERVICE DELIVERY DESIGN & PILOTS	The Principals to put an action plan together.	Principals
PRINCIPALS REPORTS Van Asch & Kelston	NZSL@Schools Funding A business case will be put together for the Board with options. This should be completed by the end of Term 3. A meeting with the MoE to discuss the Business Case will be made.	Principals
ERO timetable	Bi-lingual/Bi-cultural snapshot completed	Jill

	recently for the DEC's by Denise Powell – Jill to send this to all Board members.	
FINANCE School Donations	A letter to be sent to enrolled parents – The Community Engagement Officer will write this letter.	Roisin
Web Build Proposal	Recommendations: a) Proceed with Option 1: Plato Creative	Ginny
Local Curriculum Report Update	Develop three Graduate Profiles: <ul style="list-style-type: none"> • Deaf Bilingual provisions national profile • Regional students • Residential students independence pathway 	
STRATEGIC REVIEW	Goal 2 – One National Organisation Is there a way to see where we are at visually (along with the detail) for each Goal to show if on track, ahead, or behind – like a traffic light system? Need to think about how to show this.	Principals
GENERAL BUSINESS Mental Health Letter – seeking named organisation support	Moved: That the Board support this letter and add a preamble.	Jill

APOLOGIES

Terri Johnstone, Rose Drummond

WELCOME

Denise Powell welcomed everyone to the meeting.

Mike will be arriving around 10am and will need to leave by 2pm.

Conflicts of Interest

Rachel Coppage – Deaf Mental Health Letter

In-Committee at 9.58 am

Moved: that Chris France (NZSTA) and 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 Skinley / Rachel Coppage
CARRIED

Out of Committee at 10.18 am

Rachel Coppage / Louise Roe
CARRIED

SERVICE DELIVERY DESIGN & PILOTS

Memo was tabled.

This has previously been driven by the LSM – Employment and Policy and previous Board Chair. This has now been handed back to the Board.

The two Pilots moving forward are:

- Digital Transformation
- Holistic Deaf Education Services

[Mike Rondel arrived at 10.25am]

Next step could be a paper presented to the Board including parts of a draft action plan that sits alongside the Business Plans. A visual to be included with this. The Principals to put an action plan together.

[Margaret Anderson arrived at 11am]

BOARD

Student Elections

The Student Elections have been completed and the new Student Trustees are:

Luca Bevin – van Asch
Rahui Lee - Kelston

[Andrew Townshend arrived at 11.05am]

Strategic Planning Days

To be discussed on Saturday 21 September.

Plan for Board Professional Development

To be discussed on Saturday 21 September.

Items to add to Board Work Plan

To be discussed on Saturday 21 September.

Items for next meeting

1. Health & Wellbeing for staff, particularly the Principals.

A Wellbeing survey goes out once a year for staff.

“Chance of Fire” – like the Fire Rating but for Health and Wellbeing. How you feel now and how do you feel about what is coming up. Do you feel in control? Only certain people can see it.

Look at how Deaf people understand the emotion words and all that goes along with it. All the language that goes with wellbeing.

KDEC have not had a chance to complete the survey this year. Was meant to be a National initiative but for certain reasons this didn't happen.

Alison Kagen commenced last week in the HR Operational (Health & Safety) role. This is a National position.

2. Maori representation on the Board.
3. Deaf Community Rep

Will look at where the gaps are on the Board including the two suggestions above.

4. Marae
5. Board discussion around Ormiston

PRINCIPALS REPORTS

Van Asch & Kelston

Van Asch

Taken as Read.

Have recently received the ERO timetable and this has been locked in as of Thursday afternoon. Kelston staff will feed in via Zoom.

We are currently having quarterly visits. The last visit was based at KDEC. This one is based at van Asch.

Hagley Community College – correction

The floor area has been reduced and Mike, Bernie and the MOE are meeting on Monday to discuss this.

Additions:

NZSL@Schools Funding

We have had an initial meeting that Denise was involved in and staff from both DEC's and gathered a snapshot of what is happening currently. Looking at how do we develop the Hubs we currently have now. James is writing up some further thinking around this. We have staffing, transport and cash and we need to think carefully how we use this. A business case will be put together for the Board with options. This should be completed by the end of Term 3.

A meeting with the MoE to discuss the Business Case will be made.

RIDBC (Sydney) – The Principals attended Professional Learning at RIDBC last weekend. Compared to the state that Australia are in we are doing well at knowing where our learners are and how to cater for them. The work around KAMAR that Leaders have done with getting information into KAMAR – we are doing well.

Topic for conversation – NAATD - National Australian Association of Teacher of the Deaf. Could NZ be affiliated to this group? This would be great for PD. The opportunities they have over in Australia would be good to link into to. Teachers associated with the group can get discounted PD and also discounted ICED 2020 registration. Could be a meaningful way for teachers to attend to their PD. The Principals are keen to further this discussion with this group to see what this might look like. A lot of the PD can be joined via Zoom.

