

Kelston and van Asch Deaf Education Centres

Minutes of the Combined Board of Trustees meeting held on 13 April, 2018, commencing at 9.30am, Seminar Room 1, Kelston Deaf Education Centre

Present: Rachel Douglas (Chairperson), Crystal Skinley, , Krista Clifford, Rachel Coppage, Amy-Nicole Hartley, , Bernie Mulcahy-Bouwman (arrived at 10.03am)

Apologies: David McKee, Merran Gwyndell, Ratu Ratu, Tom Purvis, Cha'nel Kaa-Luke

Secretary: Jill Le Prou

Interpreters: Kelly Hodgins, Noreen Wilson

In Attendance: Terri Johnstone, Chris France, Roisin Connolly, Margaret Carr, Lynne Guy, Daniel Greenwood, Grant Malin & Mike Rondel (arrived at 10.10am), Jenn Margaret (arrived at 11.00am)

WELCOME

Rachel D welcomed everyone to the meeting.

APOLOGIES

Tom Purvis, David McKee, Merran Gwyndell, Ratu Ratu, Rose Drummond

CONFLICTS OF INTEREST

Nil

PREVIOUS MINUTES

6 March Minutes

Minutes of the meeting held on 6 March, 2018, were confirmed.

Krista Clifford / Rachel Coppage
CARRIED

Matters Arising

Page 76 under Governance Facilitator

Add "Terri to ratify with the Ministry in light of the scope of the intervention." Add above the motion.

Page 80 – Actions – Delegations – this is yet to be completed but is a priority prior to the next Board meeting. Current delegations continue until they have been updated.

CORRESPONDENCE

Received Inwards and Outwards correspondence.

Krista Clifford / Crystal Skinley
CARRIED

GENERAL BUSINESS

KPS Camp

KPS and KDEC students attending provision at KPS request for overnight camp for three KDEC students.

Moved: That the RAMs be approved.

Krista Clifford / Rachel Coppage
CARRIED

Need to know the staff/child ratio. The EOTC Policy needs to stipulate the staff/child ratio.

[Bernie Mulcahy-Bouwman arrived at 10.03am]

CHARTER

Moved: That the charter be accepted subject to changes below.

Rachel Coppage / Bernie Mulcahy-Bouwman
CARRIED

Remove the technology and NZSL@Schools data on pages 34-36. Then check totals add up.

Page 34 of Agenda – keep this information as total information but remove breakdown on separate DEC graphs.

Discussion took place around page 2 of the Charter (Page 4 of Agenda) around the wording of the goals (not in full). As they are in full on Page 12 of Charter it was agreed to leave page 2 as it is but link to page 12.

Strategic Action Plan – needs to be more visual. Need more data on where students go after they leave the DEC's. This information doesn't necessarily fit in this section but it is a good idea to include somewhere.

INTRODUCTION OF NEW LSM

Grant introduced Mike Rondel.

Introductions took place of Board members.

Mike introduced himself. He is an accountant with BDO, based in Christchurch. He has worked in the school sector for the last 15 years in a number of rolls primarily related to finance and property (LSM, Commissioner)

Mike is looking forward to working with this Board to help the Board with their role.

[Terri and Grant left the meeting at 10.20am]

[Terri returned to the meeting at 11.00am]

Continuation of Charter discussion

[Jenn Margaret arrived at 11.00am]

Jenn Margaret confirmed that the Board should send in the Charter as it is and then send in updated copies as they come about.

CURRICULUM

Bernie introduced Jenn Margaret.

From 2016 ERO review, an *Evaluation Map* was developed (tabled).

- SAF team keep this document updated.
- Every action is addressed to be consistent across both Centres.
- Map tracks progress for each centre. "Joint" means both Centres are in the same place at the same time working on this piece of work.
- It is a living document with individual project plans sitting underneath it

Jenn acknowledged the work of the SAF team. It has been a huge task. ERO's recommendations were aspirational. This evaluation map comprises of approx. 3 years work.

Started working from top looking at reviewing assessment policies. Now moving into teaching and learning.

Over 150 separate pieces of assessment are being used over both DEC's.

Student Management System Project Plan tabled as an example of an individual project plan.

Student Management System (SMS) is supported by KAMAR.

- This is to allow teachers to access quality data on students and their progress
- Significant changes needed to take place to make KAMAR work in the DEC context.

DEC's Reporting Teaching and Learning Plan and the *3 Year Curriculum Assessment, Moderation Reporting Cycle* were tabled.

Bernie spoke to these documents.

Board feedback and queries:

How often would a learner be assessed? Will the reports go to the Parents?

