

# MINUTES (in Review)

## NOVEMBER TGC BOARD MEETING



<b>Name:</b>	Tauranga Girls' College
<b>Date:</b>	Thursday, 28 November 2024
<b>Time:</b>	5:30 pm to 7:40 pm (NZDT)
<b>Location:</b>	Tauranga Girls' College Board Room, 930 Cameron Road, Gate Pa, Tauranga, New Zealand
<b>Board Members:</b>	Mariana Tapsell (Chair), Anne Young, Carolyn Nemeth, James Patea, Karen Aspey, Tara Kanji, Tristan Hewett, Aiza Mustasam, Brooke Barnett
<b>Attendees:</b>	Julie Cole, Kylie Valentine, Louise Berney
<b>Apologies:</b>	Dave Guruge
<b>Guests/Notes:</b>	Senior Leader - Clayton Parai along with Y10 student and father

### 1. Meeting Open

#### 1.1 Presiding Member welcome and karakia

Board Meeting opened at: 5.28pm

#### 1.2 Declaration of any Conflict of Interest

The board members noted the following Conflicts of Interest (COI) on the agenda of this meeting:

- Karen Aspey registers a COI with her daughter being involved in the school production of Cinderella

### 2. Presentations

#### 2.1 Mentoring - Y9 & 10 Ākonga Māori

Senior Leader Clayton Parai and a Y10 ākonga and her father gave the Board an overview of the Mentoring program and the mentoring programs processes that are undertaken in the Kura.

### 3. Strategic Focus

#### 3.1 Tumuaiki | Principals Report

The board requested that the Tumuaiki | Principals request for a decision on the Policy challenge be discussed in 3.2 Board Governance of the agenda.



#### SSR Approval for Youth Mentors

RESOLUTION: That the Board gives approval for our Youth Mentors to assist with the search, surrender, and retention (SSR) of property as per the SSR procedure.

**Decision Date:** 28 Nov 2024

**Mover:** James Patea  
**Seconder:** Anne Young  
**Outcome:** Approved



### **November Tumuaki | Principals Report**

**RESOLUTION:** That the Board accepts the Tumuaki | Principals 28 November report to the Board

**Decision Date:** 28 Nov 2024  
**Mover:** James Patea  
**Seconder:** Anne Young  
**Outcome:** Approved

The Tumuaki | Principal thanked the board for its support over the year.

## **3.2 Board Governance Discussion**

The Board decided to defer any decision on the termination of the contract with SchoolDocs, until the February Board meeting to allow work to be carried out on drafting our own Board Policies



### **Policy Review Sub-Committee**

**RESOLUTION:** That the Board approves The Policy Review Sub-Committee, with the delegated authority, to be established.

**Purpose:** The Policy Review Sub-Committee is a delegated committee of the board formed to ascertain the most appropriate governance policy format for 2025 and beyond.

#### **Delegated Authority:**

The Policy Review Sub-Committee is responsible to the board for:

1. Identifying and investigating other governance policy formats that may be suitable for the purposes of the board.
2. Selecting a format that it deems to be the most appropriate.
3. Working with reputable persons or external providers such as NZSBA, to inform the range, extent and detail of the current board policies and to transition them into a new format.
4. Keeping the board informed through a regular reporting process.
5. Bringing potential issues to the attention of the board and gaining board approval for subsequent actions.
6. Providing a draft set of policies for board approval including a timeline for subsequent actions.

#### **Timeline for the Policy Review Sub-Committee:**

**Starting Date:** Mid-January 2025

**End Date:** No later than 31 March, 2025

**Sub Committee Board Members:** Presiding Member (Mariana Tapsell), Student Board Members (Aiza Mustasam) & Brooke Barnett, Board Members (Dave Guruge, James Patea and Principal Tara Kanji)

**Decision Date:** 28 Nov 2024  
**Mover:** Karen Aspey  
**Seconder:** Anne Young  
**Outcome:** Approved



## Policy Subcommittee Meeting

Presiding member to contact Robert Nauman to arrange a meeting regarding new TGC Board Policies

**Due Date:** 14 Dec 2024

**Owner:** Mariana Tapsell

## 4. Monitoring Reports

### 4.1 Management Report

The Finance Committee Chair gave an overview of the 2025 Draft Budget to the Board.



#### 2025 Draft Budget

RESOLUTION: That the Board approves the 2025 Draft Budget, as presented, subject to any necessary adjustments or modifications that may be required during the budget approval process.

**Decision Date:** 28 Nov 2024

**Mover:** Tristan Hewett

**Seconder:** Carolyn Nemeth

**Outcome:** Approved



#### 30 October Management Report

RESOLUTION: That the Board moves to accept the October Management report to the Board.

