



Kelston and van Asch Deaf Education Centres

Minutes of the Combined Board of Trustees meeting held on 23 February, 2015, commencing at 9.30am, Wellington Airport Conference Centre, Sunderland Room

- Present:** Barbara O'Neill, Bernie Mulcahy-Bouwman, David Foster, Rachel Douglas, Joy Creet, Priyanka Raja, Madison Davy
- Apologies:** Joanne Studer, David McKee, Glenn Dillon, Oliver Ferguson & Aileen Jones
- Secretary:** Jill Ford
- Interpreters:** Rosie Henley & Jenn Gilbert
- In Attendance:** Rose Drummond, Helena Barwick (NZSTA) (until 10.45am), Sonya Logan (from 1.30pm)
-

WELCOME

Barbara welcomed everyone to the meeting.

APOLOGIES

Joanne Studer, David McKee, Glenn Dillon, & Aileen Jones

Rachel Douglas / Joy Creet
CARRIED

Oliver Ferguson emailed his apologies the morning of the meeting.

CONFLICTS OF INTEREST

Nil

PREVIOUS MINUTES

December Minutes

Confirmation of the minutes of the meeting held on 8 December 2014.

Minutes confirmed.

David Foster / Bernie Mulcahy-Bouwman
CARRIED

Matters Arising

Board Logo

Barbara has had an informal discussion with Brian Coffey about the use of the DANZ Board Name and Logo. Brian has informed Barbara that it is our choice.

First Signs

Bridget to be invited to speak at the May Board meeting.

Finance

van Asch Bequeathed Funds – to be added to March agenda.

General Business

Disciplinary Committee – it is not appropriate for the Principals to reciprocate for each other on Disciplinary Committees. Barbara will make the commitment to attend disciplinary committee meetings if the need arises prior to the Board making a formal decision.

TRAINING

Helena Barwick from NZSTA provided training for the Board members for one hour.

CORRESPONDENCE

Late addition to correspondence – email from Jo Studer requesting six months leave from the Board due to personal reasons.

Moved: That a leave of absence from the Board for a period of six months be granted to Jo Studer.

David Foster / Joy Creet
CARRIED

Received Inwards and Outwards correspondence.

Rachel Douglas / David Foster
CARRIED

Matters Arising

Have received confirmation that the ERO report for the van Asch Deaf Education Centre Early Intervention is now confirmed.

The Principals to contact their local ERO prior to 1 July, 2015 to have a preliminary conversation regarding ERO's upcoming workplan and whether it includes one report for both Centres. Discuss possibility of a single national review.

TRUSTEES

Chairperson

Hold till the end of the meeting.

Executive Committee

In May 2014 the Board passed a motion that an Executive Committee be formed and that it comprise of the two Principals, Jo Studer, David McKee and Chairperson.

Moved: That Rachel Douglas deputise for Jo Studer as part of the Executive Committee until Jo returns in September.

Joy Creet / David Foster
CARRIED

By-Election Update

Timeframe included in Agenda. To date no correctly completed Nomination Forms have been received

FINANCE

2014 End of Year Financial Position

van Asch

Operating Surplus of \$163,586. Continue to be in a healthy position.

Moved: That the Finance Report to 31 December 2014 be accepted.

Bernie Mulcahy-Bouwman / Joy Creet
CARRIED

KDEC

Operating Surplus of around \$200,000.

We have been able to draw down \$500,000 from the MoE due to our rebuild for Furniture and Equipment.

Have also had a \$34,000 F&E grant for our share in OPS.

Page 3 – Accounts Receivable \$841,565. Part of this is the ICT grant for the new building. Some is money we have billed the MoE for and some is money from getting the NZSL@School project up and running.

Moved: That the Finance Report to 31 December 2014 be accepted.

David Foster / Joy Creet
CARRIED

van Asch Budget Variation

A Finance and Budget Update was received.

Moved: That the Board approve the three initiatives (below) to be funded from the Centres Capital and Reserves.

1. Contribution to School Network Upgrade Project to cover out of scope work - \$80,000
2. Contribution to NZSL@School Project - \$150,000
3. Contribution to Community Engagement Officer - \$50,000

Rachel Douglas / Joy Creet
CARRIED

Bank Account and Facility Changes – van Asch

Questions were raised around use of the word “Cheque Account” which implies signatories for each account and also managing risks associated with use of Credit Cards.

It was suggested that the additional accounts be set up as separate suffixes under the one account to identify different expenditure.

The word ‘cheque’ be removed.

Moved: That the Board approve the establishment of the following bank accounts, as recommended by Deloitte, under the existing van Asch Deaf Education Centre banking facilities as separate suffixes under the one account.

1. A Combined Board of Trustees bank account for Board designated funding and expenditure – Approved December 2014 Board meeting.
2. A NZSL@School (joint MoE & Board project) bank account for related funding and expenditure.
3. An On Call Savings account to obtain higher interest rates on funds being held between investments. i.d better management of funds.
4. A Resource Centre bank account for resource sales including online purchases. Will enable the Resource Centre staff to reconcile own sales invoices and payments without access to the Centre’s main bank account.

Plus an additional Administration credit card facility, with a \$1,000 credit limit, to assist with online purchasing.

Bernie Mulcahy-Bouwman / Joy Creet
CARRIED

Finance Committee – meeting schedule 2015

The Principals want some discussion around the "Finance Committee". It was suggested that the Finance Committee meet monthly initially and then look at quarterly.

