



Kelston and van Asch Deaf Education Centres

Minutes of the Combined Board of Trustees meeting held on 17 August, 2018, commencing at 9.50am, Room 1.06, Ministry of Education, Wellington

Present: Rachel Douglas (Chairperson), Bernie Mulcahy-Bouwman, Louise Roe, Crystal Skinley, Krista Clifford, Rachel Coppage, Amy-Nicole Hartley, Merran Gwyndell, David McKee

Apologies:

Secretary: Jill Le Prou

Interpreters: Wenda Walton & Rosie Henley

In Attendance: Terri Johnstone, Mike Rondel, Chris France, Roisin Connolly, Matthew Koning, Joy Creet (joined the meeting at 11am)

WELCOME

Rachel D welcomed everyone to the meeting.

APOLOGIES

Nil

CONFLICTS OF INTEREST

Nil

2nd QUARTER REPORTS

KDEC

- ERO visited the Hostel and we got really pleasing follow up on this. We are on the right track so feel quite compelled to continue in this good work. Nice to have ERO backing up our decisions.
- Tony Walton has announced his retirement.
- Have several appointments advertised at the moment.
- Working across both DEC's doing a lot of work on Leadership with both Senior Leaders and Middle Leaders. A lot of shared work going on.
- Communication coming to Louise from different spheres re addressing the various ways communication is happening and the timeliness of communication. Facebook is a real potential for us.
- Deaf Staff – close communication with Daniel Greenwood and Tiffany Wheelan.

Need a shared Leadership Framework – this is the next conversation with the SAFs.

Discussion around format of Quarterly reports and how they best serve the needs of the Board.

- Principals and Snr Leaders have been discussing this issue.
- Looking at a Dashboard approach.

Primarily, the Board need to know:

- Are students achieving
- Are students safe
- Measurement on students' wellbeing

Need to look at the needs of Maori Students and whanau.

Provisions – are they at Full Capacity?

The Principals raised the question of should we continue to report in this way and should we align it with the MOE Milestone Reporting. A small working group will make some recommendations to the Board around the alignment of the reporting.

Moved: That the KDEC 2nd Quarter Report be accepted.

Merran Gwyndell / David McKee
CARRIED

van Asch

A number of staff taking LWOP or SLWOP. Make sure information is not personalised. Board need analysis and recommendations re LWOP and SLWOP

Board needs reporting (Dashboard):

- Strategic Goals
- Compliance Reporting

- KPIs

Moved: That the van Asch 2nd Quarter Report be accepted.

Merran Gwyndell / David McKee
CARRIED

Thank you to the Principals for all the hard work in putting the reports together.

DRAFT MOE MILESTONE REPORTS

KDEC & van Asch

The Principals have had their first attempt at populating the first draft Milestone report. These documents are all about outputs.

Finance – MOE popped in the Resource Notice boxes and this isn't relevant or easy to report against as we are much more complex than that simple scenario. Will be including the existing Board finance reports in a summarised format.

This report is due every 6 months to the MOE.

Please ensure that individual staff members and students cannot be identified within the report.

This report is draft only. IT will be come part of the public record once it is finalised.

RESOURCE NOTICE

Final Resource Notice for 2018 was received

CURRICULUM

[Joy Creet joined the meeting at 11.00am]

Joy Creet – Feedback on Mentoring of new Teachers

Report to the Board included in Agenda.

Joy spoke to this.

Food for thought:

- Consider the value that could be added by having a Deaf teacher as a mentor
- How could the RTD training be modified to better suit the needs of trainees, their students and the DEC's
- Fluency in NZSL for trainees – is this incorporated into the course?
 - NZSL proficiency has been included for about 3 years. In 2018 proficiency standards were introduced and if the Trainee Teachers don't reach a certain standard they will not pass.
- In most other schools beginning teachers have a two-year mentoring programme. The mentor would also help experienced teachers who may have a challenge or a new learner with special needs

So much strategic opportunity here to work in partnerships.

Sign Language Proficiency Interview (SLPI) – there is potential to link in with this as well.

Rachel D thanked Joy. The recommendations included in the report will need to be looked at during Budget time.

A Business Case will need to be put together regarding Joy's recommendations.

[Joy left the meeting at 11.36am]

BOARD

Work Plan

Chris and Rachel D spent some time together setting up a Board Plan based on what we need to cover off on a yearly cycle.

A Draft (concept)work plan was handed around the Board members. Board members generally agree that this will be a good way to work. Rachel and Chris will bring a draft populated plan to the next board meeting for further discussion.

Next Steps:

- Add items under Board meeting dates
- Work with Principals to see what is realistic

Goal is to get to a point where the Agendas for the Board meetings are easy to set as we know what will be coming up in advance.

Strategic Planning Day/s

Next meeting scheduled for Sunday 23 September followed by Strategic Planning on Monday 24 September. Last year we had two days for Strategic Planning and included Senior Leaders from both DEC's.

