



Kelston and van Asch Deaf Education Centres

Minutes of the Combined Board of Trustees meeting held on 23 May, 2016, commencing at 9.30am, Wellington Airport Conference Centre, Sunderland Room

- Present:** Rachel Douglas (Chairperson), Bernie Mulcahy-Bouwman (arrived at 10.30am), David Foster, Crystal Skinley, David McKee, Joy Creet, Cha'nel Kaa-Luke (arrived at 10.30am), Glenn Dillon, Eric Coppage, Meghan Coppage
- Apologies:** Aileen Jones
- Secretary:** Jill Le Prou
- Interpreters:** Judith Rawhiti, Jenn Gilbert
- In Attendance:** Rose Drummond (arrived at 10.30am)
-

WELCOME

Rachel welcomed everyone to the meeting. This is the last meeting of the current Board. Rachel thanked everyone for the work that has been done over the last three years.

APOLOGIES

Aileen Jones

CONFLICTS OF INTEREST

Nil

PREVIOUS MINUTES

March Minutes

Minutes of the meeting held on 21 March, 2016 were confirmed.

Glenn Dillon / Crystal Skinley
CARRIED

Matters Arising

The naming of the driveway at Kelston Deaf Education Centre to be placed in the parking lot.

CORRESPONDENCE

Received Inwards and Outwards correspondence.

Joy Creet / Eric Coppage
CARRIED

PRINCIPALS REPORTS

Kelston - Received for information only.

3rd Preschool in Auckland KDEC (and the Hearing House) are in discussion with MoE (Auckland) about the possibility of establishing a South Auckland based preschool for Deaf/Hard of Hearing children.

A meeting took place on Friday 20 May at Tirau School re exploring the Hub concept. This exploration will continue. The day school at Tirau has increased to fortnightly.

David F also attended the NZSL Awards.

Currently aiming for early August for the Official opening of the new Kelston building.

Agreed: The report be accepted.

David Foster / David McKee
CARRIED

1st QUARTER REPORT

KDEC

Received.

Working hard to try and manage the budget this year as income is slightly down on what was expected.

The true impact of ASSIST is starting to show up. More than half of the students Kelston work with now are in the assist programme. We are working across 700 more schools than we would normally be involved with.

Preschool are pleased to be back in new building. The Preschool numbers are starting to increase. The Playgroup in South Auckland is creating an additional option for families.

Two requests to vary – these need to be noted by the Board.

1. Tu Kokiri Programme – During the move this programme operated solely from the Auckland Deaf Society. Now that they are back in the new building in their purposely designed classroom space a compromise has been made and the Tu Kokiri programme will remain working from the Auckland Deaf Society three days per week and remain at Kelston two days per week.
2. TOD training – Mentoring for students. Want to offer more release time at a cost of \$18,000 per term.

Moved: That the Quarterly report be adopted including the variations listed above.

David Foster / Glenn Dillon
CARRIED

PRINCIPAL'S REPORT

van Asch – Received for information only

Update under Hagley College – Have found a way around the issues with the Property Agreement. An addendum around longer term commitment will be included.

Education Brief for Christchurch – Friday evening two members of the Education Brief Working Group, Paula Haworth and Fiona Gordon led a meeting in regard to consultation around the van Asch site. James Townshend and Bernie also attended.

Agreed: The Report be accepted.

David McKee / Joy Creet
CARRIED

1st QUARTER REPORT

van Asch

Received.

Having trouble finding NZSL Tutors in the Otago area.

Recommendations to Vary:

1. Kerry Wood – Resource Manager resigned end of 2015. Andrew Townshend has been Acting Resource Manager. E-learning Facilitator and Resource Manager. Need a separate e-Learning Facilitator. A job description for a full time position has been developed. Resource manager role will be looked at separately. A recommendation around this role will be brought back to the Board.
2. Librarian – Denise Kennedy has been on contract with van Asch since NZSL@Schools project team was working with them. Kelston and van Asch need to be using one system. Needed a trained librarian so MoE contracted Denise and her contract was extended. This role needs to continue into the future.
3. Looking to increase administration support. Currently have a temp position as PA to three Regional Coordinators. Currently advertising for a PA for the two Assistant Principals.

