



Kelston and van Asch Deaf Education Centres

Minutes of the Combined Board of Trustees meeting held on 12 December, 2016, commencing at 9.30am, Wellington Airport Conference Centre, Sunderland Room

- Present:** Rachel Douglas (Chairperson), Bernie Mulcahy-Bouwman, David Foster, Crystal Skinley, Rachel Coppage, Krista Clifford, Merran Gwyndell, Ratu Ratu
- Apologies:** Cha'nel Kaa-Luke, David McKee
- Absent:** Tuhoi Henry
- Secretary:** Jill Le Prou
- Interpreters:** Wenda Walton and Bridgette Strid
- In Attendance:** Rose Drummond, Helen Mackay, Roisin Connolly
-

WELCOME

Rachel Douglas welcomed everyone to the meeting.

APOLOGIES

David McKee and Cha'nel Kaa-Luke

Tuhoi is absent today.

CONFLICTS OF INTEREST

Nil

PREVIOUS MINUTES

October Minutes

Minutes of the meeting held on 31 October, 2016, were confirmed.

Merran Gwyndell / Krista Clifford
CARRIED

Matters Arising

Nil

CORRESPONDENCE

Received Inwards and Outwards correspondence.

David Foster / Krista Clifford
CARRIED

To add to inwards the email from Ken with the minutes from 1 December meeting.

PRINCIPALS REPORTS

KDEC

Have completed second round of stakeholder forums.

Progress on Tirau Hub – had a meeting in Hamilton on 29 November and an update on where this is up to is included in Principals Report. The next meeting is Wednesday 14 December to discuss the Business Case.

Moved: That the Board continue to support the Tirau Project.

David Foster / Crystal Skinley
CARRIED

Van Asch

Now moving into the feasibility study for Christchurch Schools Rebuild.

Kaikoura Earthquake – Tsunami Alert. Van Asch have practiced the Tsunami drill.

Hagley Community College – recommendation put to the Board at last meeting re Hagley Community College being Transition programme. This will go to the Hagley Board in December.

Hub Developments – meeting scheduled for 13 December re Otago has been postponed.

Redcliffs School – staff space. Fair and reasonable that Redcliffs keep staffroom space but van Asch need more space. David Hoburn (MOE) is considering some change. Bernie has let David H know that some of the changes that van Asch made were funded by the Board. In term 1 van Asch will remain where they are and Redcliffs are moving their library so van Asch can move a meeting room into there and use the space for their staff room. Looking to make changes in Admin area – reorganise staff so there is a better working situation.

Moved: That the Principals Reports be accepted.

Crystal Skinley / Rachel Coppage
CARRIED

[Roisin arrived at 10.20am]

ERO RECOMMENDATIONS

Confirmed Reports

Received.

A Plan to progress

Page 7 in both reports there was a recommendation that the Board receives ongoing specialist advice and support to help trustees develop a shared understanding of governance obligations and effective stewardship practices that promote high quality learning, wellbeing and achievement outcomes for all students.

The reports get sent to the School Achievement Function at MOE.

SAF Practitioners focus on assisting schools to raise student achievement and improve their capability in one of five key areas: evaluative, instructional, organisational, cultural and linguistic intelligence and educationally powerful connections with parents, family and whānau.

SAF Practitioners work alongside individual schools through an intensive 26 week programme to address urgent needs.

David F and Bernie have engaged with SAF at both Auckland and Christchurch offices and we expect to be working together nationally on this ERO recommendation. Principals have identified a Primary and a Secondary SAF in Christchurch. Also looking at bringing in a SAF with experience in Maori Achievement.

It does need a national focus. Need a three way agreement – MOE, ERO, DEC.

At meeting on 1 December it has been recorded that Ken Bowater is to organise a meeting of DEC in February re National Service Model. Perhaps this is the meeting to target to get the SAFs and ERO too.

Page 6 of KDEC Report – Hostel Review – this is now completed. The report will be discussed “In-Committee”.

RESOURCE NOTICE

Updated Resource Notice

Received

There is still some updating required. During the meeting MOE confirmed that there is no funding available to make changes to repairs and maintenance services for learners with hearing fitted to respond to APD. (– see Brian Coffey email in correspondence.)