There is now a conflict as ERO are returning to KDEC on Monday 24 September. We will need to move our Board meeting day and Strategic Planning day/s.

Strategic Planning Day/s – one or two days?

This will be around the Service Delivery. Feedback and contribution is needed from the Board and Senior Leaders. It is important to come out of these days with a clear plan after following an inclusive process.

Two days will be required.

Charter will be replaced by Strategic Plan which will need to be in to the MOE by 1 March from 2020 or 2021.

Sunday 16 September – Board Meeting

Monday 17 & Tuesday 18 – Strategic Planning Day with Board and Senior Leaders.

Strategic Plan Progress Report

Received.

Louise and Bernie are actively working on this.

Thank you for the work that has gone into this.

Would be helpful to use the “traffic light” system in the Current Status column.

Plan is to have a monthly parent newsletter to commence in Term 3.

Facebook – would like to set up a joint facebook page for both DEC's. Any questions regarding this to Roisin please. Roisin will seek help with ensuring the Facebook pages are set up in the best way possible, including having active moderation.

We need to improve our communication with parents in a way that is timely, interesting and relevant.

Local teams should also be engaging with students and families, not just the Principals.

Trustee Replacement

Agreed we would replace by Selection. The advertisement has been placed in the newspapers nationally regarding this decision. If 10% or more of our voters request an election, then this will have to take place. If not, we can go ahead with Selection. Rachel D has the names of potential candidates and will be asking for some information from them (experience, knowledge, background, etc) to bring to the Board so a decision can be made.

Rachel D has spoken to Chris France re the election process and the timeframe as all candidate statements need to be translated into sign language. Rachel is working on a timeframe with the Ministry to see if there is any flexibility for this.

Electoral Roll – who are on this roll? Constitution says, “enrolled at or receiving services from”. Students on ASSIST – the only contact could be ordering hearing aids. Rachel is asking the MOE for their opinion on this.

GENERAL BUSINESS

Camp Approvals

A memo was tabled.

Louise has looked at the RAMs and is happy to recommend that these Camps be approved.

Recommended: That the Board approves the RAMs for the:

- Kelston Intermediate Team Aroha Camp
- Ormiston Primary School Camp

The Board would prefer this recirculated with additions added around Health & Safety messages and assurance that the Principal and Lead Teacher are comfortable with the planning for student safety.

Specialised Services Standards

Moved: From Report Page 6 of van Asch.

Crystal Skinley / Bernie Mulcahy-Bouwman
CARRIED

ACTIONS FROM/SINCE PREVIOUS BOARD MEETING

Received.

Returning Officer – Student Trustee Election

Moved: That Jill Le Prou be appointed the Returning Officer for the Student Trustee Election.

Moved from the Chair

Term Dates

These need to be signed off so Planning days can be organised for the following year.

Option 2 is preferred.

An email will be sent with a recommendation to Board members.

In-Committee at 1.31pm

Ken Bowater, Deb Tennet arrived at 1.31pm

Moved: that Mike Rondel (LSM) and Terri Johnstone (LSM) be permitted to remain at this meeting after the public has been excluded due to their roles as LSMs.

Moved: that Chris France (NZSTA) and Ken Bowater, Deb Tennent and Phillippa Pidd 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 . Merran Gywendell
CARRIED

Out of Committee at 2.48pm

Crystal Skinley / Merran Gwyndell
CARRIED

FINANCE

June Financial Accounts

Deferred to next meeting except the Credit Card Operational Policy which will be emailed out for approval.

Revised 2018 Budget

Deferred to next meeting.

Happiness Fund Memo

Deferred to next meeting

POLICIES

Health & Safety Policy

Received.

To be approved via email

GENERAL BUSINESS

ANZCED Conference

Memo received from Bernie Mulcahy-Bouwman giving feedback from the ANZCED Conference.

Deferred to next meeting.

Sex Education in Schools

The Principals will bring some information to the September meeting.

PREVIOUS MINUTES

15 June Minutes

Minutes of the meeting held on 15 June, 2018, were included in the Agenda. These to be approved via email.

CORRESPONDENCE

Received Inwards and Outwards correspondence.

Deferred to next meeting.

Meeting closed at 2.45pm

Next Meeting: Sunday 16 September, 2018
Strategic Planning Days: Monday 17 September 2018
Tuesday 18 September 2018

ACTIONS:

2nd Quarter Reports

van Asch

Page 32 – lots of staff listed as taking LWOP or SLWOP. Remove names before Reports are sent to MOE and provide an analysis around why so many staff are taking LWOP or SLWOP.

DRAFT MOE MILESTONE REPORTS

KDEC & van Asch

This draft report to be removed from the public record until it is completed.

CURRICULUM

Feedback on Mentoring of new Teachers

A Business Case will need to be put together.

BOARD

Work Plan

Next Steps:

- Slot items under Board meeting dates
- Work with Principals to see what is realistic
- Reporting Plan

Trustee Replacement

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Rachel Douglas
Chairperson
Board of Trustees

16-09-18
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Date