

Deaf Education ECE Trust

Minutes of meeting held 26 August 2020 via Zoom

Present: Crystal Skinley, Claire Robinson, Sarah de Heer, Jacqui Uhrbom, Grace Covey, Katya Blair
Interpreters: Nichola & Kerry
Secretary: Rose Drummond

Previous Minutes:

The Minutes of 6 May 2020 were distributed prior to the meeting and confirmed to be a true and accurate record.

Crystal/Jacqui. Carried

Actions from Previous Minutes:

- Pandemic work carried out. Need to decide whether to follow Ko Taku Reo's policy on pandemic planning or follow our own. This can be discussed at further meetings.
- The EIC Enrolment policy has been updated.
- Admissions committee is made up of Sarah de Heer as Head of Early Years for both EIC and Preschool and the lead teacher of either the Preschool and EIC. Jacqui and Grace will represent Christchurch and Auckland respectively on behalf of the ECE Trust Board.
- The name of each Centre currently stay the same; any changes to that will occur slowly.
- The Strategic Plan is complete and will be sent out to trustees for reference.
- Trust meetings will not increase in number. Sarah will share relevant parts of the Ko Taku Reo Board reports and continue with email for contact in-between meetings. The next meeting is in November.
- National Preschool residential courses are currently fully booked for this year. Next year Sarah will look at opening up the courses nationally.
- Financials: Sarah to check with Sophie re any large purchases coming up for the Preschool. EIC room requirements are being discussed with Bronwyn, Property and Asset Lead who is looking at different spaces previously used by Redcliffs.
- Policies: VA enrolment to add discretionary enrolment – Sarah to follow up. Kelston fee policy – Sarah to follow up.

Correspondence:

Received general inwards correspondence.

Jacqui/Claire. Carried

Election of Officers:

The election for two parents in the Auckland region was held over July/August, delayed due to the previous election unable to be carried out due to COVID-19.

We received one nomination and welcome Grace Covey to the ECE Trust Board.

We also welcome Katya Blair as Board trustee, replacing Sina Aiolupotea-Aiono.

Head of Centre reports:

Kelston:

- Report distributed prior to the meeting and taken as read.
- Busy time for staffing with five having left and three new coming on - Krista, Donna and Alalate, plus a reliever who is helping out temporarily.
- Advertising for two new EIC teachers – one job offer is currently underway.
- Categories breakdown for communication learners – Sarah to ask Krista to clarify the terms.

van Asch:

- Report distributed prior to the meeting and taken as read.
- Helen is running a well-functioning team. Decision to be made on staying licenced or becoming a play group. Sarah is looking at the financial implications.
- Deb Coleman is the new In-Reach Coordinator, Deb organises all preschool, assessment and immersion courses.
- Storypark would be good for the Preschool to use. Currently having talks about this and hope to have up and running in term 4.

Claire/Jacqui. Carried

Financials:

Income & Expenditure Statement as at end 31 July 2020

- Report distributed prior to the meeting and taken as read.
- Sarah presenting on behalf of Matthew who will not be attending meetings. A column for Ko Taku Reo has been added to the Statement.
- van Asch: teacher salaries income and expenditure down \$5.5 on budget. Net surplus of \$4.6L.
- Kelston: teacher salaries include \$48K redundancy and \$11K maternity grant. Sessional funding down due to both COVID-19 and lower enrolments. Matthew is not concerned, but need to see what further work can be done promoting preschool, or consolidate what is already there.

Crystal/Jacqui. Carried

Trust Deed

- Deed to be updated as it refers to van Asch and Kelston and the breakdown of trustees.
New:
One person from Combined Board
One person for responsibility for Early Years
Two parents from Christchurch
Two parents from Auckland
- A Variation to the Trust Deed is required – all current trustees agree to the Variation.
 - * Parties: change Kelston Deaf Education Centre and van Asch Deaf Education Centre to Ko Taku Reo Deaf Education New Zealand
 - * Trustees: Bernie Mulcahy-Bouwman, Rachel Douglas to be changed to Sarah de Heer, Denise Powell
 - * All references to van Asch and KDEC to be changed to Ko Taku Reo Deaf Education New Zealand

Once completed the Trust Deed will be circulated for approval.

Both Katya and Crystal stay on the Board until changes are made and signed off.

Claire left the meeting at 11.00am, Sarah to continue as Chair

Strategic Plan update:

Two goals Sarah is currently working on and will report on:

- 1) Governance – Trust Deed
 - Lines of reporting
 - Induction Manual for Board members including training – Liz Depree will assist

- 2) Leadership of current services Christchurch and Auckland
 - Krista/Helen/Sarah working closely together. Attend leadership meetings every week
 - Will be looking at job descriptions and opportunities in the future for this Trust Board

General:

- Board training will be coming up
- Centre Reports – for future meetings Head of Centre's, Helen and Krista, will present their reports via Zoom as well as have an introduction from
- James LeMarquand and Louise Roe will be asked to provide a Zoom message for the next meeting
- Advice for new trustees: Always ask questions
- It would be helpful for parents enrolled in both centres to have faces put to names for the Board trustees. Sarah will send out an email asking trustees to do a little video which will be put up on Facebook and the website. Also Kathryn will be asked to do a video explaining her time on the Board.

Karakia

Meeting closed 11.20am

| ACTIONS: | |
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| <i>Actions from August meeting:</i> | |
| Send out updated copy of Strategic Plan with SWOT analysis <i>Actions pg 1</i> | Rose |
| Categories breakdown for communication learners <i>Kelston report pg 2</i> | Sarah |
| Variation to Trust Deed <i>Trust Deed pg 2</i> | Rose |
| Videos from trustees and James and Louise <i>General pg 3</i> | Sarah |
| <i>Actions from February meeting:</i> | |
| Financials: - KDEC to itemise any large purchases required and reasons | Sarah |
| Policies: - VA to consider adding discretionary enrolment to policies - Kelston Fee Policy – discuss update to policy by Ginny | Sarah |

 Claire Robinson
 Chairperson, Deaf Education ECE Trust

 Date