

Kelston and van Asch Deaf Education Centres

Minutes of the Combined Board of Trustees meeting held on 21 March, 2016, commencing at 9.30am, Wellington Airport Conference Centre, De Haviland Room

- Present:** Rachel Douglas (Chairperson), Bernie Mulcahy-Bouwman,
David Foster, Crystal Skinley, David McKee, Joy Creet, Cha'nel
Kaa-Luke, Glenn Dillon, Eric Coppage
- Apologies:** Meghan Coppage, Aileen Jones
- Secretary:** Jill Le Prou
- Interpreters:** Alisha Davidson & Wenda Walton
- In Attendance:** Rose Drummond
-

WELCOME

Rachel welcomed everyone to the meeting.

APOLOGIES

Aileen Jones & Meghan Coppage

CONFLICTS OF INTEREST

Nil

PREVIOUS MINUTES

February Minutes

Minutes of the meeting held on 22 February, 2016 were confirmed.

David Foster / David McKee
CARRIED

Matters Arising

Nil

CORRESPONDENCE

Received Inwards and Outwards correspondence.

Additional Correspondence tabled.

Joy Creet / Crystal Skinley
CARRIED

PRINCIPALS REPORTS

van Asch – Received for information only

Bernie has now visited 6 of the 11 areas re consultation meetings. Receiving valuable feedback. Bernie is going to send a summary back to each parent consultation group, especially where there have been questions asked. The Parents Federation to be asked if they could also put up the summaries for parents to read.

Agreed: The Report be accepted.

Joy Creet / Crystal Skinley
CARRIED

Kelston - Received for information only.

KDEC have had a change from Julie Spedding to Tania Tawhi from the MoE as our new School Achievement Function Officer.

After discussions with Rachel a decision has been made to defer the Official Opening of the new buildings.

Preschool opens tomorrow and it is looking like another two weeks before admin staff will be able to move. This does not allow enough time to be ready for the original date (6 May) for the official opening. A new date to be determined – possibly August.

Siobhan Patterson (Principal - Tirau Primary School) has emailed David F since their Board meeting on 15 March. David F read the email - "The Tirau Primary School Board of Trustees is very excited about the opportunity to work with the Kelston Deaf Education Centre to look at the potential provision of a hub for Deaf Education in the South Waikato based at our school. We are looking forward to the opportunity to work with David F, the KDEC team and the MoE to make this a reality".

Minutes will be taken for all meetings regarding the process to set this up.

Agreed: The report be accepted.

David Foster / Crystal Skinley
CARRIED

GENERAL BUSINESS

Naming of New Driveway - KDEC

When this idea was originally put forward there had been no discussion with the Deaf community.

A discussion needs to take place with the Deaf community around the idea of naming the driveway "Cyril Allen Drive".

Agreed: The Board give approval for Susan to proceed with consultation.

Eric Coppage / Crystal Skinley
CARRIED

BOARD STRATEGIC ACTION

Draft Induction Pack

Page 36 – Item 3. Change to include "with or without leave"

Agreed: Trustees who are absent with or without leave for three consecutive meetings shall be deemed to have resigned from the Board.

David McKee / Glenn Dillon
CARRIED

To be continued later in meeting.

ANNUAL PLAN SCHEDULED ITEMS

Roisin Connolly joined the meeting via Skype at 11am

Name of Board (DEANZ), Logo, Board Website

The Board has previously researched whether Deaf Education Aotearoa New Zealand (DEANZ) could in fact be used as the Board name. The Board then approved that DEANZ would be the name for the Board and that our Community Engagement Officer, once employed, would roll this out to the community.

Need to look at an identity that shows the collaboration that we do. Perhaps one logo for both DECs rather than just the Board.

Two different sites so remaining individual logos could remain and an overall logo for the Board could be developed.

Raises issues around vision and direction. We need to ask why? If we are wanting to "brand" the Board. What would the Board be doing differently than the two sites?

Approximately 10% of our students are enrolled at and approximately 90% are receiving services from.

What does it mean to be Deaf Education New Zealand? We will need to be ready to explain what this means to people. Must mean something new and different otherwise we shouldn't change.

The change came when the Combined Board was elected.

The Board would like Roisin to lead a process that will take us through these discussions. Questions/feedback going out to the community to either come up with one logo to use across both Centres or staying with individual and developing one for the Board. Then for Roisin to launch the decision out into the wider community.

The best this Board can do is package up where we are up to so the next Board can continue.

Be careful that the brand includes the two DEC's, rather than rebranding the Board and distancing the Board from the DEC's.

