



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

### **Minutes of the Combined Board of Trustees meeting held on 22 June, 2015, commencing at 9.30am, Wellington Airport Conference Centre, Sunderland Room**

**Present:** Bernie Mulcahy-Bouwman, David Foster, Glenn Dillon, Joy Creet, David McKee, Aileen Jones, Eric Coppage

**Apologies:** Rachel Douglas, Priyanka Raja, Madison Davy

**Leave of Absence:** Joanne Studer

**Secretary:** Jill Ford

**Interpreters:** Rosie Henley, Jenn Gilbert

**In Attendance:**

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#### **WELCOME**

David M welcomed everyone to the meeting. David M will be chairing the meeting today.

#### **APOLOGIES**

Madison Davy, Priyanka Raja & Rachel Douglas

Leave of Absence: Jo Studer

#### **CONFLICTS OF INTEREST**

Nil

## PREVIOUS MINUTES

### May Minutes

Confirmation of the minutes of the meeting held on 9 May, 2015.

Minutes confirmed.

David Foster / Glenn Dillon  
**CARRIED**

### Matters Arising

Bulletin – Board members have been receiving copies of the KDEC Bulletin. They would like this to continue.

van Asch have the Kotutu Blog on their website if Board members would like to have a look. Bernie will organise log in details for Board members.

Karakia – The previous minutes agreed to start and conclude with a Karakia. Jill to add the karakia to the beginning and the end of the Agenda for future meetings.

Job Appointments – change to “Moved: That **at least one Deaf** person be included on interview panels for all positions.”

Eric Coppage / David Foster  
**CARRIED**

Complaints Procedure – Flowchart – This item to be carried forward to a future meeting.

## CORRESPONDENCE

Received Inwards and Outwards correspondence.

Inwards

Glenn Dillon / Bernie Mulcahy-Bouwman  
**CARRIED**

### Matters Arising

Banked Staffing – end of year position – entitlement overuse (KDEC). David F gave an explanation of what this is.

Outwards

Eric Coppage / Glenn Dillon  
**CARRIED**

## **FINANCE**

### **April Financials**

#### **KDEC**

Received.

Still operating just above budget. \$120,000 ahead of budget that we set. Most of the timing issues are around staff appointments and receipts of funds from MoE.

Page 15 – Capital & Reserves “Retained Earnings Carried Forward”. This is where we find evidence of the surpluses KDEC has run for the past four years.

**Moved:** That the April financials be adopted by the Board.

Glenn Dillon / Joy Creet  
**CARRIED**

#### **van Asch**

Received.

The position for van Asch as at end of April – surplus of \$246,666. Have a NZSL@School adjustment of \$163,400 which will leave \$83,266 surplus. Overall position remains healthy.

**Moved:** That the April financials be adopted by the Board.

Eric Coppage / Joy Creet  
**CARRIED**

### **Happiness Fund Report**

#### **KDEC**

Received.

**Moved:** That the Happiness Fund be accepted.

Eric Coppage / Joy Creet  
**CARRIED**

#### **van Asch**

Page 17 of Finance Report includes van Asch Happiness Fund report. As this fund is new they are still in the process of coding.

**Moved:** That the Happiness Fund report be accepted.

Joy Creet / Aileen Jones  
**CARRIED**

## **Funding Application**

TECT application (Tauranga Electricity Consumer Trust) – KDEC applied earlier in the year for funding for additional space in the Tauranga Resource Centre. BLENNZ board and Combined Board had agreed to underwrite this amount if this application was unsuccessful. We have been successful and have \$70,000 coming to us for the Tauranga space.

WEL Application – Wel Energy Trust – This has been submitted and needs to be endorsed by the Board. This application for funding is for the purchase of interactive technology for the Hamilton Resource Centre.

**Moved:** That the Board endorse this application for interactive technology for the Hamilton Resource Centre.

Eric Coppage / Glenn Dillon  
**CARRIED**

## **KDEC MARAE PROPOSAL**

Memo received in Agenda.

David F gave a presentation re the Marae proposal.

KDEC has explored applying for community funding. For some reason the Marae does not fit “community usage”. It fits under “local use”. If we start partnering with others we lose the ability to control what happens.

If we don't look at this now we will lose the ability to have the new Marae open at the same time as the new buildings.

