

# CONFIRMED MINUTES

## FEBRUARY - TGC BOARD OF TRUSTEES MEETING



At the **APRIL TGC Board of Trustees Meeting** on **4 Apr 2024** these minutes were **confirmed as presented**.

<b>Name:</b>	Tauranga Girls' College
<b>Date:</b>	Thursday, 22 February 2024
<b>Time:</b>	5:30 pm to 7:47 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), Anjali Pillay, Carolyn Nemeth, Dave Guruge, James Patea, Karen Aspey, Tristan Hewett, Tara Kanji
<b>Attendees:</b>	Julie Cole, Kerry McFadyen, Kylie Valentine
<b>Apologies:</b>	Anne Young

### 1. Meeting Open

#### 1.1 Presiding Member welcome and karakia

The Board meeting opened at 5.39pm.

#### 1.2 Board to elect Presiding Member

Nominations for the Presiding Member were called for: Mariana Tapsell nominated by Carolyn Nemeth.



##### 2024 Presiding Member

RESOLUTION: Mariana Tapsell is duly elected as 2024 Presiding Member for the TGC Board of Trustees

**Decision Date:** 22 Feb 2024  
**Mover:** Carolyn Nemeth  
**Seconder:** James Patea  
**Outcome:** Approved

#### 1.3 Speaking Rights



##### 2024 Speaking Rights

RESOLUTION: That the Board grants speaking rights for all 2024 Board meetings to Kylie Valentine (Deputy Principal) and Kerry McFadyen (Business Manager).

**Decision Date:** 22 Feb 2024  
**Mover:** Tara Kanji

**Seconder:** Karen Aspey  
**Outcome:** Approved

### 1.4 Declaration of any Conflict of Interest

No new Conflicts of Interest were registered for this meeting from any Board members. The Presiding Member asked for all Board members to update and new Conflicts of Interest for 2024.

### 1.5 Board Governance Discussion

Presiding Member gave an overview of the Boards Code of Conduct.

Proposal by James Patea to add a Board member to the Health & Safety Executive Committee.

The Board has indicated they would like the Board Secretary to add the student's name when calling for board members to attend Suspension meetings. The Board Secretary is to email the whole board with the request as the Student Behaviour Committee may have times they are unavailable to attend the nominated meeting time. The Board Secretary to follow email with a text to the Board asking them to respond to the email.

Anne Young to indicate what committees she would like to join at 4 April 2024 meeting.



#### Board Committees

RESOLUTION: That the board accepts the following Committees. Anne Young to be added to committees at the 4 April 2024 meeting.

Policies	Mariana Tapsell Tara Kanji
Finance	Tristan Hewett Tara Kanji Kerry McFadyen Carolyn Nemeth Anjali Pillay
Property	Mariana Tapsell Tara Kanji Kerry McFadyen Dave Guruge
Health & Safety Committee	James Patea Dave Guruge
Student Behaviour Management	Karen Aspey James Patea OR Two other members of the community-elected Board  Student Rep to attend if no Conflict of Interest. (Subject to Presiding Member confirming Student Rep attendance with NZSTA).

**Decision Date:** 22 Feb 2024  
**Mover:** Mariana Tapsell  
**Outcome:** Approved



## Board Delegations

RESOLUTION: That the board approves the proposed board delegations.

TUMUAKI   PRINCIPALS DELEGATION	
Kylie Valentine Glenda Rowlands To be nominated by Tumuaki from the Senior Leadership Team if required	
TUMUAKI   PRINCIPALS DELEGATION (during sabbatical)	
Alice Cade Glenda Rowlands To be nominated by Tumuaki from the Senior Leadership Team if required	
FINANCIAL AUTHORITIES	
Tumuaki   Principal Business Manager BOT Finance Chair BOT Presiding Member Deputy Principal	Tara Kanji Kerry McFayden Tristan Hewett Mariana Tapsell Kylie Valentine (Alice Cade during sabbatical)

**Decision Date:** 22 Feb 2024  
**Mover:** Mariana Tapsell  
**Secunder:** Dave Guruge  
**Outcome:** Approved



## Health & Safety Committee

RESOLUTION That the board approves a Board Member being added to the existing Health & Safety Executive Committee.

**Decision Date:** 22 Feb 2024  
**Mover:** James Patea  
**Secunder:** Tara Kanji  
**Outcome:** Approved

## 2. Strategic Focus

### 2.1 Tumuaki | Principals Report

The Tumuaki gave an overview of the report to the Board.

- Board Assurances given by the Tumuaki.
- 2024 Annual Plan to be uploaded by 31 March 24.
- AOV has to be uploaded by 31 May 2024.
- Phone Free Kura - Government expectation that all Kura be phone-free by term 2 2024. In November 2023 we advised our community we would be phone-free from the start of

2024. Tumuaki gave an overview of rules around phone-free rules. Early days but positive response so far.

- Currently, we are not fully staffed. Relievers are being used in these classes. Vacancies are currently being advertised.
- NCEA Results - very pleased with academic results. Focus on the disparity between Māori and non-Māori continues as well as a Mātauranga Māori focus.
- Mentoring with the new Senior Leader appointment is underway with a focus on our Māori ākonga years 9 and 10. Working alongside the Deputy Principals and Youth Leaders.



