

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

### **Minutes of the Combined Board of Trustees meeting held on 24 March, 2017, commencing at 9.30am, Wellington Airport Conference Centre, De Havilland Room**

- Present:** Rachel Douglas (Chairperson), Bernie Mulcahy-Bouwman, Tom Purvis, Crystal Skinley, David McKee, Rachel Coppage, Krista Clifford, Merran Gwyndell, Roisin Connolly, Ratu Ratu, Tuhoi Henry
- Apologies:** David Foster, Cha'nel Kaa-Luke
- Secretary:** Jill Le Prou
- Interpreters:** Saran Goldie-Anderson, Rachel Tate
- In Attendance:** Rose Drummond, Tania Ratu, Shona Jones, Helen Mackay (arrived at 10am)
- 

#### **WELCOME**

Rachel Douglas welcomed everyone to the meeting.

#### **APOLOGIES**

David Foster, Cha'nel Kaa-Luke

#### **CONFLICTS OF INTEREST**

Nil

Introductions took place for Tania Ratu.

## **PREVIOUS MINUTES**

### **February Minutes**

Minutes of the meeting held on 27 February, 2017, were confirmed.

Ratu Ratu / Merran Gwyndell

**CARRIED**

### **Matters Arising**

Tirau – revised version has been sent to the MOE in Hamilton and we are waiting to hear back. It is currently at MOE head office level. We should hear back soon.

### **CORRESPONDENCE**

Received Inwards and Outwards correspondence.

Rachel Coppage / Krista Clifford

**CARRIED**

### **ECE**

#### **South Auckland ECE Provision – memo and Presentation by Shona Jones**

Memo received.

Shona gave a presentation on the South Auckland Early Childhood Education Strategy.

[Helen Mackay arrived at 10am]

Any idea re cost of capital raising campaign? – *Approx \$50,000. This is a component of the \$300,000 initial cost being requested.*

Is it possible to do milestone one and then stop? *Yes – but the risk would be to lose the initial funding spent up to that point.*

What will be tabled to the Board is the Actual cost of what has been designed. If the Board then decided no – we could stop.

If we do milestone one – are there any time pressures around milestone two? *Only the risks with what is secured and what is unsecured.*

The capital campaign will be designed to raise the rest of the funds for construction costs, including the initial \$300,000. We would aim to pay the \$300,000 back to the Combined Board from the raised funds.

Is there any expiry dates fixed on land or MOE funding? *The MOE funding will be reallocated in June this year if it doesn't come to us.*

If we say yes but weren't ready for construction? *We would go into negotiations.*

The MOE want to have confidence that this project will result in the build of a completed Preschool building on land that is designated for a Preschool.

If we don't complete negotiations by end of April the MOE will look at other organisations.

The initial spend – how much has already been spent on professional fees? *The Board was allocated TAP 1 funding of \$100,000 in 2015, this has been spent particularly on establishment of play group. There were \$30,000 of funds not used for the playgroup, so they have been used to get us to the concept and design stage.*

The Hearing House involvement – there is no money going in from them. What is their skin in the game? *They are not financially in a position to contribute at the moment.*

How does it work with the land that is gifted? *A lease with peppercorn rates, KDEC will not own it outright.*

What income do you think this will generate?

*A large meeting room will be made available to the community. Building has been designed so that this can be closed off from the rest of the Centre. Would look to generate income through the use of the building.*

The Hearing House not being involved in ownership – their use of the facilities would come at a cost (lease).

Stage one to commence capital campaign (funding).

Raising of the funds has to be at the point when we say "we are doing this".

The MOE have come forward with land and a small amount of funding towards construction. But what money is the MOE putting in later? Why are they not funding it when they did fund the construction of the preschool at KDeC and also at BLENNZ?

*Because Kelston ran a preschool on their site prior to it being demolished. Same with BLENNZ.*

*Compulsory education – non-compulsory education ECE. This is the difference.*

*This is about creating something new – not putting back what was already there.*

Is there going to be a cost involved for families taking their children to this Centre? Will this provide an income from children actually using the Centre?

