



Phoenix Preschool Inc Board of Governance

Committee Meeting Minutes

(Meeting held via zoom meeting)

17 July 2023

Item		Action
1.	<p>Welcome</p> <p>The Chairperson opened the meeting at 7pm</p> <p>Present : Alice Vanderweg (Vice Chair), Leoni Swift (Secretary), Marloes Morrison (Board Member), Pete Lee (College Representative), Aafke Baxter (Board Member), Rachael Langridge (Board Member), Ange Ross (Preschool Manager), Kate Veint (Teacher Representative)</p> <p>Apologies : Rachel Thomas (Chairperson), Dan Copland (Board Member), Craig McNabb (Treasurer)</p>	
2.	<p>Minutes of Previous Meeting :</p> <p>- 19 June 2023</p> <p>Accepted as a true and accurate record of that meeting</p>	<p>Moved/Seconded by: Pete/Marloes</p>
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 July agenda?</p>	<p>- None noted</p>



4.	Correspondence In: - None	- None noted
	Out: - None	- None noted
5.	Chair Report Prepared by Rachel Thomas, emailed to members and taken as read.	Moved/Seconded by: Pete/Aafke
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: Registration fee - to be considered by Rachel Thomas and Pete as part of contract review. Moved/Seconded by: Aafke/Pete
7.	Policies and Procedures (a) Policies to be reviewed by the Board and adopted at the July meeting: - Fraud and Corruption Policy; - Sun Protection Policy; and - Finance Policy.	- Policies (a) - no issues noted by Board and to be adopted at this July meeting. Only change being in the Finance Policy - Ange to add the following wording under Signatories and bank account authorisations: <i>Access to "View Only" Online Banking will be</i>

	<p><i>granted to the Board member who is to replace the standing Board representative of the Fundraising Committee approximately six months prior to their transition into the role of Board-Fundraising member.</i></p> <p>Moved/Seconded by: Leoni/Kate</p> <p>(b) Procedures for review by the Board at the July 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 May meeting, and forwarded to whānau, now to be formally adopted at the July meeting:</p> <ul style="list-style-type: none"> - None 	<p>(b) Procedures (b) to be forwarded for parent review.</p> <ul style="list-style-type: none"> - None <p>(c) Procedures (c) reviewed by whānau to be adopted following July meeting</p> <p>None</p>
8.	<p>General Business</p> <ul style="list-style-type: none"> - Anniversary 28 June 	<p>Anniversary</p> <ul style="list-style-type: none"> - Good publicity. Good turnout from representatives for Lion Foundation, Braided Rivers Community



		Trust, and Advance Ashburton Community Foundation.
9.	<p>Sub-Committee Updates</p> <p>Finance</p> <ul style="list-style-type: none"> - Treasurer's update/report dated 30th June 2023 - Final Finances for June = \$577,618.33 (fundraising \$9,050.24 down by \$3,033.57 from \$12,083.81 last month). - Finances for June (ageables) = \$38,569.54 - Finances today - \$832,459.42 Including term deposit \$80,000 on an 8 month term. Including fundraising \$68,152.34 - Annual Performance Report has been filed with the Charities Commission and MOE <i>UPDATED: Monday 17th July 2023 5pm</i> <p>Personnel</p> <ul style="list-style-type: none"> - Recruitment update <p>Property Maintenance</p> <ul style="list-style-type: none"> - Shade sails <p>Grants</p> <ul style="list-style-type: none"> - Update provided by Leoni 	<p>Finance</p> <ul style="list-style-type: none"> - Ange and Craig to look into another Term deposit with Westpac. <p>Moved/Seconded: Pete/Rachael</p> <p>Personnel</p> <ul style="list-style-type: none"> - Ongoing process. Three candidates in the pipeline - Support person position on hold for time being <p>Maintenance</p> <ul style="list-style-type: none"> - Shade sails Tinwald still to install the last two sails <p>Grants</p> <ul style="list-style-type: none"> - Leoni, Marloes and Ange to have further meeting to discuss grants. - It is proving very difficult



	<p>Fundraising</p> <ul style="list-style-type: none"> - Update provided by Leoni 	<p>to obtain any quotes, so the task is ongoing.</p> <ul style="list-style-type: none"> - Might need to hold a further meeting to finalise Resolutions etc. <p>Fundraising</p> <ul style="list-style-type: none"> - Board agrees for Fundraising to run wheel-a-thon, and any other fundraisers which may seem worth it, but no pressure to raise much more this year. - Photos - clear preference from staff is to have the class photos at preschool and individual photos off-site.
10.	<p>In-Committee</p> <p>The Board move into Committee to discuss:</p> <ul style="list-style-type: none"> - Nothing 	
11.	<p>Close meeting</p> <ul style="list-style-type: none"> - There being no further items, the meeting closed at 7.35pm. - The next meeting will be held in person at Phoenix Preschool at 7pm on Monday 21 August 2023. 	

Signed off by

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

Vice Chairperson - Alice Vanderweg

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

Secretary - Leoni Swift