

Phoenix Preschool Inc Board of Governance

Committee Meeting Minutes

(Meeting held via zoom due to COVID Level 2 Restrictions)

19 October 2021

Item	Action
<p>1. Welcome</p> <p>The Chair Person opened the meeting at 7pm</p> <p>Present : Kylie Grieve (Chairperson), Rachel Thomas (Vice Chairperson), Leoni Swift (Secretary), Jeff Hurst (Board Member), Laura George (Board Member), Marloes Morrison (Board Member), Andrew Salvesen (Board Member), Ange Ross (Preschool Manager), Gayle Smith-Busch (Teacher Rep), Sue Johnstone (Ashburton College Rep),</p> <p>Apologies : Kate Templeton (Treasurer)</p>	
<p>2. Minutes of Previous Meeting :</p> <p>- 21 September 2021</p> <p>Accepted as a true and accurate record of that meeting</p>	Moved/Seconded by: Sue/Gayle
<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 October agenda?</p>	

4.	<p>Correspondence</p> <p>In:</p> <ul style="list-style-type: none"> - Martin to Kylie & Team re fence - 12 October 2021; - Melissa Lewis to Kylie re fence - 12 October 2021; - Bruce Harper to Kylie re whiteware - 6 October 2021; - Richard Garner to Kylie re security - 6 October 2021; and - Richard Garner to Kylie re whiteware - 13 October 2021 (x2). 	
	<p>Out:</p> <ul style="list-style-type: none"> - Leoni to Kevin Opele (Talbot) re Security - 22 September 2021; - Kylie to Nicola Cain re Study Grant - 29 September 2021; - Kylie to Martin Connell & Team re fence - 11 October 2021; - Kylie to Richard Garner & Bruce Harper re whiteware - 7 October 2021; and - Kylie to Richard Garner re whiteware - 13 October 2021 (x2). 	
5.	<p>Chair Report</p> <p>Presented and read by : Kylie Grieve</p>	<p>Moved/Seconded by: Rach/Sue</p>
6.	<p>Management Report</p> <p>Prepared by Ange Ross emailed to members and taken as read.</p> <p>Any Health and Safety issues from the above report or brought to the Board from the Phoenix Teacher Rep?</p>	<p>- Discussed face masks at drop off and pick up, and outside drop off/pick up. Board agree that face masks are mandatory from Monday, 25 October. Drop off and pick up to remain indoors.</p> <p>Moved/Seconded by: Marloes/Laura</p>

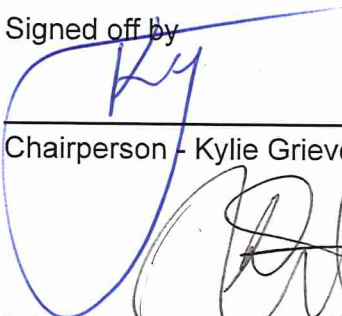
7.	<p>Policies and Procedures</p> <p>Board of Governance Policies, Procedures and Other Documents to be reviewed by the Board and adopted at the October Board Meeting:</p> <ul style="list-style-type: none"> - Phoenix Board Gift and Koha Policy - Professional Development Policy <p>Policies for review at the October Board Meeting then parent review:</p> <ul style="list-style-type: none"> - <p>Any issues or feedback from Board Members?</p> <p>Under Parent review currently, then formally adopted at the October Board Meeting, then added to Educa and Operations Manual:</p> <ul style="list-style-type: none"> - 	<ul style="list-style-type: none"> - Professional Development Policy to be reviewed next month. - Phoenix Board Gift and Koha Policy - to be adopted <p>Moved/Seconded by: Jeff/Rach</p>
8.	<p>General Business</p> <ul style="list-style-type: none"> - Board of Governance Folders from Liz Depree <ul style="list-style-type: none"> - Kylie still to draft JD for Ange and Gayle - Board to discuss: <ul style="list-style-type: none"> - About Centre and Board - Board Information - Board Policy - Structure Flowchart - Chairperson Job Description - Vice Chairperson Job Description - Treasurer Job Description - Secretary Job Description - Ashburton College Representative Job Description - Board Christmas gathering/drinks 	<p>Folders:</p> <ul style="list-style-type: none"> - All changes to be emailed to Kylie. Review through to Board Code of Conduct at November meeting <p>Christmas Gathering:</p> <ul style="list-style-type: none"> - Kylie to set up a poll to confirm dates etc.


