



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

### **Minutes of the Combined Board of Trustees meeting held on 31 October, 2016, commencing at 9.30am, Wellington Airport Conference Centre, Sunderland Room**

- Present:** David McKee (Deputy Chairperson), Bernie Mulcahy-Bouwman, David Foster, Crystal Skinley, Rachel Coppage, Krista Clifford, Merran Gwyndell, Cha'nel Kaa-Luke, Tuhoi Henry
- Apologies:** Rachel Douglas, Ratu Ratu
- Secretary:** Jill Le Prou
- Interpreters:** Wenda Walton and Bridgette Strid
- In Attendance:** Rose Drummond, Meghan Coppage, Helen Mackay, Roisin Connolly, Rosie Henley (for parts of the meeting – filming)
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#### **WELCOME**

David McKee welcomed everyone to the meeting. Rachel D is unable to be here today so David M is Acting Chair.

Rosie Henley is a student at Victoria University and also an interpreter. Rosie is doing a research project into how interaction is managed in an NZSL – interpreter-mediated meeting where both deaf and hearing participants are present. Rosie asked everyone to complete a consent form to be filmed. Everyone was handed an "information for participants" form.

Rosie set the cameras to record and left the meeting.

#### **APOLOGIES**

Rachel Douglas and Ratu Ratu

#### **CONFLICTS OF INTEREST**

Krista re Deaf Development Manager on Budget – possible conflict

Welcome to Helen Mackay (parent)

## **STUDENT TRUSTEES**

Welcome to Tuhoi Henry – new student trustee for KDEC.

Farewell to Meghan Coppage. Thank you for your support over the past year.

## **WELCOME TO COMMUNITY ENGAGEMENT OFFICER**

Roisin Connolly was welcomed to the meeting. Roisin will now be attending all Board meetings excluding the "in-committee" section.

## **PREVIOUS MINUTES**

### **September Minutes**

Minutes of the meeting held on 18 September, 2016, were confirmed.

Rachel Coppage / Krista Clifford  
**CARRIED**

### **Matters Arising**

ANZCED surplus of \$9,000 was reported incorrectly due to an accounting error. The surplus is now \$1,200.

Bernie suggested that this surplus be tagged as Professional Development for the ANZCED in Adelaide.

## **CORRESPONDENCE**

Received Inwards and Outwards correspondence.

Bernie explained the Specialist Service Standards Review. This correspondence is letting van Asch know when this review will take place (March 2017). This review will have a Focus (much like ERO) and this will be sent prior to the review.

KDEC's is scheduled for April 2017.

Rachel Coppage / David Foster  
**CARRIED**

## **3<sup>rd</sup> QUARTER REPORTS**

### **Van Asch**

This 3<sup>rd</sup> Quarter Report is current information as at the end of Term 3.

Van Asch have nine districts they provide services to who are not enrolled at but receiving services from.

Wellington and Palmerston North are areas we believe numbers are low re ASSIST.

Two corrections to report:

Page 18 – Hawkes Bay 0.3 ASSIST service not 0.2 and change RTD to 5.9 not 6.0.

Page 21 – Canterbury 0.7 ASSIST service not 1.0 and change RTD to 13.8 not 13.5.

These are numbers around ASSIST rather than children receiving specialist services from.

ASSIST children are students who need advice and guidance services (FM systems, or other equipment in the classroom). Our staff would go in and look at setting up these systems, attend IEPs where needed, and provide support around transitions. The KDEC brochure around ASSIST will be copied and distributed to Trustees.

ASSIST students are monitored so if their needs change they can either enrol at or go on a caseload.

### **Kelston**

Page 36 – highlight to the Board the service delivery pressure that the ASSIST role and responsibility is creating, particularly in Auckland. Since we started providing this service in Auckland last year we have had 500 students referred to us for that service. David F's concern is that as we move towards the Ministry's increasing requirements of the Board to provide achievement information from students the potential for those 500 students to need RTD time or to need ORS applications is quite significant.

Page 27 – another 200 students in this situation in Waikato and nearly 200 students in BOP within ASSIST.