The Board would need to budget for this possibility.

ERO timetable

Still being confirmed around Board attendance.

Bi-lingual/Bi-cultural snapshot completed recently for the DEC's by Denise Powell – Jill to send this to all Board members.

KDEC

Taken as read.

Louise to let the Board know when she needs their help.

A Board discussion will take place around the Ormiston corridor.

Should this be added to the Risk Register?

Attendance Report

Taken as read

MOE Resourcing Notice Milestone Reports

As at December 2018

Executive Summary was tabled.

Moved: that the Milestone Report as at the end of December 2018 be accepted.

Krista Clifford / Sina Aiolupotea-Aiono
CARRIED

As at June 2019

Executive Summary was tabled.

Moved: that the Milestone Report as at the end of June 2018 be accepted.

Rachel Coppage / Anthonie de Heer
CARRIED

12.00pm – Tour of van Asch

FINANCE

Financial Reports

Finance Report – Taken as read

POLICIES

Marae Usage Policy

Out of hours usage

Marae Facility

Preschool – occasionally used on weekends

Seminar Rooms

Currently don't have anyone responsible for out of hours activities. This is a site where students live on site. We have security to consider as well.

Would like to suggest the bookings at the moment are only available during work hours with a KDEC staff member present until we have a Facilities Manager to do this.

What about the holidays? No staff member available out of hours to run this.

Now need a plan on how to access certain facilities after hours.

The Alignment Manager is currently working on a larger policy to cover all facilities.

Charging for Usage – There is one particular group who would use the Marae regularly and, in the past, have never paid for the usage. It might be good for relations with this group to give them exception for the charges.

A suggestion was to charge the bond for insurance which would only be used if there was any reason too.

All members staying overnight need to be Police Vetted.

Moved: That the Marae Usage Policy be adopted with the addition that in exceptional cases the Principal, in conjunction with the Maori Cultural Advisor, is given discretion to waiver the fees but all other rules would apply.

Bernie Mulcahy-Bouwman / Katya Blair
CARRIED

FINANCE

School Donations

This is a payment that is based on your estimated roll at 1 March the previous year and there is no wash-up. You can choose for this to be paid and not charge an additional school donation or choose to charge School Donation and not opt in for this funding.

You can still charge an activities fee but you would need to be clear what you are asking for.

Moved: That the Board resolves to opt into the MOE school donation scheme.

Crystal Skinley / Rachel Coppage
CARRIED

A letter to be sent to enrolled parents – The Community Engagement Officer will write this letter.

Web Build Proposal

Taken as Read

Page 167 – we recognise that there will be a demand on the translation resources and will likely need additional support.

Recommendations:

b) Proceed with Option 1: Plato Creative

Our recommendation is Plato Creative based on:

- Collaborative culture
- Creativity
- Innovation
- Have a wide range of capabilities in their team
- Have dealt with numerous large projects in the past (over 400)
- Future focused

- Interested and understood the importance of deaf heritage
- Had undertaken Deaf Aotearoa awareness training already before we met
- Cost effective – room to add or change as we are going based on current budget
- Do not need to subcontract – everything is in hours
- They listened and responded to our queries carefully and with respect
- Project would be customised to our diverse and complex needs
- Genuinely seemed excited and wanted a relationship with us

c) Any conditions the Recommendations are subject to:

Clarification of timelines – this will be developed once the Contract is signed. Proposed timelines look achievable.

d) Summary of Rationale for Recommendation:

Plato Creative have taken the time to prepare a detailed proposal which absolutely reflects our needs and the brief we provided, they had also undertaken training with Deaf Aotearoa before we met. They can manage a job this size in hours and have produced over 400 large web builds. They are cost effective and agile in their approach. Their work speaks for itself in terms of quality and the needs of our organisation.

Louise Roe / Krista Clifford
CARRIED

Funding Applications

Nil

CURRICULUM

[Stephanie Mortimore and Fiona Gordon joined the meeting via Zoom at 1.44pm]

Stephanie and Fiona spoke to the Reading and Numeracy reports.

Reading Report Core Schools

Taken as Read

From next year can report on NZSL and spoken language.

Numeracy Report Core Schools

Taken as Read

Board Curriculum Reporting Teaching and Learning Plan

There will be a lot of information coming to the Board in November. Some pieces of work will have more detail than others.

Board priorities for November would be:

- Writing & Reading
- IEP Reporting
- Local Curriculum - update

SALT Update and OMT will be moved to Term 1, 2020.

Local Curriculum Report Update

Taken as Read

Develop three Graduate Profiles:

- Deaf Bilingual provisions national profile
- Regional students
- Residential students independence pathway

[Mike Rondel left the meeting at 2.31pm]

[Andrew Townshend left the meeting at 2.35pm]

STRATEGIC REVIEW

Goal 2 – One National Organisation

First time reporting in this way on the Goals.

