CONFIRMED MINUTES

TGC JUNE SCHOOL BOARD MEETING

At the **TGC AUGUST School Board Meeting** on **27 Aug 2026** these minutes were **confirmed as presented.**

Name:	Tauranga Girls' College
Date:	Thursday, 25 June 2026
Time:	5:30 pm to 7:40 pm (NZST)
Location:	Tauranga Girls' College Board Room, 930 Cameron Road, Gate Pa, Tauranga, New Zealand
Board Members:	Mariana Tapsell (Chair), Alice Cade, Anne Young, Dave Guruge, James Patea, Jemma Miri, Melanie Webb, Pearl Vahey Bourne, Pritika Nand, Tristan Hewett
Attendees:	Rachel Armishaw
Apologies:	Tara Kanji , Julie Cole
Guests:	Madeleine Lambert (DP) will be in attendance to give the board an overview of Science of Learning (SOL) High Impact Teaching
Notes:	Alice Cade is attending in the Acting Tumuaki capacity as per the Board delegation. Rachel Armishaw will be the Board Secretary for this meeting

1. Meeting Open

1.1 Presiding Member welcome and karakia

Meeting opened at 5.32 pm

Mariana welcomed Madeleine as a guest

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:	25 Jun 2026
Mover:	Mariana Tapsell
Seconder:	Tristan Hewett
Outcome:	Approved

1.3 Science of Learning Presentation

Madeleine presented on the Science of Learning High Impact Teaching and what TGC are doing to incorporate this.

Further discussion resulting from questions around how this will be measured and how are staff feeling about it. Measurement will be with academic results, behaviour improvements, length of time engaged with schooling. Intention is to go "slow and deep" with the roll out to enable teaching staff to absorb and have time to make changes. The college is in the early stages with maths and english leading the way.

Mariana - thanks to Madeleine - and wanted to reiterate that the board appreciates work being done and wants to support as needed.

Madeleine wanted to acknowledge the staff who are "in the trenches".

2. Monitoring Reports

2.1 Finance Report

- **Audit Progress:** Delay with audit sign off. Audited annual financial statements will hopefully be available next week and will be circulated to board ahead of being signed by board chair. There are some changes to the income as requested by the auditor as adjustments to the accounts compared to the draft annual financial statements presented last month.
- **May Board Report:** Operations are tracking as expected.
- **Payment for final Modcom building:** This payment was initially thought to be due in 2027 therefore was not included in the 2026 budget. However it is due in July 2026 therefore needs to be added to the capital budget for 2026.

Modcom purchase add to Capex budget

RESOLUTION - That the Board approves to include the $110,000 for the fourth Modcom N block building in the capex budget for 2026

Decision Date:	25 Jun 2026
Mover:	Tristan Hewett
Seconder:	Melanie Webb
Outcome:	Approved

Acceptance of 25 June 26 Finance Report

RESOLUTION: That the Board accepts the 25 June 26 Finance report as presented.

Decision Date:	25 Jun 2026
Mover:	Tristan Hewett
Seconder:	Mariana Tapsell
Outcome:	Approved

2.2 Property Report

Fire alarm upgrade project progressing to tender on GETS tomorrow.

Pool liner project not expected to be done before this summer.

Acceptance of the 25 June 26 Property Report

RESOLUTION: That the Board accepts the 25 June 26 Property Report as presented.

Decision Date: 25 Jun 2026
Mover: Tristan Hewett
Seconder: Anne Young
Outcome: Approved

2.3 Health & Safety Report

Morning Tea Fund for Staff

RESOLUTION: That the Board approves an addition to the budget of up to $400 a term for a staff wide morning tea.

Decision Date: 25 Jun 2026
Mover: Tristan Hewett
Seconder: Anne Young
Outcome: Approved

Support by giving Staff Curriculum Release Time - Extra Relief to be funded

RESOLUTION: That the Board approves an additional $40,000 over the next year ($20k in 2026 and $20k in 2027) to be spent on staff curriculum release time relief costs. This is to give staff time to upskill with new curriculum requirements.

The amount has been calculated as one days relief for two staff per department per term.

($433 x 2 staff x 10 departments)

Decision Date: 25 Jun 2026
Mover: Tristan Hewett
Seconder: Anne Young
Outcome: Approved

Acceptance of June H&S Report

RESOLUTION: That the Board accepts the June Health & Safety report as presented

Decision Date: 25 Jun 2026
Mover: Melanie Webb
Seconder: Dave Guruge
Outcome: Approved

3. Strategic Focus

3.1 Tumuaki | Principals Report

Alice lead discussion around attendance - has improved overall - but challenges with current year 9 cohort. Looking at how this can be improved including the transition from intermediate schools.

The role of the new attendance officer is proving valuable and Alice credits that for the improvement shown in the Y11 and above.

