

Kelston and van Asch Deaf Education Centres

Minutes of the Combined Board of Trustees meeting held on 22 November, 2019, commencing at 9.30am, at Ministry of Education, Wellington, Rm 1.06

- Present:** Denise Powell (Chairperson), Bernie Mulcahy-Bouwman, Louise Roe, Crystal Skinley, Krista Clifford, Rachel Coppage, Anthonie de Heer, Sina Aiolupotea-Aiono, Katya Blair, Rahui Lee, Luca Bevin
- Apologies:** Terri Johnstone, Mike Rondel
- Secretary:** Jill Le Prou
- Interpreters:** Wenda Walton & Jenn Gilbert
- In Attendance:** Jorja Murray, Chris France, Roisin Connolly, James Le Marquand, Alan Curtis, Rose Drummond
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APOLOGIES

Terri Johnstone, Mike Rondel

WELCOME

Denise Powell welcomed everyone to the meeting.

This week we lost a well-respected member of the community. Michael Wi – Maori Tutor at KDEC. One minutes silence took place.

Denise welcomed:

- James Le Marquand (new Executive Principal)
- Luca Bevin (Student Trustee for van Asch from Dunedin)
- Rahui Lee (Student Trustee for KDEC form Auckland)
- Alan Curtis (Change Manager)

Denise thanked Jorja Murray for her work as Student Trustee for van Asch over the past year.

Introductions took place of everyone around the table.

Conflicts of Interest

Krista around report on Mentoring
Denise re Board Fees
Bernie/Louise any discussion around Merger

If necessary, the above will remove themselves from the room while the above discussions take place. ACTION – Board Secretary to design a Conflict of Interest register that can be completed at each meeting

FINANCE

YTD Financial Statements to 20 September 2019

Received.

Anthonie de Heer is the Board Trustee who is attending the Finance Committee meetings.

2020 Resourcing Notice. The budget is set until the July date.

Profit and Loss Pg 5 – Administration \$250,000 over to pay for Change Manager and LSMs.

Draft Budget for 2020

This will be modelled off 2019 until such time as the Resourcing amounts have been confirmed.

The MOE have acknowledged that the Resourcing Notice is late.

Q: What is the cost of the new Structure and potential costs of staff redundancies?

A: Still waiting for Structure to be confirmed. This information has been asked for.

Financial Systems Review – FYI

Received.

Delegations

Received.

This is procedural.

The Board need to be alert to this so the Board know what powers we have delegated.

Risk and Assurance is missing. Need to strengthen this. ACTION – Risk and Assurance to be developed and added

Health and Safety needs to be added. ACTION – Health and Safety to be added

BOARD

Board Software

BoardPro is what we are looking at. Minimal cost.

Everyone will need to have access to a device that they can bring to the Board meetings. This may need to be looked at.

\$795 per annum for the software.

The Board have decided to proceed with the introduction of BoardPro. ACTION – Denise to contact Mike Rondell to arrange purchase

Current ½ Days

At a previous Board meeting the Board approved the dates for the 2020 School year. It has been brought to our attention that we should be using the Primary dates, not the secondary dates (a difference of approximately 5 days). As we have already confirmed this information and informed parents the dates for next year will remain.

We will be asking for dispensation from the MOE for next year but will follow the primary school year dates for 2021 and beyond. ACTION – Letter to be written to Minister Hipkins requesting dispensation

Meeting Dates and Venues for 2020

The Board agreed that all meetings for 2020 will now be held at either Kelston or van Asch.

Jill to look at getting Board members to and from the Regions so some meetings can be held there.

Meetings to be held every 6 weeks.

ACTION -Denise and Jill to have a discussion around confirming dates and venues.

Co-options

A discussion took place around Co-opting a Maori Trustee on the Board.

ACTION Sina, Crystal and James to form a sub-committee to develop a process to co-opt.

ACTION Denise/Jill A zoom meeting to be set up to approve who will be co-opted so they are able to attend the Strategic Planning Day in February.

PRINCIPALS REPORTS

Van Asch & Kelston

Documents Tabled re Local Holistic Deaf Education Services

Holistic Deaf Education Services – Pilot

ACTION - Once the EDI plan is received Denise will forward to the Board members.

Whole series off issues happening – we don't know a lot of what is going on outside the provisions. Could be talking to Kahui Ako groups. Might be some issues we might need to keep an eye on.

Could be using the students to add student voice.

Some staff are anxious about changes in employment prior to the Merger.

This is not an alignment piece of work. It's more the principles that come out around this re having an agile and holistic service. Currently parents feel like they are either in or out of Deaf Education and we don't want this to be the case.

Q: How will the Board know this pilot is working?

A: Will see other reports around progress and stories of significant change – will start to see these stories before you see numbers on a graph, although this will come.

Page 21 – NZSL Proficiency

Q: Will there be a centre-wide plan for all staff? Support Staff, Regional staff, etc.

A: James would like to see this.

A: Received \$12,000 in funding so can only manage 26 staff currently. Working with Victoria University to get 26 people through this during Terms 1 & 2 2020.

