PHOENIX
Preschool Inc.

Phoenix Preschool Inc Board of Governance

Committee Meeting Minutes

(Via Video-Link)

25 February 2026

Item		Action
1.	**Welcome** The Chairperson opened the meeting at 7.34pm Present: Craig McNabb (Chairperson), 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: None	

2.	**Minutes of Previous Meetings** - January 2026 Accepted as a true and accurate record of that meeting	Moved/Seconded by: James, Pete

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 February agenda? - None	**Conflict of Interest** - Moved/Seconded: N/A

4.	**Correspondence** **In** - Resignation received from Kate Veint from the Teacher Representative role from the next AGM	**Correspondence**

	- Ashburton College Supporters Recognition Function on 4 March. Ange and Karen to discuss whether to attend - Annual Accounts have been received, Craig and Ange to complete the Board of Governance requirements	Action - Craig to complete Board of Governance requirements in annual accounts.
	Out -	Moved/Seconded by: Karen, Ange

5.	**Chair Report** - As per newsletter in folder. - Taken as read	**Chair Report** Moved/Seconded by: James, Pete

6.	**Management Report** - Report in board folder. Discussion items: - Approved the Christmas holiday closure dates from Wednesday 23 December 2026 to Thursday 14 January 2027.	**Management Report** Moved/Seconded by: Karen, Pete

7.	**Policies and Procedures** (a) Policies to be reviewed by the Board and adopted at the February meeting: - Board Gift & Koha Policy (b) Procedures for review by the Board at the February meeting then forwarded for parent review: - Fee Schedule	- Policies (a) - Changes discussed and agreed - Adopted - Procedures (b): - Changes discussed and agreed. - Approved for circulation Moved/Seconded: Pete, Kate

8.	**General Business** **Set a date for the AGM** - Wednesday 25 March 2026 at 7.30pm	

	- March board meeting scheduled for 7pm **Whanau Survey Results** - Saved to board folder. - Discussed and pleased to read that the vast majority were very positive comments. We also acknowledged some ways to improve. **Garden** - The garden is in need of a tidy up. Discussed whether to organise a working bee or pay a gardener. Agreed a gardener is preferable. **Kiwi Playground** - Discussed funding ideas - to come out of budget versus grant application	**Action**: Ange to obtain quotes from Mr Green and Chickens Garden Maintenance **Action** - Ange to seek input from staff as to desires for playground

9.	**Sub-Committee Updates** **Finance** - As at 31/01/2026, the closing balance is \$946,113.84 which includes \$58.05 in Fundraising - Term Investments of \$523,616.42 as at today - No aged debtors **Discussion points** - Insurance - will consider timing for insurance renewal and consider obtaining cost comparison.	**Finance** - Moved/Seconded: Pete, Ange

10.	**Personnel** -	**Personnel** - Moved/Seconded: N/A

11.	**Property Maintenance** - None	**Property Maintenance** - Moved/Seconded: N/A

12.	**Grants** - None	**Grants** - Moved/Seconded: N/A

13.	**Fundraising** - Hot cross buns fundraiser - Profit of approx $200 less delivery - Thanks to Young Electrical for sponsoring the room hire for the disco. It was a very successful event.	**Fundraising** - Moved/Seconded: Pete, Ange

14.	**In-Committee** -	Refer to In-committee notes.

15.	**Close meeting** - There being no further items, the meeting closed at - The next board meeting will be on Wednesday 25 March 2026 at 7pm, prior to the AGM	

Signed off by

Craig McNabb (Chair)

Katrina Palmer (Secretary)