



## **Kelston and van Asch Deaf Education Centres**

### **Minutes of the Combined Board of Trustees meeting held on 30 November, 2018, commencing at 9.30am, Room 1.06, Ministry of Education, Wellington**

**Present:** Rachel Douglas (Chairperson), Bernie Mulcahy-Bouwman, Louise Roe, Crystal Skinley, Krista Clifford, Rachel Coppage, Jorja Murray, Henare Browne, Merran Gwyndell, David McKee, Helen Johnson

**Apologies:** Terri Johnstone

**Secretary:** Jill Le Prou

**Interpreters:** Wenda Walton & Jenn Gilbert

**In Attendance:** Steve Papps, Chris France, Roisin Connolly, Matthew Koning, Amy-Nicole Hartley, Cha'nel Kaa-Luke, Rose Drummond

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#### **WELCOME**

Rachel D welcomed everyone to the meeting.

#### **APOLOGIES**

Terri Johnstone

#### **CONFLICTS OF INTEREST**

Nil

## **TRUSTEES**

### **Welcome to new Trustees.**

Welcome to Helen Johnson (Selected Trustee), Jorja Murray (van Asch Student Trustee), Henare Browne (KDEC Student Trustee)

Introductions took place.

### **Farewell to Student Trustees**

Farewell to Cha'nel Kaa-Luke and Amy-Nicole Hartley.

Rachel D thanked them for their contribution to the Board.

## **PRINCIPAL'S REPORTS**

Received

### **van Asch**

Summary of strategic work focus.

### **KDEC**

Includes the Joint information at the end of the KDEC report.

The Board noted a number of resignations had been made, and asked the Principals to monitor them and the reasons for them.

## **MINISTRY**

Draft Resource Notice for 2019

This has not yet been received.

## **FINANCE**

### **Financial Report**

Draft 2017 Audited Accounts

Page 6 of the agenda was replaced.

The audit has been completed but it was noted that the consolidated budgeted operating deficit was incorrect, and the auditors are in the process of correcting this.

To meet ongoing essential services the Board agreed to fund, from board reserves, budget operating deficits totalling \$1.557M for both for centres being \$794k for VADEC and \$763k for KDEC. The final consolidated outcome was a \$1.522M operating deficit which is in line with the budget deficit. Kelston was over budget by \$239k and van Asch was under budget by \$275k.

Moved: That the 2017 Audited Accounts be accepted by the Board of Trustees and authorisation given to the Board Chair and the Principals to sign the Statement of Responsibility subject to the correction of the budgeted operating deficit for 2017.

David McKee / Krista Clifford  
**CARRIED**

### **Communication:**

The Board's spokesperson is the Board Chair. Any queries can be directed to the Board Chair via the Board Secretary.

Social media – discussion around whether Board members should comment on certain issues on Facebook and other social media. Board members are often members of social media groups due to a common interest – eg being a parent or a deaf community member. We do have our code of conduct and behaviour to refer to. Board members need to make their own judgement calls when using social media so as not to be drawn into representing the board when it wasn't intended.

### **September 2018 Financial Statements**

September Financials were received.

Matthew explained the September Financials. Additional resourcing has put the Centres into a good financial position for the year.

Banking Staffing – we would like to set aside some time at a Board meeting to discuss how the banking staffing is managed.

### **KDEC Advance Repayment to van Asch**

At the end of 2017 van Asch advanced funds to KDEC to assist with cashflow management. KDEC is now in a financial position to repay these funds.

**Moved:** The Board approves the repayment of funds previously advanced to KDEC by van Asch.

Krista Clifford / Rachel Coppage  
**CARRIED**

### **KDEC BNZ Bank Signatories**

**Moved:** The Board approves the removal of Tom Purvis as a bank signatory following his resignation effective immediately.

**Moved:** The Board approves the addition of Louise Roe (Acting Principal) as a bank signatory effective immediately.

Rachel Coppage / David McKee  
**CARRIED**

## **Draft 2019 Budgets**

First cut Budget – not yet ready for approval. This is taking into consideration the additional funding we have received and also how the Centres have been running to date in 2018.

Small surplus for van Asch of \$25,000

Surplus for KDEC of \$478,000

Still some requests coming in.

Some areas we are still working on how any additional funds will be utilised.

Centre Priorities and Budget recommendations for 2019 to Combined BOT from 16 September Board meeting were listed along with subsequently identified priorities.