*The application we did for the \$480,000 described philosophy, etc. One of the Criteria for TAP funding is accessible ECE.*

*Fees charged could be reimbursed through WINZ subsidies.*

*Funding model in private ECE is parents pay fees but this is a small part of what that ECE centre gets.*

Depending on Criteria the ECE gets between \$6 and \$11 per hour from MOE.

It's not about the Board paying all the costs for running it.

Can't look at this model the same way as private ECE.

Staffing costs – currently received through Resource Notice for current ECEs.

The business case will really outline this. At the moment the Board receives Staffing Entitlements and Operation grants to run ECE services. This is currently going to one service in Auckland for quite a large area. There is no minimum you can licence for.

The current role is 14 deaf children – 7 would be eligible to enrol in South Auckland. Now splitting group. Maybe Kelston licence drops and may end up being 20 and 20. May look at what Resources are currently dropping now and what would they look like if spread across two services.

The land will be assigned to the CBOT not the ECE Trust.

This will be located next to the Anton Centre and could be used for sign language classes, workshops, etc. Will have better spaces than the Anton Centre for this sort of use.

Hubs – some of the feedback is they want hubs to be more than a place for SL deaf students. They want it to be a community area. What parents are talking about is along the lines of this. When talking about Hubs and national provision of hubs – talking about community spaces as well.

Best thing to do right now is to make sure we have alignment on agreement around the project. Then talk about this later under Financial sustainability discussion (later on Agenda).

Board members were in support subject to discussion on finance.

Perhaps more research around these being more the just ECE – being community spaces. This could possibly be added to the business case.

The MOE may be able to give us more land throughout NZ. They have gifted this land worth \$2m.

We are completing a campus due to the Ormiston Schools. We are not beginning.

Rachel thanked Shona for her presentation and all the work done to date.

## **Trust Update**

Memo Received - FYI

## **PRINCIPALS REPORTS**

### **KDEC**

Received.

Thank you to everyone who attended the opening. It was a great day.

Meeting with ERO team on Monday with Mere from the Auckland Student Achievement Function (SAF) office. Bernie is meeting with the Christchurch SAFs on Monday as well.

David Wales was speaking about the fact there was money left over for the Marae.

After the opening David Wales, Ken Bowater and Rachel Douglas had a conversation around this. Looking at the underspend being diverted into other projects – possibly Marae. This conversation is not yet completed. Rachel will get back to this in the near future.

Sports Day on 31 March – 30 staff and students are coming from van Asch. Why so many staff?

*Supervision of the students for the overnight stay – safety.*

### **Van Asch**

Received.

The statement under first photo on Page 21.

Should read:

A parent meeting that was held at van Asch during March where core school parents were invited for the staff to share and consult with them around the new IEP approach. 11 families of day and residential students attending. First time this has happened. Managed to do this as it was IEP week at the School.

Parents have said they are really keen to do this on a 6 monthly basis.

Big conversation around IEP is moving to strengths based. What students' strengths, abilities are rather than barriers, etc. 100% feedback from parents that this was a more positive approach.

This week had Specialist Services Review at van Asch for students enrolled in the school. Formal report has been received and there are no requirements for van Asch. Meet all the standards.

Two recommendations have been made:

Parent Surveys –

Specialists had more input into our Transition programme and support for students moving out of the Transition programme.

The report should be back by end of next week and wondered if it could be circulated to the Board and feedback to them by 13 April.

KDEC are getting reviewed the last week of term. Would be good for this to be combined.

They look at quality of service not just ticking boxes. Are working with ERO to look at combining reviews like ERO do.

Could discuss both of these at the next Board meeting and feedback after that.

Bernie will go back to extend the deadline for feedback.

