

Deaf Education ECE Trust
Minutes of meeting held 14th August 2024



Present: Sarah de Heer (Zoom), Grace Covey, Krista Clifford, Susan Swolfs, Mekeal Knewstubb, Tania Drain

Apologies: N/A

Interpreters: Melody Faaiu/Kelly Hodgins

Secretary: Vanessa Burrows

Welcome and Karakia

(A copy of these minutes to be given to Board Chair for signature after the meeting)

Previous Minutes:

Minutes of 22nd May 2024 were distributed prior to the meeting and confirmed to be a true and accurate record.

Actions from Previous Minutes

Service Agreement

- Updated and formatting complete – document with Steve Papps for final check.
- Awaiting final checks and sign off from Commissioner.

Deaf Studies Presentation

- Angela Lindsay to present at ECE Trust November Meeting
- (Guidelines linked to Deafhood weaved through our curriculum)

Induction Handbook Update

- Updated
- Shared with Mike Rondel (Commissioner) and Denise Powell (Acting Principal)
- Added to website.

Positive Guidance Policy

- Updated

Correspondence

- Email from Steve Papps – Minor changes to updated Service Level Agreement TBC

Reports

Head of Early Years

- Looking at compliance (all information in report)
- New BWOFF (on the wall)
- Slide in Playground to be replaced.
- Playground
 - Needs an upgrade - get some quotes.
 - Expensive - may need to fundraise.
 - 8 years old, sad state after a short time.
 - As a BOT mitigating risks where we can to make sure things are safe for the students.
 - Important to get parent input on look of the playground.

Preschool Lead

- T2 Enrolments steady at 25
- One additional child with complex needs started.
- Lot of new enrolments T1
- Mat times focus on one story per week to help with engagement.
- Communication big part of programme, belonging close behind settling children.
- Newsletter gone out.
 - Celebrated Pink Shirt Day
 - Published information about \$20 NZSL classes.
 - Dress up day on last day of Term.
- Clothes dryer replaced.
- Heat pump and slide broken awaiting repair/replacement.
- Mag lock working well.
- Accidents standard, one injury to staff member requiring medical attention.
- Various policies updated.
- One unexpected fire alarm
- Attendance dropped a bit for winter.
- Playground App updated - more information on who is engaging.
- Two internal evaluations, assessment practices and one around mat times to establish better routine and engagement.
- Pollyanna finished fixed term and Chelcie on maternity leave.
- Kayoko and Kim fixed term basis until end of year
- Professional growth cycle started beginning term 3.
- Internal ESW started this week, Sally Anne Hona (Deaf Adult)
- New teacher .6 Krista will cover CRT one day a week on average.
- Teaching position part time and fixed term, no assurance and job security so no interest from Deaf candidates.
- NZSL tutors come in two days a week so Deaf adults around and role models.
- Spare equipment – have spare batteries and will get some coils.
- NZSL assessments
 - RST (Receptive Skills Test) – 3 years
 - PST (Productive Skills Test) – 4 years and above
 - Test children with NZSL as primary language (or on request).

Financials

- Financial report presented.
 - P&L Actual v Budget Summary
- Income above expectation but may balance out following month.
- Expenses under budget
- MoE want expenditure tightened including travel.
- Deficit \$104,000 so tracking well.
- Funds have been received as audited accounts sent in.

General

ECE regulations consultation

- Discussion/feedback around governmental review of early years regulations.
- Important topics under review
 - Curriculum
 - Premises and Facilities
 - Health and Safety
 - Governance Management and Administration.
- Funding not under review currently
- Will do group submission on behalf of ECE Trust Board (draft tabled) and submit before end of month close off.
- Recommend staff and parents complete survey.

Policies

- Working Protocols for collaborative practices
 - Reviewed for update as discussed.

- Updated copy to be distributed at next meeting.

ACTIONS:	
Service Agreement • Share with trust members for approval	Vanessa
Deaf Studies Presentation November Meeting – Angela Lindsay Guidelines linked to Deafhood weaved through our curriculum	Krista
ECE Regulations Consultation • Group submission on behalf of ECE Trust Board (draft tabled) submitted before end of month close off.	Krista
Working Protocols for collaborative practices • Update as discussed. (Updated copy to the Board at next meeting)	Susan

_____ Date _____

Chairperson, Deaf
 Education ECE Trust