



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

### **Minutes of the Combined Board of Trustees meeting held on 2 November, 2015, commencing at 9.30am, Wellington Airport Conference Centre, Sunderland Room**

- Present:** David McKee (Deputy Chairperson) Rachel Douglas (joined via Skype at 1.00pm), Bernie Mulcahy-Bouwman, David Foster, Glenn Dillon, Eric Coppage, Crystal Skinley, Joy Creet, Meghan Coppage, Cha'nel Kaa-Luke
- Apologies:** Rachel Douglas (morning only)
- Absent:** Aileen Jones
- Secretary:** Jill Le Prou
- Interpreters:** Jenn Gilbert, Rosie Henley
- In Attendance:** Rose Drummond, Madison Davy
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#### **WELCOME**

David M welcomed everyone to the meeting.

#### **APOLOGIES**

Rachel Douglas (morning only)

#### **ABSENT**

Aileen Jones

#### **CONFLICTS OF INTEREST**

Nil

## **WELCOMES & FAREWELLS TO TRUSTEES**

The new Trustees were welcomed to the Board.

Crystal Skinley – Selected Parent Trustee

Cha'nel Kaa-Luke – Elected Student Trustee from van Asch region

Meghan Coppage – Co-opted Trustee (student trustee from Kelston region)

Madison was farewelled as the van Asch Student Trustee from the September 2014-September 2015 year.

Introductions of Board members took place.

The newly elected student trustee from Kelston (Ziare Armstrong) decided that he was unable to take up the position. After advice from NZSTA our options are:

1. Leave the position vacant until September 2016 when the next student election will take place.
2. Co-opt a student from the Kelston region into this position, however, they would not be a Student Trustee, they would be a co-opted member.

As Meghan Coppage had a tied vote with Ziare Armstrong and a lot had to be conducted resulting in Ziare being the successful candidate the Board agreed to Co-opt Meghan Coppage onto the Board.

**Agreed:** That Meghan Coppage be co-opted onto the Board until September 2016 when the next Student Election will take place.

Glenn Dillon / Eric Coppage  
**CARRIED**

## **PREVIOUS MINUTES**

### **September Minutes**

Minutes of the meeting held on 13 September 2015 were confirmed.

Bernie Mulcahy-Bouwman / Eric Coppage  
**CARRIED**

### **Matters Arising**

Page 8 – Flyer Roisin is putting together re five most common questions parents are fretting about. This Flyer has been sent to NZFDC to be sent out to parents.

Page 10 – NZSL@School – nominate a Deaf person to become a member of the NZSL@School Steering Committee. There is only one meeting left for this year so if this Committee continues into 2016 we can look at this again then. The Board agreed with this action.

Page 2 – Re the philosophy..... – remove the word 'don't' from first line.

## **CORRESPONDENCE**

Received Inwards and Outwards correspondence.

Inwards & Outwards

David Foster / Eric Coppage  
**CARRIED**

## **QUARTERLY REPORTS**

### **Kelston**

Across both Quarterly Reports – change in the graphs. Now that we are implementing changes in AODC and RTD rolls across the country we are tracking the number of children we are working with. There is a fourth colour in the graphs – orange – for ASSIST.

Page 22 – The last paragraph – Policy Question for the Board. At the last meeting we received a presentation from Oliver Ferguson and Darryl Alexander. This encouraged us to think about how we can improve access and be part of a community. In a city like Auckland where this is already a School for the Deaf – does the Board believe it is the right thing to do for those who want access to the curriculum in NZSL to not pick the School for the Deaf and attend a local school and then expect them to offer everything the School for the Deaf could do? Does the Board support the idea of replicating the services we already provide?

Need to think about this right across the Country.

Will raise this issue in the NZSL@School discussion later on Agenda.

There is an increasing number of children with deaf plus other needs. Description on Page 26 for Kelston and Page 53 for van Asch.

Page 23 – Immersion programme –

1. We have Maori Development Manager (Carl Ross) who is fluent in Maori, English and good NZSL skills. He is able to engage with the Kura and have a conversation about students' needs in Maori and through that conversation he is able to lead the discussion to a conversation about prioritising the needs of the child and within the philosophy of the school. If the child is Deaf - what is the language the child is using? We have people who can hold these conversations.
2. We are actively recruiting Maori Teachers. Teachers who want to become Maori teachers of the Deaf. Page 27 – Appointments column – Keisha Manukitau, Tony Werahiko – have skills in Te Reo. We are building the capacity.

These teachers are using NZSL which includes a growing number of Maori signs for specific concepts, e.g. Kaumatua, Marae.

## **van Asch**

Have included the curriculum reporting around reading and writing in this report. Hoping to include another layer for these students in the future.

Page 48-50 – graphs showing what expected norm is (blue area).

Technology data for van Asch across regional and core school – only have technology for students receiving direct teacher service.

Page 45 – Vision – you will receive reports showing writing, reading and numeracy in the same format.

Example – writing (top graph) you can see that in the first 3-4 years the students are sitting where they should be. The students are behind overall with language and literacy needs as they go further up. One group still not being reported on and once we include that we will get a true picture of where the students are at.

