



Phoenix Preschool Inc Board of Governance

Committee Meeting Minutes

(Meeting held via zoom meeting)

21 August 2023

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), , Pete Lee (College Representative), Aafke Baxter (Board Member), Rachael Langridge (Board Member), Craig McNabb (Treasurer), Ange Ross (Preschool Manager), Kate Veint (Teacher Representative), Dan Copland (Board Member)</p> <p>Apologies : Marloes Morrison (Board Member)</p>	
<p>2. Minutes of Previous Meeting :</p> <p>- 17 July 2023</p> <p>Accepted as a true and accurate record of that meeting</p>	<p>Moved/Seconded by:</p> <p>Pete Lee and Leoni Swift</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 August agenda?</p>	<p>- None noted</p>
<p>4. Correspondence</p> <p>In:</p> <p>- None</p>	<p>- None noted</p>

	Out: - None	- None noted
5.	Chair Report Prepared by Rachel Thomas, emailed to members and taken as read.	Moved/Seconded by: Kate Veint and Craig McNabb
6.	Management Report Prepared by Ange Ross emailed to members and taken as read. - 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?	- Discussion points as per the report: No further discussion Moved/Seconded by: Pete Lee and Leoni Swift
7.	Policies and Procedures (a) Policies to be reviewed by the Board and adopted at the August meeting: - Emergencies Policy - Emergency Management Plan (b) Procedures for review by the Board at the August meeting then forwarded for parent review: - Fire Emergency Evacuation Plan Any issues or feedback from Board Members? (c) Procedures reviewed by Board at July meeting, and forwarded to whānau, now to be formally	- Policies (a) - no issues noted by Board and to be adopted at this August meeting. Moved/Seconded by: Alice Vanderweg and Leoni Swift - Procedures (b) to be forwarded for parent review. - Kate Vient and Leoni Swift - Procedures (c) reviewed by whānau to



	<p>adopted at the August meeting:</p> <ul style="list-style-type: none">- None	<p>be adopted following August meeting</p> <p>None</p>
8.	<p>General Business</p> <ul style="list-style-type: none">- Community kai kete- Next whanau evening	<p>Community Kai Kete</p> <ul style="list-style-type: none">- To look into options and report back. Agree to have something up and running in the coming months <p>Next Whanau Evening</p> <ul style="list-style-type: none">- Bed Wetting/Toilet Training evening. Agree to go ahead and organise this. Could open up to friends and family and possibly charge \$5 per parent outside of Phoenix. Rach T to contact Zalie at Stork Network to run the evening/event.



9.	<p>Sub-Committee Updates</p> <p>Finance</p> <ul style="list-style-type: none"> - Treasurer's update/report dated 31st July 2023 - Final Finances for July = \$832,459.42 (fundraising \$8468.84 down by \$581.40 from \$9050.24 last month). - Finances for July (ageables) = \$39,119.70 - Finances today - \$770,282.93 Including term deposit \$80,000 on an 8 month term. - Including term deposit \$80,000 on a 6 month term. Including fundraising \$8150.84 - Annual Performance Report has been filed with the Charities Commission and MOE <i>UPDATED: Monday 21st August 2023</i> <p>Personnel</p> <ul style="list-style-type: none"> - No update <p>Property Maintenance</p> <ul style="list-style-type: none"> - Shade sails Tinwald still to install the last two sails which they will do in Sept/Oct when the new ones go up - Next working bee 16 Sept <p>Grants</p> <ul style="list-style-type: none"> - Update provided by Leoni <ul style="list-style-type: none"> - No formal report - Braided Rivers grant application did not proceed - Advance Ashburton application submitted week beginning 7 August 2023 	<p>Finance</p> <ul style="list-style-type: none"> - Craig Report - No further comments <p>Moved/Seconded: Leoni Swift and Aafke Baxter</p> <p>Personnel</p> <ul style="list-style-type: none"> - No update <p>Maintenance</p> <p>Shade Sails</p> <ul style="list-style-type: none"> - Rach T to correspond with Tinwald Canvas to ensure sails do go up early in Spring/Summer <p>Working Bee</p> <ul style="list-style-type: none"> - 16th September - working bee. - Turn Bark over - Paint - Gardening/weeding <p>Grants</p> <ul style="list-style-type: none"> - Advanced ashburton received application, no outcome yet.
----	---	---



	Fundraising <ul style="list-style-type: none">- Update provided by Leoni<ul style="list-style-type: none">- No formal report- Meeting held 9 August 2023- Minutes attached	Fundraising <ul style="list-style-type: none">- Wheel A Thon - Pete Lee to help us out with court use to confirm dates.- Succession of the committee - Sarah and Leoni to step down.
11.	In-Committee <p>The Board move into Committee to discuss:</p> <ul style="list-style-type: none">- EPP	Kate Veint - Excused
12.	Close meeting <ul style="list-style-type: none">- There being no further items, the meeting closed at 7.55pm.- The next meeting will be held in person at 7pm on Monday 18 September 2023.	

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