This is the information the Board needs to hold in their mind when the MoE currently provide 6 FTTEs to provide this service nationally.

Our analysis of staffing to students ratio shows that when ASSIST was introduced the ratio was approximately 1 staff : 80 ASSIST students. Over the past three years this ratio has been reduced to 1 staff : 150 ASSIST (this is even with an additional 3 staff contributed by the Board).

Nervous around future capacity to continue to deliver the ASSIST programme.

Currently understaffed.

We would need an additional 12 staff to return the ratio to the original level (total of 17-18 Staff nationally).

Kelston are putting some of their most experienced teachers into these roles. Staff need to be able to assess what is required quickly and put things in place. More

than half of these staff hold a Masters qualification and have worked as Advisors on Deaf Children in the past.

Van Asch share the same principle.

Both Centres challenged by the 1:80 ratio. Van Asch also have travel to consider – this is a challenge for them.

Page 42 - The Ministry is working with us to secure some land to set up a 2<sup>nd</sup> ECE in Auckland. We are calling it South Auckland and it is on the Ormiston School Campus. The Ministry has said they are about a week away from signing off that land as officially available. The presentations to the Ormiston Board went well and they are really supportive. They have offered some temporary space if we wish to keep things going.

*Requests to Vary:*

Preschool – release the balance of the TAP funding to begin concept design for South Auckland ECE.

ERO recommended that we look at improvement opportunities having gone from three cottages to one hostel re Residential. We had the initial exploration last week and a conference call will take place this Wednesday to receive feedback.

**Moved:** That the 3<sup>rd</sup> Quarter Reports of both DEC's be accepted including the recommendations and requests to vary.

David Foster / Krista Clifford  
**CARRIED**

## **PRINCIPALS REPORTS**

### **Kelston**

Taken as read.

Question asked re HUB in Tirau – progress?

Still waiting for the MoE to confirm that they will:

- support the preferred option to enrol the students at KDEC but attend classroom at Tirau staffed by Kelston staff.
- fund the Transport to and from the school. And
- support the property needs (if a new classroom is required – over time).

Once we have the answers we can begin formal consultation with the wider community.

### **Van Asch**

Taken as read

Christchurch Schools Rebuild – small working group to be convened to consider site options. Recommendation that someone from the Board sit on this group. David

McKee has offered to sit on this group to provide continuity. Sue Barr has suggested a meeting on 8 November.

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

Rachel Coppage / Cha'nel Kaa-Luke  
**CARRIED**

## **BOARD TRAINING – FINANCIAL**

David F gave a presentation on Finance 101.

## **RESOURCE NOTICE**

Memo received re Budget priorities forecast for 2017.

Six designated projects in relation to the Strategic Plan:

1. Common Oral Language Assessment framework
2. NZSL Student assessment (funded by NZSL Board)
3. Teacher of the Deaf training and mentoring
4. Social-emotional Curriculum statement, Assessment and Programme development
5. Hub development across identified districts
6. Bi-Lingual, Bi-Cultural pedagogy development

ERO Recommendations likely to include:

1. Continued National database development with a focus on student achievement data
2. Key senior leaders meeting regularly to progress and report on shared annual curriculum plans.
3. Leadership training in relation to teaching and learning
4. Collaborative work around reflective teaching practice to address key achievement challenges.
5. External appraisal for Senior Leaders.
6. Joint DEC Leader meetings.

Building workforce capacity and capability to meet the needs of students:

1. Following the resourcing update, review of the service delivery model for Assist and Specialist teaching via RTD services.
2. Committed additional funds to ensure that nine teachers can complete their second year of the Specialist Teaching diploma endorsed in DHH. A further 13 teachers will be funded by the MoE study awards.

Van Asch DEC key projects:

1. Establish new website – contract or employ webmaster
2. Rebuild of the High School and transition satellite programmes
3. Rebuild of the main site facilities.

## **BOARD FLYER**

Feedback requested.

Flyer 3 will be going out this week.

Flyer 4 will be done using Mail Chimp. This one will go out to individual parents emails (those which we have), Board members and the Federations.

