



Kelston and van Asch Deaf Education Centres

Minutes of the Combined Board of Trustees meeting held on 9 May, 2015, commencing at 9.30am, Wellington Airport Conference Centre, Sunderland Room

Present: Barbara O'Neill, Bernie Mulcahy-Bouwman, David Foster, Rachel Douglas, Glenn Dillon, Joy Creet, Priyanka Raja, Madison Davy, David McKee, Priyanka Raja, Aileen Jones, Eric Coppage

Apologies:

Leave of Absence: Joanne Studer

Secretary: Jill Ford

Interpreters: Rosie Henley, Jenn Gilbert

In Attendance: Rose Drummond, Bridget Ferguson and Jill Dean (1.50pm – 2.25pm)

WELCOME

Barbara welcomed everyone to the meeting.

HELENA BARWICK - NZSTA

Board training took place from 9.45 – 10.45am

INTRODUCTIONS

Introductions took place for Eric Coppage – new Trustee.

KARAKIA

Discussion took place around the commencing and finishing of the Board meetings with a Karakia with a prayer prior to lunch.

Statistics of Maori students enrolled at or receiving services from the Deaf Education Centres were given along with our Treaty of Waitangi requirements.

Religious practices were mentioned due to the Karakias being very Christian based.

Suggested that we only start the meeting with a Karakia.

It was agreed that we start and conclude with a Karakia.

APOLOGIES

Nil

CONFLICTS OF INTEREST

Nil

PREVIOUS MINUTES

March Minutes

Confirmation of the minutes of the meeting held on 30 March, 2015.

Minutes confirmed.

David McKee / Glenn Dillon
CARRIED

Matters Arising

Page 7 – Establishment Board of Trustees of Ormiston Junior College (OJC) and Tom Purvis meeting re OJC – this is moving along.

Page 7 - Redcliffs School – Submissions have been extended.

CORRESPONDENCE

Received Inwards and Outwards correspondence.

Additional Correspondence was tabled.

Glenn Dillon / Bernie Mulcahy-Bouwman
CARRIED

Matters Arising

Nil

REPORTS

Principals Reports

van Asch – received and taken as read.

KDEC – received and taken as read.

The KDEC Bulletin to be forwarded to Board members over the next month to see if it is something they would like to continue to receive in the future.

Hearing Impaired vs Hard of Hearing

Discussion took place around changing to Hard of Hearing instead of Hearing Impaired.

Moved: That Hard of Hearing be used instead of Hearing Impaired effective immediately. Changes will take place for Policies and Reports as new ones are written and when Policies are reviewed and ratified.

David McKee / Glenn Dillon
CARRIED

Quarterly Reports

KDEC

Page 21 – an apology – there is one section in the report that hasn't been populated – student device usage. Regional students' device usage has not yet been entered into KAMAR. This will be entered by the June meeting.

It was suggested previously that information was put to the Board Region by Region in more detail. Page 22 was explained line by line so other pages would be clear to read – same in van Asch Report.

In the next report the technology information will be added.

One of the Goals this year is to develop a Pasifika Education Plan. These graphs show where students reside via ethnicity. (eg, if the Pasifika plan isn't rolled out in Northland it is because the one student up there is already being supported through their IEP).

Page 24 – Tu Kokiri – previously Transition. There is an explanation on our Website around the changing of the name and also on their Facebook page.

Page 31 – Mainstream Courses – shows where courses were offered and how many attended.

Page 36 – Recommendations / Requests to Vary

Moved: That the Quarterly Report be adopted.

David Foster / Glenn Dillon
CARRIED

In the future the Quarterly Report will be emailed as soon as available with a paper copy included in the Agenda.

van Asch

Additional page tabled re School Network 2015.

Page 51 – Staffing Transfers – a significant number of students are noted as staffing transfers. Bernie has broken the data down into area and by what type of context they are in.

Should van Asch be looking at RTDs in these areas rather than staffing transfers? Bernie will be looking at this for 2016.

Actual number of students to be used in the future instead of percentages.

Moved: That the Quarterly Report be adopted.

Bernie Mulcahy-Bouwman / David Foster
CARRIED

Page 54 – Last line to be removed from the Quarterly Report – only relevant to KDEC.

Annual Reports

KDEC

All the information in the Annual Report relates to 2014.

Moved: That the Annual Report be adopted.

David Foster / Glenn Dillon
CARRIED

Page 68 – arrow on the right needs to be formatted correctly.

Page 67 – Map on Page 68 should be under the heading at the top of Page 67.

Page 74 – 4th bullet point up from bottom – please use a different word to 'rely' – perhaps 'use'.

van Asch

National Standards have been added.

Under the National Joint MOE/DECs Work Programme an additional paragraph has been added under the heading - Standardised Assessments.

Moved: That the Annual Report be adopted.

