

**Minutes of the Board of Ko Taku Reo meeting
held on 11 February commencing at 9:00am, in Auckland**

- Present:** Denise Powell (Chairperson), Crystal Skinley, Krista Clifford, Rachel Coppage, Anthonie de Heer, Lukas Gill, Louis Tomlinson (late), Sam Te Maari, James Le Marquand, Sina Aiolupotea-Aiono, Jennifer Smith
- Apologies:** Katya Blair, Karen Pointon
- Secretary:** Cindy Cascalheira
- Interpreters:** James Bichan and Nichola Robertson
- In Attendance:** Matthew Koning and Mike Rondell - for Finance section.

APOLOGIES – Katya Blair, Karen Pointon, Louis Tomlinson for lateness

WELCOME

Denise Powell welcomed everyone to the Board meeting.

James Le Marquand opened with a karakia

“Come together on this glorious day to learn together and grow together”

Quick round the room catch up

HOUSE KEEPING

‘Raise the hand icon’ will need to be used for this meeting to help facilitating

Closed captions have been turned on

CONFLICT OF INTEREST DECLARATIONS

Remove ‘Senior Lecturer’ from Denise Powell

Rachel Coppage is involved with the royal commission enquiry

Mike Rondell and Matthew Koning joined at 9:15am for the Finance and Property section of the meeting

FINANCE

Financial Reports

Taken as read

No financials available for 2021 at this stage – currently being complied

Banked Staffing

\$73k under usage due to teaching positions unable to fulfill

If all position were filled, we would still have \$116k under usage that the MoE would pay us back for

Risks

- Not having teachers in front of students
- Increase in wage cost to employ people – this is on the increase

Budget 2022

Like last year

- Need to fill vacancies 40 currently (20 teaching, 20 non-teaching)
- Omicron and how we deal with this
 - o We have staff working in teams (to minimize risk), so that not all staff are on site at the same time
 - o Air travel for term 1 has been stopped to stop the spread of covid and to protect our staff and students
- Resourcing notice
 - o \$428k for NZSL@school was the only additional funding received
 - o No further funding has been received
 - o We have the ability to be flexible with our 'pots' of funding – the MoE have agree to this – JLM
- Deficit \$1.9m, for 2021 we are expecting a surplus of around \$2m due to under staffing and inability to fill vacancies
- Legal compliance costs will be needed this year
- \$1m from the board for operating costs – only spent \$100k last year and therefore no further funding will be requested from the board towards this for 2022

ACTION: Missing finance papers will be sent out to the board

Staff interpreting budget has not received an increase – is this a risk to the board – KC

- Every year we request an increase but we have never received the additional funding we have asked for
- All of government contract for 'languages' has been established which might be beneficial for us

Louis joined at 9:45am

Move that the board approve the 2022 Operating Budget as tabled, recording a 2022 operating deficit of \$1,878,145.

Anthonie De Heer / Crystal Skinley
CARRIED

Move that the Board approve the 2022 Capital Expenditure Budget as tabled at the finance and property committee meeting, recording a capital expenditure budget of \$1,000,000

Louis Tomlinson / Krista Clifford
CARRIED

ACTION: Details will be included in the next board meeting pack

Move that the Board authorises the Board Chairperson, LSM (Finance & Property) and Executive Principal to sign the Statement of Responsibility for the 2021 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.

Crystal Skinley / Rachel Coppage
CARRIED

Move that the Board approves the inclusion of a budget for the 2021 Statement of Financial Position and a budgeted Cash Flow which are derived from the Board's 2021 operating and capital purchase budgets.

Jennifer Smith / Crystal Skinley
CARRIED

PROPERTY UPDATE

Tabled

Met with MoE around the sensory network, great working group, lots of momentum around property movement and various host schools

Working on progressing with the national student data set – not only for Ko Taku Reo but for all students so that we can understand where these students are that we are not currently servicing

A board sub-committee has been established to work with the MOE around the Christchurch property needs.

PRIVACY POLICY

This came out of the new student management system

Need to look at what data we hold for enrolled students and outreach students, we have engaged with the ministry and a lawyer around this

Legal advice is that we change the privacy policy to ensure its fit for purpose for our school

Question around if a student who then becomes a staff member still has this information saved to their personal file

We are required to hold student records for up to 7 years after they leave our services, and we would have usual data protection and management around this.

The code of conduct would then cover this should the student become a staff member

Move that the board adopt the tabled Privacy Policy as a board policy.

Lukas Gill / Crystal Skinley
CARRIED

Move the board approve the attached additions (in reference to the Privacy Act 2020) to the staff code of conduct.

Anthonie De Heer / Lukas Gill
CARRIED

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

HR REPORT

Taken as read

Move to in-committee and agree that Rob Coltman, Mike Rondel and Matthew Koning be allowed to remain in attendance because of what they can add to the discussions

In-Committee at 09.33am

Lukas Gill / Crystal Skinley
CARRIED

Out of Committee at 10:19am

Crystal Skinley / Rachel Coppage
CARRIED

CORRESPONDENCE

Inwards / Outwards

Taken as read

Moved: That the inwards/outwards correspondence be accepted.

Crystal Skinley / Krista Clifford
CARRIED

PRINCIPAL'S REPORT

Taken as read and accepted

The report give assurance to the board that with the coming issues we are expecting in regard to Omicron, we as a school are as well prepared as we can be

Covid Response Planning

Mask Wearing – which now includes requirements for students from Year 4 and up.

We have trialed several clear masks, they are expensive and both masks have issues with fogging etc

The Ministry of Education is looking to support mask supplies to schools. We have asked for support with clear masks <https://www.theclearmask.com/> which are also the masks that are being used by the MoE.