Graphic Designer at KDEC is working on a Banner.

The Flyer should be translated into NZSL. This has been discussed and could be done "in-house" either at van Asch or Kelston.

Hyperlinks could also be included in the Board Flyer for parents re updates (ie, SAG update).

The Board Flyer is also to go out to Staff.

Students should also receive this information. Perhaps only high school students. Facebook could be an option to get this out to students. Could possibly be issues around emailing directly to students?

If students have School emails we could use them.

Could offer to students, as we will for parents, the option to "Subscribe" or "Unsubscribe".

## **POLICY REVIEW**

NAG 1

Draft EOTC Policy received.

**Moved:** That the EOTC Policy is adopted by the Board subject to "Video Surveillance" being removed from the procedures on the second page.

Cha'nel Kaa-Luke / Tuhoi Henry  
**CARRIED**

## **FINANCE**

### **August and September Financials**

The August and September financials were received.

### **Kelston**

We have received \$400,000 more than we budgeted for. Expenses were also higher than we budgeted. Net Deficit for year is \$568,000. So far this year doing \$78,000 better than we thought.

Operating at a loss – a loss that we expected. A loss the Board signed off on so it is under control. However, this behaviour is not sustainable.

## **Van Asch**

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Budgeted for a deficit of \$220,708 at end of September. We are coming in at 212,360. Better than anticipated.

Last year was the first time that van Asch deliberately ran a deficit budget. This is not sustainable.

**Moved:** That the Board receive the August and September Financials for both Kelston and van Asch.

Merran Gwyndell / Crystal Skinley  
**CARRIED**

## **Draft Budgets**

Van Asch's included in Agenda.

KDEC's was emailed previously and tabled.

## **Kelston**

The things that are going to make it difficult for Kelston to deliver a zero budget next year:

1. Four staff for study awards – CBOT funding these \$123,000
2. Administration Expenses: Deaf Development Manager \$75,000, Joint SMT meetings \$20,000,
3. Interpreters expenses for staff \$120,000. Up until 2 years ago we had a perfectly good system working – through MSD and Workbridge. MoE funding for staff interpreter costs is not adequate. This has been discussed repeatedly with MOE. Brian Coffey has undertaken to set up a meeting with MSD
4. Residential increase on Salaries included Social Worker in school to be funded under MoE policy \$56,000. A possibility we can work with Ministry re Social Workers in Schools funding.
5. Regional budget variation increases
  - ASSIST staffing of 6.3 against 3.0 and related expense \$300,000
  - NZSL@School \$150,000
6. Preschool forecast Net Deficit with a 2.4 FTTE overuse \$4,000

Total deficit \$848,000

- 1 Auditors will note that Deficits are not sustainable.
- 2 No guarantee that the problems get solved within a year if the Board sign off on this Budget.

Need to start having conversations with the MoE between now and the beginning of the year to see what we stop doing.

Then add in staffing overuse – means if a teacher leaves we don't replace them.

Interpreters one big issue and ASSIST work another.

By moving ASSIST work into Resource. There is a risk that the MoE step even further back from Outcome 4 which is "cost and volume info is used to inform future provision"

The Minister has already said there is no more money.

The process is to write to the MoE and declare that we are in dispute of the Resource Notice. The MoE then has to engage with us to try and reach an agreement within 30 days. If this doesn't happen we can ask to be referred to mediation. The MoE's response will be that they are part of the Crown and can't mediate with themselves. Then we would take it to the Minister.

### **Van Asch**

In 2016 operated at a deficit budget with money in the bank to fund the deficit. 2017 also looking at a deficit budget but higher than 2016 - \$478,121. The Executive Officer and Bernie are worried. Worried that going forward this is not sustainable activity.

Have had to increase our services over time.

Bernie has also worked to build the capacity of the Centre. Particularly across the administration and resource departments. Had a very small senior leadership team. Over the last six years capacity has been added. This increases your operating costs as well. Travel is a big issue. Van Asch receive some funding from the MoE but these costs are mounting. Professional Development is another area that is blowing out. Bernie wants to signal that they could afford this deficit for another year but it is not sustainable. Bernie wants to do more work around this budget to try and reduce the deficit.