New IEP process – is that document being shared with Kelston? *It hasn't been shared with all of van Asch yet. Happy to share with Kelston.*

[Shona Jones left the meeting at 11.36am]

Helen Mackay - Hub development for Wellington – statement a little misleading. *Bernie responded that her statement was based on the proposal publicly made to parents at the Wellington parent meeting held in March. She understood that Helen was to report back to WADC re the proposal and contact Bernie if the parents wanted to be involved.*

Helen Mackay - Sports Day – flying children up to Kelston – did this invitation get sent to regional students in mainstream schools? Helen didn't receive anything as a parent or as Wellington Parents. A message that seems to be given to parents is move to Auckland.

Response – In relation to Sports Day – this is the third time that the core schools have come together (Sports day and ski trip). When KDEC come to Christchurch this is Core School of each Centre only.

Helen Mackay – shouldn't have to come to a Board meeting to find out what is going on. Not the only parent that feels this way. Not saying the DEC's have to fund it but let them know it is happening. If their parents want to support it – let them.

Sports Day is not only the Core school – KDEC regional students attend as well. Approximately 200 students.

Helen Mackay – Need to take every opportunity to reduce the isolation.

Is there any way moving forward we can ensure parents are aware of all events?

This Board's governance role in this conversation – do we want to direct the Schools to invite all regional students or is it that we want to ask management to consider how to make it possible. From a governance perspective – how do we deal with this? Other than to note – how do we handle for the future.

Setting up combined Board in 2012 the parents asked for consistent service – purpose of the Board and still the purpose. Still very much have a split. Funding streams – different budgets. Need to think about big picture. Not just for core schools – also regional – holistically. The Board do have the governance issues but need to know how we can support parents – it is a NZ wide service. Making sure service is there for everyone. Communication. Need great connection with the parents.

One of the priorities is community and belonging.

Concern around setting up national sports day is good for those that live close to venue but those that live remotely with low income can't access it.

Helen Mackey – just trying to allude to IEPs, Sports Day – need to involve as many people as possible. If not funded to do this, we need to put our hand up.

Bernie and Tom agreed to look into future student activities and to find ways to involve more regional students.

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

Rachel Coppage / Ratu Ratu  
**CARRIED**

### **Sensory Schools Update**

Memo Received - FYI

Staffing Order Review – the MOE are looking at getting someone in to look at this.

### **ERO**

#### **Memo re ERO Updates**

Memo received.

Since the memo was written the following has happened:

The meeting has occurred at Kelston. Met with Auckland Student Achievement Function practitioners (SAFs). Bernie was in attendance with Christchurch SAFs. Progressed an agreed pathway to improving what we needed. Since then Bernie has met separately with Jennifer and Christchurch SAFs on 8 March to look at van Asch recommendations. They made the comment that curriculum and student achievement will be the bit that was worked on jointly.

They are to come back to us with draft improvement plan.

Kelston is meeting on Monday 27 March and this should be detailed in there including what van Asch are doing.

Bernie is having a meeting on Monday in Christchurch with Christchurch SAFs. This meeting is in parallel with Kelston.

Still not clear what improvement plan is in any great detail at this stage.

Specialist Facilitator from MOE – Rachel to request? We were told we would have to fund this. Another avenue was to talk to NZSTA. One person recommended from STA is Chris France. He has worked with BLENNZ in the past as a private contractor. Chris has contacted Rachel and asked if he can help us. Chris is going to be the person who supports us.

Chris has given Rachel a list of things to discuss. STA have been developing some tools for measuring our skills as a Board. Strengths/weaknesses. Next week he will send out an email to help us identify the areas to work on. He wanted us to report back on anything in particular we feel we need assistance with.

He will work with us to develop a plan.

Rachel D has been on the NZSTA website and they are working at putting a lot of their training on-line so we may end up doing some of the modules via this method.

NZSTA is free but there are limitations.

Will look at what Chris has to offer and if necessary go back to the other option.

