

Deaf Education ECE Trust
Minutes of meeting held 22nd May 2024



Present: Sarah de Heer, Grace Covey, Krista Clifford, Susan Swolfs, Mekeal Knewstubb, Tania Drain

Apologies: N/A

Interpreters: Catherine Winfrey/Julia Freeman

Secretary: Vanessa Burrows

Welcome and Karakia

(A copy of these minutes to be given to Board Chair for signature after the meeting)

Previous Minutes:

Minutes of 6th March 2024 were distributed prior to the meeting and confirmed to be a true and accurate record.

Actions from Previous Minutes

- Service Agreement has been delayed – expect this within the next two weeks.
- Deaf Studies Presentation rescheduled 6th November (launch Monday 14th October). Angela Lindsay will present at November meeting.
- Induction Handbook
 - Share updated copy with this Board for approval – Approved by all.
 - Broad in terms of future proofing
 - Photos to be added.
 - Send updated copy to Mike and Denise
- Philosophy – confirmed this has been added to enrolment packs.
- New agenda categories (human resources, health and safety, along with compliance will be covered as key headings in Krista's report. Policies will be another new agenda category.

Correspondence

- Internal email from Sue Capper (Finance) – Filing of Accounts Status
 - Confirmed 2022 accounts completed and 2023 will be done soon and we will be up to date when that is done.
 - Delays due to trying to separate ECE Trust accounts from KTR. This caused delays with the auditing the accounts.

Reports

Head of Early Years

Compliance

- We have a responsibility to follow the ECE licensing criteria and to make sure we are compliant.
- Using the Education Review Office Self-Assessment Tool, this has four sections – focusing on Governance, Management, and Administration this term.

Health and Safety

- H+S risk identified linked to new student. Incidents noted, risk assessment done, new mag locks installed to prevent further escapes.

Human Resources

- ESW (Education Support Worker) usually recruited and funded by the Ministry and other organisations e.g., CCS, Ohomairangi Trust, Autism NZ.
- MoE have advised they are unable to recruit due to staffing shortages so want us to be responsible for recruitment and they will provide the funding.

Strategic Plan

Strategic Quality Improvement Priorities 2024-2026 and 2024 Goals (tabled). This is a summary document of the full strategic plan.

I would like ECE Trust to approve our strategic plan (we have not had any community feedback returned) and we can use this as our working document.

ECE Trust members agree with the ECE strategy plan – Approved to move forward with this.

Preschool Auckland – Preschool Lead

- Occupancy about the same as last year
- Report tabled and read with Trust Board members asking any questions as they arose.

Financials

- Financial report presented.
 - P&L Actual v Budget Summary

Early Years 2024 Budget

- Confirmed 2024 budget approved by Finance team. Early Years Budget now split between Auckland 65% and Christchurch 35% - this will be reviewed end of the year.
- Krista explained the budget in detail for the full year. Total income estimated at \$405,000 – this is made up of sessional funding (\$240,000) and resource notice (\$165,000). Total expenses are \$653,000, so we have a budgeted deficit of \$247,000.
- The reason for large deficit is due to our staffing costs over and above what is provided for in the resource notice (4.5 FTE) we spend \$456,000 on top of this.
- P&L – Actual vs Budget – Auckland Preschool – Summary for month ended 30 April 2024.
- YTD Total revenue is \$137,927, tracking above budget but this is due to timing of sessional funding.
- YTD Total Expenses \$210,863, which is favourably tracking under budget by \$7,000.
- Overall YTD deficit of (\$72,937) tracking favourably above budget.

General

- Implementation Plan (tabled)
 - information is on the website
 - Regular updates and information about what is happening with the Implementation Plan will be provided.

Policies

- Positive Guidance Policy
 - Will align with safety intervention training strategies.
 - Review and update as discussed.

ACTIONS:

Service Agreement <ul style="list-style-type: none"> • Share with trust members for approval 	Vanessa
Deaf Studies Presentation November Meeting – Angela Lindsay Guidelines linked to Deafhood weaved through our curriculum	Krista
Induction Handbook Update <ul style="list-style-type: none"> • Finalise updates and add photos. • Share updated copy with Mike Rondel (Commissioner) and Denise Powell (Acting Principal) • Add to Website with Policies (Policies and Guides) 	Vanessa
Positive Guidance Policy <ul style="list-style-type: none"> • Update as discussed. (Updated copy to the Board at next meeting) 	Susan

_____ Date _____

Chairperson, Deaf Education ECE Trust