



Kelston and van Asch Deaf Education Centres

Minutes of the Combined Board of Trustees meeting held on 24 September, 2017, commencing at 1pm, van Asch Deaf Education Centre, Recreation Room

- Present:** Rachel Douglas (Chairperson), Bernie Mulcahy-Bouwman, Tom Purvis, Crystal Skinley, David McKee, Krista Clifford, Ratu Ratu, Rachel Coppage, Tuhoi Henry
- Apologies:** Merran Gwyndell, Roisin Connolly, Cha'nel Kaa-Luke, Chris France
- Secretary:** Jill Le Prou
- Interpreters:** Evelyn Pateman & Liz Kay
- In Attendance:** Terri Johnstone, Jasmine Kirk, Neil Pouwels
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WELCOME

David McKee welcomed everyone to the meeting.

Rachel Douglas and Ratu Ratu should arrive by 1.30pm.

APOLOGIES

Merran Gwyndell, Roisin Connolly, Cha'nel Kaa-Luke, Chris France

CONFLICTS OF INTEREST

Nil

PREVIOUS MINUTES

August Minutes

Minutes of the meeting held on 25 August, 2017, were confirmed.

Krista Clifford / Rachel Coppage
CARRIED

Matters Arising:

Page 2 – The Project on “Deaf” Leadership..... (add the word Deaf).

Bottom Page 8 – as above

Page 7 under SAF Update – Remove last sentence from bullet point 3.

CORRESPONDENCE

Received Inwards and Outwards correspondence.

Rachel Coppage / Crystal Skinley
CARRIED

STRATEGIC PLAN PROGRESS REPORT

Update received.

A timeframe column and status column have now been added.

Page 21 – everything is active.

Anything written in red is activity in the last month or since the previous Board meeting.

Master Planning timeframe is not yet clear. Regular meetings taking place.

Page 16 – column “Active to long term” – these are all at different stages.

Page 17 – Work with MOE to access National Standards data and NCEA data should be red in the status.

[Terri Johnstone, Rachel Douglas and Ratu Ratu arrived at 1.24pm]

It is good to have the positive and negative status rather than a blank.

Is there any action the Board can take to move the Hubs along?

Rachel D could go back to the MOE and ask where the progress is on the Hubs.

The Principals to ask the MOE first and then pass over to the Board if there is no response or an unsatisfactory response.

Following Strategic Planning we should be consciously communicating with the community around what we talked about and our priorities. The MOE are talking property and buildings in the Master Planning and we are talking Service and Delivery. This communication would include updates on everything.

The aim of Strategic Planning days is to come up with four Strategic Goals. The response to the surveys will feed into these.

It might be that the consultation from surveys (Themes) is fed back to community. (ie, parent groups). The feedback from Parent Survey.

Could do this in regions and have a Board member present.

Page 20 – Sign Language assessment. Change red in comments last row – add “no” in front of application. Information has been passed on but it is not an application. We need to apply to NZSL Board. If they approve we wouldn’t get funding until April 2018. They have suggested we source funding from elsewhere to continue this work.

Page 23 – Deaf Leadership Programme – This has been dropped by the NZSL Board. The NZSL Board have said it’s not their responsibility so it is back on us and it should be discussed during the Strategic Planning Days.

Page 17 – last row – Achievement levels for priority learners are presented as part of reporting to the Board. This has yet to be reported to the Board in 2017. Usually present a Curriculum Report to the Board at the May meeting. The Principals should present this to the Board in Term 4. This would be data from 2016 for KDEC. Need to know what the emerging priorities are for 2018.

Need to change from Strategic Plan Progress to Action Plan.

PERSONNEL POLICY

Memo received.

At the previous meeting we approved a personnel policy.

We need to be compliant with staff Contracts.

Need fair and clear expectations.

Need a procedure with clear guidelines around discretionary leave.

Ideas:

- To fit in with Board timeframes 2 month’s notice for discretionary leave is reasonable.

- Could look at a Personnel sub-committee to approve discretionary leave and then they bring to the Board for ratification.
- Principals could make a recommendation to the Board.

