

Deaf Education ECE Trust
Minutes of meeting held 12 February 2020
van Asch Deaf Education Centre

Present: Crystal Skinley (Chair) Kathryn Metcalfe, Sophie Gibbs, Jacqui Uhrbom, Claire Robinson, Helen King, Bernie Mulcahy-Bouwman, Kahlia Mabey (Zoom), Sarah de Heer
Apologies: Sina Aiolupotea-Aiono
Secretary: Rose Drummond

Karakia, Welcome

Sina has apologised for missing a second meeting due to a clash of meetings. Crystal advised the Board have had discussions about the lack of Board representation and will try and rectify if possible.

Moved to in-committee

10.34am - Jacqui/Claire

Moved out of in-committee

10.40am - Kathryn/Jacqui

Previous Minutes:

- The Minutes of 5 November 2019 were distributed prior to the meeting and confirmed to be a true and accurate record.

Jacqui/Claire Carried

- Follow up from Actions:
 - The need for an increase in meetings will be discussed again after the July merger.
 - Work will continue on the Strategic Plan.
 - Preschool residential courses could be offered nationally, however the relationship/reach is not in place at Kelston as it is at VA. Spaces may be available at courses but there is a lot to set up first. Sarah will follow this up in July.

van Asch Centre Report - Helen:

- Report distributed prior to the meeting and taken as read.

Kelston Centre Report – Sophie:

- Report distributed prior to the meeting and taken as read.
- ERO coming to KDEC in Term 2. Sarah would like to have involvement in this meeting and Crystal as Chair is likely to be involved also. Advise ERO about merge during discussions with them.

Moved both reports: Jacqui/Kathryn Carried

Financials:

Income & Expenditure Statement as at end 31 December 2019

- Report distributed prior to the meeting and taken as read. Matthew was not available to join the meeting today.
- There is an excess surplus for KDEC. Sophie to discuss with her team any large purchases that may be required and reasons for those requests.
- van Asch will look for spaces to use after Redcliffs school move out at the end of term 1. Helen to put forward the Centre's requirements and they will be considered.
- Currently working with a 6 month budget on the same basis of last year.
- Crystal to email the Board Chair, who will forward on to the Establishment Board, advising them of Sarah's new position.
- Bernie emailed Liz Depree during the meeting to ask about the licence numbers for preschools. Liz replied advising there will still be two licences.

Moved: Kathryn/Jacqui. Carried

Governance - Policies:

van Asch:

- The Enrolment policy is currently being reviewed. If there was to be any change it would need a discussion with the Ministry, e.g. a request to change to a full preschool or some other community request. Other smaller changes can be made internally.
- Discretionary enrolment could be added. Helen to consider possible changes.

Kelston:

- Facebook page alerts families to policies being reviewed.
- Fee policy: a query was raised that as the Preschool is fully state funded, why are fees charged for 3,4,5 years without 20 hours. Sophie advised fees are only charged to children who split their 20 hours subsidy between the preschool and another ECE provider.
The Policy is to be updated with the rationale behind the fees charged.
- Some parents may not be aware of the WINZ subsidy, but need to keep in mind that those parents would have to be charged fees before being able to claim the subsidy.
- Enrolment and Discretionary Enrolment policies distributed prior to the meeting and no further discussion was had.
- Policy review schedules for both KDEC and VA to be forwarded to Rose for distributing with the Minutes.

Draft Strategic Plan:

- Further discussion on Plan.
- Triangle of Excel, Grow, Choose with Belong in the middle, remains for the next two terms.
- Re-wrote the wording for the Vision Statement based on suggestions from Liz Depree. This will be shared with Liz for her to assess and bring her thoughts back to the Trust. This is a short term Vision. Liz to be invited to the next meeting which is at KDEC and ask her if there is anything we can bring to the meeting ahead of time.

New wording for the Vision Statement:

The Trust receives clear information about holistic learning occurring in our early childhood settings by collaborating with whanau and Tino Rangatiratanga (of the DECs), in order to facilitate best learning outcomes for our tamariki.

- Possible Goals to be discussed further:
Whanau engagement; Children achieving success as learners; Holistic view of learners
Are they measurable and achievable? How would they be presented?

General Business:

- Each Head of Centre reports to have a new section where information on children’s progress and achievement is shared e.g. a progress sample and a challenge sample, a SWOT analysis.
 - Sarah to follow up on the sharing of information of students at meetings – does it need to have child’s name removed?
 - Sarah will work further on the Service delivery model after July.
 - Sarah and Helen are attending a course at the MoE next Monday on Early Childhood education licencing re changes to regulations.
 - ECE elections coming up in next couple of months.
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- Meeting closed: 1.52pm
 - Next meeting: AGM on Wednesday 6 May 2020

ACTIONS:	
<i>Actions from February meeting:</i>	
<ul style="list-style-type: none"> • Increase to number of Trust meetings to be discussed after merger • National Preschool residential courses to be discussed after merger 	Sarah Sarah
<ul style="list-style-type: none"> • Financials: <ul style="list-style-type: none"> - KDEC to itemise any large purchases required and reasons - VA to put forward EIC room requirements after Redcliffs leave site - Board Chair to be advised of Sarah’s new position Head of Early Years 	Sophie Helen Crystal
<ul style="list-style-type: none"> • Policies: <ul style="list-style-type: none"> - VA to consider adding discretionary enrolment to policies - Kelston Fee Policy to be updated with rationale behind fees being charged 	Helen Sophie
<ul style="list-style-type: none"> • General Business: <ul style="list-style-type: none"> - Head of Centre reports to include children’s progress & achievement - Sharing of children’s names/information 	Helen/Sophie Sarah

Crystal Skinley
Chairperson, Deaf Education ECE Trust

Date