

**Minutes of the Board of Ko Taku Reo meeting held on 6 November 2020 commencing
at 9.00am, in Auckland**

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| Present: | Denise Powell (Chairperson), James Le Marquand, Crystal Skinley, Krista Clifford, Rachel Coppage, Anthonie de Heer, Katya Blair, Luca Bevin, Rahui Lee, Lukas Gill, Louis Tomlinson |
| Apologies: | Sina Aiolupotea-Aiono, Chris France |
| Secretary: | Cindy Cascalheira |
| Interpreters: | Catherine Winfrey, Jodine Williams |
| In Attendance: | Mike Rondell, Matthew Koning, Steve Papps (9.25- 10.15), Terri Johnstone |

APOLOGIES

Sina Aiolupotea-Aiono, Chris France

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

The two new Student reps Lukas and Louis had a chance to introduce themselves to the Board.

CONFLICT OF INTEREST DECLARATIONS

Rachel Coppage declared the following conflict of interest

Auckland Deaf Society – Rachel’s daughter is a **STAFF** member there

ACTION: To be added to the Interest Register - Cindy

Mike Rondell, Matthew Koning, Steve Papps – joined the meeting at 9:25am

FINANCE

Financial Reports

Finance Report – Taken as read

Currently there is a surplus of \$532k. We had budgeted for a \$106k deficit

Part of surplus for year is banked staffing, very pleasing result considering new school costs.

Banked Staffing

Banking staffing - still have significant number of vacancies, may be filled at start of new year.

This means there will be a banking staffing under usage for the year - could be just under \$900,000 for the year.

ACTION: Presentation of the bank staffing as a graph – Matthew Koning

Currently have 17 vacancies, this money goes into our bank. We have appointed more teachers, but they will be starting next year

ACTION: Matthew Koning to update the pie chart showing the split of the funding – teaching staff, support staff, travel, stationary etc.

Comment: We need to remember that the staff that we are employing that are non-teachers are also more skilled than what we have employed in the past. Higher caliber of staff.

Matthew queried if Ko Taku Reo can approach the MoE to look at an investment scheme?

ACTION – Matthew and LSM to discuss investment possibility with MoE

Property report

Taken as read

Comment: The property is owned by the MoE and therefore is not our finance as such
New buildings, renovations of buildings comes under the MoE and is not board costs. The property report is meant to keep the board up to date on nationwide activities / issues with properties, issues holding us up, risk etc,

LSM Update – Finance and property

Coming up is Kelston Visioning project and Sumner rebuild which is a long term project.

Meeting with Ministry in Wellington to find a new point of contact as current person is moving on. Would like to meet and discuss how going forward we can have a coordinated and consistent approach across the country. Make sure we get the right people in the room for this, senior decisions makers need to be there.

SUGGESTION: ERO – Nick Pole is a great contact, we could think about asking them to do a review on our property portfolio.

PREVIOUS MINUTES

25 September Minutes

Moved: That the minutes of the 25 September 2020 meeting be accepted as true and correct once changes made to - Auckland Deaf Society – Rachel’s daughter is a **STAFF** member there

Rachel Coppage / James Le Marquand

CARRIED

PRINCIPALS REPORT

Taken as read and accepted

Deaf Strategic lead position

Amanda Everitt has been appointed to the Deaf Strategic lead position and will work .8. We had a great interview panel, 4 deaf and 2 hearing members on the panel.

Moved: That the Board approve the Leadership programme as presented.

Moved Denise Powell

Approved unanimously via email.

Mike Rondell left the meeting at 10:15am

Franklin pilot project

Lynne Guy Head of Outreach School gave a summary on this project and the findings to date. The other pilot area Otago and Southland are currently writing their reports and it is hoped this will be available for the next Board meeting.

Findings showed the following:

Large clusters of children - rural and urban blend

This area covers many areas that will be expanding vastly in the next 20-30 years in terms of population.

It was important to analyze learner demographics and this was the first thing the Franklin team did.

So much important learning in here. For example the area consists of 48% Maori students which was new information for the team.

Lynne Guy working closely with Mark Douglas from the MoE who is very supportive of this work.

Next steps – Lynne and her team will look into how this is socialized to the wider group. Caseload allocation criteria is a new piece of work.

ACTION: The next step will be to present the findings to the MoE and the union early December – Lynne Guy and James Le Marquand

Meetings

Nick Pole – ERO

The Executive Principal met with Nick Pole from ERO recently. It was a very positive meeting and there was a suggestion that Nick be approached to do an audit on our property.

ACTION: James Le Marquand to contact Nick Pole and see what they can assist with in the property areas of the school

ERO survey

There was a very positive response to a recent survey conducted by ERO as part of their readiness review. Results shared with the Board indicated that approximately 90% of staff who responded were happy with the overall progress and direction of the new school. Area of lowest score was 'lack of consultation with staff' but 60% of staff rated this aspect between 3 and 5 stars.

Te Ao Maori Strategic work

Kathie Rifle who has been hired to work as a consultant will spend some time with us later today to upskill the board in the area of Turi Maori

Ko Taku Reo will be working with Kathie on what the Maori Strategic lead position can look like as we need to get this right.

Marae Group

James Le Marquand provided an update and is working closely with the Deaf Maori staff to make use the Marae and its surrounding buildings.

