



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

### **Minutes of the Combined Board of Trustees meeting held on 25 August, 2017, commencing at 9.30am, Wellington Airport Conference Centre, Sunderland Room**

- Present:** Rachel Douglas (Chairperson), Bernie Mulcahy-Bouwman, Tom Purvis, Crystal Skinley, David McKee, Krista Clifford, Ratu Ratu, Roisin Connolly, Rachel Coppage, Merran Gwyndell
- Apologies:** Tuhoi Henry, Cha'nel Kaa-Luke
- Secretary:** Jill Le Prou
- Interpreters:** Alisha Davidson, Bridgitte Strid
- In Attendance:** Rose Drummond, Terri Johnstone, Chris France, Polyanna Ferguson, Helen Mackay

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#### **WELCOME**

Rachel Douglas welcomed everyone to the meeting.

Rachel explained the video cameras in the room. Rosie Henley requested at the last meeting to film part of the Board meeting and this was approved. Rosie is doing her Masters and is looking at the role of interpreters in meetings. All information filmed will be kept secure and will be anonymous. A form was given out for each Trustee to sign. Nothing 'In-Committee' will be filmed.

Introductions took place.

**Moved:** that the Board gave speaking rights to Chris France and Terri Johnstone.

Merran Gwyndell / Ratu Ratu  
**CARRIED**

## **APOLOGIES**

Cha-nel Kaa-Luke, Tuhoi Henry

## **CONFLICTS OF INTEREST**

Nil

## **PREVIOUS MINUTES**

### **July Minutes**

Minutes of the meeting held on 28 July, 2017, were confirmed.

Crystal Skinley / Rachel Coppage  
**CARRIED**

### **Matters Arising:**

Page 2 – Paragraph above Board Training – Chris France. The average length ‘of’ an intervention....- instead of ‘if’.

Page 2 – Introduction of Terri. 2<sup>nd</sup> paragraph add to the end “- specific to KDEC, not van Asch”.

Page 5 – May Financials - add after “Terri must sign off all appointments in the interim” - “in conjunction with the Acting CEO”.

## **CORRESPONDENCE**

Received Inwards and Outwards correspondence.

The Project on Deaf Leadership roles in Deaf Education is to be moved into Strategic Planning.

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

## **BOARD TRAINING – CHRIS FRANCE**

Document tabled on Governance and Management.

The Combined Board need to set policies at a high level then delegate in policy to Principals and further down. Need to be clear in their expectations.

The Principals then need to report back to the Board how they are tracking.

Reports should be tracking back to the Board Goals.

Two core tools the Board need to use.

1. Accountabilities by Law which are the Policies. The Crown requires you to assure them you are looking after money, health and safety, property, resources, etc. Need to comply – manage risk.
2. Strategic Goals and plans.

### **Personnel Policy**

Changes as below:

5.b) Approval is sought from the Board Chair for any requests for discretionary staff leave with pay of longer than 5 working days.

5.c) Approval is sought from the Board Chair for any requests for discretionary staff leave without pay of longer than 10 working days.

5.e) The Board is advised of any staff absences longer than 5 school days.

Add 5.f) Correlated data is reported back in the Quarterly Reports.

Chris will put out a schedule of two or three policies per Board meeting.

**Moved:** That the Personnel Policy be adopted by the Board with the changes as discussed.

Merran Gwyndell / Ratu Ratu  
**CARRIED**

**Moved:** That the original NAG 3 - Personnel Management Policy has now been deleted.

Ratu Ratu / Rachel Coppage  
**CARRIED**

*Polyanna Ferguson left the meeting at 10.50am*

**Appointments Policy** – there is an existing policy and procedure. Rachel D suggests we keep the existing one to be reviewed further down the track.

No's. 4-6 all relate to finances.

Rachel D proposes that we adopt these from the NZSTA template.

No. 4 – Financial Planning Policy – need to pull across the current no. 4 from current Finance Policy.

No. 5 – Suggestion that no. 10 bullet point 1 is – of over \$1,000. Bullet point 2 – of over \$2,000. Bullet point 3 – any un-budgeted items need to go to the Finance Committee.

