



Kelston and van Asch Deaf Education Centres

Minutes of the Combined Board of Trustees meeting held on 30 March, 2015, commencing at 9.30am, Anton Centre, Flatbush, Auckland

- Present:** Barbara O'Neill, Bernie Mulcahy-Bouwman, David Foster, Rachel Douglas, Glenn Dillon, Joy Creet, Priyanka Raja, Madison Davy, David McKee
- Apologies:** Priyanka Raja, Joanne Studer, Aileen Jones, Eric Coppage
- Secretary:** Jill Ford
- Interpreters:** Delys McGill & Scott Hamilton
- In Attendance:** Rose Drummond, Hilda Baker, Richard Lam, Sam Dickenson, Tom Purvis
-

WELCOME

Barbara welcomed everyone to the meeting.

APOLOGIES

Joanne Studer, Aileen Jones, Priyanka Raja & Eric Coppage

Rachel Douglas / Glenn Dillon
CARRIED

CONFLICTS OF INTEREST

Nil

PREVIOUS MINUTES

February Minutes

Confirmation of the minutes of the meeting held on 23 February, 2015.

Minutes confirmed.

Bernie Mulcahy-Bouwman / Rachel Douglas
CARRIED

Matters Arising

First Signs

Barbara has spoken with Bridget Ferguson re attending our May meeting. Bridget is happy to attend.

Combined Meeting with BLENNZ Board

Bernie and David have had a discussion with Karen Stobbs regarding a combined Board meeting and Karen is interested in liaising with us regarding a joint training day for both Boards.

Charter

The Charter has been submitted.

CORRESPONDENCE

Received Inwards and Outwards correspondence.

Glenn Dillon / Joy Creet
CARRIED

Matters Arising

Deaf Sports NZ

Letter received and emailed previously to Board members.

Moved: That the Board support working on a combined Sports day for the two Centres

Bernie Mulcahy-Bouwman / Glenn Dillon
CARRIED

Tom Purvis was invited to speak. Would need to look at current events regarding costs, time, planning, etc. (ie, KDEC Sports Day). Tom will speak to Bernie and David F to see how we can include this within our current activities.

David McKee would like the deaf staff involved in the organisation of sports events and involved in deaf sports directly included in discussion.

Regional students to be included.

Resignation

Resignation received from Oliver Ferguson.

Moved: That Oliver's resignation be accepted.

Rachel Douglas / Madison Davy
CARRIED

TRUSTEES

Deputy Chairperson

Rachel Douglas appointed as Deputy Chair.

David McKee / Glenn Dillon
CARRIED

By-election Update

Memo received.

Options to Replace a Parent Trustee

Memo received.

Moved: That the Board hold a by-election to fill the Parent Trustee vacancy.

David Foster / Glenn Dillon
CARRIED

Returning Officer

Moved: that Rose Drummond be appointed as the Returning Officer for the By-election.

Glenn Dillon / David McKee
CARRIED

FINANCE

Draft Annual Accounts 2014

KDEC

Moved: That the Board adopt the draft Financial Statements to submit for Audit.

David Foster / Joy Creet
CARRIED

van Asch

Memo received from van Asch regarding the postponement of their Finance report.

Proposed Audit Deadline

Memo received.

Moved: That the Board accept the Proposed Audit Deadline Schedule.

Glenn Dillon / Joy Creet
CARRIED

The Consolidated annual financial statements from van Asch to be emailed to Board members as soon as they are ready. If Board members have any issues they are to raise them via email through the Board Chair.

February Financials

KDEC

February financials received.

Moved: That the February balance sheet and Consolidated Income Statement be received and adopted by the Board.

David Foster / Rachel Douglas
CARRIED

Van Asch Bequeathed Funds

Memo received – for information only.

Funding Applications

Application to Tauranga Electricity Consumer Trust (TECT) for a capital contribution to the proposed Tauranga Sensory Resource Centre has been submitted.

POLICY REVIEW

Financial Policy

Deferred to June/July due to the Audit and end of year financials.

HR Self Audit Summary (van Asch)

Memo received.

Policy/Procedures

Five areas were identified as policies/procedures that should be owned by the Board.

The DEC's to have a look at these policies/procedures and align where possible.

Bernie and David F to put together a timetable in order of preference – Complaints, Health & Safety, Code of Conduct, Performance Appraisal, Job Appointments followed by the others.

Health and Safety reporting – a report to be included in the Quarterly reports.

Appraisal – A follow up conversation to be held with Glen Rutherford (NZSTA) to clarify the final report the Principal is to provide.

Education Law Conference

Memo received.

Child Protection Policies to be added to the list above when David F and Bernie set the timetable.

Updated Delegations by Principals to Senior Managers

Memo received – for information only.

ANNUAL PLAN SCHEDULED ITEMS

Charter 2015

Received with Board Agenda.

NZSL@School Weekly Reports

Received

NZSL@School Monthly Report

Received

NZSL Steering Committee Minutes

Received

The Board acknowledged all the staff who are working on this project.

Sector Advisory Group (SAG) Papers

Received

AODC/RTD Stage 3

The meeting due to be held last Tuesday (24 March) was postponed.

Bernie and David met with their staff instead.

Nervous about:

- Student numbers
- Ability to recruit staff in time
- Consequent impact on other services e.g. RTD, ORS

Once completed we will have an accurate view of where all the deaf students are.

Identified some marker points in childrens lives where we can work with the MoE to assess their needs.

Next AODC/RTD Governance meeting 28 April.

