



**Deaf Education ECE Trust**  
**Minutes of Board Meeting held 5th June 2018**  
**At Kelston Deaf Education Centre**

**Present:** Kathryn Metcalfe - Chair, Charlene Irving, Helen King, Bernie Mulcahy-Bouwman, Crystal Skinner, Lisa Dawson, Kahlia Mabey

Margaret Carr, Matthew Koning (via mobile phone 11.30am-12.00pm)

**Apologies:** Rose Drummond

**Secretary:** Vanessa Burrows (for Rose Drummond)

**Interpreters:** Sue Williams and Sarah Blundell

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- Karakia
- Introductions
- Housekeeping

**Previous Minutes:** Minutes of previous meeting held 15 March 2018 were read through and Minutes were confirmed to be a true and accurate record.

*Moved: Lisa, Seconded: Kahlia, Carried*

**Matters arising from previous minutes:**

Points from the Action List:

1. PD training: Kathryn apologises for not having discussions re PD training yet.
2. Strategic Action Plan: Kathryn will talk to Rachel.
4. Policy/documentation review cycle: Bernie, Helen and Charlene to work on but then bring in HR for governance. This group ratify review cycle. The Agenda for August meeting to note three coming here: Child Protection, Enrolment and Self Review.

**Correspondence:**

- No correspondence.

**Finances - Matthew and Margaret Carr joined the meeting:**

2018 Income and Expenditure For the 4 Month Period Ended 30 April 2018

2018 Income and Expenditure Budget

- Reports distributed at meeting.
- Profit and Loss four months to end of April broken down.
- Under budgeted KDEC Preschool in terms of income by \$44,000.
- Will redo the budgets end of June with new resourcing notice.

- Van Asch income tracking on budget (salary slightly below budget).
- Expenditure KDEC \$18,000 down on expenditure.
- van Asch \$11,000 under budget.
- Property - with regards to property **van Asch** did a lot of barking so cost could go up from \$5000. **Kelston** would have to go back and see what the \$5000 is for and report back on that one.
- Travel expenses - Bernie queried why the Combined Board wasn't picking up these costs as it was her understanding that had been approved and agreed to. Matthew was not aware of this. Bernie to go back and check minutes.
- Tracking nicely at this time.

#### KDEC Preschool Vans

- KDEC Preschool asked for another Van for South Auckland
- Each student generates approx \$5,000 of revenue so if at maximum capacity of 30 students (8 more) would generate enough income to pay for driver/new lease vehicle and running costs.
- Matthew discussed with Jenni and 30 students would not generate a need for another teacher.
- Matthew concerned KDEC preschool holding places when there is a waiting list.
- Charlene explained that the waiting list was for children awaiting space on the vans to become available, but in addition there were two spaces being held for children relocating to Auckland Term Three and Term Four.
- Matthew felt it was better for children relocating to go on the waiting list at that time rather than hold spaces open.
- With the funding will look at two new vans and restructuring drivers to fill up to 30 spots.
- Matthew agreed West Auckland van not to be taken home by staff member as unavailable if that person is sick or at PD.
- Child/Staffing Ratio in vans to be looked at - cost about \$12,000 to have second person in van.
- Matthew has to do matrix of numbers etc. as has to be sustainable if student numbers were to drop.
- Matthew will have a further meeting with Jenni Clarke on Thursday to finalise a decision to go ahead or not. Then it will just need to be signed off by the Board.

*Moved to accept reports: Kahlia, Seconded: Lisa, Carried*

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

- Further to update given to Annual General Meeting on today's date.
- Sitting at 33 total.
- Monday - six attending. One student moved Wednesday to Monday.
- Tuesday - eleven children from nine families (one going to school at the end of term). Family of two left due to logistics - not for them (children attend mainstream preschool and will increase their days there). Enrolled another family for Tuesday group who have taxi service. All two and under turning three next term. Most not three to end of this year/early next year. Three children attend fortnightly as live some distance out of Christchurch. A family visited several times and enrolment is pending.

- Wednesday - Six (soon to be seven) on Wednesday. That group all three turning four. Thursday 10 children CODA group. Four of ten deaf as well as being CODA. they go to Tuesday session as well. Ten from seven families one family has three under three. Have enrolled another 7-8 month old. Thirty four (three of those have complex needs 2 Monday 1 Wednesday) in total across the days. Two will leave from the Monday group at the end of this term.

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

- Further to update given to Annual General Meeting on today's date.
- Enrolment numbers continuing to increase (expected to continue over the next few months).
- Jo Weaver (Speech Language Therapist) will be coming back from Maternity Leave beginning of Term 4.

*Moved: Bernie, Seconded: Lisa, Carried*

### **CBOT Update - Bernie**

#### **Memo from Combined Board**

- ECE Trust Board funding discussed at CBOT meeting (20-30 mins) some in committee some out.
- BLENZ interested in how we run preschool and early intervention in two different parts of the country.
- Need to look at BLENZ regarding service delivery.
- Consultation with parents - need basic review with current parents and stakeholders but hold on strategic goals until service delivery ready to be consulted on.
- Roisin working with Kathryn around legal obligations the Trust hold.
- Kathryn review Charitable Trust Deed with Roisin.
- Need to survey parents soon to be aware of what they want (parents from Preschool/EIC and those that have attended preschool residential courses - approx 70)

### **Review of Annual Workplan**

- Annual Workplan - Charlene/Helen to look at review dates tomorrow and write up a draft proposal for Kathryn (will be different each year).

