



Phoenix Preschool Inc Board of Governance

Committee Meeting Minutes

(In Person at Phoenix Preschool)

28 January 2026

Item	Action
1. Welcome The Chairperson opened the meeting at 7.30pm Present: Katrina Palmer (Secretary), Karen Copland (Treasurer), Pete Lee (College Representative), Ange Ross (Preschool Manager), Rosa Watherston (Board member), James Cochrane (Board Member), Kate Veint (Teacher Representative) Apologies: Craig McNabb (Chairperson)	
2. Minutes of Previous Meetings : - November 2025 Accepted as a true and accurate record of that meeting	Moved/Seconded by: Pete, James
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: - Rachael Langridge submitted her resignation to the board. The board thanks her for her significant contribution to the board over the past few years.	Correspondence None
	Out: - None	Moved/Seconded by: N/A

5.	Chair Report - No report this month	Chair Report Moved/Seconded by: N/A
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6.	Management Report No report this month.	Management Report Moved/Seconded by: N/A
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7.	Policies and Procedures (a) Policies to be reviewed by the Board and adopted at the January meeting: - None this month (b) Procedures for review by the Board at the September meeting then forwarded for parent review: - None this meeting, will review next month.	- Policies (a) - Procedures (b): Moved/Seconded: N/A
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8.	General Business - None	-
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13.	Fundraising - Hot cross buns fundraiser. Start selling 20 Feb until 15 March - Disco - St Stephens Centre booked for 13 February 5.30-7.30pm - Next Fundraising Meeting 3 Feb	Fundraising -
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14.	In-Committee -	Refer to In-committee notes.
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15.	Close meeting - There being no further items, the meeting closed at 8.32pm. - The next board meeting to be on Wed 25 February via teams at Phoenix.	
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Signed off by


 Karen Copland (Treasurer)


 Katrina Palmer (Secretary)