



Phoenix Preschool Inc Board of Governance

Committee Meeting Minutes

(In person at Phoenix Preschool)

25 March 2026

Item		Action
1.	Welcome The Chairperson opened the meeting at 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 - February 2026 Accepted as a true and accurate record of that meeting	Moved/Seconded by: Pete, Karen
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 None
4.	Correspondence In - 2x quotes from Tinwald canvas for drop down sides	Correspondence None

	- Draft performance report received from Aston Wheelans for auditors	
	Out -	None

5.	Chair Report - No chair report - see AGM pack this month.	Chair Report
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6.	Management Report - Report prepared by Ange, saved to board folder and taken as read.	Management Report Moved/Seconded by: Pete, James
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7.	Policies and Procedures (a) Policies to be reviewed by the Board and adopted at the March meeting: - (b) Procedures for review by the Board at the March meeting then forwarded for parent review: -	- Policies (a) - - Procedures (b): Moved/Seconded:
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8.	General Business	Action:
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9.	Sub-Committee Updates Finance - As at 28/02/2026, the closing balance is \$888,965.48 which includes \$143.25 in Fundraising - Term Investments of \$525,313.54 as at today - No aged debtors	Finance -
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	Discussion points - None	Moved/Seconded: Pete, Rosa
10.	Personnel - None	Personnel - Moved/Seconded: N/A
11.	Property Maintenance - Quote from Jim's gardening received for \$1500. Higher than expected. - Ange has requested a quote from Chicken's garden maintenance, yet to be received. - James to also request a further quote from another party	Property Maintenance - Moved/Seconded: N/A
12.	Grants - None	Grants -
13.	Fundraising - Hot cross bun fundraiser Sold 177 packets totalling \$1796.00 Received a profit of \$538.80 (less Freight) They are due for dispatch on April 1. - Fundraising target is \$702 plus GST and freight for our table and chairs. We now have a total of \$682.05 for our fundraising account.	Fundraising -
14.	In-Committee -	
15.	Close meeting - There being no further items, the meeting closed at - The next board meeting will be on Wednesday 29 2026 at 7pm via Teams	

Signed off by



Karen Copland (Treasurer)



Katrina Palmer (Secretary)