

Phoenix Preschool Inc Board of Governance

Committee Meeting Minutes

20 April 2021

Item		Action
1.	<p>Welcome</p> <p>The Chair Person opened the meeting at 7pm</p> <p>Present : Kylie Grieve (Chairperson), Rachel Thomas (Vice Chairperson), Kate Templeton (Treasurer), Leoni Swift (Secretary), Laura George (Board Member), Jeff Hurst (Board Member), Ange Ross (Preschool Manager), Gayle Smith-Busch (Teacher Rep), Marloes Morrison (Board Member), Andrew Salvesen (Board Member)</p> <p>Apologies : Sue Johnstone (Ashburton College Rep)</p>	
2.	<p>Minutes of Previous Meeting :</p> <p>- 23 March 2021</p> <p>Accepted as a true and accurate record of that meeting</p>	Moved/Seconded by: Kate/Rach
3.	<p>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 April agenda?</p> <p>Confidentiality forms to be discussed/signed.</p> <p>Conflict of Interest Register. Completed</p>	Kate is a close friend of Talbot Security representative, Kevin Opele

4.	<p>Correspondence</p> <p>In:</p> <ul style="list-style-type: none"> - Jonathan Pow (Tavendale and Partners) dated 18 March 2021 - re: Lease Review - Shane Walton (Masterguard) - re: security quote - Kevin Opele (Talbot Security) - re: security quote <p>Out:</p> <ul style="list-style-type: none"> - Shane Walton (Masterguard) - re: security quote - Kevin Opele (Talbot Security) - re: security quote 	
5.	<p>Chair Report</p> <p>Presented and read by : Kylie Grieve</p>	<p>Moved/Seconded by: Laura/Marloes</p>
6.	<p>Management Report</p> <p>Prepared by Ange Ross emailed to members and taken as read.</p> <p>Any Health and Safety issues from the above report or brought to the Board from the Phoenix Teacher Rep?</p>	<p>Moved/Seconded by: Leoni/Andrew</p> <ul style="list-style-type: none"> - Kylie to water blast outdoor area, and look at putting down artificial lawn - Jeff to assess mound over tunnel in playground

7.	<p>Policies and Procedures</p> <p>Board of Governance Policies, Procedures and Other Documents to be reviewed by the Board and adopted at the April Board Meeting:</p> <ul style="list-style-type: none"> - Hazard and Risk Register - specifically discuss car park and signage <p>Policies for review at the April Board Meeting then parent review:</p> <ul style="list-style-type: none"> - Health and Safety Food Policy (replaces Food and Drink Policy and Procedures HS19-23) - Separated Parents Policy - Privacy Policy <p>Any issues or feedback from Board Members?</p> <p>Under Parent review currently, then formally adopted at the March Board Meeting, then added to Educa and Operations Manual:</p> <ul style="list-style-type: none"> - HS27 - Medical Assistance and Incident Management - Fee Schedule 	<ul style="list-style-type: none"> - Hazard and Risk - Kylie will put signs back up in the car park. - Food Policy - Ange to make changes as discussed - Separated Parents Policy - Ange to make changes as discussed <p>Moved/Seconded by: Leoni/Rach</p>
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8.	<p>General Business</p> <ul style="list-style-type: none"> - Discuss Board/Teachers gathering - Study Grant Application - Te Awhina Clark - Study Grant Application - Nicola Cain - Proposal - Replacement Bedding - Minutes from here on to go on Website. Who can upload these? - Website to be updated 	<p>Gathering: - Date agreed</p> <p>Study Grant Application (TeAwhina): - Approved</p> <p>Moved/Seconded Laura/Andrew</p> <p>Study Grant Application (Nicola): - Approved</p> <p>Moved/Seconded Laura/Andrew</p> <p>Proposal - Bedding: - Ange to purchase quilts</p> <p>Minutes: - Liz to upload minutes</p> <p>Website: - Marloes to look into new website</p>
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9.	<p>Centre Re-Build Update</p> <ul style="list-style-type: none"> - Kylie to update Board with any information - Security - Masterguard & Talbot Security - update from Leoni - Colour Ideas for the new centre - Kylie is working on - Signage - Kylie to sort quotes/ideas 	<ul style="list-style-type: none"> - Kylie still discussing colours - Masterguard - further questions as discussed, then board to decide
10.	<p>Sub-Committee Updates</p> <p>Finance:</p> <ul style="list-style-type: none"> - Treasurer's update/report from meeting held 14 April 2021 - Final Finances for March = \$640,031.11 - Finances for April (ageables) = \$13,648.60 - Finances today = \$594,179.95 - Discuss Vice Treasurer Position <p>Personnel:</p> <ul style="list-style-type: none"> - Update from Ange <p>Redevelopment:</p> <ul style="list-style-type: none"> - 	<p>Finance:</p> <ul style="list-style-type: none"> - Andrew to have a discussion with Kate to potentially fill position of Vice Treasurer from AGM 2022 <p>Moved/Seconded Jeff/Gayle</p> <p>Personnel:</p> <ul style="list-style-type: none"> - <p>Redevelopment:</p> <ul style="list-style-type: none"> - Laura awaiting quote from Greg Donaldson Contracting - Laura awaiting a response from Smithscapes


	<p>Grants:</p> <ul style="list-style-type: none"> - Principals Discretionary Fund - Community Trust Mid & South Canterbury - \$1,000.00 <ul style="list-style-type: none"> - Leoni submitted application on 12 April 2021 - Decision will be made on 10 May 2021, funds distributed in month following - Air Rescue Grant application decision to be made this week <p>Fundraising :</p> <ul style="list-style-type: none"> - Any updates from Leoni 	<p>Grants:</p> <ul style="list-style-type: none"> - Teachers to start wish list of items, so can start applying for specific items <p>Fundraising:</p> <ul style="list-style-type: none"> - Apology from Kate for making cheese rolls
11.	<p>Sub-Committees</p> <p>Finance</p> <ul style="list-style-type: none"> - Kylie Grieve - Kate Templeton - Rach Thomas - Ange Ross - Liz Johnston <p>Personnel</p> <ul style="list-style-type: none"> - Kylie Grieve - Rach Thomas - Kate Templeton - Andrew Salvesen <p>Redevelopment</p> <ul style="list-style-type: none"> - Laura George - Jeff Hurst <p>Grants</p> <ul style="list-style-type: none"> - Leoni Swift - Laura George - Marloes Morrison <p>Fundraising</p> <ul style="list-style-type: none"> - Leoni Swift (Board Rep) - Sarah Thompson 	

	<ul style="list-style-type: none"> - Jemma Hurst - Sara Baird - Hayley Flemming - Claire Marshall - Diana Harrison (Teacher Rep) - Nikki Furer (Teacher Rep) <p>Lease</p> <ul style="list-style-type: none"> - Kylie Grieve - Rach Thomas - Kate Templeton - Jeff Hurst 	
12.	<p>Close meeting</p> <p>There being no further items, the meeting closed at 8:50pm.</p> <p>The next meeting will be held at 7pm at Phoenix Preschool on Tuesday 18 May 2021.</p>	

Signed off by



Chairperson - Kylie Grieve



Secretary - Leoni Dytham-Swift