

Kelston Deaf Education Centre

**Minutes of a Meeting of the Board of Trustees
held on 24 October 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
Michelle Keenan MK
Eric Matthews EM

Apologies:

Absent:

Secretary: Jill Ford

Interpreters: Dan Hanks, Kaye Bird

In Attendance: Shona Jones, Margaret Carr, Tom Purvis, Sam Dickenson

WELCOME

Welcome everyone to the Board of Trustees meeting tonight.

CONFIRMATION OF MINUTES OF MEETING HELD ON 19 SEPTEMBER 2012

MOVED that the Minutes of the meeting held on 19 September, 2012, be accepted.

Dave Thomas / Leah Petersen
CARRIED

Discussion:

Nil

CONFLICT OF INTEREST

Nil

COMBINED BOARDS

Ratify Returning Officer

Approved that Debbie Dawson be appointed as the Returning Officer for the 2012 election of the combined Boards.

MOVED from the Chair
CARRIED

Communication Strategy – need to use less technical language.

Celebration Details

David has received an email from Debbie Dawson saying she has had contact from the Minister's office today. Looking at an hour from 10.45 – 11.45am on 12 December for the event to take place re Combined Boards.

MOE letter

Letter from MOE formally advising that the Minister has approved the alternative constitution of the combined board was received

Proposed Letter of Reconfirmation

A proposed letter of reconfirmation of employment to be sent to all permanently employed staff was received

This letter to be sent out next week to allow at least two weeks notice.

MOVED from the Chair
CARRIED

DEAF and HEARING COMBINED PRESCHOOL

Memo re update from meeting held on Wednesday 17 October received.

While it won't be a joint venture the Board gives approval for our Preschool to look at including children from the Kelston community as an extension of our discretionary enrolment policy.

David Foster / Leah Petersen
CARRIED

FINANCE

September Financials

Received.

Looking at a surplus of approx. \$325,000 for the 2012 year.

Talked about shifting Audit times.

Have agreed to engage Hayes Knight as our Auditors for the next three years.

It has been suggested that an 11 month audit takes place up to 30 November 2012 and then a 13 month audit takes place from December 2012 to December 2013. The Finance Committee think this will increase the costs involved and be inefficient.

The finance committee have agreed to ask for a meeting with the Auditors to ask them to continue with the Audit timeframes already in place.

May need to include someone from the Office of the Auditor General at this meeting.

We have gone \$3,000 over budget year to date in the Happiness Fund.

Charter Priorities 2013

Memo received.

Recommendations:

1. That the Board adopt a statement of committed funds to describe the intended use of any surplus funds carried forward into 2013.
2. That the Board establish priorities for some discretionary projects to be commissioned once the amount of overall surplus 2012 is confirmed.

David Foster / Glenn Dillon
CARRIED

PROPERTY

Archibald Campus Redevelopment

Masterplanning Presentation as per 18 October received.

David held a staff meeting on 23 October. Good feedback received from staff.

[Shona Jones left the meeting at 7.45pm]

The plan is for the gym to become the site office. The tennis courts to become parking for construction team. The Lynwood Road entrance and carpark to become the staff and public entrance and carpark.

Temporary accommodation for staff so demolition can take place was explained.

We will need to look at how we can fundraise for the Marae. In the interim the existing Marae will remain.

The Parent House will remain.

BOARD STRATEGY

Confirmed ERO Report

Received.

CORRESPONDENCE

MOVED that the correspondence be accepted.

National Administration Guidelines (NAGs) Amendment Notice 2012 included.

Michelle Keenan / Rhian Yates
CARRIED

GENERAL BUSINESS

Speech Night

Discussion took place around Dean's speech. DVD to be played at the next Board meeting while dinner takes place.

KDEC Conference 2012

A powerful day for people's learning. 2013 planning needs to revisit fundraising and sponsorship options.

Next Meeting: 21 November 2012

Meeting closed at 8.30pm.

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Jo Studer
Chairperson
Board of Trustees