

Ko Taku Reo Board of Trustees



Minutes of the Board of Trustees meeting held on Friday 7 August 2020 commencing at 9.00am, Auckland

Date & Time: Friday 7 August 2020 – 9am – 3.00pm

Venue: *Auckland Campus*

Present: Denise Powell (Chairperson), Crystal Skinley, Krista Clifford, Rachel Coppage, Sina Aiolupotea-Aiono (arrived via zoom at 11.00am), Katya Blair, Rahui Lee, James Le Marquand, Luca Bevin

Apologies: Anthonie de Heer

Secretary: Cindy Cascalheira

Interpreters: Fran Collins, Catherine Winfrey

In Attendance: Chris France, Alan Curtis
Matthew Koning (9:15am), Mike Rondel, Terri Johnstone

WELCOME

Denise Powell welcomed everyone to the first Ko Taku Reo Deaf Education New Zealand Board of Trustees meeting

James Le Marquand welcomed everyone with a Karakia

Conflict of Interest

Krista added her new role with ECE as lead teacher

Meeting opened at 9.15am – Matthew Koning joined the meeting

FINANCE

Financial Reports

Finance Report – Taken as read

Matthew presented the finance report for the first six months to June 2020. He explained that because

we budgeted for a deficit so we are 500k ahead of budget at this time

The reason we budgeted heavily was that we weren't sure of cost around new school set up, resources etc

We were unsure of the Ministry funding for the second part of the year

There are many one-off factors affecting us during this period, including COVID-19. For example travel costs dropped significantly during this time as our staff were off the road and working from home.

From July onwards we are seeing new school costs, website design, branding and we also need to keep severance costs in mind. Everything being business as usual the surplus will be gone, and we will break even end of the year.

- **Banked Staffing**

Following the banked staffing training provided to the board at the last meeting, the report has been modified to suit.

The change in school staffing will affect our banked staffing, and will include vacant positions that will be filled as staffing needs are identified around the regions.

There has been some overpayment for terms 3 and 4 and therefore we will need to pay this back to the ministry.

Noted that banked staffing is always high-risk area for this board due to the nature of our school.

The finance team are happy with the projections that they have made currently and Mike confirmed that 2021 will be the year when we are more fully staffed so the staffing will better match what we are expecting.

We don't want to over complicate our reporting, need to keep it consolidated, simple and easy to understand

The new financing system will allow us to produce one set of data with visuals to then share.

This is welcomed by the board.

SLPI funding

\$15,000 that we received as a one off to assist with cost of assessments will need to go back to NZSL Board as this funding was not used.

- **Staffing transfers**

There is a need for a transparent formula for staffing transfers that is consistent nationwide. It also has to be flexible to account for some areas that are not well covered with appropriate staff. Question around how this will affect our sign language hubs. It was confirmed that this funding comes from a different allocation.

Noted an area of risk: We need to ensure that relationship issues don't affect our students learning.

Important to note that the funding we receive does not include property. This is a separate issue.

The ministry is looking forward to us presenting an update our service delivery model

Denise thanked the finance team

In committee – 9:48am

Motion: that the BoT agree that Terri Johnstone, Mike Rondell, Alan Curtis and Chris France remain for in committee

**Rachel moved
Crystal seconded**

Out of committee at 10am.

**Moved Crystal
Seconded Luca**

PREVIOUS MINUTES

26 and 27th June 2020 Minutes

Moved: That the minutes of the 26th June 2020 meetings be accepted as true and correct.

Krista Clifford / Rachel Coppage

Moved: That the minutes of the 27th June 2020 meetings be accepted as true and correct.

Crystal Skinley / Krista Clifford
CARRIED

EXECUTIVE PRINCIPALS REPORT

Executive Principal's Report - Taken as read

The Principal's report will be in a template format going forward, and James is looking for feedback / input along the way.

We need to ensure the report is easy to read with the right information for the board. So this means it needs to be concise while still meeting necessary requirements.

The report will have an executive principal summary followed by links to additional info. This will be the same format for each section in the report, a summary statement and then links to additional information.

These reports link to our strategic goals and action plans.