Budget parameters are changing and these are still being teased out.

Next Step - need to identify the non-negotiables and which ones can wait.

The Capital Expenditure is across both Centres and will benefit both.

Some of the items under Capital Expenditure are still being investigated and need due diligence. Some of these items are in preparation for if the merger takes place.

Management and Principals will have more discussion and bring back budgets for the Board's approval.

## **Update re Property Matters**

Mike Rondel (LSM) is working with the Ministry to try and get a more nationally consistent approach which is essential going forward.

We are currently adopting a very cautious approach to property spending while the national picture is being figured out.

## **STRATEGIC REVIEW**

### **Draft Charter**

### **Equity and Excellence Pathways 2019 document – Goal 6**

This document will be included as part of the charter.

Three Pathways

- NZSL Learners
- Maori Deaf Learners
- Hauora

## **NZSL Learners**

Will be speaking to SAFs next week regarding how we can implement certain targets.

MOE 10-30 year Education Strategy in Schools has just been completed. This includes providing resourcing in schools for NZSL.

Achieving Success as New Zealand Sign Language Learners - as the title – discussion round the word Learners vs Users. Any feedback on this please let the Principals know.

Suggestion: Achieving Success as Deaf Learners.

Feedback is - we know what is trying to be captured but this title needs more fleshing out to ensure it is capturing what is required.

Not much mention of Educational Interpreters –this needs to be clearly included in this document. Need some traction around the funding of Educational Interpreters.

## **Achieving Success as Maori Deaf Learners**

Relationships with other schools (Maori Schools) - really important. They have lots of resources we may be able to tap into.

## **Hauora**

Early stages with this. There is a piece of work around surveying the students.

Piece of work around Social and Emotional enquiry has also been undertaken.

Have very clear outcomes around this topic.

## **Professional Learning 2019 document**

The Priorities that were in the Budget and what was included in the Pathways document are included in this document.

Four layers of Nationwide PLD focus in 2019

- Leadership
- Developing an Inquiry Mindset
- Hauora
- Culturally Responsive Practices

These priorities have been developed in collaboration with school leaders.

## **Strategic Plan Progress Report**

Received

## **Strategic Aims – Goal 1 – Service Delivery**

Received.

Page 35 – 4 possible pilots – these are based on Service Delivery Design concepts.

1. Virtual Schools. The aim is to harness technology to provide more connection opportunities for students who would benefit from them
2. NZSL Proficiency training programme for school, residential and regional staff working with NZSL learners. To increase the NZSL Proficiency of staff, which will cascade to students, and be able to incorporate more advanced vocab and language forms. This will support higher academic achievement and social interaction
3. RTD role - explore and trial wholistic approach to RTD role in some areas.
4. Deaf Bilingual Provision: Scope establishment of a cultural and language Hub in Wellington to provide equitable access for learners in the Central region.

More work will happen on these concepts and any others that come to light over the Christmas break.

## **CURRICULUM**

### **Annual Plan Review – Learning Progress and Achievement – Written Language**

Report was tabled.

This is the second joint national report for curriculum.

This data is for written language for students enrolled and for who receive RTD services across the Country.

At first glance this doesn't look good around student achievement. We need to keep in mind that these learners are receiving this service because they are a lower level in literacy.

To identify strategies we need to look at this data in a different way. Need to be able to set targets for different groups of students and then show what we did differently to help them improve.

Inquiry mindset is where we are at.

Would be great to be able to compare our student population against their hearing peers to determine what is typical. Need to ensure that the tool that we use for this accurately reflects hearing vs Deaf. Needs to be Deaf friendly.

Missing is the National Region only?

Are we looking at bench marking or tracking progress? Two different areas.

## **Turi Whare Rama Trial of Draft Curriculum**

Received.

This was a piece of work in the work plan for 2018. We trialled this curriculum at van Asch K.I.T. days and Immersion days. This report is initial feedback re successes, challenges they have found and next steps.

Next Step: van Asch working with Kelston to develop a National Working Group

## **REGULAR REVIEW**

Health & Safety Report – tabled

If there is any feedback of the content or format, please let Jill know so she can pass on the information to the HR Managers and Principals.

## **BOARD**

### **Plan for Board Professional Development**

Chris France from NZSTA spoke regarding the PD that is available for BOTs.

If there are areas around Governance where you would like to have some specific training, please email Jill and she will pass the information through to Chris and he will develop a programme specifically for our Board.