**Decision Date:** 28 Nov 2024

**Mover:** Tristan Hewett

**Seconder:** James Patea

**Outcome:** Approved

### 4.2 Property Report



#### Cyclical Maintenance Adjustments

RESOLUTION: That the Board approves the following adjustments to the cyclical maintenance:

1. Adjustment of the cyclical maintenance schedule to \$68,498 provisions per annum.
2. Decrease of \$18,139 in the provision of the cyclical maintenance schedule in 2024

**Decision Date:** 28 Nov 2024

**Mover:** Tristan Hewett

**Seconder:** Anne Young

**Outcome:** Approved

### 4.3 Health & Safety Reports



#### Worksafe Incidents

RESOLUTION: That the Board H&S subcommittee supports the College with any incidents that require a WorkSafe report and review process.

**Decision Date:** 28 Nov 2024

**Mover:** Tara Kanji  
**Seconder:** James Patea  
**Outcome:** Approved



### November H&S Report

RESOLUTION: That the Board moves to accept the Tumuaki 28 November H&S Report to the Board.

**Decision Date:** 28 Nov 2024  
**Mover:** James Patea  
**Seconder:** Tristan Hewett  
**Outcome:** Approved



### N Block -

Tumuaki to find the cost of keeping 3 or more N Block buildings from Michael Cremer. Principal to email board update.

**Due Date:** 6 Dec 2024  
**Owner:** Tara Kanji

## 5. Administration

### 5.1 Any Other Business



#### 2025 Productions Grant Applications

RESOLUTION: That the Board approves the following funding applications for the 2025 school production of Cinderella, and delegates authority to the Business Manager to adjust the amounts accordingly if the application is required to be submitted before the February 2025 board meeting.

1. Akarana Community trust for venue hire of \$13,944
2. Grass Roots for Radio Mic hire costs of \$5,500
3. NZCT for the Production Manager, Choreographer & amp; Technical director costs of \$5,225
4. Pub Charity for costs for Billboards, Posters, Programme & amp; T-shirts of \$4,200
5. Four Winds Trust for Set Design & amp; Directors fees of \$6,870

**Decision Date:** 28 Nov 2024  
**Mover:** Anne Young  
**Seconder:** Carolyn Nemeth  
**Outcome:** Approved



#### SAS Sole Uniform Supplier

RESOLUTION:

1. SAS proposal to become the sole supplier of TGC Uniforms. Not approved, the board has advised this will be taken under consideration when the Uniform is being reviewed.

**Decision Date:** 28 Nov 2024  
**Outcome:** Not Approved

## 5.2 Confirm Minutes

**OCTOBER TGC Board of Trustees Meeting 31 Oct 2024**, the minutes were confirmed as presented.

## 5.3 Matters Arising / Action List (from previous minutes/actions)

Due Date	Action Title	Owner(s)
26 Sept 2024	Woods Agency Quote <b>Status:</b> On Hold	Tara Kanji
14 Nov 2024	Sports Elevation Funding <b>Status:</b> In Progress	Louise Berney

## 5.4 Correspondence Inwards/Outwards



### Correspondence

Approved

**Decision Date:** 28 Nov 2024  
**Mover:** Karen Aspey  
**Seconder:** Aiza Mustasam  
**Outcome:** Approved

## 6. Between Meeting - Flying Minute

### 6.1 Change to Board Delegation Schedule



#### The Board agrees to a change to the current delegation schedule a...

The Board agrees to a change to the current delegation schedule allowing the Principal to make all employment decisions related to support staff effective immediately.

*(Changes to delegation document are highlighted in red)*

**10 Supported:** Aiza Mustasam , Anne Young , Brooke Barnett , Carolyn Nemeth , Dave Guruge , James Patea , Karen Aspey , Mariana Tapsell , Tara Kanji , Tristan Hewett

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 19 Nov 2024  
**Mover:** Mariana Tapsell  
**Outcome:** Approved

## 7. Meeting Close

### 7.1 Presiding Member closes meeting and moves to PEB BOT Meeting

**Next meeting:** NOVEMBER PEB TGC Board Meeting - 28 Nov 2024, 7:40 pm

## New Actions raised in this meeting

<b>Item</b>	<b>Action Title</b>	<b>Owner(s)</b>
3.2	Policy Subcommittee Meeting <b>Due Date:</b> 14 Dec 2024	Mariana Tapsell
4.3	N Block - <b>Due Date:</b> 6 Dec 2024	Tara Kanji

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_