- Finance
- Simplification – multiple roles and responsibilities. Legal responsibilities. Big Picture – how to focus on those issues
- Two separate Centres – everything separate (financials, reports, etc). How can we do a lot more as a combined board. As a Board how we can drive that.
- Student Achievement and Curriculum – how to read through reports and pick out the important bits. Consider co-opting someone sitting as a Board member who understands this capacity.
- 2,000 priority learners spread out across the Country. Want to know we are delivering the service to the people that need it and they are able to achieve.
- Board sustainability
- Principal sustainability

Hoping to have Chris France at the next Board meeting. Please look out for the emails regarding this training.

### **Residential Review (KDEC) Update**

Update so the Board could see if the recommendations were/had been addressed.

Nothing mentioned about culture and deaf identity.



When we look back at this review in the future we will ensure that we have somebody who has Deaf identify and links to the community involved in the review.

Perhaps do some visionary thinking around this piece of work so recommendations can be categorised into a more positive way.

The Board just need an overview on how things are going. Need more of a summary.

Quarterly reports to be brought back to the Board regarding the Residential Review.

## **BOARD**

### **Agenda Timeframe**

Look at Dropbox again.

Email on the Friday prior then courier hard copy on the Monday.

### **NZSTA Conference in Dunedin in July**

14-16 July

The following Board members are interested:

Rachel Douglas

Crystal Skinley (no accommodation required)

Bernie Mulcahy-Bouwman (no accommodation required)

Merran Gwyndell

Jill to look at costs for four members to attend.

Crystal to look at applying for sponsorship through NZSTA.

NZSTA have a two day Chairperson Retreat. Rachel D is going to attend this the last weekend of May. The cost for this is covered by NZSTA.

[Tania Ratu left the meeting at 1.20pm]

## **SUSTAINABILITY – Financial, Governance & Organisational**

### **Finance**

When putting together the Budget for this year, it was obvious that neither Centre could make a break even budget. Went to the MOE with a letter and had a meeting to try and address some of these issues.

The outcome of this meeting was pretty frustrating – have got some movement on Interpreter funding for deaf staff but this is the only area where there has been major progress. Also Teacher of the Deaf Study Awards – have reduced the amount the Board have had to provide for this. Two more Study Awards came through as they hadn't been used elsewhere.

Big areas like ASSIST where what we are funding and what we need to provide this service are vastly different.

Other issues raised but have been side-lined – Deaf Development position or focus within organisation and trying to find funding for this and Unilateral hearing loss which got side-lined when it was obvious we weren't making any traction.

## ASSIST

- Advice and Guidance Only (only in terms of budget limitations!)
- How does this benefit student outcomes? (Best Practice)
- If you look at detail in Resourcing Notice re ASSIST. The ASSIST work programme definition – to continue the approach to deaf education services piloted in Waikato, Hawke's Bay in 2013 and now available nationally. It provides for assessment of student needs, practice advice to teachers and other staff, and monitoring of progress.

Work programme definitions point to advice and guidance.

The dilemma for us is the work being done is being done by RTD. So some RTD work with some students and some ASSIST work with some students. Using their skills and identifying students as not meeting curriculum gains. Not achieving NCEA targets, etc, so they work with these students under ASSIST but like a RTD. Ethical dilemma. More resource intensive and we keep finding more children. The Board are topping up resources for both Centres around ASSIST.

The reality is – we are going to run out of money so need to see what is important.

Letter from Jim Casey was handed out.

At the Joint Senior Leaders meeting in May there will be a workshop discussion around ASSIST.

Agreed - Scope of Practice is needed for both DEC's.

Invite Jim and Neil to the next meeting to present and answer questions.

Need to look at an additional meeting to discuss the "big Picture". Possibly include members of Senior Management Teams. Use a Specialist Facilitator.

Currently have a deficit budget and no additional funding.

We can see there is a difference with what we are being funded for and for what we believe we should be delivering. We need to work on this to try and make it better. Would we be happy to work to rule?

Challenge is – re financial sustainability – we are on the same page re ASSIST – what our vision is and the fact there is an issue with the funding matching the vision and with the MOE definition. Challenge re getting data – we don't have good access to data to prove the case for funding.

