

**Deaf Education ECE Trust
Minutes of Board Meeting held 16 November 2017
at van Asch Deaf Education Centre**

Present: Kathryn Metcalfe - Chair (phone), Rachel Douglas (phone),
Bernie Mulcahy-Bouwman, Liz Kay, Shona Jones, Helen King,
Roisin Connolly
Apologies: Kahlia Mabey, Lisa Dawson
Secretary: Rose Drummond
Interpreters: Not required

**Karakia
Housekeeping**

Previous Minutes: Minutes of the 22 August meeting were confirmed to be a true and accurate record. Spelling of Jane Hay – should be spelt Jane Haigh.

Moved: Liz Seconded: Bernie Carried

Matters arising from previous minutes:

1. Funding for ECE Trust budget to be discussed at the next CBOT meeting.
Shona will complete the budget for Matthew.
2. Financials – Matthew will join today's meeting to discuss
3. Elections to be discussed at December CBOT meeting

Correspondence:

- Received Inwards correspondence.
- Charities Services to be advised of change of address from Shona to Secretary of the Trust.
- Session Funding notices to come to Secretary of the Trust. Look into changing the address for correspondence from Kelston to Van Asch.

Accept correspondence on basis of session funding notice being added.

Moved Bernie, Seconded Liz. Carried

Kelston Centre Report:

- Report tabled and discussed.
- Weekly enrolment numbers dropped a little due to children going off to school. Two-year old group is growing; 52% of children are deaf. Transport for next year full for South Auckland, some children can't be offered 5 days a week.
- RS7 submitted on time on 6 October 2017. Didn't quite make target for session funding.

- Two resignations in the Pre-school: Shona Jones (Pre-school manager) and Joanna Carey (Co-Lead Teacher)
- No lead teacher for MoE funded PD due to staff changes, however unable to be postponed. Shona not sure of the outcome for this situation.
- **Kathryn** to seek clarification from Terri Johnstone regarding the staff situation in the Pre-School as we have a responsibility to meet the licensing criteria. Kathryn to request a meeting between Terri, Kathryn and Shona.
- Currently there are two permanent teachers and two permanent support staff employed. The Speech language therapist is on extended parental leave. A vacancy has occurred for a full time teacher for three terms, fixed term. Shona has asked Charlene (current Teacher of the Deaf) to prepare future Centre Update reports, however she is unsure and will advise Shona of her decision next week.

van Asch Centre Report:

- Report tabled and discussed.
- Numbers growing. Over 50% are two or under. Monday's are not busy and there was discussion about using the day differently, e.g. go out to families out of the city. Other opportunities will be explored.
- RS7 submitted on time on 1 October, due 6 October.
- The APT student management system is working well.

Accept Both Centre Updates

Moved Liz, Seconded Bernie. Carried

Trend on where families from:

KDEC last quarter:

- **Shona** to provide South Auckland report.
- 4 expression from West Auckland, 2 from South Auckland.

van Asch last quarter:

- Last two terms had 1 referral and immediate enrolment. 1 came for visit and took away paperwork.
- Transport a barrier, but Sesta provided taxis which helps a little.
- Waiting list for coda group under 2s.
- At a PD workshop attended by Helen, a template was provided on creating strategic plans and building a vision. Liz dePree, the presenter, has offered her support in setting up the template. Discussions need to be had to make sure in alignment with Board.
- Clarity is required around the different roles of this governance group with stakeholders, e.g. parents/advisors/Ministry/Deaf Aotearoa.

Draft Strategic Plan – Roisin:

- Action Plan for each Centre yet to be completed. Management Action Plan coming from strategic goals.
- Discussed the first strategic goal, agreeing to change the wording to reflect the range of services required to meet the needs. Go back to stakeholders with draft strategic goals, giving background of each Centre's services, showing what currently offered. Parent addresses would be available from the Parent Federation and Advisors.
- Timeline for completion of Plan: before ERO visit next year – need to show process.