Moved: That the Quarterly report be adopted including the variations listed above.

Joy Creet / David Foster
CARRIED

ANNUAL PLAN SCHEDULED ITEMS

NZSL@School

A copy of the powerpoint presentation that was presented at the SAG meeting was included in the Board Agenda. Nirvana May attended from van Asch and Krista Clifford and Janine Campbell attended from KDEC. Krista spoke re the Project overview and Janine spoke about the NZSL day school. Nirvana spoke about the at distance e-classroom delivery and Bernie spoke about the Boards strategic priorities in relation to NZSL.

The Minister of Education – Hon Hekia Parata was in attendance along with members of World Federation for Deaf (WFD).

The Board wish to thank the staff who attended and presented. They did a really good job of representing the DECs. Jill to send a letter of thanks to them from the Board.

NZSL Position Statement

This has been developed throughout the work of the SAG.

This is about NZSL in education. It gives us a reference point to come back to when we are wanting to make changes.

The MoE would like us to agree to this also being our position statement.

Moved from the Chair: That the Board adopt the Position Statement

CARRIED

HUBs

KDEC have been exploring the possibility of Tirau School as a Hub. We have reached the point where Tirau School has been interested in discussing this. van Asch, Kelston, SAG (Oliver F & Darryl A), MoE from Waikato area, Ken Bowater. It was outlined how this has come about through the SAG work plan. History of the NZSL day school programme that has been running at Tirau School for 10 years was given. The visits that Tirau School staff and Board have made to KDEC were outlined. What has been agreed to is that before van Asch and Kelston go any further with this work we need a Project Plan about where we will go next. Need to outline the principles that we hold dear and then look at what we are planning to do with Tirau. Have developed a list of questions that we need to discuss with the MoE in detail. Then we can proceed to consultation with affected schools and families to see if they want us to go any further. Then there are wider implications as we think about a national network of service.

Otago has been earmarked as a possibility for a Hub. Bernie is keen to engage with the MoE to discuss this some more.

Hawkes Bay is another possibility.

The challenge in Otago and Hawkes Bay is we don't employ deaf TOD.

FINANCE

March & April Financials

Kelston

March – taken as read

April – Quite a change in deficit position and also cash position. This is explained in the notes under 'Income'.

Key point is the recovery of "staffing overuse". There are two ways we pay our staff. Teachers' Salaries Entitlement – MoE pay. Bulk Grant – paid out of cash in the bank. Cheaper to overuse our Teachers salaries entitlement and then reimburse by paying cash out of the bank.

Balance Sheet – this is also fluctuating at the moment as we are doing a lot of capital works (Marae, furniture, etc). Cash is turning into assets so cash goes down.

Moved: The March and April Financials be accepted.

Crystal Skinley / David McKee
CARRIED

March Financials

van Asch

Taken as Read

YTD Budget was to be \$46,000 deficit. Actual is \$92,000 surplus due to higher income received.

van Asch and KDEC looking at setting up some stronger processes around NZSL@School Budget. Looking at getting Kelston and van Asch teams together in June.

No April report available at this time.

Moved: The March Financials be accepted.

Joy Creet / David McKee
CARRIED

van Asch Draft Statement of Committed Funds

Received.

Moved: That the Draft Statement of Committed Funds be resubmitted at a later Board meeting.

van Asch Bank Account

Westpac require the combined Board to minute the approval to add a signatory to van Asch's eftpos card, which is used by the Residential Team for the provision of supplies and leisure for their residential students.

Moved: That Claire Raisin be added as a signatory.

Moved from the Chair

Funding Applications

Four Winds Foundation

The Board resolves to support an application from Kelston & van Asch Deaf Education Centres to Four Winds Foundation requesting financial assistance towards the venue costs of the ANZCED Conference 2016.

Proposed Amount: up to \$25,000.00

Moved by the Chair

The Lion Foundation

The Board resolves to support an application from Kelston & van Asch Deaf Education Centres to The Lion Foundation requesting financial assistance towards the venue costs of the ANZCED Conference 2016.

Proposed Amount: up to \$25,000.00

Moved by the Chair

Jetstar

The Board resolves to support an application from Kelston & van Asch Deaf Education Centres to Jetstar requesting financial assistance towards the venue costs of the ANZCED Conference 2016.

