

**Deaf Education ECE Trust  
Minutes of Board Meeting held 15 March 2018  
at van Asch Deaf Education Centre**

**Present:** Kathryn Metcalfe - Chair, Lisa Dawson, Kahlia Mabey, Bernie Mulcahy-Bouwman, Charlene Irving, Helen King  
Margaret Carr, Rachel Coppage, Matthew Koning (via google hangouts 10.30am - 12 noon)

**Apologies:** Liz Kay

**Secretary:** Rose Drummond

**Interpreters:** Jeremy, James, Phillipa

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- Karakia
- Introductions
- Rachel Coppage attended the meeting in place of Rachel Douglas who was unable to attend and possibly stepping down as Board representative due to high workload. Kathryn will check with Rachel D how the nomination will occur but it is expected to be at the April Board meeting.
- Housekeeping

**Previous Minutes:** Minutes of the previous meeting held 16 November 2017 were read through. A correction was requested under Financials, 4<sup>th</sup> bullet point – change to ECE Trust expenses instead of Kelston's expenses. Clarify with Matthew that this is correct. Based on the above correction, the Minutes were confirmed to be a true and accurate record.

*Moved: Lisa Secoded: Kahlia Carried*

**Matters arising from previous minutes:**

Points from the Action List:

2. Correspondence: Margaret to send to both Matthew and Rose
5. Memo to Board re draft strategic planning: waiting to hear back as to how this will be handled by the Board.
6. BLENNZ contact on hold
7. Survey to parents on hold
12. Minutes to go on both websites – check past copies have

**Correspondence:**

- Received Inwards correspondence.
- Approved, with change to Financial Reporting notice being received for Kelston as well as van Asch DECs. Matthew to send through Kelston's email.

*Moved Bernie, Secoded Kahlia. Carried*

### **van Asch Centre Report - Helen:**

- Report distributed prior to the meeting and taken as read:
- Focus is on more effectively supporting parents; areas have been identified to explore further.
- Notice given of ERO visiting in term 3 or 4.
- Sessional funding RS7 submitted.
- NZSL tutors attend sessions on Mon/Tues/Wed and meet with parents.

### **Kelston Centre Report - Charlene:**

- Report distributed prior to the meeting and taken as read:
- By the start of next term there will be up to 26 children every day; it will be capped at 26. Deaf children are prioritised on the waiting list, currently many come from South Auckland, but there is only 1 van with space for 7 deaf children, with no other transport to bring children in. SESTA funding (MoE funding for children), is only for deaf children, not siblings. However extra funding may be available to use for another van (discuss in finance).
- The Senior teacher and Manager roles are shared between Charlene and Jenni. Currently a new teacher is being recruited for a .8 position.
- Rachel said she would like to see more deaf adults involved. PD is available for current part-time teacher.
- Discussed the NZSL tool kit for assessment that was held in February. Margaret advised the template for assessment of children 4 - 11 years is already in KAMAR ready to receive data. Perhaps look at assessment over both Centres, particularly language assessment. This will help with tracking through the years, giving evidence.

### **Financials - Matthew joined the meeting :**

#### Consolidated Income Statement 2017:

- Report distributed prior to the meeting and taken as read. The statement is still a draft and has to go to the Auditors.
- KDEC has surplus for the year of \$96,000 and van Asch has surplus of \$8,000. Sessional funding affects surplus and the way we account for teachers. Good result, operating within means.

#### Budget 2018:

- Report distributed prior to the meeting and taken as read.
- Variances in budget are due to aligning two budgets, the Centre's record expenses in different areas and have different ways of coding.
- Agreed to continue on as we are until the new structure comes into place as there will then be one set of accounts and funding will be consolidated into one.

#### Draft Expenses:

- Report distributed prior to the meeting and taken as read:
- The draft budget allocates \$20,000 for expenses, i.e. meeting expenses, travel expenses, elections and PD training.
- PD training – the Combined Board need to support this training with a good plan from this group. \$2,655 allocated for training. A suggestion is to have training on governance side of licensing criteria, covering what responsibilities there are as a Trust.

