

Kelston and van Asch Deaf Education Centres

Minutes of the Combined Board of Trustees meeting held on 8 December, 2017, commencing at 9.30am, Wellington Airport Conference Centre, Sunderland Room

- Present:** Rachel Douglas (Chairperson), Crystal Skinley, Bernie Mulcahy-Bouwman, Tom Purvis, Krista Clifford, Ratu Ratu, Rachel Coppage, Merran Gwyndell, David McKee, Amy-Nicole Hartley
- Apologies:** Cha'nel Kaa-Luke, Roisin Connolly
- Secretary:** Jill Le Prou
- Interpreters:** Bridgette Strid & Rachel Tate
- In Attendance:** Terri Johnstone, Chris France, Matthew Koning.
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WELCOME

Rachel D welcomed everyone to the meeting.

APOLOGIES

Cha'nel Kaa-Luke, Roisin Connolly

CO-OPTION OF KDEC STUDENT TRUSTEE

Rachel D welcomed Amy-Nicole Hartley (Amy) to the Board meeting and introductions took place.

As the student trustee elected for KDEC was unable to take up the role, Amy needs to be co-opted onto the Board.

Moved: That Amy-Nicole Hartley be co-opted onto the Board of Trustees until September 2018 when the next Student Elections will take place.

Crystal Skinley / Merran Gwyndell
CARRIED

CONFLICTS OF INTEREST

Nil

In-Committee at 9.47am

Rachel Coppage / Crystal Skinley
CARRIED

Chris France, Terri Johnstone, Matthew Koning were asked to stay for "in-committee". Terri as LSM and Chris to provide guidance. Matthew to remain for Finance information only.

Out of Committee at 12.39pm.

Crystal Skinley / Bernie Mulcahy-Bouwman
CARRIED

Rachel D had to leave the meeting so David McKee took over as Deputy Chair.

FINANCE

September Financials

Received

Memos from Finance Committee re the following:

- Van Asch Principal credit card limit increase
- ASB credit card management system – van Asch
- Change in Bank Signatories – van Asch
- Digital Document Capture & Workflow Management – van Asch

Moved: That the above memos be ratified by the Board.

Crystal Skinley / Rachel Coppage
CARRIED

Funding Applications

Nil

NZSTA – CHRIS FRANCE

Disciplinary Committee

The Ministry of Education won't bend the rules around how disciplinary meetings take place. We are bound by the guidelines.

Once a suspension or exclusion is put in place you have 7 days to hold a meeting. Boards are being brought to the table more and more regularly so these processes need to be robust and working properly.

Due to the DEC's geographical area we need to organise it to make it work.

For now – if the need arises the Principals will ask for which Board members are available.

This conversation to be deferred to a later meeting.

CHARTER

Received draft pages for discussion.

A coloured version of page 31 was tabled.

The 2017 Charter doesn't need much change.

Bernie and Tom are suggesting that the Vision, Mission, Strategic Imperatives, etc, was visual and showed how they link.

Pages 31-33 are proposed ideas.

In relation to the strategic section there is a part on Annual Plan. These have previously been separate for van Asch and Kelston. Would like to do a joint part on curriculum but keep property, finance, administration and personnel separate.

Appendices section remains the same as this is what is required.

NZSTA received an update on what the MOE will require going forward. Strategic Plan needs to go into the MOE once every four years from 2019. Chris suggests that we don't get too invested in this as it will need to change in 2019.

Discussion took place around the visuals.

Page 31 is great for staff and Pages 32-33 good for parents.

Students would like the Page 31 as it is simple and like a poster.

GENERAL BUSINESS

Board Meeting Dates for 2018

Terri has suggested that we cut the number of Board meetings back to 6 per year instead of 8 per year due to travel costs and needing additional time between meetings to action decisions.

Need a Board Work Plan as a priority for 2018.

Jill to attend a BLENNZ meeting early in 2018 to look at how they are run and what they provide for a Board Work Plan.

The Board agreed to have 6 meetings per year instead of 8.

Jill, Terri and Principals to look at Dates and venue and send out to Board members before the end of the year.

OJC Camp

Previously approved via email.

Moved: That the OJC Camp be approved by the Board.

Ratu Ratu / Krista Clifford
CARRIED

RAMs for Summer Camp

Previously approved via email

PREVIOUS MINUTES

November Minutes

Minutes of the meeting held on 3 November, 2017, were confirmed.

Merran Gwyndell & Crystal Skinley
CARRIED

Matters Arising:

Changes to Page 8 of the Minutes as follows:

Van Asch budgeted deficit YTD was \$590,741 but actual is \$372,640.
Variance +\$218,101.

KDEC budgeted deficit YTD was \$119,112 but actual is \$485,358.
Variance -\$259,246.

Total budgeted deficit YTD was \$789,853 but actual is \$830,998.
Variance -\$41,145.

In-Committee at 2.22pm

Rachel Coppage / Crystal Skinley
CARRIED

Out of Committee at 3.29pm

Krista Clifford / Crystal Skinley
CARRIED

ERO

SAF – Update of Evaluation Map for School Progress and Development

Received FYI

KDEC Specialist Services Review follow-up Visit

Received FYI

STRATEGIC PLAN PROGRESS REPORT

Update Received – FYI

CORRESPONDENCE

Received Inwards and Outwards correspondence.

STUDY AWARDS

Mentoring Programme Report - FYI

David thanked everyone for their work today.

Meeting finished at: 3.30pm

Next Meeting: To be advised

ACTIONS:

NZSTA – CHRIS FRANCE

Disciplinary Committee

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GENERAL BUSINESS

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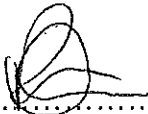
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Rachel Douglas

Chairperson

Board of Trustees

6/3/18

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Date