Agreed with regional staff that we will bring forward a position paper re assessment.

Who are the children? Where are the children? What do they need?

Staff are nervous about the amount of administration that will come their way.

KAMAR is set up in the background. Principals have agreed to look at a position for database administration.

The whole service delivery design also came up. This work is having a ripple effect across all other aspects of service.

Community Engagement Officer - Update

Memo received.

Interviews were held last Friday (27 March).

Reference checks to be carried out prior to an offer of appointment being made.

Property

KDEC

KDEC central – continuing with site preparation.

Hamilton – roof on and just about at lock-up stage.

Tauranga – Meeting tomorrow to sign off floor plan design.

Tom Purvis is working with Establishment Board of Trustees (EBOT) at Ormiston Jnr College to give final feedback before they finalise floor plan.

van Asch

Redcliffs School MoE Proposal

Memo tabled.

Moved: that the Chairperson makes a submission to the MoE re the proposal to close Redcliffs School by 1 May, 2015. To provide information around the current co-location arrangement and our need for future planning.

Bernie Mulcahy-Bouwman / Rachel Douglas
CARRIED

GENERAL BUSINESS

Principals Report – Format and Contents

Memo received.

Discussion took place.

Agreed: That the Board trial a memo in the 1st Quarter Report including Initiatives, Events and Activities, Items of Interest and Calendar (operational & strategic).

KDEC Preschool

KDEC Preschool has relocated to Kelston Intermediate School. The space we now have to work with has decreased a little. We are unable to take our 32 children with us due to less space. Also in a conversation about moving the day to day responsibility from this Board to an ECE Trust Board. What do we want the future to look like when we move into the new buildings in 12-15 months. This paper looks at some issues of re-staffing. This discussion will be held 'In-Committee'.

FUTURE MEETINGS

First Signs

Bridget Ferguson has been invited to the May meeting. Jill F to liaise with Bridget around timing. Half an hour to be allocated plus questions/discussion.

ECE Trust

A meeting was held last week to progress this. Bernie, David F, Rachel, Shona J and Helen went through the Constitution and took out the items that become jobs. Research will take place and a report will come back to the May Board meeting.

Minimum of 3 and maximum of 6 Trustees. Two from each geographical area and two appointed from the Board.

Have some compliance issues (ie, auditing requirements separate or included to the Board) to set up.

As BLENNZ have already been through this process, advice will be sought from them.

Decisions need to be made around the election of the Trustees.

Agreement needs to be made on high level policies.

Need to ensure there is enough autonomy but also a link with the deaf community.

Looking at elections being held before the end of term 2.

Members of the public left the meeting at 1.47pm

In Committee at 1.58pm.

Glenn Dillon / David Foster
CARRIED

Out of Committee at 3.11pm.

Rachel Douglas / Joy Creet
CARRIED

PARKING LOT

van Asch Logo

van Asch will be looking at reviewing their logo in Term 2 and will choose one of the three they currently use.

Board Logo and Name

A number of possibilities for a simplified "Board name" were discussed:

- DEANZ – Deaf Education Aotearoa New Zealand
- NZDE – New Zealand for Deaf Education
- National Board for Deaf Education

Moved: That the Board adopt the new name of Deaf Education Aotearoa New Zealand (DEANZ). The implementation of this be held over until the appointment of the new Community Engagement Officer.

Glenn Dillon / Rachel Douglas
CARRIED

Development of a Board Logo

When the KDEC logo was changed the process was:

- Let Staff know our intention.
- Asked for ideas from staff.
- Committee of staff and a student from student council – what do they like and not like about each design.
- Then brought in a Graphic Artist to explain what we like and don't like.
- Graphic Artist drafts logo.
- Final approved.

This process to be confirmed when Community Engagement Officer is appointed.

Reminded all Board members that NZSL Award Dinner occurs on the evening of Saturday 9 May. Invitation via DANZ.

Next Meeting: Saturday 9 May, 2015 at The Wellington Airport Conference Centre

Meeting finished at 3.45pm

Actions:

TRUSTEES

By-election Update

Moved: That the Board hold a by-election to fill the Parent Trustee vacancy.

FINANCE

The Consolidated annual financial statements from van Asch to be emailed to Board members as soon as they are ready. If Board members have any issues they are to raise them via email through the Board Chair.

POLICY REVIEW

HR Self Audit Summary (van Asch)

Policy/Procedures

Five areas were identified as policies/procedures that should be owned by the Board.

The DEC's to have a look at these policies/procedures and align where possible.

Bernie and David F to put together a timetable in order of preference – Complaints, Health & Safety, Code of Conduct, Performance Appraisal, Job Appointments followed by the others.

Health and Safety reporting – a report to be included in the Quarterly reports.

Appraisal – A follow up conversation to be held with Glen Rutherford (NZSTA) to clarify the final report the Principal is to provide.

Education Law Conference

Child Protection Policies to be added to the list above when David F and Bernie set the timetable.

PROPERTY

Redcliffs School MoE Proposal

Moved: that the Chairperson makes a submission to the MoE re the proposal to close Redcliffs School by 1 May, 2015. To provide information around the current co-location arrangement and our need for future planning.

GENERAL BUSINESS

Principals Report – Format and Contents

Agreed: That the Board trial a memo in the 1st Quarter Report including Initiatives, Events and Activities, Items of Interest and Calendar (operational & strategic).

Barbara O'Neill

Barbara O'Neill

Chairperson

Board of Trustees

9 May 2015