

Deaf Education ECE Trust
Minutes of Board Meeting held 3 December 2018
via Zoom, 12.15pm – 2.45pm

Present: Kathryn Metcalfe (Chair), Lisa Dawson, Crystal Skinley, Helen King, Charlene Irving, Kahlia Mabey, Matthew Koning, Terri Johnstone, Liz Depree
Apologies: Bernie Mulcahy-Bouwman
Secretary: Rose Drummond
Interpreters: Kyla Cockrem, Leisa Francois

- Karakia
- Two guests joined the meeting today, Terri Johnstone and Liz Depree. Introductions were made.

Previous Minutes:

The Minutes of 30 August 2018, distributed prior to the meeting, were confirmed to be a true and accurate record.

Moved: Kahlia Seconded: Lisa Carried

Correspondence:

- Received Inwards correspondence.

Moved: Crystal Seconded: Kahlia Carried

van Asch Centre Report - Helen:

- Report distributed prior to the meeting and taken as read.
- Four visitors looking to enrol next year.
- Planned Evaluations will be discussed next year.
- The regular termly newsletter was distributed at the beginning of this term.
- Preschool Residential Courses – coordinated by Sonya Parks and supported by Paul Peryman, Audiologist and two members of the Specialist Resource team. Usually two or three families and mostly come from referrals. This has not been run at KDEC for at least five years.

Kelston Centre Report - Charlene:

- Report distributed prior to the meeting and taken as read.
- The Facebook page is working well with families who are not seen on a regular basis.
- A parent/whanau committee is being formed for communications and organising events. No terms of reference as yet but these will be created. This Board could provide support in order to safeguard both sides. More information to come to next meeting.

- Open day to be held at the beginning of March, invites will go out to preschool families, AoDC, members of Deaf community, parents of Deaf children, other relevant stakeholders.
- Deaf role models have been introduced to preschool and well received.
- Communication to families is managed with a newsletter put in children's bags, text messages, and messages for van drivers to pass on. van Asch does similar, but can give to parents as they attend all sessions.

Moved both reports: Kahlia Seconded: Crystal Carried

Financials - Matthew joined the meeting:

Consolidated Income Statement for 30 September 2018:

- Report distributed prior to the meeting and taken as read.
- No real concerns, just some fine tuning required due to different methods of coding between Centre's, e.g. property and cleaning costs which KDEC did not previously have covered. Matthew will continue to gain clarity over which costs the ECE Trust should cover.
- It was noted that laptop leases are over budget for KDEC and for professional development there was no expenditure listed at van Asch and nothing was allowed for at Kelston. However, an activity could have been coded to a different section, just not professional development.
- Each Preschool Manager owns the budget, with Matthew giving parameters, following Trust Board strategic goals as per Strategic Plan.
- Kathryn to request clarification of advertised Preschool Manager role.

Parent Survey

Background to the surveys: At the ECE Trust meeting held 5 June, Bernie gave an update from the Combined Board meeting. Consultation with parents and stakeholders was encouraged. Roisin, as Community Engagement Officer, was asked to do a survey but there may have been some confusion to the intended audience as the Combined BOT were also surveying parents at the same time. Neither the ECE Trust or preschool staff were involved in the creation of the survey questions.

KDEC:

- Summary of survey tabled. Charlene advised she was not aware of the survey going out and found there were several concerns once the surveys were returned. Charlene met with the relevant families and tried to minimise their concerns.
- 5 surveys were received back, 3 had concerns and there was no NZSL access to the survey. This did not give a clear picture out of 30 families. The survey was not sent to van Asch parents.
- Terri suggested Charlene should document the changes through an Emergent Review, advising what had been learnt and what is being done differently now, including what the outcomes are for children.
- Terri explained that ERO requested feedback from parents. Helen to share the van Asch survey. Another survey should be carried out before the next ERO visit. Create a survey that is best for Kelston Preschool.

van Asch:

- Summary tabled. The survey is still underway, the same questions as used over past years have been kept in order to give consistency, with drop-down choices and areas to comment.

- Had lots of discussions this year around parent group times, whether to keep formal or informal and just mixing it up at this stage. Very happy with results to date.
- Changes for next year include improving parent group time, could be on different for different days. An NZSL tutor is now there for whole session on two days of the week, working with children and parents.

Governance/Management Framework

- Policies – Kelston
Enrolment: updated last term. Changes - timing of sessions
Immunisation: sent out to parents – no changes required
Toileting: sent out to parents – no changes required
- Policies – van Asch
Reference at bottom of policies in line with Kelston
Immunisation: Changes - now have APT software, so all details entered into this.
Sleep: no change, checked it was up to date
Toileting: no change, checked it was up to date.
Parents can comment on updates if they wish.
- Clarity required from founding documents to advise next steps once policies agreed to.
- The Licensing Criteria document lists all policies with a three year review schedule. This is being followed although some of the dates may need to change. It is important to have discussions when recommendations are being made to change. Guidelines suitable for this Trust should be followed.
- Government(?) / Management policies are overseen by the Combined Board.
- Curriculum policies are created to be relevant to each centre and passed for approval by the Combined Board.

Liz Depree – Governance

- The handout provided by Liz is suitable for community based centres. The management of the two entities, ECE Trust and CBOT, needs to be investigated to see how they interact with each other and where the cross-overs are. The Trust Deed is not linking with the Service Level Agreement. It is not clear where the ECE Trust sits with the CBOT.
- Liz, Helen and Charlene will meet to discuss the current review schedule, comparing each centre's policies and drawing up list showing areas of responsibility between the Combined Board, the ECE Trust Board and the Centre Managers.
- The Preschool and EIC will hold a two day Vision workshop lead by Liz. From that a business case with supporting information, can be created and the Board approached for resourcing. Those involved are Liz, Kathryn, Helen, Charlene.
- In January/February a face to face meeting will be held to look at the ECE Trust Board structure and current formal documents, with a view to finding a way forward. A flowchart could be prepared for presenting to the Combined Board. Those involved are Kathryn, Rachel, Bernie, Liz, Teri and Matthew.
Formal documents to be distributed prior to meeting – Guidelines, Service Level Agreement, Trust Deed.
All KDEC and VA policies to be printed off for the meeting. Charlene and Helen will do and Liz will assist.

Meeting closed: 2.45pm
 Next meeting: 2019 meeting dates yet to be set

ACTIONS:	
• Request clarification of advertised Manager's role – pg 2	Kathryn
• Document the changes made as a result of the concerns from KDEC parent survey – pg 2	Charlene
• van Asch survey to be shared with Charlene	Helen
• Policy Review Schedule to be revised – pg 3	Liz, Helen, Charlene
• Two day workshop for Preschool and EIC – pg 3	Liz, Kathryn, Helen, Charlene
• Meeting to discuss ECE Board structure and documentation – pg 3	Kathryn, Rachel, Bernie, Teri, Liz, Matthew

Kathryn Metcalfe

Kathryn Metcalfe
 Chairperson, Deaf Education ECE Trust

13/3/19

Date