

## **Kelston and van Asch Deaf Education Centres**

### **Minutes of the Combined Board of Trustees meeting held on 24 May, 2019, commencing at 9.30am, at Kelston Deaf Education Centre, Seminar Room 1**

- Present:** Rachel Douglas (Chairperson), Bernie Mulcahy-Bouwman,  
Louise Roe, Crystal Skinley, Krista Clifford, Rachel Coppage,  
Jorja Murray, David McKee
- Apologies:** Helen Johnson, Henare Browne
- Secretary:** Jill Le Prou
- Interpreters:** Dan Hanks & Leila Vanderlaan
- In Attendance:** Mike Rondel, Terri Johnstone, Chris France, Roisin Connolly,  
Matthew Koning, Rose Drummond
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#### **WELCOME**

Rachel D welcomed everyone to the meeting.

#### **APOLOGIES**

Helen Johnson & Henare Browne

#### **CONFLICTS OF INTEREST**

Nil

## **ACTIONS FROM/SINCE PREVIOUS MEETING**

Memo received.

### **Items Voted on via Email**

*Inwards/Outwards Correspondence from 1 March 2019 Meeting*

All Board Members Approved

*Previous Minutes*

All Board Members Approved

*Actions from/since Previous Meeting*

All Board Members Approved

Krista Clifford / Rachel Coppage  
**CARRIED**

## **PREVIOUS MINUTES**

### **March Minutes**

Minutes of the meeting held on 1 March, 2019, were confirmed.

Crystal Skinley / Bernie Mulcahy-Bouwman  
**CARRIED**

### **Matters Arising:**

Actions: Tomorrows Schools – submission to be emailed to Board members.

Page 78 – Annual Report – don't need to consult with the MOE – more about our formatting.

Page 75 – Kelston Visioning Project – Update

The Kelston Visioning group sub committee continues to meet every week and the whole group meets every two weeks. They meet for a whole day as they have a very tight timeframe. Have to present the picture of the model they are going to present to the MOE at the end of this term. Aiming for 20 June to have this completed so have time to perfect it. Next week's meeting they will be presenting 4 different models. The whole of the visioning project are interested in language.

Re Actions – can we have some kind of key of which items appear later in the current agenda? Yes

### **In-Committee at 9.45am**

**Moved:** that Mike Rondel (LSM Finance and Property) and Terri Johnstone (LSM Policy and Employment) be permitted to remain at this meeting after the public has been excluded due to their roles as LSMs.

**Moved:** that Matthew Koning, Chris France (NZSTA), Rose Drummond, Roisin Connolly be permitted to remain at this meeting after the public has been excluded because of their knowledge on the matters to be discussed as this will assist the Board.

Bernie Mulcahy-Bouwman / Louise Roe  
**CARRIED**

### **Out of Committee at 11.06am**

Crystal Skinley / Rachel Coppage  
**CARRIED**

## **BOARD**

### **June Meeting**

We need to move the June meeting as this is currently scheduled for the day the new Board take office.

Suggested Friday and Saturday (19 & 20 July) (last week of school holidays)

We could have old and new Board members together on the Friday and the new Board induction on the Saturday.

Second Board meeting to be at van Asch also 2 days to allow for tour, PD etc.

### **Elections**

Memo Received.

Rachel D spoke about preparing a memo for the incoming Board on where we are at. Rachel D would like a couple of people to be involved in putting a draft together. LSMs to help Rachel D put this together and then pass to the rest of the Board.

### **Strategic Planning Days**

Previously these have taken place in September at van Asch over one or two days.

The new Board will set the dates for Strategic Planning Further down the track.

## **Plan for Board Professional development**

Rachel D will work with Chris France around this.

Succession Planning going forward – if there was someone on the new Board with HR experience Terri would like to take them under her wing and Mike could do the same re Finance.

LSMs likely to stay in place until the Merger is complete. There are still issues they are working on, and things need to be stable and the new Board need to be up to speed.

If there is anything in particular that Board members think should be included in Board PD – please let Rachel D know.

- Hautu – Cultural Competencies for Boards.
- Important that everyone understands their role on the Board esp staff rep, student reps.
- Need to consider the best way to do PD as a shared exercise – difficult with Board members all over the country
  - How can we make use of technology to make more PD possible?
  - Zoom?
  - Live captioning?
  - Recording of sessions
- Deaf Culture and Deaf History
- Draft Maori Education Strategic Framework (MoE) and how this applies to Deaf Maori learners

Rachel Coppage and David McKee would be happy to look at this document. Would be good to have Cultural Capital for students leaving school and going out into the work force.

## **Items to add to Board Work Plan**

This has been updated to fit with the current Board meetings. 2020 has also been added.

This will always be a living document.

Board Work Plan to be placed on Website.

## **Establishment Committee**

The Establishment Committee for the Merger will be:

Mike Rondel  
Terri Johnstone  
Rachel Douglas

Recommendation: Two LSMs, Rachel D, Krista

Crystal Skinley / Rachel Coppage  
**CARRIED**

Recommendation: The Chair of the new Board would be the preferred 5<sup>th</sup> person.

**Moved:** That Rachel Douglas and Krista Clifford be co-opted to the Establishment Committee for up to 18 months effective from today.