A suggestion was made re a covered walkway between Matai and the new Marae. David F will look into cost.

**Recommendation:** That the Board funds the rebuild of Ruamoko Marae, up to the value of \$400,000 + GST.

Glenn Dillon / Eric Coppage  
**CARRIED**

## **PRINCIPALS REPORTS**

van Asch

Received.

KDEC

Received

## **ECE – South Auckland Provision**

Memo received.

Karen Gibson – Chair of the Ormiston Primary School Board and the Ormiston Junior College Establishment Board has sent David F an email saying they have a letter of support ready for KDEC and their application for ECE services at Ormiston. They have also passed it to Ormiston Senior College and their Board will consider it at their meeting next week.

The Ormiston Primary School Board is willing to work with our Board in order to make this happen in South Auckland.

**Moved:** The Board support the ongoing discussions to turn this idea into a project plan.

David Foster / Glenn Dillon  
**CARRIED**

## **POLICY REVIEW**

### **Health & Safety Policy**

Procedures have now been added to the bottom of the Policy.

**Moved:** That the Health & Safety Policy be ratified and that the procedures are aligned as much as possible.

Joy Creet / Eric Coppage  
**CARRIED**

### **Draft Finance Policy**

No. 3 – Sub-Committee. The Principals, Executive Officers and looking at Mark Wilson from Wilson Partners. van Asch will be meeting with Mark before a decision is made. Long term there should be a member of the Board sitting on this sub-committee.

No. 3 – Make (i) a new number point and add (ii) and (iii) indented under that.

No. 6 – We no longer have an AGM so need to change to “annually by the end of May”.

**Moved:** That the Finance Policy be ratified subject to amendments and the addition of the Procedures at the end. Procedures are to be aligned as much as possible between the DEC's.

Glenn Dillon / Eric Coppage  
**CARRIED**

## **TRUSTEES**

Selection Process Update – This has been completed and there were no requests for this to go to a By-Election. We are now able to select someone.

Discussion on this to be carried over to General Business.

## **ANNUAL PLAN SCHEDULED ITEMS**

### **NZSL@School Monthly Report**

**Moved:** That the Report be received.

Glenn Dillon / Joy Creet  
**CARRIED**

### **NZSL@School Monthly Report DEC's**

Received

### **NZSL@School Newsletter - FYI**

### **AODC/RTD Stage 3**

Contract has not yet been received.

### **Sector Advisory Group (SAG)**

Papers plus slides from Workshop received.

**Moved:** The above documents be received.

David Foster / Bernie Mulcahy-Bouwman  
**CARRIED**

### **Community Engagement Officer - Update**

Memo received.

A timetable has been put together for Roisin to spend time with David F and Bernie.

Roisin will be invited to attend the August meeting.

### **Property – Submission re Redcliffs**

Draft Submission received for feedback.

Paragraph 2 – change 'moved' to 'relocated'

Para 4 – change 'taken over' to 'were made available'.

Para 4 last sentence – remove 'also'.

Page 2 – very last sentence – change to ‘In the interests of outcomes for the students, we cannot...’

Remove DEANZ and replace with Combined Board.

**Moved:** That the Submission be approved subject to above changes. The Board agreed that Bernie will sign on behalf of the Board and send.

Bernie Mulcahy-Bouwman / David Foster  
**CARRIED**

### **Property Update – van Asch**

Bernie has had contact with David Hoburn to discuss where we are up to re rebuild scheme. David Hoburn, Sue Barr and Vikanda Bagrie – met and discussed options. Want a Board vision and gave templates to use. The MoE support beginning formal consultation within the next six months. They have also agreed to look at possible alternate sites.

Bernie to provide a memo to the August meeting outlining what is involved.

### **GENERAL BUSINESS**

#### **Person Specifications for Job Applications**

Need to include something in the Person Specifications for all jobs within the DECs either a willingness to learn NZSL or experience in NZSL. The suggestion to introduce themselves at an interview in NZSL.

**Moved:** That we add ‘the ability to use NZSL or a willingness to learn’ into the person specifications for all positions and include questions around NZSL in the interview questions.

David McKee / David Foster  
**CARRIED**

#### **Board Attendance at NZFDC Conference/AGM**

27/28 June. Barbara no longer attending due to resignation. David Foster will be attending on the Saturday.

