

Kelston and van Asch Deaf Education Centres

Minutes of the Combined Board of Trustees meeting held on 22 February, 2016, commencing at 9.30am, Wellington Airport Conference Centre, Executive Board Room

- Present:** Rachel Douglas (Chairperson), Bernie Mulcahy-Bouwman,
David Foster, Glenn Dillon, Eric Coppage, Crystal Skinley,
David McKee, Joy Creet, Meghan Coppage
- Apologies:** Aileen Jones, Cha'nel Kaa-Luke
- Secretary:** Jill Le Prou
- Interpreters:** Jenn Gilbert, Saran Goldie-Anderson
- In Attendance:** Rose Drummond, Helen Mackay (arrived at 9.51am)
-

WELCOME

Rachel welcomed everyone to the meeting.

APOLOGIES

Aileen Jones & Cha'nel Kaa-Luke

CONFLICTS OF INTEREST

Nil

PREVIOUS MINUTES

December Minutes

Minutes of the meeting held on 5 December, 2015 were confirmed.

Glenn Dillon / David Foster
CARRIED

Matters Arising

Change interpreter name from Jenn Gilbert to Saran Goldie-Anderson.

David F still to send a letter to Peter Hughes.

CORRESPONDENCE

Received Inwards and Outwards correspondence.

Additional Correspondence tabled.

Crystal Skinley / Bernie Mulcahy-Bouwman
CARRIED

PRINCIPALS REPORTS

van Asch – Received for information only

Bernie gave some background about the Education Brief Meeting around School Vision, Mission and Values.

Recommendation One: The Committee propose to the Combined Board that their mission statement is updated to include a motto that is easy for parents, staff and students to hold onto.

Glenn Dillon / David McKee
CARRIED

Recommendation Two: The Committee propose to the Combined Board that they support the van Asch school values of PRIDE to be maintained.

Joy Creet / Eric Coppage
CARRIED

New Staff Appointments – the additional RTDs are not all full-time. Dunedin and Wellington – still have vacancies.

Finding it challenging to fill NZSL Tutor roles particularly in Wellington and Dunedin.

KDEC are dealing with similar issues.

Bernie & David F to add more detail to Quarterly Reports around these issues.

Agreed: The Report be accepted.

David McKee / Glenn Dillon
CARRIED

Kelston - Received for information only.

KDEC are finally beginning to occupy their new buildings. Students have moved in to their new residences.

Minister Parata is no longer available to attend the official opening of our new buildings but Minister Nicky Wagner, Minister of Disability Issues, will be attending.

Agreed: The report be accepted.

David McKee / Crystal Skinley
CARRIED

BOARD ELECTIONS

Board Election Timeline

Returning Officer for the Triennial Parent Election – Jill Le Prou

Returning Officer for the Staff Trustee Election – Rose Drummond

Crystal Skinley / Joy Creet
CARRIED

Flyer re Elections – this flyer will be handed out at the upcoming Forums for both van Asch and KDEC. It has information around process of elections and expectations of being a Trustee.

Back Page – change to: *“If you are the parent of a Deaf or Hard of Hearing child over the age of 8 yrs old, and part of the ASSIST Programme*” AND

If your child is already enrolled at or receiving services from KDEC or van Asch you will be automatically enrolled to vote.

Under What Next? Tease out the second sentence as not technically correct.

Trustee Remuneration – can currently claim travel costs, child care up to \$150 per meeting and receive \$55 per meeting for Trustees and \$75 per meeting for the Board Chair.

The first suggestion for remuneration was \$120.00 per meeting flat rate (Trustees) and \$200.00 per Board meeting flat rate (Board Chair). If any Board member needs to attend meetings on behalf of the Board outside of Board meetings \$120.00 would also be paid as a flat rate (Trustee and Chair).

Direct expenses (mileage, parking fees) can still be claimed as an expense.

Childcare can be claimed up to the amount of \$150 per meeting on invoice.

Helen was given speaking rights.

David Foster / Glenn Dillon
CARRIED

Helen informed the Board that they need to do everything possible to encourage parents to stand for the Board. Helen would need to have childcare arrangements if she was to stand for the Board.

