

**Deaf Education ECE Trust**  
**Minutes of General Board Meeting held 18 May 2017**  
**At Kelston Deaf Education Centre**

Present: Kathryn Metcalfe (Chair), Bernie Mulcahy-Bouwman, Liz Kay, Kahlia Mabey, Lisa Dawson, Shona Jones, Helen King, Rachel Douglas  
Secretary: Rose Drummond  
Interpreters: Kelly & Jodine

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**Previous Minutes**

Minutes of the meeting held 13 March, were confirmed to be a true and accurate record.

Moved: Liz Seconded: Bernie Carried

**Matters arising from previous minutes:**

- Identify policies for the Trust Board - Shona/Helen. Not yet done.  
Current policies under both centres will be discussed at the next meeting. The licencing criteria to be outlined and put with what we currently have.
- Police Vetting procedure for VA EIC - Helen/Jasmine. Currently compliant with the current regulations. More information to be sourced in regard to parents being police vetted. Helen to share the Police Vetting procedure at the next meeting for further discussion.

**Correspondence:**

- Received Inwards correspondence.

Moved: Rachel Seconded: Liz Carried

**Induction for New Trustees**

- Presentation provided from both Centres showing current services and staffing.

**KDEC & VA Centre Reports:**

- May reports taken as read.

Moved: Bernie Seconded: Rachel Carried

**Financials**

- Income Statement March 2017 taken as read.

- Identified KDEC as having a Net Surplus Variance of \$38,455.00. This is hard to understand when no explanation is given with the accounts. It was agreed there needs to be a statement that is useful to the committee to help with their understanding.
- The draft budget is prepared over September/October and tabled at the November board meeting. As the budgets are driven by the priorities of the centres for the coming year, it was felt this trust board could assist. Term 3 would be the time for discussion and it was noted this is already part of the Annual Plan.
- Motion: The preschool managers to have discussions with their executive officers/principals to consider what is the best way for the ECE Trust Board to present and discuss financials. Recommendations to be brought to the next meeting. The Finance Committee to be advised.

Moved: Rachel Seconded: Liz Carried

### **Joint Finance Committee**

- Grant Jarrold, Auditor, Deloitte, was invited to last meeting. The committee sought clarification of the letter from the Office of the Auditor-General.

As per the Joint Finance Committee Minutes 20 March 2017 "Grant would like to recommend a minute in the CBOT that ECE Trust to continue on the business as usual basis".

### **Service Level Agreement (SLA)**

- This document is a history of how the Trust came about and the allocated tasks of governing/staffing/resourcing. While the Trust has a governance structure the management sits with the Combined Board of Trustees. The SLA was tabled for consideration by the Trust board. It satisfies all the management requirements and is ready for final approval.

It was agreed time was required for the trustees to read the final draft document. The document will be brought to the next meeting to be ratified.

### **Variation to Budget - KDEC**

- The current Variation does not cover the number of pre-school children that require transport. A Variation is to be taken to the next Combined Board meeting covering the three options below:

1st option:

Use the existing van and add an additional staff member. 7 children could be picked up. The cost is \$5,000, being the difference between session funding and cost to have staff member in van.

2nd option:

Take out a new lease on a vehicle and maintain two vans travelling to South Auckland. 9 children could be picked up. The cost would be \$16,172 for 1 year which includes a driver and van lease.

3rd option:

Stay with status quo. No cost, however two children will not be able to attend pre-school.

### **Schedule of Delegations**

- This document describes level of responsibilities for managers/teachers/board along with the daily operation of both centres. The Schedule of Delegations was tabled for consideration by the Trust board. It satisfies all the management requirements and is ready for final approval. This document may be reviewed each year.

It was agreed time was required for the trustees to read the final draft document. The document will be brought to the next meeting to be ratified.

### **Funding of Trust Training**

- Training for trustees to be organised. As this has not been budgeted for, further discussion will be held at the next meeting when discussing budget priorities for 2018.

### **Annual Work Plan**

- The annual work plan has been developed to assist with planning each agenda, helping to anticipate what needs to be discussed at each meeting. It covers the areas of strategic requirements, regular review and emergent review.
- Shona provided an updated version of the plan showing links back to the licensing criteria responsibilities outlined in the Service Level Agreement.
- Motion: Adopt the updated annual plan.

Moved: Lisa Seconded: Kahlia Carried

### **Next meeting dates**

- 22nd August - KDEC
- 31st October - van Asch DEC
- Meeting rooms and Interpreters to be booked

### **Parking Lot**

- Discussion with BLENNZ re Service Level Agreement to be taken out of Parking Lot. The Executive Officers are happy with the current Agreement.
- Should the Trust meetings be open to the public
- How should information be distributed to the public

Meeting closed: 12.50pm

**Next meeting: 22 August 2017 at KDEC**

<b>ACTIONS:</b>	
Provide Policies for both Centres - Pg 1	Helen/Shona
Police Vetting Procedures for van Asch EIC - Pg 1	Helen
Financial Reporting to the Trust Board. Discuss with EOs how reports can be more helpful to the trustees - Pg 2	Shona/Helen
Service Level Agreement for approval - Pg 2	Shona
Outcome of Variation to Budget - Pg 2	Shona
Schedule of Delegations for approval - Pg 3	Shona
Funding for trustee training - Pg 3	Kathryn

*Kathryn Metcalfe*

*31/8/17*

Kathryn Metcalfe  
 Chairperson  
 Deaf Education ECE Trust

Date