



Phoenix Preschool Inc Board of Governance

Committee Meeting Minutes

(Meeting held via Microsoft Teams)

7 November 2023 (Postponed October meeting)

Item	Action
<p>1. Welcome</p> <p>The Chairperson opened the meeting at 7pm</p> <p>Present : Rachel Thomas (Chairperson), Alice Vanderweg (Vice Chair), Leoni Swift (Secretary), Craig McNabb (Treasurer), Aafke Baxter (Board Member), Ange Ross (Preschool Manager), Kate Veint (Teacher Representative)</p> <p>Apologies : Dan Copland (Board Member), Marloes Morrison (Board Member), Rachael Langridge (Board Member), Pete Lee (College Representative), Alice vanderweg</p>	
<p>2. Minutes of Previous Meeting :</p> <p>- 18 September 2023</p> <p>Accepted as a true and accurate record of that meeting</p>	<p>Moved/Seconded by: Craig/Leoni</p>
<p>3. Conflict of Interest</p> <p>Are there any conflicts of interest that need to be declared and recorded by Board Members on any items in the October agenda?</p>	<p>Conflict of Interest</p> <p>- None noted</p>



4.	Correspondence In: <ul style="list-style-type: none"> - None 	Correspondence <ul style="list-style-type: none"> - None noted
	Out: <ul style="list-style-type: none"> - None 	<ul style="list-style-type: none"> - None noted
5.	Chair Report Prepared by Rachel Thomas, emailed to members and taken as read.	Chair Report Moved/Seconded by: Craig/Leoni
6.	Management Report Prepared by Ange Ross emailed to members and taken as read. <ul style="list-style-type: none"> - Discussion points as per Management report Any Health and Safety issues from the above report or brought to the Board from the Phoenix Teacher Rep?	Management Report <ul style="list-style-type: none"> - Discussion points as per the report: <ul style="list-style-type: none"> - No further discussion - Lots of sickness, staff away, Ange under pressure Moved/Seconded by: Craig/Kate
7.	Policies and Procedures (a) Policies to be reviewed by the Board and adopted at the October meeting: <ul style="list-style-type: none"> - None (b) Procedures for review by the Board at the October	<ul style="list-style-type: none"> - Policies (a) <ul style="list-style-type: none"> - None - Procedures (b) to be forwarded for parent



	<p>meeting then forwarded for parent review:</p> <ul style="list-style-type: none"> - Hazard and Risk Management Procedure <p>Any issues or feedback from Board Members?</p> <p>(c) Procedures reviewed by Board at September meeting, and forwarded to whānau, now to be formally adopted at the October meeting:</p> <ul style="list-style-type: none"> - None 	<p>review:</p> <p>Moved/Seconded by: Leoni/Craig</p> <ul style="list-style-type: none"> - Procedures (c) reviewed by whānau to be adopted following October meeting. - None
8.	<p>General Business</p> <ul style="list-style-type: none"> - Board end of year dinner - Survey - Succession Plan - work in progress - everyone entered details in terms of their own succession? 	<p>Board end of year dinner/meeting to be held as one in early December. Tentative date 4 December 2023</p> <p>Survey Use the same questions as last year, but Rach to look at options for scale questions/answers. Same as last year for comparison</p> <p>Succession Plan</p> <ul style="list-style-type: none"> - Rach to send out to Board again for everyone to enter their own details



9.	<p>Sub-Committee Updates</p> <p>Finance</p> <ul style="list-style-type: none"> - Treasurer's update/report dated 31 October 2023 - Final Finances for October = \$640,555.21 (fundraising \$8850.50 down by \$334.36 from \$8516.14 last month). - Finances for October (ageables) = \$80,606.97 - Finances today - \$880,158.73 Including term deposit \$80,000 on an 8 month term. - Including term deposit \$80,000 on a 6 month term. Including fundraising \$8841.50 - Total: \$161,169.53 - Annual Performance Report has been filed with the Charities Commission and MOE <i>UPDATED: Tuesday 7th November 2023</i> <p>To discuss - Finance Strategy, last month's report, list of items for discussion.</p>	<p>Finance</p> <ul style="list-style-type: none"> - Craig Report - No further comments <p>Moved/Seconded: Leoni/Ange</p> <p>September report Robust discussion to be had around fees at December meeting</p> <p>Ange to do some work on increasing fees by \$1 per hour</p>
10.	<p>Personnel</p> <ul style="list-style-type: none"> - No update 	<p>Personnel</p> <ul style="list-style-type: none"> - No discussion
11.	<p>Property Maintenance</p> <ul style="list-style-type: none"> - Tinwald still to install non mobile shade sail - Still working through jobs from playground inspector 	<p>Maintenance</p> <p>Sails Rach to send a further email to advise we rely on the shade sails for playground inspection</p> <p>Playground report - Ange to contact Matt re: bolts and swings</p>



12.	Grants <ul style="list-style-type: none"> - Update provided by Leoni - As per written report 	Grants <ul style="list-style-type: none"> - Ange to take items back to the team - rethink what is best to apply for. - Once we have a new/reviewed 'list', then we can apply to Lions Foundation.
13.	Fundraising <ul style="list-style-type: none"> - Update provided by Leoni - As per written report 	Fundraising <ul style="list-style-type: none"> - Succession and next year to be discussed at next meeting
14.	In-Committee <p>The Board move into Committee to discuss:</p> <ul style="list-style-type: none"> - Personnel meeting - Staff gift fund 	
15.	Close meeting <ul style="list-style-type: none"> - There being no further items, the meeting closed at 8.40pm. - The next meeting will be held in person at 7pm on Monday, 4 December 2023. (TBC) 	

Signed off by

A handwritten signature in black ink, appearing to read "Rachel Thomas".

Chairperson - Rachel Thomas

A handwritten signature in blue ink, appearing to read "Leoni Dytham-Swift".

Secretary - Leoni Dytham-Swift