

Phoenix Preschool Inc Board of Governance

Committee Meeting Minutes

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

21 September 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), Kate Templeton (Treasurer), Jeff Hurst (Board Member), Laura George (Board Member), Andrew Salvesen (Board Member), Ange Ross (Preschool Manager), Gayle Smith-Busch (Teacher Rep), Sue Johnstone (Ashburton College Rep),</p> <p>Apologies : Marloes Morrison (Board Member), Gayle Smith-Busch (Teacher Rep) - a few minutes late</p>	
<p>2. Minutes of Previous Meeting :</p> <p>- 24 August 2021</p> <p>Accepted as a true and accurate record of that meeting</p>	Moved/Seconded by: Rach/Sue
<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 September agenda?</p>	

4.	<p>Correspondence</p> <p>In:</p> <ul style="list-style-type: none"> - Kirsten (Sidekick Legal) to Kate - 27 August 2021; - Brian Crum (GDC) to Laura - 1 September 2021 - Sheena Tyrrell (AC) to Kylie and Martin Connell - 7 September 2021; - Martin Connell to Kylie and Sheena Tyrrell (AC) - 7 September 2021; - Martin Connell to Kylie - 7 September 2021; - Chris Thomson to Kylie - 7 September 2021; - Ange to Kylie - 7 September 2021; - Ange to Kylie - 7 September 2021; - Gayle to Kylie - 9 September 2021; - Talbot to Leoni - 9 September 2021; and - Richard Garner to Kylie - 10 September 2021. 	
	<p>Out:</p> <ul style="list-style-type: none"> - Kylie to Chris Thomson and Martin Connell - 7 September 2021; - Kylie to Staff - 7 September 2021; - Kylie to Ange and Gayle - 7 September 2021; - Kylie to Martin Connell and Sheena Tyrrell - 7 September 2021; - Kylie to Ange and Gayle - 7 September 2021; - Leoni to Kevin Opele (Talbot) - 8 September 2021; and - Kylie to Ange and Gayle - 9 September 2021. 	
5.	<p>Chair Report</p> <p>Presented and read by : Kylie Grieve</p>	<p>Moved/Seconded by: Laura/Kate</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>	<ul style="list-style-type: none"> - Laura and Jeff to organise a working bee for next school holidays (17 October) - Ange to put information on Educa - Kate to organise a Millhouse Kitchen voucher

		<p>- Ange will provide more information on opt-in after meeting</p> <p>Moved/Seconded by: Kate/Sue</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 September Board Meeting:</p> <p>-</p> <p>Policies for review at the September Board Meeting then parent review:</p> <p>-</p> <p>Any issues or feedback from Board Members?</p> <p>Under Parent review currently, then formally adopted at the September Board Meeting, then added to Educa and Operations Manual:</p> <p>-</p>	<p>- No policies to review</p> <p>Moved/Seconded by:</p>

<p>8.</p>	<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 - Review Strategic Plan - Signage for the new build (corner Middle and Belt Roads) - Study grant write up from Nicola - Website - Marloes still researching 	<p>Folders:</p> <ul style="list-style-type: none"> - Any changes to be emailed to Kylie - Will review Flowchart through to College Representative Job Description at October meeting <p>Strategic Plan:</p> <ul style="list-style-type: none"> - To be discussed at the February meeting and updated for our new premises <p>Signage:</p> <ul style="list-style-type: none"> - Will not proceed with this at this stage <p>Write up:</p> <ul style="list-style-type: none"> - Great idea, good work! <p>Website:</p> <ul style="list-style-type: none"> - Marloes to give update by the end of the year
<p>9.</p>	<p>Centre Re-Build Update</p> <ul style="list-style-type: none"> - Kylie to update Board with any information 	<p>Update:</p> <ul style="list-style-type: none"> - We must contact the correct person if we wish to discuss anything in respect of the building - Still waiting to hear from Martin regarding the Lease

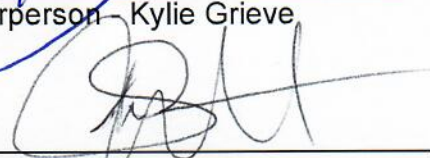
	<ul style="list-style-type: none"> - Security - Talbot - update from Leoni: <ul style="list-style-type: none"> - Talbot will liaise with Bradfords - See correspondence - Signage - frosting - Outdoor area - Rach and Andy to start stepping more into their nominated roles over the next 6 months. We need to start thinking about a new Vice Chairperson for the next Board year 	<p>Security:</p> <ul style="list-style-type: none"> - Leoni to provide Talbot with Richard Garner's details <p>Signage:</p> <ul style="list-style-type: none"> - Look into next year closer to our move in date <p>Outdoor area:</p> <ul style="list-style-type: none"> - Ange has chased landscaper
10.	<p>Sub-Committee Updates</p> <p>Finance:</p> <ul style="list-style-type: none"> - Treasurer's update/report dated 14 Sept - Final Finances for August = \$661,343.60 - Finances for September to 20th (ageables) = \$28,651.18 - Finances today = \$623,567.00 - Andy is keen to move into the Treasurer's position. <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 - Plumbers invoice for blocked sewer. Discuss payment of invoice. 	<p>Finance:</p> <p>Not received invoice from MoE - Martin working on whether Bradfords can invoice Phoenix directly</p> <p>Moved/Seconded Leoni/Jeff</p> <p>Personnel:</p> <ul style="list-style-type: none"> - Work in progress - Rach will relook at team bonding activity - Staff event is planned for last weekend of November <p>Redevelopment:</p> <ul style="list-style-type: none"> - Gayle has fixed part of the door latch - We need to order another finger trap - Invoice paid, received money from College

	<p>Grants:</p> <ul style="list-style-type: none"> - <p>Fundraising:</p> <ul style="list-style-type: none"> - Minutes of the meeting 15 September 2021 emailed and taken as read - Any updates from Leoni <ul style="list-style-type: none"> - Bacon - Laura - wedding event - Laura - possible further event <p>Lease Committee:</p> <ul style="list-style-type: none"> - Waiting for feedback from Martin. I have chased him 3 times 	<p>Grants:</p> <ul style="list-style-type: none"> - Gayle and Ange to work on items needed, and will have something by the next meeting <p>Fundraising:</p> <ul style="list-style-type: none"> - Bacon to be collected on 28 September <p>Lease Committee:</p> <ul style="list-style-type: none"> - Nothing further to report until we hear back
11.	<p>In-Committee</p> <p>The Board move into Committee to discuss:</p> <ul style="list-style-type: none"> - Staff update 	
12.	<p>Close meeting</p> <ul style="list-style-type: none"> - There being no further items, the meeting closed at 8:20pm. - The next meeting will be held at 7pm at Phoenix Preschool on Tuesday 19 October 2021. 	

Signed off by



 Chairperson - Kylie Grieve



 Secretary - Leoni Dytham-Swift