

# CONFIRMED MINUTES

## SEPTEMBER TGC BOARD OF TRUSTEES MEETING



At the **OCTOBER TGC Board of Trustees Meeting** on **26 Oct 2023** these minutes were confirmed as presented.

<b>Name:</b>	Tauranga Girls' College
<b>Date:</b>	Thursday, 21 September 2023
<b>Time:</b>	5:30 pm to 6:55 pm (NZST)
<b>Location:</b>	Tauranga Girls' College Board Room, 930 Cameron Road, Gate Pa, Tauranga, New Zealand
<b>Board Members:</b>	Mariana Tapsell (Chair), Ansh Dhot, Carolyn Nemeth, Fiona McTavish, Joe Bourne, Karen Aspey, Tristan Hewett
<b>Attendees:</b>	Julie Cole, Kylie Valentine, Maxine Bird
<b>Apologies:</b>	Tara Kanji
<b>Notes:</b>	Kylie Valentine attending in the capacity of Acting Tumuaki   Principal at this meeting. SESCO Karen Gilby will attend the meeting to give an overview of the Learning Support Learning Area.

### 1. Meeting Open

#### 1.1 Presiding Member welcome and karakia

#### 1.2 Declaration of any Conflict of Interest

No new Conflicts of Interest for Board members at this meeting.

### 2. Strategic Focus

#### 2.1 Board Work Plan

SESCO gave the Board an overview of the Learning Support Learning Area's changes, challenges and progress.

The Board acknowledged and applauded the work being carried out in the Learning Support Learning Area and congratulated the SESCO on being awarded her study award for next year.

Karen Gilby left the meeting at 5.53pm

A Board discussion took place on the current Schools Docs Māori Educational Success Policy and Inclusive Education Policy at Tauranga Girls' College.

The name of the Kura was a concern to one board member around our Kura being gender inclusive.



## Board Assurances

RESOLUTION: That the Board has reviewed and is assured and satisfied with the current School Docs policies on Māori Educational Success and Inclusive Education Policy at Tauranga Girls' College.

**Decision Date:** 21 Sept 2023  
**Mover:** Karen Aspey  
**Seconder:** Mariana Tapsell  
**Outcome:** Approved

## 2.2 Tumauaki | Principals Report

The Acting Tumauaki | Principal gave an overview of the Tumauaki report to the Board.

- Highlighted was the uptake of our staff wanting to teach the new Te Aō Māori Y9 course next year which shows the work and success of Māori Education at TGC.
- Acknowledged the in-depth knowledge of our SENCO and the work that is involved within that LA and how we resource the increasing need of this Learning Area in the future.

The Board acknowledged the improvement of attendance.



## Tumuaki Report

RESOLUTION: That the Board moves to accept the Septembers Tumauaki | Principals report to the Board.

**Decision Date:** 21 Sept 2023  
**Mover:** Mariana Tapsell  
**Seconder:** Joe Bourne  
**Outcome:** Approved



## Tumuaki | Principal Board Assurances

RESOLUTION: That the Board moves to accept all of the Tumauaki | Principal board assurances given in the September Tumauaki | Principals report.

**Decision Date:** 21 Sept 2023  
**Mover:** Joe Bourne  
**Seconder:** Carolyn Nemeth  
**Outcome:** Approved



## Tumuaki Recommendations

RESOLUTION: That the Board approves item 2 of Tumauaki | Principal recommendations in the Tumauaki September report to the Board:

- To use Mary Chamberlin to provide a summary to her PGC at the end of the year.
- To enlist an external person to be involved in a professional appraisal type (parameters to be finalised and agreed upon) process every second year.

**Decision Date:** 21 Sept 2023  
**Mover:** Fiona McTavish  
**Seconder:** Karen Aspey  
**Outcome:** Approved

Tumauki | Principal recommendations 1 and 3 were not discussed and will be carried over to the October Board of Trustees Meeting.



### NCEA Trends Data

Deputy Principal to investigate the data on males in the NCEA Trends Data. Is this from students that identify as males?

**Due Date:** 19 Oct 2023  
**Owner:** Kylie Valentine



### Digital Asessments

Deputy Principal to provide an update on the provision of assessment via a digital platform. Are all those opportunities being taken up?

**Due Date:** 19 Oct 2023  
**Owner:** Kylie Valentine

## 3. Monitoring Reports

### 3.1 Finance Report

The Chair of the Finance Committee gave an overview of the Finance report to the Board.

Currently in a positive position financially.

The Business Manager gave an update on the potential financial risk to the school regarding changes to the Secondary Teachers Collective around staffing over MOE entitlement and non-contact allocations starting in 2025.



