



Kelston and van Asch Deaf Education Centres

Minutes of the Combined Board of Trustees meeting held on 3 November, 2017, commencing at 9.30am, Wellington Airport Conference Centre, Sunderland Room

- Present:** Crystal Skinley (Deputy Chairperson), Bernie Mulcahy-Bouwman, Tom Purvis, Krista Clifford, Ratu Ratu, Rachel Coppage, Merran Gwyndell
- Apologies:** Cha'nel Kaa-Luke, David McKee
- Leave of Absence:** Rachel Douglas
- Secretary:** Jill Le Prou
- Interpreters:** Wenda Walton, Rosie Henley
- In Attendance:** Terri Johnstone, Chris France, Roisin Connolly, Matthew Koning, Rose Drummond
-

WELCOME

Crystal welcomed everyone to the meeting.

APOLOGIES

Rachel Douglas, Cha'nel Kaa-Luke, David McKee

CONFLICTS OF INTEREST

Nil

POLICIES – Chris France (NZSTA)

A document was tabled regarding some of the Policies that have been adopted or need review before adoption.

Health & Safety Policy

Needs to be a way of getting an assurance that what is happening at the Centres is as per the Procedures without burying meetings in detail.

Good wording in the policy – just need a discussion to be very clear on what we want to achieve. That the Board are actively engaged in ensuring the health and safety of staff and students. How do you get a sense there is an active and engaged process? How do you get a feel that health & safety is being managed at the Provisions, etc?

Boards are being pinged on this during ERO Reviews.

Health & Safety of the students at Provisions and mainstream schools are the responsibility of the individual schools? DEC's have responsibility for enrolled students no matter where they are sited. All other students receiving services from the DEC's are the Health and Safety responsibility of the school they are enrolled at.

The Centres have responsibility for the staff that are on those sites. However, if it is an activity that the local schools are organising then they have responsibility.

Staff wellbeing is under Health & Safety Policy.

The Board need to get assurance on whether the procedures are being followed.

Are the Health & Safety Committees being proactive and are the hazard registers up-to-date?

The Crown and ERO want to be able to come in and see that you are active in ensuring Health & Safety.

We need to include the Vulnerable Children's Act updates. Could be under the Child Protection Policy. Need to look at where this fits.

The Health & Safety Policy is fine but alignment of the Procedures needs to take place sooner rather than later. The Principals, HR Managers, Board Secretary and Chris France will be meeting to discuss this.

Need to look at the criteria around a dedicated Health & Safety Officer. In the Schools the Principals are the Health & Safety Officers but they also have a Health & Safety Co-ordinator. Often sits in HR.

Roisin would like to be included around Complaints and Child Protection due to her background.

Moved: The Board adopt the Health & Safety Policy

Ratu Ratu / Rachel Coppage
CARRIED

Legislation & Compliance

Remove under Guidelines (paragraph above bullet points) "and in accordance with the requirements of NAG 1 to NAG 5".

Moved: That the Board adopt the Legislation & Compliance Policy subject to the above change.

Krista Clifford / Rachel Coppage
CARRIED

Protection and Sharing of Intellectual Property (Creative Commons)

The Board were to read this to ensure they understood it.

This Policy was adopted by the Board at the 25 August meeting.

Appointments Policy

Appointments Procedures from both Centres were included in the tabled documents. Chris suggested that he meet with the Principals and Terri to look at this.

A discussion took place around at what level would the Board stop having control and a voice.

Terri said only at the CEO level. Out of curtesy they would be advised what the positions are that were being advertised.

If a large school in NZ the Board would be involved in the Principal position and may be involved in the process of appointing Deputy Principals.

In a little country school, the board may be involved in appointing everybody.

For the DECs a decision needs to be made about level of Board involvement being mindful of costs to fly Board members around the Country.

The Board needs to ensure the process is robust.

The Board need an Appointments Policy.

The Board has previously agreed that a Deaf representative be included on all interview panels.

Discussion took place around Board involvement in Appointments.

DEC Organisation Charts to be sent to the Board members.

The Board to have involvement in Principal positions and in attendance at the second tier but not decision making. The decision remains with the Principals.

The Concerns & Complaints Policy and a new Physical Restraints Policy to be deferred to the December meeting. The DEC's follow the MOE Physical Restraints Policy.

STRATEGIC PLAN PROGRESS REPORT

Update received.

Question around NZSL Hubs – can see quite a delay. Is there anything the Board needs to do to progress this? This was discussed at the last meeting. The Principals indicated that the master planning work needs to take place around a range of services which are all part of one picture rather than dealing with everything separately. The Principals to feed this information into this document.

