



Phoenix Preschool Inc Board of Governance

Committee Meeting Minutes

(In Person at Phoenix Preschool)

24th June 2026 at 7.30pm

Item	Action
1. Welcome The Chairperson opened the meeting at 735pm Present: James Cochrane (Chairperson), Karen Copland (Treasurer), Pete Lee (College Representative), Ange Ross (Centre Manager), Rosa Watherston (Board member), Taela Ackroyd (Teacher Representative) Apologies: Katrina Palmer (Secretary)	
2. Minutes of Previous Meetings - 27th May 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 June agenda? -	Conflict of Interest - Moved/Seconded:

4.	Correspondence In - Liz Depree - Charities Governance Review - Charities Newsletter including the Governance Review Checklist - will try and do three sections across the next few meetings to cover them all off before 6th October	Correspondence - Board members to look through the first three points of the governance review before our next meeting
	Out -	Moved/Seconded by: Pete/Rosa

5.	Chair Report -	Chair Report Moved/Seconded by: Karen/Taela
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6.	Management Report - Contract Adjustment - EAP Providers - Extension Quote	Management Report - New teacher contracts going forward to move to 0.4hrs/child/wk Moved/Seconded by: Rosa/Pete - Wisdom Wellbeing the better deal financially as well as lots of different options. Looking after the wellbeing of staff under Health & Safety from a Governance perspective. All in favour 3yr with Wisdom Wellbeing. Moved/Seconded by: Karen/Rosa
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		- Ange to look into a second/third quote for Architects Moved/Seconded by: Pete/Taela
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7.	Policies and Procedures (a) Policies & Procedures to be reviewed by the Board and adopted at the June meeting: - GMA101 - entrance sign - GMA101 - Complaints form - GMA102 - Welcome email - GMA103-104 - Operational Review	- Policies & Procedures - No feedback from whānau - No Board feedback Moved/Seconded: Pete/Taela
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8.	Sub-Committee Updates Finance - As at 31/05/2026, the closing balance is \$896,550.55 which includes \$515.93 in Fundraising - Term Investments of \$529,930.92 as at today - No aged debtors Discussion points - Officially minute to remove Craig McNabb from Westpac Banking System - Officially minute to add James Cochrane as new chairperson - Hayley can then complete the associated paperwork Budget -	Finance - Remove Craig and add James to westpac banking system Moved/Seconded: Rosa/Pete Moved/Seconded Report: Karen/James
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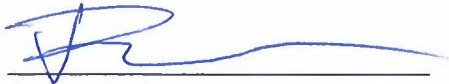
9.	Personnel -	Personnel - Moved/Seconded:
10.	Property Maintenance -	Property Maintenance - Moved/Seconded:
11.	Grants - Principal's Discretionary Grant	Grants - Grant needed to be reported on for end of April. Email looked like spam so deadline was missed. Sounds like we are included for this next year funding round, will know when it arrives in the account. Moved/Seconded:
12.	Fundraising - Next Fundraising Meeting - Tuesday 30th June 730pm at Kilworths on Burnett Street	Fundraising - Looking at some new fundraising initiatives. Some new and motivated members. Moved/Seconded:
13.	General Business - https://www.charities.govt.nz/news-and-events/webinars-and-videosnga-wananga-a-ipurangi-	

	<u>me-nga-ataata/past-webinars/governance-review</u>	
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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 8.50pm - The next board meeting will be on Wednesday 29 July, 730pm at Kilworths Office on Burnett Street	
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Signed off by



James Cochrane (Chairperson)



Ange Ross (Centre Manager)