Our top priority is to get additional student performance / achievement information to the board. By doing this through a live report, we allow those inputting into the report to work smarter and have the information available to the board that they want to see.

James Le Marquand has had initial meetings with the following since the opening of the new school

NZSL Board

Deaf Aotearoa

NZSL Hub whanau meeting in Wellington

The Ministry of Education

The Teaching and Learning Practice reviews were discussed as a priority for the enrolled school.

ACTION: Can links to the 1-5 evaluation indicators be added to the principal's report as well as their 'explanation' on ERO website for ease of reading

ACTION: The Executive Principal will add a traffic light system to his reporting

ACTION: Include a table of contents with link to each section

Board feedback they were happy with the overall format and are keen to see how it will progress.

A Maori strategic lead will be appointed and have a section for reporting in the Principal's report.

The Deaf strategic lead position is in progress

- HR, H&S Reports – included in Principals report and taken as read

KO TAKU REO LAUNCH

The board acknowledges the huge success of the Ko Taku Reo launch and thanks given to Andrew and his team.

LSM REPORT

LSM Employment

Working through some staffing issues currently and recruitment for vacant positions is going well.

In terms of staff we are heavy on numbers in some areas, and smaller areas have a lack of staff available. The school needs to think about how they can use the staff flexibly to service our students in all areas.

Study awards

For 2021 we have been allocated 18 study award positions and currently we have filled 14 of those. It is expected that new staff will fill the remaining slots available before the closing date.

LSM Finance

Large project around finance system has gone well.

Currently working on the reporting aspect, therefore from the October board meeting we would expect to have better reporting.

Property – Rotorua provision has found a location for the lease property for the next two years, now requesting funding for this from the ministry.

The lease has been signed and staff are actively moving in there now. It is pleasing to know that BLENZ will be in this shared space with our RTD team. This encourages inter-professionalism and wider sharing of knowledge.

Mike Rondell left the meeting at 10.24am

Sina Aiolupotea-Aiono joined the meeting at 11:00am

Change Manager Report – taken as read

The merger is now complete – nothing further to add. The Change Manager thanked Krista specifically for the support given during the process.

Milestone Report

This is the required Mid year report to the Ministry. This report only reports on our enrolled students not those students who receive services from the Outreach school.

The Board would like clarification around what data is required in the Milestone report from the MoE now that we are one school.

The Board discussed ways we use this report to positively affect the learning outcomes of our students

Executive Principal would like this report to be part of a dialogue, not just us providing information to the Ministry,

MOTION: That the Milestone report be submitted to the Ministry of Education as presented

Moved from the chair

CARRIED

ITEMS TO BE RATIFIED

Delegated Authority

At the start of the new school we need to delegate authority to others mainly Senior Leadership team members who naturally fit within these delegated authorities.

ACTION: Secretary to compose delegations and these are to be given to each appropriate authority to sign

ACTION: Secretary to include delegations in the structure / organizational / map chart (ideally with photos and names)

ACTION: Board chair to re-sign the delegation authority given at the beginning of year now as it's the start of the new school Ko Taku Reo

Moved: The board have delegated authority to the Executive Principal to delegate authority as required and to inform the board of these delegations

Crystal Skinley / Krista Clifford
CARRIED

GOVERNMENT SCHOOL DONATION SCHEME

Matthew Koning has opted into this scheme on behalf of board
This is the opt in form that the BoT agreed we would complete to receive payment from the Ministry of Education rather than asking parents for annual donations

Moved: That the BoT ratify the decision to opt into the Ministry of Education Donation Scheme
Crystal Skinley / Luca Bevin
CARRIED

SUMMER CAMP

Extensive and detailed information was provided by Chris Sinclair requesting the Ko Taku Reo agree to the ongoing funding of the NZSL Summer Camps.

Chris was present to answer any questions the Board had.

Denise thanked Chris for his preparation.

The Board acknowledged the huge amount of work that has gone into these camps previously and the obvious benefits of such events. There was discussion around several issues including the fact these camps are not held during term time. There may be a way of supporting the immersion benefits in the future but in the current format the risk to the Board is too high.

