

Deaf Education ECE Trust
Minutes of General Meeting held 12 June 2019
Kelston Deaf Education Centre

Present: Kathryn Metcalfe (Chair), Crystal Skinley, Jacqui Uhrbom, Claire Robinson, Helen King, Charlene Irving, Bernie Mulcahy-Bouwman
Apologies: Kahlia Mabey
Secretary: Rose Drummond

Karakia

Previous Minutes:

The Minutes of 13 March 2019, distributed prior to the meeting, were confirmed to be a true and accurate record.

Crystal/Bernie Carried

Correspondence:

- Received general Inwards correspondence.

Crystal/Claire Carried

Moved to In-Committee – Crystal/Jacqui

Out of In-Committee – Crystal/Jacqui

Kelston Centre Report - Charlene:

- Report distributed prior to the meeting and taken as read.
- Would like to hire an additional EA part-time, checking cost.

van Centre Report - Helen:

- Report distributed prior to the meeting and taken as read.
- Pre-school residential courses – current children all transitioning to school.
Would be good to discuss next steps from a strategic point of view at the next meeting, thinking nationally.

Moved both reports: Crystal/Jacqui Carried

Financials - Matthew joined the meeting:

Income & Expenditure Statement for 12 month period ended 30 April 2019:

- Report distributed prior to the meeting and taken as read.
- Consolidation: Net surplus of \$16,373, budgeted for \$13,842
- KDEC: Outside plastic awning requested to protect from exposure to weather, expensive but looking into it at the moment.
- van Asch: The result is very much in line with budget.

Moved both reports: Claire/Jacqui. Carried

Annual Plans for each Centre:

- The current Annual Management Plans (AMP) for each Centre are set out differently so not easily comparable.
- Along with the AMP, Helen tabled a Strategic Evaluation sheet (based on previous discussions with Interlead), outlining the analysis of possible review priorities. Charlene will start using the same format.
- Helen has a meeting arranged with Liz Depree from Interlead on Monday. Charlene will join by phone and Bernie if available.
- The strategic priorities will be discussed at the next meeting as per the Annual Work Plan using the Strategic Evaluation template, aligning to ECE Trust Strategic Plan.

Statement of Philosophy – Kelston

- Charlene passed round an updated version of the Philosophical Statement. Discussed several changes made. Information was gathered by sending out a survey with four questions to parents and caregivers.

Moved to accept new Philosophy: Crystal/Jacqui. Carried

Statement of Philosophy – van Asch

- ERO said the philosophy was highly reflected in their practice. The statement is due to be updated this year and parents will be part of the update.

Review of Policy Schedules:

- Licensing Criteria from Kelston and Policy Schedule from van Asch. Both documents cover governance, management, health and safety and curriculum, listing all policies and the criteria they relate to. The aim is to work towards having the same document.
- Monday's meeting with Liz will cover how to create a template for reporting to this Trust Board in terms of compliance, policy, strategic plan, health and safety compliance reporting. Bernie will join the meeting for half an hour.
- Discuss outcome with Ginny Neal, Alignment Manager for her input, sharing the documents with her and discussing how alignment could look like in the future given the two Centre's operate differently.

Annual Trust Work Plan

- Created to cover all required areas of over the year. Governance, Management, Administration. Follows the document *Licensing Criteria for ECE & Care Services 2008*. Strategic and Regular review are the areas we cover.

- Ask Liz for advice on how to improve this document which will assist with reporting. Take to Ginny.

Meeting closed: 2.50pm
 Next meeting: Friday 6 September 2019 via Zoom

ACTIONS:	
<ul style="list-style-type: none"> • Pre-school residential courses: discuss next steps from a strategic point of view. <i>Pg. 1 VA Centre report</i> 	Committee
<ul style="list-style-type: none"> • Policies: have discussions with Ginny Neal, Alignment Manager and share documents. <i>Pg 2 Review of Policy Schedules</i> 	Bernie/Helen
<ul style="list-style-type: none"> • Liz Depree: meet to discuss how to improve each centre's annual plans and the Trust's annual work plan and best method of reporting to the ECE Trust Board. <i>Pg 2</i> 	Helen/Charlene/Bernie

Kathryn Metcalfe

 Kathryn Metcalfe
 Chairperson, Deaf Education ECE Trust

13/9/19.

 Date