



## Phoenix Preschool Inc Board of Governance

### Committee Meeting Minutes

(Meeting held in person)

18 September 2023

Item	Action
<p>1. <b>Welcome</b></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), Marloes Morrison (Board Member), Aafke Baxter (Board Member), Rachael Langridge (Board Member), Ange Ross (Preschool Manager), Kate Veint (Teacher Representative),</p> <p>Apologies : Craig McNabb (Treasurer), Dan Copland (Board Member)</p>	
<p>2. <b>Minutes of Previous Meeting :</b></p> <p>- 21 August 2023</p> <p>Accepted as a true and accurate record of that meeting</p>	<p>Moved/Seconded by: Pete/Marloes</p>
<p>3. <b>Conflict of Interest</b></p> <p>Are there any conflicts of interest that need to be declared and recorded by Board Members on any items in the September agenda?</p>	<p><b>Conflict of Interest</b></p> <p>- None noted</p>



4.	<b>Correspondence</b>  <b>In:</b> <ul style="list-style-type: none"> <li>- None</li> </ul>	<b>Correspondence</b>  <ul style="list-style-type: none"> <li>- None noted</li> </ul>
	<b>Out:</b> <ul style="list-style-type: none"> <li>- None</li> </ul>	<ul style="list-style-type: none"> <li>- None noted</li> </ul>
5.	<b>Chair Report</b>  Prepared by Rachel Thomas, emailed to members and taken as read.	<b>Chair Report</b>  Moved/Seconded by: Rach/Marloes
6.	<b>Management Report</b>  Prepared by Ange Ross emailed to members and taken as read. <ul style="list-style-type: none"> <li>- Discussion points as per Management report</li> </ul> Any Health and Safety issues from the above report or brought to the Board from the Phoenix Teacher Rep?	<b>Management Report</b>  <ul style="list-style-type: none"> <li>- Discussion points as per the report:             <ul style="list-style-type: none"> <li>- Resignations</li> <li>- Discussions around recruiting</li> <li>- Survey around wellbeing to be given to staff</li> <li>- Further perks to be considered during contract review</li> </ul> </li> </ul> Moved/Seconded by: Pete/Rach L



7.	<p><b>Policies and Procedures</b></p> <p>(a) Policies to be reviewed by the Board and adopted at the September meeting:</p> <ul style="list-style-type: none"> <li>- None</li> </ul> <p>(b) Procedures for review by the Board at the September meeting then forwarded for parent review:</p> <ul style="list-style-type: none"> <li>- None</li> </ul> <p>Any issues or feedback from Board Members?</p> <p>(c) Procedures reviewed by Board at August meeting, and forwarded to whānau, now to be formally adopted at the September meeting:</p> <ul style="list-style-type: none"> <li>- Fire Emergency Evacuation Plan</li> </ul>	<ul style="list-style-type: none"> <li>- Policies (a) - None</li> <li>- Procedures (b) to be forwarded for parent review:               <ul style="list-style-type: none"> <li>- None</li> </ul> </li> <li>- Procedures (c) reviewed by whānau to be adopted following September meeting.</li> </ul> <p>Moved/Seconded by: Leoni/Pete</p>
8.	<p><b>General Business</b></p> <ul style="list-style-type: none"> <li>- Community kai kete - how will we do this?</li> <li>- Next whanau evening - date to be decided</li> <li>- Succession Plan - work in progress</li> </ul>	<p><b>Kai Kete</b></p> <ul style="list-style-type: none"> <li>- Produce to be put out as and when available</li> <li>- Donated to community groups</li> </ul> <p><b>Whanau Evening</b></p> <ul style="list-style-type: none"> <li>- 1 November</li> </ul> <p><b>Succession Plan</b></p> <ul style="list-style-type: none"> <li>- Work in progress. Each member to enter details in terms of succession</li> </ul>



9.	<b>Sub-Committee Updates</b>  <b>Finance</b> <ul style="list-style-type: none"> <li>- Treasurer's update/report dated 31 August 2023</li> <li>- Final Finances for August = \$813,630.75 (fundraising \$8,468.84 down by \$0 from \$8,468.84 last month).</li> <li>- Finances for August (ageables) = \$47,482.24</li> <li>- Finances today - \$721,961.23 Including term deposit \$80,000 on an 8 month term.</li> <li>- Including term deposit \$80,000 on a 6 month term. Including fundraising \$8,184.69</li> <li>- Annual Performance Report has been filed with the Charities Commission and MOE <i>UPDATED: Monday 18 September 2023</i></li> </ul>	<b>Finance</b> <ul style="list-style-type: none"> <li>- Rach L: Report - No further comments</li> </ul> Moved/Seconded: Pete/Alice
----	---	--

10.	<b>Personnel</b> <ul style="list-style-type: none"> <li>- No update</li> </ul>	<b>Personnel</b> <ul style="list-style-type: none"> <li>- As discussed under Management</li> </ul>
-----	--	--

11.	<b>Property Maintenance</b> <ul style="list-style-type: none"> <li>- Shade sails</li> <li>- Tinwald still to install the last two sails which they will do in Sept/Oct when the new ones go up. Sails have been installed over sandpits</li> <li>- Quote received for non-mobile sandpit</li> <li>- Smithscapes to fix up pavers and roll grass</li> </ul>	<b>Maintenance</b>  <b>Shade Sails</b> <ul style="list-style-type: none"> <li>- Rach T to contact Tinwald again to get commitment to put sails up</li> <li>- \$3,884.01 Funded entirely from fundraising</li> </ul> Moved/Seconded: Leoni/Marloes <ul style="list-style-type: none"> <li>- Dan packed up</li> </ul>
-----	--	---



	<ul style="list-style-type: none"> <li>- Working Bee debrief - any outstanding jobs?</li> <li>- Ange to send pictures of completed tasks to playground inspector</li> <li>- Any remaining playground items</li> </ul>	<p>pavers at working bee. Ange to check, and may cancel Smithscapes</p> <ul style="list-style-type: none"> <li>- Ange to send photos</li> <li>- Bolt caps - Michael vanderweg to complete</li> <li>- Fence - Bradfords to come back</li> </ul>
12.	<b>Grants</b> <ul style="list-style-type: none"> <li>- Update provided by Leoni               <ul style="list-style-type: none"> <li>- No written report</li> <li>- Advance Ashburton application submitted week beginning 7 August 2023 - no update</li> </ul> </li> </ul>	<b>Grants</b> <ul style="list-style-type: none"> <li>- If application not successful, will look at what we can apply for next, and when</li> </ul>
13.	<b>Fundraising</b> <ul style="list-style-type: none"> <li>- Update provided by Leoni               <ul style="list-style-type: none"> <li>- No written report</li> </ul> </li> </ul>	<b>Fundraising</b> <p>Thank you to college for facility for cheese rolls and courts for bike-a-thon</p> <p>Rach L - BBQ for wheelathon</p> <p>Rach T - help show Aafke - help show</p> <p>Disco - go ahead - Aafke has disco light and bubble</p> <p>Thursday, 9 November</p>



14.	<b>In-Committee</b>  The Board move into Committee to discuss: <ul style="list-style-type: none"><li>- Nothing to discuss</li></ul>	
15.	<b>Close meeting</b> <ul style="list-style-type: none"><li>- There being no further items, the meeting closed at 9.07pm.</li><li>- The next meeting will be held via Microsoft Teams 7pm on Monday 16 October 2023.</li></ul>	

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