

Deaf Education ECE Trust
Minutes of Board Meeting held 5th September 2016
commencing 9.30am at van Asch Deaf Education Centre

Present: Rachel Douglas, Bernie Mulcahy-Bouwman, Liz Kay, Kathryn Metcalfe,
Helen King, Shona Jones. David Foster by phone for part of meeting.
Secretary: Rose Drummond

Correspondence:

Received inwards correspondence:

- Registration approval from DIA Charities Services
- ERO Unconfirmed Education Review Report KDEC Pre-School
- Email from Deloitte re financial reporting
- Memo from KDEC Pre-school management re By-Elections

Chair:

- Discussed Rachel staying on as Chair, or either Liz or Kathryn taking on the role. Liz declined and Kathryn advised she would be interested, however felt she did not have the necessary skills at this stage.
- Motion: Rachel to carry on with the role of Chair until the next meeting and Kathryn to work as understudy to take chair up in future. Moved Liz, Seconded Bernie. Carried.

Registration of new Trustees

- Kathryn and Liz were registered as trustees after the previous meeting in June and confirmation has since been received from Internal Affairs confirming the Trust has been registered as a Charity. The official registration number is CC53497.

Vacant Positions

- There are 2 parent vacancies on the Board. The aim is to have 6 trust board members.
- In term 1 2017 a by-election will be held for 2 more parent trustees. This will give a wider parent perspective and the timing will allow for the final stages of the Trust set-up to be in place. Rosin will be asked to assist with the promotion of the elections.

Future Meetings

- 4 meetings per year, 2 have now been held.
- The next meeting has been set for 10 November and will be held by phone at 10.00am to 12pm.

ERO - KDEC Pre-school

- ERO visit held August 2016.
- Kathryn and Rachel joined the feedback meeting. Shona is happy with the Unconfirmed Report but will question the two Key Next Steps given. KDEC have until 19 September to email back anything factually incorrect. When the report is confirmed it will be available on the website.

Policy and Procedure

- Various expenses were agreed to at the previous meeting, e.g. flights, accommodation, meals, childcare.
- Financial procedures that are currently in place for the Combined Board are to be written up by Matthew and Richard under the name of ECE Trust Board and circulated before the next meeting.

Service Level Agreement (SLA)

- Shona provided everyone with an updated draft copy of the SLA before the meeting. This was discussed in detail.
- Matthew received advice from Deloitte on financial reporting lines for the Trust. Currently the MoE's ECE financial reporting requirements are being met with the existing practice of filing the Combined BOT's consolidated financial statements with them. There is no additional reporting requirement for a separate set of audited financial statements for the ECE Trust. Matthew recommended not to produce separate accounts for the Trust due to the extra cost involved. The two entities are interdependent and cannot operate without each other. The SLA shows what the Trust governs and the ECE centre governs. Appendices are to focus on roles and responsibilities, income & expenditure overview.
- This advice was agreed to and will be reviewed again at a later date. More work is required on interdependency. A statement is needed re delegation point of view and reporting point of view. An annual schedule should follow with strategic direction which gives priorities.
- Shona asked Matthew if the Trust Board has to report on the use of equity funding annually and he pointed out there is a need to provide financial reporting as per Charitable Act.
- NAG 3 and ECE Deed articles 4.5 and 4.8 are inter-related. They should both be reflected in the SLA.
- Policy and Procedure reporting: the ECE Trust should have its own policies and procedures summary linked to the Combined Board. Bernie to assist Helen and Shona with the delegations and procedures and what we are linking to in relation to Combined Board. HR and EO will be consulted as appropriate. The end goal is to put the necessary links into the SLA showing where to go to read extra information, name of procedure, etc.

David left the meeting.

- There is no mention of a bank account or any information on authorisation in the Trust Deed. Under GMA 8-12 of the SLA, more detail is needed in that area.
- Shona summarised the next steps: describe delegation of tasks, appointment of agents, identify linkages, identify policies and procedures that are to be attached, saying whether Trust or deaf education procedure. Put in financial reporting. Include Annual schedule with the Strategic Plan starting in 2017 for 2018.

- At next meeting look at annual plan and associated budget - Shona and Helen

Sensory Schools

- The Sensory schools (Blennz, KDEC and van Asch) meet once a term with Ken Bowater from the MoE facilitating. On 24 May, Sarah Morrison attended from the Auckland ECE Ministry office. Sarah had been working with KDEC on the South Auckland programme. Sarah was advised of the challenges for Sensory schools and the need for more work around service scoping, e.g. types of assessment, programmes and linkages to the BOT. Sarah has agreed to be our designated ECE advisor for the Sensory Schools..
- Bernie will report back to next Sensory meeting on today's meeting.

General Business

- South Auckland ECE: there is a meeting next wednesday with Chris Wells and Sarah Morrison where it should be announced whether or not there is access to the Crown land. This Trust needs to give input into the philosophy for the new group. Could be licensed under the ECE Trust.
Consider protocols for collaboration - clarity around roles for various people. Shona will share presentation.
- The Playgroup in South Auckland will close at the end of December. Attended mostly by under 2's, but not sustainable.
- After the meeting, trustees visited the Early Intervention Centre.

Meeting finished at 12.10pm

Next meeting: 10 November 2016, by phone 10am - 12noon

ACTIONS	
Parent elections term 1, 2017, Roisin to assist. Pg 1	Rose
KDEC Pre-school ERO report follow up. Pg 2	Shona
Financial Procedures from Combined Board to be written up for ECE Trust. Pg 2	Matthew/Richard
Policy & Procedure summary Pg 2	Helen, Shona, HR, EO
Further work on Service Level Agreement. Pg 2	Shona, Helen, Bernie
Annual Plan & associated Budget. Pg 3	Sona & Helen



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 Rachel Douglas
 Chairperson
 Deaf Education ECE Trust

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 13/12/2016

Date