- Interlead run courses on strategic planning; may be able to assist. Kathryn to have discussion with Liz Depree from Interlead and Karen Stobbs from Blennz and with the NZSTA.

#### **General:**

- Margaret asked how would we like to use KAMAR? Kelston students are already entered in KAMAR under School 5; only deaf students, not hearing. Have profile page, medical notes, same access as for school age students, ability to put in running notes, results from assessments, narrative, etc. A template is available for early childhood services from MoE.
- Rachel asked if the MoE had made it compulsory to have a Behavior procedure for deaf children under the licensing criteria. Each centre develops their own policy and documentation procedures relating to criteria. This will be discussed later in the meeting under the Curriculum section.

*12 noon: Margaret, Rachel and Matthew left the meeting.*

#### **CBOT Update - Bernie**

- The Combined Board, with the LSM, started to review the strategic direction last year, parent and staff surveys were carried out. After the September meeting, the Board consulted on their opinion to move forward as one organisation, not two Centres, in order to achieve the Board goals set at the establishment 2012. In December the Board advised the MoE of their recommendation and MoE are supporting this move. The Board now have 7 strategic goals which are summarized in the draft Charter 2018. On 5th & 6th March, the Board and senior leaders from both Centres met and thought through ideas for a new service delivery model starting with students.
- A Strategic Action Plan covering all 7 goals has been created with sub targets, actions and outcomes. The Trust board may be able to give recommendations to the Combined Board as to what part it can input on. Kathryn to discuss with Rachel as to how the ECE Trust could support the Combined Board, discussing our goals and how they align with the Combined Boards goals.

#### **Elections - Rose**

- The parent election is due to be held over April/May for two parents as Kathryn and Liz have now been on the Board for 2 years. A timeline will be put together and leaflet created along the same lines as last year. The elected trustee will take office at the AGM on 5th June.
- The Board representative is also due for nomination this year and this will be discussed at the next Combined Board meeting.

#### **Governance - Helen/Charlene**

- Liz Depree emailed Helen with advice regarding centre's role around policies and procedures.
- Licensing criteria under the following areas:
  - Curriculum
  - Premises & facilities
  - Health & safety
  - Governance, management & administration

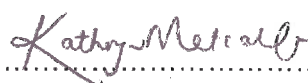
- Today's Board's focus is Curriculum C1-13 (curriculum criteria documentation required)
  - Policies:
 

<u>van Asch</u>	<u>Kelston</u>
Child Behaviour Guidance	Positive Guidance
Collaboration with Parents and Whanau	
Observation & Assessment of Children	
- As review dates come we will seek input from parents and staff and bring back to Board.
- A policy/documentation review cycle needs to be established nationally.
- Annual plans to be changed to fit with ECE centre policy cycle.
- Kathryn to discuss with Terri Johnstone, LSM, how to move forward with policies/documentation when one organization. Then work with Sam, Jasmine and Head of Programmes to put a system in place.
- Curriculum criteria in 4 different headings:
  - Professional practice
  - Culture and identity
  - Children as learners
  - Working with others
- As Governors we need to clarify our role with policies/documentation. Liz Depree may be able to assist with training?
- Kathryn discuss with Karen Stobbs how their Board work in this area.

Meeting closed: 2.09pm

Next meeting: 5th June 2018 AGM, held at Kelston DEC

<b>ACTIONS:</b>	
PD training: have discussions with Liz Depree from Interlead, Karen Stobbs from BLENNZ and with the NZSTA - Pg 3	Kathryn
Strategic Action Plan: discuss with Rachel Douglas - pg 3	Kathryn
Parent election: run over April/May - pg 3	Rose
Policy/documentation review cycle to be set up - Pg 4	Helen/Charlene
Both Centre's Annual Plans to be updated with new review cycle - Pg 4	Helen/Charlene
Discuss with Terri policies/documentation as one organisation - Pg 4	Kathryn
Discuss working with the CBOT with Karen Stobbs - Pg 4	Kathryn

  
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14/7/18  
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Kathryn Metcalfe  
Chairperson, Deaf Education ECE Trust

Date