

**Minutes of the Board of Ko Taku Reo meeting
held on 17 June 2022 commencing at 9:30am, in Auckland**

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

APOLOGIES – James Le Marquand, Sam Te Maari, Karen Pointon, Anahera Strongman, Denise Powell (Chairperson), Krista Clifford

WELCOME

Jen Smith welcomed everyone to the Board meeting and opened with a karakia
Welcome to Nicola Gaskin to her first meeting as the new student board member
The board all introduced themselves to Nicola

HOUSE KEEPING

Jen Smith went through the house keeping and explained the fire exits and what to do in an earthquake. She also explained where to find tea and coffee and the toilets.

CONFLICT OF INTEREST DECLARATIONS

Rachel Coppage confirmed that her daughter has left the Deaf Aotearoa board

Mike Rondell and Matthew Koning joined the meeting at 9:47am for the Finance and Property section of the meeting

FINANCE

Financial Reports

Taken as read

Last year's financial statements were presented

MK explained that the MoE have extended the deadline for the final set of accounts

A copy of the draft has been passed on to the board and taken as read

Currently the school is sitting on a surplus of \$1.8m, we had budgeted for a \$0 surplus, but due to the lack of being able to fill teachers' positions / vacancies as well as the money we have saved by not travelling due to covid, has led to this surplus.

As mentioned previously, all schools need to appoint an auditor general, the details of this can be found in the correspondence section of the board report.

Ko Taku Reo have accepted the quote which is for the next 3 years. This is a good situation to be in to provide the stability we need in this area.

MK apologized for the lack of graphs which is due to the change in the accounting system which has meant the reports need to be rebuilt and will be available from the next board meeting.

In April we ended ahead of the budget by \$1.2m

- A big part of the budget deficit is to do with the work in regards to 'legal compliance'
- The surplus is due to some cost being delayed which this will come through in July
- We are currently still sitting on many vacant positions in both the teaching and non-teaching area of the school

Noted that the finances are looking good, but we need to focus on what is not happening as this is a concern

Question from the board: Do we currently have enough teachers (ratio)

MK explained that in the provisions yes, we did, but outreach is still a concern.

Capital expenditure

- Marae development- refurbishment of Matai house
- Looking to buy out our leases such as laptops etc

Banking staffing

- Entitlement of teachers
- We are entitled to 200 but if we employ more then we have to fund this and if we don't reach the 200 the MoE pay us back
- With the merger the teaching entitlement dropped by 4, therefore a bigger school with more students but a drop in number of teachers we are funded for
- 2022 based on underusage YTD the Moe owe us \$140 000, if we filled all of our teaching vacancies we would end up with an over usage of \$700 000
- **MK noted that banked staffing training will be offered to the new board including full finance training (this will be recorded as a resource for future)**

Mileage report

- Currently there is a high concern around the increasing price of fuel and staff using their own vehicle, currently at 62c per km, the price of fuel has gone up and our teachers are suffering so as a finance committee we have looked at this and as this is not an allowance but as a reimbursement and therefore raised to 83c per km to immediately fix the problem to ensure our teachers are not out of pocket
- Needs to be recognized by the board as it's something different and outside the 'scope' of the finance committee and 'unusual'
- LSM finance has approved but the board need to be aware

Q: how do we reimburse hybrid vehicles?

A: just the same for everyone no matter what car they drive

- An update will be provided to the board at the next meeting

Property report

- Board have established a working group re the Sumner site
- **ACTION:** a report from the working group will be provided to the board as the need arises to pass on information to the board. Note that ADH is on this working group.
- Saulsbury school – the MoE are building Ko Taku Reo a new sensory resource centre with BLENNZ
- **ACTION:** start to prepare a handover pack for the new board which will include a visual of the property situation as well
- Dunedin we needed a new sensory resource centre. There was a school in Dunedin which was closed, the MoE gave Ko Taku Reo space there, but with a closed school there is no maintenance or security, the MoE therefore moved a new school onto that site and that then becomes the host school, so we are in the process of a new POD agreement with the new school which is needed. The school is Sarah Cohen school
- With the working group, we are ensuring that the MoE have Ko Taku Reo front of mind as new opportunities come up and to keep us involved from the start of the set up process of these as we want to grow and need the MoE to be on board. We want to be looking at new sites / opportunities to allow a closer place of work for our RTD's who currently travel long distances to get to their work place.
- Note from the board: From a property perspective we need to remember the KVP project and keep an open mind about this

Student pathways

- Working with the MoE to get a full dataset from them as to where our students are, this will allow us to progress on our vision.

