CONFIRMED MINUTES

TGC SEPTEMBER SCHOOL BOARD MEETING

At the **TGC OCTOBER School Board Meeting** on **29 Oct 2026** these minutes were **confirmed as presented.**

Name:	Tauranga Girls' College
Date:	Thursday, 24 September 2026
Time:	5:30 pm to 7:00 pm (NZST)
Location:	Tauranga Girls' College Board Room, 930 Cameron Road, Gate Pa, Tauranga, New Zealand
Board Members:	Mariana Tapsell (Chair), Anne Young, James Patea, Jemma Miri, Melanie Webb, Pearl Vahey Bourne, Pritika Nand, Tara Kanji , Tristan Hewett
Attendees:	Rachel Armishaw, Julie Cole
Apologies:	Dave Guruge
Guests/Notes:	Renay Jones - Deputy Principal

1. Meeting Open

1.1 Presiding Member welcome and karakia

Meeting opened at: 5.35 pm. Presiding Member welcomed Renay Jones, DP, as the guest speaker.

1.2 Declaration of any Confict of Interest

Conflict of Interest

RESOLUTION: that the Board records that no member has declared a conflict of interest in relation to any item on the current agenda.

FURTHER RESOLVED, that the Board is satisfied that all members are able to participate in the discussions and voting on all scheduled matters.

Decision Date:	24 Sept 2026
Mover:	Mariana Tapsell
Outcome:	Approved

2. Equity & Achievement

2.1 Equity & Achievement Update

Guest Speaker gave an update to the Board on:

- **Equity Data Tracking:** PAROT software is now utilised to track and assess Literacy and Numeracy equity data, with tracking shifting to a monthly reporting cycle.

- **CAA Results & Senior Student Tracking:** Common Assessment Activity (CAA) results are expected on 20 October. Year 12 and 13 students who currently lack Literacy and Numeracy requirements do not sit the CAA. These students are being individually tracked by name.
- **Targeted Support Program:** In consultation with Deans, targeted Year 12 and 13 students will be offered a supported Term 4 program to gain missing credits. This marks the second year of this initiative.
- **Focus on Equity:** Management continues to analyze the narrative behind student data to ensure all students receive necessary learning support so no student is left behind.

Guest Speaker Renay Jones left the meeting at 5.56pm

3. Monitoring Reports

3.1 Finance Report

Report Status: 24 September 26 Finance report was taken as read by all Board members.

- **Financial Position:** Financial tracking remains well on budget. Development of the draft 2027 budget is currently underway.
- **Fundraising Budget Variance:** The Board noted the variance between budgeted and actual fundraising income. The Business Manager clarified this was primarily driven by NZ Uniforms sponsorship and historical classification adjustments.
- **Interim Audit Preparation:** The Tumuaki and Business Manager are scheduled to meet with the auditor at the start of Term 4 ahead of the formal interim audit meeting. Discussions will include addressing the auditor's comments regarding cyclical maintenance.

Acceptance of September Finance Report

RESOLUTION: That the Board accepts the 24 September 2026 Finance report as presented.

Decision Date:	24 Sept 2026
Mover:	Tristan Hewett
Seconder:	Anne Young
Outcome:	Approved

3.2 Property Report

Report Status: 24 September 2026 Property Report taken as read by the Board

- **Property & Operations Status:** Overall property and operational projects are tracking as planned.
- **Demolition of Classroom A3:** The Ministry of Education (MoE) has made the decision to demolish Classroom A3 due to ongoing weather-tightness issues. The room has been out of service for over a month.
- **Teaching Space Impact:** The loss of Classroom A3 will require room-sharing arrangements among some teaching staff.

Acceptance of September Property Report

RESOLUTION: That the Board accepts the 24 September 26 property report as presented.

Decision Date:	24 Sept 2026
Mover:	James Patea

Seconder: Tristan Hewett
Outcome: Approved

A3 Remediation

Tumuaki and Business Manager to seek information from the MoE on what the remediation costs for A3 are.

Due Date: 29 Oct 2026
Owners: Rachel Armishaw, Tara Kanji

3.3 Health & Safety Report

Report Status: 27 August 2026 Health & Safety Report was taken as read by the Board.

- **Health & Safety:** The Board discussed a recent incident involving a student accident in Pūwhenua.
- **Year 9 Enrolment Trends:** Year 9 enrolments for this year are slightly lower to date. A strategy is in place to boost intake, with a typical surge in applications expected during Term 4.
- **Overall Enrolment & Staffing Impact:** Out-of-zone and in-year enrolments from local schools remain strong across other year levels. Guaranteed staffing is locked in for 2027, but lower Year 9 numbers could impact staffing calculations for 2028.

Acceptance of September H&S Report

RESOLUTION: That the Board accepts the 24 September 2026 Health & Safety report as presented.

Decision Date: 24 Sept 2026
Mover: Tara Kanji
Seconder: Tristan Hewett
Outcome: Approved

4. Strategic Focus

4.1 Tumuaki | Principals Report

Report Status: 24 September 2026 Tumuaki & SLT Report was taken as read by the Board.

