



## Phoenix Preschool Inc Board of Governance

### Committee Meeting Agenda

(Meeting held via Teams)

28 May 2025

Item	Action
<p>1. <b>Welcome</b></p> <p>The Chairperson opened the meeting at 7:34pm</p> <p>Present: Craig McNabb (Chairperson), Karen Copland (Treasurer), James Cochrane (Board Member), Pete Lee (College Representative), Ange Ross (Preschool Manager), Rosa Watherston (Board member)</p> <p>Apologies: Kate Veint (Teacher Representative), Katrina Palmer (Secretary), Rachael Langridge (Board Member)</p>	<p>James taking minutes in Katrina's absence</p>
<p>2. <b>Minutes of Previous Meetings :</b></p> <p>- 30 April 2025</p> <p>Accepted as a true and accurate record of that meeting</p>	<p>Moved/Seconded by: Pete/Karen</p>
<p>3. <b>Conflict of Interest</b></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><b>Conflict of Interest</b> None</p>



7.	<p><b>Policies and Procedures</b></p> <p>(a) Policies to be reviewed by the Board and adopted at the May meeting:</p> <ul style="list-style-type: none"> <li>- Human Resource Policy</li> <li>- Professional Development Policy</li> <li>- Planning and Documentation Policy</li> <li>- Professional Growth Cycle Policy</li> </ul> <p>(b) Procedures for review by the Board at the May meeting then forwarded for parent review:</p> <ul style="list-style-type: none"> <li>- Enrolment Procedure</li> <li>- Internal Evaluation &amp; Review Procedure</li> <li>-</li> </ul> <p>(c) Procedures reviewed by Board at March meeting, and forwarded to whānau, now to be formally adopted at the May meeting:</p> <ul style="list-style-type: none"> <li>- Display Information &amp; Complaints Procedure</li> <li>- Complaints Form</li> <li>- Parent Involvement &amp; Information</li> </ul>	<ul style="list-style-type: none"> <li>- Policies (a) <ul style="list-style-type: none"> <li>- No comments</li> <li>- Adopted</li> </ul> </li> <li>- Procedures (b): <ul style="list-style-type: none"> <li>- No comments</li> </ul> </li> <li>- Procedures (c ) <ul style="list-style-type: none"> <li>- No feedback from whānau</li> <li>- Adopted</li> </ul> </li> </ul> <p>Moved/Seconded: Pete/Karen</p>
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8.	<p><b>General Business</b></p> <ul style="list-style-type: none"> <li>- 1 complaint around car park abuse from College student. Has been dealt with by Simon from the school and resolved.</li> <li>- Discussion about the possibility for “Mothers night” to be held during the day. However, the feedback was discussed and decided that the focus during the day should be on the tamariki and the reason why the preschool is here. This will remain an evening event moving forward.</li> <li>- Phoenix preschool proposal for another permanent teacher. Ange discussed being under-resourced at this point. <ul style="list-style-type: none"> <li>- All other relievers we have currently are under qualified which can cause issues.</li> </ul> </li> </ul>	
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	<p>Ideally booking at employing someone who can pick up 2 permanent days a week and then relieve where we can.</p> <ul style="list-style-type: none"> <li>- Would come out of the relieving budget</li> <li>- Diana looking at reducing hours slightly over the 4 days.</li> <li>- All board members attending were supportive of this.</li> </ul>	
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9.	<p><b>Sub-Committee Updates</b></p> <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>- At at 30/04/2025 the closing balance was \$898,884.14 (\$513.12 in fundraising).</li> <li>- Profit &amp; Loss saved to Google Docs</li> </ul>	<p><b>Finance</b></p> <p>Discussion points:</p> <ul style="list-style-type: none"> <li>- Building insurance is sorted</li> <li>- Leave liability sitting around \$30,000</li> <li>- Term deposit sorted for 9 months</li> <li>- Financial audit finished and updated. Along with Accountant fees.</li> <li>- One family behind - but now on a payment plan to pay off.</li> </ul> <p>Moved/Seconded: Pete/Ange</p>
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10.	<p><b>Personnel</b></p> <ul style="list-style-type: none"> <li>- None</li> </ul>	<p><b>Personnel</b></p> <p>N/A</p>
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11.	<p><b>Property Maintenance</b></p> <ul style="list-style-type: none"> <li>- Discussed enclosure</li> <li>- Issue around funding requiring the report otherwise we lose the funding. However, landscapers haven't completed the job yet. Katrina may need to pass this follow up onto Jess? Karen to follow up with Katrina.</li> <li>- Had an issue with the gardener lady who was</li> </ul>	<p><b>Property Maintenance</b></p>
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	doing the lawns who was requested not to come out, however they still did. This has been resolved moving forward between Ange and the gardener.	
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12.	<b>Grants</b> - None	<b>Grants</b> - N/A
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13.	<b>Fundraising</b> - 6 people on the fundraising "list" side committee. Ange is organising a time for everyone to get together. - Staff and some parents are really excited that this is being brought back on. - Ange added Karen to the list/group - Discussion on encouraging staff to continue to put through proposals to the board for improvements around the centre. Obviously through the right process.	<b>Fundraising</b> -
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14.	<b>In-Committee</b> - None	-
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15.	<b>Close meeting</b> - There being no further items, the meeting closed at 8:14 pm. - The next board meeting to be on Wednesday 25 June 7.30pm via Teams.	
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Signed off by

Chairperson - Craig McNabb

Treasurer - Karen Copland