Correspondence with MOE

Received

Update from 1 December meeting with MOE

Notes from the meeting received.

Interpreter Funding – Update on meeting with Gordon Pryor (MSD)

ASSIST – Children over the age of 8 and not ORS funded.

MOE – no more funding but the MOE are putting in a funding bid. We won't know until May if they have been successful with this bid. We, as a Board, are basically being told to carry on and hopefully the MOE will be able to support us later on or we will have to look at this service going forward.

If we can't get what we need then our next resort is to write to the Minister. Escalate to the next level.

Our approach to monitoring ASSIST learners has been proactive and based on achievement information as well as logistic support.

After meeting in Wellington Bernie, David F and Rachel got together to discuss the outcome of the meeting (see recommendations under Draft Budget).

Next Steps

Summary up until May

1. Budget recommendations that the Board to sign off on – later in papers
2. Community engagement work we need to do and some data gathering so we have as much info as we can have to feed into conversations next year.
3. Whether or not the Board supports us escalating this summary of information to the Minister so she is looking out for it when the education budget comes up.

Moved: As a result of the meeting on 1 December and the lack of immediate remedies from the MOE that the Board request a meeting with the Minister to explain the Boards perspective on the issues and our proposed solutions

David Foster / unanimously seconded
CARRIED

DRAFT BUDGETS 2017

Memo Received.

Five areas of recommendations shown under summary of priorities and allocations.

Recommendations (as per memo):

Teacher of the Deaf Training 2017

Recommendations:

- That the Board accept the two additional study awards to offset the subsidised training.
- That the Board allocates funding to continue to support SEVEN teachers to complete training as Teachers of the Deaf in 2017.

Interpreter Funding recovery

Recommendations:

- That the Board authorise executive officer to prepare and submit invoices to recover interpreters subsidies from MSD for approximately \$160,000 per Centre.
- That the Board authorise executive officers to include income to represent full recovery of staff interpreter costs in 2017.

NZSL@ School Accumulated funds

Recommendation:

- That the Board authorise executive officers to include funds from the accumulated surplus carried forward for NZSL@School services in 2017. This will ensure momentum is maintained in the projects. Up to \$120,000 per Centre

ASSIST Board subsidy

Recommendations:

- That the Board authorise executive officer to allocate funds for up to 5 FTTE above the MOE allocation in order to sustain minimum service levels for ASSIST services in 2017. This funding for the positons to be allocated at the MOE rate of \$100,000 per FTTE

Joint Initiatives

Recommendations:

- That a contingency fund of \$80,000 be authorised to enable budget clarity for joint SMT and Joint projects to be advanced in 2017. Ongoing monitoring of this contingency fund will include - Joint SMT agenda (and minutes) and Joint Project plans, budgets and evaluation reports.

Moved: That the recommendations above, as per memo, be adopted.

Ratu Ratu / Crystal Skinley
CARRIED

The revised budgets were tabled.

KDEC

Net deficit of \$228,603

Moved: That the 2017 Budget version 4, as tabled, be adopted.

David Foster / Ratu Ratu
CARRIED

Van Asch

Net deficit of \$288,807

Moved: That the 2017 Budget, as tabled, be adopted.

Bernie Mulcahy-Bouwman / Crystal Skinley
CARRIED

The Board acknowledge the work done by Principals and Managers to bring these budgets forward.

CHARTER

Draft Charter 2017 Received.

This year we have reorganised the order of the Charter so the front part becomes something that the parents of our children are more likely to read.

If someone with limited time picks up the Charter the first few pages covers as much as possible of what we do. They can then continue reading for more detail.

Board Feedback:

- Requested that a glossary be included – watch language level.
- Requested that jargon be minimised if not removed.
- Needs to be more visual.
- Look at big 'D' and little 'd'. Perhaps use little 'd' as this includes all deaf.
- Page 75 – Strategic Priorities. There is a quote used. Would be good to use actual quotes from parents.
- Colour sections of Strategic Priorities as per the triangle on Page 75.
- Could colour match the quotes from parents with the triangle.
- If on website you could have links and click on links to get to the explanations of the triangle.

- Using the word “empower”.
- Under belong – use meaningful instead of rewarding.
- Under grow – Need to install responsibility.

