

Minutes of the Board of Trustees meeting held on 25 September
2020 commencing at 9.00am, meeting in Christchurch and Auckland
due to Covid 19 travel restrictions

Present: Denise Powell (Chairperson), James Le Marquand, Crystal Skinley, Krista Clifford, Rachel Coppage, Anthonie de Heer, Katya Blair, Sina Aiolupotea-Aiono (via zoom)

Apologies: Luca Bevin, Rahui Lee

Secretary: Cindy Cascalheira

Interpreters: Catherine Winfrey, Liz Kay

In Attendance: Chris France, Matthew Koning, Steve Papps, Terri Johnstone (joined at 11.41am)

APOLOGIES

Luca Bevin, Rahui Lee

WELCOME

Denise Powell welcomed everyone to the Board meeting.
James Le Marquand opened with a Karakia
We grow together, we come together to learn together as a team

CONFLICT OF INTEREST DECLARATIONS

Rachel Coppage declared the following conflicts of interest
Auckland Deaf Society – Rachel's daughter is a member there
The Royal Commission Inquiry – Rachel is involved in this inquiry in another role capacity

ACTION: These to be added to the Interest Register - Cindy

FINANCE

Financial Reports

Finance Report – Taken as read

Currently there is a surplus of \$110k. We had budgeted for a \$46k surplus.

There will be costs relating to the new school that have come through in July and still some to come in August.

Fluctuating result but currently trending well.

Banked Staffing

We have paid the Ministry back for the bank staffing for 2019.

Kelston and Van Asch accounts are now closed and assets and liabilities have been transferred across to Ko Taku Reo.

Banked staffing for this year is tracking as expected

Currently have 15-20 teacher vacancies and these will impact banked staffing

LSM Update - Finance

Approved that financials are in a good state currently

The new system will improve reporting and simplify processes.

The SLPI funding that was given for staff assessments that didn't occur has been paid back to the ODI.

Summer camp – Deaf Education is currently holding \$87k which was allocated to Deaf Education by the NZSL Board. This camp has been deferred to 2022.

We will need to decide what to do with this funding.

ACTION: James to continue discussions with Summer Camp organisers

The financial reports have been prepared in such a way that should they be audited, these reports would be ready.

Chris France (NZSTA) noted: banked staffing is the biggest risk to the board currently We need a visual clear plan for the budgeted year and what the trend is looking like.

ACTION: Create a visual representation of banked staffing

Track the spending, track the reserve and ensure the trend is going in the right way.

PROPERTY

Sumner Property - the bigger picture for this property sits with the Ministry of Education.

Negotiated with the MoE for 2 classrooms at Kendal Ave for the RTD team to be based at

Enquired around a 3rd space - relocated classroom - on this site to support the head of school, her team of 3-4 and the curriculum. In addition this would provide us with an extra meeting room which we could potentially use for Board meetings.

Three main points:

1. Integrated service – this will be in the current building at Sumner site and not a new building
2. Residential – no change or impact at this stage
3. Service delivery design – currently going through practice review, leads are looking at their services and how they are being delivered

Marae on the Kelston site

Currently only available for internal purposes

- The school wants the Marae to be available for student use
- For any larger external groups on site there is a need for police vetting to ensure safety of our students
- There are currently communications being had around the use of the Marae for our local community ie local primary schools

LSM Update - Property

Property matters have increased based on the number of current projects

Lots of opportunities for resource centers around the regions and money is being spent on different properties to ensure we give our students what they need with adequate space and resources.

The BoT agrees that when services are placed in a room that is clean, fit for purpose and looks good, this impacts student achievement in a positive way Maori students having access to the Marae would also add to student achievement.

Matthew Koning and Steve Papps left the meeting at 11:00am

PRINCIPALS REPORT

Taken as read and accepted

Focus areas:

James outlined the options and shared the model that has been provided to Wellington families. At this stage, the hub will continue to be based at Linden school

The Board thanked James Le Marquand for the work he has done on this, it has been well received and from a board perspective, fabulous work, fabulous achievement. Huge step, exciting times.

Deaf Strategic lead position

This will be advertised next week, Deaf staff were given the opportunity to review and have input into the requirements and job description of this role. Discussion had around the skills needed for the interview panel and decision that two representatives from the Board will be involved. There was also agreement that an independent stakeholder perspective would be a good option.

