

Kelston and van Asch Deaf Education Centres

Minutes of the Combined Board of Trustees meeting held on 1 August, 2015, commencing at 9.30am, Wellington Airport Conference Centre, Sunderland Room

Present: Rachel Douglas (Chair) Bernie Mulcahy-Bouwman, David Foster, Glenn Dillon, Joy Creet, David McKee, Priyanka Raja, Madison Davy

Apologies: Eric Coppage, Aileen Jones, Jill Le Prou (Secretary)

Leave of Absence: Joanne Studer

Secretary: Rose Drummond

Interpreters: Rosie Henley, Jenn Gilbert

In Attendance: Roisin Connolly

WELCOME

Rachel welcomed everyone to the meeting. Rachel will be chairing the meeting today.

APOLOGIES

Eric Coppage, Aileen Jones, Jill Le Prou (Secretary)

Leave of Absence:

Jo Studer (Jo has tendered her resignation)

CONFLICTS OF INTEREST

Nil

INTRODUCTION

Roisin Connolly, our new Community Engagement Officer, was welcomed to the meeting.

PREVIOUS MINUTES

June Minutes

Correction: Rachel was not present at the June meeting.

Minutes of the meeting held 22 June 2015 confirmed.

David McKee/Glenn Dillon

CARRIED

Matters Arising

No

CORRESPONDENCE

Received Inwards and Outwards correspondence.

Inwards

David Foster/Bernie Mulcahy-Bouwman

CARRIED

Outwards

Glenn Dillon/David McKee

CARRIED

QUARTERLY REPORTS

KDEC

An issue to consider is the growth of the ASSIST programme. This will cause more students to be included on caseloads, which may lead to issues with staffing over time.

A first attempt has been made to gather students reading data ranging from Year 2 to Year 10 who are on the caseload of RTDs. The aim is to be able to check what the overall achievement levels are of students attending mainstream schools. The results show we are achieving at, or just below, chronological age.

This reporting will be completed by van Asch also. Method of reporting to be discussed between David F and Bernie.

Moved: That the Quarterly Report be adopted.

David Foster/Glenn Dillon

CARRIED

Van Asch

Bernie proposed the Quarterly report be re-sent due to quality and data issues in the area of staffing and students. ASSIST figures will change from 1st July. There are differences between the KDEC and van Asch reports and Bernie and David F will clarify.

David F asked for information on the Immersion courses. All courses in 2015 are full and popular. Deaf students have contact with each other and this helps develop their own identity. The website has good detail on how the courses are planned.

Moved: That acceptance of the Quarterly Report be deferred to the next meeting. The report will be circulated before the meeting.

Bernie Mulcahy-Bouwman/Joy Creet
CARRIED

FINANCE

May/June Financials

KDEC

Received.

Tracking according to budget. Dipping into deficit but that was expected.

Between now and end of year the Working Capital will drop due to:

- (1) Money will be spent on construction of the Marae;
- (2) BNZ short-term deposits will be used to buy furniture and equipment for new hostel and new buildings.

The building work can be followed on Facebook under KDEC buildings – old to new. The 2nd of May 2016 is targeted for the opening day.

Moved: That the May/June financials be adopted by the Board.

David Foster/David McKee
CARRIED

van Asch

Received.

The Centre recorded a YTD surplus of \$456,219; this is \$711,839 above budget. Tracking better than planned.

Moved: That the May/June financials be adopted by the Board.

Bernie Mulcahy-Bouwman/Joy Creet
CARRIED

Funding Applications

N/A

PRINCIPALS REPORTS

van Asch

Received.

van Asch is hosting a Ski trip in August for students from both van Asch and KDEC. Students are excited and have set up communication to introduce themselves via video.

KDEC

Received.

ERO

ERO have released new methodology for conducting reviews. They have invited schools to put in a report as to how we would rate ourselves and showcase our strengths. KDEC is thinking of putting in an expression of interest.

ERO reviews for KDEC and van Asch are usually held separately, but there is a possibility of a co-ordinated visit in order to have the review together. Discussions need to take place between ERO offices and DEC's to ascertain if a joint review is feasible.

POLICY REVIEW

Vulnerable Children Act

This Act came in on 1st July this year and will be progressive over 4 years. Both Centres are working towards compliance.

NAG 6 Legislation

Draft, needs clarifying as not all guidelines are on it.
Defer to next meeting.

TRUSTEES/CHAIRPERSON

Chairperson

Potential options as per the June Minutes:

Option 1 – Elect from within own ranks

Option 2 – Co-opted Chair

Option 3 – Elect from within and work towards improved chair's role or co-option

Or,

Option 4 – To share the role

Points from discussion to be considered:

- The Chair needs to be readily available as work grows at each Centre and Principals need to spend more time individually working with Board Chair.
- High involvement with the Ministry, which can often involve the Board Chair. There is a legal obligation to make sure we have covered Section 99 of the Act, which is where expertise and experience in management would be useful.
- Attendance at meetings is low. Easy to lose perspective of achievement but someone new could capture those opportunities.

- Co-opt someone with a high profile so as to communicate achievements and raise Boards profile, potential of high profile person assisting with funding projects.
- Preference is to choose a Board Chair for a specific amount of time, rather than have an Acting Chair. Then free to decide what to do next. Principals need clear information as to who they are communicating with.
- David F suggested Roisin approach ex trustees to carry out an Exit interview. Roisin will only share the information the person gives permission for. The aim of the interview is to receive valuable feedback about things to change in future, why they really left, how we are improve for future, etc. Roisin will report back in time for the September Strategy meeting.

