



Phoenix Preschool Inc Board of Governance

Committee Meeting Agenda

(Meeting held via Teams)

25 June 2025

Item	Action
<p>1. Welcome</p> <p>The Chairperson opened the meeting at 7:40pm</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), Rachael Langridge (Board Member)</p> <p>Apologies: James Cochrane (Board Member),</p>	
<p>2. Minutes of Previous Meetings :</p> <p>28 May 2025</p> <ul style="list-style-type: none">- Were policies discussed and adopted?<ul style="list-style-type: none">- Human Resource Policy- Professional Development Policy- Planning and Documentation Policy- Professional Growth Cycle Policy	<p>Update minutes to note that policies were reviewed, no changes to be made, and were adopted.</p> <p>Moved/Seconded by: Pete/Karen</p>

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 June agenda?	Conflict of Interest None
4.	Correspondence In: <ul style="list-style-type: none"> - Feedback from the College about the extension - need Ministry of Education permission to complete extension. 	Correspondence
	Out: <ul style="list-style-type: none"> - 	Moved/Seconded by: Karen/Rosa
5.	Chair Report <ul style="list-style-type: none"> - June report prepared by Craig McNabb circulated to board and taken as read 	Chair Report Moved/Seconded by: Pete/Ange
6.	Management Report June report prepared by Ange Ross circulated to board and taken as read. Discussion Points as per Management Report: <ul style="list-style-type: none"> - None 	Management Report Moved/Seconded by: Karen/Pete

7.	<p>Policies and Procedures</p> <p>(a) Policies to be reviewed by the Board and adopted at the June meeting:</p> <ul style="list-style-type: none"> - Finance Policy - Fraud & Corruption Policy - Phoenix Gift and Koha Policy - Separated Parents Policy <p>(b) Procedures for review by the Board at the June meeting then forwarded for parent review:</p> <ul style="list-style-type: none"> - Excursions Procedure - Fee Schedule <p>(c) Procedures reviewed by Board at May meeting, and forwarded to whānau, now to be formally adopted at the June meeting:</p> <ul style="list-style-type: none"> - Enrolment Procedure - Internal Evaluation & Review Procedure - 	<ul style="list-style-type: none"> - Policies (a) <ul style="list-style-type: none"> - No comments - Adopted - Procedures (b): <ul style="list-style-type: none"> - No comments - Procedures (c) <ul style="list-style-type: none"> - Enrolment Policy has had some feedback from whanau requesting a review of length and frequency of settling visits. - The team will conduct a self-review, update the procedure and will go back through the Board review process. - No comments re the Internal Evaluation & Review Procedure - Adopted <p>Moved/Seconded: Kate/Rosa</p>
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8.	General Business <ul style="list-style-type: none"> - Proposal for new preschool kitchen and table and chairs <ul style="list-style-type: none"> - Starex preschool kitchen \$2,293 plus GST - Starex Play 600 round table and chairs \$670 plus GST 	<ul style="list-style-type: none"> - A second quote to be obtained for each item, then re-submitted to the board for discussion at next meeting
9.	Sub-Committee Updates Finance <ul style="list-style-type: none"> - At at 31/05/2025 the closing balance was \$795,762.30 (\$513.12 in fundraising). - Profit & Loss saved to Google Docs 	Finance Discussion points: <ul style="list-style-type: none"> - None Moved/Seconded: Pete/Rosa
10.	Personnel <ul style="list-style-type: none"> - None 	Personnel
11.	Property Maintenance <ul style="list-style-type: none"> - Karen has been in touch with JNK Landscapes - they have been given until end of July to complete the work. The new cistern is currently being built by an engineer and then ground work can commence 	Property Maintenance
12.	Grants <ul style="list-style-type: none"> - None 	Grants -
13.	Fundraising <ul style="list-style-type: none"> - Initial meeting held with Katrina, Karen, Ange, Diana and two other Phoenix parents attending. Another couple of parents have expressed interest in joining since as well. - The committee will reconvene once the board has accepted a staff proposal and allocated it for fundraising 	Fundraising -

14.	In-Committee <ul style="list-style-type: none"> - Full Pay Parity Discussion 	Resolved: Centre to adopt full pay parity, effective from 1 June 2025
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15.	Close meeting <ul style="list-style-type: none"> - There being no further items, the meeting closed at 8.30 pm. - The next board meeting to be on Wednesday 30 July 7.30pm in person/via Teams. 	
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Signed off by

Chairperson - Craig McNabb

Secretary - Katrina Palmer