



Deaf Education New Zealand

## **Minutes of the Board of Ko Taku Reo meeting held on 12 February 2021 commencing at 9.00am, in Auckland**

<b>Present:</b>	Denise Powell (Chairperson), James Le Marquand, Crystal Skinley, Krista Clifford, Rachel Coppage, Anthonie de Heer, Katya Blair, Lukas Gill, Louis Tomlinson
<b>Apologies:</b>	Sina Aiolupotea-Aiono
<b>Secretary:</b>	Cindy Cascalheira
<b>Interpreters:</b>	Catherine Winfrey, Jodine Williams
<b>In Attendance:</b>	Matthew Koning and Mike Rondell - for Finance section

---

### **APOLOGIES – Sina Aiolupotea-Aiono**

### **WELCOME**

Denise Powell welcomed everyone to the Board meeting.  
James Le Marquand opened with a Karakia

### **CONFLICT OF INTEREST DECLARATIONS**

Rachel Coppage – her daughter is now employed by Ko Taku Reo  
Lukas Gill – Confirmed that he has been allocated a Ko Taku Reo Resource Teacher of the Deaf  
**ACTION** - To be added to the Interest Register - Cindy

### **APPOINTING THE CHAIR**

Nominations for Boardchair were called for  
Denise Powell was nominated and accepted the nomination and was elected as Boardchair.

Crystal Skinley / James Le Marquand  
**CARRIED**

Rachel Coppage and James Le Marquand thanked Denise Powell for her hard work and dedication to Ko Taku Reo and the wider Deaf community.

### **Policy Approval**

The “Role of the Boardchair” policy was shared with the board for discussion.

Moved – That the Role of the Board Chair Policy be Ratified

Crystal Skinley / Rachel Coppage  
**CARRIED**

**Change of category:** Ko Taku Reo have moved from a U5 to a U3 school since the enrolled school numbers have reduced.

Matthew Koning and Mike Rondell joined the meeting at 9:25am

### **FINANCE**

#### **Financial Reports**

Draft managed financials for December were discussed

4.1b income came in on target, \$60k less than expected but not huge in the overall picture  
\$625k under expenditure budget

Surplus for the year \$564k

**ACTION:** updated financial reports will be sent to the board secretary to update the board pack  
Currently wrapping up with the two different schools so as to continue as Ko Taku Reo.

Financial position – good

Working capital \$2.6m – all based on how this has been invested

#### **Banked Staffing**

Over usage \$657k

Capex – light for last year

4.1a Both schools have a banked staffing over usage – to be expected

With the merger – Ko Taku Reo has come in under entitlement so we are offsetting the two

Currently in a good cash position

10 teaching positions for the year currently vacant

We are allocated 200 FTE according to our entitlement, but we are struggling to attract teachers in some areas, some issues are regional ie. Auckland, housing prices, travel time etc.  
As opposed to an over staffed position in Christchurch which is currently being addressed

Question raised around staff accommodation on site – we currently do this as a short term ‘bridge’ for some staff but the aim is to always have staff find their own accommodation.

**ACTION:** The board require this in a visual way for future reporting

Matthew Koning shared an example of the dashboard reporting that should be ready for the next board meeting in March

## **Finance committee meeting requested an update on the accounting system**

Update on the accounting system implementation

We have managed to save money by using inhouse skills and experience for implementation

The system is working well.

The biggest challenge is around change management with staff, especially in the area of formalized best practice system.

An example of this would be staff requiring a PO before any purchase can be made.

Once we have our staff upskilled in completed these PO requests correctly this will free up time that the finance staff are currently having to spend on training and upskilling staff on what's required of them. This is just one example

Suggested that we start working towards a 3 year budget, a big part of this will also be how the MoE can make the resourcing notice work with this

James Le Marquand met with MoE, they are supporting us and are taking our lead in understand what it's like to be a national school.

The board are excited to be able to see where the money is being spent in a more clear and visual way.

Question was raised around a new system to replace KAMAR and where the budget is for this?

No budget has yet been received for this

Ko Taku Reo have engaged a Project Manager who is currently working through all the projects the school currently has and prioritizing these

The costs of projects will need to come from the Board Reserves which has built up over time

The V-school will fit within the EDI funding – confirmed with the MoE. \$234k funding to be spent in the next 5 years.

## **Property report**

Dunedin have moved into their new Centre

In Christchurch, half of the resource teachers have moved into Kendall Ave in order to be closer to the students they service

In Nelson, staff are moving into their new space next week at Salisbury School

Two RTDs in Taupo have had to move due to a classroom being damaged

The question was raised as to whether or not the board are receiving enough reporting on property given the size of the property portfolio.

Is the Finance committee and the board up to speed given the amount of property issues we are currently dealing with.

Suggestion was made be that if the board is to have a full oversite of this once the LSM is no longer in place, a board member needs to have this as a 'role' within their board portfolio

It was suggested that we nominate a delegate in the position of oversight of property and this role would sit within the finance committee. This is to be discussed at the next Finance Committee meeting.

Denise thanked Mike Rondell and Matthew Koning for their reporting and feedback.

Mike Rondell and Matthew Koning left the meeting at 10:08am

#### **PREVIOUS MINUTES**

**Moved:** That the minutes of the 4 December 2021 meeting be accepted as true and correct

Krista Clifford / Katya Blair  
**CARRIED**

#### **PRINCIPAL'S REPORT**

Taken as read and accepted

Currently working on a new format for Board reporting with the Executive Principal and the Senior leaders, being clearer around the board and the actions required from the board in relation to specific 'issues / topics'

The next Principal board report will be in the new format.

#### **Rauamoko Marae**

We had a Tangi onsite two weeks ago for Ivan Tamepo's son.

