

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

### **Minutes of the Combined Board of Trustees meeting held on 5 December, 2015, commencing at 9.30am, Wellington Airport Conference Centre, Sunderland Room**

**Present:** Rachel Douglas (Chairperson), Bernie Mulcahy-Bouwman, David Foster, Glenn Dillon, Eric Coppage, Crystal Skinley, David McKee, Joy Creet, Meghan Coppage, Cha'nel Kaa-Luke

**Apologies:** Aileen Jones, Rose Drummond

**Secretary:** Jill Le Prou

**Interpreters:** Jenn Gilbert, Saran Goldie-Anderson

**In Attendance:**

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#### **WELCOME**

Rachel welcomed everyone to the meeting.

#### **APOLOGIES**

Aileen Jones & Rose Drummond

#### **CONFLICTS OF INTEREST**

Discussed what this means. Suggested a guideline of \$25,000 personal financial interest but there would be other times a conflict could apply and members could withdraw from the conversation at any time if a conflict arose.

## **PREVIOUS MINUTES**

### **November Minutes**

Minutes of the meeting held on 2 November 2015 were confirmed.

Glenn Dillon / Eric Coppage  
**CARRIED**

### **Matters Arising**

Nil

## **CORRESPONDENCE**

Received Inwards and Outwards correspondence.

Joy Creet / Eric Coppage  
**CARRIED**

## **PRINCIPALS REPORTS**

**Kelston** - Received for information only.

Peter Hughes – send a letter thanking him for the work on the NZSL Special Programme at OPS. David F will write a letter of acknowledgement.

**van Asch** – Received for information only

### **Special Education Update**

Slides received re information that has come out of the Special Education Update. Slide on Agenda Page 22 – six ideas. These will translate into action (Slide on Agenda page 25).

Available on MoE website are the full reports (<http://www.education.govt.nz/ministry-of-education/specific-initiatives/special-education-update/>) including in NZSL.

## **ANNUAL PLAN SCHEDULED ITEMS**

### **NZSL@School Memo, Monthly Report & Final Report**

#### **NZSL@School Monthly Report**

Received

David Foster / Crystal Skinley  
**CARRIED**

A lot of discussion took place around priorities and funding.

A group to be brought together mid-late January including Board involvement to discuss the way forward (a Working Group). This group can report back to the Board.

Need the Budget approved.

Option A – Agree to commit an additional \$169,000 for the 15/16 year.

Option B – Agree to Project Contingency funding of \$86,000 in addition to the \$169,000.

**Agreed:** to committ an additional \$169.000 for the 15/16 year.

David McKee / Glenn Dillon  
**CARRIED**

**Agreed:** to Project Contingency Funding of \$86,000 in addition to the \$169,000.

Joy Creet / Crystal Skinley  
**CARRIED**

**Recommendation:** The Principals to go ahead, knowing the funding, to develop a plan and who could be involved in the Working Group which would meet in January.

Working Group to include: Principals, one SMT from each Centre, Deaf Representative and two Board members.

Crystal Skinley and David McKee to represent the Board as part of the working group.

### **NZSL@School Final Report**

Big Report – need time to read it. May need to set up a Sub Committee to look at recommendations.

The Project Team have finished. Who will be co-ordinating this work moving forward?

### **FINANCE**

#### **October Financials**

#### **KDEC**

Received.

**Moved:** That the October financials be adopted by the Board.

Glenn Dillon / David McKee  
**CARRIED**

**van Asch**

Received

**Moved:** That the October financials be adopted by the Board.

Joy Creet / Cha'nel Kaa-Luke  
**CARRIED**

### **Resource Notice 2016**

Received Draft Resource Notice for 2016 – for information only.

Email from MoE re six monthly meetings with Brian Coffey. The first meeting should happen earlier in the year. The first meeting to be suggested for March 2016 with Principals and Board Chair.

### **Funding Applications**

Bendigo Valley Sports & Charity Foundation

**Moved:** That the Board resolves to support an application from van Asch Deaf Education Centre to Bendigo Valley Sports & Charity Foundation requesting financial assistance towards costs for Resources specific to language acquisition and literacy, modern reading material and funds to go towards KIT (Keep in Touch) days.

Proposed Amount: \$3,000.00

David Foster / Joy Creet  
**CARRIED**

### **STUDY AWARDS**

Memo received.

**Recommendations:** That the Board notes the Principals' decisions to offer fixed term contracts to 9 teachers in order to (a) retain their services in 2016 and (b) enable them to enrol in the first year of Teacher of the Deaf training in 2016.

Joy Creet / Glenn Dillon  
**CARRIED**

### **ASSIST Governance**

Memo received – for information only.

### **PROPERTY**

**van Asch**

Memo received – for information only.

## **DRAFT CHARTER**

The Principals went through the Draft Charter section by section.

### **Strategic Direction Page**

Vision, Mission, Strategic Imperatives, Strategic Priorities – looking at a pyramid model to emphasise these ideas and show the link.

The Board agreed that the Principals are on the right track.

The next draft will be forwarded to Board members for feedback once completed so a final Charter can be brought to the 22 February meeting for sign off.

## **BUDGETS**

### **Kelston**

Received.

Page 201 – looking at a deficit of \$687,073

David F is asking the Board to sign off on a deficit budget. Notes on variations explain. David F gave further information on the notes on variations.

**Moved:** That the Kelston Budget be approved.

Glenn Dillon / Joy Creet  
**CARRIED**

### **van Asch**

Received

Page 204 – looking at a deficit of \$360,102.

Bernie explained the Budget Commentary.

Need to look at the NZSL Project team which, apart from money approved today, Bernie has not looked at.

**Moved:** That the van Asch Budget be approved.

Bernie Mulcahy-Bouwman / Joy Creet  
**CARRIED**

## **PRESCHOOL TRUST**

ECE Trust Update – memo tabled.

**Moved:** That the ECE Trust Elections be carried over until early 2016.

David McKee / David Foster  
**CARRIED**

**Moved:** The Board endorse Deloitte as the Auditor of the ECE Trust.

David Foster / Glenn Dillon  
**CARRIED**

**EDUCATION ACT REVIEW** - Submissions can be submitted up until 14 December. There are changes re Governance that we will need to be aware of around ECE Trust.

Individual or Board submissions can be made.

## **GENERAL BUSINESS**

### **van Asch Residential License**

A form was circulated around the Board members for completion.

### **Education Act Review**

For information on what this Review is about please go to the following website:

<http://www.education.govt.nz/ministry-of-education/consultations-and-reviews/education-act-update/>

The plain version is on the MoE website under Update.

Issues to be included in the Board's submission:

- Governance (in particular Preschool Trust)
- Access to achievement information (MoE have but won't share with us)
- MoE to recognise us as a community of learning around Deaf education
- MoE's job to be the service provider

Rachel, David F, Bernie and Roisin to put a submission together.

Roisin Connolly joined the meeting at 1.50pm

IN-COMMITTEE – 1.54pm

Glenn Dillon / Joy Creet  
**CARRIED**

OUT OF COMMITTEE – 3.21pm

Crystal Skinley / Cha'nel Kaa-Luke  
**CARRIED**

**Next Meeting: Monday 22 February, 2016 – Wellington Airport Conference Centre**

**Karakia**

Meeting finished at 3.22pm

**ACTIONS:**

**PRINCIPALS REPORTS**

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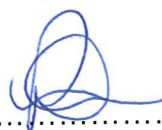
**GENERAL BUSINESS**

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Rachel Douglas

**Chairperson**

**Board of Trustees**

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22/2/16