



## Phoenix Preschool Inc Board of Governance

### Committee Meeting Minutes

(Meeting held via Microsoft Teams)

22 March 2023

Item	Action
<p>1. <b>Welcome</b></p> <p>The Chair Person opened the meeting at 6.45pm</p> <p>Present : Rachel Thomas (Chairperson), Craig McNabb (Vice Chairperson), Andrew Salvesen (Treasurer), Leoni Swift (Secretary), Pete Lee (Board Member), Marloes Morrison (Board Member), Jeff Hurst (Board Member), Dan Copland (Board Member), Ange Ross (Preschool Manager)</p> <p>Apologies : Sue Johnstone (Ashburton College Rep), Kate Veint (Teacher Rep)</p>	
<p>2. <b>Minutes of Previous Meeting :</b></p> <p>- 20 February 2023</p> <p>Accepted as a true and accurate record of that meeting</p>	<p>Moved/Seconded by: Craig/Pete</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 March agenda?</p>	<p>- None noted</p>
<p>4. <b>Correspondence</b></p> <p>In:</p> <p>- None</p>	<p>- None</p>



	<b>Out:</b> - None	- None
5.	<b>Chair Report</b>  No report as matters covered in the AGM Chair Report	
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: - Budget - Building jobs - Working Bee - Children allowed - Jess to create a new poster/notice - Priorities: - Garden/veg - Non-mobile area - Pete talk to Community Services Committee at College to see if they can/want to help - Working bee reminder to go on Fundraising Facebook - Leoni to ask Sarah Morrison to post - Decision to be made whether we go ahead, given low numbers - Support staff position (part-time) and Team Leader/Teacher - to

		<p>be advertised. Support staff locally, Team Leader/Teacher on TradeMe.</p> <ul style="list-style-type: none"> <li>- Real shortage around Ashburton and nationwide. Ange to put advert out for support staff as soon as possible</li> <li>- Further discussion around extended pay parity.</li> </ul> <p>Moved/Seconded by: Craig/Dan</p>
7.	<p><b>Policies and Procedures</b></p> <p>Policies to be reviewed by the Board and adopted at the March meeting:</p> <ul style="list-style-type: none"> <li>-</li> </ul> <p>Procedures for review by the Board at the March meeting then forwarded for parent review:</p> <ul style="list-style-type: none"> <li>- Fee Schedule Procedure</li> <li>- Display Information and Complaints Procedure</li> </ul> <p>Any issues or feedback from Board Members?</p> <p>Procedures reviewed by whānau, to be formally adopted by the Board at the March meeting:</p> <ul style="list-style-type: none"> <li>- Child Protection; and</li> <li>- Incident Notification to the MoE.</li> </ul>	<ul style="list-style-type: none"> <li>- Procedures reviewed - no issues noted.</li> <li>- Procedures having been reviewed by whānau to be adopted following the March meeting.</li> <li>- Adult Health and Wellbeing - ongoing work from Ange; to be adopted by the Board at the April meeting (following AGM in March)</li> </ul> <p>Moved/Seconded by: Pete/Marloes</p>



8.	<b>General Business</b> <ul style="list-style-type: none"> <li>- Philosophy</li> </ul>	<ul style="list-style-type: none"> <li>- To be adopted during AGM meeting</li> </ul>
9.	<b>Sub-Committee Updates</b>  <b>Finance</b> <ul style="list-style-type: none"> <li>- Treasurer's update/report dated 22nd March March 2023</li> <li>- Final Finances for February = \$538,786.94 (fundraising \$3,324.28 (up from \$1,627.18 last month) in Fundraising.</li> <li>- Finances for March (ageables) = \$29,319.71</li> <li>- New center costs paid in March = \$nil</li> <li>- Landscaping budget of \$70,000</li> <li>- Finances today - \$689,330.28 (term deposit).TD increased to \$80k for 8 months - not showing on bank account yet.</li> </ul> <b>Personnel</b> <ul style="list-style-type: none"> <li>- Ange undertaking recruitment for vacancies.</li> </ul> <b>Redevelopment</b> <ul style="list-style-type: none"> <li>- Working bee on Saturday</li> </ul> <b>Grants</b> <ul style="list-style-type: none"> <li>- Update provided by Leoni - no formal update</li> </ul> <b>Fundraising</b> <ul style="list-style-type: none"> <li>- Update provided by Leoni - no formal update</li> </ul>	<b>Finance</b> <ul style="list-style-type: none"> <li>- Xero Read only access to be given to Treasurer</li> <li>- Ange to investigate options of bookkeeping course for Ange and Jess</li> <li>- Andy to give Craig access to banking etc.</li> </ul> Moved/Seconded: Jeff/Pete  <b>Personnel</b> <ul style="list-style-type: none"> <li>- As discussed in Management Report</li> </ul> <b>Redevelopment</b> <ul style="list-style-type: none"> <li>- As discussed in Management Report</li> </ul> <b>Grants</b> <ul style="list-style-type: none"> <li>- No formal update</li> </ul> <b>Fundraising</b> <ul style="list-style-type: none"> <li>- Easter hunt discussed</li> <li>- Hot Cross Buns orders closed today, numbers to be confirmed</li> </ul>
11.	<b>In-Committee</b>  The Board move into Committee to discuss: <ul style="list-style-type: none"> <li>- Budget Approval</li> </ul>	<ul style="list-style-type: none"> <li>- Board agree to adopt Budget as presented at this March meeting</li> </ul>



		<ul style="list-style-type: none"><li>- Only changes - increase in insurance and cleaning costs</li></ul> <p>Moved/Seconded: Andy/Craig</p>
12.	<b>Close meeting</b> <ul style="list-style-type: none"><li>- There being no further items, the meeting closed at 7.28pm.</li><li>- The next meeting will be held via Teams, being the AGM to directly follow this meeting - 22 March 2023 at 7.30pm.</li><li>- The first meeting for the new 2023-2024 Board will be held on Tuesday, 18 April 2023 in person.</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