



Phoenix Preschool Inc Board of Governance

Committee Meeting Minutes (In Person at Kilworths)

29 April 2026

Item		Action
1.	Welcome The Chairperson opened the meeting at 7.37pm. Present: James Cochrane (Chairperson), Katrina Palmer (Secretary - via Teams), Karen Copland (Treasurer), Pete Lee (College Representative), Ange Ross (Preschool Manager), Rosa Watherston (Board member), Taela Ackroyd (Teacher Representative) Apologies: None	
2.	Minutes of Previous Meetings - 25 March 2026 Accepted as a true and accurate record of that meeting	Moved/Seconded by: Ange/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 "month" agenda? - None	Conflict of Interest - None Moved/Seconded:
4.	Correspondence In - Thank you letter from Debbie	Correspondence

	- Nicki Giles's quote for gardening - Performance Report Audit correspondence	
	Out - Acceptance of Nicki Giles's quote for gardening	Moved/Seconded by: Rosa/Ange
5.	Chair Report - Saved in board folder and taken as read	Chair Report Moved/Seconded by: Karen/Pete
6.	Management Report - Saved in board folder and taken as read Key discussion points: - Strategic Plan evaluation	Management Report Moved/Seconded by:Pete/Karen
7.	Policies and Procedures (a) Policies to be reviewed by the Board and adopted at the April meeting: - None this month (b) Procedures for review by the Board at the April meeting then forwarded for parent review: - None this month	- Policies (a) - Procedures (b): Moved/Seconded: N/A
8.	General Business - Board Communications - Will move to WhatsApp for board communications - Meeting Dates - 27 May - via Teams - 24 June - via Teams - 29 July - in person - 26 August - via Teams	

	- 23 September - via Teams - 28 October - in person - 25 November - via Teams - 9 December (TBC) - in person & board dinner - 17 February - via Teams - 24 March - in person & AGM	
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9.	Sub-Committee Updates Sub-committee appointments Fundraising - TBC - James Grants - Katrina - James Personnel - Ange - Rosa - Pete - James Property & Maintenance - Maintain as board Finance - As at 31/01/2026, the closing balance is \$1,055,603.80 which includes \$495.03 in Fundraising - Term Investments of \$526,168.53 as at today - No aged debtors Discussion points - Will revisit solar options now that auditor has finished Auditors Report - Saved to board folder	Finance - Karen to obtain solar quotes Moved/Seconded: Pete/Rosa Resolved: To accept and sign Auditor's Report. Moved/Seconded: Karen/Ange
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10.	Personnel - No discussion this month	Personnel Moved/Seconded: N/A
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11.	Property Maintenance - Nicky Giles has advised she is likely to exceed her initial quote by approx 2 hours. This will cost another \$100	Property Maintenance - Board approved additional gardening work - Ange to obtain quotes for spider spray and building wash Moved/Seconded: Pete/Ange
12.	Grants - Solar installation -	Grants - Katrina to review grant options for solar
13.	Fundraising - No report this month	Fundraising - Board to identify key Phoenix whanau member to run the fundraising committee Moved/Seconded: N/A
14.	In-Committee - None	Refer to In-committee notes.
15.	Close meeting - There being no further items, the meeting closed at 9.11 - The next board meeting will be on Wednesday 27 May via Teams	

Signed off by



James Cochrane (Chair)



Katrina Palmer (Secretary)