



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

### **Minutes of the Combined Board of Trustees meeting held on 27 February, 2017, commencing at 10.00am, Kelston Deaf Education Centre, Seminar Room 1**

- Present:** Rachel Douglas (Chairperson), Bernie Mulcahy-Bouwman, Tom Purvis, Crystal Skinley, David McKee, Rachel Coppage, Krista Clifford, Merran Gwyndell, Ratu Ratu, Cha'nel Kaa-Luke, Tuhoi Henry (arrived at 10.32am)
- Apologies:** David Foster
- Secretary:** Jill Le Prou
- Interpreters:** Kelly Hodgins & Rebecca Curtis
- In Attendance:** Rose Drummond, Roisin Connolly, Michael Heeney, Richard Lam, Kathryn Metcalfe, Shona Jones, Sam Dickenson, Margaret Carr, Tony Walton, Hilda Baker
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#### **WELCOME**

Rachel Douglas welcomed everyone to the meeting and apologised for the late start due to her flight being delayed.

#### **APOLOGIES**

Nil

#### **CONFLICTS OF INTEREST**

Nil

In-Committee at 10.03am

Ratu Ratu / Crystal Skinley  
**CARRIED**

Out of Committee at 10.46am

David McKee / Crystal Skinley  
**CARRIED**

Introductions took place of the Board and Senior Management Team.

## **PREVIOUS MINUTES**

### **December Minutes**

Minutes of the meeting held on 12 December, 2016, were confirmed.

Ratu Ratu / Crystal Skinley  
**CARRIED**

## **Matters Arising**

Page 4 – Next Steps summary – Number. 2 – Community engagement work. Bernie wanted some clarity around this.

Trying to gauge what people's priorities are and letting people know there is a difference between what we provide and what we are funded for. We may need to get some specific data around priorities later.

Should be taking the Charter to community engagement meetings and asking if the community are happy with where we are heading. Need some mechanism to feedback.

Special Education Review 2010 – parents are asking and want to go back to this to see if it is consistent.

Charter certainly identifies the priorities. Bernie will have the charter with her when she does her community engagement.

### **Letter to Minister**

Last meeting we talked about writing a letter to the Minister. Rachel and David F were going to do this over the Xmas break but the Prime Minister resigned so it was agreed we would wait until the new year. Have since decided to prioritise the Charter. The letter to the Minister will still be done.

## **CORRESPONDENCE**

Received Inwards and Outwards correspondence.

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

## PRINCIPALS REPORTS

### KDEC

Received.

Main highlight is the completion of the "2008 Education Report: Future KDEC Provision in Auckland". This was completed when Ormiston Junior College (OJC) was opened.

### Van Asch

The National Office MOE have requested the main site rebuild to be put on hold for van Asch. This was reported to Bernie by Sue Barr, Christchurch MOE. It was conveyed that National office would speak with the Board about this. Bernie is seeking clarification from Sally Jackson regarding this instruction.

It is stressful when communication around these issues is second hand. Christchurch MOE have been advised to proceed with Hillmorton High School Satellite but the Board is expected to fund this.

*Background: The MOE have been through a major restructure over the past few months. Some people in positions similar to before. It appears that most of who we deal with at the MOE still have roles.*

Top of Page 15 – Deaf Resource Centres – This has been a slow piece of work re Centres that need to be relocated or improved. National office MOE have agreed to arrange for Vikanda Bagrie, Property delivery case manager for the Christchurch School Rebuild to work with us and all MOE District offices to improve rollout of this programme.

**Moved:** That the Principals Reports be accepted.

Crystal Skinley / Merran Gwyndell  
**CARRIED**

### ERO/MOE/DEC Meeting

Bernie thanked Rachel for the work she did in setting the Agenda.

There were two key items:

Providing support to the two centres with a SAF to improve assessment and accelerate practise.

That the Board receive PLD – ongoing advice.

To make a difference it needed to be National office working with DECs, ERO and SAFs.

They agreed to the SAFs working together. A meeting will take place on 8 March.

SAFs role – they come in and help us put a lens/focus on student achievement. Gives support to people who are working on progressing student achievement and looking at what is making it difficult for us to help us improve and understand student achievement. Looking at how to get data.

ERO has recommended that we approach the SAF to give us some assistance.

Many things in the MOE are locally based and there is not always communication between them. A big breakthrough is that this is a National Review – we want a National response.

Board training – Rachel D had lots of discussion with Jennifer from ERO regarding recommendations around Board training. Ultimately Sally Jackson (MOE) suggested that we go to the MOE and ask for support (we have to fund). MOE could provide someone with the strengths we need. We have too much to deal with and understand. This is also around trying to get training and doing an assessment of what training we need to undertake. They might or might not be the person who does the training but could help us source this. NZSTA are free but they don't always get our needs. Co-option was another option. Co-opting someone who has the skill set and expertise we need.