No. 6 Asset Protection Policy – adopt as is.

The Principals will take a close look at these policies to see if anything should be different.

**Moved:** That the Board adopt the policies below with changes as above:

- Financial Planning Policy
- Financial Condition Policy
- Asset Protection Policy

Merran Gwyndell / Krista Clifford  
**CARRIED**

**Moved:** That the current finance policy be deleted.

Crystal Skinley / Krista Clifford  
**CARRIED**

No. 7 – Protection and Sharing of Intellectual Property (creative commons)

Suggested that we adopt this Policy and review later.

**Moved:** That the Board adopt the Protection and Sharing of Intellectual Property (creative commons) Policy.

Merran Gwyndell / Ratu Ratu  
**CARRIED**

Please note that for the Policy adoption Terri Johnstone is voting with the Board.

No. 8. Health and Safety Policy

The Principals are to go back and look at the existing policy and let the Board know if a review is needed.

9. Child Protection Policy

The Principals are to go back and look at the existing policy and let the Board know if a review is needed.

10. Legal Responsibilities Policy

The Principals are to go back and look at the existing policy and let the Board know if a review is needed.

The Complaints Policy needs to be reviewed alongside the template from NZSTA.

Need to look at a Bi-lingual/Bi-cultural Policy as discussed at the last meeting.

A request was made to put the information re policies up on a powerpoint.

## **PRINCIPALS REPORT**

### **KDEC**

Received as read.

### **Van Asch**

Tabled.

Two different formats – which would the Board prefer?

Discussion took place and it was agreed that the Principals Reports would no longer be included.

Board members need to be reading all the information that is being provided to them (ie, KDEC Bulletin, van Asch – Kotuku).

### **Strategic Plan Progress**

Tabled.

At the last meeting there was a one page document regarding this. This has now been updated into the format.

This format shows progress but doesn't show if things are on track or not (expectations). Trying to identify risks and what is behind schedule.

Feedback:

- add another column colour coded to state if “on target” or “behind target”.
- include a narrative to say if on track and possibly next steps.
- Need a Board Work Plan so one goal is brought up at each meeting and looked at in depth.

There are 28 goals in this Strategic Plan Progress report.

Will be reporting which are the biggest priorities.

## **2<sup>nd</sup> QUARTER REPORTS**

### **KDEC**

Tom gave an explanation re Page 28 – Numbers attending Secondary School.

Document “Government Priorities” was tabled.

It is a concern that our Deaf students are leaving school by the age of 16/17.

Some of the Student Achievement Function (SAF) work will make this easier to unpack.

Will look in the future at interviewing some of the students to determine the reasons they are leaving.

Page 30 – error under KDEC numbers. Regional and ASSIST numbers should be the other way around.

## **van Asch**

Received.

Page 56 – the Preschool children have been taken out from the School and there is a separate report on Page 59.

## **SOCIAL/EMOTIONAL LEARNING (SEL) REPORT**

Memo tabled to go with report.

Bernie spoke to the memo.

### **Recommendation:**

Resourcing in 2018 is seen as a priority by the Combined BOT when planning the direction and work that follows as a result of this report. This includes prioritising time, budget and qualified, skilled personnel. Core Education has been engaged to work with the two DECS to develop a team inquiry approach that will enable teachers to inquire about the challenges identified by parents. The inquiry process will include:

- Gathering student voice in a reliable and valid manner, around what they think the challenges are for themselves around social and emotional learning.
- Development of a specific assessment tool in order to establish reliable and valid baseline data, and intervention outcomes, on SEL for our DHH student population.
- Plan an appropriate strength based programme/curriculum (as aligned with parent feedback) targeting the needs of students around SEL, within their different contexts.
- Delivery of whole DEC professional development to raise awareness and increase the skills and capability of the students.
- Planned and timetabled coaching and mentoring to enable competent implementation of the programme as planned, nationwide.
- A nominated group of skilled and appropriately qualified practitioners to lead the assessment, development of the programme, and coordination of the implementation of the programme.
- The nominated group working in a collaborative partnership with the Centrally Funded PLD Facilitator to enable the next steps to be actioned.
- Key stakeholder involvement and upskilling to support any intervention (mainstream schools, parents....).