Bernie Mulcahy-Bouwman / Glenn Dillon
CARRIED

FINANCE

van Asch Draft Financial Statements for 2014 Financial Year

Received.

Consolidated Financial Accounts and Annual Report for 2014

Moved: That the Board delegate sign off of Consolidated Annual Financial Report to the Executive Committee.

Rachel Douglas / Glenn Dillon
CARRIED

March Financials

KDEC

Moved: That the March financials be adopted by the Board.

David Foster / Rachel Douglas
CARRIED

van Asch

van Asch tabled the January, February and March financials.

Moved: That the January, February and March financials be adopted by the Board.

Bernie Mulcahy-Bouwman / Joy Creet
CARRIED

Jill Dean & Bridget Ferguson arrived at 1.50pm.

FIRST SIGNS

Jill Dean and Bridget Ferguson gave an overview of First Signs and their achievements to date.

The Chair thanked Jill and Bridget for coming.

Jill Dean and Bridget Ferguson left the meeting at 2.25pm

POLICY REVIEW

NAG 5 – Health & Safety

Revised Policy received.

The Board has received advice that Procedures should be listed at the end of the Policy. These to be added and the Policy brought back to the June meeting.

Complaints Procedure

Current documents for both Centres received.

A flow chart is to be developed for use by both Centres and brought back to the Board at the June meeting.

Deaf Education ECE Trust Parent Elections

Memo received.

Recommendations:

1. Call for nominations and appoint the Parent representatives.
2. Make enquiries to appoint an auditor for the 2015 financial year.

Note: The memo, under No. 2 above, stated '2014 financial year'. This has been corrected above to '2015 financial year'.

Bernie Mulcahy-Bouwman / Rachel Douglas
CARRIED

ANNUAL PLAN SCHEDULED ITEMS

NZSL@School Weekly Reports

Received

NZSL@School Monthly Report

Moved: That the Report be received.

Priyanka Raja / Glenn Dillon
CARRIED

AODC/RTD Stage 3

Memo received.

It was decided that a replacement Board member for Jo Studer at these meetings was not necessary at this point.

Community Engagement Officer - Update

Memo received.

GENERAL BUSINESS

Board By-Election – van Asch Region

Nominations closed Friday 8 May at noon. No nominations were received.

Moved: That the Vacancy be filled by Selection and that an advertisement be placed in National newspapers as per the Selection process. Trustees to bring names of possible candidates to the June meeting. Parent groups to be approached in the van Asch region and given the opportunity to identify parents to be considered for selection.

Glenn Dillon / Priyanka Raja
CARRIED

Board Logo Design

The sequence of events in the development of the KDEC logo created in 2008 was put together by Hilda Baker (KDEC Resource Manager) and received in the Agenda.

A separate booklet on the development of the logo was tabled.

It was agreed that this will be a good job for the Community Engagement Officer to undertake.

Job Appointments

David M would like included in Policy that a Deaf person is involved in the interview panel for all positions.

Moved: That at least one Deaf person be included on interview panels for all positions.

David McKee / Priyanka Raja
CARRIED

In Committee at 3.20pm.

Joy Creet / Rachel Douglas
CARRIED

Out of Committee at 3.55pm.

David Foster / Joy Creet
CARRIED

PARKING LOT

Nil

Next Meeting: Sunday 21 June (Strategic Planning Day) and Monday 22 June (Board Meeting), 2015 at The Wellington Airport Conference Centre

Meeting finished at 4.00pm

Actions:

REPORTS

Hearing Impaired vs Hard of Hearing

Moved: That Hard of Hearing be used instead of Hearing Impaired effective immediately. Changes will take place for Policies and Reports as new ones are written and when Policies are reviewed and ratified.

Quarterly Report

In the future the Quarterly Report will be emailed as soon as available with a paper copy included in the Agenda.

FINANCE

Consolidated Financial Accounts and Annual Report for 2014

Moved: That the Board delegate sign off of Consolidated Annual Financial Report to the Executive Committee.

POLICY REVIEW

NAG 5 – Health & Safety

The Board has received advice that Procedures should be listed at the end of the Policy. These to be added and the Policy brought back to the June meeting.

Complaints Procedure

A flow chart is to be developed for use by both Centres and brought back to the Board at the June meeting.

Deaf Education ECE Trust Parent Elections

Recommendations:

1. Call for nominations and appoint the Parent representatives.
2. Make enquiries to appoint an auditor for the 2015 financial year.

GENERAL BUSINESS

Board By-Election – van Asch Region

Moved: That the Vacancy be filled by Selection and that an advertisement be placed in National newspapers as per the Selection process. Trustees to bring names of possible candidates to the June meeting. Parent groups to be approached in the van Asch region and given the opportunity to identify parents to be considered for selection.

Acting
.....
Barbara O'Neill *David McKee*
Chairperson
Board of Trustees

22/6/15
.....