The person could assist the Board to find the right person to co-opt. Then if that person is co-opted to the Board then they would be used as long term PLD for the Board as Board members and not necessarily paid members of the Board. They would be putting their hand up with assisting the Board. That facilitator could assist with selecting people to co-opt. Would pay for the assistance, but not necessarily for the co-option.

Rachel would like to recommend to the Board that we follow the path of assistance through the MOE.

ERO's focus is very much around student achievement and ERO were concerned around how the Board were getting this information.

By requesting support from the MOE it would become that persons job to understand what we need to do next.

ERO had started to put together a document "Priorities for Review and Development".

This document went through every recommendation in the ERO reports with a little more detail. Agreed that the next step would be one document that covered the Board, things that related to both Centres then KDEC only and van Asch only. There is a meeting next week to get started on this.

## **Board**

### **Chairperson**

Rachel Douglas was nominated.

Moved by David McKee  
Seconded by Ratu Ratu

Rachel Douglas accepted the nomination.

As there were no other nominations Rachel Douglas was elected as Chairperson for the next year unopposed.

**CARRIED**

### **Co-options**

Hold until we have spoken with MOE.

Jill to give contact details to Rachel of the two people who were unsuccessful in the election.

Rachel D will contact them to keep them updated.

Rachel D is at the point of not being able to do the job of Board Chair without technology. (iPad/laptop). Also for Koru Club membership due to the amount of time she spends sitting in airports.

**Moved:** That Rachel D be provided with an iPad and Koru Club membership while in the role of Board Chair.

David McKee / Crystal Skinley  
**CARRIED**

### **ANNUAL PLAN SCHEDULED ITEMS**

#### **Resource Notice 2017**

Received

Page 28 – last paragraph NZSL@School. 2<sup>nd</sup> bullet point. Missing "regular School". Tom P will discuss this with Ken Bowater on Wednesday at the Sensory School meeting. Also look at the wording of Bullet point 1.

Page 17 – Interpreter funding for Deaf staff for van Asch and KDEC. But what about the students? There is nothing around educational interpreters for Deaf students in the mainstream. Need to think about this. Our students are isolated in the mainstream and may have people that can sign but at an inadequate level.

The SAG have workshops to tie into the quarterly meetings and educational interpreters is one workshop. Sign language proficiency work will have an impact on this as well.

Where is the student voice?

Cha'nel thinks a lot of the students are struggling and behind as they are not understanding. If in the mainstream with not enough staff – it is hard.

The student council was an avenue where the students could give feedback.

Bernie to feedback at the next meeting on the change re "regular school".

## **Charter**

December Board meeting included a draft copy of the Charter. Some changes to the look of the Charter and the order of information.

Annual Section – this section is new – the Board have not yet seen it. These are the separate parts of the Charter (KDEC & van Asch).

Only one section that isn't updated is the Population Distribution on Page 33. It clearly says that this is September 2015. We have not been able to update it for 2016.

The glossary needs to be updated. Roisin to complete this and forward to Rose.

Page 15 – look at terminology around "Directions to enrol in Schools for Deaf". Due to time restraints this will be looked at for the following year.

**Moved:** That the Charter be confirmed with amendments.

David McKee / Crystal Skinley  
**CARRIED**

## **Tirau Business Case**

Received

Michael Heeney was given speaking rights as he has put this business case together.

Follow-up from the Business Case – the MOE have changes going on due to their Learning Support structure. The person we were dealing with is currently on leave then moving to another area. The new person decided she wanted a simplified version and asked for some "cut and paste" into an easier version. We will now wait until the person (Nicki) with all the knowledge is back in two weeks. We are hopeful that this will go ahead.

**Moved:** That the business case be accepted. The Board endorse Michael's recommendation that we wait until Nicky Hampshire returns from leave to approach her for the next steps.

Krista Clifford / Rachel Coppage  
**CARRIED**

Bernie and Tom to seek clarification around the National Ministry office Business Paper and the local Ministry office business paper at the Sensory Schools Meeting on 1 March.

## **1<sup>st</sup> December Meeting with MOE**

David F, Bernie and Rachel spoke about not enough money to go around. Outcome was letter to Minister. Already spoken about today.

Bernie attended meeting on 26 January on behalf of two Deaf Education centres with Gordon Prior and Brian Coffey re not having enough staff interpreter funding. Both recognise the need to support funding but need more information re costs.

Work is required on the use of Workbridge funding which will be done over a six week period. Idea of collective is not out of the question. Next step after knowing actual costs, what does deaf education pay for and what does MSD pay for. Further meeting in April to progress further.

## **Study Awards – Teacher of the Deaf Training**

There were Specialist teacher study awards left over so we have been given two more study awards which have been picked up by Kelston. This has meant two board funded study awards are now Ministry funded.

## **FINANCE**

### **2016 Draft End of Year Financial Position – includes November financials**

#### **van Asch**

Deficit of \$161,142 better than budgeted for. Just heard we have a NZSL@schools expense of \$80,000. Bernie looking into spending on Curriculum. Significant overspend on Teaching Resources – Bernie will investigate further.