Is there a way to see where we are at visually (along with the detail) for each Goal to show if on track, ahead, or behind – like a traffic light system? Need to think about how to show this.

Bullet point 1 – Evaluation associates are playing a big role in supporting us with this piece of work. This is on track

Bullet point 2 – This is foundational for us and has been challenging. KAMAR isn't just a matter of us buying the license like other schools would. We have to work with KAMAR to build the system to enable us to enter the data we require. This takes a lot of time. KAMAR help us build it but don't advise us.

Chris suggested Te Rito as an option in the future.

Bullet point 3 – Support given for staff to travel.

Bullet point 4 – Louise and Bernie with Senior Leaders are leading this piece of work very actively.

Bullet point 5 – Ginny Neal (Alignment Manager) support with this piece of work.

Bullet point 6 – KELVAN – have contracted people in, HR – big challenge.

Goal 4 – Lifting Student Achievement

Much of this information crosses over. Lots of aligned practice.

In the student wellbeing space – it is quite early days. Have done some surveys and have some results. Still some work around getting teachers to work with students in a proactive way rather than a reactive way.

Learning Support Co-ordinators (LSC) – Does the Board want to have a conversation with the MOE around this as we don't receive this service? At a Sensory Schools/MOE Meeting last week learning support interface was nationally networked schools was discussed. A follow up meeting is to be arranged in Term 4.

Signing Counsellors – could we support with some training if there are only a few in the country? Could include this in Workforce Training.

HR

Report Received. Taken as Read.

Louise and Bernie meet with Graeme on a fortnightly basis. Alison Kagen has commenced and a meeting will take place next Monday to determine who will be doing what within the HR department.

Board members like the narrative but would like a matrix for quick viewing around risks. Principals will follow up with HR around this.

GENERAL BUSINESS

Mental Health Letter – seeking named organisation support

At the beginning of September, the Senior Leaders met and a presentation was offered to us from the Coalition of Deaf Mental Health Professionals. After their presentation it was obvious that we needed to do something to support this group.

This letter has come to the Board, or we could write our own letter giving more reference to the young people that we work with, for the board to put their name to it.

The proposal is that there is funding given so Deaf people could become counsellors. We need to increase this pool and then people can specialise into other fields. There is an option for Deaf people to follow a pathway.

We could use the letter provided and add a preamble specific to our context. Rachel C will draft a preamble to the letter that was provided. The letter is for the wellbeing of both staff and students.

Moved: That the Board support this letter and add a preamble.

Crystal Skinley / Anthonie de Heer
CARRIED

ACTIONS FROM/SINCE PERVIOUS MEETING

Moved: That the decisions made be ratified

Crystal Skinley / Sina Aiolupotea-Aiono
CARRIED

PREVIOUS MINUTES

19 July 2019 Minutes

Minutes of the meeting held on 19 July, 2019, were confirmed.

Krista Clifford / Katya Blair
CARRIED

Matters Arising:

Page 187 – top of page. Change Krista to Katya

Page 184 – Teacher Staffing Entitlement and Finance and Property need a session at a future meeting. Saturday's meeting will be talking about PD for the Board.

[update to conflict of interest – Krista's husband no longer on the board he was on]

Conflict of interest register to be circulated at the beginning of every meeting.

Need to discuss which Board members will join the Finance Committee.

Page 186 – add 2020 to the Term dates to clarify

20 July 2019 Minutes

Minutes of the meeting held on 20 July, 2019, were confirmed.

Louise Roe / Bernie Mulcahy-Bouwman
CARRIED

Matters Arising:

Need to think about who the Deputy Chair will be.

7 August 2019 Minutes

Minutes of the meeting held on 7 August, 2019, were confirmed.

Crystal Skinley / Krista Clifford
CARRIED

Matters Arising:

Nil

15 August 2019 Minutes

Minutes of the meeting held on 15 August, 2019, were confirmed.

Crystal Skinley / Katya Blair
CARRIED

Matters Arising:

Change the word 'documentation' to 'Contract'.

Do we need to state the dollar value in the minutes when signing off?

CORRESPONDENCE

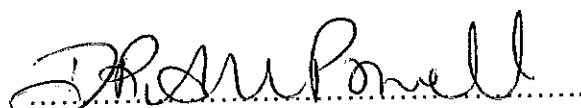
Received Inwards and Outwards correspondence.

Louise Roe / Crystal Skinley
CARRIED

Meeting closed at 3.51pm

Next Meeting: Friday 22 November in Wellington

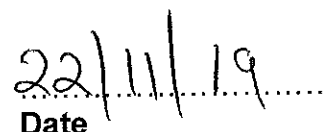
ACTIONS:



Denise Powell

Chairperson

Board of Trustees



Date