

**Minutes of the Board of Ko Taku Reo meeting
held on 3 December 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, , Sam Te Maari, James Le Marquand, Sina Aiolupotea-Aiono, Jennifer Smith
- Apologies:** Karen Pointon
- Secretary:** Cindy Cascalheira
- Interpreters:** Jeremy Borland and Nichola Robertson
- In Attendance:** Matthew Koning and Mike Rondell - for Finance section.
James Townshend, Nicki Morrison, Lisa Sharman and Louise Roe for their respective presentations

APOLOGIES – Karen Pointon

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”

Jen Smith new board member

Denise welcomed Jen Smith to the Board. Jen is originally from Auckland, now lives in Christchurch. She is a teacher educator mainly in the Primary sector focusing on Maori education and currently works at the University of Canterbury.

HOUSE KEEPING

‘Raise the hand icon’ will need to be used for this meeting to help facilitating
Closed captions have been turned on as well

CONFLICT OF INTEREST DECLARATIONS

James Le Marquand – is on the Autism Charity trust which is the financial property umbrella that Autism New Zealand is launching into as they start looking to develop the residential side of the organisation

Jen Smith – works for the University of Canterbury in Academic lectureship and has a coordinator role with Child Wellbeing Research Institute (UC) which she has a – Secondment for 2021/2022 in a research position

ACTION: Board secretary to add these to the Conflict of Interest Register

FINANCE

Financial Reports

Matthew Koning and Mike Rondel presented the October 2021 financial results

End of October surplus of \$2.4mil

Latest report \$15 000 under usage in banked staffing

End of October we paid \$100 000 back to the MoE, but at the end of November they will need to be paying us \$15 000 so this has turned around.

Currently working on a draft budget for 2022.

We currently don't have a new resourcing notice, but we are expecting it to be similar with perhaps a 1-1.5% increase

We expect disruptions from Covid to continue into 2022 and therefore the starting position for 2022 will look similar to how we started in 2021.

Biggest increase in cost will be staffing and we know that some of these costs will continue into 2022 especially around specific project work such as HR system, new SMS etc.

\$1.5mil to staffing – including some carried over and some new positions that need to be filled. These will include ongoing positions as well as some temp positions

2021 – we are looking at a draft deficit of \$1.5mil – there is still some work to do over the summer break etc but this is an 'indicative' figure at this stage

The final budget for 2022 will be brought to the board's first meeting of 2022 to be approved and final sign off will be required at this time.

Draft capital budget has been received – highlighted entries include

- Upgrade of Sumner residential space
- Raintree house refurbishment in Auckland

Current finance committee include 3 members – Board Chair, Executive Principal and a board member. It would be helpful to have the Head of Finance be given bank account signatory authority

Additional Bank Signatory

MOTION: Move that the board appoint the Head of Finance as a bank account signatory

Moved from the chair Denise Powell

CARRIED

PROPERTY UPDATE

Biggest challenge is the engagement with the MoE

Sign language hubs – funded from the 2019 Budget funding for 3 hubs for a four year period

- Matamata hub is currently on hold while we re-evaluate the service here and ensure we are giving the best services to our students in this specific hub

The MoE have confirmed that we will not be receiving any additional funding for additional hubs. There is a recognised need to create and develop more hubs in other areas around New Zealand but the MoE have confirmed that the money for and additional hubs will need to come from within the school's current funding. Having said this, Ko Taku Reo are still planning to look for opportunities to create new hubs.

PROJECT OVERVIEW

Project summary received and taken as read

Property Report

Taken as read

HR REPORT

Taken as read

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

In-Committee at 09.33am

Lukas Gill / Crystal Skinley
CARRIED

Out of Committee at 10:19am

Crystal Skinley / Rachel Coppage
CARRIED

PREVIOUS MINUTES

Moved: That the minutes of the 29 October 2021 meeting be accepted as true and correct

Rachel Coppage / Louis Tomlinson
CARRIED

NZSL@school review is currently ongoing with the MoE and the Senior leaders are meeting with the MoE again next week. Once completed the board will be updated

CORRESPONDENCE

Inwards / Outwards

Received through BoardPro

Moved: That the inwards/outwards correspondence be accepted.

Krista Clifford / James Le Marquand
CARRIED

PRINCIPAL'S REPORT

Taken as read and accepted

Discussion around mask wearing

Current Ko Taku Reo protocol – remove masks when communicating with one another while keeping 2m distance. This is for staff and students alike.

Based on MoE advice this is not compulsory

Schools in Auckland are required to continue with the rules and regulations of level 3 and not that of the red traffic light.

Discussions had around a temporary policy to encourage students from year 4 and above to engage in mask wearing with the protocol of removing them for communication purposes but also:

- Keeps us safe
- Encourage mask wearing as this will be required in parts of our students lives going forward
- Training around mask wearing and removal will be necessary
- Introduce purposeful protocol around removal of masks etc

Note we have trialed the clear masks, they are expensive and fog up and not found to be very effective

Face shields are not effective

Deaf Aotearoa are offering exemption cards for those who are unable to wear masks for communicative purposes

Important to educate that when the mask gets taken off the distance is maintained

Motion: Move that the board supports the development of a mask usage policy within Ko Taku Reo-Deaf Education New Zealand, which will support the communication and health and safety needs of staff and students

Moved from the chair

CARRIED

Vaccine mandate

We currently have 6-7 staff members that have not met the requirement of the vaccine mandate. These staff have thanked us for the support we have provided them throughout this vaccine mandate process.

