

Kelston Deaf Education Centre

**Minutes of a Meeting of the Board of Trustees
held on 19 September 2012 commencing at 6.00pm**

Present: Jo Studer (Chairperson) JS
Dave Thomas DT
David Foster (CEO) DF
Leah Petersen LP
Glenn Dillon GD
Eric Coppage EC
Rhian Yates RY
Chris Blum CB
Eric Matthews EM

Apologies: Michelle Keenan

Absent:

Secretary: Jill Ford

Interpreters: Dan Hanks, Kaye Bird

In Attendance: Hilda Baker, Shona Jones, Margaret Carr

WELCOME

Welcome everyone to the Board of Trustees meeting tonight.

CONFIRMATION OF MINUTES OF MEETING HELD ON 22 AUGUST 2012

MOVED that the Minutes of the meeting held on 22 August, 2012, be accepted.

Glenn Dillon / Leah Petersen
CARRIED

Discussion:

Nil

CONFLICT OF INTEREST

Nil

COMBINED BOARDS

Draft Gazette Notice

Received.

Minutes of the Combined Board meeting held on 11 September 2012

Received.

Community Consultation meetings scheduled for:

Whangarei	30 October
Auckland	1 November
Rotorua/Tauranga	6 November
Hamilton	8 November

Times and Venues to be confirmed.

DEAF and HEARING COMBINED PRESCHOOL

Sub-Committee memo, meeting minutes and SWOT analysis

Shona Jones was given speaking rights. Shona went through the SWOT analysis.

Proposed Actions:

1. Discuss the merits of a broader enrolment criteria for the pre-school programme.
2. Convene a joint BOT sub-committee meeting with Kelston Primary School (KPS) to discuss the long term benefits of a pre-school partnership and identify what they can contribute to a pre-school programme.

Recommendation: Continue to examine the benefits for Deaf and hearing impaired children if the pre-school enrolled children from the local area.

Karen Pedersen (MOE) to be invited to the joint Board meeting.

David Foster / Rhian Yates
CARRIED

FINANCE

August Financials

Received.

We are headed to a surplus (Page 21) of \$382,197.

David's proposal for dealing with the surplus is that we take two sets of actions:

1. Look at capital expenditure requirements from staff for things like ceiling mounted data projectors, classroom equipment, etc. Invest in some of this equipment so it's ready to go at the beginning of 2013.
2. Revisit the 5 priorities the Board set in the Strategic Plan and work with SMT to develop action plans and budgets and approve those additional budgets for 2013.

Budgets for 2013 – David would like to bring the 2013 Budget and the operating plan/s for the Board to sign off on at the November meeting.

Payroll Issues – The MOE has tendered a new contract for national payroll services. That national payroll service is now into it's third week of payroll operations. David has given the Finance Committee a breakdown of the issues encountered.

The majority of errors were overpayments. We have informed staff who have been overpaid within 12 hours of the overpayment not to spend that money.

Page 26 – Happiness Fund Reinvestment Proposal

Richard has shown a breakdown on where the funds are held and is recommending reinvestment of those funds for different periods.

Number 6 under Recommendation – the rates have increased as follows:

2 years – 4.80%

3 years – 5.12%

4 years – 5.45%

Recommendation:

1. To instruct BNZ to deposit on maturity of the deposits of \$590,000.00 and interest earned to our interest generating "On Call" account pending further instructions on the renewal of the investments.
2. To increase the reinvestment of \$590,000.00 to \$600,000.00 (i.e \$10,000.00 increase in view of cash flow surplus and to preserve principal value).
3. To reinvest and renew the term deposits in three (3) lots of \$200,000.00.
4. To maximise the interest rates and hedging against the declining interest rates for a longer term investment tenure.
5. To allow the new combined Board of Trustees opportunity to better understand the Happiness Fund Investment policy and practice.

6. To renew the term deposits for the following tenures:

- i) \$200,000.00 – 2 years at 4.670% pa
- ii) \$200,000.00 – 3 years at 4.960% pa
- iii) \$200,000.00 – 4 years at 5.290% pa

MOVED from the Chair
CARRIED

PROPERTY

Archibald Campus Redevelopment

First Draft Master Plan – presentation slides received.

David went through the presentation slides.

Suggestion that there is access to the Village for the vans to get up to the door when unloading shopping, etc, (a loading zone).

David would like to suggest at the PCG meeting on Thursday 20 September that we look at the possibility of getting involved in the demolition tender process to grab some of the wooden flooring and wooden beams to use for the new Marae.

Could look at one building that we could demolish by hand.

The Board support looking at this further.

Marae – The MOE is not funding a Marae as part of the rebuild. The KDEC Board will need to consider how to include this feature in future planning.

It was suggested that there be an area in the Residential part with shelter to dry clothes, get children inside when raining. Also shade from the sun when children playing outside.

Internal roads – separation from young students.

BOARD STRATEGY

ERO Unconfirmed Report

Received.

Memo re Recommended Changes

Page 3 of unconfirmed ERO report, paragraph 5, second sentenceopportunities to **sign**..... – should be **communicate**.

Page 23 – under Special Features – add “Transition Department”.

MOVED from the Chair
CARRIED

CORRESPONDENCE

MOVED that the correspondence be accepted.

Eric Copping / Eric Matthews
CARRIED

GENERAL BUSINESS

KDEC Conference 2012

Reminder.

Hilda, Margaret and Shona left the meeting at 7.40pm.

In-Committee at 7.40pm

Out of Committee at 7.57pm

Next Meeting: 24 October 2012

Meeting closed at 7.57pm.

.....
Jo Studer
Chairperson
Board of Trustees