



Phoenix Preschool Inc Board of Governance

Committee Meeting Agenda

(Meeting held in person at Phoenix Preschool)

30 April 2025

Item	Action
<p>1. Welcome</p> <p>The Chairperson opened the meeting at 7.34pm</p> <p>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)</p> <p>Apologies: Rachael Langridge</p>	
<p>2. Minutes of Previous Meetings :</p> <p>- 19 March 2025</p> <p>Accepted as a true and accurate record of that meeting</p>	<p>Moved/Seconded by: Pete/Karen</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 April agenda?</p>	<p>Conflict of Interest</p> <p>- None</p>

4.	<p>Correspondence</p> <p>In:</p> <ul style="list-style-type: none"> - Quotes for Kiwi room fence build <ul style="list-style-type: none"> - Wood & Works NZ \$3,280 plus GST - SamBuild \$5,370.50 (incl GST) - Quote from H S Gardens for seasonal garden tidy \$775 (incl GST) 	<p>Correspondence</p> <p>Noted: Board resolved outside of meeting to proceed with Wood & Works NZ quote</p> <p>Due to commence work start of May</p> <p>Noted: Board resolved resolved outside of meeting to proceed with H S Garden quote</p> <p>Completed, and happy with work</p>
	<p>Out:</p> <ul style="list-style-type: none"> - Communication with College Board of Trustees re proposed extension 	<p>Given we own building, but lease the land, we need permission from the College as landowner. No response as yet.</p> <p>Moved/Seconded by: Susie, Karen</p>
5.	<p>Chair Report</p> <ul style="list-style-type: none"> - April report prepared by Craig McNabb, circulated to the board and taken as read. 	<p>Chair Report</p> <p>Moved/Seconded: Karen, Pete</p>
6.	<p>Management Report</p> <p>April report prepared by Ange Ross circulated to board and taken as read.</p> <p>Discussion Points as per Management Report:</p> <ul style="list-style-type: none"> - Bolt caps still to be replaced on kiwi fort - JNK Landscapes still to complete water play area 	<p>Management Report</p> <p>Discussion points:</p> <p>Bolt caps</p> <p>JNK Landscapes work</p> <p>Katrina to chase JNK Landscapes and get them to replace the bolt caps at the same time.</p>

		Moved/Seconded by: Pete, Susie
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7.	Policies and Procedures <p>(a) Policies to be reviewed by the Board and adopted at the April meeting:</p> <ul style="list-style-type: none"> - Communications Policy <p>(b) Procedures for review by the Board at the April meeting then forwarded for parent review:</p> <ul style="list-style-type: none"> - Display Information & Complaints Procedure - Complaints Form - Parent Involvement & Information <p>(c) Procedures reviewed by Board at March meeting, and forwarded to whānau, now to be formally adopted at the April meeting:</p> <ul style="list-style-type: none"> - Nappy Change Procedure 	<ul style="list-style-type: none"> - Policies (a) <ul style="list-style-type: none"> - No comments or changes - Adopted - Procedures (b): <ul style="list-style-type: none"> - No comments - Procedures (c) <ul style="list-style-type: none"> - No feedback from whanau - Adopted <p>Moved/Seconded: Karen, James</p>
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8.	General Business <ul style="list-style-type: none"> - Update to Enrolment Form - Appointment of Rosa Watherston to the board 	<p>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.</p>
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	<ul style="list-style-type: none"> - Wider Fundraising committee required? 	<ul style="list-style-type: none"> - 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
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14.	In-Committee <ul style="list-style-type: none"> - None 	-
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15.	Close meeting <ul style="list-style-type: none"> - 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. 	
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Signed off by

Chairperson - Craig McNabb

Secretary - Katrina Palmer