Acceptance of June Tumuaki, SLT and Attendance Report

RESOLUTION: That the Board accepts the June Tumuaki, SLT and Attendance Reports as presented

Decision Date:	25 Jun 2026
Mover:	Melanie Webb
Seconder:	Pritika Nand
Outcome:	Approved

3.2 International Report

Acceptance of June International Report

RESOLUTION: That the board accepts the June International Report as presented.

Decision Date:	25 Jun 2026
Mover:	Mariana Tapsell
Seconder:	James Patea
Outcome:	Approved

3.3 Board Governance

Discussion raised by Mariana about the wellbeing of our student representatives attending suspension meetings. Some of the subject matter raised and the reactions of whanau involved may impact on their wellbeing and safety at school. There was recognition given that the student representatives have the same rights and responsibilities of any other board member therefore this should be their preference. Pearl and Jemma have decided that for them personally they would rather not attend these meetings.

Recommendation is for this matter to be included as part of induction by the Board Chair for new student reps - a discussion about what the suspension meetings entail and a decision as to whether or not they wish to attend suspension meetings.

Amendment to the Student Behaviour Subcommittee Terms of Reference

WHEREAS, the Board previously established the Student Behaviour Subcommittee and its operating procedures; and

WHEREAS, the Board wishes to amend the quorum and chairing requirements to ensure greater operational flexibility and timely meetings:

IT WAS RESOLVED THAT the terms of reference and operating rules for the Student Behaviour Subcommittee be amended as follows, effective immediately:

1. **Quorum Requirement:** The quorum for any meeting of the Student Behaviour Subcommittee shall be **three (3) members**.
2. **Appointment of Alternates (Former Members):** If three current board members are unavailable to meet the quorum, **former members of the Board** may be called upon to sit on the subcommittee for that meeting to achieve the required quorum.
3. **Eligibility to Chair:** Any member participating in the subcommittee meeting—including any current board member or designated former board member—is eligible to **chair the meeting**.

Decision Date:	25 Jun 2026
Mover:	Mariana Tapsell
Seconder:	Tristan Hewett
Outcome:	Approved

Student Representative Participation on the Student Behaviour Subcommittee

WHEREAS, the Board recognises the unique perspective brought by the Student Representative, while also acknowledging the potentially sensitive and confidential nature of Student Behaviour Subcommittee hearings;

IT WAS RESOLVED THAT:

1. **Opt-In/Opt-Out Preference:** Participation on the Student Behaviour Subcommittee shall be at the sole preference and discretion of the elected Student Representative, who may choose to **opt in or opt out** of serving on the subcommittee.
2. **Timeline for Decision:** The Student Representative's preference regarding their participation shall be formally established and recorded during their **orientation meeting following their election**.
3. **Standing Policy:** This preference shall remain in place for the duration of that Student Representative's term, unless a change is requested by the representative and approved by the Board Chair

Decision Date:	25 Jun 2026
Mover:	Mariana Tapsell
Seconder:	Alice Cade
Outcome:	Approved

4. Administration

4.1 Any Other Business

Government School Donations Scheme

RESOLUTION: That the Board has agreed to continue to opt into the Government School Donations Scheme for the upcoming school year.

Decision Date:	25 Jun 2026
Mover:	Dave Guruge
Seconder:	Melanie Webb
Outcome:	Approved

4.2 Confirm Minutes

TGC MAY School Board Meeting 28 May 2026, the minutes were confirmed as presented.

Approval of 28 May 2026 Board Minutes

RESOLUTION: That the Board approves the minutes of the meeting held on 28 May 2026 as a true and accurate record.

Decision Date:	25 Jun 2026
Mover:	Dave Guruge
Seconder:	Pritika Nand
Outcome:	Approved

4.3 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

Due Date	Action Title	Owner(s)
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

4.4 Correspondence Inwards/Outwards

Approval of 26 May to 25 June 26 Correspondence

RESOLUTION: That the board accepts the Board Correspondence from 28 May to 25 June 2026 as presented.

Decision Date: 25 Jun 2026
Mover: Dave Guruge
Seconder: Pritika Nand
Outcome: Approved

5. Meeting Close

5.1 Presiding Member closes meeting and moves to PEB Meeting

Next meeting: TGC PEB JUNE School Board Meeting - 25 Jun 2026, 7:40 pm

Approved decisions made between meetings

Pub Charity Grant Request

RESOLUTION: That an application be made to **Pub Charity Limited** for a grant of **$12,000.00** to assist with transport and accommodation costs for the following school sports tournaments:

- **Squash Team:** NZ Secondary Schools Tournament in Christchurch (August 5–9).
- **Netball Team:** Upper North Island Netball Championships in Hamilton (Dates TBA).*
- **Rugby League Team:** NZ Secondary Schools Tournament in Auckland (September 2–6).

10 Supported: Alice Cade , Anne Young , Dave Guruge , James Patea , Jemma Miri , Mariana Tapsell , Melanie Webb , Pearl Vahey Bourne , Pritika Nand , Tristan Hewett

0 Opposed:

0 Abstained:

Decision Date: 10 Jun 2026
Outcome: Approved

MTapsell

Mariana Tapsell
2 Sep 2026