

# CONFIRMED MINUTES

## TERM 3 BOARD MEETING

At the **Term 4 Board Meeting** on **16 Dec 2024** these minutes were **confirmed as presented**.

<b>Name:</b>	Board of Ko Taku Reo Deaf Education
<b>Date:</b>	Thursday, 19 September 2024
<b>Time:</b>	10:00 am to 1:00 pm (NZST)
<b>Location:</b>	Christchurch, Truro Street, Sumner, Christchurch
<b>Board Members:</b>	Dr Denise Powell, Michael Rondel
<b>Attendees:</b>	Cindy Cascalheira, Matthew Koning, Steve Papps

### 1. Opening Meeting

#### 1.1 Welcome

Apologies: Denise Powell

#### 1.2 Confirm Minutes

**Term 2 Board Meeting 26 Jun 2024**, the minutes were confirmed as presented.

#### 1.3 Interests Register

#### 1.4 Correspondence

#### 1.5 Board reporting templates

Michaela Allen has been working on a template for the board and how this will link to our strategic plan

Leadership Advisor - Michael Williams is supporting this work

Discussions around how and what information gets fed up to the board and the process for this

Ideas around how the student IEP's fit into the reporting to the board

Template will include

- Link to strategic goals
- Mandatory reporting requirements
- High level summary of subcommittee meetings
- Area for reviews scheduled for the year
  - Teaching vs non teaching reporting
- Assurance from each area to support governance discussions

Ideas for reporting cycle discussed

Discussions around rolling reporting to ensure the big picture is captured at each meeting

## 1.6 Principals Report

Principals report was received and taken as read

## 1.7 Enrolled School report

Discussions around attendance and the focus that the enrolled school have placed on this

Attendance of course is directly linked to achievement

There is a need for a direct contact at the MoE for both Christchurch and Auckland (and Wellington) re attendance

We need a local contact in the regions

Progress is being made for the enrolled school students

There has been a roll increase from 108 to 121 and a number of intended new enrolments for 2024/25.

As requested by the Board the provisions now have a schedule for newsletters to go to parents throughout the term. This is important to ensure parents and whanau are updated regularly rather than once a term.

With Fingerspelling our Way to Reading approach as well as 1 hour a day of reading writing and maths we would expect to see an improvement here for the next reporting phase.

### Implementation of the new refreshed curriculum in regards to numeracy and literacy

- 2 years ago we implemented the testing that will be mandatory, so as a school we are well set up for this.
- The new curriculum is explicit and will be very positive for our teachers and our students

The Commissioner thanked Lisa Sharman - Head of Enrolled school for her report



### Summarise attendance challenges

A list of challenges around attendance issues required

- Examples provided
- What we are doing
- What challenges we are having
- Possible suggestions / solutions

**Due Date:** 30 Sept 2024

**Owner:** Cindy Cascalheira

## 1.8 Outreach School report

Report was received and taken as read.

Outreach is currently supporting 2980 students with 130 FTTE.

The analysis of achievement shows that a significant number of students receiving support are working more than 2+ curriculum levels below. This delay is of real concern and reiterates the need for highly skilled teachers of the deaf to be working in this area.

## 1.9 Early years report

Report received and taken as read

## 1.10 Residential and Immersion report

Report taken as read

### Challenges

- Staff illness
- Relievers = lack of consistency
  - Budget for relievers is a continued challenge
- It is great to see the variety of activities being undertaken with many being either free or low cost. Students in both areas are also involved in sporting activities.

## 1.11 Curriculum, Assessment and Reporting report incl Pedagogy and PLD

Report received and taken as read

## 1.12 Communication and Resources report

Report received and taken as read

- Roll out of Te Rito to teaching staff
- Interpreter management system now up and running
- Deaf histories website due to launch next week - large piece of work and a fabulous resource for students and the wider community

## 1.13 Deaf Strategic lead report

Report received and taken as read

Alongside HR developed a Deaf Culture Induction Strategy to ensure that all staff are well-guided in their cultural and language learning journey

## 2. General

### 2.1 Term dates 2025 update approved 09.09.2024

Please note that there is a slight change to the term dates for 2025

The teaching day of 2025 be the 16th December and the last day for teachers will be the 18th December 2025

This was approved by the Commissioner on the 9th September 2024

### 2.2 Board assurance statements Term 2



#### Policy Review

The board have reviewed the Employer Responsibility Policy, Appointment Procedure, and Safety Checking

**Decision Date:** 19 Sept 2024  
**Mover:** Dr Denise Powell  
**Seconded:** Michael Rondel

**Outcome:** Approved

## 2.3 Work Experience report

Report received and taken as read

Currently there are 8 students engaged in work experience and this is an area we intend to continue to focus on in our Towards Independence programme

## 2.4 EOTC Report Term 1

Report received and taken as read

## 2.5 New Zealand Audiological Society Conference Report

Report received and taken as read

- Next year we plan to present at the conference to raise our school's profile among the private audiologists who are also able to refer to our services

## 3. For Board approval

### 3.1 Donations scheme for 2025



#### **The Board has resolved to join the Donation Scheme for 2025**

The Board has resolved to join the Donation Scheme for 2025

**Decision Date:** 19 Sept 2024  
**Mover:** Dr Denise Powell  
**Seconder:** Michael Rondel  
**Outcome:** Approved

### 3.2 Change management process



#### **The Board has finalised and approved the Change management process**

The Board has finalised and approved the Change management process

**Decision Date:** 19 Sept 2024  
**Mover:** Dr Denise Powell  
**Seconder:** Michael Rondel  
**Outcome:** Approved

### 3.3 TEC's Customer Relationship Management system, Kiritaki



#### **The Board approve the request to join TEX's Customer Relationship Management system**

Request for the the creation of a new organisation in TEC's Customer Relationship Management system, Kiritaki has been completed and submitted

**Decision Date:** 19 Sept 2024  
**Mover:** Dr Denise Powell  
**Seconder:** Michael Rondel

### 3.4 Overseas travel approvals



#### Overseas travel - Dr Denise Powell

Trip for Denise Powell to travel to ANZCED and Leaders in Deaf Education conference in Sydney - Approved

**Decision Date:** 19 Sept 2024  
**Mover:** Michael Rondel  
**Outcome:** Approved



#### Overseas travel - Kyla Cochrem and Janet Stokes

The trip for Janet Stokes and Kyla Cockrem to travel to Sydney, Australia for the 2024 ANZCED Conference is approved

**Decision Date:** 19 Sept 2024  
**Mover:** Dr Denise Powell  
**Seconder:** Michael Rondel  
**Outcome:** Approved

## 4. In-Committee

## 5. Close Meeting

### 5.1 Close the meeting

**Next meeting:** Term 4 Board Meeting - 16 Dec 2024, 3:00 pm

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_