

**Minutes of the Board of Ko Taku Reo meeting held on 26 March 2021 commencing at 9.00am,
in Christchurch**

Present: Denise Powell (Chairperson), Crystal Skinley, Krista Clifford, Rachel Coppage, Anthonie de Heer, Katya Blair, Lukas Gill, Louis Tomlinson, Karen Pointon, Sam Te Maari, Sina Aiolupotea-Aiono

Apologies: James Le Marquand

Secretary: Cindy Cascalheira

Interpreters: Fran Colins, Kelly Hodgins

In Attendance: Matthew Koning and Mike Rondell - for Finance section.
Louise Roe – Director of Teaching and Learning

APOLOGIES – James Le Marquand

WELCOME

Denise Powell welcomed everyone to the Board meeting.

Denise gave an overview of the new BLENNZ site that we are meeting at today

We are proud to welcome Sam and Karen onto the board as co-opted board members – exciting times and we look forward to working together.

Board introduced themselves to the new Maori Co-opt board members

Louise Roe opened with a Karakia

CONFLICT OF INTEREST DECLARATIONS

Sam Te Maari

- Currently sits on the NZSL board
- Tu Tangata Turi – Vice President
- Sam’s fiancé Cherie works in the residences at Ko Taku Reo

Karen Pointon

- Advisory member for the CCDHB – HDVB advisory board – Lower Hut and greater Wellington area
- Sub regional disability member – sub committee
- Rep for Kopapa Tanga Taturi – involved in the treaty claims

Project management

Matt Thomas sent his apologies and Matthew Koning presented on his behalf

Matthew outlined the project management process as it currently stands and explained the differences between programmes and projects.

It is important that we make best use of our resources and ensure the completion of each project.

Mike Rondell joined the meeting at 9:35am

Currently the Executive and the Board agreed to the engagement of a consultant- Matt Thomas, and he is working with the project review committee. Matt's job is to challenge the team and ensure robust decision making is occurring. Going forward it is vital that we have the right IT in place and tight reporting to ensure each project is able to be completed in a cost-efficient and timely manner.

Sina Aiolupotea-Aiono thanked Matthew for this work

The Board expressed how important a strong foundation is when coming to the setup of these projects and how this will influence student achievement / student outcomes. The Board would like to see progress reports to ensure projects are not happening in isolation and that there are specific relevance and links to our Deaf students well-being and success.

Mike Rondell introduced himself as the LSM for finance and property to our new Board members. He explained that his role is to advise and work with and alongside the board. Mike has been working with the school for 2+ years, and at this stage the agreement is for him to be in the role until December 2021.

FINANCE

Financial Reports

Taken as read

New reporting will be from the start the financial year, and will include visual representation as has been requested by the Board's May meeting will have the first quarter of reporting completed.

ACTION: Use one of the scheduled meetings for a finance and banked staffing session for new Board members and any others who are interested in a refresher.

Banked Staffing

We have 200 teaching positions and at present there are 17 unfilled.

The Board asked whether it would be appropriate to employ someone to focus on ORS applications that have been declined to see if they can be approved.

Budgets

2021 budget

Matthew Konning explained that this should have been tabled last year but this wasn't possible due to the late receipt of the resourcing notice from the MoE, as well as changes relating to the merger

The aim is to have a \$0 surplus budget

The Board asked if there was a way our unique makeup as a nationwide school could be highlighted with the MoE

Matthew Koning confirmed that we are always talking to the MoE about the funding we receive.

MoE has a very structured funding model, and as we are a 'school' we get treated as 'every other school' does so the only way for us to ask for a change in funding is first be very clear as to what we want, where we want to be, what we want to get out of it and the outcomes before we are able to take this to the MoE. as the Board needs to be very clear ourselves before we try to engage with the MoE around this.

Capital budget

Matthew Koning and Mike Rondel took the Board through an overview of the Capital budget. Currently board has \$5mil in reserve, which has been set aside for the rebuild in Christchurch. In reality this is not going to happen for 5 years.

The Finance team are asking that we invest in our process and our people that directly affect our students and not property at this stage.

In other word, use the money to improve our infrastructure and processes.

The board will be kept updated as projects are implemented, started and reviewed

Anything over \$50k would have to come to the board and through Mike Rondell as LSM.

To pass the 'yes' test, the project would have to pass a 2 question test:

- How does this meet the strategic goals of the board?
- What's the benefit to our students, and the direct impact on student achievement?

For a board this size you would ideally want a minimum of \$2mil as capital in the bank, as operating reserve.

It was suggested that a visual project summary be drawn up for the board in a dashboard style to allow to board to see

- What projects are currently underway
- How are they tracking, are we on time or behind and why etc

Motion 1: Move that the Board approve the 2021 Operating Budget as tabled, recording a 2021 operating surplus of \$Nil.