Currently the Finance Committee consists of the two Principals, and the two Executive Officers with good access to the Auditors. The Principals have the option to invite the Accountants for each Centre. If there is a Board member who is comfortable and confident with financial systems who is available or a Board member who would like to gain experience in this field then they would be welcome to attend.

We will hold the possibility of a Board member attending until after the training with Helena Barwick (NZSTA) around sub-committees.

Finance Accounting Changes – van Asch

van Asch have migrated their accounting system to Xero. Training has been provided to staff.

POLICY REVIEW

NAG 1 - Curriculum

Moved: That the NAG 1 – Curriculum policy be adopted by the Board.

Joy Creet / Priyanka Raja
CARRIED

NZSL@SCHOOL – Sonya Logan

[Sonya Logan joined the meeting at 1.15pm]

Memo received with attachments.

Moved: That the NZSL@School Project Plan be accepted.

Joy Creet / Priyanka Raja
CARRIED

[Sonya Logan left the meeting at 1.45pm]

ANNUAL PLAN SCHEDULED ITEMS

Resourcing Notice 2015 - Final

Received.

Charter 2015

Received as a separate bound document.

Page 5 – text box missing under Operational Goals. Should be a text box saying “Expanded Operational Goals see Pages 10-12.

Move Pages 10-12 to be directly behind Page 5.

Page 6 – added an explanation as to what the three columns were in the red table.

Page 7 – A National student profile of where our students are. Provides an overview of students according to their Year Level at School.

Page 8 – Move paragraph from Page 22 to Page 8 re Boards responsibilities to ORS verified students.

Page 15 – 3rd paragraph to be removed.

Under School should read Deaf and Hard of Hearing

Hard of Hearing as opposed to Hearing Impaired. This discussion is to be added to the March agenda. In the meantime Hard of Hearing to be changed back to Hearing Impaired with a footnote added.

Page 24 – Operating Context to be added for van Asch onto Page 17.

Page 20 – Finances – should be Budget for 2016 [not 2015]....

Page 22 – Residential – should read 23 [not 43] Deaf students.

Back in December when the Draft Charter was approved there was a suggestion that Geographical student profiles be included as well as the National Student Profile. The Board agreed that Student Profiles be inserted into the annual section of each Centre.

Pages 29 – 31 – National Standards Reporting Data for Reading, Writing & Mathematics for each Centre.

Page 32 – This page will be removed and will become part of the Annual Report as per MoE advice.

Page 33 – commentary on National Standard Achievement.

Page 35 & 36 – to be replaced with tabled pages.

David and Bernie to work together regarding the Analysis of Variance to populate the template and send out to Board members. This will be added at the end of the Charter.

Moved: That the Charter is adopted subject to changes and forwarded to the MoE by the deadline of 1 March, 2015.

David Foster / Joy Creet
CARRIED

Community Engagement Officer

Memo Received.

Please note the revised timeline for the appointment of a Community Engagement Officer.

NZSL@School Weekly Reports

Received.

Advisor Pilot Extension AODC/RTD

Jo Studer has been the Board presence at the AODC/RTD meetings. It would be beneficial to have a Board member present at these meetings.

This to be raised at the March meeting.

Property

van Asch

Hagley Community College – meeting held late last year re MoU. Now committing to \$22,000 for seven students who have enrolled in van Asch but will be attending the Provision at Hagley.

Sensory Capital Works Programme – Palmerston North shared arrangement with BLENNZ. Wellington – there is a High School to visit as an option.

KDEC

Memo Received.

Moved: That the combined Board agree to underwrite up to \$45,000 capital expenditure, conditional upon BLENNZ matching this amount, to enable construction of additional multi-purpose meeting space in the proposed Tauranga Sensory Resource Centre.

David Foster / Barbara O'Neill
CARRIED

Moved: The Board resolves to support an application from Kelston Deaf Education Centre to Tauranga Electricity Consumer Trust (TECT) for a capital contribution to the proposed Tauranga Sensory Resource Centre.

David Foster / Bernie Mulcahy-Bouwman
CARRIED

TRUSTEES

Chairperson

Barbara O'Neill was nominated as the Chair.

Moved by Rachel Douglas
Seconded by David Foster

Barbara accepted the nomination.

As there were no other nominations Barbara O'Neill was elected as Chairperson for the next year unopposed.

CARRIED

Deputy Chairperson

Deferred to March meeting.

GENERAL BUSINESS

Nil

Rose left the meeting at 3.00pm

In Committee at 3.00pm.

Rachel Douglas / Priyanka Raja
CARRIED

Out of Committee at 3.25pm.

Joy Creet / David Foster
CARRIED

FUTURE MEETINGS

Combined Meeting with BLENNZ Board

David F to speak to Karen Stobbs regarding the possibility of a combined meeting with the BLENNZ Board.

Van Asch Logo

Recommendation: that van Asch review their logo. Currently have three different versions.

A separate suggestion was made to develop a single logo for the DECs and the Board of Trustees to use.

The Board agreed that van Asch look at choosing one of the three logos currently in use.

A conversation can then take place at Board level around a logo for the Board (DEANZ) and/or a joint logo for the Centres to use.

This is a good project for the Community Engagement Officer to be involved in.

Next Meeting: Monday 30 March, 2015 at The Anton Centre, Auckland

Meeting finished at 3.40pm

Actions:

PREVIOUS MINUTES – Matters Arising

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CHARTER

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Barb O'Neill

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Chairperson

Board of Trustees

30 March 2015