Personnel Committee – Crystal, Principals, Rachel D or Terri.

Could use Skype to hold the meetings.

Information can be via a shared document with access given to those who need it.

In-Committee at 2.32pm

Crystal Skinley / David McKee
CARRIED

Out of Committee at 3.16pm.

Crystal Skinley / Tom Purvis
CARRIED

TERRI JOHNSTONE - UPDATE

The Scoping period is over and the Scoping Report went in two weeks ago.

Terri has had a follow-up meeting with MOE and has made a couple of little tweaks. It is now sitting with the MOE. The Auckland office should be sharing this with the National MOE office.

What is now requested from Terri is an Action Plan. The outcomes of the Strategic Planning direct the Action Plan. On Tuesday when we look at Strategic Goals something Rachel and Terri will be putting out there are four Goals. The Board set the Strategic Goals. From KDEC perspective some of the goals sit with Terri rather than the Board.

Once the Strategic Goals are agreed it is about the Action Plan (how we achieve the Strategic Goals). The next part in the process is getting all the consultation back to the stakeholders so they know they have been heard.

Outcomes of Strategic Planning days is to be fed back to groups.

There is an action plan from a finance perspective. Likely to have different action plans for different areas (Finance, Personnel...)

Moved: That the Board seek legal advice with regard to the van Asch Long Term Investments.

Crystal Skinley / David McKee
CARRIED

GENERAL BUSINESS

Redcliffs – Sleepover in Whare

Memo received

Recommendation: That the Board approve this plan.

David McKee / Crystal Skinley
CARRIED

Pastoral Care re Code of Conduct – International Students

Memo received

Recommendation: To discontinue the Code of Practice due to costs and low level of interest over the last 12 years.

Tom Purvis / Ratu Ratu
CARRIED

Student Trustee Election Update

Timeline received - FYI

Disciplinary Committee

To be deferred to next meeting.

In the meantime, Bernie is to call on a quorum of the Board to form a disciplinary committee if required.

ECE TRUST

Memo received.

Discussion to take place at the next Board meeting around trust expenses.

Also need to discuss prior to the next election for ECE Trust Board who the representatives would be from the Combined Board.

ERO

SAF Update

SAF update was tabled.

Next step is to have a wider team PD that Jen Margaret has isolated some funding for from the MOE re KAMAR expertise.

RESOURCE NOTICE 2018

Usually at this time of the year we have a Draft Resource Notice from the MOE for 2018.

This year this draft Resource Notice is not ready for us.

Rachel D received an email from David Wales on Thursday outlining a process re putting together the Resource Notice for 2018. May have some variations after our Strategic Planning Meetings.

Georgina Muir is going to be the MOE person who coordinates the Resource Notice. Suggested dates have been given to Rachel D which didn't work too well with our Board meetings. Rachel D has made a few suggested changes to this schedule. There should be a draft at the next Board meeting.

25-26 September – Strategic Planning Days

By 13 October – MOE staff to work through issues (from Strategic Planning Days)

Need a KDEC A Team – Rachel D, Tom, Lynne Guy, Michael Heeney or Jim Casey and Margaret Carr and Matthew Koning. Bernie comes and possibly brings her team. May not need whole team.

The teams need to be speaking to each other prior to any meetings with the MOE. Need to include BLENNZ as well.

Moved: Tom, Bernie, Rachel D and Terri are delegated authority to work through the discussions with the MOE developing our 2018 Resource Notice.

Krista Clifford / Rachel Coppage
CARRIED

FINANCE

July Financials

July Financials Received.

Moved: That the July Financials be accepted by the Board.

Crystal Skinley / Tom Purvis
CARRIED

Funding Applications

Nil

Rachel D thanked everyone for their work today.

Meeting finished at: 5.46pm

Next Meeting: Friday 3 November, 2017, at Wellington Airport Conference Centre

ACTIONS:

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Crystal Skingley
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Rachel Douglas *Crystal Skingley*
Chairperson *Deputy Chair*
Board of Trustees

3.11.2017
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Date