- Presentation to the Combined BOT, from members of the nominated project group, to unpack in a greater degree the findings that have been shared in this report.

## **NEW PHYSICAL RESTRAINT RULES**

Memo tabled.

These new rules are now in place.

Key thing for DECs – if we are to put any physical restraint programmes in place these need to be authorised by the Board. Non-teaching staff must have formal delegations from the Board to carry out physical restraint. This will be put in place as required.

Anyone involved in physical restraint must be trained correctly.

The MOE will be looking at trends and there will be national reporting.

## **ERO**

### **SAF Update**

Included in the van Asch Principals Report.

Highlights:

- Evaluation Map has been completed jointly.
- KAMAR has now gone into the Cloud – means access throughout the Country.
- National Data set – spoke to Jen Margaret about this.

Originally SAFs thought it was a rebuild but after looking at what van Asch and KDEC provided – they now understand that it is an edited process.

## **GENERAL BUSINESS**

### **KDEC Enrolments**

Memo received.

### **Student Trustee Elections**

**Moved:** That the Board appoint Jill Le Prou as Returning Officer for the Student Trustee Elections.

Jill will circulate the timeline for these elections to Board members.

Crystal Skinley / Merran Gwyndell  
**CARRIED**

## **MARAE**

Memo received - FYI

## **Risk Management – Asbestos Survey & Management**

Memo received - FYI

## **Disciplinary Committee**

Jill read out the last mention in the Board minutes from September 2016.

Discussion took place around how legal using previous Board members for van Asch was.

Chris, Jill and Principals to have a discussion to put some shape around this for the next meeting.

*[Helen Mackay & Roisin Connolly left the meeting at 2.10pm]*

Rose was invited to stay for “in-committee” as she is now taking the Minutes for the finance committee meetings.

Chris and Terri were asked to stay for “in-committee”, Terri as LSM and Chris to provide guidance

Crystal Skinley / Merran Gwyndell  
**CARRIED**

In-Committee at 2.10pm

Crystal Skinley / Merran Gwyndell  
**CARRIED**

Out of Committee at 3.49pm

Crystal Skinley / Merran Gwyndell  
**CARRIED**

Although discussed “In-Committee” the Board agreed to bring the Financials into the public part of the meeting.

## **FINANCE**

### **June Financials**

Received.

This is a combined report taking into account the feedback from the last board meeting.

## **van Asch**

Overall position – deficit of \$233,439 – better than expected.

**Moved:** That the van Asch Financials be accepted by the Board.

Bernie Mulcahy-Bouwman / David McKee

**CARRIED**

## **KDEC**

Overall position – deficit of \$675,585 – higher than expected.

Discussion took place regarding the format. Will have another review at the next meeting.

Discussion took place regarding staff interpreter funding. An invoice for 2017 has been sent to MSD. This is to be followed up by Tom.

Need another level of support to back up the work already done.

**Moved:** That the KDEC Financials be accepted by the Board.

Tom Purvis / Ratu Ratu

**CARRIED**

Thank you to Matthew Koning (van Asch) for all his help and for his support of Richard Lam.

## **Funding Applications**

Nil

Rachel D thanked everyone for their work today.

Meeting finished at: 3.49pm

**Next Meeting:        Sunday 24 September, 2017, at van Asch**

## **ACTIONS:**

## **CORRESPONDENCE**

The Project on Deaf Leadership roles in Deaf Education is to be moved into Strategic Planning.

**POLICIES**

The Principals will take a close look at the [finance] policies to see if anything should be different.

No. 8. Health and Safety Policy

No 9. Child Protection Policy

No 10. Legal Responsibilities Policy

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**Strategic Plan Progress**

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**GENERAL BUSINESS**

**Student Trustee Elections**

Jill will circulate the timeline for these elections to Board members.

**Disciplinary Committee**

Chris, Jill and Principals to have a discussion to put some shape around this for the next meeting.

.....  
Rachel Douglas  
**Chairperson**  
**Board of Trustees**

.....  
**Date**