Krista Clifford / Crystal Skinley
CARRIED

Motion 2: Move that the Board approve the 2021 Capital Expenditure Budget as tabled, recording a capital expenditure budget of \$400,000.

Rachel Coppage / Crystal Skinley
CARRIED

Motion 3: Move that the Board approve a 2021 Change Management Provision as tabled, recording a provision of \$1,000,000 towards change management costs.

Sina Aiolupotea-Aiono / Lukas Gill
CARRIED

Motion 4: Move that the Board authorises the Board Chairperson, LSM (Finance & Property) and Executive Principal to sign the Statement of Responsibility for the 2020 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.

Crystal Skinley / Louis Tomlinson
CARRIED

Motion 5: Move that the Board approves the inclusion of a budget for the 2020 Statement of Financial Position and a budgeted Cash Flow which are derived from the Board's 2020 operating and capital purchase budgets.

Lukas Gill / Louis Tomlinson
CARRIED

Delegation schedule

Approval to authorise expenditure as part of the Board's annual approved budget. Authority is given to reprioritise expenditure items for goods and services up to the value of \$20,000. Reprioritisation above the authority of \$20,000 requires Board approval.

Rachel Coppage / Karen Pointon
CARRIED

Property Report

Taken as read

Note: The NZSL hub plans have not been deferred, we have Matamata, Otago / Southland underway

Note: Property is essential for our service, we need a place for our teachers and RTDs to be based, we need property to provide our services

The request to transfer \$100,000 of Christchurch SIP funding to support the Auckland SIP project is currently under consideration by the Ministry of Education.

Mike Rondell and Matthew Koning left the meeting at 11:50am

PREVIOUS MINUTES

Moved: That the minutes of the 12 February 2021 meeting be accepted as true and correct

Rachel Coppage / Lukas Gill

CARRIED

In-Committee at 11.54am

Crystal Skinley / Lukas Gill

CARRIED

Out of Committee at 11:57am

Lukas Gill / Crystal Skinley

CARRIED

PRINCIPAL'S REPORT

Taken as read and accepted

ACTION: In future all additional board related documents must be uploaded and included in BoardPro and republished for ease of access for the Board members

Assessment in Deaf Education report presented by Louise Roe

At the start of Ko Taku Reo, there was no senior leader responsible for assessment, due to this a few roles / titles / responsibilities have been changed with 2 specific senior leaders:

Head of Assessment, Reporting and Curriculum – Ginny Neal

Pedagogy and Professional Learning – James Townshend

An assessment report and roadmap is being developed and this will turn into a 5year plus strategy

The senior management team know that the data that is currently given is not good enough, and is because currently there is not a shared understanding of good assessment practice. Once that is corrected they will be able to provide the reports they aspire to, to the Board.

There is a need to ensure that the data that is collected is the data that is needed and that there is a clear purpose for this data collection.

This data then needs to be used to better our students' achievements and
Improve teacher effectiveness

The Board asked several questions

-1. What do we have now to show that the work we are doing is ongoing and working towards our aspiration for data goal? How are deaf students achieving in comparison to their hearing peers etc?

Response: Louise Roe responded that the data is out there, but it's not consistent or managed well.

2. Are we able to access assessments that are already being done. ie PAT tests are being done for all students intermediate age and above, how can we get access to these results as they are already there.?

Response: The issue is that for mainstream students, this data is not our data and therefore we are not entitled to it. Te Rito would be the way that we would be able to access this information and this is being discussed with the Ministry of Education.

3. The Board agrees with the need to have consistency in assessment nationwide and asked How do we get consistency in data and assessment so that we can see and understand our success?

Response: The way to do this is to have best practice assessment conditions implemented and enforced within our teaching teams

Assessment for Learning PL this is part of the pathway to achieving the data goal we have for ourselves as a school and as a teaching team

Assessment, student achievement and progress is so important and unless we have data driven practice it is difficult to measure success

It is important to be doing assessments that give data that then gives us results and outcomes

The board acknowledged that everyone is working very hard to achieve these goals for students, and asked what more can we do to support and help Ko Taku Reo achieve these goals and speed up the process of achievement.

It was confirmed that the board will be receiving student data this year. We have really good assessment and pedagogy, but the issues are this not being consistent across the school nationwide

Long term / 5 year goal - Long term goal is to have longitudinal data for NCEA for reading ages

Louise Roe confirmed that everything that the school does, everything that it spends its money on, is focused on raising student achievement.

The Board endorsed Louise's report and thanked her for this work.

Summer Camp update

Previously the board discussed and agreed several meetings ago that there is too much of a risk to the board for Ko Taku Reoto be involved with a camp that is during the holidays using our staff as volunteers.