Page 79 – 3rd bullet point – add ORS and *non ORS* verified students.

Page 78 – nice and clear. Could colour code as what is on target and what is not (green, amber, red, etc)

Pages 80 to 86 has the detail. The costs will be added.

[Helen Mackay left the meeting at 2.20pm]

BOARD TRAINING

Deferred to next meeting.

FINANCE

October Financials

The October financials were received.

Memo re Amendment to 2016 Budget (van Asch)

The Board noted the inclusion of a budget for the use of land and buildings equal to the Ministry of Education estimate of notional lease cost for 2016. The 2016 figure will include an income amount and an equivalent expenditure budget.

Memo re School Donations and Fees

To be put in parking lot.

International Student Fees (van Asch)

Recommendation: The Board sets the International Student Tuition Fees for 2017 as:

	High Need	Very High Need
Tuition Fee (1)	17,861	32,810
Other Costs (2)	2,530	2,530
Total Day Student Fee	20,391	35,340
Residential Fee	65,441	78,974
Total Residential Student Fee	85,832	114,314

Minutes re Finance Committee Meeting

Received.

Funding Applications

KDEC Sports Day 2017

The Board resolves to support an application from Kelston Deaf Education Centre to the Four Winds Foundation requesting financial assistance towards the transport and accommodation costs involved in the March 2017 Sports Day.

Proposed Amount: up to \$10,000.00

David Foster / Rachel Coppage
CARRIED

The Board resolves to support an application from Kelston Deaf Education Centre to TSB Community Trust requesting financial assistance towards the transport and accommodation costs involved in the March 2017 Sports Day.

Proposed Amount: up to \$10,000.00

David Foster / Rachel Coppage
CARRIED

The Board resolves to support an application from Kelston Deaf Education Centre to the Trillion Trust requesting financial assistance towards the transport and accommodation costs involved in the March 2017 Sports Day.

Proposed Amount: up to \$10,000.00

David Foster / Rachel Coppage
CARRIED

The Board resolves to support an application from Kelston Deaf Education Centre to JR McKenzie Trust requesting financial assistance towards the transport and accommodation costs involved in the March 2017 Sports Day.

Proposed Amount: up to \$10,000.00

David Foster / Rachel Coppage
CARRIED

The Board resolves to support an application from Kelston Deaf Education Centre to the Lion Foundation requesting financial assistance towards the transport and accommodation costs involved in the March 2017 Sports Day.

Proposed Amount: up to \$10,000.00

David Foster / Rachel Coppage
CARRIED

The Board resolves to support an application from Kelston Deaf Education Centre to Grassroots Trust Ltd requesting financial assistance towards the transport and accommodation costs involved in the March 2017 Sports Day.

Proposed Amount: up to \$10,000.00

David Foster / Rachel Coppage
CARRIED

POLICY REVIEW

NAG 3

Draft Personnel Management Policy received.

Moved: That the Personnel Management Policy is adopted by the Board.

Crystal Skinley / Krista Clifford
CARRIED

GENERAL BUSINESS

Memo re License to occupy school premises (van Asch)

Questions were asked around health and safety. Public Indemnity Insurance – does the person have this? What is our (The Board's) liability? How did the amount of \$100 per week come about?

Also is there some sort of written agreement.

The Ministry of Education are happy for someone to be using the buildings as long as the Board approve.

Bernie to find out the above information and bring back to the Board.

BOT meeting dates 2017

Final meeting date schedule was received.

Roisin and Rose left the meeting at 2.38pm

IN-COMMITTEE – 2.38pm

Crystal Skinley / Merran Gwyndell
CARRIED

OUT OF COMMITTEE – 3.56pm

Crystal Skinley / Ratu Ratu
CARRIED

Meeting finished at 3.57pm

Next Meeting: Monday 27 February – KDEC
Tuesday 28 February – Opening Ceremony - KDEC

ACTIONS:

Correspondence with MOE

Update from 1 December meeting with MOE

Moved: As a result of the meeting on 1 December and the lack of immediate remedies from the MOE that the Board request a meeting with the Minister to explain the Boards perspective on the issues and our proposed solutions

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Rachel Douglas

Chairperson

Board of Trustees

27/2/2017

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Date