Moved: Rachel Douglas be elected by those present as Board Chair. David McKee be formally noted as Deputy Chair.

David Foster/Glen Dillon
CARRIED

Moved: The responsibilities of the Board Chair will be shared between Rachel Douglas and David McKee.

Rachel/Joy
CARRIED

It was agreed the following tasks would be delegated between Rachel and David M:

- Carrying out principals appraisals - Rachel
- NZSL Steering committee – David M
- SAG meeting – David M
- Appointing senior management roles – David M
- Strategic Planning day schedules to prepare - Rachel

Trustee vacancy

Jo Studer has tendered her resignation.

Moved: The Board accepts Jo Studer's resignation.

Priyanka Raja/David McKee
CARRIED

Three parent positions to fill to replace Oliver, Barbara and Jo.
Oliver Ferguson – now at Selection stage. Bernie to talk to Kate Whale, President of NZ Federation to see if they can identify someone suitable.

Moved: Resolve to fill two casual vacancies for elected trustees according to Section 105(1) of the Education Act.

David Foster/Glenn Dillon
CARRIED

Moved: The Returning Officer for two parent elections is Jill Le Prou.

Glenn Dillon/David Foster
CARRIED

Student Trustee Elections

Returning Officer to be appointed.

Moved: That Rose Drummond be the Returning Officer for Student Elections.

David Foster/Glenn Dillon
CARRIED

ANNUAL PLAN SCHEDULED ITEMS

Strategic Planning Meeting (13/14 September)

Meeting to cover:

- Strategy for election in May 2016
- Operating priorities for 2016
- Board to have update across education sector from Bernie & David F
- Board training through 2016: is NZSTA the right choice? Possible alternatives are Tracey Brown, Professional Change Manager or Mark Sweeney.
- Roisin to assist with methods of communication to staff, community, parents.
- Blue skies

Order of meetings changed:

Board meeting to change to Sunday and Strategic Planning day to Monday.

NZSL@School Monthly Report

David McKee to join meeting on 18 August with Sonya, Bernie & David F
1.00pm – 2.30pm, in Wellington.

Moved: That the Report be received.

Glenn Dillon/Joy Creet
CARRIED

AODC/RTD Stage 3 Contract from MoE

Contract received and read. Signed by Rachel as Chair.

Contract until end of year. We need discussion if amount of resourcing is sufficient. MoE are also keen to move this funding into Resource Notice.

Property Update – van Asch Sumner site

Last week Bernie received a list of possible sites in Christchurch. Bernie asked Board for permission to go ahead and look at the sites and asked if a Board member would like to join her. David McKee expressed interest in looking at sites with her. Other members of the van Asch Senior Leadership team would also visit, and a parents' perspective would also be sought.

This group will discuss which sites to view and visits could take place October/November. The van Asch site will also be viewed by the group at this time. Over the next six months a brief will be put together to build a vision of what the future purpose is for the Centre.

GENERAL BUSINESS

Xmas Recognition

Defer to next meeting.

Board Dates 2016

Option 1: 6 meetings per year. Future choice.

Option 2: 8 meetings per year. Allows for newly elected members to have two meetings before Strategic Planning day.

Moved: Accept Option 2, 8 meetings per year

David McKee/Glenn Dillon
CARRIED

Within the eight meetings, two dates are over the school holidays. Committee chose the 11th April and 19th September, outside school holidays.

David to discuss with Jill:

- The last week in March rather than 11th April.
- Should the Strategic Planning day be September, not August.
- Add in 2nd May for opening new building at KDEC

Dates to be confirmed at the next meeting.

Associate Principal

Applications for this position close 5th August. Interviews to be held 14 August or a date yet to be decided (depends on availability of interpreters).

Committee to include a nominated board representative. The Committee will be given a short-list of candidates for discussion.

Moved: David McKee to represent the Board on the appointment committee for Associate Principal.

David Foster/Priyanka Raja
CARRIED

ANZCED Conference

7th – 10th July 2016. van Asch are working with Conference Innovators. The website is now live.

IN COMMITTEE at 2.54pm

David McKee/Glenn Dillon
CARRIED

OUT OF COMMITTEE at 3.24pm

Glenn Dillon/Joy Creet
CARRIED

PARKING LOT

Logo branding: Roisin will work on this after she has had time to connect with the community.

Next Meeting: **Sunday 13 September BOT meeting**
 Monday 14 September Strategy Planning meeting

Karakia

Meeting finished at 3.32pm

ACTIONS:

QUARTERLY REPORTS

KDEC

van Asch to include student reading data in future Quarterly Reports. Method of reporting to be discussed between David and Bernie.

van Asch

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ERO

Discussions need to take place between ERO offices and DEC's to ascertain if a joint review is feasible.

POLICY REVIEW

NAG 6 Legislation

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Trustee vacancy

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Roisin to carry out exit interviews with past trustees.

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PROPERTY UPDATE

Bernie, along with David McKee, and other Senior Leadership team members to look at sites proposed by the MoE.

GENERAL BUSINESS


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Board Dates

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Rachel Douglas

Chairperson

Board of Trustees

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13/9/15