Page 53 – Resignations – any concerns around replacement? Hope to have all positions filled. Some are with untrained teachers. This discussion will come up under Study Awards later in the Agenda.

Eric Coppage / Joy Creet  
**CARRIED**

## **ANNUAL PLAN SCHEDULED ITEMS**

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

A Memo, Budget and updated Monthly Report were tabled.

Change to bullet point one on page 1. The Principals have contributed to this budget but Sonya has put it together.

There are some very big numbers that the Board have been asked to support.

Page 2 lists the different allocations including underspend.

The total expenses are really adding up and are currently sitting at a deficit of \$407,000. There is a proposal that the Board commit a further \$407,000 to the NZSL@School 15/16 budget. The Board have already committed that amount.

The original \$300,000 was to support the Project Team? The original view of setting up a project team was to look at two things. 1. Act now – make some changes and increase quantity of service and build quality. 2. Evaluate – really gather info – is the change making a difference so we developed the project team.

The project team are currently finishing their report. We need to develop a budget for next year. The report will ask – will spending more and more money on teacher aids whose signing is not coherent with the students they are working with – make an improvement for kids?

Second concern – will spending more and more money on teacher aides to a wider group of students make a difference?

Then there are things that have come up out of the learning of the report – are certain changes sustainable. Being asked to provide interpreters into mainstream schools. – good solution for some children and if applied full time competes with providing a trained teacher full time. Cheapest we can currently get an interpreter is \$50 an hour.

Have had presentations from Deaf Community saying one of the things [plan] agreed to do was test hub approaches. In our budgets for next year there is only \$20,000 in that line to test hub approaches.

Need to be developing assessment skills alongside this and linking into wider community.

Our pathways for children need to be considered. There will be different pathways for children and parents need to know what is available.

Children need to have the option that provides them with what they need re language, social, etc.

NZSL@School Project Team – is this finishing at the end of this year.

End of this year going up to 80 children – how are we going to handle this?

We are currently spreading ourselves too thin.

Some children need note taking support rather than sign language support. Need to look at overall model of providing appropriate support.

There are more projects that have become evident that we also need to do.

### **Recommendations:**

Apply the transfer of the \$160,000 from MoE 14/15 NZSL@School allocation to the NZSL@School 15/16 budget.

David Foster / Joy Creet  
**CARRIED**

Approve the transfer of the Board's NZSL@School 14/15 allocation of \$300,000 to the NZSL@School 15/16 budget.

Bernie Mulcahly-Bouwman / David Foster  
**CARRIED**

Approve the additional allocation of combined board funding of \$407,000 (making a total contribution of the Board \$707,000 to the NZSL@School 15/16 budget).

This is not a sustainable way to provide this funding.

**Moved:** That the Board postpone on a decision until after the final NZSL@School report has been received.

Joy Creet / Glenn Dillon  
**CARRIED**

## **PROPERTY**

### **van Asch – Memo re Proposal for Artificial Cricket Pitch**

Received

**Moved:** That the Board approves the establishment of the cricket pitch on the van Asch main site and acknowledge that there will be no cost to the Board.

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

### **KDEC – memo re Relocation to new build**

Received - for information only

Additional information to add to this memo – if you would like to follow what is happening at Kelston there is a facebook page. Logon to Facebook, then search “KDEC - from old to new buildings”. To join this group you would need to send a request to Susan Hamilton.

### **van Acsh Regional Property – Sensory Recourse Centre Capital Works - memo**

Received - for information only

Very slow progress for both sites.

### **Redcliffs/van Asch co-location & Update re Education Brief about van Asch Future Site**

Received - for information only

## **PRINCIPALS REPORTS**

### **KDEC**

Received

**Moved:** Principals Report for Kelston be adopted.

David Foster / Glenn Dillon  
**CARRIED**

## **van Asch**

Received

**Moved:** Principals Report for van Asch be adopted.

Eric Coppage / Cha'nel Kaa-Luke  
**CARRIED**

## **Draft Summary of Board Strategic Planning and Joint Management Meeting & Gap Analysis**

Received.

The Principals advice to the Board is that the current two strategic imperatives provide a broad focus for meeting student achievement goals.

To make more meaningful links the key indicators in relation to current operational activity needed to be listed under these two goals.

The Principals, Chair and Deputy Chair attended a meeting with the Project team on October 1 to discuss the emerging themes of interviews with teams working with NZSL project students. There was strong alignment with the themes and DEC operational priorities around developing best practice knowledge around Bi lingual bicultural pedagogy.

The Board and Senior Leadership team have rated the six drivers separately.

- 1 increased opportunities for communication sharing knowledge and skills
- 2 flexible use of resources to meet demographic changes
- 3 maximise the review of special education - sensory schools
- 4 set a national approach to service provision
- 5 ensure perspectives of key stakeholders are well represented
- 6 assure governance arrangements suit service provider role of the DECs

Overall average ratings are significantly different in five areas. In the area of stakeholder representation they are closely aligned.

