

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

### **Minutes of the Combined Board of Trustees meeting held on 6 March, 2018, commencing at 8.30am, van Asch Deaf Education Centre**

- Present:** Rachel Douglas (Chairperson), Crystal Skinley, Bernie Mulcahy-Bouwman, Tom Purvis, Krista Clifford, Ratu Ratu, Rachel Coppage, Merran Gwyndell, Amy-Nicole Hartley, Cha'nel Kaa-Luke
- Apologies:** David McKee
- Secretary:** Jill Le Prou
- Interpreters:** Liz Kay and Rosie Henley
- In Attendance:** Terri Johnstone, Chris France, Rose Drummond, Roisin Connolly, Matthew Koning (joined at 12.36pm)
- 

#### **WELCOME**

Rachel D welcomed everyone to the meeting.

#### **APOLOGIES**

David McKee

#### **CONFLICTS OF INTEREST**

Nil

## **BOARD**

### **Chairperson**

Rachel Douglas was nominated.

Moved by Krista Clifford  
Seconded by Rachel Coppage

Rachel Douglas left the room while a discussion took place around remuneration around the role of the Board Chair.

**Moved:** That a reimbursement of \$300, per week while we go through this process, to be reviewed on an annual basis be paid to the Board Chair. This is over and above meeting costs already agreed.

Tom Purvis / Bernie Mulcahy-Bouwman  
**CARRIED**

Rachel Douglas returned to the meeting.

Rachel Douglas accepted the nomination.

As there were no other nominations Rachel Douglas was elected as Chairperson for the next year unopposed.

**CARRIED**

## **PREVIOUS MINUTES**

### **December Minutes**

Minutes of the meeting held on 8 December, 2017, were confirmed.

Ratu Ratu / Rachel Coppage  
**CARRIED**

### **Matters Arising:**

Board Work Plan. Several things that need to be mapped out. Chris France is going to work with Rachel Douglas on this.

Disciplinary Committee – The Principals to contact the Board Chair to see which Board members are available. A Deaf Trustee to attend wherever possible.

## **CORRESPONDENCE**

Received Inwards and Outwards correspondence.

Crystal Skinley / Krista Clifford  
**CARRIED**

## **BOARD**

### **Delegations**

To be updated

Financial & Asset (Page 8) - Approve any operational variations as per policy. (remove amount).

Need to add "In the absence of the Principal, [POSITION] is delegated the authority to manage the school." Need to review this annually. The Principals to give this some thought.

Health & Safety needs to be included in this document under Principal.

Page 10 under Relationships – remove "where necessary".

Under Personnel change" recruitment process" to "HR process".

Page 9 under relationships – "Provide advice to the Board on policy changes and keep them updated on procedural changes".

Separate row on Board of Trustees page – add LSM – "LSM's work in partnership with the Board".

Delegations to be for both DEC's.

### **In-Committee Attendees**

When including people in the public excluded part of the meeting we need to minute why they are being asked to attend.

Roisin, Rose, Matthew, LSM, Chris to be included.

Chris France to send Jill the statements to include in Minutes to include the above people.

### **Governance Facilitator**

In addition to the LSM functions Terri is taking the lead on the change management as we work through to the Goal that is one national organisation.

Terri to ratify with the Ministry in light of the scope of the intervention.

**Moved:** That the Board agree that in the absence of a Governance Facilitator and Establishment Board Terri will assume the responsibilities of the Change Manager for the implementation of Goal 2 – "Develop one new organisational structure" with effect from 9 March, 2018.

Tom Purvis / Ratu Ratu  
**CARRIED**

## **Meeting Agenda**

Add to the Board meeting agenda a column so the Board know exactly what they have to do for each item (eg. FYI, to be approved)

Make clear who is responsible for each agenda item as well (eg, LSM Employment, Board Curriculum etc)

Will make it clear when anything is emailed what the Board are required to do with it.

## **CHARTER AND ANNUAL REPORT**

### **Draft Charter**

This was due to the Ministry on 1 March.

Bernie went through the changes to this document this year.

The Strategic Action Plan will be a living document.

Annual Section – Bernie and Tom will seek advice from the SAFs re Pages 23-33 to get these pages tied together or removed from the Charter.

