



## **Kelston and van Asch Deaf Education Centres**

### **Minutes of the Combined Board of Trustees meeting held on 15 June, 2018, commencing at 9.30am, Seminar Room 2, Kelston Deaf Education Centre**

- Present:** Rachel Douglas (Chairperson), Crystal Skinley, Krista Clifford (joined the meeting at 11.35am), Rachel Coppage, Amy-Nicole Hartley, Bernie Mulcahy-Bouwman, David McKee, Merran Gwyndell, Louise Roe
- Apologies:** Ratu Ratu, Cha'nel Kaa-Luke, Rose Drummond
- Secretary:** Jill Le Prou
- Interpreters:** Kelly Hodgins, Noreen Wilson
- In Attendance:** Terri Johnstone, Steve Papps, Chris France, Roisin Connolly, Margaret Carr, Lynne Guy, Daniel Greenwood, Verna Purvis, Tom Purvis, Matthew Koning
- 

#### **WELCOME**

Rachel D welcomed everyone to the meeting.

#### **APOLOGIES**

Ratu Ratu, Rose Drummond

Cha'nel Kaa-Luke has resigned from her position as Student Trustee.

#### **CONFLICTS OF INTEREST**

Nil

## **Introduction of Louise Roe – Acting Principal**

Introductions took place of all the Board members, Louise Roe and Steve Papps.

The Board thanked Tom Purvis for his work as Acting CEO and everyone who has stepped up during this time.

## **1<sup>st</sup> Quarter Reports**

### **van Asch**

Summary page was tabled.

Staffing Transfers continue to be a significant part of our funding allocation.

Outreach Service provided by Specialist Services Team – different piece of work to what KDEC provide.

**Moved:** That the van Asch 1<sup>st</sup> Quarter Report be accepted.

Crystal Skinley / Merran Gwyndell  
**CARRIED**

### **KDEC**

Looking at working with MOE re reporting formats as required under Resource Notice to look at what and how we report.

Increase in student numbers is 45 new applications for service just this term. Less and less students getting verified for ORS at the moment.

Normally the ratio of non-verified enrolled students is about 10%. This is currently sitting at 25%.

Discussion around parent and community communication.

The Deaf Community is one community throughout the country.

We could record/video a message that goes out to the community via youtube link  
There are regular nationwide parent and community forum meetings that will be happening later in the year as part of the regular business of the DECs.

Feedback on report content/format given :

Would be good to have a dashboard report showing if we are getting better with relevant data for the Board.

- % of non-verified
- Caseload now removing @2 years behind

**Moved:** That the KDEC 1<sup>st</sup> Quarter Report be accepted.

David McKee / Rachel Coppage  
**CARRIED**

### **Health & Safety Report**

New Report.

There are good systems around Health & Safety.

There is a Wellbeing Committee.

The principals are aware of the workload and priorities for staff.

Health & Safety Committees are being set up.

Too much detail in this report for Board level. Need a one page report for both DEC's. Include any trends and recommendations to minimise risk.

Staff wellbeing and resilience is an issue at the moment and a plan is being put in place for this.

**Moved:** That the Health & Safety Report be accepted.

Rachel Coppage / Crystal Skinley  
**CARRIED**

[Verna Purvis left the meeting at 10.55am]

### **CHARTER**

The Charter was distributed.

A summarised version of the charter will be available for the parent forums.

### **Strategic Action Plan**

Received.

Plans are being developed for anything that is behind target.

Need a Board Action plan that pulls out parts of the Strategic Action Plan to come to the Board at different meetings.

### **Resource Notice**

Draft Resource Notice was received.

Are meeting with MoE to progress Board's strategic goals. Meeting held in May, next meeting is 22 June.

From this meeting the next steps will be decided which will include extensive consultation. We will be looking at going out on the road and holding face to face meetings.

We need to congratulate the KDEC staff. They have been through:

- Changes in Coding to align with van Asch
- Change in IT provider
- Change in IT system
- KAMAR

Rachel D has gone back to the MOE with feedback around allocation of funds between KDEC and van Asch.

There is an appendix headed "Items for discussion". The MOE are in dialogue with us regarding these items.

Page 74 - Criteria – no flexibility for students if the student does not yet fit the criteria.

Rachel D thanked everyone that has worked towards the Resource Notice.

This is the first time there has been an increase in the base line funding in approximately 20 years.

Broadly, the additional funding represents an additional 14.5 FTEs between ASSIST and core RTDs. We have also received top ups to NZSL@School, interpreters for Deaf staff and some administration top ups.

## **CURRICULUM**

### **NZSL Pilot Study presentation**

Anita Boon and James Townshend joined the meeting via Zoom at 11.35am to give a presentation re the NZSL Pilot Study.

Memo received giving the background to the presentation.

Rachel D thanked Anita and James for their presentation.

Anita and James left the meeting at 12.10pm

The full report was distributed to the Board via Slack as this is a confidential report.

[Lynne Guy & Margaret Carr left the meeting at 12.35pm]

## **DELEGATIONS**

Responsibilities and who they are delegated too.

As the Board have signed off policies that include delegations – there is no need to have separate delegations.

Do need a Delegations document re sub-committees unless included in Policy.

If we have different delegation documents, we run the risk of them saying different things.

An Executive Committee has been established and includes:

Mike Rondel/Steve Papps  
Terri  
Matthew  
Roisin  
Rachel D  
Jill L (Minutes)  
Principals  
HR Managers  
Krista

These meetings keep everyone up to date and are co-ordination meetings.

