

Deaf Education ECE Trust
Minutes of meeting held 11 September 2019
van Asch Deaf Education Centre

Present: Kathryn Metcalfe (Chair for start of meeting), Crystal Skinley, Jacqui Uhrbom, Claire Robinson, Kahlia Mabey, Helen King, Bernie Mulcahy-Bouwman, Sina Aiolupotea-Aiono and Charlene Irving (both via Zoom)

Apologies:

Secretary: Rose Drummond

Karakia

Welcome, Housekeeping, Introductions

Previous Minutes:

- The Minutes of 12 June 2019 distributed prior to the meeting, were confirmed to be a true and accurate record.
- Policies: Bernie advised Ginny is aware of the EIC policies and these will be addressed in due course.

Claire/Jacqui Carried

Moved to In-committee

Time In: 10.50am - Crystal/Claire

Time Out: 10.55am – Claire/Jacqui

Election of Chair:

- One nomination received – Kahlia nominated Crystal.
- There were no further nominations.
- Hereby declare Crystal accepts the position of Chair

Correspondence:

- Received inwards and outwards correspondence.

Kathryn/Kahlia Carried

Moved to In-committee

Time In: 11.00am - Kathryn/Claire

Time Out: 11.30am – Jacqui/Kathryn

Kelston Centre Report - Charlene:

- Report distributed prior to the meeting and taken as read. New format.
- 31 children enrolled in pre-school.
- Charlene will be on 6 months maternity leave from Monday 28 October. Jenni will become lead teacher and Sophie will move to full-time.
- Charlene will discuss enrolment criteria for complex needs children with Lisa Sharman.

van Asch Centre Report - Helen:

- Report distributed prior to the meeting and taken as read. New format.
- 30 children enrolled, 20 are deaf. No new under 2 enrolments.
- 2 preschool residential courses have been held since the last meeting and 1 next week.
- 2 new forms sent to MoE to show how tracking – Termly Inspections and Emergency Drills Record Sheet.

Moved both reports: Kahlia/Jacqui Carried

Governance:

Feedback from meeting with Liz De Pree

- Bernie and Helen met with Liz to go through what is currently being reported on and how this could be improved. Liz provided report templates which have been used for this meeting. There are small differences with student outcomes added, staffing taken out, etc. Reporting on Health & Safety has been increased with two new reports added, as mentioned in the Centre Report for van Asch. Charlene has adopted the Termly Inspections form, but missed getting it in to the Centre report.
- Liz gave her time for free, but this checking of forms would normally be a cost by an outside company.
- Ginny has been approached about policies and procedures and advised she is working with the School first and will get advice regarding Early Childhood policies.
- Reporting on student outcomes, Te Whariki, is still to be discussed further. Charlene was asked to contact her mainstream preschool contacts about how/what they report on, e.g. achievement, data, etc.

Review of Strategic Plan

- The draft Strategic Plan was put up on screen to view and discuss. These strategic priorities were developed at the end of 2017, supported by Roisin Connolly.
- The Mission Statement is similar to the Combined Board but with extra words added. Terri advised we should not have a separate Mission Statement to the Combined Board.
- The 'Stay and Play' philosophy means an open door policy, parents are welcome to stay.
- Kelston's Philosophy needs to be updated as changes were made this year.
- Under Goals - number 3, add Deaf bilingual/bicultural philosophy.
- Review Strategic Goals at the next meeting with Sarah de Heer as facilitator and Liz De Pree as an Adviser. Change to date of next meeting - now Tuesday 5th November at van Asch.

Preschool Residential Courses – next steps:

- Possible next steps were discussed. Helen will speak to James and Bernie about opening up the current courses.

Financials:

Income & Expenditure Statement as at 31 July 2019

- Report distributed prior to the meeting and taken as read. Matthew was not at the meeting; reports presented by Charlene and Helen.
- KDEC:
 - Well ahead of budget. Currently no budget for professional development or vehicle insurance but both will be included for next year. Several areas over budgeted. Would like to see reports without large variances.
- van Asch:
 - Net surplus of 89,383 for the Trust. This may not be an actual and could be tagged for other areas, however both Helen and Charlene felt wet weather outdoor blinds would be a good use for the surplus. Will check with Matthew.
 - Discussion around how disadvantaged students are identified and it was thought to be from the MoE database.

Moved both reports: Claire/Jacqui Carried

- Meeting closed 1.52pm
- Next meeting: Tuesday 5th November at van Asch.

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ACTIONS:	
• Complex needs children enrolment criteria <i>pg 2 KD Centre report</i>	Charlene/Lisa
• Reporting on student outcomes <i>pg 2 Governance</i>	Charlene
• Strategic Plan – add to goal 3 & update KDEC philosophy statement <i>pg 2 Review of Strategic Plan</i>	Rose
• Meet with Bernie & James re opening up preschool residential courses <i>pg 3</i>	Helen
• Spending net surplus - Financials <i>pg 3</i>	Matthew

Crystal Skinley
Chairperson, Deaf Education ECE Trust

Date