- The assessment will go as usual.
- Every child will still be assessed on an annual basis

Reporting to board

- The Board will receive reporting on a cycle that aligns with Strategic Plan (3 years).
- ERO noted the amount of information the Board was being reported, and that it was almost overwhelming.
- This suggested approach will have annual curriculum focus areas. eg writing one year, then the following year reading, etc. Nationally the Board will still report annually.

Parent database.

- This needs to be narrowed down to students enrolled at and receiving RTD services from the DEC's. At the moment includes all parents of all students, including those who have no contact other than to receive batteries

Combined Kelston & van Asch Deaf Education Centres SAF Project Plan (draft) tabled.

SAF Team analysed data to identify core key issues contributing to student achievement and teacher capability. Have streamlined this to two areas – Project Outcome and two Objectives as follows:

1. Leadership of Teaching and Learning through a shared vision and approach on how we will strengthen teaching and learning.
2. Leaders and teachers have a shared understanding and practice of Teaching as Inquiry demonstrated by their use of appropriate evidence to evaluate student progress and inform next step learning.

[Jenn Margaret left the meeting at 12.15pm]

Mike Rondel

Mike is yet to have a full briefing from the MOE outlining their concerns and objectives.

Mike doesn't expect to make any immediate changes to the way the Board and DECs are operating.

Scoping period:

Mike will work with a number of people including Terri and Rachel D, Principals and Executive Officer. This usually takes approx 4-6 weeks. During this time he will then identify if there are any urgent changes needed to systems, reporting, etc.

Budget.

Board was reluctant to sign off budget knowing intervention was due to change. Mike will look at budget in detail, however schools should continue to operate as normal (but conservatively). The Budget will need to be approved by the Board (probably at the June meeting).

By the end of May the Board will be given a Resource Notice for the second half of the year. By the next Board meeting the Budget would have expired.

It is really challenging not having a confirmed budget.

[Lynne Guy, Daniel Greenwood and Margaret Carr left the meeting at 12.30pm]

FINANCE

2018 Draft Budget (13 April, 2018) was tabled.

Total Net Projected Outgoings for the Year (consolidated) is a deficit of \$1,380,054.

Discussion took place re repayment of Banked Staffing. This is currently on hold with the MOE. An urgent discussion needs to take place at MOE level regarding the repayment of this money.

Proceed with caution on the operating Budget from 8 March 2018.

Signatories for KDEC

At the December Board meeting the Board agreed to change the signatories for KDEC. The bank needed specific wording.

The Board agreed that Sam Dickenson also be included in this list.

Moved: That Sam Dickenson be added as a signatory to the KDEC bank accounts.

Rachel Coppage / Krista Clifford
CARRIED

Resolved that: The Combined Board of Trustees of Kelston and van Asch Deaf Education Centres confirm the authorization and hereby appoints the following authorized signatories to be operated on joint basis of any two signatories for all banking and Internet transactions:

Name	Designation
Tom Purvis	Acting CEO/Principal
Matthew Koning	Executive Officer
Margaret Carr	Head of School
Hilda Baker	Resource Manager
Daniel Greenwood	Acting Resource Manager
Sam Dickenson	HR Manager

Resolved Further that, the Common Seal of Kelston Deaf Education Centre is affixed, wherever necessary, in the presence of the Secretary of the Board of Trustees.

Bernie Mulcahy-Bouwman / Crystal Skinley
CARRIED

LITERATURE REVIEW

Memo received – FYI

ECE

ECE Policy

Memo received.

Ask BLENNZ what their structure and model is like.

ECE Strategy – Draft Strategic Plan

Memo received.

Recommendations:

1. The nature of the consultation will be a basic review with our current parents and stakeholders.
2. To hold on the development of the Strategic Goals until the Service Delivery Model has been further developed.
3. Roisin to work with Kathryn Metcalfe to investigate options around the legal obligations the Trust hold.

ECE – Board Representation

Currently Bernie and Rachel D. Rachel D no longer has the capacity to undertake this role.

Krista nominated Crystal.
Seconded by: Amy-Nicole Hartley

Crystal agreed to the nomination.

Due to no other nominations Crystal Skinley is the new representative on the ECE Trust Board.

ECE Budget

Operations are going on in a conservative manner.

In-Committee at 2.23pm

Crystal Skinley / Krista Clifford
CARRIED

Out of committee at 3.05pm

Crystal Skinley / Bernie Mulcahy-Bouwman
CARRIED

Previous Meeting Memo

Happiness Fund – deferred to next meeting

Meeting closed at 3.06pm

Next Meeting: Friday 15 June, 2018

ACTIONS:

PREVIOUS MINUTES

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CHARTER

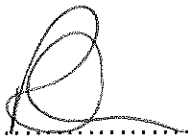
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Rachel Douglas
Chairperson
Board of Trustees

15/6/18

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Date