Interpreter costs – have gained a little as now receiving some funding from MoE. A challenge around interpreters is around the nine districts. Access in some of the smaller areas is really difficult – having to fly interpreters in and sometimes this includes accommodation as well.

VRS is something van Asch are looking at but only for small meetings of 20-30 minutes.

Pages 51-53 are the budget priorities.



Operating costs are putting van Asch under increasing pressure.

Decisions:

If the MoE are determined to only fund us 6 FTTE to deliver service to 1400 students then say this in a letter so we can stand up in front of parents so we can explain why we will be reducing service response times.. Same with interpreters for our staff – say so in writing how much you will fund so we can tell our staff that once this is spent we will no longer be providing interpreters for staff.

Brian Coffey indicated last year that if there is money in the bank then we would need to spend that before the MoE will look at additional funding.

We need to have some form of a Budget for next year.

**Moved:** That the Principals take another look at the Budgets to form a way forward for 2017.

**Moved:** That the Board write to the Ministry summarising our concerns with the proposed funding for 2017. We will highlight the concerns and the possibly consequences if the current level of funding is not increased. We will request an urgent meeting with the Ministry to discuss and agree remedies for the issues raised. We request that the meeting take place within 30 days of the request of the meeting.

David Foster / Krista Clifford  
**CARRIED**

The Chairperson and Deputy Chairperson will attend on behalf of the Board.

Helen Mackay left the meeting at 2.35pm

### **Funding Variation – van Asch**

Memo received.

Van Ash would like to purchase a new mower as their old mower is costing too much in ongoing repairs and maintenance.

**Moved:** The Board approves the purchase of a new diesel zero-turn ride-on mower at a cost of \$25,440 to be paid from van Asch DEC's accumulated reserves.

Rachel Coppage / Crystal Skinley  
**CARRIED**

### **Finance Committee Meeting Summary**

Not received – deferred to December meeting.

Roisin left the meeting at 2.57pm

## **International Day Student Fees**

Memo tabled.

More research to be done on the amounts for the student rates as there will be additional fees (ie, International student fee to be paid to the MoE, management fee). Another memo will be circulated to Board members for approval.

## **GENERAL BUSINESS**

### **Memo re Records Disposal – Delegation of Authority**

Memo received.

**Moved:** That Verna Purvis as Records Administrator for KDEC be delegated the authority to dispose of records as determined under legislation contained within The Public Records Act 2005.

Rachel Coppage / David Foster  
**CARRIED**

### **NZSTA Memo**

Tabled.

NZSTA memo regarding Education (Update) Bill Funding Review.

NZSTA are seeking the Board's views on changes proposed in the Education Update Amendment Bill by Friday 4 November.

Due to time restraints it was agreed this wasn't a high priority for the Board.

### **Safety Plan for Redcliffs Function**

Email and Safety Action Plan received.

The van Asch Residential Team have had input into the Safety Action Plan.

**Moved:** That the Board agree to Redcliffs applying for a temporary liquor license for their fundraiser in November. The Board encourages the staff to pay close attention to rostering on the night of the event.

David Foster / Merran Gwyndell  
**CARRIED**

### **BOT Meeting Dates for 2017 - Draft**

The Board requested two date changes as follows:

Friday 24 February change to Monday 27 February.

Friday 22 September & Saturday 23 September change to Sunday 24 September and Monday 25 September.

These changes were made as three Board members would not be available for either of the original dates.

IN-COMMITTEE – 3.24pm

Crystal Skinley / Merran Gwyndell  
**CARRIED**

OUT OF COMMITTEE – 4.03pm

Rachel Coppage / Crystal Skinley  
**CARRIED**

Meeting finished at 4.03pm

**Next Meeting: Monday 12 December – Wellington Airport Conference Centre**

**ACTIONS:**

**BOARD FLYER**

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**Draft Budgets**

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David McKee

**Deputy Chairperson**

**Board of Trustees**

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Rachel Douglas

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Date

12 December 2016