



**Phoenix Preschool Inc Board of Governance**

**Committee Meeting Minutes**

**(In person at Kilworths)**

29th July 2026 at 7.45pm

| Item                                                                                                                                                                                                                                                                                                                                      | Action                                                                 |
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| <p>1. <b>Welcome</b></p> <p>The Chairperson opened the meeting at 7,52pm</p> <p>Present: James Cochrane (Chairperson), Katrina Palmer (Secretary), Karen Copland (Treasurer), Ange Ross (Centre Manager), Rosa Watherston (Board member), Taela Ackroyd (Teacher Representative)</p> <p>Apologies:vPete Lee (College Representative),</p> |                                                                        |
| <p>2. <b>Minutes of Previous Meetings</b></p> <p>- 24 June 2026</p> <p>Accepted as a true and accurate record of that meeting</p>                                                                                                                                                                                                         | <p>Moved/Seconded by:<br/>Karen, Taela</p>                             |
| <p>3. <b>Conflict of Interest</b></p> <p>Are there any conflicts of interest that need to be declared and recorded by Board Members on any items in the "month" agenda?</p> <p>- None</p>                                                                                                                                                 | <p><b>Conflict of Interest</b></p> <p>-</p> <p>Moved/Seconded: N/A</p> |

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| 4. | <b>Correspondence</b><br><br><b>In</b> <ul style="list-style-type: none"> <li>- Funders Forum information - in August</li> <li>- Received Principal's Discretionary Fund</li> </ul>                                                          | <b>Correspondence</b><br><br>James will attend Funders forum and report back                                  |
|    | <b>Out</b> <ul style="list-style-type: none"> <li>-</li> </ul>                                                                                                                                                                               | Moved/Seconded by:<br>Rosa/ Taela                                                                             |
| 5. | <b>Chair Report</b> <ul style="list-style-type: none"> <li>- Saved to folder and taken as read</li> </ul>                                                                                                                                    | <b>Chair Report</b><br><br>Moved/Seconded by:<br>James/Karen                                                  |
| 6. | <b>Management Report</b> <ul style="list-style-type: none"> <li>- Saved to board folder and taken as read</li> </ul>                                                                                                                         | <b>Management Report</b><br><br>Moved/Seconded by:<br>Rosa/Tayla                                              |
| 7. | <b>Policies and Procedures</b> <ul style="list-style-type: none"> <li>(a) Policies &amp; Procedures to be reviewed by the Board and adopted at the February meeting:</li> <li>- Whānau feedback noted in side column of documents</li> </ul> | <ul style="list-style-type: none"> <li>- Policies &amp; Procedure</li> </ul><br>Moved/Seconded:<br>Ange/James |



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| 12. | <b>Fundraising</b> <ul style="list-style-type: none"> <li>- As discussed in Chair Report</li> <li>- Fundraising committee to come up with annual plan to be presented to the board for final approval</li> <li>- Next Fundraising Meeting</li> </ul> | <b>Fundraising</b> <ul style="list-style-type: none"> <li>-</li> </ul> <p>Moved/Seconded: James/Rosa</p> |
| 13. | <b>General Business</b> <ul style="list-style-type: none"> <li>- Governance Review Checklist to be reviewed next meeting</li> </ul>                                                                                                                  |                                                                                                          |
| 14. | <b>In-Committee</b> <ul style="list-style-type: none"> <li>- None</li> </ul>                                                                                                                                                                         | Refer to In-committee notes.                                                                             |
| 15. | <b>Close meeting</b> <ul style="list-style-type: none"> <li>- There being no further items, the meeting closed at 9.24pm.</li> <li>- The next board meeting will be on Wednesday 26 August 2026</li> </ul>                                           |                                                                                                          |

Signed off by



James Cochrane (Chairperson)



Katrina Palmer (Secretary)