

CONFIRMED MINUTES

TGC MARCH SCHOOL BOARD MEETING



At the **TGC MAY School Board Meeting** on **28 May 2026** these minutes were **confirmed as presented**.

Name:	Tauranga Girls' College
Date:	Thursday, 26 March 2026
Time:	5:30 pm to 6:36 pm (NZDT)
Location:	Tauranga Girls' College Board Room, 930 Cameron Road, Gate Pa, Tauranga, New Zealand
Board Members:	Anne Young, Dave Guruge, James Patea, Jemma Miri, Melanie Webb, Pearl Vahey Bourne, Pritika Nand, Tara Kanji , Tristan Hewett
Attendees:	Julie Cole, Rachel Armishaw
Apologies:	Mariana Tapsell (Chair)

1. Meeting Open

1.1 Presiding Member welcome and karakia

Meeting opened at: 5.26pm

Tumuaki introduced and welcomed the new school Business Manager to the Board.

1.2 Declaration of any Conflict of Interest



Declaration of Interests / Conflicts 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: 26 Mar 2026
Mover: Tristan Hewett
Seconder: James Patea
Outcome: Approved

2. Monitoring Reports

2.1 Finance Report

Board report taken as read:

The Business Manager provided an update on the current financial standing and year-end preparations:

- **Budget Status:** Noted that the current budget appears "top-heavy" as initial projected expenses have not yet been processed or withdrawn.
- **Audit Readiness:** Confirmed that the Annual Report is on track for submission to the auditors later this month, ensuring all statutory deadlines will be met.
- **Liquidity:** Reported that while working capital remains functional, it is currently on the lower side; the Business Manager recommended a period of cautious spending to maintain healthy cash flow.
- **International Enrollment:** The Board sought reassurance regarding International student numbers to ensure targets remain on track for the 2026 period.



Acceptance of 2026 Final Budget

RESOLUTION: That the Board hereby adopts the **2026 Annual Budget** as originally presented on 27 November 2025, with the inclusion of all amendments and additions specified in the **Flying Minute dated 8 December 2025**.

Decision Date: 26 Mar 2026
Mover: Tristan Hewett
Seconder: Tara Kanji
Outcome: Approved



Acceptance of March Finance Report

RESOLUTION: That the Board accepts the 26 March 2026 Finance report as presented.

Decision Date: 26 Mar 2026
Mover: Dave Guruge
Seconder: Tara Kanji
Outcome: Approved

2.2 Property Report

Report taken as read:

Business Manager and Tumuaki highlighted to the board:

- **5YA:** The Board noted that all three major property projects are currently on track and progressing according to the established timelines.
- **Report Updates:** Confirmed that there have been no major changes or updates to the Property Report since the version submitted in February.



Acceptance of March Property Report

RESOLUTION: That the Board accepts the 26 March 2026 Property report as presented.

Decision Date: 26 Mar 2026
Mover: Tristan Hewett
Seconder: Tara Kanji
Outcome: Approved

2.3 Health & Safety Report

Report taken as read:

- **Incident Overview:** The Tumuaki provided a detailed overview of the events leading to the school-wide lockdown implemented on Tuesday, 17 March 2026.

- **Lockdown Review:** A formal review of the emergency procedures following the incident has been completed.
- **Continuous Improvement:** The review highlighted several minor changes and procedural adjustments that need to be addressed to optimise future responses; the Board noted these are currently being actioned.



Acceptance of March H&S Report

RESOLUTION: That the Board accepts the 26 March 2026 Health & Safety report as presented.

Decision Date: 26 Mar 2026
Mover: Tristan Hewett
Seconder: Dave Guruge
Outcome: Approved

3. Strategic Focus

3.1 Tumuaiki | Principals Report

Report taken as read.

Tumuaki highlighted to the Board:

- **Digital Equity:** The Tumuaiki advised the Board of measures that have been implemented to address Chromebook equity. Support for whānau is being provided through both **leasing** and **rent-to-own** options.
- **Personnel:** Received a progress update regarding the **Flexible Staffing Fund**.
- **NCEA and Curriculum Changes:** * The Tumuaiki briefed the board on the NCEA changes announced today.
 - It was noted that very little information has been released thus far; while English and Maths curricula are available, all other subjects are currently awaiting their new curriculum frameworks.
- **ERO Review:** Noted that the **ERO visit** has been rescheduled again and is now confirmed for **August 2026**.
- **Professional Development:** * The board discussed the recommendation for specific training regarding **suspension meetings**.
 - The board agreed to training to ensure all members are fully prepared for their roles in the disciplinary process.



Acceptance of 2026 Strategic & Annual Plan

RESOLUTION: That the board hereby adopts and approves the 2026 Strategic & Annual Plan as presented in draft form at the 26 February 2026, Board meeting.

Decision Date: 26 Mar 2026
Mover: Melanie Webb
Seconder: Pritika Nand
Outcome: Approved



Acceptance of March Tumuaiki & SLT Report

RESOLUTION: That the Board accepts the 26 March 2026 Tumuaiki & SLT report as presented.

