

Deaf Education ECE Trust Minutes of meeting held 5 November 2019 van Asch Deaf Education Centre

Present: Crystal Skinley (Chair) Kathryn Metcalfe, Jacqui Uhrbom, Claire Robinson, Helen King, Bernie Mulcahy-Bouwman. Kahlia Mabey and Sophie Gibbs (both via Zoom), Liz Depree (Interlead), Amanda Jack (Interlead) and Sarah de Heer (Facilitator, van Asch)

Apologies: Charlene Irving, Sina Aiolupotea-Aiono

Secretary: Rose Drummond

Karakia

Welcome, Housekeeping, Introductions

Strategic Plan:

- Facilitated by Sarah and led by Liz.
- The current draft Strategic Plan was written in 2017 and presented to the Board in 2018.
- Liz gave an overview of the purpose for having strategic planning, describing how the philosophies and values drive the direction. The links to the annual action plan have two aspects - business as usual and how to realise strategic goals each year. With two Centres, there will be the same goals with two separate plans.
- Planning is based on the following documents:
 - He Pou Tataki from ERO – how ERO reviews early childhood services
 - Indicators of quality for early childhood education: what matters most – ERO
 - Effective Internal Evaluation for Improvement – ERO
 - Licensing Criteria for Early Childhood Education & Care Services 2008 and Early Childhood Education Curriculum Framework – MoE
 - Te Whāriki Early childhood curriculum – MoE
 - Our Code Our Standards – Education Council
 - Educational Leadership Capability Framework – Education Council
 - Tataiko – 5 key competencies
- Goals for each centre are taken from ERO recommendations; Vision is about the future. It was felt the current Vision is being carried out.
- Agreed to set a new Vision for the next 18 months, based on the triangle with Belong in the middle, surrounded by Excel, Grow and Choose and keeping in mind the phrase: “Helping to be good learners, not just good communicators”. Below is the agreed new wording to put in the Plan and further discussion on the Plan will take place at the next meeting:

“Work in collaboration with the ECE Trust Board and whānau to have clear and informed information about holistic learning that is happening in our early childhood settings to ensure best learning outcomes for our DHH tamariki.”

Previous Minutes:

- The Minutes of 11 September 2019 distributed prior to the meeting, were confirmed to be a true and accurate record.

Jackie/Kathryn Carried

- See Action list for September actions to be followed up.

van Asch Centre Report - Helen:

- Report distributed prior to the meeting and taken as read.
- A question was put to Helen asking how the Trust could help more with students who are struggling? The response was that if the students were able to attend more often, more could be done to allow further development, e.g. parents would get to practice more often, access to sign language, use of devices, etc.

Kelston Centre Report – Sophie:

- Report distributed prior to the meeting and taken as read.
- The Preschool is trying to access Hanen training for Educational Associates, but no success as yet finding someone to deliver. Suggested Sophie should contact James Townshend to discuss, letting him know the ECE Trust Board would be happy for Delicia, at van Asch, to be contacted if he is in agreement.

Moved both reports: Claire/Kathryn Carried

Matthew joined the meeting.

Financials:

Income & Expenditure Statement as at end September 2019

- Report distributed prior to the meeting and taken as read.
- Both tracking well. A timing issue for some deficits, but just some fine tuning required, business as usual for next year.
- Matthew has had discussions with Sue Barr at the Ministry in regard to the connections between the centres and the Preschool/EIC.
- Careful consideration needs to be made on the Ministry's decision to potentially separate the ECE Trust board from the Combined board due to the fact funding would be separated. The programme cannot run this way

Moved both reports: Jacqui/Kahlia Carried

Governance:

van Asch:

- 3 policies due for review. The process is for staff to check current policy, provide a draft for parents, who are also advised by newsletter:
 - Introducing Parents/Whānau to the van Asch DEC EIC - no changes
 - Laundry – may be minor changes
 - HIV/Aids and other Blood-borne Viruses – may combine with Infectious Disease policy. Cannot find reference to Ministry guideline
- Helen to ask Alison could check through the policies

Kelston:

- 3 policies for review for parents to have input. Policies are kept by the sign-in book for parents to view and hard copies are sent home to parents.
 - Hygiene and infection control
 - Laundry
 - Food preparation and consumption
- Apples are banned as several children have choking issues, now juiced or pureed. This ban only applies to apples.

Moved to In-committee

Time In: 1.52 – Claire /Jacqui

Moved out In-committee

Time Out: 2.16pm – Claire/Kathryn

General Business:

- 2020 meeting dates:
The trustees would like to increase the number of meetings per year from 4 to 5.
12th February is the first meeting, face to face at van Asch, then every two months.
- Meeting closed 2.26pm
- Next meeting: 12th February 2020

ACTIONS:	
<i>Actions from November meeting:</i>	
• Continue working on Strategic Action Plan	All
• Alison to check through EIC policies up for review	Helen
<i>Actions from September meeting:</i>	
• Complex needs children enrolment criteria <i>pg 2 KD Centre report</i> <i>Helen and Sophie to have conversation</i>	Charlene/Lisa
• Reporting on student outcomes <i>pg 2 Governance</i> <i>Sophie to follow up on</i>	Charlene
• Strategic Plan – add to goal 3 & update KDEC philosophy statement <i>pg 2 Review of Strategic Plan</i>	Rose

<ul style="list-style-type: none"> Meet with Bernie & James re opening up preschool residential courses <i>pg 3</i> <i>Brief conversation with James – started conversations. Need to sort priorities. Bernie will discuss with Mark Douglas</i> 	Bernie
<ul style="list-style-type: none"> Spending net surplus - Financials <i>pg 3</i> <i>to follow up</i> 	Matthew

Crystal Skinley
Chairperson, Deaf Education ECE Trust

Date