The Board are not ready to say go ahead right now. This is going to be a job for the next Board. The Board will put together a briefing document with our current thinking and what would be expected during the next term of Trustees.

Need to consider if this will benefit Deaf children, how it helps with the services we provide and where the budget will come from.

Look at changing the name now to DEANZ and the logo later.

Action: We will need to provide a "Briefing to the Incoming Board" on any outstanding issues.

All of the above will go into the briefing paper for the new Board.

Moved: We choose to defer the previous decision to start using the name DEANZ. We will pass on a briefing document to the new Board and this will become a decision for them.

Moved from the Chair
CARRIED

Roisin Connolly left the meeting at 11.50am
David McKee left the meeting at 11.55am

Dropbox

Rachel put forward an idea for placing electronically the Agenda documents as they arrive. Dropbox is an option. Also Google Drive. This way Board members can read some of the documents prior to the agenda arriving.

The Board agreed that this would be worth a trial. Jill to set up a system to do this with papers for the next Board Meeting.

Annual Reports

KDEC

Moved: That the Report be accepted.

David Foster / Glenn Dillon
CARRIED

van Asch

The Executive Summary has now been added.

ASSIST and NCEA information has also now been included.

David F and Bernie have ensured the Reports are as aligned as possible.

Moved: That the Report be accepted.

Bernie Mulcahy-Bouwman / David Foster
CARRIED

UPDATES

NZSL@School

Summary received – FYI.

Sonya Logan's final NZSL@School Report – haven't had time within our Agendas so far for 2016 to bring Sonya in to give a report. Add this to the August agenda to bring the new Board up to date.

Moved: That the Board advise SAG that the DEC's will make the report available on their websites putting this into the public domain.

Glenn Dillon / Crystal Skinley
CARRIED

ASSIST – 2016 Contract

Julie Hook (Ministry contact) has provided an updated Contract. This contract is a renewal for the entire calendar year. This gives us time to work together and get this into our Resource Notice.

Essentially three things:

1. Make the change
2. What does service delivery need to look like going forward.
3. To determine the service funding mechanism going forward.

Re No. 2 above – van Asch have discovered significant increase in numbers in some areas. Bernie is going to have recruitment issues and substantial travel issues. Differences in what the MoE has provided and what is actually there.

Re No. 3 above - The MoE should be funding a lot more than they currently are.

The DEC's are finding children that should have been referred to the DEC's years ago.

Rachel has signed the Contract to get us going. This Contract is for the coming 12 months.

This also means that the \$142,000 can be invoiced to the MoE. This is what we haven't claimed for this year.

ERO Update

Rachel has sent an email in response to the initial one from ERO reiterating that the ERO Review would suit us better to be held later in Term 3.

Brian Coffey Meeting Feedback

Summary received from strategic discussion with MoE (Brian Coffey).

BOARD STRATEGIC ACTION - continued

Draft Induction Pack - continued

Add Policies to appendices.

Page 33 – Conflict of Interest (i) – NZSTA have put out a clear summary on what constitutes a conflict of interest. This to be included.

Add van Asch Preschool ERO Report to appendices.

Add DEC websites to websites.

Page 26 – Legislation – check references for ones out of date

Add:
Vulnerable Children's Act
NZSL Act

Websites –
Add:
HRC review on sign language – under Disability Strategy

NZSL Boards Action Plan
Parents Federation
Deaf Aotearoa
Cochlear Implant Trusts (Northern & Southern)

Page 37 – add a provision to conduct meetings via Skype or similar.

Page 37 add – The Board reserves the right to invite members of the public to attend via Skype.

Moved: Page 37 - No. 12 – “The Board recognises the difficulty in assembling the Board. In some cases the business may be conducted using technology (email/skype/hangout). In these cases, the business...”

Glenn Dillon / Eric Coppage
CARRIED

Election Update

Election timeline confirmed.

Disciplinary Sub-Committee

Bernie asked parents at the Christchurch Consultation meeting if any parents would be interested. No one put their names forward so they are now at the point of shoulder tapping.

Joy Creet
Dyanne Bensley
Stephanie Rathgen
Rachel Douglas

The above are still available if a need arises to attend disciplinary meetings

FINANCE

2015 End of Year Financial Position

Kelston

This is almost ready to go to the Auditors. Just having discussions around putting accounts into the Kiwi Park Model.

KDEC has concerns as to whether our staffing balances.

Concerns around the amounts that have been charged to specialist services.

