

Phoenix Preschool Inc Board of Governance

Committee Meeting Agenda

(Meeting held in person at Phoenix Preschool)

30 April 2025

Item		Action
1.	Welcome	
	The Chairperson opened the meeting at 7.34pm	
	Present: Craig McNabb (Chairperson), Katrina Palmer (Secretary), Karen Roberts (Treasurer), Kate Veint (Teacher Representative), James Cochrane (Board Member), Pete Lee (College Representative), Susie Amos (Board Member), Ange Ross (Preschool Manager), Rosa Thomas (Member)	
	Apologies: Rachael Langridge	
		I
2.	Minutes of Previous Meetings :	
	- 19 March 2025	
	Accepted as a true and accurate record of that meeting	Moved/Seconded by: Pete/Karen
3.	Conflict of Interest Are there any conflicts of interest that need to be declared and recorded by Board Members on any items in the April agenda?	- None

4.	Corre	spondence	Correspondence
	In: -	Quotes for Kiwi room fence build - Wood & Works NZ \$3,280 plus GST - SamBuild \$5,370.50 (incl GST)	Noted: Board resolved outside of meeting to proceed with Wood & Works NZ quote
	-	Quote from H S Gardens for seasonal garden tidy \$775 (incl GST)	Due to commence work start of May
			Noted: Board resolved resolved outside of meeting to proceed with H S Garden quote
			Completed, and happy with work
	Out:	Communication with College Board of Trustees re proposed extension	Given we own building, but lease the land, we need permission from the College as landowner. No response as yet. Moved/Seconded by: Susie, Karen

5.	Chair Report	Chair Report
	 April report prepared by Craig McNabb, circulated to the board and taken as read. 	Moved/Seconded: Karen, Pete

6.	Management Report	Management Report
	April report prepared by Ange Ross circulated to board and taken as read.	Discussion points:
	and taken as read.	Bolt caps
	Discussion Points as per Management Report: - Bolt caps still to be replaced on kiwi fort - JNK Landscapes still to complete water play area	JNK Landscapes work
		Katrina to chase JNK Landscapes and get them to replace the bolt caps at the same time.

	Moved/Seconded by: Pete, Susie
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7. Policies and Procedures

- (a) Policies to be reviewed by the Board and adopted at the April meeting:
- Communications Policy
- (b) Procedures for review by the Board at the April meeting then forwarded for parent review:
- Display Information & Complaints Procedure
- Complaints Form
- Parent Involvement & Information
- (c) Procedures reviewed by Board at March meeting, and forwarded to whānau, now to be formally adopted at the April meeting:
- Nappy Change Procedure

- Policies (a)
 - No comments or changes
 - Adopted
- Procedures (b):
 - No comments
- Procedures (c)
 - No feedback from whanau
 - Adopted

Moved/Seconded: Karen, James

8. General Business

- Update to Enrolment Form
- Appointment of Rosa Watherston to the board

Agreed to amend to ensure members are consenting to membership of the society, accept payment of the \$1.00 annual fee, and agreed this should be per parental guardian. This will ensure that split families both get a vote on society matters.

		Resolved: To appoint Rosa Watherston as a member of the board. Moved/Seconded: Craig, Karen
9.	Sub-Committee Updates Form sub-committees Finance - Karen, Craig, Ange Personnel – Craig, Pete, Rosa Property Maintenance – Craig, Katrina, Karen Grants – Craig, Kate, James Fundraising – Craig, Katrina, Karen, Kate	
	 Finance As at 31 March 2025 the closing balance was \$962,472.51, which includes \$513 in fundraising. Profit & Loss saved to Google Drive Banking signatories to be updated to appoint Craig McNabb, Karen Copland, Angela Ross and Jesica Ace-Knight as signatories to the Phoenix Westpac bank accounts - 0835-0178456-(all suffixes) & 0835-0053020 (jointly signed) 	Noted: Board resolved outside of meeting to amend banking signatories Moved/Seconded: Pete, Ange
10.	Personnel - No update	Personnel -
11.	Property Maintenance - No update	Property Maintenance
12.	Grants - No update	Grants -
13.	Fundraising	Fundraising

	- Wider Fundraising committee required?	 Agreed to form this with the aim of doing one to two fundraisers each year, and each for a specific purpose. Ange to circulate email to members seeking membership of new fundraising committee
14.	In-Committee - None	-
15.	- There being no further items, the meeting closed at 8.29 pm The next board meeting to be on Wednesday 28 May 7.30pm via Teams.	

Signed off by

Chairperson - Craig McNabb

Secretary - Katrina Palmer