All the information in the back of the Charter is compliance re reporting around National Standards.

Pages 32-33 to be over both Centres.

Page 34 – Historic Context. Not sure this page is still required. Same with Appendix 2 and 3. Bernie, Tom and Roisin to discuss these pages.

A reminder that at all times we need to make sure the language is able to be understood by a wide audience – deaf, hearing, education professionals and parents.

**Moved:** That the Board have agreed to the Strategic Goals and acknowledge the ongoing work to develop the Strategic Action Plan and Annual Plan. The Charter will be circulated for final approval before submission.

Ratu Ratu / Merran Gwyndell  
**CARRIED**

### **Draft Annual Report**

**Moved:** That the Board approves the Annual Report subject to KDEC completing final documentation.

Crystal Skinley / Tom Purvis  
**CARRIED**

**In-Committee at 11.11am**

**Moved:** That the public be excluded for Agenda Item 7 pursuant to Section 48 of the Local Government Official Information and Meetings Act. The reason being to discuss matters of personnel.

Crystal Skinley / Bernie Mulcahy-Bouwman  
**CARRIED**

**Moved:** That Chris France, Terri Johnstone, Rose Drummond and Roisin Connolly be permitted to remain at this meeting after the public has been excluded, whilst the Board discusses matters of personnel and finance because his/her knowledge on the matters to be discussed will assist the Board.

Crystal Skinley / Rachel Coppage  
**CARRIED**

**Out of Committee at 12.25pm.**

Ratu Ratu / Merran Gwyndell  
**CARRIED**

**POLICIES**

**Draft Code of Conduct – FYI**

Concerns re length.

- Lots of overlaps. Is it succinct enough or are some points covered in other policies – eg IT Agreement
- Do we need points that are covered by the Act?
- Does this speak to a culture of trust?
- As it is currently written should be explicit enough as has been done in consultation with a lawyer.
- How do we balance all of these needs.

Feedback to Jill by Friday 9 March.

**Draft Concerns & Complaints Policy – for feedback**

It's too large.

Need to define what is Policy and what is Procedure.

Adopt it for now and do a review of it next time taking into account who our audiences are.

Page 42 of Agenda – very last paragraph - remove.

**Moved:** That the Policy be adopted subject to amendments.

Ratu Ratu / Merran Gwyndell  
**CARRIED**

Matthew Koning joined the meeting at 12.36pm

## **FINANCE**

### **Budget & Draft EOY Accounts 2017**

Budget was tabled.

End of Year result for 2017.

Matthew spoke to the handout.

The Board acknowledge the work done to reduce the deficit at KDEC during the last quarter of 2017.

### **2018 Budget**

van Asch sitting at a \$180,000 deficit.

KDEC sitting at a \$231,790 surplus.

There is pressure in KDEC Preschool and pressure in KDEC School (where extra staffing is required). These pressures are being addressed, and will reduce the predicted surplus.

For van Asch to make further savings we can continue to look at costs that can be reduced or deferred - travel, PD delivery method, always looking at whether staff who leave need replacing, etc.

Grey areas:

- Intervention Costs
- Capital Costs
- Set up of new Organisation
- There will be savings down the track from moving into one organisation
- Don't know what the Resourcing Notice will look like for second half of the year

Will need another Budget from the middle of the year.

### **Agenda not complete**

Everything left on the Agenda will be delegated to the Principals, LSM and Board Chair.

**Moved:** That the remaining agenda items are delegated to the Chair, LSM and Principals to progress.

Krista Clifford / Merran Gwyndell  
**CARRIED**

Meeting finished at: 1.15pm

**Next Meeting:** Friday 13 April at KDEC

**ACTIONS:**

**BOARD**

**Chairperson**

**Moved:** That a reimbursement of \$300, per week while we go through this process, to be reviewed on an annual basis be paid to the Board Chair. This is over and above meeting costs already agreed.

**Delegations**

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**Meeting agenda**

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**POLICIES**

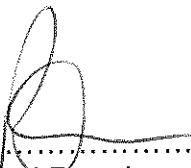
**Draft Code of Conduct**

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Need to add contacts into the flow charts.

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Rachel Douglas

**Chairperson**  
**Board of Trustees**

13/4/18  
.....  
**Date**