- It was agreed the Trust needs to get more information to the Combined Board on a regular basis. **Kathryn** to put a memo to the Board for the December meeting summarizing the current thinking and direction of ECE Trust Board. **Roisin** will prepare the memo on her behalf and send to Bernie. **Bernie** to discuss at the Board Agenda call today and advise Kathryn/Roisin.
- **Kathryn** to give presentation of strategic planning. Put a proposal to the Board that the Trust would like to survey stakeholders.
- **Kathryn** to contact Karen Stobbs at Blennz to see how the ECE Trust could work with their early learning centre.
- **Rosin** to work on survey over Christmas holidays. **Shona and Helen** to send Roisin a list of stakeholders

Financials:

- Matthew joined the meeting and presented the September Consolidated Income Statement.
- Previously there have been concerns over discrepancies between budget and actual; Shona explained that in the KDEC Sage software the budgeted amounts were different from the submitted budget – expenditure tagged against codes and not explained. Matthew thinks this may be due to the payroll coding.
- Kelston is in the process of changing over to Xero so hopefully will provide more reliable information.
- ECE Trust expenses: ~~Kelston's~~ expenses may be coded under Board expenses.
- van Asch actual expenditure: discussion around Board expense and how it is accounted for. Expenses need to be identified.
- **Matthew** to complete an expenses summary as soon as possible
- Taxis to be booked through Christchurch
- Trustee training: **Matthew** to check if there is a budget for this. Training has been identified as required.

Moved: Bernie, Seconded Liz. Carried

Communication & Consultation

- Shona and Helen prepared a chart identifying the specific items listed under each GMA 1-4 showing what is required to meet the licensing criteria.

Policies & Procedures

- Procedure schedules tabled from both Centre's listing the documentation required according to the licensing criteria. The latest review date and next review date is included.
- **Shona and Helen** will combine the procedure schedules into one document.
- **Helen** to ask Liz dePree for feedback on which procedures should be reviewed by the Trust and which procedures reviewed by Management.
- It was agreed the Fees; Philosophy; Child Protection; Enrolment; and Self-Review should come to the Trust Board.

General Business:

1. Meetings will be closed to the public; it is not a requirement to be open to the public.
2. Minutes to be available on each Centre's public website, pdf copies sent to website co-ordinators.
3. NZSL Assessment tool – training classes being held at Kelston and van Asch over February-March 2018.
4. Scholarships available for staff to go to FCEI and Quota South Pacific.

Kathryn thanked Shona for all her wonderful work on the committee, in particular the establishment of the Trust, and wished her well for the move to Wellington.

Meeting closed: 12.30pm

Next meeting: dates to be decided

ACTIONS:	
Trust budget to be completed for next Board meeting - Pg1	Shona
Change of address required for Charities Services, Session Funding Notices and other documents as required - Pg 1	Rose
Staffing in pre-school, contact Terri Johnstone - Pg 2	Kathryn
Copy of South Auckland report to Rose - Pg 2	Shona
Memo to Board re current thinking and direction of Trust. Advise the Trust would like to give a presentation of strategic planning - Pg 3	Kathryn
Contact Karen Stobbs re Blennz early learning centre - Pg 3	Kathryn
Survey to parents to be created - Pg 3	Roisin
Action Plans in Strategic Plan to be completed - Pg 3	Roisin
Expenses summary to be prepared - Pg 3	Matthew
Budget for trustee training - Pg 3	Matthew
Centre's procedures to be combined into one document - Pg 3	Shona & Helen
Pdf copies of Minutes to go on websites - Pg 4	Rose
Ask Liz dePree for feedback on which procedures should be reviewed by the Trust and which by Management - Pg 3	Helen

Kathryn Metcalfe

23/3/18

Kathryn Metcalfe
Chairperson, Deaf Education ECE Trust

Date