

**Deaf Education ECE Trust**  
**Minutes of meeting held 8<sup>th</sup> November 2024**



**Present:** Sarah de Heer (Zoom), Krista Clifford, Susan Swolfs,  
Mekeal Knewstubb, Tania Drain

**Apologies:** Grace Covey

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**Interpreters:** Catherine Winfrey/Melody Faiuu

**Secretary:** Vanessa Burrows

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Welcome and Karakia

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

**Previous Minutes:**

Minutes of 14<sup>th</sup> August 2024 were distributed prior to the meeting and confirmed to be a true and accurate record.

**Actions from Previous Minutes**

Service Agreement

- Service Level Agreement has been returned from the Commissioner for review.

*Accepted*

Deaf Studies Presentation

- Angela Lindsay (Deaf Studies Lead) not available to present in person but will provide us with a recorded presentation.
- Deaf studies a big focus for Term 4

Working Protocols for collaborative practices Policy

- Updated

**Correspondence**

Email received from Steve Papps – minor changes to Service Level Agreement

**Reports**

Preschool Lead

- Term 3 - 27 children (5 new enrolments, 4 children left)
  - Most of Deaf child enrolments coming through AoDC's. Also CCS, and SLT's, Autism NZ.
- New staff member FT ESW working with three children, hired internally, and funded through MoE.
- Parent event – Visual Communication Workshop Paul Buzzard.
  - Not well attended by parents – survey parents to see what options work best timewise for events.
  - Staff attended.

- Internal evaluations and teacher professional growth cycles started and underway.
- Have received a replacement slide (due to slide failure).
- Working with property to refit deteriorating playground as a long-term project (1-2 years).
- Preschool staff supporting family of terminally ill ex-student.
  - Counselling sessions have been provided through EAP for staff during this difficult time.
  - Staff supporting each other.
  - May need to ask families to keep their children home if possible so staff can attend funeral.

#### Head of Early Years

- Compliance, Self-Audit Checklist – Curriculum
  - Completed (high confidence in our curriculum as highlighted in ERO report)
- Health and Safety
  - Playground needs replacing (ongoing discussion with Property team)
- Human Resources
  - Appointed ESW (MoE funded) - working well to cover the role.
  - Reduction in staffing with FT Teacher for Term 3 requesting variation of contract.
  - Ratio on floor covered.
  - Krista CRT cover where needed.
- Strategic Plan
  - Focus on making sure teacher aides have release time and are using this to upskill to support professional growth.
  - Teacher Only Day focus on Kōwhiri Whakapae learning about the curriculum refresh and what steps we need to take to make sure our children are developing skills to be ready for the new primary curriculum.
  - Working collaboratively with Kyla Cochram, fingerspelling our way to reading, teaching foundation skills is an ongoing priority.
- Financials
  - Financial report presented.
  - Month end 30 September income a little bit down.
  - Expenses a bit under budget so very even.
  - Savings made on budgeted travel expenses.
  - We receive 4 months funding three times a year.

#### **General**

##### Fee Policy Review

- The Commissioner has asked Sarah de Heer and Krista Clifford how we can get income from fees.
- We do not receive any income other than funding currently.
- Everyone in agreement to charge an hourly fee of \$4.50 but only on discretionary enrolments (no fees on Deaf/HH enrolments), to come into effect next year.
- Fee policy to be updated, and communication will go out to the families.
- Sarah de Heer and Krista Clifford to ask Ministry of Education for more FTE.
- Look into optional charges for vans e.g. \$10 per week.
- Consider staffing/ratio/funding bands and effect on income.

*Accepted*

##### Deaf Studies Guidelines

- Recorded presentation at next meeting.

## 2025 Draft Goals for Preschool Strategic Planning

Draft goals for 2025 in line with our current Quality Improvement Priorities (set for 2024 to 2026) were shared and agreed on.

These are around:

- Strengthening relationships with whanau by information sharing and regular communication.
- Continuing with upskilling around assessments.
- Adding a mathematics focus to teaching foundational skills.
- Assessments are continuing.
- Teaching foundation skills and added mathematics skills.

### AGM Report (Chairperson -Grace Covey)

- Report shared with Trustees.

*Summary Report Accepted*

### Elections Timeline

- An election timeline has been set (shared)
- Grace Covey and Mekeal Knewstubb have confirmed they will be stepping down at the end of their current term.

### Determine Dates of 2025 Meetings

- Term 1 - Wednesday 26<sup>th</sup> February
- Term 2 - Wednesday 21<sup>st</sup> May
- Term 3 - Wednesday 6<sup>th</sup> August
- Term 4 - Wednesday 29<sup>th</sup> October

### Service Level Agreement

- More details added to the termination section. This must be there even though there is a very small chance of this eventuating.
- Clear details around Ko Taku Reo teams and what their involvement is and clarifying the roles.
- Valuable document giving an understanding around what the roles are in managing the relationship and the processes.

*Accepted*

<b>ACTIONS:</b>	
Service Agreement <ul style="list-style-type: none"><li>• Signed by Tania Drain as Trustee, Share with Grace Covey (Chairperson) and Mike Rondel (Commissioner) to be signed.</li></ul>	Vanessa
Deaf Studies Presentation Recording February Meeting – Angela Lindsay Guidelines linked to Deafhood weaved through our curriculum	Krista
Fee Policy <ul style="list-style-type: none"><li>• Fee policy to be updated, and communication sent to families.</li></ul>	Krista

\_\_\_\_\_ Date \_\_\_\_\_

Chairperson, Deaf Education ECE Trust