Eric Coppage is going to check and let Jill know if he is able to attend the AGM on the Sunday. Glenn will attend on the Saturday.

#### **International Code of Practice**

Last year the Board asked van Asch to remain joined up to the International Code of Practice so if any international students arrive in the country and wish to enrol in the school.

**Moved:** That van Asch retain international students' code of practice.

Bernie Mulcahy-Bouwman / Aileen Jones  
**CARRIED**

### **KDEC Happiness Fund**

Application to sponsor Deaf American man (Superdeafie) to perform a show in Auckland. Application to Happiness Fund for \$7,800 to cover accommodation, travel, etc. Needs Board approval as it will take the applications over Budget by approx. \$2,000.

Superdeafie will be invited to make four performances in Auckland in September and we will invite our Auckland and school based students.

**Moved:** That the Board approve the proposal for Superdeafie to come to Auckland.

Joy Creet / Aileen Jones  
**CARRIED**

### **Chairperson and Trustee Vacancies**

Barbara O'Neill has resigned as Chairperson/Trustee effective immediately.

A response letter needs to be sent to Barbara accepting her resignation.

Need to consider asking someone to accept the role as Acting Chair between now and the next meeting. If necessary we can extend the role of Acting Chair meeting by meeting until a Chair is appointed.

An Acting chair needs to be appointed to sign financial documents and in case there are stand-downs or disciplinary matters, etc.

Need to look at the amount of time involved in being a Trustee or a Chairperson. Time off work, attendance at other meetings, complexity, etc.

A conversation needs to take place between now and May about what we are going to do about retention and retaining a full Board of Trustees. Board elections take place May 2016.

Discussion took place around the idea of Co-opting a professional Chair.

Education Act 1989 – Section 99 – criteria to Co-opt. "Expertise and experience in Management" provides some guidance.

Discussion also took place about possible involvement from the MoE in discussions about Governance. Part 7 of Education Act - intervention in schools. Interventions may be applied on reasonable grounds that there is a risk to the success of the school.

It is possible to approach the MoE to ask for their assistance.



Bernie and David F in Wellington tomorrow (23 June) and will try and speak to Brian Coffey to give him an update from today's meeting.

Ideas re options:

- Engage a professional Chair
- What kind of conversation do we want to be having with the MoE?
- Do the MoE have any suggestions?
- Conduct our meetings differently.
- Suggestions from other Boards who employ a professional chair.

**Moved:** David F and Bernie to put together an Options Paper to be brought to the September Strategic Planning meeting with a brief progress report with some potential options to be brought to the August meeting.

That Jill contact Helena to cancel the training scheduled for 1 August meeting.

**Moved:** David McKee is acting Chair until Rachel Douglas returns from overseas when she will resume her position as Acting Chair until the August meeting.

David Foster / Glenn Dillon  
**CARRIED**

David Foster – Please note that David flies out to Greece for the ICED Conference from 3-18 July and Tom Purvis will be Acting CEO in his absence.

Bernie Mulcahy-Bouwman flies out to Greece from 30 June – 22 July and James Townshend will be Acting Principal in Bernie's absence.

### **Associate Principal**

James Townshend has been appointed as the Regional Manager at van Asch. Bernie would like to advertise the Associate Principal position that James has vacated. While this position is being advertised Bernie would recommend two people are appointed as Acting Associate Principal. (Sarah de Heer & Heather Benbow).

In Committee at 3.13pm.

Joy Creet / Glenn Dillon  
**CARRIED**

Out of Committee at 3.34pm.

Aileen Jones / Joy Creet  
**CARRIED**

## **PARKING LOT**

### **Xmas Gifts for Staff**

Glenn Dillon raised discussion about the possibility of reinstating Xmas Gifts to Staff. Previously the KDEC Board used to give a small gift to their staff at Xmas time.

David F and Bernie will put together feedback and a possible proposal for the August meeting.

Thank you to David McKee for picking up the role of Chair for this meeting.

**Next Meeting:** Saturday 1 August at the Wellington Airport Conference Centre

Meeting finished at 3.40pm

### **ACTIONS:**

#### **POLICY REVIEW**

##### **Health & Safety Policy**

**Moved:** That the Health & Safety Policy be ratified and that the procedures are aligned as much as possible.

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**PARKING LOT**

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David McKee  
**Acting Chairperson**  
**Board of Trustees**