### Finance Report

RESOLUTION: That the Board moves to accept the September Finance Report

**Decision Date:** 21 Sept 2023  
**Mover:** Carolyn Nemeth  
**Seconder:** Joe Bourne  
**Outcome:** Approved

### 3.2 Property Report

The Business Manager gave an overview to the Board of the September property report and PCG J block report.

- The next 5YA starts in July 2024 - work is currently being undertaken on property condition assessments, from the MOE and school perspectives. There will be more information supplied on this at the next Board meeting in October. It was recommended for the Board to do a walk around the school site, prior to the meeting starting.
- J Block progressing well. Solar panels were discussed, the Business Manager to investigate further.



### Property Report

RESOLUTION: That the Board moves to accept the September Property Report and PCG J Block Progress Report

**Decision Date:** 21 Sept 2023  
**Mover:** Karen Aspey  
**Seconder:** Fiona McTavish  
**Outcome:** Approved



### October BOT Meeting Time

RESOLUTION: The October board meeting is to start at 5.00pm to allow a site workaround.

**Decision Date:** 21 Sept 2023



### Solar contacts

To provide the Business Manager contact details of the solar supplier the BOPRC used.

**Due Date:** 28 Aug 2023

**Owner:** Fiona McTavish



### Staff Feedback

In-school insight from the staff on sharing their thoughts on current learning environments and best practices that the Board needs to be aware of to support Board property decisions moving forward.

**Due Date:** 19 Oct 2023

**Owner:** Maxine Bird

## 3.3 Health & Safety Report



### H & S Report

RESOLUTION: That the board moves to accept the September Health and Safety report

**Decision Date:** 21 Sept 2023

**Mover:** Karen Aspey

**Seconder:** Carolyn Nemeth

**Outcome:** Approved

## 4. Administration

### 4.1 General Business



#### Parent Election Date

RESOLUTION: That the Board accepts the proposed Board Parent Election date of 15 November 2023.

**Decision Date:** 21 Sept 2023

**Mover:** Tristan Hewett

**Seconder:** Joe Bourne

**Outcome:** Approved



#### Grant Applications

RESOLUTION: That the Board approves funding applications to Four Winds Foundation for Volleyball NISS of \$6000 and One Foundation for Touch NZ tournament for \$2000.

**Decision Date:** 21 Sept 2023

**Mover:** Karen Aspey

**Seconder:** Carolyn Nemeth

**Outcome:** Approved



## Board Minutes

RESOLUTION: That the Board moves to have Board Minutes put on the school website in both draft and accepted minutes.

**Decision Date:** 21 Sept 2023  
**Mover:** Fiona McTavish  
**Seconder:** Karen Aspey  
**Outcome:** Approved

## 4.2 Confirm Minutes

**AUGUST TGC Board of Trustees Meeting 24 Aug 2023**, the minutes were confirmed as presented.



**RESOLUTION: That the minutes of the 24 August 2023 meeting be app...**

RESOLUTION: That the minutes of the 24 August 2023 meeting be approved and adopted as a true and accurate record.

**Decision Date:** 21 Sept 2023  
**Mover:** Fiona McTavish  
**Seconder:** Mariana Tapsell  
**Outcome:** Approved

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

Due Date	Action Title	Owner
23 Mar 2023	Closing Karakia <b>Status:</b> In Progress	Tara Kanji
23 Mar 2023	Proposed physio building <b>Status:</b> On Hold	Maxine Bird
23 Mar 2023	A4L <b>Status:</b> On Hold	Kylie Valentine
22 Jun 2023	School Docs <b>Status:</b> Completed on 18 Sept 2023	Wayne Gribble
31 Aug 2023	End of Year Prizegiving Dates <b>Status:</b> Completed on 18 Sept 2023	Julie Cole
20 Sept 2023	Redact names on H&S Report <b>Status:</b> Completed on 18 Sept 2023	Julie Cole
21 Sept 2023	J Block remedial work <b>Status:</b> Completed on 14 Sept 2023	Maxine Bird
22 Aug 2024	Elevation of 5 Sporting Codes <b>Status:</b> Not Started	Tara Kanji

## 4.4 Correspondence Inwards/Outwards



**The board moves to accept the correspondence.**

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**Decision Date:** 21 Sept 2023  
**Mover:** Tristan Hewett  
**Seconder:** Ansh Dhot  
**Outcome:** Approved

## 5. Meeting Close

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

**Next meeting:** SEPTEMBER PEB TGC BOT Meeting - 21 Sept 2023, 7:00 pm

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

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