

Kelston and van Asch Combined Board of Trustees Meeting notes – 15.5.2020

Held via Zoom and streamed live via youtube link

Requirements around open board meetings being open to the public during COVID-19 pandemic.

- We provided a live stream of this meeting in order to comply with LGOIMA S47A (1) (a) – if reasonably practicable boards should enable access to an open meeting by broadcasting it live via audio or visual means.
- We are providing written meeting notes to comply with LGOIMA S47A (b) – board should: (ii) Make a written summary of the business of the open meeting available on its internet site (after the meeting – as soon as practicable)

S47A is all about ensuring that open board meetings are open to observation by the public by live broadcasting (if reasonably possible) and the timely posting a written summary of the business of the meeting.

Thank you to Rose Drummond who provided these notes during the meeting. They do not replace the official Board minutes of this meeting. The Minutes of the meeting will be posted once they have been ratified at the next Board meeting on 27th June 2020.

Meeting commenced at 9.30am

09:32:49 From Rose Drummond : James will sign Karakia

09:34:12 From Rose Drummond : Housekeeping matters, apologies from Steve Papps and Luca Bevin and Katya will join later.

09:36:02 From Rose Drummond : Interests Register discussed. James is Board Chair of Autism NZ

09:37:21 From Rose Drummond : Workplan will continue to be developed, will be uploaded to web.

09:37:59 From Rose Drummond : Plan for professional development, 1) cultural awareness and 2) Banked staffing and finance, now for June meeting.

09:38:46 From Rose Drummond : HR met and agreed they needed to have greater understanding of banked staffing.

09:40:56 From Rose Drummond : 2 appointments for this term: Lisa as Acting Principal for Kelston and Sarah has Acting Principal for VA

09:42:16 From Rose Drummond : NZSTA elections postponed, have until 28 May to vote.

09:42:43 From Rose Drummond : One vote per Board of Trustees, carry out via email.

09:43:43 From Rose Drummond : Sue to send link to Denise and will organise way forward.

09:44:44 From Rose Drummond : Finance: Matthew starting with 2020 budget, prepared for February Board meeting. Mike approved on Board's behalf.

09:45:08 From Rose Drummond : Complicated year ahead, so set zero budget.

09:45:40 From Rose Drummond : Waiting for resourcing notice from Ministry to influence budget.

09:46:18 From Rose Drummond : Capital budget of \$200,000 for each Centre.

09:49:21 From Rose Drummond : Motions: Motions 1-6 will be itemised in Minutes, already approved by Mike Rondel, LSM. Incorporated in February and March financial reports.

09:50:03 From Rose Drummond : Motions on page 26 and 27 of Board Pack. 1) move the Board approve 2020 operating surplus of nil and VA as nil

09:50:36 From Rose Drummond : Board reading through motions on page 26 and 27

09:51:24 From Rose Drummond : Reading through 4 motions.

09:53:09 From Sina Aiolutepa-Aiono : Question-Finance committee members happy with numbers, James and Anthonie yes? Are the numbers fair forecast for 2020.

09:54:21 From Rose Drummond : Board members on finance committee have had discussions re these motions.

09:54:26 From Sina Aiolutepa-Aiono : Thanks Michael

09:55:49 From Rose Drummond : Board Chair: 4 motions be ratified by the Board, Moved: Sina, Seconded: Krista.

09:56:36 From Rose Drummond : March Financials: end of March KDEC has \$390,00 surplus and VA had \$90,000 surplus

09:58:16 From Rose Drummond : Good result, thanks to timing of income. Help towards increased costs later in year.

09:59:18 From Rose Drummond : Financial risk - none at this point. Have significant costs coming up, put in application to MOE for support with these costs.

09:59:30 From Rose Drummond : Questions:

10:01:04 From Rose Drummond : Banked staffing is monitored by Steve Papps of BDO, signed off on fortnightly basis.

10:03:28 From Rose Drummond : Banked staffing different in our environment compared to our schools. Method comes with risk and that needs to be understood.

10:04:50 From Rose Drummond : Property updates: Redcliffs school now not moving off VA site until end of term 2. MoE will discuss with VA as to how they will use site and MoE will discuss what they will do with the rest of the site.