Note that staff need to be fully vaccinated by 1 January 2022 so we are managing this and will relook at the 30+ staff that are currently only single vaxxed and ensure we communicate with them post 1 January if we have not received their proof of double vaccination.

Ko Taku Reo have been very fair, non-reactive and very supportive throughout this process

The Boardchair thanked James Le Marquand for the work that has gone on behind the scenes and the reports that have been provided. The Boardchair passed on thanks to the Head of HR for the leadership of the team through the work done in this.

HR report

The percentage of resignations for the year is around 11%

We are currently seeing a second wave of staff leaving which is to be expected

Our aim would be to decrease this percentage to half of what it currently is.

Ko Taku Reo need to acknowledge the risk of an aging workforce, this too is a contributing factor to resignations in that a lot of our staff are at retirement age.

None of these 11% are Deaf staff, but many of them are experienced signing staff which is a huge loss for us, these staff are either retiring or moving to positions of more responsibility which is very exciting for them.

Exit interviews continue to happen with staff who choose to do this, it is offered to all but not everyone accepts.

Board meeting dates for 2022

Term 1

11 February

8 April

Term 2

17 June

Term 3

26 August

Term 4

21 October

2 December

Note:

- Due to covid this current board will be in office until September 2022 and handover to new board members is likely to be in December 2022.

ACTION: The board secretary to send invites to the board for the meetings for 2022

PRESENTATIONS:

A number of Senior Leaders attended the board meeting to present on their areas of the school and the major pieces of work they are currently working on and their vision for 2022

JAMES TOWNSHEND – HEAD OF PEDAGOGY AND PROFESSIONAL LEARNING

James introduced himself and shared his background.

James presented an overview of the work being done in this area of the school as well as providing some future focus.

The Boardchair thanked James for an outstanding presentation and great insight into the vision for this area of the school.

NICKI MORRISON – HEAD OF RESIDENTIAL AND IMMERSION

Nicki presented an overview of the work being done in this area of the school as well as providing some future focus and visions for this area of the school.

The Boardchair thanked Nicki for her presentation and her vision for the residential and immersion area of the school. This is a very exciting area of the school with so much potential.

LOUISE ROE – DIRECTOR OF TEACHING AND LEARNING

Louise introduced the board to Lisa Sharman who has taken on the role of Head of Enrolled school for 2022. Lisa gave the board a brief introduction to herself and the Boardchair welcomed Lisa and congratulated her on her new role.

Louise presented an overview of the work being done in the enrolled school area of the school and the vision here. The presentation was split into two parts

1. NCEA NZSL work
2. Professional Growth Cycle work

Motion: Move in-committee and that Louise Roe and Lisa Sharman be allowed to remain in attendance because of what they can add to the conversation

In-Committee at 1:55pm

James Le Marquand /Katya Blair
CARRIED

Out of Committee at 2.20pm

Anthonie De Heer / Crystal Skinley
CARRIED

Introductions and background from each of the different board members were made for our new Board member, Jen Smith.

STRATEGIC AIMS DISCUSSIONS

Our aim for this session was to discuss the possibility of a **shortened version / a few words that represent / encapsulate each goal/aim**. Perhaps it will be a few words that are the 'goal' and then these above sentences will sit under them as explanations. Our strategic aims need to be easily remembered and described in a way that makes it easy for the school to report against them. The current strategic goals will remain in place until community/staff/stakeholder consultation takes place in 2022.

This work ties into the GEIT survey, as as a Board we scored ourselves low on how we expressed and understood our current goals.

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

- Idea to create an overall statement that encompasses the 4 goals
- Idea to transform the goals into a visual representation
- A balance between wellbeing and academic achievement need to be showcased in these goals
- Ideas around linking the goals to our values
 - o Goal 1 - Students Achievement
 - o Goal 2 - Students Pathways
 - o Goal 3 - Student Data
 - o Goal 4 - Whanaungatanga or Community
- Other suggestions:
 - o Goal 1 - Student Achievement and Wellbeing
 - o Goal 2 - Accessibility
 - o Goal 3 - Data evidence insights to inform decisions
 - o Goal 4 - Partnership with student and whanau, stakeholder relationships to support.

ACTION: this needs more discussion when we are all together, workshop this and take it to the next stage. Get the best out of the past and move forward. Carried over to next meeting

ACTION: work on a 3 year plan at our next strategic day – this will be set up once we return in 2022 and are able to travel to be together.

ACTION: KC to create a shared padlet for board members to share thoughts and ideas prior to meeting in person

GEIT SURVERY RESULTS REMINDER

In-Committee at 3.14pm

Rachel Coppage / Crystal Skinley
CARRIED

Out of Committee at 3.48pm

Rachel Coppage / Sina Aiolutotea-Aiono
CARRIED

James Le Marquand ended the meeting with a Karakia at 3.49pm.

“Our work today has finished,

We go our separate ways

In peace and harmony but as one”

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Denise Powell
Chairperson

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Date

DRAFT