

CONFIRMED MINUTES

TGC JUNE SCHOOL BOARD MEETING



At the **TGC JULY School Board Meeting** on **31 Jul 2025** these minutes were **confirmed as presented**.

Name:	Tauranga Girls' College
Date:	Thursday, 26 June 2025
Time:	5:30 pm to 7:06 pm (NZST)
Location:	Tauranga Girls' College Board Room, 930 Cameron Road, Gate Pa, Tauranga, New Zealand
Board Members:	Mariana Tapsell (Chair), Aiza Mustasam, Anne Young, Brooke Barnett, Carolyn Nemeth, James Patea, Tara Kanji, Tristan Hewett
Attendees:	Julie Cole, Louise Berney
Apologies:	Dave Guruge, Karen Aspey

1. Meeting Open

1.1 Presiding Member welcome and karakia

The Board meeting opened at: 5.37pm

1.2 Declaration of any Conflict of Interest

No Conflicts of Interest were registered by the Board members for the agenda for this meeting.

2. Strategic Focus

2.1 Board Governance

The Presiding Member provided an update on the progress of the new Board policies. It was advised that the Presiding Member and Tumaki will undertake a review of these policies prior to their submission to the Board for approval.

2.2 Tumaki | Principals Report

Tumuaki report taken as read.

- Tumuki presented an updated format for their Board report.
- Discussion was held regarding the NCEA data. Tumuki clarified that this is early data and that students identified as unlikely to achieve NCEA are highlighted, targeted, and tracked.
- Parents/caregivers of Year 11/12 students needing extra support to achieve NCEA have been advised that these students will be recalled during study leave at the end of the year to gain the required credits.

- The Board was updated on the projected 10-year timeframe for the new College in the Tauriko/Lakes area, noting its potential impact on TGC's roll numbers.
- The Ministry of Education advised that approximately 67% of girls currently zoned for TGC attend the school.
- **General Updates:**
 - Board members are not required for the BBQ at Open Night this year.
 - TGC will host the NZ State Girls' School Conference on 10th and 11th November.
- **Strategic Plan & Attendance:**
 - The Board was updated on the changes to the Strategic Plan requirements following the removal of NELPS.
 - A discussion was held to clarify the scope of work Dr. Wall will undertake in relation to the Strategic Plan, with an estimated cost of approximately \$5,000.
 - The ongoing challenge of improving student attendance was highlighted.

The board approves that the draft Attendance Management Plan will be available for comment in August.



Out of Zone Enrolment Numbers

RESOLUTION: That the Board amends the Out of Zone (OOZ) Enrolment numbers to return to 50.

Decision Date: 26 Jun 2025
Mover: James Patea
Seconders: Anne Young
Outcome: Approved



Strategic Plan 2026-2028

RESOLUTION: The Board approves engaging the services of Dr Gabrielle Wall to support them with the process of a new strategic plan 2026-2028. with an estimated cost of approximately \$5,000.

Decision Date: 26 Jun 2025
Mover: Tara Kanji
Seconders: Carolyn Nemeth
Outcome: Approved



26 June 2025 Tumuaki Report

RESOLUTION: The Board accepts the 26 June 2025 Tumuaki report to the Board

Decision Date: 26 Jun 2025
Mover: Tara Kanji
Seconders: Carolyn Nemeth
Outcome: Approved

3. Monitoring Reports

3.1 Management Report

The Management Report taken as read;

- The audit is pending sign-off; it's scheduled for partner review next week.

- The Finance Chair has scrutinized all journals up to May 2025.
- Expenditure and income are both tracking as expected at 50%.
- We currently have an \$85K surplus in the International budget. We expect to meet the planned international budget in the second half of the year.



31 May Management Report

RESOLUTION: That the Board accepts the 31 May 2025 Management Report as presented.

Decision Date: 26 Jun 2025
Mover: Tristan Hewett
Seconders: Mariana Tapsell
Outcome: Approved

3.2 Property Report

The 26 June 2025 Property report taken as read.

- **10-Year Property Plan (10YPP):** The finalization of our 10YPP is currently delayed due to an ongoing drainage project. The plan is with the Ministry of Education for review.
- **Pavers:** Issues with improperly laid pavers have been identified. Repairs will be undertaken during the upcoming holidays.
- **Grounds Staff:** A new grounds person has been appointed.



26 June Property Report

RESOLUTION: That the Board accepts the 26 June 2025 Property Report as presented.

Decision Date: 26 Jun 2025
Mover: Mariana Tapsell
Seconders: Tara Kanji
Outcome: Approved

3.3 Health & Safety Report

Taken as read

- **Student Welfare Incident:** Tumuaki reported an incident where a student was inadvertently left in Te Manawa after hours. Responsibility for the oversight has been accepted, and revised procedures have been implemented to prevent recurrence.
- **WorkSafe Compliance:** WorkSafe has formally signed off on the hard materials saw incident and the relevant workspace.
- **Staffing Pressure - Winter Illness:** Significant pressure on relief staff is being experienced due to winter illness and high staff absence rates, currently impacting up to 100 periods per week.



26 June 2025 H&S Report

RESOLUTION: That the Board accepts the 26 June 2025 Health & Safety Report as presented.

Decision Date: 26 Jun 2025
Mover: James Patea
Seconders: Anne Young
Outcome: Approved

4. Administration

4.1 Any Other Business

- Communication: From the next election, Board Members will be required to use a school-provided email address for official communications, rather than personal email addresses.
- Student Representative: The Board will decide at the October meeting whether to co-opt a second student representative.



Pub Charity Grant Request

RESOLUTION: That the Board approves the funding request to Pub Charity for \$9450.00 for our Netball team to go to Upper North Island Netball Championships in Auckland and Football to attend NZ SS Maurice Hulme tournament in Napier from National tournament from Sunday 24 August to 29 August.

Decision Date: 26 Jun 2025
Mover: Tristan Hewett
Seconder: James Patea
Outcome: Approved



2025 Board Elections

RESOLUTION: That the Board approves the following for 2025 Board Elections.

Election Date	Meeting RO Appointed
Board - Wednesday 10 September (3 x 3 year board seats for election)	Appoint Returning Officer: (Schooled)
Student - Thursday 4 September	Appoint Returning Officer: (Toni Henderson)
Staff- Thursday 4 September	Appoint Returning Officer: (Schooled)

Decision Date: 26 Jun 2025
Mover: Mariana Tapsell
Seconder: James Patea
Outcome: Approved

4.2 Confirm Minutes

TGC MAY School Board Meeting 29 May 2025, the minutes were confirmed as presented.

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

Due Date	Action Title	Owner(s)
26 Sept 2024	Woods Agency Quote Status: On Hold	Tara Kanji
29 May 2025	Sports Elevation Funding Status: In Progress	Louise Berney
26 Jun 2025	Attendance 5 Year Strategic Plan Status: In Progress	Tara Kanji
26 Jun 2025	Staff retention and turnover Status: In Progress	Mariana Tapsell

4.4 Correspondence Inwards/Outwards



29 May to 26 June 2025 Correspondence

RESOLUTION: That the board accepts the 29 May to 26 June 2025 board correspondence.

Decision Date: 26 Jun 2025
Mover: James Patea
Seconder: Carolyn Nemeth
Outcome: Approved

5. Meeting Close

5.1 Presiding Member closes meeting and moves to PEB School Board Meeting

Next meeting: TGC JULY School Board Meeting - 31 Jul 2025, 5:30 pm

Mariana Tapsell
1 Aug 2025