10:05:11 From Rose Drummond : Whangarei new sensory centre and in Dunedin, not ready till end of July.

10:07:00 From Rose Drummond : MoE re rebuild - advised us to plan to be on site for 5 years.

10:07:48 From Rose Drummond : MoE given all schools \$200K for maintenance. Will look at how we spend this money.

10:10:03 From Rose Drummond : VA rebuild is on hold, but Ministry did not want to proceed until new Board and Principal have been put in place.

10:11:14 From Rose Drummond : Teri reinforced what Matthew is saying, student driven, not bricks and mortar.

10:13:45 From Rose Drummond : Mike advised this issue will be addressed early in 2021. Through rest of this year look at master planning process. Big project for the Board going forward.

10:14:43 From Rose Drummond : Rachel - most important to remember the students.

10:29:12 From Rose Drummond : Terri: LSMs working toward exiting this organisation by the end of the year. Part of this is upskilling the Board. Sina has been attending monthly HR meetings and has discussed reports on workplan for Board. This shows resources follow student need.

10:30:28 From Rose Drummond : Board to be aware reports of H&S, students and staff, staff wellbeing - survey results; workforce planning - gender, age demographics, ethnicity and number of deaf and hard of hearing staff we have, looking to see them come through the organisation.

10:31:02 From Rose Drummond : Need to be aware of general initiatives with HR.

10:31:27 From Rose Drummond : First report will be pertaining to how many trained and untrained staff we have in teaching - Ginny undertaking this.

10:31:53 From Rose Drummond : 18 study awards available next year and 3 will go on waiting list. If not taken by other schools, we will receive them.

10:33:33 From Rose Drummond : Another initiative lead by Fiona Gordon involves pathway for teacher aides. Looking for new title to give sense of pride. Going out for final consultation with staff.

10:34:59 From Rose Drummond : Merger work has been enormous. Thanks to senior leadership team doing business as usual as well as future work and Transition team.

10:35:58 From Rose Drummond : The merger is an enabler to allow service delivery.

10:37:11 From Rose Drummond : Ginny talking about Policies later in Board meeting.

10:38:59 From Rose Drummond : Rachel - thank you to Terri. Re recruitment process for staffing, has there been any more initiatives re appointing Maori and upskilling staff.

10:39:30 From Rose Drummond : James will speak to this later in the Board report.

10:41:33 From Rose Drummond : Principals Report: Denise gives big thank you for this report, provides huge amount of information and details about lots of things.

10:42:49 From Rose Drummond : James gave a massive thanks for the work that has been done by the principals and senior leadership team.

10:43:50 From Rose Drummond : Denise - very pleased with depth of information in reports showing what is going on. Report received and taken as read.

10:44:27 From Rose Drummond : H&S report for both Centres and Teacher only day report.

10:45:44 From Rose Drummond : Teacher only day report put together by Louise Roe. Focus on teaching and learning, very well received day, teachers able to come in and out of meeting giving flexibility. Acknowledge Louise's support.

10:46:24 From Rose Drummond : H&S report - EAP continuing to be used. Do we receive a report from them?

10:47:27 From Rose Drummond : If EAP thought there was a risk they would share this but is a highly confidential service.

10:51:13 From Rose Drummond : Sally working with EAP access for deaf staff, they are not disadvantaged by having to find an interpreter.

10:53:07 From Rose Drummond : Confirmed ERO Reports to be accepted. All in favour? Thumbs up?

10:54:10 From Rose Drummond : Positive reports, move in right direction.

10:54:37 From Rose Drummond : Annual Report 2019 - goes to Ministry on 31 May.

10:57:36 From Rose Drummond : Student achievement trends were in last annual report, can we do more of that style of reporting? A snapshot, clear to see visual.

10:58:12 From Rose Drummond : Something to think about, graphs could be presented in a different way.

10:58:27 From Rose Drummond : Governance section could be looked at for next year.

10:59:11 From Rose Drummond : Have had discussions re making the report more visual and yes this will be done moving forward.