Crystal Skinley / Rachel Coppage  
**CARRIED**

## **PRINCIPAL'S REPORT**

Received

Taken as Read.

Currently have 17 expressions of Interest to enrol at KDEC Core School. This expression of interest step helps with planning.

## **FINANCE**

### **March 2018 Financial Report**

Received

**Moved:** That the Financial Report be accepted.

David McKee / Merran Gwyndell  
**CARRIED**

### **KDEC BNZ Bank Signatories**

**Moved:** The Board approves the removal of Sam Dickenson and Margaret Carr as bank signatories following their resignations effective immediately.

**Moved:** The Board approves the addition of Lynne Guy, Lisa Sharman and Nicola Morrison as bank signatories effective immediately.

Crystal Skinley / Rachel Coppage  
**CARRIED**

### **ORS Reports**

Received for KDEC and van Asch.

This is the funding received for ORS students. This shows that the DEC's are spending the money in the appropriate areas and must be received by the Board.

For the purposes of public record the salary information has been removed.

**Moved:** That the ORS Reports have been received.

Krista Clifford / Merran Gwyndell  
**CARRIED**

## **STRATEGIC REVIEW**

**Goal 6 – Use and manage resources to provide the maximum educational benefit for our learners.**

*Project undertaken to progress goal:* Hairy Lemon Review

This Review was received earlier this year and is now being worked through by the resource departments. Traffic light system developed to indicate progress on each of the suggested changes.

*Project undertaken to progress goal:* IT Road Map

Demonstrates the priorities that have been put on the work including website development.

Some of this work will require additional expenditure to make progress. Make sure it is budgeted for.

It was noted that the Board agreed with the priorities in the IT Road Map and that the website development needs to be progressed.

There is an IT Steering Group over both Centres which keep the Principals up-to-date.

*Work undertaken to progress goal:* Financial Resources

Work is also underway to further ensure our financial resources are being used in a sustainable, focussed way.

Each project should have its own budget and goals so it can be tracked.

*Any suggested changes to this Goal?* No – It is still relevant.

A comment that there are people in the community that we could tap into who might be able to help us with progressing our goals. Deaf adults, storytellers, interpreters (not necessarily qualified interpreters). Could think about the community's potential. Important to build up relationships.

## **GENERAL BUSINESS**

**School Year Approval – van Asch**

Memo received.

**Moved:** That the School Year outline be approved and the two teacher only days and call back days as outlined in the memo are approved.

Rachel Coppage / Jorja Murray  
**CARRIED**

This is for van Asch only as Kelston do it slightly differently. Kelston work with the Provisions where their students attend and have 8 to consider.

### **Teachers' Strike**

**Moved:** That the schools will be closed for instruction and students remaining in their care will be supervised.

Crystal Skinley / Krista Clifford  
**CARRIED**

## **OPERATIONAL POLICIES**

### **Stand Downs, Admissions/Withdrawals**

#### **Board Enrolment Statement**

In the Board Charter we used to have an enrolment statement.

Different processes around Section 9's geographically.

A new future piece of work will be to get the Enrolment Statement developed. Will need to consult with the MOE as part of this process.

The Principals will put together a draft enrolment statement and this will be brought back to the next Board meeting. This will include a background paragraph around what has been discussed in this meeting.

## **CURRICULUM**

### **Curriculum Report**

Received.

Taken as read.

### **Deaf Camp Self-Review**

Memo and Report received.

This self-review occurred as there was a safety issue at the last camp. Needed to take a close look at this Camp to see if this was something we wanted to support.

There are some really good recommendations that are easy to address included in this report.

Based on the recommendations being put in place the Principals recommend to the Board that we support these camps.

**Moved:** The 2019/2020 camp continue to go ahead as planned, with support from the BOT and the Senior Leaders, as long as recommendations in the full report are taken into account and completed.

Crystal Skinley / Merran Gwyndell  
**CARRIED**

## **MOE RESOURCING NOTICE MILESTONE REPORT**

Memo Received.

The template for this report is still being developed.

## **REPORTS (if not included in Principals Rpt)**

### **Health & Safety Report**

Received from both KDEC and van Asch.

Staff Wellbeing Survey – This was pulled together to be a national survey. Unfortunately, this went out to all staff with van Asch name and logo on it. Due to this only a small number of Kelston staff responded. This didn't end up being a national survey.

Still needed to feedback to the staff who completed the survey and this is taking place.

Once our HR staff are in place this will be looked at again. It may be sent out to the staff who have yet to respond.

### **ERO**

Memo Received for information.

## **CORRESPONDENCE**

Received Inwards and Outwards correspondence.

Krista Clifford / David McKee  
**CARRIED**

### **NZSTA Conference**

It is possible to reserve a couple of spaces so new Board members can attend?

Jill to reserve two places and register Bernie.



Meeting closed at 3.00pm

**Next Meeting:** Friday 19 & Saturday 20 July

**ACTIONS:  
PREVIOUS MINUTES**

**March Minutes**

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**Plan for Board Professional development**

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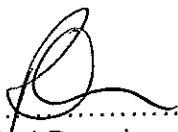
If there is anything in particular that Board members think should be included in Board PD – please let Rachel D know.

**Items to add to Board Work Plan**

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**Board Enrolment Statement**

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Rachel Douglas

**Chairperson  
Board of Trustees**

19/7/19  
.....  
Date