It is possible that the Management lens versus the Governance lens provides a different perspective on these drivers. Varying interpretations of the meaning of these drivers may also be a factor.

The Gap Analysis is shown on Page 85 of the Board agenda.

## **FINANCE**

### **August Financials**

#### **KDEC**

Received.

## **September Financials**

### **KDEC**

Received

Income slightly less than what we budgeted overall. Our expenditure is ahead of schedule but we are now operating in deficit for the year. We forecast that we would spend more money than we earned this year. \$55,000 deficit YTD which is within the budget parameter.

The extra money we are spending on teacher time for ASSIST contributes to this. (refer Page 116 of Board agenda)

**Moved:** That the August and September financials be adopted by the Board.

Glenn Dillon Joy Creet  
**CARRIED**

## **August Financials**

### **van Asch**

Received

Currently working towards a YTD Surplus of \$229,639. On track.

## **September Financials**

### **van Asch**

Received

The surplus for September is \$187,976. Still working within our means quite successfully.

**Moved:** That the August and September financials be adopted by the Board.

Joy Creet / Eric Coppage  
**CARRIED**

## **Budgets**

van Asch

The Draft Budget will change after Resource Notice considerations have been taken into account.

Budget Received.

## **Resource Notice 2016**

Memo received re Draft Resourcing Notice 2016.

Draft Resourcing Notice 2016 also received.

We are not getting enough money to fund some of the things included in the Resource Notice.

A number of things have come up over the year that have challenged us to do more, new and different. If the Board want the Principals to sit down and plan together they can knowing that the Board have given support re the cost.

As a Board we can relax a little if you look at the DEC's positions. We still have access to financial reserves to make new things happen. If we adopt plans that mean we commit additional funding these need to be sustainable.

Decisions that we make need to lead to outcomes.

### **Recommendations:**

1. The Principals to continue to develop 2016/17 recommendations for the Board.
2. Deaf Development Manager.
3. National Curriculum for Sign language.

**Agreed:** The Board fully supports the two principals to go ahead and make a long term plan, work out the budget for next year to facilitate the expectations outlined in the Draft Resource Notice and bring back to the December meeting

Joy Creet / Glenn Dillon  
**CARRIED**

## **Funding Applications**

Trusts Community Foundation

Approved via email.

**Moved** That the Board resolves to support an application from Kelston Deaf Education Centre to The Trusts Community Foundation requesting financial assistance towards costs involved in the Team Up activity programme for the 2016 Sports Day.

Proposed Amount: \$3,650.00

Eric Coppage / Rachel Douglas  
**CARRIED**

## **PRESCHOOL**

KDEC Preschool – Outdoor Play

Memo received

**Recommendation:** That the Board of Trustees provides additional funds of \$30,000 to make a total of \$60,000 for the development of the outdoor play area for the KDEC pre-school.

Eric Coppage / Meghan Coppage  
**CARRIED**

## **STUDY AWARDS**

Memo received re Teacher of Deaf Training 2016/17.

Update to the memo – The MoE have now offered seven Study Awards instead of Five.

The DEC's could look at 'bonding' – staff sign a contract stating they would stay for at least two years after they finish the study award.

Explore the NZSL money to see if some of this could be used for the study award purpose.

Would need to find out the maximum number of people the University would take for this course each year.

**Moved:** That the recommendations be endorsed.

### **Recommendations:**

1. That principals be endorsed to continue to lobby for additional Study Awards to be made available for the 2016/17 intake of Teacher of Deaf Training.
2. Consider proposed actions presented below in order to have contingency planning in place that will ensure suitable quantity and quality of teachers will be available to deaf students at the beginning of 2016.

Eric Coppage / Cha'nel Kaa-Luke  
**CARRIED**

## **TRUSTEES**

### **By-Election - Update**

**Moved:** That the two vacant positions remain vacant until the next Board election in May 2016.

David Foster / Glenn Dillon  
**CARRIED**

## **GENERAL BUSINESS**

Nil

Rose and Madison left the meeting at 2.50pm

David McKee explained to the new Trustees what “In-Committee” means.

IN COMMITTEE at 2.51pm

David Foster / Cha'nel Kaa-Luke  
**CARRIED**

OUT OF COMMITTEE at 3.31pm

David Foster / Glenn Dillon  
**CARRIED**

### **Ormiston Primary School**

KDEC have opened a new provision at OPS and have been working with the School to develop a special programme (Sign Language Learning Intention programme). OPS are unable to take ‘out of zone’ students. The Board have argued together with KDEC that it would be beneficial for our deaf students if their siblings could also attend the school. We have just been notified that this has been approved.

### **Launch**

David McKee attended the launch of the Deaf/Hearing Partnership with University of Auckland, The Hearing House and KDEC a few weeks ago along with David F and other KDEC staff. David M wanted to acknowledge David F’s work in building these relationships.

**Next Meeting: Saturday 5 December – Wellington Airport Conference Centre**

### **Karakia**

Meeting finished at 3.40pm

### **ACTIONS:**

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David McKee  
**Deputy Chairperson**  
**Board of Trustees**

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