

Deaf Education ECE Trust
Minutes of Board Meeting held 30 August 2018
via Skype

Present: Kathryn Metcalfe - Chair, Lisa Dawson, Bernie Mulcahy-Bouwman, Crystal Skinley, Helen King, Matthew Koning (via Skype)
Apologies: Charlene Irving, Kahlia Mabey
Secretary: Rose Drummond
Interpreters: James Bichan, Marlene

☐ Karakia

Previous Minutes: Minutes of the AGM 5 June 2018 and General meeting held 5 June 2018 were read through.

The Minutes for the AGM were confirmed to be a true and accurate record.

Moved: Crystal Seconded: Bernie. Carried

The Minutes for General meeting were confirmed to be a true and accurate record.

Moved: Crystal Seconded: Lisa. Carried

Correspondence:

- Received Inwards correspondence.
- Bernie suggested Charities Services may be able to give guidance as to our legal requirements.

Moved: Bernie Seconded: Crystal. Carried

van Asch Centre Report - Helen:

- Report distributed prior to the meeting and taken as read.
- Before ERO visit the EI Centre in term 4 (no date set), Bernie will seek to clarify whether the CBOT would be involved or the ECE Trust Board, or both.
- Equity funding report – Matthew advised still waiting for the auditor.
- The Pre-school residential courses have been helpful for families needing to know how their child is progressing prior to attending school.
- A Matariki evening was held at the Deaf Club, fathers invited to attend.
- Transition students, Olivia and Deana, are doing work experience in the Centre.

Kelston Centre Report - Charlene:

- Report distributed prior to the meeting. Time taken to read through the report in Charlene's absence.
- Kathryn advised that Brandy, a Tu kokiri student, was fitting in well and a good role model.
- The 0.8 teacher position not filled as yet was causing some stress.

Financials - Matthew joined the meeting:

Consolidated Income Statement for 30 June 2018:

- Matthew spoke to the report.
- Variances in Teacher Salaries Grant received were offset by Teacher Salaries paid. Kelston struggling to find a suitable person to fill point 0.8 position.
- Administration Budget included ECE Trust Board Expenses which were subsequently agreed to be met by CBOT DEC's.
- KDEC income budgets for Discretionary Enrolment Fees, TAP Funding/Conveyancing were not taken into account when 2018 budget prepared.
- "TAP funding" to be taken out of income description.
- No KDEC Curriculum expenditure recorded. Matthew to research.
- For KDEC, professional development sits under HR not individual cost Centres. Matthew will find a way to bring this in to the income statement.
- ICT expense above budget as laptop leases were understated in budget.
- No budgeted figure for KDEC property. Actual costs are predominantly cleaning costs.
- VADEC expenses tracking in line with budget
- Any risks – no.
- Managers not benefiting from this information. Both KDEC and van Asch need to be aware. Matthew to attend to.
- Lease vehicles for pre-school: two coming at the end of September and one at the end of the year when lease expires.
- The 2017 Declaration Form has not been completed. Waiting on Auditor. Matthew to follow up.
- Operational funding is quite different to sessional funding – Matthew to discuss with Mike.

Matthew left the meeting.

PD Training Update - Kathryn

- Liz De Pree has advised Kathryn to contact Natalie Donald from Interlead. Natalie and Liz could join our next meeting in December to assist in the areas of governance, PD around the annual work plan and the policy review cycle. Kathryn to find out the cost of having Natalie attend the meeting.
- Kathryn asked what the trustees would like for PD:
 - General PD is required, along with responsibilities in governance and how to work alongside the Combined Board.
 - NZSTA advised contacting the Kindergarten Association, Kathryn is waiting to hear back.

Parent Survey

- The parent survey document put out by Roisin went only to KDEC and not van Asch parents. There was no NZSL translation and no input from this Board into the questions. Roisin will be asked to organise a survey for van Asch parents. Helen will contact Roisin to discuss. Due to

the ERO visit coming up for van Asch, the survey should go out early term 4 so as to have the data to carry out an self-review for ERO.

- Feedback from KDEC's survey is to be held over to the next meeting so Charlene can speak to it. Charlene and her team, along with Margaret, could use this for self-review, taking out the key themes along with suggested actions. Charlene to bring a written summary to the next meeting.

Governance/Management Framework

Policy and Procedures - Helen

- Child Protection policy: needs to be ratified, but may come under CBOT. Bernie and Helen to discuss with the Ministry and Jasmine who is working with Terri Johnstone. Parents attend all sessions with their child and are not responsible for any other children. All staff are police checked. Sarah de Heer is organising child protection training; this may be an opportunity for Helen and Charlene to be part of. Helen to discuss with Sarah.
- Enrolment policy: procedures have been updated around the admissions procedure.
- Internal Evaluation policy: terminology has been updated. Spontaneous reviews are now Emergent evaluations, Planning are now Regular evaluations.
- If a policy is just for the EIC then it needs to be clarified as to who ratifies it. Kathryn to discuss with Terri.
- A policy may be able to be ratified via email which means all trustees must reply before it can be ratified. Kathryn to get clarification from Terri.

Policy and Procedures – Charlene

- Enrolment policy: community children were attending sessions till 12.30pm but are now staying till 2.30pm, the same as the other children. Charlene will discuss next meeting.

If the above policies are ratified before the next meeting the next reviews we will look at are:

- Philosophy Statement. Current copy dated 2016.
- Internal policies are to be included in each Centre Report – Helen and Charlene.

Kathryn will add a column for Combined Board along with KDEC and VA on the Licencing Criteria document.

Emergent Review

- ERO recommendations:
 - Charlene provided written data from the ERO Review 2016
 - Helen spoke to the ERO Review from 2014
 - Various focus groups have addressed these issues.

Follow up from Action Plan:

- Kathryn was not able to catch up with Rachel re the Strategic Action Plan.
- CBOT have done Strategic Review, does the ECE Trust Board need to review this? Kathryn to discuss with Terri.

Meeting closed: 2.30pm

Next meeting: Thursday 6 December 2018. 12.30 – 4.30 via Skype

ACTIONS:	
• Before ERO visit Bernie will seek to clarify whether the CBOT would be involved or the ECE Trust Board, or both – pg 1	Bernie
• TAP funding to be taken out of report – pg 2	Matthew
• Kathryn to contact Natalie Donald from Interlead for PD training – pg 2	Kathryn
• Helen to ask Rosin to prepare a parent survey for van Asch – pg 2	Helen
• Charlene to provide written summary of KDEC parent survey for next meeting – pg 2	Charlene
• Matthew to carry out various updates/changes as per Financial report – pg 2	Matthew
• Child Protection policy – who should ratify. To be discussed with Ministry and Jasmine – pg 3	Helen and Bernie
• Discuss child protection training for Helen and Charlene with Sarah de Heer – pg 3	Helen
• Clarity required as to who should ratify policies and the email process. Kathryn to discuss with Terri – pg 3	Kathryn
• Charlene to discuss policies at the next meeting – pg 3	Charlene
• Internal procedures to be included in each Centre's report – pg 3	Helen/Charlene
• Strategic Review – discuss with Terri re ECE Trust reviewing – pg 3	Kathryn/Bernie

Kathryn Metcalfe

Kathryn Metcalfe
Chairperson, Deaf Education ECE Trust

11/12/18

Date