We have 1000 of these masks coming to Ko Taku Reo (500 to Kelston and 500 to Sumner to then distribute as appropriate)

These masks will be kept for specific people, where staff or interpreters are receiving push back from the host schools in relation to mask removal

- We are still encouraging masks wearing wherever possible
- We are ensuring that staff are maintaining 2m distance when masks are removed for communication purposes

Vaccine mandate

This is a piece of work that has taken up a huge amount of HR and Senior Leaders time and energy ensuring our staff comply

We now begin this process again with regards to the booster mandate

The risk to the board is financial

EOTC has needed to change and be flexible to suit our current Omicron situation

Air travel has been put on hold to keep staff and students safe and to limit the spread of Omicron

Residential students

The Ministry recently indicated that if a student became sick, or a close contact in a hostel that the matter would be passed on to the Ministry of Health for managing and support.

One of the issues here that if students are close contacts, staff will also be.

We have planned to support each student to:

- Return home or to a nominated care-giver to avoid this
- We have offered a temporary location to a hostel in the island of the students home and/or the possibility of a short term home support programme.

Staffing

Access through the Teachers Council a quick and easy process 'Limited Authority to Teach' (LAT) allowing our teacher aides to set up to cover temporarily.

We have plans in place should we need to change a classroom from physical to home based supported learning

Retaining and accessing staff in Auckland is becoming more and more of an issue due to the affordability of housing etc, this is becoming true for Wellington and other areas

Student Pathways

ACTION: at the next board meeting, JLM will lead discussions around student pathways, as well as present the strategic goals of the executive and senior leadership team

Denise thanked James for his report, a huge job even despite Covid, thank you for the work you are doing

We need to ensure that our structure is fit for purpose

We are in the process of upskilling staff to input data into our new student management system and through this we will have the data we need to move forward.

The board thanked James for his Principal's report and for the progress that is being made in the area of student pathways.

HR report

Taken as read

STRATEGIC AIMS DISCUSSIONS CONTINUED

Discussions were had around the focus on identity - Maori, Deaf, Hard of Hearing
Sina Aiolutepa-Aiono arrived at 12:16pm

Our current goals are:

Goal 1 Lifting student wellbeing and academic achievement.

Goal 2 Delivering a nationwide service which is holistic, accessible, equitable and efficient.

Goal 3 Utilising student data, evidence and research to inform high quality teaching, learning and resourcing.

Goal 4 Build and maintain strong, collaborative relationships with students, family/whānau, the Deaf community, the wider education community and other external stakeholders.

Discussions around the input needed from the community and at what stage do we seek this

ACTION: James and Denise to have a conversation about a suggestion for this and share this with the wider board

A facilitator to be arranged to run a 1-2 hours session with the board at the next board meeting.

ACTION: Denise to investigate facilitator availability and cost

PREVIOUS MINUTES

Moved: That the minutes of the 3 December 2021 meeting be accepted as true and correct

Anthonie De Heer / Rachel Coppage

CARRIED

GENERAL

Role of the chair – review

Note: that we are not required to elect a board chair because it's an election year

Remembering our board have agreed that we continue using the word Boardchair and not Presiding Member

ACTION:

- Board of trustees to change to Board
- Trustee – needs to change to Board member

Move that the Chair role description policy has been reviewed and accepted by the board

Moved from the chair

CARRIED

Delegation list – review

- HR committee to now include Rachel Coppage
- ECE trust committee now just Crystal Skinley remove Katya Blair
- Delegation of duty if the principal is unavailable for periods not exceeding 2 weeks, then the Director of Teaching steps in

Discussions around after 2 weeks reimbursement needs to be looked at for the person stepping up

Move that the board has updated the delegations list and approved the Delegations list

Moved from the chair

CARRIED

Trustees code of behavior review

Move that we accept the Trustees Code of Behavior policy

Moved from the chair
CARRIED

Update Trustees register – review

Needs to be noted that all Board members can be contact through the Board Secretary

Start dates 2020 – Lukas Gill and Louis Tomlinson

Ends April not September 2022

ACTION: DP to contact NZSTA with regards to need for uploading phone and email addresses of all board members. Is the board secretary be the only way to contact the board

Board workplan

ACTION: Board secretary to compile a list of important school dates that the board should be aware of and attend if available

Note that this work plan is what we use to set our agendas for each meeting, everything in the column for that specific meeting is what we then agenda and discuss

Note that no policy is needed for the things that are mandated

Board changes and effective governance

Taken as read

Resourcing notice

Taken as read

The board has expressed its desire for NZSL to be recognized under Human Rights

School docs policy review

A review schedule has been submitted to the board

Note: Emergency disaster – this is where optional and required covid information sits and is reviewed through schools docs

Student election update

Looking to potentially outsource some of the this work

ACTION: Board secretary to gain further information on outsourcing this work

In-Committee at 2:19pm

Lukas Gill / Rachel Coppage
CARRIED

Out of Committee at 3.30pm

Crystal Skinley / Louis Tomlinson
CARRIED

Note for future when we have many of us on zoom, it would be good if we have a few members with their cameras on to encourage engagement

Jennifer Smith ended the meeting with a Karakia at 3:32pm.

Kia whakairia te tapu
Kia wātea ai te ara
Kia turuki whakataha ai
Kia turuki whakataha ai
Haumi e. Hui e. Tāiki e!

Restrictions are moved aside
So the pathways is clear
To return to everyday activities

.....
Denise Powell

Chairperson

.....
Date

DRAFT