

**van Asch
Deaf Education Centre**

Kelston and van Asch Deaf Education Centres

Minutes of the Combined Board of Trustees meeting held on 21 September, 2019, commencing at 8.30am, 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

Apologies: Jorja Murray, Katya Blair

Secretary: Jill Le Prou

Interpreters: Jeremy Borland & Liz Kay

Agenda Item	Action	Who is Responsible
Board Co-options	Set up matrix of what skills and expertise we have and identified gaps – Sina to draft something up.	Sina
Review Committee	Denise to follow up requirements for a Review Committee with Chris France (NZSTA).	Denise
Number of Meetings	Subcommittee to look at Work Plan – Bernie and Anthonie to work with Chris France.	Bernie/Anthonie
Via Email	Planning for Professional Development – Denise will send out an email pointing everyone in the direction of NZSTA. Need to also be looking at Board PD. Please think about what we could	Denise Everyone

	benefit from then we will access what we can get through NZSTA.	
Preamble for letter of support re Mental Health	As a national organisation providing services for 3000 Deaf and hard of hearing children up to 21 years old and employing 78 Deaf personnel, Kelston and van Asch Deaf Education Centres wholly support this letter for early intervention and referral to specialist services for both student and staff wellbeing.	Jill to include and send

APOLOGIES

Jorja Murray

DOPE TEST

Who are we?

How do we work together?

- Ask questions/Asking the right questions so time is maximised
- Respectively challenge
- Active involvement from everyone
- Warm up to get into the role of Board member (social event the night before)
- Whakawhanaungatanga
- Introductions of new people at the table
- Matrix skill set of Board members – will help to determine gaps
- Access for Deaf Board members
- What is our path over the next 18 months – what do we need to do to get there?

In-Committee at 10.33am

Crystal Skinley / Bernie Mulcahy-Bouwman
CARRIED

Out of Committee at 10.46am

DEPUTY CHAIRPERSON

Denise nominated Crystal.

Crystal accepted the nomination.

Crystal was elected as the Deputy Chairperson unopposed.

BOARD

Co-options

Set up matrix of what skills and expertise we have and identified gaps – Sina to draft something up.

Need to watch size of the Board. We can co-opt up to Four people. We all represent the Board not just certain groups.

Finance & HR Committees

Currently Committees are as follows:

Finance Committee – The Principals, LSM – Finance and Property and Matthew Koning (Executive Officer)

HR Committee – The Principals, LSM – Employment and Policy and Graeme Bisseker (HR Strategic Leader)

Denise nominated Sina (HR) and Anthonie (Finance) to represent the Board on these Committees.

Sina and Anthonie accepted.

Review Committee

Denise to follow up requirements for a Review Committee with Chris France (NZSTA).

Number of meetings

Currently have 6 face to face meetings per year.

Suggestions:

- Look at having finance (for example) every quarter or having some of the regular items only every second meeting.
- Have two-day meetings every time or every second time.
- Have 8 meetings face to face per year with every second meeting for 2 days. This will reduce time between meetings.
- Look at Board work plan and have minor issues on the one-day board meetings and other items at the two-day meetings.
- Look at Goals and work backwards.

Look at the Board Work Plan – need a group of people to sit down and look at the work plan and set the work plan.

Perhaps the two-day meetings include some Board PD.

What is needed for PD?

Could look at local PD then come together for more that is relevant to our situation.

There is a preference to go to PD with others rather than alone.

PD could be held together on site.

Starts with Board Work Plan – could set up a subcommittee to look at this – Bernie and Anthonie to work with Chris France.

- 8 meetings going forward
- Sub-committee to work on Board Work Plan with Chris – will need input from various groups re what we will need to do.

Zoom meetings to be arranged as required rather than using email as the requirements are the same for a face to face meeting ie, a quorum and majority agreement rather than 100% participation and agreement that is required when making decisions via email.

Disciplinary Committee:

Currently – 1 for van Asch and 1 for KDEC.

Should be Board Chair and one other Trustee to have a Quorum.

- Denise & Anthonie for van Asch
- Sina and Rachel C for KDEC

VIA EMAIL

Reimbursement Process

Planning for Professional Development – Denise will send out an email pointing everyone in the direction of NZSTA. Need to also be looking at Board PD. Please think about what we could benefit from then we will access what we can get through NZSTA.

- Institute of Directors
- NZSTA

MERGER UPDATE

Establishment Committee and LSM perspective – there are going to be some hard decisions that the Board is going to need to make in terms of things like duplication of services and property. Will be decisions that need to be discussed but unsure when.

Need to be thinking about how we use our money in the best possible way to get outcomes for students.

The LSMs will drive these decisions but the Board is going to have to be very brave and make some potentially hard decisions.

The Board will need to have all the information on how decisions came about to be involved in hard decisions. They will also need a consultation process.

Need a business paper with all the facts for each decision.

Need to look at financial, social, emotional impact for staff and students.

Could the Establishment Committee now include the whole Board?

The Establishment Committee are currently meeting every fortnight with lots of additional discussions happening in-between. The Establishment Committee need to keep the whole Board up to date with information to assist when the big decisions need to be made.

The Establishment Committee is a sub-committee of the Board and should be feeding back to the Combined Board.

The Board is unable to move ahead with property until we confirm delivery. Need to know what is required on site. What needs to be invested for property.

We need clarity, transparency and links between Establishment Committee and CBOT.

Can set up a Zoom meeting to have a Board conversation around the structure if this is what the board wants.

Denise will send out a Doodle Poll to see if a Zoom meeting can take place this coming week (week commencing 23 September).

Need to be able to see what is current and is suggested. The Establishment Committee minutes could be distributed to the CBOT so they keep up with the information.

SERVICE DELIVERY PILOTS

Bernie and Louise explained the two Pilot Programmes.

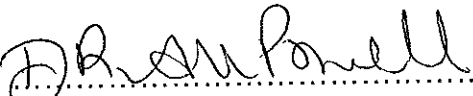
The Board thanked the staff behind all the hard work putting the Position Papers together.

Preamble for letter of support re Mental Health

As a national organisation providing services for 3000 Deaf and hard of hearing children up to 21 years old and employing 78 Deaf personnel, Kelston and van Asch Deaf Education Centres wholly support this letter for early intervention and referral to specialist services for both student and staff wellbeing.

Krista Clifford / Crystal Skinley
CARRIED

Meeting Closed at 1.00pm


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Denise Powell
Chairperson
Board of Trustees

22/11/19
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Date