



## Phoenix Preschool Inc Board of Governance

### Committee Meeting Minutes

(Meeting held in person)

19 June 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), Craig McNabb (Treasurer), Leoni Swift (Secretary), Aafke Baxter (Board Member), Rachael Langridge (Board Member), Ange Ross (Preschool Manager), Kate Veint (Teacher Representative)</p> <p>Apologies : Dan Copland (Board Member); Pete Lee (College Representative), Marloes Morrison (Board Member)</p>	
<p>2. <b>Minutes of Previous Meeting :</b></p> <p style="padding-left: 40px;">- 22 May 2023</p> <p>Accepted as a true and accurate record of that meeting</p>	<p>Moved/Seconded by: Craig/Alice</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 June agenda?</p>	<p>- Fridd Builders Quote - Rachel Thomas</p>
<p>4. <b>Correspondence</b></p> <p><b>In:</b></p> <p style="padding-left: 40px;">- None</p>	<p>- No comment</p>



	<b>Out:</b> - None	- No comment
5.	<b>Chair Report</b>  Prepared by Rachel Thomas, emailed to members and taken as read.	Moved/Seconded by: Rachael/Aafke
6.	<b>Management Report</b>  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:  20 hrs - U2s from March 2024. Stipulation clause removed - families can't stipulate only doing 20 free hours  Overall funding still undergoing complete overhaul by MoE.  <b>Working Bee</b> - soil required. Rachael Langridge to sort from home.  Moved/Seconded by: Alice/Leoni

7.	<p><b>Policies and Procedures</b></p> <p>(a) Policies to be reviewed by the Board and adopted at the June meeting:</p> <ul style="list-style-type: none"> <li>- Finance Policy - to be reviewed at July meeting;</li> <li>- Privacy Policy;</li> <li>- Phoenix Staff Study Grant Policy;</li> </ul> <p>(b) Procedures for review by the Board at the June 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 May meeting, and forwarded to whānau, now to be formally adopted at the June meeting:</p> <ul style="list-style-type: none"> <li>- None</li> </ul>	<ul style="list-style-type: none"> <li>- Policies (a) - no issues noted by Board and to be adopted at this June meeting.</li> </ul> <p>Privacy Policy Phoenix Staff Study Grant Policy</p> <p>Moved/Seconded by: Rachael/Alice</p> <p>Finance Policy to be reviewed at July meeting</p> <ul style="list-style-type: none"> <li>- Procedures (b) to be forwarded for parent review.</li> </ul> <p>None</p> <ul style="list-style-type: none"> <li>- Procedures (c) reviewed by whānau to be adopted following June meeting</li> </ul> <p>Adult Health and Wellbeing - ongoing work from Ange; to be adopted by the Board at a later meeting - Rachel Thomas to assist with writing</p>
8.	<p><b>General Business</b></p> <ul style="list-style-type: none"> <li>- Strategic Plan</li> </ul>	<p><b>Strategic Plan</b></p> <ul style="list-style-type: none"> <li>- Board agrees to adopt, then out to families</li> </ul> <p>Moved/Seconded by: Ange/Rachel</p>

	<ul style="list-style-type: none"> <li>- Anniversary 28 June</li> </ul>	<p><b>Anniversary</b></p> <ul style="list-style-type: none"> <li>- Newspaper - Rachel Thomas to sort</li> <li>- Advance Ashburton - Ange</li> <li>- Braided - Leoni</li> <li>- Morning Tea for Kaiako 12-15 staff members - Rachel Thomas to sort</li> <li>- Birthday cake to be baked with children</li> <li>- Party supplies - Alice</li> </ul>
9.	<p><b>Sub-Committee Updates</b></p> <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>- Treasurer's update/report dated 31st May 2023</li> <li>- Final Finances for May = \$613,959.36 (fundraising \$12,083.81 (up by \$7960.14 from \$4123.67 last month).</li> <li>- Finances for May (ageables) = \$38,147.65</li> <li>- Finances today - \$597,172.36 Including term deposit \$80,000 on an 8 month term. Including fundraising \$9306.21 <i>UPDATED: 19/06/2023</i></li> </ul> <p><b>Personnel</b></p> <ul style="list-style-type: none"> <li>- Recruitment update</li> </ul> <p><b>Property Maintenance</b></p> <ul style="list-style-type: none"> <li>- Staining fence</li> <li>- Upcoming working bee - as discussed as part of management report</li> <li>- Shade sails</li> </ul>	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>- No comments</li> </ul> <p>Moved/Seconded: Leoni/Ange</p> <p><b>Personnel</b></p> <ul style="list-style-type: none"> <li>- No update, TradeMe didn't provide any more interest than Facebook</li> </ul> <p><b>Maintenance</b></p> <ul style="list-style-type: none"> <li>- <b>Fence</b> Agree not required, unnecessary expense</li> <li>- <b>Shade sails</b> Tinwald still to install the last two sails</li> </ul>



	<b>Grants</b> <ul style="list-style-type: none"> <li>- Written report/update provided by Leoni</li> </ul> <b>Fundraising</b> <ul style="list-style-type: none"> <li>- Written report/update provided by Leoni</li> </ul>	<b>Grants</b> <ul style="list-style-type: none"> <li>- As noted on the proposals document</li> </ul> <b>Fundraising</b> <ul style="list-style-type: none"> <li>- As noted on the proposals document</li> </ul>
11.	<b>In-Committee</b>  The Board move into Committee to discuss: <ul style="list-style-type: none"> <li>- Gifts</li> </ul>	
12.	<b>Close meeting</b> <ul style="list-style-type: none"> <li>- There being no further items, the meeting closed at 8:28pm.</li> <li>- The next meeting will be held via Microsoft Teams 7pm on Monday 17 July 2023.</li> </ul>	

Signed off by

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

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Chairperson - Rachel Thomas

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

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Secretary - Leoni Swift