What timeframe for the Master Plan? First step is National data set. Now meeting fortnightly – involves MOE, DEC's DANZ, CI Programmes pulling together to develop a national database. Hoping to have developed by beginning of 2018. There is no plan after the start of 2018. National Service Delivery Plan discussion will feed into this.

There is sufficient momentum on the development of the National data set. Hopefully bringing in MOH. Will be driving this to have it at a point by the beginning of 2018. We are driving the national Service Plan and need to look at the National plan on where Deaf Hubs are and where our Service delivery matrix lands.

Maori Immersion – would it be a good idea to look at their master plan? Maori is an official language just like NZSL. This has already been put to the MOE.

Want to see some action and some progress in the area of the National Master Plan including the Hubs.

Moved: That the Board write to the Ministry of Education.

Krista Clifford / Merran Gwyndell
CARRIED

The letter to include:

- An update from the Principals of where we are at to date
- An offer to participate/provide expertise
- A request for a meeting

Sensory Resource Centres

Rotorua – due to a resignation there was a delay but the new person has now got things moving. Tom has spoken with Karen Stobbs re how many RTVs would be involved. This will now go to Scoping and rebuild.

Taupo – Moved from Taupo Primary School to Tauhara College. Needs some expenditure (desks, shelves).

Whangarei – A little ahead of Rotorua. The process to scope out some architecture has begun – Tikipunga High School.

3rd QUARTER REPORTS

KDEC

Page 20 – Note the increase in student numbers.

The Resource Notice came up – We have been advised that we will receive the Draft Resource Notice on Friday 10 November.

Once received, Tom, Matthew, Sam and Terri will be looking at the staffing in relation to need to ensure KDEC is not overstaffing.

Staff will be kept informed of where the situation is at.

van Asch

School is stable.

Preschool has grown significantly in recent times.

Moved: That the Quarterly Reports from both van Asch and Kelston are accepted.

Kirsta Clifford / Rachel Coppage
CARRIED

MOE REPORTING

Documents received.

The Powerpoint in the agenda papers is a presentation the MOE presented to Principals at a meeting. Within the Resourcing Notice they are asking us to report to them on a 6 monthly basis. This template is how they would like us to do this. Currently they just receive the Annual Report but we don't talk to the resourcing in detail within this.

Bernie explained the contents of the Powerpoint presentation.

Looking at embedding the Outcomes Measurement Tool into KAMAR.

Most of the data for the template actually comes from the Quarterly Reports.

The draft template is very outputs focussed. Shows outputs of what the funding has been used for.

An email has gone to the MOE today (from Karen at BLENNZ) requesting a meeting so the Sensory Schools can go through what we are currently providing to them re reporting to see how we can work on this.

CURRICULUM REPORTS

Received

van Asch

Quite a range of reports the Board have to read through. Bernie has tabled a Regional Report update. Please remove Pages 68 and 69 and replace with tabled pages. This does not include the ASSIST students.

Should the Board be asking why there are Year 10 students still at Curriculum level 1? What is being done?

The School Curriculum Report was tabled.

Looking at data – (example) when you see regional students not doing so well – is this the best learning environment for them? Would they be better in core school?

Currently building the capacity in KAMAR to track students.

Page 78-85 is another type of reporting. Centre wide team based inquiry. Different teams pick a different general focus and provide progress update notes.

Chris suggested that the Principals pull together a team with a couple of Board members to look at the Curriculum Reports to see what would be good information to provide.

KDEC

Tom explained the scatter graphs. Was discussed that perhaps there was too much happening on the one Graph for the Board.

Would be good to have entrance points of the students.

PREVIOUS MINUTES

September Minutes

Minutes of the meeting held on 24 September, 2017, were confirmed.

Rachel Coppage / Ratu Ratu
CARRIED

Matters Arising:

No matters arising.

CORRESPONDENCE

Received Inwards and Outwards correspondence.

Bernie Mulcahy-Bouwman / Merran Gwyndell
CARRIED

Krista informed the Board that the NZSL Student Assessment Toolkit has been completed and funding for Stage 2 has been received from the NZSL Board.

Training will be offered in February 2018 so work will be able to progress from there.

FINANCE

Budget Parameters Memo

Received

Bernie spoke to the Memo.

Staff Interpreter Funding 2018

Inform MOE/MSD that we are seeking legal advice.

Ask Human Rights Commission prior to seeking legal advice.

It is clear in the Human Rights Act re interpreters for Deaf. MSD are not honouring this.

Human Rights Commission have an advisory service – we should use this.

Recommendation: Letter from the Board to be sent to MOE/MSD advising them that we will be seeking legal advice. This to be sent after 10 November, 2017.

Joint Initiatives

Recommendation: Any surplus be tagged to Joint initiatives for 2018. (Summary of predicted costs included in memo). Prioritisation will need to be made if these funds cannot meet all initiatives.