**Moved:** That the draft financials for 2016 be accepted.

David McKee / Crystal Skinley  
**CARRIED**

#### **KDEC – Tabled**

Report from Accountants, has a typo on first page, i.e. \$639,600,000 last 0 to be removed.

Deficit of \$861,851 up from budgeted deficit of \$687,072.  
Overuse of banked staff, pay back in instalment basis.  
The Balance Sheet shows a Working Capital deficit of \$384,013.  
Ministry discussion required around interpreter funding.

Bernie suggests the Finance Committee take a strategic look together to understand what each Centre is doing in regard to banked staffing which can be relayed back to the Board to gain a better financial understanding.

**Moved:** That the draft financials for 2016 be accepted.

Crystal Skinley / Ratu Ratu  
**CARRIED**

## **November Financials**

The November financials were received.

Finance Committee meeting schedule: One meeting lined up but others to be set after Joint Senior Leaders meeting has been decided on.

## **Funding Applications**

### **MOE Centrally Funded PLD for both DEC's**

New fund from MoE – professional learning development – this is to get a facilitator to work with the school to lift learning achievement.

Application has been put in and shared with ERO. Had to be submitted by last Friday.

**Moved:** The Board endorse the application to the Centrally Funded PLD for a facilitator to work with the Social Emotional project team to carry out team based enquiry.

Rachel Douglas / Krista Clifford  
**CARRIED**

### **NZSL Funding Application for PE Camp for Deaf Teenagers**

Approved via email.

Crystal Skinley / Krista Clifford  
**CARRIED**

### **The Lottery's Marae Heritage and Facilities Funding Stream**

Now not lottery marae heritage and facilities funding stream, but Community Facilities strand of funding from the Lottery. Deadline 8 March.

The Board resolves to support an application from Kelston Deaf Education Centre to the Community Facilities Strand of funding from the Lottery requesting financial assistance towards the costs involved to carry out essential ground works and internal services, to complete the work necessary to make Ruaumoko Marae operational.

Proposed Amount: \$250,000.00

David McKee / Ratu Ratu  
**CARRIED**



## **Funding Variations – ASB Investment Facilities**

Memo received.

Propose to set up investments with ASB and set up on 3 monthly cycle. \$2.5M to be divided into 5 different pools of \$500,000 each for three months.

Approve strategic change to way of handling long term investments, changing banking facility and not locking all in at same time.

**Moved:** That the centre open banking facilities with ASB Bank Limited to maximise the return on investments held.

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

## **ECE**

### **Trust Update**

Minutes accepted as read

### **South Auckland ECE Provision**

Memo received.

Shona gave update: architect and project manager have created plans for South Auckland facility. When the MOE released information about TAP funding 2 for this area a registration of interest was put in. Funding application was submitted on 31 January and outcome expected tomorrow. \$3.7M, not \$4.7M as in memo. Split into A: preschool and then B: multi-functional facility. Land next to preschool has already been allocated to preschool. The building will be used by many other services, e.g. playgroups, Advisors of the Deaf, etc. Will have bilingual-bicultural modal.

**Moved:** If successful with the TAP funding application, to delegate authority to CEO to enter contract negotiations around the acceptance and use of the TAP funding. The Board to be informed of the decision

Crystal Skinley / Rachel Coppage  
**CARRIED**

ECE Trust to be advised of Motion.

[Cha'nel Kaa-Luke and Rose Drummond left the meeting at 3.02pm]

## **GENERAL BUSINESS**

### **Memo re License to occupy school premises (van Asch)**

Memo received.

**Recommendation:** The Board approve the Licence to Occupy School Premises for "The Nourish Food Company" on terms acceptable to van Asch Deaf Education Centre.

Merran Gwyndell / David McKee  
**CARRIED**

### **NZSTA – Conference**

Trustees to have a look at the information for the Conference in Dunedin in July and this will be added to the March agenda.

Meeting finished at 3.11pm

**Next Meeting: Friday 24 March, 2017 in Wellington**

### **ACTIONS:**

#### **BOARD**

##### **Co-options**

Jill to give contact details to Rachel of the two people who were unsuccessful in the election.

Rachel D will contact them to keep them updated.

**Moved:** That Rachel D be provided with an iPad and Koru Club membership while in the role of Board Chair.

#### **ANNUAL PLAN SCHEDULED ITEMS**

##### **Resource Notice 2017**

Bernie to feedback at the next meeting on the change re "regular school".

##### **Tirau Business Case**

Bernie and Tom to seek clarification around the National Ministry office Business Paper and the local Ministry office business paper at the Sensory Schools Meeting on 1 March.

#### **FINANCE**

##### **van Asch**

Significant overspend on Teaching Resources – Bernie will investigate further.

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##### **South Auckland ECE Provision**

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

24/3/17  
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**Date**