

**Deaf Education ECE Trust**  
**Minutes of Board Meeting held 13th March 2017**  
**via conference call**

Present: Bernie Mulcahy-Bouwman (Chair), Kathryn Metcalfe, Liz Kay, Shona Jones  
Helen King. Rachel Douglas joined soon after and took over Chair.  
Secretary: Rose Drummond

---

**Previous Minutes**

November/December Minutes

Minutes of the meeting held 10 November/7 December 2016, were confirmed to be a true and accurate record.

Moved: Kathryn ; Liz Seconded: Liz Carried

**Matters Arising:**

- No matters arising

**Correspondence:**

Received Inwards correspondence

Moved: Liz; Seconded: Kathryn Carried

**Annual Work Plan**

- The purpose of the plan is to allow the Board to organise discussions, think about strategic priorities and make time for the conversations in the meetings. The plan should cover everything required to report on at the AGM.

Updates to the Plan as discussed:

- Draft end of year accounts: term 1
- Final accounts: term 2
- AGM: term 2
- Strategic priorities:
  - term 3 Planning discussion (Shona & Helen meeting with Principals in September)
  - term 4 Plan to be presented
- Curriculum: term 1, once a year Board to consider the programme
- Emergent review: when having strategic discussions consider what are the new local and government initiatives coming up
- Create Regular plan of reporting: Helen and Shona to discuss policies, see where they fit with the Board. How will strategic planning impact on centre's budgets?

### **Parent Elections 2017:**

- Rose Drummond was nominated to be Returning Officer for upcoming parent elections.  
Moved: Liz Seconded: Kathryn. Carried.
- The timeline for the elections was discussed and agreed to. The 2016 information flyer will be circulated to the Board, including Roisin for suggested improvements.

### ***Liz Kay left the meeting at 10.10am***

### **Finances**

- Budgets for both van Asch and KDEC read and discussed. The Budgets have been accepted by the Board.
- Due to the differences in the way the accounts are presented, a suggestion was made to colour code what the DEC's are covering and what the Trust is covering. Matthew will discuss this with Richard.
- Presentation of Income & Expenditure reports to also be discussed by Matthew and Richard.
- Section 3 will be discussed with Richard and Matthew outside of meeting
- A Joint Finance meeting is being held at van Asch on 20th March. Shona may be able to join by phone. This will be confirmed outside the meeting.
- Check we have agreed that expenses for this Trust board are going to be covered by the Combined Trust board expenses.

### **OAG Update:**

- OAG advice dated 7 March 2017 says the Centres can report separately as the Combined Board is not required to prepare consolidated financial statements that include the ECE Trust. This is different advice from the auditors. We are not required to report separately but can do. Parameters are clear for us to make a decision.
- Richard recommends to keep accounts consolidated at this stage. If there is any change to the resourcing notice this will need to be reviewed.

### **Centre Updates**

- A Description of Services was provided for both centres giving an overview of each Centre's staffing structure, staff roles and service description.
- Helen to add in the Resourcing Notice and Operating Grant under Staff roles

### **KDEC March report:**

- Suggestion made to breakdown session numbers with enrolment criteria
- The majority of enrolments this year are two year olds
- Transport capacity is still an issue

### **van Asch March report:**

- Under 2 years olds are majority enrolled
- Police vetting: as parents are at the Centre with their own children and not being paid, police vetting is not currently required. Helen to discuss further with Jasmine to see if a separate procedure is required for EIC and bring feedback to next Trust meeting.

### **Add to both reports:**

- A section on self-review and ethnicity breakdown. Link in to the annual work plan as a guide to a different topic each meeting.

### South Auckland ECE service update:

- Plans have been drawn up for the proposed South Auckland ECE facility. TAP funding has been applied for and applicants will be notified of the assessment process by 28 February. The cost of the building has been estimated at \$3.7M. There will be a preschool followed by a specialist and multipurpose facility. The MoE have agreed in principle to set aside land next to the Anton Centre, gifting a portion of land on the Ormiston site. The design phase has to be funded by the Board as no one else will fund; this is a conversation still to be had by Board. \$300K to complete design. The building will be used by many other services, e.g. playgroups, Advisors of the Deaf, etc.

### Future Meetings

- Shona cannot attend the last two meetings this year as attending KDEC Senior management meetings. New dates will be circulated for consideration. Doodle.com will be used to identify dates that everyone is available.

### Governance:


- Trust Deed: updates as requested at previous meeting have been completed by Shona. There was concern that the Deed would have to be re-submitted due to the changes and Rose has been requested to check up on this. The changes were agreed to by the Board.
- Service Level Agreement Section 3: discuss offline
- Draft Schedule of Delegations: Helen and Shona updated, ready to sign off. Correct version to be circulated and agreed to at next meeting.
- Draft Trust Guidelines: Rose to complete the update on roles and responsibilities.

Meeting closed: 11.55am

Next meeting: 18 May 2017 at Kelston DEC

ACTIONS	
Annual Work plan to be updated. Pg 1	Rose
Parent elections to be carried out as per timeline. Pg 2	Rose
Accounts: Points 2-5: Colour coding/Presentation of Income & Expenditure accounts/SLA Section 3/Shona joining Finance meeting. Pg 2	Matthew/Richard
Addition to Description of van Asch EIC services. Pg 2	Helen
Additions to KDEC & van Asch Centre reports. Pg 2	Shona & Helen
Find new meeting dates for last two meetings using Doodle. Pg. 3	Rose
Trust Deed - check if changes need to be submitted. Pg3	Rose
Schedule of Delegations - correct version to be circulated	Shona
Trust Guidelines - roles & responsibilities to be updated	Rose

Identify policies for the Trust Board	Shona & Helen
Police vetting procedure for EIC	Helen & Jasmine



.....

Rachel Douglas  
Chairperson  
Deaf Education ECE Trust

18/5/2017

.....

Date