Proposed Amount: up to \$25,000.00

Moved from the Chair

The Southern Trust

The Board resolves to support an application from Kelston & van Asch Deaf Education Centres to The Southern Trust requesting financial assistance towards the venue costs of the ANZCED Conference 2016.

Proposed Amount: up to \$25,000.00

Moved from the Chair

The Brian Perry Foundation

The Board resolves to support an application from Kelston & van Asch Deaf Education Centres to The Brian Perry Foundation requesting financial assistance towards the venue costs of the ANZCED Conference 2016.

Proposed Amount: up to \$25,000.00

Moved by the Chair

[David McKee left the meeting at 11.52am]

BOARD STRATEGIC ACTION

Briefing to Incoming Board

The Education Brief has to be submitted to the MoE by 1 August. This brief still needs to come to the Board. It could be received by the new Board at the June meeting and an extraordinary meeting held for the Board to confirm they are happy with the brief to be submitted.

AGREED: That an extraordinary meeting will take place prior to 1 August at the van Asch site during July to finalise the Education Brief.

Page 22 – include NZSL Curriculum in last lot of bullet points. Also put in brackets after each bullet point who this work will be led by.

Add (eg hub exploration, virtual schools) to bullet point “Flexible delivery options”, and under The Board is expected to lead work on...

Moved: That the Brief to the incoming Board be adopted.

Eric Coppage / Glenn Dillon
CARRIED

Election Update

Parent Election - Four nominations received from KDEC region and four from van Asch region. Voting papers will be posted out on Wednesday 25 May.

Staff Trustee Election – Krista Clifford was elected unopposed.

POLICY REVIEW

NAG 3 – Complaints Policy

Update received.

Moved: That the Complaints Policy be ratified.

Joy Creet / Bernie Mulcahy-Bouwmann
CARRIED

NAG 5 – Health & Safety Policy

Update received.

Spelling error No. 2. ‘Poising’ needs to be changed to ‘posing’.

Moved: That the Health & Safety Policy be ratified subject to the above error being corrected.

Eric Coppage / Glenn Dillon
CARRIED

ECE TRUST UPDATE

A memo was tabled giving an update on the elections and notifying that the first meeting of the ECE Trust will be held on Friday 3 June.

GENERAL BUSINESS

Parents Federation Annual Meeting

Roisin Connolly (Community Engagement Officer) will be attending.

Bernie Mulcahy-Bouwman will also be attending.

ACTING CEO

David F will be overseas from 10-20 June. David F has asked that Tom Purvis (Head of School) be Acting CEO in his absence.

Moved: That Tom Purvis has delegated authority to be Acting CEO in David Foster's absence.

David Foster / Crystal Skinley
CARRIED

JUNE BOARD MEETING

Moved: That the current Board be invited to attend the June meeting.

Crystal Skinley / Glenn Dillon
CARRIED

IN-COMMITTEE – 1.20pm

Joy Creet / Glenn Dillon
CARRIED

OUT OF COMMITTEE – 2.14pm

Glenn Dillon / Eric Coppage
CARRIED

SUMMARY OF BOARD MEETINGS

A summary to go out to parents of what the Board has achieved or agreed too after each meeting. This to be sent electronically to parents who wish to receive it. Roisin Connolly to be responsible for putting this together and getting it out to parents.

David F will discuss this with Roisin.

Rachel said a big thank you to all the Board members for their hard work and dedication over the last three years.

The Board agreed to invite the past Trustees to the June meeting for part of the meeting followed by a tour of the new building.

Meeting finished at 2.26pm

Next Meeting: Monday 27 June, 2016 – Kelston Deaf Education Centre

ACTIONS:

NZSL@School

The Board wish to thank the staff who attended and presented. They did a really good job of representing the DEC's. Jill to send a letter of thanks to them from the Board.

van Asch Bank Account

Moved: That Claire Raisin be added as a signatory.

BOARD STRATEGIC ACTION

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JUNE BOARD MEETING

Moved: That the current Board be invited to attend the June meeting.



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Rachel Douglas

Chairperson

Board of Trustees

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27/6/16.....