Concern around whether our interpreter billing is up to date with the MoE.

Moved: The Board adopt this end of year financial position now subject to Audit.

David Foster / Glenn Dillon
CARRIED

van Asch

van Asch presented their draft accounts at the last meeting. Nothing has changed. The Kiwi Park Model is now compulsory but van Asch have a few different codes. van Asch are working closely with Solution Services to work this out.

YTD Financial Update

Kelston

Taken as Read

\$38,000 in deficit as at the end of February. No depreciation in these figures. No reversals – it's a straight cash position.

Page 162 – bank balance \$2.5m as at end of February.

The Board noted the financial update and looks forward to receiving a full financial report.

van Asch

Taken as Read

Page 164 the position as at end of February - \$19,928 surplus. Still entering data.

Page 163 – bank balance \$5.3m as at end of February.

The Board noted the financial update and looks forward to receiving a full financial report.

Bernie to bring to the next Board meeting a draft statement of commitment to provide explanation of the cash position.

ANZCED/APDC Budget

Memo received.

This memo advises the Board that we are looking at a loss of up to \$20,000. Still seeking sponsorship and hoping to break even.

POLICY REVIEW

Policy Review Schedule – Updated

Received

Glenn Dillon / David Foster
CARRIED

NAG 3 – Complaints Policy

Received Draft Complaints Policy

There are two sections – formal and informal. Need to make it clear that the informal steps should be taken first.

Add another bullet point - that staff and parents are obliged to take the informal steps first unless alleging gross misconduct.

Looking to emphasise resolution through discussion while at the same time maintaining the link to everybody's right to be heard and the right to have access to fair process. Also positioning it as it would be the Board preference to deal with it informally before going into a formal process.

Add in final box under formal written complaint – Outcome decided and advised in writing to *the effected parties* and the Board of Trustees.

Add in formal box – Resolved through discussion – *agreed actions recorded*. And in Resolved box add *agreed actions recorded*.

Moved: In general terms the Board agree with the principles in the policy and until we produce a final version we should be guided by the general principles and processes captured in the draft.

David Foster / Glenn Dillon
CARRIED

This to be brought back to the next meeting with changes.

NAG 4 – Finance

No. 8 – David F is not aware of a Board member as a signatory at KDEC. Currently David F signs as a delegated Board member on site and then one of the other signatories at KDEC signs it. Suggests “that of a board member or” is removed.

Moved: That the Finance Policy be adopted subject to the above change being made.

David Foster / Glenn Dillon
CARRIED

NAG 5 – Health & Safety Policy

The numbered items are to be renumbered into priority order.

Moved: As an interim decision the Board supports the general purposes and principles outlined in the draft but recognises that there is still some more work to be done in particular:

- Need to include a statement around own self responsibility.
- Clarify that focus is on Students and staff.
- Look for EOTC as a specific reference point in the policy.
- To make sure that we are very clear in the outline of policy that there is an emphasis on all reasonable and practical steps.

Joy Creet / Eric Coppage
CARRIED

ECE TRUST

Update & ECE Trust Elections

Memo received.

The Election timeline has been confirmed.

ECE Trust Budget

Tabled

There are discrepancies between the two Early Childhood Centres due to the different ways they are run.

This is a starting point reflecting what the current status is.

GENERAL BUSINESS

Health & Safety Act

van Asch have been carrying out a self-audit on health and Safety. This has given them a plan around what is required and what needs to be put in place. Bernie will bring a summary of this to the May Board meeting.

This audit has been around two main issues:

Wellbeing
EOTC

IN-COMMITTEE – 3.30pm

Glenn Dillon / Joy Creet
CARRIED

OUT OF COMMITTEE – 3.40pm

Crystal Skinley / Eric Coppage
CARRIED

PARENTS FEDERATION ANNUAL MEETING

This is to take place Queen's birthday weekend. Need to think about who will attend and represent the Board. Bernie will be attending.

NZSTA

The NZSTA Conference brochure for 2016 has arrived – FYI.

Meeting finished at 3.47pm

Next Meeting: Monday 23 May, 2016 – Wellington Airport Conference Centre

ACTIONS:

GENERAL BUSINESS

Naming of New Driveway - KDEC

Agreed: The Board give approval for Susan to proceed with consultation.

ANNUAL PLAN SCHEDULED ITEMS

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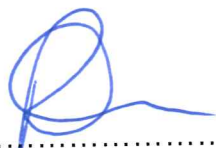
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van Asch

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Rachel Douglas

Chairperson

Board of Trustees

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23 May 2016