

# DRAFT MINUTES

## NOVEMBER TGC BOARD OF TRUSTEES MEETING



<b>Name:</b>	Tauranga Girls' College
<b>Date:</b>	Thursday, 23 November 2023
<b>Time:</b>	5:30 pm to 7:25 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), Carolyn Nemeth, Tara Kanji , Tristan Hewett, Dave Guruge, James Patea, Anne Young, Anjali Pillay
<b>Attendees:</b>	Julie Cole, Kylie Valentine, Maxine Bird
<b>Apologies:</b>	Karen Aspey
<b>Guests:</b>	Joe Bourne and Fiona McTavish will be invited to join the meeting if agreed to by incoming board members and will be given speaking rights for the Finance Report Section of the agenda only.
<b>Notes:</b>	New Board members will emailed the Board pack once they are elected.

### 1. Meeting Open

#### 1.1 Presiding Member welcome/introductions and karakia

The Board meeting opened at 5.30 pm. The Presiding Member welcomed new Board members to the Board with Board introductions.

#### 1.2 Declaration of any Conflict of Interest

New Board members were asked to register any Conflicts of Interest for this meeting.

### 2. Monitoring Reports

#### 2.1 Finance Report

Joe Bourne and Fiona McTavish joined the Board meeting at 6.00pm.



#### Speaking Rights

**RESOLUTION:** That the Board grants Joe Bourne and Fiona McTavish speaking rights for the Finance section of the agenda.

**Decision Date:** 23 Nov 2023  
**Mover:** Mariana Tapsell  
**Outcome:** Approved

The Chair of the Finance Committee and the Business Manager gave an overview of the Finance report and the 2024 Draft Budget to the Board.

- The school is in a strong financial position.
- 2024 budgeted operating surplus of \$22,000. TGC roll number estimated as provisional figure not considered accurate.
- 2024 budgeted cash deficit of \$1,134,832 is a worst-case scenario, with large capital expenditure in 2024 including J Block fit out for which funds already received.
- Cyclical maintenance has been increased to include internal painting and inflationary increases.
- Currently in a building phase with international students following COVID-19. Budgeted figures are for students who have committed and paid to attend with a small projection for extra numbers during 2024.



### November Finance Report

RESOLUTION: That the Board moves to accept the November Finance report to the Board.

**Decision Date:** 23 Nov 2023  
**Mover:** Tristan Hewett  
**Seconder:** Anjali Pillay  
**Outcome:** Approved



### 2024 Budget

RESOLUTION: That the Board moves to approve the 2024 Draft Budget showing a \$22,000 operating surplus and \$1,134,832 cash deficit.

**Decision Date:** 23 Nov 2023  
**Mover:** Mariana Tapsell  
**Seconder:** Tristan Hewett  
**Outcome:** Approved

Joe Bourne and Fiona McTavish left the meeting at 6.20pm.



### Business Manager Authority

RESOLUTION: That the Board approves the recommendations in the Finance report for the incoming new Business Manager Kerry McFadyen the following authorisations:

- Signing authority on the bank account - one of any two
- Administrator on MoE Payroll Edpay
- Authorised IRD user

**Decision Date:** 23 Nov 2023  
**Mover:** Tara Kanji  
**Seconder:** Anne Young  
**Outcome:** Approved

## 2.2 Property Report

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

- Discussed current 5YA projects of drainage and plumbing, gym changing rooms and roofing and boiler repairs.
- Separate funding is available for Inclusive Education requirements for a low-vision student enrolled for 2024.
- Front fencing has been deferred to 2024 to enable clarification on the school boundary lines.

- New 5YA next year.
- J Block completion date is set for 22 August 2024.
- Solar panels for J Block, awaiting quotes.
- Increase in cyclical maintenance

The Tumuaki highlighted to the board the risk of the MoE's concerning plan to remove N Block buildings once J Block is completed. This will mean we will be left with A Block classes which are older and in need of modernisation. Would like reconsideration on this.



### Property Report

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

**Decision Date:** 23 Nov 2023  
**Mover:** Anjali Pillay  
**Seconded:** James Patea  
**Outcome:** Approved



### Cyclical Maintenance

RESOLUTION: That the Board accepts the recommendation of the Business Manager that the cyclical maintenance schedule be updated with \$74,168.00 provision per annum and an increase in provision in 2023 by \$171,560.00

**Decision Date:** 23 Nov 2023  
**Mover:** Tristan Hewett  
**Seconded:** Carolyn Nemeth  
**Outcome:** Approved

## 2.3 Health & Safety Report



### November H&S Report

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

**Decision Date:** 23 Nov 2023  
**Mover:** Carolyn Nemeth  
**Seconded:** Dave Guruge  
**Outcome:** Approved

The Tumuaki advised the previously board-approved funded Chorale Trip and Languages Trip to Spain have both been cancelled.

## 3. Strategic Focus

### 3.1 Tumuaki | Principals Report

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

- Slightly lower Y9 enrolments for 2024 currently.
- Nationwide attendance issue
- A diverse mix of learners, some with large gaps in their learning. Extra support is in place for students coming in with specific learning needs.

- The Tumuaki advised highlighted to the Board that No 10 & 13 of Board assurance is unable to be given yet, they will be carried over and given at the February 2024 BOT meeting.



### **November Tumauki Report**

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

**Decision Date:** 23 Nov 2023  
**Mover:** Mariana Tapsell  
**Seconder:** Carolyn Nemeth  
**Outcome:** Approved

## **4. Administration**

### **4.1 Any Other Business**



#### **Kai Tahī**

The Board Secretary to send out a Doodle Poll with date options for social gathering in February.

**Due Date:** 21 Dec 2023  
**Owner:** Julie Cole



#### **TTNG Bus Risk Register**

Board Secretary to follow up from TTNG bus risk meeting register and have report back to the Board for the February 2024 meeting.

**Due Date:** 22 Feb 2024  
**Owner:** Julie Cole



#### **Kainga Ora letter**

Write to Principal Planner and Libby Bevan requesting more detail on the proposed housing development.

**Due Date:** 22 Feb 2024  
**Owner:** Tara Kanji



#### **Summer Tournament Grant Applications**

RESOLUTION: That the Board approves the grant application to One Foundation for \$14800.00 for Volleyball and Rowing Teams to attend Summer Tournament week.

**Decision Date:** 23 Nov 2023  
**Mover:** Tara Kanji  
**Seconder:** Dave Guruge  
**Outcome:** Approved

### **4.2 Confirm Minutes**

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



### October BOT Minutes

RESOLUTION: That the minutes of the 26 October meeting be approved and adopted as a true and accurate record.

**Decision Date:** 23 Nov 2023  
**Mover:** Anne Young  
**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 Aug 2024	Elevation of 5 Sporting Codes <b>Status:</b> Not Started	Tara Kanji

### 4.4 Correspondence Inwards/Outwards



#### Correspondence

RESOLUTION: That the Board moves to accept the 26 October to 23 November correspondence.

**Decision Date:** 23 Nov 2023  
**Mover:** Anjali Pillay  
**Seconder:** Tristan Hewett  
**Outcome:** Approved

## 5. Meeting Close

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

**Next meeting:** NOVEMBER PEB TGC BOT Meeting - 23 Nov 2023, 7:25 pm

#### New Actions raised in this meeting

Item	Action Title	Owner
4.1	Kai Tahī <b>Due Date:</b> 21 Dec 2023	Julie Cole
4.1	TTNG Bus Risk Register <b>Due Date:</b> 22 Feb 2024	Julie Cole
4.1	Kainga Ora letter <b>Due Date:</b> 22 Feb 2024	Tara Kanji

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

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