

Deaf Education ECE Trust
Minutes of Board Meeting held 13 March 2019
van Asch DEC 10.30am - 2.30pm

Present: Kathryn Metcalfe (Chair), Crystal Skinley, Kahlia Mabey, Helen King, Sophie Gibbs,
Bernie Mulcahy-Bouwman
Apologies: Lisa Dawson
Secretary: Rose Drummond
Interpreters: James and Tony (did not stay as Lisa away)

Karakia

Previous Minutes:

The Minutes of 3 December 2018, distributed prior to the meeting, were confirmed to be a true and accurate record.

Moved: Kahlia Seconded: Crystal Carried

Follow-up from Minutes:

1. Policies: face to face meeting still to be held between Liz, Helen and Charlene to review policy schedule and to create an alignment work plan. The meeting to be held at van Asch before the next Board meeting.
2. The planned two day workshop has been put on hold.

Correspondence:

- Received Inwards correspondence.
- Kathryn pointed out an article on Governance Project from one of the Charities Services newsletters. This project involves producing resources and guidance to help charities improve their governance.
- Letter from KDEC parent to ECE Trust Board:
 - Charlene has met with the parent to discuss her concerns, in particular regarding the lack of deaf staff and use of sign language in the preschool. Discussed the current activities and how they could be changed/enhanced. Krista gives one day a fortnight, visiting the preschool for observations on how to best meet needs of learners. More deaf mentors/roles would be helpful. Suggestions to alleviate concerns:
 - Staff to get clarity around what bilingual/bicultural means in the preschool
 - Managers for both Preschool and EIC to review current philosophies
 - Discuss the programme with parents and explain why it is set the way it is
 - Staff continue learning NZSL and carry out self-review
 - Perhaps look to the CBOT for internship programmes?
 - Keep Louise advised
- Kathryn will draft a letter to the concerned parent for signoff by Teri Johnstone.

Moved: Crystal. Seconded: Kahlia Carried

NZSL Assessment report – Krista (James came to interpret)

- Krista gave explanation of the NZSL assessment toolkit developed and used for the first time last year. It was adapted from the British Sign Language Assessment. First standardised assessment in the world, across all sign languages. Currently comparing to Norms data from England.
- Three parts to the report:
 1. Vocab check – age 3 and up
 2. Receptive skills test – age 3 and up
 3. Production skills test – age 4 and up
- Assessed 9 deaf children, 7 out of 9 performed below norm. Currently 1 hour with student and 3 hours analysing data. The criteria for selecting students was to prioritise those deaf and using sign language, 3 years or older. In future hope to test both hearing and deaf.
- 30 staff can use the kit across the country. Information is shared with the teacher, family and entered on KAMAR.
- Will be used as an assessment tool with the same children over time to track improvement. Recommended to carry out once a year.
- Maryanne from KDEC preschool was trained but has now resigned. Need to think of new person to take her place, this person does not need to be from preschool. Kyla is trained at VA.

Financials - Matthew joined the meeting:

Income & Expenditure Statement for 12 month period ended 31 December 2018:

- Report distributed prior to the meeting and taken as read.
- VA result is in line with what expecting.
- KDEC has a significant budget surplus.
- Matthew to go through budgets with Helen and Charlene in detail and will contact them to arrange meetings. Struggled to look at these on a regular basis last year. Access to accounts software will be given.

2019 Income & Expenditure Budget:

- Figures are incorrect.
- Matthew will re-do the report which will be emailed out to committee.

van Asch Centre Report - Helen:

- Report distributed prior to the meeting and taken as read.
- ERO visit in term 2 but no date available as yet.
- New software is available for student management. Helen and Charlene will check its compatibility with KDECs system. Hoping to obtain a “not for profit” rate from the company.
- Helen summarised the Preschool Residential Course programme. The EIC staff and residential course team will be meeting today for their first planning session.

Kelston Centre Report - Sophie:

- Report distributed prior to the meeting and taken as read.
- SLIP - Teachers across both DECs were asked for expressions of interest in being assessed, not a good response.
All staff at Deaf Aotearora have been assessed. Bernie and Louise will find out how that was done.
- Currently advertising for the position left by Maryanne (Educational Associate)

- The recent open day was successful in bringing families together and meeting with professionals. Will alternate open days with family nights to make sure everyone has an opportunity to attend.
- Kahlia asked if there was anything for just parents to interact with no children? Not at this stage. There is a family committee instead which came about in response to a survey.
- Kathryn asked how can we utilise First Signs – works well for some but others struggle to find a way to meet. Perhaps meet at the preschool. Natasha Clote would be the contact person.

Moved both reports: Bernie Seconded: Kahlia Carried

Governance/Management Framework

- Discussed the alignment of ECE Trust Strategic goals with the CBOT goals.
- Helen shared the EIC Strategic Analysis document used to plan internal evaluation/self-review. This document was created by taking parts from the draft ECE Strategic Plan, the CBOT Charter, ERO guidelines and individual goals.
- Helen will share the template from Interlead with Charlene.

Parent Elections

- Elections to be held for one KDEC trustee (Kahlia) and two VA trustees (Lisa and Liz). van Asch has been short one trustee since Liz left the Board.
- Last year's brochure to be updated.

Meeting closed: 2.25pm
Next meeting: Wednesday 12 June 2019 at Kelston

ACTIONS:	
<ul style="list-style-type: none"> • Policy schedule still be to be reviewed by Liz Depree, Helen and Charlene. 	Helen to set up before next meeting
<ul style="list-style-type: none"> • Review Centre philosophies 	Helen and Charlene
<ul style="list-style-type: none"> • Letter to concerned parent. 	Kathryn to draft letter for signoff by Terri Johnstone
<ul style="list-style-type: none"> • 2019 Income & Expenditure report to be re-done and circulated to committee. 	Matthew
<ul style="list-style-type: none"> • Interlead template to be shared with Charlene. 	Helen

Kathryn Metcalfe

Kathryn Metcalfe
Chairperson, Deaf Education ECE Trust

12/6/19.

Date