11:00:15 From Rose Drummond : Motion: the Board adopts the Annual report and it is submitted to MoE. Mover - Rahui Seconded - Crystal

11:00:31 From Rose Drummond : All in favour.

11:03:06 From Rose Drummond : Curriculum Annual Plan. Dates incorrect, need to correspond with Board dates.

11:03:48 From Rose Drummond : Rosie Lambs report - don't have. Thought her report had already gone to meeting which was cancelled. It is ready to go if required.

11:03:59 From Rose Drummond : Add Rosie's report to June meeting.

11:06:07 From Rose Drummond : Sign language assessment report available soon. Discuss timing with Principals - yes happy to do this.

11:06:44 From Rose Drummond : Remote teaching and learning inquiry sped up by COVID. Louise leading this.

11:07:08 From Rose Drummond : Invite person in to meeting to present report.

11:09:03 From Rose Drummond : James working on systems to streamline reporting.

11:09:36 From Rose Drummond : Video reports given and then share on website for parents to get access.

11:10:50 From Rose Drummond : Expecting to see reporting on RTD trials.

11:11:08 From Rose Drummond : This information will be presented in future.

11:12:23 From Rose Drummond : Graduate profiles - important for Board to have visual messages on successes, confidence, resources available for them. Providing pathways after they leave.

11:13:23 From Rose Drummond : Graduate profile to be put on next meeting agenda.

11:21:51 From Rose Drummond : In-committee now

11:22:38 From Rose Drummond : Mike, Alan, Terri, Rose, Chris remaining in the meeting.

11:22:49 From Rose Drummond : Mover: Crystal. Seconded Krista

12:30:54 From Rose Drummond : In-committee ending. Moved Crystal, seconded Rachel.

13:45:01 From Rose Drummond : Ginny discussing School Docs.

13:45:40 From Rose Drummond : Go live 20 July, still time to amend anything. School docs site are not live.

13:51:36 From krista clifford : interpreter not showing on youtube live screening

13:51:47 From krista clifford : think need to spotlight interpreter not ginny

13:53:05 From Denise Powell : I can't do that without losing the screen

13:53:43 From Sarah de Heer : Can you spotlight the interpreter?

13:55:27 From krista clifford : i can see denise on youtube only

13:55:49 From krista clifford : it is switching between speakers

13:57:33 From krista clifford : still not seeing interpreter on screen

13:59:10 From Denise Powell : I'm sorry can't do anything about that

14:00:43 From Rachel Coppage : Maybe, later, this part can be recorded with Ginny repeating the presentation with an interpreter and uploaded afterwards so Deaf people will catch up

14:02:57 From Rose Drummond : Fabulous work by Ginny, months of work.

14:04:22 From Rose Drummond : Rachel, thank you. Are there any direct links to Board Pro? For parents, teachers is there a place to book; when translating put logo for interpreter.

14:04:56 From Rose Drummond : Ginny will check Board Pro; no bookings through School Docs but there is other software. Will have interpreter logo on the site.

14:05:50 From Rose Drummond : Very big thank you to Ginny on behalf of Denise.

14:06:36 From Rose Drummond : Terri has left for another meeting.

14:06:45 From Rachel Coppage : Internet slow now

14:07:12 From Rose Drummond : Bridget Ferguson, parent from Wellington is joining us for this part of the meeting in relation to some of the general business.

14:07:16 From Rachel Coppage : Advise that everyone turns off their video to help speed up and when they talk or sign, show themselves?

14:07:34 From Rose Drummond : Bridget and Oliver.

14:08:03 From Rose Drummond : General Business - letter from Ministry, Denise sharing screen.

14:08:42 From Rose Drummond : Not able to do.

14:09:09 From Rose Drummond : Letter gives approval for Ko Taku Reo to be used once ratified which has been done.

14:09:29 From Rose Drummond : The ICED conference for July 2020 has been postponed until July 2021.

14:10:07 From Rose Drummond : Wellington Services - Bridget invited to address the Board - 3 minutes to do this.

14:13:58 From Rose Drummond : Cannot see anything being done to foster NZSL for L1 learners. Would like to be proved wrong. Thank you for opportunity to speak.

