



Kelston and van Asch Deaf Education Centres

Minutes of the Combined Board of Trustees meeting held on 16 September, 2018, commencing at 1.00pm, Conference Room 1, Kelston Deaf Education Centre

- Present:** Rachel Douglas (Chairperson), Bernie Mulcahy-Bouwman, Louise Roe, Crystal Skinley, Krista Clifford, Rachel Coppage, Merran Gwyndell, David McKee
- Apologies:** Amy-Nicole Hartley
- Secretary:** Jill Le Prou
- Interpreters:** Melody Faaiu & Debbie Lynch
- In Attendance:** Terri Johnstone, Mike Rondel, Chris France, Phillipa Pidd-MOE (arrived at 1.35pm)
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WELCOME

Rachel D welcomed everyone to the meeting.

Crystal and Merran will be late due to flights.

Rachel Coppage will be late due to another meeting.

APOLOGIES

Amy-Nicole Hartley

CONFLICTS OF INTEREST

Nil

PREVIOUS MINUTES

17 August 2018

Minutes of the meeting held on 17 August, 2018, were confirmed.

Bernie Mulcahy-Bouwman / David McKee

CARRIED

Page 2 – Under KDEC, 6th bullet point – change “Stephanie” to “Tiffany”.

Page 2 – add under Kelston “The Principals raised the question of should we continue to report in this way and should we align it with the MOE Milestone Reporting. A small working group will make some recommendations to the Board around the alignment of the reporting.”

Page 2 – Under van Asch, second sentence. Change *Board “would” analysis* to *Board “need” analysis*.

Page 3 – Food for thought: - under 3rd bullet point change to “NZSL proficiency has been included for about 3 years. In 2018 proficiency standards were introduced and if the Trainee Teachers don’t reach a certain standard they will not pass”.

Matters Arising

Election Cycle

Rachel D asked the MOE to ask about a longer cycle for the elections. There are two timeframes – short timeframe and long timeframe. We are currently on the short timeframe. Correspondence School (for example) is on the Long timeframe. We have to apply to go onto the long timeframe.

What is the scope of our electoral roll? Our Constitution says “all children enrolled at or receiving services from the DEC’s”. ASSIST didn’t exist at the time the Constitution was developed. ASSIST students receive a wide range of advice & guidance services – from regular interactions with DEC staff to their only contact being to receive batteries.

The board agreed that the electoral roll should include anyone receiving direct service from us whether RTD or ASSIST but not people that are just getting batteries or getting hearing aid services.

The Board will consider a Contracting service for the Returning Officer for the Elections going forward.

CORRESPONDENCE

Received Inwards and Outwards correspondence.

Krista Clifford / David McKee

CARRIED

ACTIONS FROM/SINCE PREVIOUS BOARD MEETING

Memo received.

June Financials

Moved: That the June financials be approved.

Louise Roe/Krista Clifford
CARRIED

Current financial update re Budget

As at 16 September the consolidated position is a small surplus. June financials are now out of date. We will have more up-to-date financials at the November meeting.

Half an hour to be put aside at the November meeting re Finances.

Happiness Fund Memo

This needs further discussion at the Finance Committee who will come back to the Board with a recommendation.

Correspondence

Received Inwards and Outwards correspondence for 17 August Meeting.

Louise Roe / David McKee
CARRIED

The Board adopts the motions as per the memo.

Moved: That the Minutes of the meeting held on 15 June, 2018 be confirmed.

Moved: That the Board gives approval for the School Journal Article to be published.

Moved: That the Board approve the Term Dates for both Deaf Education Centres for 2019.

Moved: The Board adopts the amended Credit Card Policy incorporating the issue of credit cards to other staff as authorised by the Principal.

Recommendation: That the Board approves the Ormiston Primary Camp from 25-28 September at Kokako Lodge, Hunua.

All Board Members Approved the above motions via email.

Trainee Mentoring Programme – Business Case

This business case was based on Joy Creet's presentation at the last Board meeting. Recommendation to increase mentoring to our Teachers in Training and our untrained Teachers of the Deaf. This Business Case is putting forward that we look at 3 FTTE instead of the current 0.6FTTE.

A further recommendation is that we look at 1 FTTE starting in Term 4 to begin the work and planning in setting up a national programme around this. This would come out of the 2018 Budget. The EO has advised that this is affordable for us to manage. Then we look at the other FTTE for 2019 which may be part time people – not necessarily two more full time.

This is an interim step for one year as we need to support our staff but we need to be working much more strategically with the universities.

Moved: The Board approve the appointment of 1 FTTE to commence asap to develop an internal structured mentoring programme for 2019 and this be costed accordingly for consideration as part of the 2019 budget, subject to contractual discussions regarding training.

David McKee / Louise Roe
CARRIED

BOARD

Work Plan

Received.

“Oral language” to be changed to “spoken languages”.

[Rachel Coppage arrived at 2.32pm]

For the next few meetings we will include in General Business items to add to the Work Plan.

The Work Plan will always be included in the Board Agenda.

Phillipa Pidd (MOE) arrived at 2.35pm

In-Committee at 2.35pm

Moved: that Mike Rondel (LSM) and Terri Johnstone (LSM) be permitted to remain at this meeting after the public has been excluded due to their roles as LSMs.

Moved: that Chris France (NZSTA) and Phillipa Pidd (MOE) be permitted to remain at this meeting after the public as 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 3.57

Crystal Skinley / Krista Clifford
CARRIED

CURRICULUM

Maori Deaf Learner Achievement

Received.

Next Steps:

Maori Culture Advisor Role full-time in KDEC in alignment with van Asch who currently have someone full-time.

BOARD

Replacement Trustee

Three candidate statements were shown in NZSL and written English.

We have one vacancy which the Board agreed can be filled by Selection.

Discussion took place.

Moved: That the Board offer Helen Johnson the position of Selected Trustee.

David McKee / Krista Clifford
CARRIED

POLICY

Health & Safety Policy

Received

Moved: That the Board adopt the Health & Safety Policy. This will replace any Health & Safety Policy currently in place.

David McKee / Rachal Coppage
CARRIED

Board Priorities Memo

Memo received.

Bernie spoke to the memo explaining each item.

Code of Conduct

Terri and Jasmine will make some changes, and this will be signed off via email.

Facebook

At the last meeting Roisin put forward the possibility of having a Facebook page.

Roisin feels really positive about this and has someone in mind for an administrator.

The Board supports the idea, provided it is well moderated.

Meeting closed at: 5.26pm

ACTIONS:

PREVIOUS MINUTES

Election Cycle

The Board will consider a Contracting service for the Returning Officer for the Elections going forward.

FINANCIALS

Half an hour to be put aside at the November meeting re Finances.

Happiness Fund Memo

This needs further discussion at the Finance Committee who will come back to the Board with a recommendation.

Trainee Mentoring Programme – Business Case

Moved: The Board approve the appointment of 1 FTTE to commence asap to develop an internal structured mentoring programme for 2019 and this be costed accordingly for consideration as part of the 2019 budget, subject to contractual discussions regarding training.

Work Plan

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Rachel Douglas

Chairperson

Board of Trustees

30-11-2018

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Date