- **Junior Academic Focus & Events:** Current operational focus remains on junior academic achievement and engagement, with preparations and scheduling for end-of-year prizegivings actively underway.
- **Strategic Plan Alignment:** The Board's Strategic Plan is being realigned to cover a two-year cycle (2027–2028). The current 2026–2028 plan, previously re-developed with Dr. Gabrielle Wall, will be amended to meet updated requirements before a final draft is submitted to the Board for formal approval.
- **Pastoral & Student Discipline Data:** The Board reviewed and discussed the latest Stand-down and Suspension data.

Acceptance of September Tumuaki & SLT Report

RESOLUTION: That the Board accepts the 24 September 2026 Tumuaki & SLT report as presented.

Decision Date: 24 Sept 2026
Mover: Pritika Nand
Seconder: Tristan Hewett
Outcome: Approved

4.2 International Report

Report Status: 24 September 26 International Report taken as read by the Board

Acceptance of International Report

RESOLUTION: That the Board accepts the 24 September 2026 International Board report as presented.

Decision Date:	24 Sept 2026
Mover:	Anne Young
Seconder:	James Patea
Outcome:	Approved

4.3 Board Governance

No board governance on the agenda of this meeting.

4.4 Board Policy Review

Approval of Board Policy 03 - Board Member Induction

RESOLUTION: That the Board notes the completion of the scheduled triennial review for the following policies and approves the amendments as follows.

- Board Policy 03 - Board Member Induction
  - add conflicts of interest and register to Board Member induction
  - add committees list to governance folder

Decision Date:	24 Sept 2026
Mover:	Mariana Tapsell
Seconder:	Anne Young
Outcome:	Approved

Conflict of Interest

Add Conflict of Interest and add where need we list of committees to the policy.

Due Date:	29 Oct 2026
Owner:	Julie Cole

5. Administration

5.1 Any Other Business

- **Sports 3-Year Strategic Plan Review:** The Board held a robust discussion on the draft Sports 3-Year Strategic Plan, noting that further information and broader community/stakeholder voice are required before a final decision can be made
- **Strength & Conditioning Insights Requested:** Clarification was sought regarding engagement data for Strength & Conditioning, including whether access and collaboration extend across the wider school (e.g., dance/performing arts).
- **Student Representatives Acknowledgement:** The Board formally recorded its thanks to the student representatives for their valuable contributions throughout their term.

Sports 3 Year Strategic Plan

Resolution Not Passed: The Board did not accept the resolution for the proposed 3-year Sports Strategic Plan as currently presented. Board Members

requested that Tumuaki provide further clarification prior to resubmitting the motion for approval on:

- further information and broader community/stakeholder voice
- engagement data for Strength & Conditioning, including whether access and collaboration extend across the wider school (e.g., dance/performing arts)

Decision Date: 24 Sept 2026
Mover: Tara Kanji
Outcome: Not Approved

NZCT Sport Grant Application

RESOLUTION: That an application be made to New Zealand Community Trust (NZCT) for a grant of $7,000.00 to assist with accommodation costs for the following school sports tournaments:

- Touch Team: New Zealand Secondary School Championships in Gisborne (December 10–13, 2026).
- Volleyball Junior A & B Teams: North Island Junior Volleyball Championships in Auckland (November 16–20, 2026).

Decision Date: 24 Sept 2026
Mover: Mariana Tapsell
Seconder: Tristan Hewett
Outcome: Approved

Sports Gym Stocktake

Tumuaki to follow up with the Sports Director to request a comprehensive stocktake and age/suitability assessment of existing sports equipment in the Gym.

Due Date: 29 Oct 2026
Owner: Tara Kanji

Grants Funding Applications

Tumuaki to consult with the Sports Director regarding the equity of grant funding applications across both summer and winter tournaments for all codes.

Due Date: 29 Oct 2026
Owner: Tara Kanji

5.2 Confirm Minutes

TGC AUGUST School Board Meeting 27 Aug 2026, the minutes were confirmed as presented.

Approval of 27 August Minutes

RESOLUTION: That the Board approves the minutes of the meeting held on 27 August 2026 as a true and accurate record

Decision Date: 24 Sept 2026
Mover: Melanie Webb
Seconder: Tristan Hewett
Outcome: Approved

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

Due Date	Action Title	Owner(s)
25 Jun 2026	Attendance Management Plan Review **Status:** In Progress	Tara Kanji
25 Jun 2026	Review Language in Policies **Status:** In Progress	Julie Cole
3 Jul 2026	Board Suspension Training **Status:** Not Started	Mariana Tapsell, Tara Kanji
24 Sept 2026	Commnication with MoE **Status:** Not Started	Tara Kanji

5.4 Correspondence Inwards/Outwards

Approval of Board Correspondence

RESOLUTION: That the board accepts the Board Correspondence from 27 August to 24 September 2026 as presented.

Decision Date: 24 Sept 2026
Mover: Mariana Tapsell
Seconder: Anne Young
Outcome: Approved

6. Meeting Close

6.1 Presiding Member closes meeting and moves to PEB Meeting

Next meeting: TGC OCTOBER School Board Meeting - 29 Oct 2026, 5:30 pm



Mariana Tapsell
30 Oct 2026