## **BOARD COMMUNICATION**

### **Discussion re communications in-between Board meetings**

What is the best way to communicate with Board members in-between Board meetings?

A quick meeting every 2<sup>nd</sup> month was suggested via technology.

The Board to think about the best way to keep updated in-between meetings.

### **Parent Communication**

The staff newsletter is now going out across the whole organisation.

We used to have the Board "Flyer" which has discontinued.

KAMAR is now in a space where we can develop custom lists to send out emails. There is a small cost to this, but it is hoped will greatly improve opportunities to communicate with families.

Included in Strategic Action Plan.

## **CURRICULUM**

### **2018 Curriculum reporting to Board**

Received.

Timeframe for various reporting.

### **3 Year Reporting Cycles Update**

Received

[Daniel left the meeting at 1.32pm]

To be included in the Board Action Plan across the year.

Change wording "written language" to "written English" and "oral language" to "spoken English".

3 Strands for Board Action Plan:

- Strategic (3-5 years)
- Regular Review
- Emergent

### **MOE Curriculum, Progress and Achievement Survey**

Bernie gave some background around this survey.

Jill will circulate the information and the survey via email.

Bernie needs around 4 people to have an hours session on-line to complete this survey as a group.

This survey can be completed as individuals as well but Bernie would like a group to represent the Board.

Crystal, Merran and Amy would like to be included in the group response.

### **ECE**

Memo received re ECE Trust Board meeting summary.

### **BOARD vacancies**

Ratu has resigned. The Board agreed in-committee at the last meeting to appoint by Selection.

Rachel D sent out an email to see if the Board members had any recommendations for selection. Rachel D will contact the recommended people to see who is available before a decision is made.

Cha'nel has resigned.

The student elections will be held in September so this position will remain vacant until this time.

## POLICY

Jill to email the Health & Safety Policy around to the Board for email approval.

In-Committee at 1.56pm

**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 Tom Purvis, Matthew Koning, 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 / Amy-Nicole Hartley  
**CARRIED**

Out of Committee at 3.11pm

Crystal Skinley / Amy-Nicole Hartley  
**CARRIED**

## FINANCE

Page 86 of Agenda.

Board Motions:

1. The Board authorises the Board Chairperson & Principals to sign the Statement of Responsibility for the 2017 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.
2. The Board approves the inclusion of a budget for the 2017 Statement of Financial Position and a budget Cash Flow which are derived from the Board's 2017 operating and capital purchase budgets.
3. That the Board approves the 2018 budget tabled on 14 June as being the approved budget for the year subject to the 2<sup>nd</sup> six months resourcing notification.

Rachel Coppage / Bernie Mulcahy-Bouwman  
**CARRIED**

4. The Board approves the April 2018 financial reports.
5. The Board approves the overseas travel expenditure in regard to: (i) the ANZCED Conference, Adelaide, Australia (ii) the AG Bell Conference, Colorado, USA.
6. The Board approves the increase of van Asch DEC's capitalisation threshold from \$500 to \$1,000 to match Kelston DEC's threshold of \$1,000.

David McKee / Crystal Skinley  
**CARRIED**

7. The Board approves the unbudgeted expense to remove the two large trees at KDEC deemed to be a health & safety risk and ongoing maintenance cost to the Centre.
8. The Board approves the replacement of two existing preschool vans, one owned and one leased, and the lease of a third vehicle to support student access to preschool programmes at KDEC. The additional costs incurred will be met by the additional funding received.
9. The Board approve the issue of a new BNZ credit card to the Acting Principal, Louise Roe and that the existing credit card held by the previous Acting CEO/Principal, Tom Purvis be cancelled.

Plus an additional motion to add Louise Roe as a bank signatory for KDEC as below:

**Moved:** That the Board approve Louise Roe as Acting Principal at Kelston Deaf Education Centre to be added to the Deaf Education – KDEC credit card as a card holder – Deaf Education – KDEC – Louise Roe and that Tom Purvis – Kelston Deaf Educ be removed. The Card number is to remain the same.

Amy-Nicole Hartley / Krista Clifford  
**CARRIED**

## **PREVIOUS MINUTES**

### **13 April Minutes**

Minutes of the meeting held on 13 April, 2018, were confirmed.

Crystal Skinley / Rachel Coppage  
**CARRIED**

### **Matters Arising**

Funding Application

Merran Gwyndell / Rachel Coppage  
**CARRIED**

## **PARKING LOT**

Sex Education in Schools – memo from May 2017 Agenda.

Need to ensure there is something in place that is best practice and if concerns come up that these are being addressed.

Meeting closed at 3.17pm

**Next Meeting:** Friday 17 August, 2018



**ACTIONS:**

**Health & Safety Report**

Too much detail in this report for Board level. Need a one page report for both DEC's. Include any trends and recommendations to minimise risk.

**CHARTER**

**Strategic Action Plan**

Need a Board Action plan that pulls out parts of the Strategic Action Plan to come to the Board at different meetings.

**BOARD COMMUNICATION**

**Discussion re communications in-between Board meetings**

The Board to think about the best way to keep updated in-between meetings.

**Parent Communication**

Included in Strategic Action Plan.

**CURRICULUM**

**3 Year Reporting Cycles Update**

To be included in the Board Action Plan across the year.

**MOE Curriculum, Progress and Achievement Survey**

Jill will circulate the information and the survey via email.

**POLICY**

Jill to email the Health & Safety Policy around to the Board for email approval.

**ACTIONS:**



.....  
Rachel Douglas  
Chairperson  
Board of Trustees

17/8/18  
.....  
Date