When it comes to ASSIST – Jim put together this letter – has good information. Need to make a call – so we need to think about this and make a decision next time around where we are heading.

Need to continue as we have made commitments to parents, staff and students. Have an imperative in Resourcing Notice to carry out an ASSIST programme. Only option forward is to carry on. The Board have to look at what it is that they have to be able to carry this.

Get a Summary around banked staffing and how we are using this. Key area re Budgets is staffing. It is not viable to carry on this way.

Will look at getting a Facilitator in to help us with this work. Will look at an additional meeting to discuss big picture issues.

Need to look at funding as an overall picture. Are we getting people to duplicate work? If people aren't duplicating they might be able to do more work.

Now have a shared understanding around what we are needing to deal with.

Last page van Asch Finance Report – van Asch have \$4.9m.

Rebuild – out of Scope work \$3.5m

In 2015 the Board asked van Asch to have a list of committed funds. Tagged \$3.5m to go towards the van Asch rebuild. This is extra funding to go towards the rebuild.

Christchurch MOE office have told Bernie that National Office have taken the rebuild off the table at this stage. Still waiting for official notification.

The Ministry will look at the Board funds and won't see a financial emergency – they don't look at the finances as two separate Centres.

Could we look at using this money to go towards a higher priority now that the rebuild has been put on hold?

The Board could decide this but you can only spend the money once.

Additional meeting is likely to be June or July.

## **ANNUAL PLAN SCHEDULED ITEMS**

### **Charter**

Final Charter was distributed separate to the Board Agenda.

### **Resource Notice 2017**

Feedback from Bernie re "Regular School".

Bernie has passed this on to Ken Bowater at the Sensory Schools meeting.

## **ANNUAL REPORTS**

First draft received.

This needs to be submitted with the financials in May.

Reporting on goals that were set for 2016.

It was agreed that the Curriculum Reports will be brought to the Board later in the year (not in May which is the usual requirement) due to the fact that these are being looked at closely in the work with the SAFs.

## **FINANCE**

### **2016 End of Year Financial Position**

**van Asch** – no change to previous agenda

### **KDEC**

Received

The end of year financials will now go to the Auditors.

### **Deloitte Letter re Audit**

Rachel has signed off on Deloitte being engaged as our Auditors

### **February Financials**

Both were tabled.

### **Van Asch**

At this stage have a surplus of \$312,874.

**Moved:** That the financials be accepted.

Bernie Mulcahy-Bouwman / Ratu Ratu  
**CARRIED**

### **Kelston**

Currently have a surplus of \$81,985.

Agreed that the financials be accepted as tabled and full February financials will be included in the next Agenda.

## **Finance Committee**

First meeting was held on 20 March.

The Executive Officers have offered to look at providing joint reporting. The Board agreed to this and thought it was a good idea.

Finance Committee Meetings:

Tuesday 30 May – KDEC  
Monday 28 August – van Asch  
Friday 20 October - KDEC

An annual work plan will be put together for these meetings.

Looked at Board meeting schedule and it is challenging to get financial reports ready for the Board Agenda. Just want the Board to be aware.

Would be good to have a Board member attend the Finance Committee Meetings or look at a co-option.

Or wait until we have had some Board Training?

Need to look at someone attending sooner rather than later.

What are the expectations for this person?

Merran has volunteered to attend the next meeting on 30 May at KDEC.

Krista would also like to attend if she is available.

It's important that the Board understand the finances. They need to keep an eye on them and have the context of why the finances are the way they are.

## **Funding Applications**

Nil received

## **GENERAL BUSINESS**

### **Signatory**

Residential Social Worker – need to update eftpos card.

**Moved:** The Board minute the approval to remove and add a signatory to van Asch's eftpos card, which is used by their Residential Team for the provision of supplies and leisure for their residential students.

Remove Claire Raisin and replace with Roger Wyrill

Crystal Skinley / Krista Clifford  
**CARRIED**

## **Presentation from Shona**

The \$100,000 approval is signalling that there is \$200,000 to come.