Moved: The board at this stage are not in a position to commit to the current proposal to provide the funding for this camp in 2023

Moved from the chair
8 in favour
2 abstained
CARRIED

ACTION: Board Chair to inform Chris Sinclair of the Board's decision.

CONSTITUTION

Important to note that this current elected board has 2 years to run and the Board is currently in a position to discuss what our constitution will look like before the next election.

It is important to keep Ko Taku Reo's constitution as simple as possible as that gives the Board flexibility to ensure we are able to have the right people around the table.

The advice from NZSTA is "Take your time, think it through and be deliberate"

For immediate attention is the fact that there are parts of the current constitution that need to change to more accurately reflect the current board eg one principal, not two as previously.

Conversations have already taken place which indicate that it is important for us to have a specialist advisor especially for finance and property area going forward in the short/medium term. The board also recognizes the need to be deliberate in having a succession plan

ACTION: Board to do self-evaluation – what skill sets do we have and what areas are we lacking in?

This will help shape the board and identify area of need.

ACTION: The Boardchair and Executive Principal will continue a discussions with the MoE and NZSTA around our constitution as we move forward.

In committee 1:56pm

Motion: that the BoT agree that Terri Johnstone, Mike Rondell, Alan Curtis and Chris France remain for in committee

Moved Crystal Skinley
Seconded Krista Clifford

Out of Committee 1:58pm

Moved Crystal Skinley
Seconded Luca Bevin

STUDY AWARD ToD TRAINING UPDATE

Massey University have been awarded the contract to provide the Post Graduate Specialist Teaching programme which includes the Teacher of the Deaf training.

14 currently untrained teachers of the deaf have been identified as applying for study awards for 2021 There is the capacity to have 18

The Board expressed a desire to work with Massey University to co create the training programme. The Board sees it as being very important that the training is fit for purpose and provides appropriate pedagogy and skills required by specialist Teachers of the Deaf.

ACTION: Conversations to continue between Executive Principal and Massey University as appropriate and the board will be kept informed.

RESEARCH (Rosie Lamb)

At the previous meeting Rosie Lamb presented an update on her research and requested further funding to complete and additional stage.

The Board supports continuous research and acknowledges the means to completing this and other appropriate evidenced based research should be found within the new school.

MOTION: The Board will not be funding phase 4 of Rosie Lamb's research at this time as it believes this particular piece of work could be completed in house with an enquiry-based approach.

Moved from the chair
CARRIED

ACTION: Boardchair to provide written response to Rosie Lamb

- **Student Trustee Elections- returning officer**

The Board needs to appoint a returning officer for Student Trustee Elections.

MOTION: The board appoint the Board Secretary as the returning officer for the student trustee elections

Moved from the chair
CARRIED

CORRESPONDENCE

- Inwards
- Outwards

Inwards
Moved as accepted: Sina Aiolutepotea-Aiono
Seconded: Luca Bevin
CARRIED

Outwards
Moved as accepted: Sina Aiolutepotea-Aiono
Seconded: Rahui Lee
CARRIED

RESEARCH

The board discussed ways in which we can identify and support evidenced based research going forward. Our goal is to encourage research which is evidenced based and informs decisions that ultimately improves student outcomes and achievement.

KELSTON VISIONING PROJECT

Rachel Coppage represents the BoT in this project.

It's about presenting opportunities and improving relationships between schools in the Kelston area. This is an opportunity for us not to be just working in our units but work within the schools as well. This is a chance to build community for the benefit for our students and it's exciting to be looking at bilingual pathways that includes NZSL.

There is a date now for deaf awareness program -5th September – Rachel is looking for someone from the Deaf community to provide this.

Denise Powell thanked Rachel Coppage for all her efforts on the Board's behalf in this project.

LAUNCH PRESENTATION

A community version will be recorded and uploaded to our new website in due course.

ACTION: Boardchair to contact Andrew Townshend to co-ordinate.

NZSL IMMERSION HUBS

Work has started in Wellington with the initial scoping of numbers and discussions with parents and other interested parties. Progress to date is showing some clear opportunities to provide valued added activities/programmes for learners in this region.

KARAKIA

Meeting closed at 3.03pm