So starting with this but would like to see this in the future include all staff.

This would need more funding from the Board.

NZSL Hubs Funding 2020 - Tabled

Health & Safety Report

Received

Attendance Report

Received

Page 23 Attendance

Maori still under par but improving due to targeting staff. The right staff in the right place.

Working on getting the staff having the conversations with parents.

Cook Island Maori – Why are they under par?

Intend to do more targeting.

ERO

Summary Letters (previously sent via email)

Taken as Read

Have spoken in the past about having a Risk Matrix. Some of the information in the ERO Summary Letters could go on this Matrix.

The Senior Leaders and staff should be acknowledged for the huge amount of effort and commitment they have shown to address the areas identified by ERO in earlier reports. ACTION – Denise to provide acknowledgement on behalf of the CBoT

ECE TRUST

Update

Taken as Read

STRATEGIC REVIEW

Chris France – overview and discussion around Strategic Planning & Goals.

ACTION - James to send out the strategic Plan of Arohanui for the Board to see.

The student trustees to think about sharing their story at the February Strategic Planning Day.

Review of how the SLT think they grow as a team in their roles. Do we offer them the opportunity to Belong, Grow, Choose and Excel.

Could address a lot of the concerns they might have with the new Structure going forward.

How do we give ownership of this diagram to parents? Really hard to do and particularly hard for the DECs. We need parents to eat and breathe this as well. The 7 Goals we currently have are complex.

MENTORING STUDY AWARD STAFF REPORT 2019

Report received.

The Board have committed to funding these roles for this work to take place for the next 2-3 years.

Going forward there is a new contract out for tender for the Specialist Teaching qualification. The current contract goes until the end of 2021. With the new Contract the Board may not have to fund these positions – may be included in new Contract.

Why have the Universities not provided this when they develop the programmes?

[Denise left the meeting at 12.20pm due to a conflict of interest]

There has been a procurement process occurring through the MoE and for the first time they have brought in people from Deaf Education to provide feedback on the proposals, so we have been able to have our say.

If we are going to have a fit for purpose workforce – how do we get there? This feels more piece-meal. Do we need to be approaching the Crown with a proposal around equity?

This is something for the Board to include in our Strategic Thinking.

[Denise returned to the meeting at 12.23pm]

In-Committee at 1.00pm

Roisin left the meeting.

Moved: that Chris France (NZSTA), and Rose Drummond 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.

Denise Powell / Crystal Skinley
CARRIED

Out of Committee at 1.38am

Crystal Skinley / Anthonie de Heer
CARRIED

Roisin returned to the meeting.

CURRICULUM

IEP Reporting

Received.

This includes Kelston and van Asch and also Regional and Core School.

Louise spoke to this report.

With the IEP meetings – do students create the own goals as well? Yes

“Smart” Goals were identified as being

Specific
Measurable
Achievable
Realistic
Timely

Writing

Received.

This also includes Kelston and van Asch and also Regional and Core School.

ASSIST is not included in this data.

Bernie spoke to this report.

Focused on English but what about NZSL?

Need to identify the cohorts of students as expectations will be different for each cohort.

Need consistency around the reports we are receiving.

Draft Curriculum Reporting Plan for 2020

This is a work in progress. The SALT Whakamana team have provided some further information so the Principals will take a look at this and provide an updated one at the next meeting.

GENERAL BUSINESS

Nil

ACTIONS FROM/SINCE PERVIOUS MEETING

FYI

PREVIOUS MINUTES

20 September 2019 Minutes

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

Page 55 – Goal 4 last paragraph

“Signing” Counsellors instead of “Signed” counsellors.

Actions – Need a way of keeping track of these actions. One page separate to Agenda so we can confirm when actions completed. ACTION – Board Secretary to develop this for discussion at next meeting

Page 50 – Bi-lingual/Bi-cultural snapshot – was this sent? ACTION - Jill to check and resend.

Bernie Mulcahy-Bouwman / Katya Blair
CARRIED

Matters Arising:

NZSL@Schools Funding – Business Case – completed.

Finance School Donations – this will be going in the parent newsletter.

Local Curriculum – Develop three graduate profiles – 2020

Add to Action Plan the conversation re joining NAATD (Page 50)

Develop a Risk Register – Sina to put this together.

HR (page 10) – a matrix around HR risks.

21 September 2019 Minutes

Minutes of the meeting held on 21 September, 2019, were confirmed.

Remove Katya from the Present list.

Page 61 – Merger Update – Remove examples.

Crystal Skinley / Rachel Coppage
CARRIED

Matters Arising:

Nil

CORRESPONDENCE

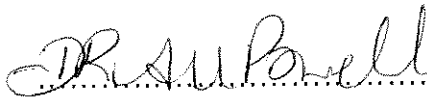
Received Inwards and Outwards correspondence.

Letter re NCIT and SCIT – have responded that we could meet with them early next year.

Louise Roe / Rachel Coppage
CARRIED

Meeting closed at 2.43pm

Next Meeting:

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Denise Powell

Chairperson

28.2.2020
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Date