Raintree will be used for accommodation for family and Whanau

Matai will be used for student activities, learning guitar, art, weaving, kapa haka etc

Kelston Visioning Project

Summary – this is looking at a new way of providing teaching and learning to students throughout the Kelston area.

Creating bilingual pathways for children to learn. We can potentially create a different model for how we are supporting students with NZSL.

Huge opportunity here to lift the community, lift the possibilities for the learners in the area.

Looking at shared resources ie lawn mowing etc is sensible and potentially cost saving

There had been a suggestion of a combined board? This is still to be decided. James Le Marquand indicated that most likely we would have a representative on that board but it wouldn't be Ko Taku Reo's board as we are a nationwide school not just Kelston based.

Summer Camp

James Le Marquand had a meeting in Hamilton and took this time to meet with Chris Sinclair who had previously approached the Board for funding for Summer Camp. The Board supports the concept as camp is a hugely valuable thing, but we need to see how we can make this work. There needs to be further consideration about how we can support the idea of these camps within the parameters that we have.

Cochlear Implant Providers
SCIP and NCIP currently provide habilitation services to children with CIs. An update around the way forward will be provided to the Board at a later date.

LSM Report – HR Report

Domestic and grounds discussions now completed.
Ko Taku Reo have employed a project management consultant to help manage all the different projects currently underway. These will be put into a pipeline and prioritized.

In-Committee at 12.21pm

Moved: That Terri Johnstone and Rose Drummond 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/Luca Bevin
CARRIED

Out of Committee at 12:38pm

Katya Blair /Rahui Lee
CARRIED

ITEMS TO BE RATIFIED

Term dates for 2021

There will be flexibility in students start dates as some might start with their host days. We need to align to streamline teacher only days etc. The dates that were in the previous minutes are the ones that we are going to ratify with the recognition with the to be flexible to start with the host school as long as we meet the requirements of the numbers of 394 half days. School Starts on Monday 1 February 2021

Deaf Leadership – ratified by email

Overnight stay in Auckland for a leadership event Daniel Greenwood and Kaori Kobayashi

EOTC

EOTC approvals to be ratified through special zoom meeting 19 November 2020

Louis Tomlinson /Lukas Gill

CARRIED

School docs policy review

Ginny Neal distributed a document explaining how to use and access School docs
Explained to the board how to use School docs and their responsibility here
The Board the focused on the reviewed feedback from last term.

The Board identified that there needs to be a clear distinction between what is policy and what is procedure
As a board we only oversee the policies

Ginny reiterated that the current policies on School Docs have been written by a lawyer and changes should not be happening without certainty that its necessary.

ACTION: The board members need to be logging into school docs at least once a term to feedback / review policies. – All Board Members

Note: Sina is our dedicated policy person and sits on the HR Committee. HR has the responsibility for Policy.

Procedure for reviewing of policies:

- Cindy Cascalheira to send out a prompt for items to be reviewed
- Sina Aiolupotea-Aiono then takes feedback to HR committee meeting
- Sina Aiolupotea-Aiono brings recommendations to the board to approve

ACTION- Denise to contact Sina and discuss procedure.

Constitution

James Le Marquand and Denise Powell approached Andrea Thomson at the Ministry of Education to gain her input around the legal aspects of developing a new constitution. The Ministry have indicated they will advise and give ideas but felt it was not appropriate to attend the meeting in person.

Anthony De Heer and Rachel Coppage have been involved in-between board meetings. Correspondence received from MoE, outlining various options for a new constitution was tabled and all taken as read.

The Board discussed the options and agreed to continue to consider what possible configurations could look like going forward.

ACTION: December Board meeting is a two day one – we will use this time to look closer and discuss the constitution.

NZSL Immersion hub update – report taken as read

Great to see activity on Facebook around the hub and the play groups etc. Very positive discussions around who will be learning NZSL at the hubs. This is open to everyone, but should we reach our ‘capped’ number of students we would need to look at this closer.

ACTION: It was suggested that we start promoting these on Instagram as well – Cindy Cascalheira to arrange with the Comms and Resource Team

Study award update

18 study awards for 2021 – all of these have been filled.

Training update

Meeting with team from Massey University to see how we can work with them, supporting them in the work that they are doing.

FTE Tracking scheme for board members – this is a legal requirement

A spreadsheet was shared with Board members as part of the auditing process and needs to be completed by all members.

ACTION: Cindy Cascalheira to collect hours from Board members at the same time as expense claims are submitted

Actions from previous meetings

Action – Denise Powell went through the action list

Deaf Action meeting update

We attended, we listened, and everyone felt better after the meeting

ACTION: Rach Coppage to draft the response to Deaf Action, circulate to board for input. Katya Blair will support Rachel. This will be sent to Cindy Cascalheira to send to out to Deaf Action.

CORRESPONDENCE

Inwards / Outwards

Received – now through BoardPro

Moved: That the inwards/outwards correspondence be accepted.

Anthonie De Heer / Katya Blair
CARRIED

Recognition of Outgoing Student Representatives

Thank you to Luca Bevin and Rahui Lee for their time, dedication and valuable input to the board over the past 12 months. The Board wished them well in their future endeavors and the Board presented them with a gift voucher and and a recognition of service memento.

Meeting closed ta 4:23pm with a Karakia

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Denise Powell

Chairperson

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Date