Since then, there has also been a change in the collective agreement that means that we can't have staff working as 'volunteers' without paying them. A letter has been sent to Chris Sinclair to outline the reasons why the current camp proposal can't go ahead in that format

A senior team of teachers and Deaf leaders have met and will continue to meet to discuss how a 'camp' like program that keeps our staff and students safe and fits into the guideline of the funding we received from the NZSL board can be achieved. The Board fully recognizes the importance of such camps and encourages the school to continue to find alternative options to this proposal.

A report commissioned by the NZSL board that looked at the needs of Deaf Youth has been shared with the board and is directly applicable to this area of work.

Chris France from NZSTA joined the meeting at 1:30pm

Denise Powell introduced the two new Maori Co-opt board members

Chris France explained his role on the board

Mid 2017 the MoE created the intervention process which is coming to an end soon.

Chris France has supported the Board in a governance role

Chris explained that at this stage the board is needing him less and less

as the technical advice that he can offer is not needed as the board have stepped up and are capable to manage alone.

Chris highlighted the fact that Ko Taku Reo is not a 'good fit' as a normal school, as we don't fit in the normal structure or service delivery of a normal school. This makes the job of the Board hard.

Chris identified that going forward, it is important to think about how we institutionalize the competence and capability, so that should a board member move on we still have the skills and competencies around the table.

New Constitution

Discussion around whether or not we are all agreed on the wording and whether we would request feedback before sending the final version through to the Ministry of Education for Ministerial approval.

Confirmed that the wording we are proposing is designed to be as flexible as possible to ensure that when the board members change and the needs are different, we still have the flexibility within our board constitution to be able to fulfill the needs of the board at that specific time.

The wording we are looking to ratify is as follows:

The Ko Taku Reo (903) Board ("board") will be made up of the following members:

six representatives elected by a roll comprising:

Parents of students defined in clause 1(2) of schedule 22 to the Act; and

Parents or caregivers of current students who receive direct or indirect services from Ko Taku Reo; and

Parents of students who are still in compulsory education and have received direct or indirect services from Ko Taku Reo in the previous three years.

the Executive Principal;

one staff representative;

two student representatives elected by a roll comprising: students defined in clause 2(2) of schedule 22 to the Act; and current students who receive direct or indirect services from Ko Taku Reo; and

students who are still in compulsory education and have received direct or indirect direct services from Ko Taku Reo in the past 12 months

d. Up to four members, co-opted on the basis of particular experience, expertise, skill and/or leadership that in the opinion of the board will assist the board in advancing the students of Ko Taku Reo, being mindful of the communities we represent.

The board agrees to invite feedback on the constitution via the parent newsletter and social media.

Motion: That the Board approve the constitution wording that is in the board paper and we move forward with requesting feedback via the parent community

Anthony De Heer / Lukas Gill

CARRIED

Suggest that we pull together a committee to look at the succession planning

ACTION: to be an agenda item for next time

Denise Powell thanked **Anthony De Heer, Rachel Coppage and Chris France** for their hard work and dedication to this piece of work

Policy review feedback

We have received some but not all feedback from Board members therefore this is deferred until next meeting

ACTION: All board members send their feedback on policies reviews to the board secretary before the next board meeting

Kelston Visioning Project

Kelston have 6 schools are in the same area in and around Ko Taku Reo

There was a program established to see how and if there is a way that we can all work together in this area.

Five schools in agreement and 2 schools have withdrawn from the agreement

The families, students and Whanau have filmed a video to promote the idea of a collaboration / working together.

The board had a brief look at the promotion video for the project, this will be translated into NZSL and then it will be finalized and go out for consultation.

The schools will still have their own governance and their own boards etc and then an overarching governance group

Two of the principals will be going to Marlborough as they have a cluster of school there which they will be able to draw on.

12 April is the next meeting and if there is anything that the board might need to support this project on it will be brought to the next meeting.

Denise Powell thanks **Rachel Coppage** for all the work she has done in this area

CORRESPONDENCE

Inwards / Outwards

Received through BoardPro

Moved: That the inwards/outwards correspondence be accepted.

Rachel Coppage / Same Te Maari
CARRIED

General

Zoom Meeting

At the beginning of the year we set up zoom meetings a week before the board meeting, at this stage we haven't had to use those time, but its important that we keep those booked should anything come up such as PD

KIT days

Update from Lukas Gill

On Wednesday he attended the Maritime museum KIT trip, full day including a boat trip. He really enjoyed it, seems like other classmates enjoyed it as well, students found this trip very informative and a successful KIT day. Lukas expressed his thanks to the Board for approving this EOTC activity.

ACTION: Board secretary to get school dates of interest to the board members to include in their calendars.

Sina Aiolupotea-Aiono thanked the board members for their hard work.

Louise Roe ended the meeting with a Karakia at 3:03pm.

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Denise Powell
Chairperson

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Date