

Minutes of the Board of Ko Taku Reo meeting held on 6 August 2021 commencing at 9.00am, in Auckland

- Present:** Denise Powell (Chairperson), Crystal Skinley, Krista Clifford, Rachel Coppage, Katya Blair, Lukas Gill, Louis Tomlinson, Karen Pointon, Sam Te Maari, James Le Marquand, Sina Aiolupotea-Aiono
- Apologies:** Anthonie de Heer
- Secretary:** Sue Brewer
- Interpreters:** Jodine Williams and Kelly Hodgins
- In Attendance:** **Matthew Koning and Mike Rondell - for Finance section.**

APOLOGIES – Cindy Cascalheira, Anthonie de Heer

WELCOME

Denise Powell welcomed everyone to the Board meeting.

James Le Marquand opened with a Karakia

Karen sends her apologies will need to leave after a couple of hours.

CONFLICT OF INTEREST DECLARATIONS

Katya partner – register needs to be updated to reflect the fact that her partner Toby Calvert is on the board for Deaf Children NZ

Katya – register needs to be updated to reflect the fact that she is secretary for Deaf kids Nelson and her partner Toby Calvert is President.

Lukas Gill - register needs to be updated to reflect the change TA to RTD

Sina Aiolupotea-Aiono - register needs to be updated to reflect that Sina is no longer employed at Ministry for Pacific Peoples, she is now employed at Oranga Tamariki.

ACTION Board secretary to update conflict of interest register

FINANCE

Financial Reports

Matthew Koning presented the financial reports and the 2020 Audit management report
Dated July 2021

Banked Staffing

20 positions vacant, with banked staffing graphs showing positive position currently.

Terms of Reference for Ko Taku Reo Board Finance and Property Committee

Terms of Reference for Ko Taku Reo Board Finance and Property Committee have been read and tabled.

Discussions were had around ensuring a Deaf voice for the Finance and Property Committee. It was agreed to add the same statement at the bottom of the Terms of Reference from the Constitution terms of reference.

MOTION

That the Board accept the proposed terms of reference for Ko Taku Reo Board Finance and Property Committee as tabled with the insertion of the membership statement included at the bottom of the board constitution.

Crystal Skinley/Krista Clifford
CARRIED

Happiness Fund

The original purpose of the Happiness fund was that the funds will be used for events and activities that bring enjoyment/happiness to children and people who care for them. Board members to think about what the funds should be used for. Previously the funds have been used for KIT days, but this should be coming out of the business as usual /operating funds. Board members to email suggestions through to the Board Secretary for what the funds can be used for such as scholarships, Outward bound.

ACTION: Email Cindy with suggestions by 20 August, Cindy to forward to Matthew.

Property Report

Development of the Marae in Auckland is progressing well. All schools were given SIP funding from MOE for outstanding work on buildings.

The ministry has been advised that the Sensory Resource Centre for Rotorua/New Plymouth is not fit for purpose. Merrilyn school requires replacing/maintenance.

ACTION: Mike to liaise with Denise on letter to MOE to not refurbish the spaces as it is not fit for purpose and needs demolishing.

Project Management Office Report

Student Management System – a business case has now gone to finance committee

Assurance statements around finance

Taken as read

10 year property plan and SUE report moved to next board meeting

ACTION: Cindy to follow up for next meeting

Mike Rondell and Matthew Koning left the meeting at 10:50am

HR Board Report

Taken as read

Discussion around RTD resignations and how this affects the students. RTD workload is expected to be 25 hours contact with students as is the norm with any teaching role. Focus on recruitment. We need to increase marketing and target suitable teachers to train as teachers of the deaf. Study Awards have been increased to 18 for next year.

Exit Interviews

24 resignations

Exit interviews are held for when a staff member leaves. These are not compulsory. Discussion held around any concern, concluded that this was minimal in ratio to the number of staff employed.

Staff well-being

All staff have access to EAP

HR Committee to be expanded to have another board member join Sina and James.

MOTION:

Rachel Coppage be nominated on to the HR committee

James Le Marquand/Sam Te Maari
CARRIED

ACTION: Cindy to inform Graeme B of Rachel Copage's inclusion on the committee. HR committee to think about a term of reference similar to the Finance and Property committee's

Annual reporting

Schedule attached FYI

PREVIOUS MINUTES

Rachel Coppage – need to amend the minutes to say that her daughter is still on the board of Deaf Aotearoa as minutes incorrectly said she was off.

Karen Pointon amend minutes to say her daughter is a sign language interpreter not a sign language tutor.

Moved: That the minutes of 18 June 2021 meeting be accepted as true and correct.

**Rachel Coppage / Lukas Gill
CARRIED**

ACTION: Minutes to be amended to reflect the above.

PRINCIPAL'S REPORT

Thank you to Sam for attending the interviews for the Maori Strategic Lead.