Decision Date: 26 Mar 2026

Mover: Tara Kanji
Seconder: Melanie Webb
Outcome: Approved



Board Suspension Training

Arrange Board training on suspensions.

Due Date: 3 Jul 2026
Owners: Mariana Tapsell, Tara Kanji

3.2 International Report

Report taken as read.

3.3 Board Governance

Policies Discussion

The Board reviewed the proposed suite of Board Policies. The Tumuaki advised the Board that the current subscription to **SchoolDocs will be terminated effective April 16, 2026**. The Tumuaki confirmed that work will be undertaken during the upcoming school holidays to finalise the new policy framework. The goal is to ensure all updated policies are fully operational and uploaded to the school website in time for the **start of Term 2**.

The Tumuaki provided a summary of the key policy areas, noting that while the core frameworks are sound, minor administrative and contextual amendments may be required to align with current school/organisational operations. The Board expressed confidence in the Tumuaki's oversight of these final refinements.



Acceptance of new Board Policies

RESOLUTION: That the Board accepts and formally adopts the proposed Board Policies, with the Tumuaki authorised to make final amendments where necessary to ensure operational accuracy and legislative compliance.

Decision Date: 26 Mar 2026
Mover: Dave Guruge
Seconder: James Patea
Outcome: Approved

4. Administration

4.1 Any Other Business



EdPay Authorised Users Approval

RESOLUTION: That the Board approves the following staff members as **EdPay Authorised Users** for Tauranga Girls' College, effective immediately:

- Donna Beattie (Payroll)
- Louise Umbers (Relief Coordinator)
- Tenielle Arani (Relief Coordinator)
- Tara Kanji (Tumuaki)
- Katrina Brell (Miles Group - Payroll Support)

FURTHER RESOLVES: approving the new School Business Manager as an **EdPay Authorised User** for Tauranga Girls' College, effective immediately:

- Rachel Armishaw (Business Manager)

Decision Date: 26 Mar 2026

Mover: Tristan Hewett
Seconder: James Patea
Outcome: Approved

Discussion: The Board discussed the proposal to formalise the Australian Schools Volleyball Cup (AVSC) as a recurring fixture within the school's premier sports calendar. It was noted that a two-year cycle provides a sustainable development pathway for athletes and allows whānau sufficient time to plan and save for the associated costs as their students progress through the volleyball program.

The Board highlighted that this "in principle" agreement does not bypass the need for a final safety and budget sign-off for each specific trip, but provides the mandate for the Sports Department to market the opportunity to current and future students.



Approval of Overseas Trip - Australian Schools Volleyball Cup (Dec 2027)

RESOLUTION: that the Board hereby approves the proposed overseas trip to the Australian Schools Volleyball Cup scheduled for December 2027.

FURTHER RESOLVES:

- **Approval in Principle:** The Board approved, in principle, the establishment of the **Australian Schools Volleyball Cup** as an official biennial event within the Tauranga Girls' College Volleyball Programme.
- **Equity Condition:** It was noted that continued participation in each two-year cycle remains strictly subject to addressing and ensuring **student equity**.
- **Governance Oversight:**
 - **Annual Compliance Review:** At one of the **Term 1 Board Meetings** each year, trip management must present an updated overview of all travel conditions. This report ensures the Board remains informed of current logistical standards, safety protocols, and general policy standing.
 - **Material Change Clause:** The Board stipulates that should any **material changes** occur regarding a proposed trip—including but not limited to the **itinerary, costs, or risk management strategies**—the matter must be resubmitted to the Board for further review and formal approval.
 - **Note:** "Material changes" generally refer to any modification that increases the budget by more than 10%, alters the destination's safety rating, or significantly shifts the primary objective of the travel.

Decision Date: 26 Mar 2026
Mover: Tara Kanji
Seconder: James Patea
Outcome: Approved

Pastoral Care Support: The Board engaged in a comprehensive discussion regarding additional ways to support the pastoral aspects of the Kura. The focus was on Board-level initiatives that could further strengthen student and staff well-being within the school community.

4.2 Confirm Minutes

TGC FEBRUARY School Board Meeting 26 Feb 2026, the minutes were confirmed as presented.



Approval of 26 February 2026 Board Minutes

RESOLUTION: That the Board approves the minutes of the meeting held on 26 February 2026 as a true and accurate record.

Decision Date: 26 Mar 2026
Mover: Tristan Hewett
Seconder: Dave Guruge
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: Not Started	Tara Kanji

4.4 Correspondence Inwards/Outwards



Approval of 26 Feb to 26 March 26 Correspondence

RESOLUTION: That the board accepts the Board Correspondence from 26 February to 26 March 2026 as presented.

Decision Date: 26 Mar 2026
Mover: Tristan Hewett
Seconder: Anne Young
Outcome: Approved

5. Meeting Close

5.1 Presiding Member closes meeting and moves to PED BOT Meeting

Next meeting: TGC MAY School Board Meeting - 28 May 2026, 5:30 pm

New Actions raised in this meeting

Item	Action Title	Owner(s)
3.1	Board Suspension Training Due Date: 3 Jul 2026	Mariana Tapsell, Tara Kanji

Mariana Tapsell
8 Jun 2026