



Kelston and van Asch Deaf Education Centres

Minutes of the Combined Board of Trustees meeting held on 18 September, 2016, commencing at 1.00pm, van Asch Deaf Education Centre

Present: Rachel Douglas (Chairperson), Bernie Mulcahy-Bouwman, Crystal Skinley, David McKee, Rachel Coppage, Krista Clifford, Ratu Ratu (arrived at 2.13pm), Merran Gwyndell, Meghan Coppage, Cha'nel Kaa-Luke (arrived at 1.56pm)

Apologies: David Foster

Secretary: Jill Le Prou

Interpreters: Liz Kay and Nichola Robertson

In Attendance: Rose Drummond

WELCOME

Rachel D welcomed everyone to the meeting

APOLOGIES

David Foster

CONFLICTS OF INTEREST

Nil

PREVIOUS MINUTES

August Minutes

Minutes of the meeting held on 29 August, 2016, were confirmed.

Crystal Skinley / Rachel Coppage
CARRIED

Matters Arising

Canterbury Schools Rebuild – update from Bernie – she has spoken to Property Case Manager and there is no question around the van Asch main rebuild – the money is there for that. It is around Hagley and Hillmorton High School – there has not been money factored in for our provisions at those sites. The MoE are doing some work around this and will come back to Bernie with a solution.

ERO – A meeting took place with Principals and Chairperson and some of this information will be shared in-committee.

CORRESPONDENCE

Received Inwards and Outwards correspondence.

Krista Clifford / Bernie Mulcahy-Bouwman
CARRIED

FINANCE

The June and July financials were received.

Taken as read.

Van Asch

Budgeted for \$92,887 deficit but actual is \$77,753. This includes the NZSL adjustment.

ANZCED surplus has increased to approx. \$9,000. Will need to look at options for where this money will be used.

Moved: The Principals to bring back to the Board some recommendations for what this money could be spent on. The Board would like to see this money tagged for PL&D (e.g., a combined staff conference).

Crystal Skinley / Merran Gwyndell
CARRIED

In the draft 2017 budget this money will be tagged for PL&D.

KDEC

Interpreter Funding - \$200,000 – 50% van Asch and 50% contribution to Kelston. Kelston were receiving this funding through Workbridge.

We should start to look at other options like Video Interpreter Service (VIS - which is free) for smaller meetings and try and cut some of the interpreter costs.

Moved: That the Board receive the June and July Financials for both Kelston and van Asch.

Rachel Coppage / Crystal Skinley
CARRIED

Happiness Fund mid-year updates

Received

Page 36 of Agenda – van Asch
Page 48 of Agenda – Kelston

Moved: That the Happiness Fund Reports be received.

David McKee / Krista Clifford
CARRIED

School Donation and Activity Fee

Each year van Asch need to review the Donation Fee. This hasn't been done for approx. 3-4 years. This is for the enrolled students at van Asch.

Currently \$100 for first child in family and \$20 per additional child. Activity fee is an additional \$65 per child.

Bernie will research how many parents pay the fees and what the fees go towards.

Moved: That the Principals bring to the Board a Proposal regarding the School Donation and Activity Fee including what the current situation is for each Centre with a view to alignment.

Merran Gywendell / Krista Clifford
CARRIED

[Cha'nel Kaa-Luke arrived at 1.56pm]

[Ratu Ratu arrived at 2.13pm]

Funding Applications

The Board resolves to support an application from Kelston Deaf Education Centre to Four Winds Foundation requesting financial assistance towards external enhancements to the Marae entrance and surrounding area.

Proposed Amount: up to \$40,000.00
(Forty Thousand Dollars Only)

Merran Gywendell / Rachel Coppage
CARRIED

The Board resolves to support an application from Kelston Deaf Education Centre to The New Zealand Community Trust requesting financial assistance towards external enhancements to the Marae entrance and surrounding area.

Proposed Amount: up to \$40,000.00
(Forty Thousand Dollars Only)

Merran Gywendell / Rachel Coppage
CARRIED

The Board resolves to support an application from Kelston Deaf Education Centre to The Trusts Community Foundation requesting financial assistance towards external enhancements to the Marae entrance and surrounding area.

Proposed Amount: up to \$40,000.00
(Forty Thousand Dollars Only)

Merran Gywendell / Rachel Coppage
CARRIED

BOARD TRAINING AND CO-OPTIONS

Memo received.

Co-opt someone with financial background?

There is a Finance Committee – two Principals, two Executive Officers who meet once a term. There has been discussion around bringing in an external Accountant to this committee. The Finance Committee will work on this.

The Board could look at the Accountant providing a report to the Board.

The Auditors provide a yearly report already.

Look at bringing in an external accountant to sit on the Finance Committee rather than Co-opt to the Board.

Look at some training in financials to give the Board members some confidence in reading them and what their responsibilities and liabilities actually are.

Maori Representation – David McKee knows a Deaf Maori person who is interested in being a member of the Board.

We could also contact Deaf Maori to ask them to be a part of the process of finding a suitable person for this role.

Need someone who is Maori and who knows about the Deaf Education system.

Deaf Community representation – previously we have co-opted. This Board has more Deaf Community representation than previously.

More parent Representation/Regions?

