



Phoenix Preschool Inc Board of Governance

Committee Meeting Minutes

(Meeting held in person)

18 April 2023

Item	Action
<p>1. Welcome</p> <p>The Chairperson opened the meeting at 7pm</p> <p>Present : Rachel Thomas (Chairperson), Craig McNabb (Treasurer), Leoni Swift (Secretary), Marloes Morrison (Board Member), Dan Copland (Board Member), Aafke Baxter (Board Member), Rachel Langridge (Board Member), Pete Lee (College Representative), Ange Ross (Preschool Manager)</p> <p>Apologies : Alice Vanderweg (Board Member), Kate Veint (Teacher Representative)</p>	
<p>2. Minutes of Previous Meeting :</p> <p>- 23 March 2023</p> <p>Accepted as a true and accurate record of that meeting</p>	<p>Moved/Seconded by: Marloes/Dan</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 April agenda?</p>	<p>- None noted</p>
<p>4. Correspondence</p> <p>In:</p> <p>- None</p>	<p>- No comment</p>



	Out: - None	- No comment
5.	Chair Report Prepared by Rachel Thomas, emailed to members and taken as read.	Moved/Seconded by: Pete/Rachael
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: Consultation on Pay Parity can be done in writing. Ange to forward contact details to Rach in order that Board may lodge submission. Offers being put forward by MOE are very complex. Funding will continue to be for 6 hours per day only. Frosting - Rach emailed contractor re supply, not heard back. Ange already purchased and applied to doors. Thank you to Dan for leading the working bee, and all who attended. Thank you from the staff for Easter gift Moved/Seconded by: Craig/Dan

7.	<p>Policies and Procedures</p> <p>(a) Policies to be reviewed by the Board and adopted at the April meeting:</p> <ul style="list-style-type: none"> - Hazard and Risk Register <p>(b) Procedures for review by the Board at the April meeting then forwarded for parent review:</p> <ul style="list-style-type: none"> - None <p>Any issues or feedback from Board Members?</p> <p>(c) Procedures reviewed by Board at March meeting, and forwarded to whānau, still under parent review. If no issues noted, to be formally adopted at the May meeting:</p> <ul style="list-style-type: none"> - Fee Schedule Procedure - Display Information and Complaints Procedure 	<ul style="list-style-type: none"> - Policies (a) - no issues noted by Board. - Procedures (b) to be forwarded for parent review. - Procedures (c) reviewed by whānau to be adopted following May meeting if no issues raised. - Adult Health and Wellbeing - ongoing work from Ange; to be adopted by the Board at a later meeting <p>Moved/Seconded by: Pete/Rachael</p>
8.	<p>General Business</p> <ul style="list-style-type: none"> - Confirm meeting time for year - Induction folder - Vacant positions 	<ul style="list-style-type: none"> - Meeting Times Move meetings to Mondays, next one being via Teams at 7pm on 22 May 2023. - Induction Folder Living documents. Any documents can be changed by anyone, but needs to be discussed at Board level first. Job Descriptions are to be locked. - Vacant Positions Rach nominates Alice Vanderweg as Vice



	<p>- Establish committees</p>	<p>Chair for a one-year position.</p> <p>Moved/Seconded Aafke/Marloes</p> <p>Vice Chair job description been updated to reflect Vice Chair position can be a one-year term</p> <p>Vice Treasurer and Vice Secretary positions to be filled later in the year if and when the need arises.</p> <p>- Establish Committees</p> <p>Maintenance</p> <ul style="list-style-type: none">- Rach- Dan <p>Finance</p> <ul style="list-style-type: none">- Rach- Craig- Alice- Rachael <p>Personnel</p> <ul style="list-style-type: none">- Rach- Marloes- Pete- Craig <p>Grants</p> <ul style="list-style-type: none">- Rach- Leoni- Marloes
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		<p>Fundraising</p> <ul style="list-style-type: none"> - Rach - Leoni - Alice - Aafke <p>Moved/Seconded Craig/Pete</p>
9.	<p>Sub-Committee Updates</p> <p>Finance</p> <ul style="list-style-type: none"> - Treasurer's update/report dated 30th April 2023 - Final Finances for March = \$750,895.07 (fundraising \$7392.48 (up from \$4128.20 last month) (Hot Cross buns invoice to come out so minus \$3154). - Finances for April (total ageables) = \$73,874.40 (Trents still to come - \$401.72). - Finances today - \$709,193.91 (term deposit).TD increased to \$80k for 8 months - now showing on the bank account. <p>Personnel</p> <ul style="list-style-type: none"> - Recruitment ad <p>Redevelopment</p> <ul style="list-style-type: none"> - Working Bee debrief 	<p>Finance</p> <ul style="list-style-type: none"> - As per report read out by Craig <p>Moved/Seconded: Pete/Marloes</p> <p>Personnel</p> <ul style="list-style-type: none"> - Ange preparing advert for Team Leader for Pukeko Room - Very tough market - Support person advert still to be completed <p>Redevelopment</p> <p>Working Bee</p> <ul style="list-style-type: none"> - Went well, approximately 10-12 people helped. - Perhaps provide morning tea next time - Next working bee date set - 24 June to be advertised well in advance.

	<ul style="list-style-type: none"> - Quote for heavy rolling grass areas obtained <p>Grants</p> <ul style="list-style-type: none"> - Written report/update provided by Leoni <p>Fundraising</p> <ul style="list-style-type: none"> - Written report/update provided by Leoni 	<p>Quote</p> <ul style="list-style-type: none"> - Grass is very uneven. Board agrees to proceed with the quote from Smithscapes. Rach to organise. <p>Grants</p> <ul style="list-style-type: none"> - No comments <p>Fundraising</p> <ul style="list-style-type: none"> - Ange to prioritise wishlist so that Board can agree on amount to be raised by fundraising during 2023 and what those funds are to be allocated towards. - Board to discuss the above at the May meeting. - Artwork - option for fundraiser towards end of the year. - Pasta - another keen backup idea. Before Spring next year. - Promo code option for Spring - Awapuni Nursery (same process as Stuck on You)
11.	<p>In-Committee</p> <p>The Board move into Committee to discuss:</p> <ul style="list-style-type: none"> - Nothing to discuss 	<ul style="list-style-type: none"> - No comment



12.	Close meeting <ul style="list-style-type: none">- There being no further items, the meeting closed at 8:16pm.- The next meeting will be held via Teams at 7pm on Monday 15 May 2023.	
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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 Swift".

Secretary - Leoni Swift