We were impressed with the way the Turi Staff and the Marae committee stepped up to support this

What was learnt is that we as a board need to be reminded of the importance of the Marae and what we have here and the impact that this could potentially have if this is staffed and managed effectively.

The Executive Principal indicated to the board the need to have the Marae staffed. The idea at this stage is to restructure the workload of 2 of the Marae committee members (staff) in order to release them from their roles or part of their roles to allow them time to service the marae. We want the marae to be open to preschool / students / whanau and the wider community and to do this we need staff to run it.

**Motion:** The board recognises the importance of the Marae nationally and supports staffing of the Ruaumoko Marae so it can support the students, whanau and the community more effectively.

Crystal Skinley / Lukas Gill  
**CARRIED**

#### **Ko Taku Reo – A National School**

The MoE recognize the struggles we face and what a national school looks like.

An example of this is the reporting and the way in which this is done. Working alongside the MoE, we need to redesign how we report to them.

Through the merge the senior leadership team needed to be reactive whereas now we are moving towards more strategic planning and strategic thinking.

As much as we are a school, we are a business / an organization and this will affect how we operate and our strategic vision / plans

Suggestion: as a board we need to look at international education centers around the world, how do they operate. What works for them, what doesn't. What can we learn from them.

Note: we have a unique geographical spread, unlike many others even internationally

There is an education curriculum review coming as well as a Special education review happening this year – we need to be in there and help lead this. We need to visualize and conceptualize this and impact the changes that are coming.

There is a lot of good thinking, good ideas within the MoE and within Ko Tau Reo, how do we take this further, get momentum

The Learning Support Action Plan – we as a board need to use this to our advantage to improve the outcomes of our students nationwide

Question around: what constitutes a 'specialist' school?

In-Committee at 11.13am

Louis Tomlinson / Katya Blair  
CARRIED

Out of Committee at 11:57am

Louis Tomlinson / Katya Blair  
CARRIED

#### ITEMS TO BE RATIFIED

##### Board Portfolios

**HR and Policies** - Sina Aiolupotea-Aiono / James Le Marquand

**Finance and Property** - Anthony De Heer / Denise Powell / James Le Marquand

**ECE Board** - Crystal Skinley

*Katya Blair is no longer a member of the ECE board as they have changed their constitution and only want one rep.*

*Crystal Skinley will be the Ko Taku Reo's representation on the ECE board.*

**Disciplinary Committee** – Denise Powell (chair) and 3 other board members

**Discretionary Leave Committee** – Denise Powell / James Le Marquand

The board accepts that the current portfolios will stand with the addition of the word 'Property' within the finance committee

Moved - That the Board ratify the current delegations

James Le Marquand / Louis Tomlinson

**CARRIED**

The complete Governance Manual Policies need to be ratified because we are now a new school

### **Board Workplan**

**ACTION:** Board Secretary to include school dates into the workplan

**ACTION:** Board secretary to arrange for the newsletters that go out to parents to be sent to the board as well

### **4. Delegations lists**

**ACTION:** Finance committee to change to 'Finance and Property committee'

**ACTION:** Remove Katya Blair from the ECE Trust committee

### **Governance Framework – Roles and Responsibilities policy**

The current policies come from NZSTA and the only updates are \$\$ amounts but otherwise this is a standard governance policy

**ACTION:** All board member need to sign the 'Trustees code of behaviour policy' once approved

### **3. Trustee renumeration and expenses policy –**

**ACTION:** update school name and renumeration. Principal and staff trustee need to have their fees increased to \$120 as per the policy.

### **Part C**

Discussed and approved

**ACTION –** All ratified policies to be signed off by Board Chair and then uploaded to School Docs under the Governance tab. Also to be uploaded to Board Pro for Board members reference.

### **Part D**

These were shared out to board member to compare with school docs and come back with feedback prior to the next board meeting.

### **Reaffirming goals and values**

Moved - At this stage, our current goals and values are appropriate and will remain the same.

James Le Marquand / Crystal Skinley

**CARRIED**

The above was carried in lieu of ongoing work later this year and working on organization values we will continue to work with the current value statement and strategic goals that were developed and agreed to in July 2020.

Moved -The suggested renaming of the preschool services have been discussed and the board supports the name change

Crystal Skinley / James Le Marquand

**CARRIED**

Expression of interest – NZSTA conference  
James Le Marquand and Denise Powell will be attending  
Call for board members expressions of interest to be sent through to the Board Secretary  
Interested: Crystal Skinley  
ACTION – Cindy to confirm interest and arrange 3<sup>rd</sup> attendee

**In-Committee at 2.02pm**

Louis Tomlinson / Katya Blair  
**CARRIED**

**Out of Committee at 2.25pm**

Louis Tomlinson / Katya Blair  
**CARRIED**

## **CORRESPONDENCE**

### **Inwards / Outwards**

Received through BoardPro

Letter re: Sumner Tree complaint - We will have a look at the tree when we are next there

**ACTION:** Board acknowledges the letter and the concerns raised, a board representative will do an onsite inspection of the tree, we will let the complainant know when we are onsite and they can meet us and show us their concerns

**Moved:** That the inwards/outwards correspondence be accepted.

Katya Blair / Rachel Coppage  
**CARRIED**

## **Constitution**

Discussions were had around the wording of each of the bullet points

Discussions were had around how explicit we are with the four co-opted board members, advice received was to leave the wording as flexible as possible.

Moved that we leave bullet point 'e' as flexible as possible to allow future board to coopt what they need in terms of skills, experience and expertise

**ACTION:** the changes are typed up and circulated and then ratify at the next board meeting

James closed with a karakia at 2:57pm

.....  
Denise Powell

.....  
**Date**

**Chairperson**