### **Election Process**

- Kathryn to check quorum for this meeting in the Trust Deed
- With regards to capabilities and capacity of trustees discussed co-option if needed.
- Discussion regarding how to communicate with parents
  - IDP, Family Nights, Community Engagement Officer (recommend Roisin comes to these meetings), Closed Facebook
- Need for a Board Processes and Governance Folder. Kathryn/Rose to have hard copy and bring to every meeting and online using Office 365 Teams.
- The process for agenda setting should be part of Governance Folder - who should be involved and how far in advance.
- Have some notes around when the dates should be set (to be during term time)

- Communication - would be good to have a process to ratify online - Office 365 Teams may be an option. With Teams you can put files in it and there is a chat function (rather than big long emails). Bernie will get Susan to talk to Liz Todd about this.
- Video Conferencing a possibility - 4 meetings a year face to face (two van Asch/two Kelston).
- Process around Charlene and Helen getting together bringing reports. They attend the meeting and provide the reports but are not on the Trust Board and do not have voting rights.

## **General Business**

### Items for the next Agenda

- Kathryn to add Resourcing Notice.
- Kathryn to add service delivery and design and Board strategic goals.
- KDEC ERO report Charlene to give progress update in August.
- Agenda setting, government initiatives and local initiatives and ero recommendations to be put on template for agenda.
- Kathryn to add Annual Work Plan.

### Trust Board Members Background (knowledge and experience)

#### **Kahlia Mabey**

I bring a cultural dynamic. My daughter is the first to have hearing deficiency in our family. The knowledge I have gained in four years goes out to friends and family, brings more of an awareness. I also bring youth, a degree in Health. My experience with the Preschool and Playcentre association. I am building my own knowledge and trying to contribute where I can.

#### **Charlene**

Have worked at Preschool for four and half years. Completed specialist Teacher of Deaf training at end of last year and this year am co-lead Preschool Manager and involved in this ECE Trust. With me working in the preschool full time I have an awareness of what happens day to day and the experience of working with other professionals (SLT, AODC, RTD). I have a connection to what happens to children after they finish preschool. An awareness of where to continue schooling, making those connections and getting information from different professionals to bring to the table.

### **Helen**

Worked in early intervention 3 ½ years, Teacher of Deaf training 2005 and prior to that a Primary school teacher for 9 years in Auckland and London, then Teacher of Deaf for one year full time, moved to Nelson/Christchurch as RTD, then teacher van Asch hub Deaf Unit Wharanui school. I have worked with students from preschool through to high school age and with a diverse range of students. Currently like the focus of working with families and parents. A lot of parents get a lot out of other parents coming as well as professional support. Huge value in other parents having a similar journey to them.

### **Bernie**

Many years in deaf education. Spent a lot of time working in early intervention so bring knowledge and a link from the Board (making that connection). Had a lot of experience as specialist resource teacher and know the challenges for the regional families and the importance of outreach in their local areas.

### **Lisa**

Deaf parent my first is nearly 14 and has a cochlear implant. Looking at my eldest boy as he has grown with his education, it has been a bit difficult. With my second daughter she was okay. With the third there were some bigger improvements. I know how families are encouraged. I am deaf and I want to see deaf children's futures assured as successful adults.

### **Crystal**

Have social work background. Am a foster parent interested in child protection. I have three deaf preschoolers. Husband and I take turns in parent group committees, Parent Representative Board of Trustees so have learnt through that.

### **Kathryn**

2006 Teacher of Deaf qualification, before that qualification Auckland and London as Mainstream Teacher. Just learning about ECE education as I have a four year old in the Preschool and am on this Board. Te Whariki is different from school curriculum. I think a lot about transition, about how we transition our preschoolers into school and how we can get them ready by setting a foundation of learning in Preschool.

### **Meeting Dates**

Thursday 30th August 12.30-4.30pm

Thursday 6th December 12.30-4.30pm

Will meet via Google Hangouts or Skype

- North Island Participants - KDEC, 3 Archibald Road
- South Island Participants - van Asche, 38 Truro Street

Meeting closed at 2.15pm

<b>ACTIONS:</b>	
PD training: have discussions with Liz Depree from Interlead, Karen Stobbs from BLENNZ and with the NZSTA - Pg1	Kathryn
Talk to Rachel about Strategic Action Plan - Pg 1	Kathryn
Policy/documentation review cycle worked on - Pg 1	Helen/Charlene/Bernie
Meeting with Jenni Clarke to finalise a decision to to ahead with van purchase or not - Pg 2	Matthew
Go back and check minutes as to whether CBOT were to pick up travel expenses for ECE Trust Board - Pg 2	Bernie
Review Charitable Trust Deed with regards to legal obligations - Pg 3	Kathryn/Roisin
Parent Survey/Communication with parents - Pg 3	Roisin
Annual Work Plan Review and draft proposal - Pg 3	Charlene/Helen
Create Board Process and Governance Folder - Pg 3/4	Rose
<p>Items to add to Agenda for next meeting:</p> <ul style="list-style-type: none"> <li>● 3 Policies (Child Protection/Enrolment/Self Review) - Pg 1</li> <li>● Resourcing Notice - Pg 4</li> <li>● Service Delivery and Design/Board Strategic Goals - Pg 4</li> <li>● ERO Report update (Charlene) - Pg 4</li> <li>● Agenda setting, government initiatives and local initiatives and ERO recommendations to be put on template for Agenda - Pg 4</li> <li>● Annual Work Plan - Pg 3</li> </ul>	Kathryn/Rose

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Kathryn Metcalfe  
Chairperson, Deaf Education ECE Trust

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Date