Moved:

- (a) That we increase the remuneration of the Board members from \$55.00 to \$120.00 for each Board meeting attended.
- (b) Other expenses currently being reimbursed (travel costs, mileage, parking fees) to remain including childcare up to \$150.00 per meeting.
- (c) The Chair remuneration to increase from \$75.00 to \$200.00 per Board meeting attended.
- (d) Other meetings Board members attend on behalf of the Board will be remunerated at \$120.00 per meeting flat rate (Trustees and Board Chair - this excludes Staff Trustee and Principals) unless remuneration is given by the meeting organiser.
- (e) The above to be effective from 28 January, 2016.

Payments to be paid 31st March and 30th September in line with the financial year.

The Board notes that this creates a variation to the Budgets.

David McKee / Glenn Dillon
CARRIED

David F and Bernie to discuss the implications of Disciplinary meetings and other meetings a Trustee may need to attend and bring a paper back to the Board.

For the Flyer re elections the wording to be: "...remuneration for attending meetings will be no less than \$120.00 per meeting."

Forum dates re Board Election info – memo received.

One addition: Westport – 2 March.

Dates have been finalised for the rest of van Asch Region:

Monday 29 February - Wellington
Tuesday 1 March - Christchurch
Wednesday 2 March - Westport
Monday 14 March - Invercargill
Tuesday 15 March - Dunedin
Wednesday 16 March - Timaru
Monday 4 April - Gisborne
Tuesday 5 April - Napier
Wednesday 6 April - Palmerston North
Thursday 7 April - New Plymouth

ANNUAL PLAN SCHEDULED ITEMS

Resource Notice 2016

Final Resource Notice 2016 received.

Charter Confirmation

Received as a separate document to Agenda.

Moved: That the Charter be adopted.

Glenn Dillon / Crystal Skinley
CARRIED

The Charter will now be put up on the Websites.

Draft Annual Reports

Kelston & van Asch – received.

The Draft annual reports are not due to be completed until 31 March. Board members need to consider what they would like covered in the report/s.

In our Charter we have a combined Strategic section then each centre has an annual section. It was put to the Board that the same format be followed for the Annual Report.

The Annual Reports go to the local MoE office.

Due to the time restraints for 2016 it was agreed that this year separate Annual Reports will be submitted. For 2017 the Annual Report will be one document including both van Asch and Kelston with a combined part and then separate parts for each Centre.

Feedback from Trustees to be provided to David F and Bernie by Monday 7 March so a final version can be brought to the March meeting.

NZSL@School – January meeting Summary

Memo Received for information only.

[Helen Mackay left the meeting at 12.51pm]

FINANCE

2015 Draft End of Year Financial Position

Kelston

Page 112 – Draft end of year financial position is a deficit of \$347,000 compared to a budgeted deficit of \$242,000. Most of that \$100,000 change in the position occurred

between November and December and some of it relates to billing timing and some to transfer of funding back and to between the Centres.

There were a number of things that had happened throughout last year that couldn't have been seen at the beginning of the year (i.e., delays to buildings). Have also had significant changes on how the Ministry provides funding. Have cash flow issues around ASSIST funding, for example.

van Asch

Page 118 – Were working to a budgeted deficit of \$280,000. Currently a surplus of \$532,000. Have received additional income of \$480,000 throughout the year. This includes the Assist Service that had not been budgeted for. The Board has not spent \$230,000 of their expenses. Have had additional expenses of \$150,000. \$258,000 around recoveries of the NZSL@School. Some of these costs were incurred in 2014 but reimbursed by the MoE in 2015.

November Financials

Kelston

Taken as Read

David Foster / Crystal Skinley
CARRIED

van Asch

Taken as Read

Bernie Mulcahy-Bouwman / Crystal Skinley
CARRIED

Marae Build Update

Kelston Deaf Education Centre has entered into a Contract with PLB Construction Group Limited for an amount of \$397,642.00 including GST. This is the amount to build the Marae. Rachel (as Board Chair) will be signing off on any purchase orders to do with this Contract.