14:15:34 From Rose Drummond : Denise thanked Bridget for addressing the Board. Have identified questions from letter and will address. James to speak to direction going forward.

14:19:44 From Rose Drummond : James agreed we have a duty of care. Understands need for specialisation. Major issue is one of cohort size. Need to have a design of what is going to work anywhere is NZ.

14:21:24 From Rose Drummond : Has met with Ministry with Denise as to how to continue momentum of HUB in Wellington. Looking at contracted position to assist and in long term how to grow resource in Wellington. During merger need to go through transition process.

14:24:06 From Rose Drummond : A lot of work ahead, unable to provide a full-time deaf bilingual provision by next year. Possibility of co-enrolment programme.

14:25:35 From Rose Drummond : Another question was about whether deaf education was going to become advisory or resource centre only - the answer is no this is not the intention.

14:26:45 From Rose Drummond : Undertaking cohort of Wellington region.

14:29:20 From Rose Drummond : Working with spectrum of need as well, should be considered when setting up services. Co-enrolment gives ability to move through primary to secondary in the cohorts.

14:31:27 From Rose Drummond : RTD service currently continuing as we know it in the short term.

14:32:19 From Rose Drummond : Bridget appreciates this conversation but they are the same conversations over the last many years.

14:33:29 From Rose Drummond : Denise assured Oliver there will be further conversation.

14:39:09 From Rose Drummond : Need to be creative as to how we can try and find a way to provide and promote NZSL

14:42:13 From Rose Drummond : Next step for the Board.

14:43:38 From Northern Hub : As you say Denise, this is a wider strategic discussion that needs to be developed as a board ongoing discussion. Perhaps a planned for discussion at an upcoming meeting and then a strategic working party of Board, SLT, and perhaps NZSL community and any other go away and research and bring back to board at a later day... this will not happen in a month!

14:44:13 From Rose Drummond : Board need to show their support and passion for the protection of the language.

14:45:58 From Rose Drummond : Next step: Denise suggests James and herself connect with Wellington group. Then undertake to develop strategic direction going forward.

14:47:19 From Katya Blair Calvert : I will need to leave - sorry people.

15:02:35 From Rose Drummond : Action list: ECE - need two representatives. Crystal one. Rachel and Katya were to split role. However this is not possible, only one person. Still looking for another trustee. Combined Board to work with ECE Trust re changing/updating Trust Deed. Sarah, as Board member could go on temporarily to act as a guide.

15:03:06 From Rose Drummond : The ECE Trust Board can change the their Trust Deed.

15:03:56 From Rose Drummond : Sarah to meet with Alan next week to discuss this further.

15:04:09 From Rose Drummond : NZSL project request now not required.

15:04:17 From Rose Drummond : Milestone report approved electronically.

15:04:46 From Rose Drummond : Term dates have been altered and being translated now.

15:05:48 From Rose Drummond : Previous Minutes - anything to be corrected?

15:06:59 From Rose Drummond : Board Portfolios - surnames to be put in. Correspondence to be spelt correctly. Move as accurate and correct - Crystal/Rachel

15:08:00 From Sina Aiolutepotea-Aiono : MInutes for 2019 - should it be 2020?

15:09:11 From krista clifford : rachel, please cancel your spotlight video

15:10:46 From Rose Drummond : 20 March Minutes (should be 2020). Page 2 Charter - should say to change photo and varied range of ethnicities. Surnames to be put in. Move as accurate and correct Rachel/Anthonie

15:12:34 From Rose Drummond : Looking for summer camp information from Chris Sinclair.

15:15:23 From Rose Drummond : Correspondence: Inwards, accept as tabled - Sina/Sarah. Outwards, accept as tabled - Sina/Anthonie

15:16:30 From Rose Drummond : Logo and branding - time to be set up for this discussion with Ginny. Please read information before hand.

15:17:23 From Rose Drummond : The meeting will be In-committee via Zoom early next week.

15:18:47 From Rose Drummond : Livestream finished. Will need to think about this going forward.

15:20:36 From Rose Drummond : Denise thanks everyone.

15:21:39 From Rose Drummond : Ginny to upload some of her information as the interpreter was blocked at times.