



Phoenix Preschool Inc Board of Governance

Committee Meeting Minutes

(Meeting held in person at Phoenix Preschool)

30 July 2025

Item	Action
<p>1. Welcome</p> <p>The Chairperson opened the meeting at 7.32pm</p> <p>Present: Craig McNabb (Chairperson), Katrina Palmer (Secretary), Karen Copland (Treasurer), Pete Lee (College Representative), Ange Ross (Preschool Manager), Rosa Watherston (Board member), Kate Veint (Teacher Representative), James Cochrane (Board Member)</p> <p>Apologies: Rachael Langridge (Board Member)</p>	
<p>2. Minutes of Previous Meetings :</p> <p>- 25 June 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 June agenda?</p>	<p>Conflict of Interest</p> <p>None</p>

4.	Correspondence In: <ul style="list-style-type: none"> - Principal's annual discretionary trust grant 	Correspondence
	Out: <ul style="list-style-type: none"> - 	Moved/Seconded by: Pete, Rosa

5.	Chair Report <ul style="list-style-type: none"> - July report prepared by Craig McNabb circulated to board and taken as read 	Chair Report Moved/Seconded by: James, Karen
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6.	Management Report July report prepared by Ange Ross circulated to board and taken as read. Discussion Points as per Management Report: <ul style="list-style-type: none"> - Proposals to be put toward fundraising committee - to be discussed below 	Management Report Moved/Seconded by: Pete, Kate
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7.	Policies and Procedures (a) Policies to be reviewed by the Board and adopted at the July meeting: <ul style="list-style-type: none"> - Sun Protection Policy (b) Procedures for review by the Board at the July meeting then forwarded for parent review: <ul style="list-style-type: none"> - Enrolment Procedure - following feedback from whanau, we need to review the changes - Nappy Changing Procedure - Cleaning Procedure - Pest & Vermin Procedure (c) Procedures reviewed by Board at June meeting,	<ul style="list-style-type: none"> - Policies (a) <ul style="list-style-type: none"> - Nocomments. - Adopted - Procedures (b): <ul style="list-style-type: none"> - Enrolment Procedure still under review by Kiwi room - Otherwise, no comments - Procedures (c) <ul style="list-style-type: none"> - No comments
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	<p>and forwarded to whānau, now to be formally adopted at the June meeting:</p> <ul style="list-style-type: none"> - Excursions Procedure - Fee Schedule 	<ul style="list-style-type: none"> - Adopted <p>Moved/Seconded: Pete, James</p>
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8.	<p>General Business</p> <p>Proposals</p> <ul style="list-style-type: none"> - Upgrade kitchen and table and table and chairs - <ul style="list-style-type: none"> - two quotes have been obtained. The starex unit is the preferred set up from the teachers, and is a better price. - Hose reel <ul style="list-style-type: none"> - The board agreed this was a health and safety issue and this should be prioritised. - Would prefer to buy quality since these need to be long-lasting - Wet weather gear for teachers <ul style="list-style-type: none"> - Again, this is a health and safety matter. We agreed this should be prioritised. - Policy and Procedure Reviews <ul style="list-style-type: none"> - Currently these documents are uploaded to Google Drive each month, and then any changes need to be updated in the primary copy. - We agreed to move these to StoryPark for update and review to reduce the “double handling” 	<ul style="list-style-type: none"> - Resolved: to pass to the Fundraising sub-committee to raise funds to purchase Starex kitchen and table and chairs. - Resolved: authorize the spend of up to \$900 for two hose reels - Resolved: to purchase up to four sets of wet weather gear for teachers.
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9.	<p>Sub-Committee Updates</p> <p>Finance</p> <ul style="list-style-type: none"> - As at 31/06/2025 the closing balance was \$749,415.47 (\$513.12 in fundraising). - Profit & Loss saved to Google Docs <p>Discussion points:</p> <ul style="list-style-type: none"> - None 	<p>Finance</p> <p>Moved/Seconded: Pete, Kate</p>
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10.	<p>Personnel</p> <ul style="list-style-type: none"> - None 	<p>Personnel</p>
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11.	Property Maintenance <ul style="list-style-type: none"> - JNK Landscapes - has been back to finish work. Unsure if all work has been completed. - Jess to complete funding report for the BRCT 	Property Maintenance
12.	Grants <ul style="list-style-type: none"> - Principal's Discretionary Trust - \$1000 has been granted to us. This will be left to Ange to determine how to be spent. 	Grants -
13.	Fundraising <ul style="list-style-type: none"> - 	Fundraising -
14.	In-Committee <ul style="list-style-type: none"> - 	
15.	Close meeting <ul style="list-style-type: none"> - There being no further items, the meeting closed at 8.15pm. - The next board meeting to be on Wednesday 27 August 7.30pm via Teams. 	

Signed off by

Chairperson - Craig McNabb

Secretary - Katrina Palmer