Finance Committee

A meeting took place on Tuesday 16 February. Key dates have been agreed with Auditors. Have also had a conversation with Auditors on managing the Preschool. The Finance Committee have noted that there are cash flow issues that the Board need to follow up with the MoE around ASSIST and NZSL@School. Currently we spend the money then invoice the MoE and a month later they pay us. We need to close the billing cycle up so we are not carrying the risk for so long. Current contract for ASSIST programme guaranteed funding up until 31 December 2015. There is a meeting 29 February with MoE to talk about ASSIST Contract for 2016 where this issue will be raised.

ECE Trust operating at a deficit. The Budget for ECE Trust will be presented at the March Board meeting.

The Executive Officer's are working on the Finance Policy and aligning the procedures.

The Finance Committee would like to know if a Board member should attend these meetings or some form of professional advice and independence from a Chartered Accountant. Currently the Finance Committee consists of the Executive Officers of each centre and the Principals.

The Board Agreed in principle in getting some Chartered Accountant advice to support the finance committee. The Principals to bring back a fee proposal to a future meeting.

Funding Applications

NZSL Board – NZSL Student Assessment Tools

Closing date for this Application was Friday 19 February.

If we are unsuccessful with the application we now have a proposal for this work.

Moved: That the application be approved.

Glenn Dillon / Crystal Skinley
CARRIED

POLICY REVIEW

Policy Review Schedule 2016 (Draft)

Move Complaints Policy and Finance Policy to 21 March meeting.

PRESCHOOL

No further update but the Preschool elections need to take place as soon as possible.

GENERAL BUSINESS

Proposal – Future of Teacher of Deaf Training

Memo received.

Recommendations:

1. The Principals seek board approval to develop a detailed proposal to:
 - Express concerns over the current state of teacher of the Deaf Training in New Zealand.
 - Present options / alternatives for possible future training structures for Board endorsement.
2. Initiate formal discussion of possible change options with the MoE prior to Ministry renewing contract for training delivery (possibly with University and Massey and Canterbury consortium).

David Foster / Crystal Skinley
CARRIED

ERO UPDATE

Rachel has received an email from Dianne Moffitt (Review Services Manager – ERO). ERO's proposed timeframe is early in Term 3.

They would like to have a combined team from Auckland and Christchurch and visit both Centres and provide us with overall feedback.

Bernie has concerns with the suggested timing of the Review as it is directly after the ANZCED/APCD Conferences. The staff take the ERO reviews very seriously and it takes time to prepare.

Rachel to reply to Di Moffatt regarding the timeframes and reiterate that later in Term 3 would be more suitable due to the Conferences.

Updated Board Meeting Schedule for 2016

Received FYI

Please note that 23 May is the last meeting for this Board. The June meeting will be held in Auckland and both old and new Board members are welcome to attend.

14 May – celebrating 10th Anniversary of NZSL Bill being passed into law at Te Papa. Also WFD Board will be in NZ attending this event. Board members may wish to attend.

David McKee may be unable to attend March and May meetings due to teaching commitments.

Naming of new Driveway at KDEC

David F has received an email from Susan Hamilton regarding naming of the new driveway at Kelston "Cyril Allen Drive". Cyril fought long and hard with the government from 1944 until 1956 to finally get his dream school. Susan thought that with his dream school now demolished it would be a mark of respect for him to have the driveway named after him.

A formal decision on this request will be made at the March Board meeting.

IN-COMMITTEE – 2.38pm

Joy Creet / Eric Coppage
CARRIED

OUT OF COMMITTEE – 3.19pm

Joy Creet / David McKee
CARRIED

Board Papers in NZSL

Ideas from Board members to make the Board Agenda more accessible to Deaf Trustees.

Suggested:

- Video clips available to Deaf Trustees giving summary (or bigger picture) of each issue on Agenda. Would need to look at costs.
- Deaf Trustees meet half an hour prior to a Board meeting to discuss.
- Skype call prior to meeting.

Parking Lot

March Agenda add Name of Board (DEANZ) and Logo and Board website.

Invite Roisin to attend this part of the meeting via Skype.

Next Meeting: Monday 21 March, 2016 – Wellington Airport Conference Centre

Karakia

Meeting finished at 3.33pm

ACTIONS:

BOARD ELECTIONS

Flyer re Elections – Make Changes

Trustee Remuneration

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POLICY REVIEW

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ERO UPDATE

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Rachel Douglas
Chairperson
Board of Trustees

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21 March 2016