The current Constitution has three Trustees from each DEC's geographical area but if we merge we won't have the two separate areas. We also need to ensure the Trustees cover the skills required. We will need to review the Constitution – should this be done prior to the Elections in 2019?

The Board will be able to drive the development of a revised constitution if we make a good case to the Ministry. Develop a Business Case for the MOE. Don't necessarily have to complete this prior to the next Election. A consultation process would need to take place for a change in the constitution. This is not likely to happen prior to the next election in 2019 due to timeframes.

Will add this topic to the Work Plan for 2019.

Possibly look at Professional Trustees, Trustees from Deaf Aotearoa (for example). Need to ensure our Board reflects the professional needs of a Board with a budget of \$30m, the cultural needs of the community, etc. Need to do this in a careful, considered way.

This Board hasn't done the Hautu Training. This would support from the Governance level to right down to what we will be doing in Schools.

Introduction to Governance will be included after the Election.

Session on introductory governance for student trustees and Helen via technology.

## **BOARD ELECTIONS**

Memo received re recommendations.

### *Election Timeframe*

The long election timeframe would allow more time between mailouts, to translate to NZSL and to get voting papers back.

### *Make up of the Electoral Roll*

Where is the line for who can be on the electoral roll?

Some of the students on ASSIST only get batteries – so do they have enough of a relationship with the DEC's to be included on the electoral roll. Previously we have included all students who have an *educational relationship* with the DECs.

The Principals to look into this issue and report back who would be included in the electoral roll and that they would be able to meet the long timeframe deadline of late March to provide the information of who would be on the electoral roll.

### *Returning Officer Role*

The Government gives all schools funding to run the elections. One set amount and another based on number of enrolled students. The cost provided includes enrolled students.

\$11,500 is the quote that has been received based on 1640 students.

**Moved:** That the Board Chair be delegated the authority to make arrangements for the Board Elections in 2019.

Helen Johnson / Krista Clifford  
**CARRIED**

### *Succession Planning*

All Board members to think about whether or not they will be standing again for election in 2019. A discussion will take place early next year.

Could look at the possibility of co-opting a Board member for a period of time to keep some continuity on the Board if required. Need continuity around the piece of work the Board is trying to implement (Merger).

## **GENERAL BUSINESS**

### **Board Dates 2019**

Board Secretary will email Trustees for approval

## **School Camp – YMCA Wainui**

Memo received.

Board Secretary will email Trustees for approval

## **High School Summer Camp**

Memo tabled.

Board Secretary will email Trustees for approval

## **Sex Education in Schools**

Memo received.

Van Asch described on Page 2 Principals Report the review process that they undertake. Can reassure that they have a good process on this.

KDEC – End of last term discovered that the review on this hasn't taken place but is currently right on top for the Core School. Priority for new HOS.

Need to consider that our students are more at risk than hearing children. We also have a hostel.

Need to move away from the “no” means “no” to the “yes” means “yes”.

## **ACTIONS FROM/SINCE PREVIOUS MEETING**

Memo received.

*Napier Camp*

All Board Members Approved.

## **In-Committee at 2.47pm**

**Moved:** that Steve Papps (LSM representative Finance and Property) and Matthew Koning be permitted to remain at this meeting after the public has been excluded due to their roles with Finance.

**Moved:** that Chris France (NZSTA), Rose Drummond, Roisin Connolly 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 / David McKee  
**CARRIED**

**Out of Committee at 3.03pm**

Crystal Skinley / Merran Gwyndell  
**CARRIED**

## **PREVIOUS MINUTES**

### **16 September Minutes**

Minutes of the meeting held on 16 September, 2018, be accepted.

Board Secretary will email Trustees for approval.

## **CORRESPONDENCE**

Received Inwards and Outwards correspondence.

Board Secretary will email Trustees for approval.

Meeting closed at 3.04pm

**Next Meeting:** Friday 1 March 2019

## **ACTIONS:**

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## **CHARTER**

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**BOARD**

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Add Constitution to the Work Plan for 2019.

**BOARD ELECTIONS**

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The Principals to look into this issue and report back who would be included in the electoral roll and that they would be able to meet the long timeframe deadline of late March to provide the information of who would be on the electoral roll.

*Succession Planning*

All Board members to think about whether or not they will be standing again for election in 2019. A discussion will take place early next year.



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Rachel Douglas  
**Chairperson**  
**Board of Trustees**

1 March 2019

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**Date**