Sina joined at 10:28am

Mike Rondell and Matthew Koning left the meeting at 10:31am

HR REPORT

Taken as read

Some of the job adverts in the gazette are not upholding the special character of the school and state 'no NZSL required' – this is not the right wording.

ACTION: need to ensure the wording on these are correct – JLM to comment on this

Health and safety

- In the past, the school has had a wide spread culture of non-reporting or informal reporting of Health and Safety matter – what can we do about this as a board to ensure the reporting improves.
- CC mentioned the new Health and Safety committee that has been set up recently.
- RC everyone in the past has been casual about reporting, that's a historical thing and so we need internal education around this and change the culture of how and when we report

Q: How do we, as a board, support and change this culture?

A: RC shared that GB is working on this, praising people for reporting incidences and showing staff they won't be punished for reporting incidents

ACTION: The board requested that an in-depth health and safety report including risk management be provided to the board at each meeting.

Q: How can the board support the improvement of reporting of incidents

ACTION: a sample of the new reporting to be supplied at the next meeting, the board will then decide if its sufficient or what further information they would like to see.

Q: The board note in the HR report that we have a lot of vacancies at the moment, yet we are only sending out 2 jobs a week? How can we push more advertisements?

A: The issue also extends to the availability of candidate as well as the current the job market currently, especially in Auckland.

Q: With the pay equity coming in (government driven), is there work around this already and as a school we need to be ahead of the game. Is this something HR are looking into?

ACTION: SA to give the HR committee a heads up on the pay equity and what the impact this will have on our finances

ACTION: Invite GB to the next board meeting to give an HR update and Q&A re Health and safety

PREVIOUS MINUTES

Moved: That the minutes of the 8 April 2022 meeting be accepted as true and correct

Crystal Skinley / Rachel Coppage

CARRIED

Minutes from the charter approval meeting

Moved: That the minutes of the 8 April 2022 meeting be accepted as true and correct

Katya Blaire / Rachel Coppage

CARRIED

ACTION to be followed up from the last meeting

Gift for staff for Ko Taku Reo anniversary

CORRESPONDENCE

Inwards / Outwards

Taken as read

Moved: That the inwards correspondence be accepted.

Katya Blair / Rachel Coppage

CARRIED

Moved: That the outwards correspondence be accepted.

Louis Tomlinson / Crystal Skinley

CARRIED

PRINCIPAL'S REPORT

Taken as Read

ACTION: NZSL@school outcomes of the review to be shared with the board

NZSL@schools – supply versus demand

CC explained that this will be addressed at the 'development strategy' workshop

Q which is an internal workshop arranged prior to meeting with the MoE on this.

The Board expressed the view that the current resourcing notice criteria needs to be updated – it currently mentions ..."Deaf students who want access to NZSL" and mention it as a second language. It is children's right to access language but they might have grown up not even aware that this is an option available to them.

ACTION: JLM to meet with the MoE to discuss changing some criteria in the resourcing notice, and identify how are we meeting and prioritising our L1 learners. Suggest in the next report the resourcing notice is better explained specifically to NZSL@school and the intended use of the funding and how students will access it

The Board had some questions that will need further discussion

How is the board going to be assured that this money will upskill our staff and workforce and positively impact our learners?

How do outreach students access NZSL and how do the student pathways fit with this when we know our outreach school are currently growing and are we allocating resources in the right way to ensure students have access

The board expressed its desire to work with the Universities to explain to them the qualifications we need for our teachers .

JS – explained that Deaf Education is not listed with the university as priority learners. Out of the 6 priority learners none of them address Deaf and therefore not prioritised.