### February Tumuaki Report

RESOLUTION: That the board accepts the February Tumaki | Principals report to the Board.

**Decision Date:** 22 Feb 2024  
**Mover:** Anjali Pillay  
**Seconder:** Tristan Hewett  
**Outcome:** Approved

Tumuaki gave an overview of the 2024 Annual Plan and Analysis of Variance (AoV). The Board advised they are unable to open some of the links in the Annual Plan.



### Annual Plan - Delay comments

RESOLUTION: That the Board will delay passing a resolution on the annual plan. Board to make comments on the Annual Plan by 1 March 2024. The Tumuaki to collate the comments.

**Decision Date:** 22 Feb 2024  
**Mover:** Mariana Tapsell  
**Seconder:** Dave Guruge  
**Outcome:** Approved



### Annual Plan

Update the Annual Plan with links working to the Board

**Due Date:** 26 Feb 2024  
**Owner:** Julie Cole



### The Tumuaki to collate the Board comments on the Annual Plan.

The Tumuaki to collate the Board comments on the Annual Plan.

**Due Date:** 1 Mar 2024  
**Owner:** Tara Kanji

## 3. Monitoring Reports

### 3.1 Finance Report - No report



#### 2024 Draft Budget

RESOLUTION: That the board approves the 2024 draft budget with no changes be adopted.

**Decision Date:** 22 Feb 2024  
**Mover:** Tristan Hewett  
**Seconder:** James Patea

**Outcome:** Approved

### 3.2 Property Report

The Business Manager gave an overview of the Property report to the Board

- Plan to start the Gym and Changing room project on the top floor first. Once we have the drawings confirmed with the architect and project managers we will go out to tender. Looking at around \$230K to carry over to this project.
- Drainage work is expected to be completed by the start of Term 2.



#### February Property Report

RESOLUTION: That the Board moves to accept the February Property report to the Board.

**Decision Date:** 22 Feb 2024  
**Mover:** Mariana Tapsell  
**Seconder:** Tristan Hewett  
**Outcome:** Approved

### 3.3 Health & Safety Report

Tumuaki gave an overview of the Health & Safety report.

- Highlighted to the Board the expected completion date of J block of 22 August is unlikely and the worst-case scenario for completion is December 2024 but every effort will be made to complete the project earlier.
- Board sought confirmation of the frequency of health and safety reports.



#### February Health & Safety Report

RESOLUTION: That the board accepts the February Health & Safety Report to the Board

**Decision Date:** 22 Feb 2024  
**Mover:** Dave Guruge  
**Seconder:** James Patea  
**Outcome:** Approved

## 4. Administration

### 4.1 Any Other Business

No remits were submitted from the Board for the NZSTA AGM.

Presiding Member put motion forward to move item 4.1 AOB number 2 Board Meeting review to 4 April 2024 meeting due to overrun of time.



#### Board Meeting Review

RESOLUTION: That the board moves the agenda item 4.1 AOB number 2 Board Meeting review to the meeting on 4 April 2024.

**Decision Date:** 22 Feb 2024  
**Mover:** Mariana Tapsell  
**Seconder:** Tara Kanji  
**Outcome:** Approved

## 4.2 Confirm Minutes

**NOVEMBER TGC Board of Trustees Meeting 23 Nov 2023**, the minutes were confirmed as presented.



### 23 November 2023 Minutes

RESOLUTION: That the minutes of the 23 November 2023 meeting be approved and adopted as a true and accurate record.

**Decision Date:** 22 Feb 2024  
**Mover:** Anjali Pillay  
**Seconder:** Dave Guruge  
**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
22 Feb 2024	TTNG Bus Risk Register <b>Status:</b> On Hold	Julie Cole
22 Aug 2024	Elevation of 5 Sporting Codes <b>Status:</b> Not Started	Tara Kanji

## 4.4 Correspondence Inwards/Outwards



### February Correspondence

RESOLUTION: That the Board moves to accept the 22 February 2024 Correspondence.

**Decision Date:** 22 Feb 2024  
**Mover:** Anjali Pillay  
**Seconder:** Karen Aspey  
**Outcome:** Approved

## 5. Meeting Close

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

**Next meeting:** APRIL TGC Board of Trustees Meeting - 4 Apr 2024, 5:30 pm

### New Actions raised in this meeting

Item	Action Title	Owner
2.1	Annual Plan <b>Due Date:</b> 26 Feb 2024	Julie Cole

Item	Action Title	Owner
2.1	The Tumuaki to collate the Board comments on the Annual Plan. <b>Due Date:</b> 1 Mar 2024	Tara Kanji

---



Mariana Tapsell  
5 Apr 2024