



Deaf Education ECE Trust
Minutes of Board Meeting held over
10th November & 7th December 2016
via conference call

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

Previous Minutes

September Minutes

Minutes of the meeting held 5 September 2016, were confirmed to be a true and accurate record.

Moved: Bernie; Seconded: Liz Carried

Matters Arising:

- No matters arising

Correspondence:

Received Inwards and Outwards correspondence

Moved: Liz; Seconded: Bernie Carried

Meetings for 2017:

Term 1: 13 March 2017 (phone meeting at 9.00am)
Term 2: 18 May 2017 AGM (KDEC)
Based on the Sensory meeting being able to be shifted to 17 May
Term 3: 31 August 2017 (phone meeting 9.00am)
Term 4: 6 November 2017 (van Asch)

Service Level Agreement

- Received the updated draft. No major changes to the Agreement, apart from adding in delegations schedule. Section 3 to be viewed by Richard and Matthew. Further description required about appointing agents.
- Received and viewed both van Asch and Kelston Delegations.
- Structures of two centres for 2017 will remain the same with no change.
- Centres could consider having a deaf teacher using NZSL to provide a role model. Children would then use their NZSL skills.

- Bernie recommends to have two sets of delegations for this year, with a shared purpose and procedure in front, followed by Kelston and van Asch sections, colour coded. This could work for a year. Time has been allowed for reading before approving the current delegations.
- Bernie/Helen/Shona are to have another meeting to discuss further with second draft sent through to all trustees by 25 November. Response to be emailed to Rose by 2 December.

Draft Trust Guidelines

- Google document created by Shona on basis of CBOT Governance Manual.
- Time required for reading and responding
- Queries as per list provided were discussed for considering when reading through:
 - Role of trustee: Rose to refer to Jill for Board's description and add to Guidelines
 - Meeting fee procedure: Rose to write description in Guidelines. State staff members not paid, internal decision of CBOT.
 - Trust training fund: put in parking lot for future discussion and discuss as comes up.
 - Training requirements: will be identified on an annual basis.
 - Disciplinary actions:- view Code of Conduct.
 - Minutes available to public: propose to put on website under Families.

Trust Deed Changes

- Small changes to various wording in the Trust Deed was suggested by Shona. Trustees move to accept changes as proposed:
Moved: Kathryn; Seconded Liz. Carried

Policies

- Matthew recommends we follow procedures of the Board and customise as required. Finance Policy to be customised.

Procedures

- No procedures for fees required as written in Guidelines.
- Sessional funding note to be put under Service Level.

Finances

- Income & Expenditure report for van Asch: deficit budget of \$4,879. Commentary required from Matthew for future reports.
- Income Statement for KDEC: deficit \$93,858 - related to timing of funding.
- Draft Budget - KDEC: future reports to break down Ministry and Other Income into Operational Grant and Sessional Funding. Deficit of \$3,668 is closer to \$13,000 due to set up of South Auckland preschool coming up.
- Draft Budget - van Asch: increase in EIC Sessional Funding to be queried; Variances to be listed through whole document; clarify what the Board fees relate to.
- Matthew and Richard to clarify how the budget was structured for both van Asch and KDEC and how the admin/property is accounted for.

Meeting closed at 12.40pm due to Bernie, Rose and Liz having other engagements. A new time will be made to continue with further items on the Agenda.

On 7th December, meeting recommenced.

Finance, continued:

- Budgets: Include ECE Trust for discussion in quarterly Joint Finance meetings. Recommendations to come back to ECE Trust.
- OAG decision: No update from Bernie. Richard Lam to prompt OAG for decision. Bernie/Matthew
- Resourcing Notice:
Changes required to draft: Rose to share Resourcing Notice for comments and feedback. Shona and Helen to forward collated feedback back to Bernie who will forward it on to Ken Bowater.
- Resourcing notice to be an agenda item on Finance committee.
- We note there are discrepancies in funding between two centres. There are two choices: park for later date or ask finance committee to make recommendations. Finance committee also need to consider running of two services in Auckland and how that would be addressed in Resourcing Notice.
Decision made to park until next year.
- Funding Applications: Application made to Trusts Community Foundation for outdoor curtains/sunshades for swing. Closing date 1st March 2017. Trustees are in agreement. Put on agenda for Shona to present Application at March 2017 meeting. Funding application resolutions will be put on letterhead with both KCEC and van Asch logos.

ERO Update for KDEC Pre-school

- Now up on KDEC website, Shona has met with co-lead teachers to discuss report.

Centre Updates

- van Asch: presentation discussed. Helen to forward the recent update to Rose for Agenda records. Helen to keep in touch with Advisors regarding children that are not able to attend due to parents working. Parent/Whanau Survey carried out each year; sign language version also available. Next report - give information on preschool residential courses.
- Kelston: presentation discussed. Shona to forward recent update to Rose for Agenda records.

General Business

- The land is secured, draft drawings done using remainder of TAP funding and early next year starting on the business case.

- Annual Work Plan - give sense of big focus of meetings over the year versus usual items coming up, will assist with anticipating items for discussion. Discuss at next meeting in March; put near top of agenda. 9am-12.30pm

Meeting closed: 3pm

Next meeting: 13 March 2017 Phone meeting commencing 9am

| ACTIONS | |
|--|--------------------|
| Service Level Agmt: Section 3 to be viewed. Further description required about appointing agents. Pg 1 | Richard & Matthew |
| Draft Delegations: further work required. Pg 2 | Bernie/Helen/Shona |
| Draft Trust Guidelines: reading required before further discussion. Pg2 | All trustees |
| Trust Deed Changes: changes to be made as approved. Pg 2 | Shona |
| Policies: Finance policy to be customised. Pg 2 Procedures: Sessional funding note to be put under Service Level. Pg2 | Matthew & Richard |
| Income & Exp report (van Asch): commentary required. Pg 2 | Matthew |
| Budgets: Various changes required. Pgs 2 & 3 | Richard & Matthew |
| Budgets: ECE Trust & Resourcing Notice to be included in future Joint Finance mtgs. Pg 3 | Richard & Matthew |
| OAG decision: OAG to be prompted. Pg 3 | Richard |
| Resourcing Notice: to be shared for comment, feedback to be collated. Pg. 3 | Shona/Helen/Bernie |
| Funding Applications: Shona to present Application at March mtg. Pg 3 | Shona |

Rachel Douglas
Chairperson
Deaf Education ECE Trust

13/3/17

Date