The only current qualification pathway is through Massey University . We have Deaf students in the undergrad programmes interested in Deaf Education but they have no access to a pathway for this. The board would like to see us approach the MoE about this

ACTION: JS and RC to meet to discuss this further

KVP

ACTION: RC will change the format of the report and resend this out to the board, it's a detailed SWOT and the board will benefit from this

Parents and students were not involved in the first round of consultations

It was noted that the board and KVP need to ensure that our student's interests are at the forefront and that we keep future focus and to not look back to 'what was'

RC – we are always thinking about the future students and that's the whole driving force behind the KVP

BOARD ELECTIONS

Motion: The board move that Cindy Cascalheira be appointed as the Returning Officer for the board and student elections for September 2022.

Crystal Skinley / Lukas Gill

CARRIED

Discussions were had around upcoming elections and board succession

ACTION: CC to follow up with KR in Communications with regards to promotional material

GENERAL

The board noted the school docs roll out of the new Ending Employment policy

Q: Do we have an exit interview and what's the process for this?

CC explained that there is an option for the departing staff member to have an exit interview but this is optional. Ko Taku Reo also have a survey /questions that get sent out to the person several weeks after they have left. **Q:** Is this too late and what happens to this information?

ACTION: CC to follow this up with HR to report back to the board

Note that school docs policy reviews need to done by the board, this information is shared with the board as and when required.

ACTION: CC to share login details for School Docs with JS

SOCIAL MEDIA POLICIES

Note that these should not be policy but rather guidelines to be read in conjunction with our current media policies and also the contact for media should always be the Boardchair who then can delegate if required. Yes Ko Taku Reo acknowledge Te Reo but also need to acknowledge the importance of NZSL and this is not mentioned in the suggested policy.

ACTION: to be referred back to the Executive for further scoping

In-Committee at 12:08pm

Lukas Gill / Anthonie De Heer
CARRIED

Out of Committee at 12:25pm

Crystal Skinley / Lukas Gill
CARRIED

NZSL IMMERSION WORK

Sarah De Heer – Head of Early Years and Immersion

Note that DP's contract will end at the end of the term, but she has worked with SDH who can continue this work

HUBS has changed to Immersion Suite of Services, this then includes all ages

3 currently running, 1 in Wellington, 1 Invercargill, 1 in Dunedin

In term 1 these were on hold due to covid but it's all happening again now.

Playgroups

Trying to set up alongside the day schools – currently run in Dunedin and Wellington

Resource notice – in 2021 we lead a trial, and this will continue in 2022 alongside the day school

Virtual Deaf space

Term 4 – journey on Deafhood and Deaf identity

Paperwork taken as read re the Immersion hui for Virtual Deaf space students to come together face to face

Waikato space not up and running, still waiting to recruit a lead before we can progress with this

Staff shortage in Waikato at the moment

Service delivery model

This is a synthesis of the work that Denise and Sarah have done together

All day schools have accepted this very positively

This allows for consistency across the country

Creates a blueprint for setting up further day schools

At the end of the term DP will end her contract and SDH will continue to lead this work

The Budget 2019 funding ends at the end of the year

All NZSL day schools will sit under this banner as well

Focusing on deaf leadership, mentoring, and coaching to ensure we set these Deaf leaders up for success

SDH expressed her enjoyment for the opportunity that she has been given

The Board thanked SDH for the report, it's great to see the immersion hui's back and thanked SDH for her hard work in this area

SDH explain that the original funding was \$500k each year for 4 years, hoping we can take some of the 'new' funding to fund this work because it's good work, showing good results and this work needs to continue.

SDH noted that the school has a robust process and a blueprint that will allow us to fulfill the current need. SDH mentioned the Virtual Deaf space which is working so well and the need to be doing more and more of this work and then once connected bring them all together in one place face to face – this can be very powerful.

The Board were keen to see that this will result in improved student achievement

ACTION: DP and SDH will provide a report that will compare some data before and after the virtual day schools

Motion: The board move that the Immersion hui for the Virtual Deaf space goes ahead as documented in the board pack

Moved from the chair
CARRIED

Jen Smith ended the meeting at 1.30pm

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Jen Smith
Chairperson

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Date

DRAFT