Board is very excited and pleased to welcome Kathy Rifle as Maori Strategic Lead.

Student Pathways

James le Marquand presented a new look at Student Pathways.

Matthew Koning and James le Marquand will be presenting the draft model to MOE.

The Board Chair thanked James for sharing his vision with the Student Pathways, the board is highly appreciative of the work completed and the pathway for the students for the future.

Presenters for future meetings

Resourcing – Matthew Koning and James le Marquand

Early Childhood - Sarah de Heer

SMS – Ginny Neal

Deafhood – Thora Huebner and Amanda Everitt

Maori Strategic Lead - Kathie Rifle

Reviews

Audiology review has been completed and recommendations made.

NZSL @ schools review should be finished by end of August.

Reports will come to the board when they are available.

ACTION: Cindy to follow up when reports are complete

Report on Learner Progress

Deferred to next meeting

ACTION: Cindy to obtain report for next meeting

HEAD OF ENROLLED SCHOOL REPORT

Attendance report

Taken as read and accepted

ICED conference 2021 Feedback

Taken as read and accepted

Assurance Statements

Received assurance statements for Term 1 and Term 2 – assurance that policy and procedures are correct and followed.

10 Year Property Plan

Received 10 year property plan and finance and property management policy received but not read yet –

ACTION: Cindy to move both reports to next meeting.

Governance internal evaluation tool survey

Online survey completed last year that covered our governance procedures. We need to do this again to see where we are at as a board. Chris France from NZSTA will help explain the results from a governance perspective.

ACTION: Denise to email link to Board members to be completed by 27 August. Denise to make arrangements with Chris for next meeting

Student Elections

Received copy of timeline

Please promote amongst your networks

Running the student elections for this school is highly complex and the board acknowledges the huge amount of work carried out by Cindy and her team.

Study Award Report

Received from Scott McDonnell, for his work with second year trainees. Board to consider Scott's suggestions for next year.

Expecting another report from best practice leads for 1st year trainees

In-Committee at 1.05pm

**Crystal Skinley / Lukas Gill
CARRIED**

Out of Committee at am 1.27pm

**Krista Clifford / Crystal Skinley
CARRIED**

SUCCESSION PLANNING

Succession Planning includes what we need to go through as a board to ensure we have the right people around the table. Denise asked the room if they have thought about whether they will be re-standing next year. Several of the board members were unable to commit to standing for re-elections next year at this point.

The board need to plan ahead for potential gaps, nominations July 2022, need to start planning in March 2022.

ACTION: Crystal Skinley agreed to work with James and Denise on how we progress the succession planning.

Policies up for review in Term 3

The following policies are up for review on School Docs this term

Concerns and complaints

Behaviour management

ACTION: Cindy – Links from School Docs to be emailed out to relevant Board, Staff, Parents to remind them to have their say about the current policies

Policy review feedback from term 2

ACTION: Sina to collate comments and recommendations made on School Docs depending on feedback from the Board, Staff and parents depending on the policy. This then to go to the HR committee for recommendations to the Board

CORRESPONDENCE

Inwards / Outwards

Received through BoardPro

Moved: That the inwards/outwards correspondence be accepted.

Katya Blair / Lukas Gill
CARRIED

Correspondence from Wellington Family

Received letter form Wellington family, Board to respond to the governance matters only within the letter.

ACTION: Denise to respond to this letter on behalf of the Board

Correspondence from Helen MacKay questioning processes around our board meetings. In light of the discussion, the board secretary will now put agenda on the school website 2 days before all board meetings.

Unconfirmed minutes to be stamped with DRAFT and will be uploaded to the website once they are available and prior to the next meeting.

Accessibility for board meetings people can attend as a member of the public in person. The board is not considering making meetings available via the internet.

ACTION: Denise to respond to this letter on behalf of the Board

Meetings for 2022 – discussion to be held around venues when planning meetings for next year.

CAMPS

Residential Camp

Residential Camp next weekend August 14th in Christchurch – this has not been approved by the board due to insufficient documentation.

MOTION

That the Board do not approve the Christchurch Residential Camp as the required documentation and format has not been provided.

**Louis Tomlinson / Lukas Gill
CARRIED**

School Camp

Proposal for Enrolled School Camp in December.

MOTION

That the Board approve the initial planning for the enrolled school camp and give permission for planning to continue with RAMS presented once signed off


**James Le Marquand / Louis Tomlinson
CARRIED**

ACTION: Redact all student names from the approval documents to protect privacy (page 74)

ACTION: Ko Taku Reo School Charter Board meeting in May Ko Taku Reo school Charter signed off by email, copy of memo on page 86 of board pack should be 31 March and not 3 March 2021.

ACTION: Memo by email for approval of appointment of the returning office Cindy Cascalheira needs to be minuted.

James Le Marquand ended the meeting with a Karakia at 2:25pm.


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Denise Powell
Chairperson

29/10/2021
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Date