	<ul style="list-style-type: none"> - Board Meeting for the rest of the year Zoom/in person 	<p>Board Meetings:</p> <ul style="list-style-type: none"> - Board meetings for remainder of year to be via Zoom
9.	<p>Centre Re-Build Update</p> <ul style="list-style-type: none"> - Kylie to update Board with any information - Kylie to contact Martin/Richard re lack of correspondence - New Appliances for the move? Apply for Grant - Richard wants to know who our internet provider is. Phoenix to pay for costs around this. - Security - Talbot - update from Leoni: <ul style="list-style-type: none"> - See correspondence - Outdoor area 	<p>Update:</p> <ul style="list-style-type: none"> - Laura/Marloes/Leoni to look into grant applications - Ange and Gayle talking to company regarding designing inside area - Kylie to contact Richard to discuss internet payment <p>Security:</p> <ul style="list-style-type: none"> - No further update <p>Outdoor area:</p> <ul style="list-style-type: none"> - Ange is meeting with designers on Wednesday to discuss outdoor plan. - Kylie has discussed bike track placement with Richard and requested hold off on starting work on that

10.	<p>Sub-Committee Updates</p> <p>Finance:</p> <ul style="list-style-type: none"> - Treasurer's update/report dated 12 Oct (Kate to circulate) - Final Finances for September = \$595,896 - Finances for October to 20th (ageables) = \$48,873.57 - Finances today = \$559,278.71 <p>Personnel:</p> <ul style="list-style-type: none"> - Exit Survey - Team bonding activity <p>Redevelopment:</p> <ul style="list-style-type: none"> - Door latch in Kiwi Room to be replaced (finger trap) <p>Grants:</p> <ul style="list-style-type: none"> - Gayle and Ange - items/ideas - Look into any grant we could apply for for new appliances especially oven as per Richards comments - Mitre 10 Helping Hands - look into this <p>Fundraising:</p> <ul style="list-style-type: none"> - Any updates from Leoni <ul style="list-style-type: none"> - Thank You - Mum's Night - Nicky Lewis - Individual/Class Photos (2020 - Hamper to the value of \$47.95) 	<p>Finance:</p> <p>Moved/Seconded by: Leoni/Andy</p> <p>Personnel:</p> <ul style="list-style-type: none"> - Nothing further to discuss at this stage <p>Redevelopment:</p> <ul style="list-style-type: none"> - Jess looking into finger trap. - Talbots have replaced the door handle. Ange to remind parents to please open door carefully, and for older school children to not jump and pull on handle <p>Grants:</p> <ul style="list-style-type: none"> - Laura/Leoni/Marloes to look into grants. - Mitre 10 Helping Hands is only available to schools <p>Fundraising:</p> <ul style="list-style-type: none"> - Leoni to advise the time it takes Nicky to take the photos and then Board to agree on amount. Fundraising are to get a voucher, rather than a hamper.
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	Lease Committee: <ul style="list-style-type: none"> - Had a zoom meeting on Thursday 14 October. Kylie to draft a letter back to Martin with items we would like to dispute. Will circulate when completed 	Lease Committee: <ul style="list-style-type: none"> - Kylie to come back to rest of the Board
11.	In-Committee The Board move into Committee 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 8.30pm. - The next meeting will be held via Zoom at 7.30pm at Phoenix Preschool on Tuesday 16 November 2021. 	

Signed off by


Chairperson - Kylie Grieve


Secretary - Leoni Dytham-Swift