We should have more of a relationship with Parents Federation – should we ask for representation from them?

There is a view that the work of this Board is dominated by NZSL. This is due to the work plan and what has come from the MoE. There is a perception that other aspects are being forgotten about.

Need to recognise what is emerging – what the new needs are out there.

Uni-lateral representation?

Might want to consider co-opting another parent representative.

Could ask the Federation how they feel around having fair representation of parents.

Roisin, as the Community Engagement Officer, could also have more involvement on the Board. We could ask Roisin to attend the Public part of the meetings but are unable to co-opt her as she is a staff member.

Moved: That Roisin be invited to attend the public part of each Board meeting.

Crystal Skinley / Merran Gywndell
CARRIED

The Board feel that Deaf Community representation is strong enough.

Disciplinary Committee – currently at van Asch the Disciplinary Committee are members from their previous board. The Board Chair at the time would join the Committee when required. The Disciplinary Committee needs to be reviewed. The Board needs to give this some thought.

Moved: That the Board Co-opt a Maori Rep who has knowledge and understanding of the Sector and Deaf Community.

Crystal Skinley / Bernie Mulcahy-Bouwman
CARRIED

Moved: That the Parents who missed out during the election be invited to be co-opted to the Board as additional Parent Representatives.

David McKee / Crystal Skinley
CARRIED

The van Asch core school have no parent representation on the Board of Trustees. Bernie has asked that this also be considered when looking at Co-options.

The Board to ask the two parents who missed out during the election first and then if one of them declines look at a parent form the Core School of van Asch.

Training Needs

As per memo.

Look at training around matters relating to Board business and Legislation the Board need to be aware of.

We could do some training and then review it to see if there are any gaps.

Could look at some training in Deaf Culture and Deaf Awareness.

Day for Meeting

It was suggested that the meeting change from a Monday to a Friday.

Agreed: That the meetings change from a Monday to a Friday. Jill to bring draft dates for 2017 to the October meeting.

DRAFT RESOURCE NOTICE 2017

Received

ECE TRUST BOARD

Memo received re 2nd Quarter Meeting Summary – 5 September, 2016.

Moved: That the Board approve the recommendation that the Parent Trustees on the ECE Trust Board be paid a fee for meeting attendance in line with the Combined Board of Trustees.

Crystal Skinley / Ratu Ratu
CARRIED

TEACHER OF DEAF TRAINEES 2017

A memo was forwarded to Trustees requesting proxy vote via email to approve the second year of funding for our existing nine trainee teachers of the Deaf as part of our commitment to their well-being and for future succession planning and that the amount for 2017 be included in the Centre's budget for 2017.

Moved: That the Board fund the second year of funding for our existing nine trainee teachers of the Deaf.

Merran Gywendell / Ratu Ratu
CARRIED

ERO TIMEFRAMES

Memo received for information only. We should be receiving the draft report from ERO in the next 2-3 weeks.

ERO had lots of good things to say and had good suggestions about what we could be doing next. This will be discussed more at the Strategic Planning Day.

NATIONAL POLICY SUMMARY

Memo received for information only.

ANNUAL PLANNED SCHEDULED ITEMS

Sector Advisory Group (SAG) Update

Received.

VAN ASCH – APPROVAL FOR NEW ROLE

A memo and Job Description were tabled.

Moved: That the Board approves the recruitment of a full-time Career Guidance Counsellor. Feedback on the Job Description to be emailed to Bernie by 30 September.

David McKee / Crystal Skinley
CARRIED

STUDENT TRUSTEE ELECTIONS

Jill advised that Cha'nel Kaa-Luke was elected unopposed as the Student Trustee for van Asch and that there were two nominations for Kelston so a vote was taking place. Voting papers had been sent out and close on Friday 23 September at noon.

POLICY REVIEW

Memo received.

Need a discussion on how the Board will move forward with the recommendations. This will be added to a future meeting.

[David McKee left the meeting at 5.05pm]

All members in the gallery left the meeting at 5.06pm.

IN-COMMITTEE – 5.06pm

Ratu Ratu / Rachel Coppage
CARRIED

OUT OF COMMITTEE – 5.13pm

Merran Gwyndell / Ratu Ratu
CARRIED

Meeting finished at 5.15pm

Next Meeting: Monday 31 October – Wellington Airport Conference Centre

ACTIONS:

FINANCE

ANZCED surplus has increased to approx. \$9,000. Will need to look at options for where this money will be used.

Moved: The Principals to bring back to the Board some recommendations for what this money could be spent on. The Board would like to see this money tagged for PL&D (e.g., a combined staff conference).

School Donation and Activity Fee

Moved: That the Principals bring to the Board a Proposal regarding the School Donation and Activity Fee including what the current situation is for each Centre with a view to alignment.

BOARD TRAINING AND CO-OPTIONS

Moved: That Roisin be invited to attend the public part of each Board meeting.

Moved: That the Board Co-opt a Maori Rep who has knowledge and understanding of the Sector and Deaf Community.

Moved: That the Parents who missed out during the election be invited to be co-opted to the Board as additional Parent Representatives.

Day for Meeting

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Rachel Douglas

Chairperson

Board of Trustees


David McKee
Acting Chairperson

31/10/16
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Date