Teacher of the Deaf Mentoring

Not included in the memo. These positions were developed to coach and mentor teachers in training so they could apply the generalised theory of the year one course and year two practicum competencies. There are not enough experienced staff in some areas as most within the team are training to become Teachers of the Deaf. It is a priority to continue this coaching and mentoring while the training course remains so generalised. The level of time needed for mentoring in 2018 is less than 2017. The University Contract comes up for renewal in 2019.

August Financials

Received

Matthew Koning was given speaking rights.

Matthew spoke to the August Financial Report.

Van Asch budgeted deficit YTD was \$590,741 but actual is \$372,640.
Variance \$218,101.

KDEC budgeted deficit YTD was \$119,112 but actual is +\$485,358.
Variance -\$259,246.

Total budgeted deficit YTD was \$789,853 but actual is \$830,998.
Variance -\$41,145.

Moved: That the Board accept the August financials.

Ratu Ratu / Bernie Mulcahy-Bouwman
CARRIED

Funding Applications

Grassroots Trust Ltd

The Board resolves to support an application from Kelston Deaf Education Centre to **Grassroots Trust Ltd** requesting financial assistance for the costs involved in hosting the Kelston Sports Day in March 2018, including venue costs, travel and accommodation.

Proposed Amount: Up to \$8,000.00

(Eight Thousand Dollars only)

Tom Purvis / Bernie Mulcahy-Bouwman
CARRIED

The Four Winds Foundation Ltd

The Board resolves to support an application from Kelston Deaf Education Centre to **The Four Winds Foundation Ltd** requesting financial assistance for the costs involved in hosting the Kelston Sports Day in March 2018, including venue costs, travel and accommodation.

Proposed Amount: Up to \$10,000.00

(Ten Thousand Dollars only)

Bernie Mulcahy-Bouwman / Tom Purvis
CARRIED

The Lyon Foundation

The Board resolves to support an application from Kelston Deaf Education Centre to **The Lyon Foundation** requesting financial assistance for a Napier overnight activity trip for deaf students from the Bay of Plenty Central region in May 2018.

Proposed Amount: Up to \$5,000.00

(Five Thousand Dollars only)

Bernie Mulcahy-Bouwman / Tom Purvis
CARRIED

RESOURCE NOTICE

The MOE have advised that we should receive our Draft Resource Notice on 10 November.

ERO – SAF – update on Evaluation Map

Tabled

For Board members to take away to read.

ECE TRUST

To be deferred to December meeting.

GENERAL BUSINESS

KDEC Student Trustee

Unfortunately, the elected KDEC Student Trustee has resigned due to other commitments (letter included in agenda under correspondence). We will now need to co-opt a KDEC Student Trustee to the Board. There was a draw in the election for second so Jill is going to flip a coin and approach whoever wins to see if they would be interested in the role.

Draft Board Meeting dates for 2018

Meeting dates are confirmed but venues will be discussed at the December meeting.

Disciplinary Committee

Deferred to December meeting.

Summer Camp

Palm Grove Christian Holiday Camp Limited.

Needs further information so this will be deferred until December meeting.

van Asch School Camp

Arthurs Pass outdoor camp is for enrolled students at van Asch.

Staff have worked really hard with staff at the Arthurs Pass Outdoor Education Centre.

Moved: That the Board approve the Safety Action Plan for the Arthur's Pass Camp.

Bernie Mulcahy-Bouwman / Tom Purvis
CARRIED

Rhian Yates letter

A letter was received from Rhian Yates regarding his son Ryley who has been picked as one of three children aged between 9 and 12 to represent DANZ at the 4th WFDYS Children's Camp in Buenos Aires, Argentina in April 2018. Rhian is applying for funding from the Board for approximately \$1800 for the domestic flights and international flights.

The response to Rhian is that we will pass it to the van Asch Happiness Fund who will be looking at applications for 2018 in December and a response will come from them.

Roisin Connolly left the meeting at 2.03pm

In-Committee at 2.03pm

Rachel Coppage / Crystal Skinley
CARRIED

Chris France, Terri Johnstone, Rose Drummond, Matthew Koning were asked to stay for "in-committee". Terri as LSM and Chris to provide guidance. Rose and Matthew to remain for Finance information only.

Out of Committee at 3.48pm.

Merran Gwyndell / Ratu Ratu
CARRIED

Crystal thanked everyone for their work today.

Meeting finished at: 3.48pm

Next Meeting: Friday 8 December, 2017, at Wellington Airport Conference Centre

ACTIONS:

POLICIES

Health & Safety Policy

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Crystal Skinley

**Deputy Chairperson
Board of Trustees**

8-12-17
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Date