ACTION: Interview panel to be put together as per discussion. James/Cindy

Update on Meeting with Turi Maori

- The Deaf Maori community have asked to meet with the board on the Marae when COVID allows and at a suitable time.
- We are on a journey and we need to take this journey with the Turi Maori
- It was suggested that the board members read Kirsten Smiler's article.

ACTION: Rachel to send link to the article to Board Secretary to share with the board

Meeting to be arranged with Turi Maori when COVID allows

Kelston Visioning Project

There is a huge opportunity here as it can lead to strong Bi-lingual pathways for our students through the schools in the Kelston area.

James Le Marquand looking into how NCEA sign language can be provided to high schools free of charge

Terri Johnstone joined the meeting at 11:41am

The relationship with the school principals is going well.

Daniel Greenwood ran a Deaf Culture Workshop for the Kelston principals, this was well received

The Board wishes to pass on their thanks to Daniel on his work and organization of this workshop.

ACTION: Letter of thanks to be sent to Daniel on behalf of the BoT - Cindy

Royal Commission of Enquiry

Ko Taku Reo are communicating with students and families to ensure that they are aware that the events being investigated happened in the past and new measures, policies and procedures are in place to ensure that such behavior never happens again.

Ko Taku Reo understands there will be current and past staff affected by this and while supporting the inquiry they also have communicated to staff that support will be available to them if required.

Ko Taku Reo are encouraging people to come forward if they do have stories to share.

Summer Camp

James Le Marquand is meeting with Chris Sinclair next term regarding Summer Camp

Ko Taku Reo needs to explore possible options that allows this to occur in an appropriate and safe way for the students and Ko Taku Reo Board

ACTION: James to explore the possible options further.

Denise thanked James for his in-depth principal's report and identified the need to the hyperlinks to be available to all BoT members.

ACTION: Links in the report need to be made available to all board members -
Cindy

PREVIOUS MINUTES

7 August 2020 Minutes

Moved: That the minutes of the 7 August 2020 meeting be accepted as true and correct.

Crystal Skinley/Rachel Coppage
CARRIED

In-Committee at 12.01pm

Moved: that Chris France (NZSTA), Rose Drummond, Terri Johnstone be permitted to remain at this meeting after the public has been excluded because of their knowledge on the matters to be discussed as this will assist the Board.

Crystal Skinley/James Le Marquand
CARRIED

Out of Committee at 12:16pm

James Le Marquand /Crystal Skinley
CARRIED

ITEMS TO BE RATIFIED

Term dates for 2021

James Le Marquand explained the issues around the schools current status and what this means practically.

Ko Taku Reo is a school that has a primary school status – we are required to have primary school half days but there are many students in a secondary section in our enrolled school.

The Board discussed various options to mitigate the issues arising but any change the school schedule would have to be discussed with the MoE

Can we align our provision dates with a host school as opposed to Ko Taku Reo open and close dates – unclear and would need further discussions

It would be useful to align our teacher only days with the host schools

ACTION: These term dates need to be ratified by November, options around how to better align our school dates before ratifying need to be considered and brought back to the next meeting. - James

In-Committee at 1.07pm

Moved: that Chris France, Rose Drummond, Terri Johnstone be permitted to remain at this meeting after the public has been excluded because of their knowledge on the matters to be discussed as this will assist the Board.

Crystal Skinley/James Le Marquand
CARRIED

Out of Committee at 1:23pm

James Le Marquand /Crystal Skinley
CARRIED

GENERAL BUSINESS

Co-opting Maori Trustee/Strategic Advisor

James provided an update around his appointment of Kathie Rifle

There is some urgency around appointing a Deaf Maori Strategic Lead, however the Board is cognizant of the challenges faced with this appointment. There are some definite criteria that need to be included in the person description.

There was discussion around the idea of an election process. This could be incorporated into an alternative constitution.

The Board needs to be aware when co-opting that there needs to be a time frame set as well.

If there is no time limit set on the co-opt it stands at 3 years

Constitution

There are changes that need to happen to our current constitution to align with current structure of one school

There was discussion around who gets to vote for Trustees.

- Currently parents of students who are receiving services from the school are eligible to vote. The Board felt this was an area that required further consideration as it excludes parents of DHH students who are currently not enrolled or on caseload.