David M suggested we approve the \$100,000 and then look at approving the \$200,000 later.

The risk to the Board in 2 tranches:

1. IF: Combined Board approve funding to begin preliminary design, etc (Milestone 1) = \$100,000,  
AND: the milestone for Capital Fundraising is not reached,  
THEN: the funding would be lost
2. IF: Milestone 1 Capital Fundraising Target is met but still unable to raise completed build funds,  
THEN: The 2<sup>nd</sup> Combined Board payment (\$200,000) would be lost.

There is the potential for income at a later date, if the Capital Fundraising campaign is successful then this would be able to "repay" the initial \$300,000 to the Board.

**Moved:** That the Board agree to progress the plans for the ECE South Auckland provision as per Shona's presentation to a total cost of \$300,000.

Krista Clifford / David McKee

**In favour:** Crystal Skinley, Merran Gwyndell, Krista Clifford, David McKee, Rachel Coppage, Tuhoi Henry, Tom Purvis

**Not in favour:** Ratu Ratu and Bernie Mulcahy-Bouwman

Bernie – going to be very difficult for the Board. Decision too quick. Really like the idea – very exciting – really worth considering but needs more consideration re finances.

Ratu – Feels the same as Bernie. Supports it but we don't have the finances at the moment.

Shona has been involved in this for the past 2 years. Working really hard. Need to take the opportunity to make this work. Have really experienced people willing to work on the campaign and the backing from The Hearing House.

Too much time pressure.

Where is the \$300,000 coming from?

This is a National project not just KDEC.

The MOE have given the land worth \$2m.

Could the Executive Officer's look at where the money could come from?

Two choices – work on majority vote or go back and get more information.

Would prefer to work until we are at consensus. Given the concerns it would be good if Tom could give us a further update around how we can make it work around numbers. Can see how it will meet the needs of the families. It's about the finances.

Tom to provide further information to the Board members so a decision can be made.

Helen Mackay and Rose Drummond left the meeting at 3.37pm

#### **In-Committee at 3.39pm**

Crystal Skinley / Merran Gwyndell  
**CARRIED**

#### **Out of Committee at 4.12**

Merran Gwyndell / Crystal Skinley  
**CARRIED**

Rachel D thanked everyone for their work today.

Meeting finished at: 4.13pm

**Next Meeting: Friday 19 May, 2017, in Wellington**

#### **ACTIONS:**

#### **PRINCIPALS REPORTS**

##### **Van Asch**

Specialist Services Review

Bernie will go back to extend the deadline for feedback.

Bernie and Tom agreed to look into future student activities and to find ways to involve more regional students.

#### **ERO**

##### **Residential Review (KDEC) Update**

Quarterly reports to be brought back to the Board regarding the Residential Review.

#### **BOARD**

##### **Agenda Timeframe**

Look at Dropbox again.

Email on the Friday prior then courier hard copy on the Monday.

##### **NZSTA Conference in Dunedin in July**

Jill to look at costs for four members to attend.

Crystal to look at applying for sponsorship through NZSTA.

## **SUSTAINABILITY – Financial, Governance & Organisational**

### **ASSIST**

Invite Jim and Neil to the next meeting to present and answer questions.  
Need to look at an additional meeting to discuss the “big Picture”. Possibly include members of Senior Management Teams. Use a Specialist Facilitator.  
Get a Summary around banked staffing and how we are using this.  
Additional meeting is likely to be June or July.

### **FINANCE**

#### **February Financials**

KDEC - Agreed that the financials be accepted as tabled and full February financials will be included in the next Agenda.

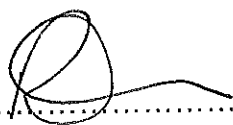
#### **Finance Committee**

An annual work plan will be put together for these meetings.

### **ECE**

#### **South Auckland ECE Provision – memo and Presentation by Shona Jones**

Tom to provide further information to the Board members so a decision can be made.



.....  
Rachel Douglas

**Chairperson**

**Board of Trustees**

19/5/17

.....  
Date