



Phoenix Preschool Inc Board of Governance

Committee Meeting Minutes

(Meeting held in person)

22 May 2023

Item	Action
<p>1. Welcome</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), Marloes Morrison (Board Member), Dan Copland (Board Member), Aafke Baxter (Board Member), , Pete Lee (College Representative), Ange Ross (Preschool Manager), Kate Veint (Teacher Representative)</p> <p>Apologies : Rachel Langridge (Board Member)</p>	
<p>2. Minutes of Previous Meeting :</p> <p>- 18 April 2023</p> <p>Accepted as a true and accurate record of that meeting</p>	<p>Moved/Seconded by: Pete/Craig</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 May agenda?</p>	<p>- None noted</p>
<p>4. Correspondence</p> <p>In:</p> <p>- None</p>	<p>- No comments</p>



	Out: - None	- No comment
5.	Chair Report Prepared by Rachel Thomas, emailed to members and taken as read.	Moved/Seconded by: Alice/Marloes
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: Buy/Swap Sell page - Not sure it would be used. Do not want to add workload to any staff. Suggested idea of post-it notes, such as available in Countdown and NW. Full licensing - a few items identified. Poles to move - Dan has asked at PGG about forklift for use - will get back to Board on this. Resource cupboard to be sorted - Ange working on this. Policies to be updated - Ange working on this. A huge thank you to Ange and Team for preparation on the licensing process. Moved/Seconded by:

		Aafke/Marloes
7.	Policies and Procedures <p>(a) Policies to be reviewed by the Board and adopted at the May meeting:</p> <ul style="list-style-type: none"> - Professional Development Policy - Planning and Documentation Policy <p>(b) Procedures for review by the Board at the May 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 April meeting, and forwarded to whānau, now 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. <p>Moved/Seconded by: Pete/Kate</p> <ul style="list-style-type: none"> - Procedures (b) to be forwarded for parent review. - Procedures (c) reviewed by whānau to be adopted following May meeting - Adult Health and Wellbeing - ongoing work from Ange; to be adopted by the Board at a later meeting <p>Moved/Seconded by: Craig/Pete</p>
8.	General Business <ul style="list-style-type: none"> - Whānau evening - Staff contracts to be reviewed - Community kete stand 	<ul style="list-style-type: none"> - Whanau Evening Past: Toileting/dietary needs/Speech and Language <p>Ideas: First Aid - Rach to talk to a parent and St Johns and come back to the Board</p> <ul style="list-style-type: none"> - Staff contracts Rach and Pete to look at contracts - Community kete stand

	<p>- Strategic Plan</p>	<p>Discussion with Liz Depree - how to give back to the community. Share produce grown in preschool gardens and families to swap/take what they need. Children to see the whole process from planting, growing, harvesting and then giving back.</p> <p>Running - manage itself, with someone just checking to make sure nothing is rotting. Second-hand books etc. - teachers concerned people would just dump any unwanted items. Perhaps trial it in spring/summer to Phoenix families only and assess, and then perhaps open up to the wider community if it goes well.</p> <p>- Strategic Plan Introduction from Rach as to what the Strategic Plan is. Ongoing work from Rach and Ange before being put to the Board, and then put out to families, before formally adopting.</p>
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9.	<p>Sub-Committee Updates</p> <p>Finance</p> <ul style="list-style-type: none"> - Treasurer's update/report dated 19th May 2023 - Final Finances for April = \$705,766.20 (fundraising \$4123.67 (down by \$3268.81 from \$7392.48 last month). - Finances for April (ageables) = \$44,687.52 - Finances today - \$666,866.28 Including term deposit \$80,000 on an 8 month term. Including fundraising \$10,715.17 <i>UPDATED: 22/05/2023</i> <p>Personnel</p> <ul style="list-style-type: none"> - Recruitment update - no update <p>Property Maintenance</p> <ul style="list-style-type: none"> - Staining fence - Upcoming working bee - 2x shade sails to be installed 	<p>Finance</p> <ul style="list-style-type: none"> - No comments <p>Moved/Seconded: Pete/Alice</p> <p>Personnel</p> <ul style="list-style-type: none"> - No specific update. Ange to update Board on any progress. Ange working hard on keeping gaps filled by using herself and other qualified relievers. Need to find the 'right' fit. <p>Maintenance</p> <ul style="list-style-type: none"> - Fence Rach spoke to M10, but not enough knowledge. Dan will speak to M10. Resene is also good at giving donations. Dan to get quotes and come back to the Board. - Working Bee Put names down if planning to attend. Ange and Dan to work on list of jobs.
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	<p>Whare and letterbox to be painted at working bee if possible. ERO - mostly compliance-focused at next visit.</p> <ul style="list-style-type: none"> - Shade sails Quote - install new and repair existing sails. Received invoice for removal of shade sails. <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>Grants</p> <ul style="list-style-type: none"> - No comments <p>Fundraising</p> <ul style="list-style-type: none"> - Slide - Board agrees to have the slide ordered with just one quote. - Ideal to have slide ready for working bee - Pete to help out for the whole day on Sunday, 29th, and will meet with Leoni/Sarah/Alice on Saturday to open up to store bread and cheese
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"> - Nothing to discuss



12.	Close meeting <ul style="list-style-type: none">- There being no further items, the meeting closed at 8.01pm.- The next meeting will be held in person at 7pm on Monday 19 June 2023.	
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Signed off by

A handwritten signature in black ink, appearing to read "Rachel Thomas", written over a horizontal line.

Chairperson - Rachel Thomas

A handwritten signature in blue ink, appearing to read "Leoni Swift", written over a horizontal line.

Secretary - Leoni Swift