Phoenix Preschool Inc Board of Governance

Committee Meeting Minutes
(via Teams)

27 May 2026 at 7.30pm

Item		Action
1.	**Welcome** The Chairperson opened the meeting at 7.33pm Present: James Cochrane (Chairperson), Katrina Palmer (Secretary), Karen Copland (Treasurer), Pete Lee (College Representative), Ange Ross (Preschool Manager), Taela Ackroyd (Teacher Representative) Apologies: Rosa Watherston (Board member)	
2.	**Minutes of Previous Meetings** - 29 April 2026 Accepted as a true and accurate record of that meeting	Moved/Seconded by: Karen/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	
4.	**Correspondence** **In**	

	- Nicky's final invoice for gardening received - $1100. Pleased with the work she has completed. - Quotes for Solar - see discussion below.	Moved/Seconded by: Ange/Karen

5.	**Chair Report**
	
	- Saved in board folder and taken as read
	
	Discussion Points
	- Process for Strategic Plan review
	    - Board to review existing strategic plan
	    - Plan workshop with kaiako and whanau to discuss and work through ideas
	    - Potentially involve independent facilitator to assist with the process
		Actions:
		- Ange to obtain quote for independent facilitator (Liz)
		
		Moved/Seconded by:
		Pete/Ange

6.	**Management Report**
	
	- Saved in board folder and taken as read
	
	Key discussion points:
	- 8hr payment to Ciara for website work - $23.95 per hour = $191.60
	
	- Change of the way in which procedures and policies are reviewed?
	    - Policies and procedures review timeframe is reduced from 3 months to 1 month
	    - Staff to review first, then to families, and then to board for final review and approval.
		- Approved payment to Ciara
		- Approved changes to policy and procedure review
		
		Moved/Seconded by:
		James/Taela

7.	**Policies and Procedures** (a) Policies to be reviewed by the Board and adopted at the May meeting: - None this month (b) Procedures for review by the Board at the May meeting then forwarded for parent review: - None this month	Moved/Seconded by: N/A

9.	**Sub-Committee Updates** **Finance** - As at 30/04/2026, the closing balance is $998,517.79 which includes $505.03 in Fundraising - Term Investments of $527,784.78 Finance report saved in board folder and taken as read.	Moved/Seconded by: Pete/Ange

10.	**Personnel** - None	Moved/Seconded by: N/A

11.	**Property Maintenance** - Water pump repair - the pump seal has deteriorated, but given the design this will continue to occur. We agreed not to proceed, just leave as is. - Vice repair - will look for a replacement	Moved/Seconded by: N/A

12.	**Grants** - Solar install grant options - discussion below	Moved/Seconded by:

13.	**Fundraising** - No discussion this month.	Moved/Seconded by: N/A

8.	**General Business**
	
	Solar proposal -
	- Quotes received from Auric and Electraserve are saved in board folder
	- 3 potential community funds identified to apply to:
	  - Lion Foundation
	    - - due 23 June or 27 July, 8-10 week response timeframe
	  - Braided Rivers Community Trust
	    - Annual grant pool is $60k total, so could potentially apply for some
		Actions:
		- **Solar**:
		- Karen to obtain 2x quotes for 20kW system with 25kw inverter, no battery
		- Ange to check roof structure capability to take solar panels
		
		- **Playground:**

	partial funding for a solar project. Due 20 August - Mid & South Canterbury Community Trust - General fund available for projects up to $20k. Again partial funding for this project. Deadline of 14 August, considered 29 Sept - Also has a Helping Hand Grant open anytime for funding requests for up to $5k. 8-10 weeks response timeframe. **Playground upgrade** - Discussed our priorities for grant and spending. - Determined the playground was a greater priority from a health and safety perspective. - Agreed to escalate this so that we are in a position to apply for grants this year.	- Ange to obtain feedback from Kayla on playground feature desires - Then obtain quotes

14.	**In-Committee** - The board moved in-committee at 9.07pm for a discussion and returned to board meeting at 9.17pm	Refer to In-committee notes.

15.	**Close meeting** - There being no further items, the meeting closed at 9.18pm. - The next board meeting will be on Wednesday 24 June 2026 via Teams.	

Signed off by:

James Cochrane (Chair)

Katrina Palmer (Secretary)