Sina rejoined the meeting at 1:52pm

- Further discussion was had about the people needed to ensure we have the right balance but also the right skill set within the board as this is a very complex organization.
- An alternative constitution can take 6-9 months to process, so we will need to ensure we have this completed in time for the next elections.

ACTION: Invite the MoE governance representatives to our next meeting to discuss further Denise/James

POLICIES

Ginny Neal will be talking to this next time

ACTION: Board members to login into School Docs, familiarize themselves and review any policies up for review

STUDENT ELECTIONS UPDATE

On track according to timeline:

Select Returning Officer by	Friday 7 August 2020
Close main roll noon	Tuesday 22 September 2020
Call for nominations by	Thursday 24 September 2020
Close Supplementary Roll	Tuesday 6 October 2020
Nominations close	Thursday 8 October 2020
Voting papers issued by	Tuesday 13 October 2020
Election Day close poll	Thursday 22 October 2020
Count votes – in afternoon	Wednesday 28 October 2020
Trustees take office	Thursday 29 October 2020

Deaf Action – BoT Representative

Deaf Action has sent a request to meet with the Ko Taku Reo board.

Discussion was had and it was decided that a representative group from the BoT will meet

virtually with Deaf Action.

ACTION: Set up a one hour meeting that suits and communication around this will be sent out. Cindy

NZSL Hub Update

Denise Powell left at 2:12pm due to conflict of interest with the work she is currently doing with the NZSL hub set ups.

The Wellington Hub is coming together with an informal playgroup being trialed in Term 4 in collaboration with the AoDC service and 1st Signs. In addition there is continuation of the one day Primary Hub at Linden School

and the secondary Language Lab being run at WEGHS. The Project Lead is currently looking into the next two possible sites for the NZSL Immersion Hubs as set out in Budget 2019 now that Wellington is moving along in the process.

The Wellington model as described earlier by James creates a model that could be potentially repeated in the other two areas initially and possibly other regions depending on demand and available options.

Denise Powell returned to the meeting at 2:14pm

Health Statement (Sexuality)

The requirement of the board to renew this every 2 years and is due in term 1-2 of 2021.

ACTION: Health statement is coming from Head of Enrolled School, in consultation with the parent community for enrolled students only
The information is on school docs and is due to be renewed, , and this will be reviewed and consulted on next term as part of the normal review cycle.

Noted: First aid training focusing on mental health would be good for staff
Discussions had around including some of the mental health curriculum into the hubs. This is an operational matter but the Board is just highlighting this for consideration.

Auckland Deaf Society Holiday Programme

Rachel Coppage left at 2:23pm due to a conflict of interest

Auckland Deaf society made an application to the NZSL board to run a summer holiday programme

Ko Taku Reo was not part of the application, although the Director of learning and Teaching did supply a letter of support. It wasn't a joint application.

The board fully supports the concept of the holiday programme and happy to use our networks to promote this but given that this is not our core business and happens outside of the school year, we cannot be part of running the programme itself.

If Ko Taku Reo Staff chose to volunteer in any way, this will be done in their own time and not in their role as Ko Taku Reo Staff

MOVED: That the Board of Trustees fully support the holiday programme concept and will use our networks to promote the programme organized and run by the Auckland Deaf Society.

Crystal Skinley / Katya Blair
CARRIED

ACTION: Board chair to respond to Auckland Deaf Society with our decision.
Denise/Cindy

Rachel Coppage returned to the meeting at 2:40pm

Summer camp

The 2021 camp is postponed to 2022 due to COVID.

As mentioned in the Principals report James Le Marquand will continue to work with Chris Sinclair to identify ways we are able to make this happen, using the funds we currently have been provided with for this.

ACTION: James Le Marquand to communicate with Chris Sinclair to determine the best use of funds

Actions from previous meetings

Delegations – these have gone out from James Le Marquand as Executive Principal to the delegated authorities

Summer Camp - Board Chair has informed Chris Sinclair of the Board's decision.

Rosie Lamb's research - Board Chair has informed Rosie Lamb of the Board's decision.

CORRESPONDENCE

Inwards / Outwards

Received

Moved: That the inwards/outwards correspondence be received.

James Le Marquand / Krista Clifford
CARRIED

Evaluation forms were handed out

James Le Marquand closed the meeting with a Karakia at 3.04pm

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Denise Powell
Chairperson

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Date