

Deaf Education ECE Trust Minutes of meeting held 6 May 2020 van Asch Deaf Education Centre

Present: Crystal Skinley (Chair) Kathryn Metcalfe, Jacqui Uhrbom, Claire Robinson, Helen King, Sophie Gibbs, Charlene Irving, Sarah de Heer, Sina Aiolupotea-Aiono, Liz Depree
Secretary: Rose Drummond

Karakia, Welcome

Moved to in-committee
9.42am - Claire/Jacqui

Moved out of in-committee
9.45am - Claire/Kathryn

Previous Minutes:

- The Minutes of 12 February 2020 were distributed prior to the meeting and confirmed to be a true and accurate record.

Claire/Kathryn Carried

- Follow up from Actions:
 - (i) Sharing of children's names and information – Liz explained most Centres have an agreement from parents when they enrol that they can share for media. Usual not to share. It was agreed to leave names and personal information out of reports and limit photos to "as needed" only and with permission.
 - (ii) Financials – KDEC: Sophie advised they have started making a wish list of large items and recently purchased shelter blinds for outside. VA: Redcliffs are now not leaving until the end of term 2 with the rebuild being delayed due to COVID-19. Carry over to next mtg.
 - (iii) Policies - Sophie advised Ginny has added details into the fee policy giving reasons for minimal fees; to be discussed at next meeting.
 - (iv) Board members on ECE Trust Board - at the last Combined Board meeting no one had capacity for four extra meetings however Katya and Rachel C could share and come to two meetings each per year. They would not be permanently placed on this Trust Board but would be available. Crystal will stay on as Board representative. In July Sarah will go through the Trust documents and see how they will work going forward looking at the relationship between the Combined Board and the ECE Trust Board.
 - (v) AGM – this was to be held today but due to COVID-19 it was decided to delay due to no access to resources, etc., for the elections. Kathryn is at today's meeting as the AGM has not been held.

van Asch Centre Report - Helen:

- Report distributed prior to the meeting and taken as read.
- Four children ready to go to school but not able to as yet. Two families due to enrol. Preschool course offered online but parents chose to postpone.

Kelston Centre Report – Sophie:

- Report distributed prior to the meeting and taken as read.
- Numbers and hours in this report have not been changed as not able to update at the moment. School starts have been delayed. Photos in the report have been updated to provide some insight into term 1 before it was cut short.

Moved both reports: Kathryn/Jackie Carried

Financials:

Income & Expenditure Statement as at end 31 March 2020

- Report distributed prior to the meeting and taken as read.
- VA is tracking close to budget. Kelston is operating at deficit of \$12,854 which will be due to sessional funding. The Combined net surplus of \$63,376 is down on budgeted \$76,000.
Ongoing discussions with Ministry about funding and how it has been affected due to COVID-19.

Moved: Claire/Jacqui Carried

Governance - Policies:

van Asch:

- Pandemic Planning: the plan came from Child Forum to alter as required. Sarah will work with Helen and Sophie to work on a plan that covers both Centres before the next meeting. Good documentation is being created right now for COVID-19 and alert levels.
- Enrolment Policy: looking at changes to how/when we enrol siblings and CODA children. If there was a deaf child that needed to attend they would take priority.
The Admissions committee will change when operating as Ko Tāku Reo as there will be no Associate Principals, but instead an Executive Principal. Sarah will discuss with senior leaders as to who would take up this area when change occurs.
- Policies, with changes, will be discussed again at next meeting.

Kelston:

- There is a weekly enrolment meeting with management which includes the Head of School, Residential Manager and Specialist Services team leader – would be good to check who that will be moving forward. Enrolments come from Advisors mostly. Meetings discuss all children that have filled in an expression of interest for preschool and any applications received from discretionary and community enrolments.

General:

Naming of Centre's after the merger:

- Separate Ministry numbers will be kept, no change to ownership. Thoughts to consider are the image we wish to create and what we are offering to the community, this must include consultation with families.

- EIC have their own logo and branding but the Preschool use the Kelston logo. It would be good to have something that ties us together as one organisation.
- It is important to have acknowledgement of losing van Asch and the personal connections developed by the families over the years. The community needs an opportunity to have their say.
- Sarah will have discussions with Louise Roe and James Le Marquand and bring the outcome to the next meeting.

Draft Strategic Plan:

- Liz explained the process required for creating a Strategic Plan and the necessity of keeping it moving forward. Start with looking at the Trust's Purpose, Values and Vision as this is the end product, where you want to go to.
- Do a SWOT analysis, putting in strengths, weakness, opportunities and threats, ERO key next steps and anything from the previous year's Strategic Plan. It is worth checking to see what hasn't been achieved or not relevant anymore.
- Keep to 3 goals going down deep not wide. Link to Te Ara Poutama.
- To progress in the next 2-3 months, a sub-committee was formed to shape the outcomes from the SWOT analysis.

Sarah will lead the sub-committee joined by Helen, Jacqui, Charlene, Kathryn and Liz will assist. A shared SWOT document will be sent out after the meeting.

Karakia

- Meeting closed: 10.58am
- Next meeting:

ACTIONS:	
<i>Actions from May meeting:</i>	
Centre reports: - Work on Pandemic Plan for both EIC and Preschool with Helen and Sophie - Update Enrolment policy for VA - Check who will make up the Admissions committees in Ko Tāku Reo	Sarah Helen Sarah
General: - Discuss naming of Centres with James and Louise	Sarah
Strategic Plan: - Work on SWOT analysis	Sub-committee
<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 	Sophie Helen
<ul style="list-style-type: none"> • Policies: <ul style="list-style-type: none"> - VA to consider adding discretionary enrolment to policies - Kelston Fee Policy – discuss update to policy by Ginny 	Helen Sophie

Crystal Skinley
Chairperson, Deaf Education ECE Trust

Date