

CONFIRMED MINUTES

OCTOBER TGC BOARD OF TRUSTEES MEETING



At the **NOVEMBER TGC Board of Trustees Meeting** on **23 Nov 2023** these minutes were confirmed as presented.

Name:	Tauranga Girls' College
Date:	Thursday, 26 October 2023
Time:	5:30 pm to 7:50 pm (NZDT)
Location:	Tauranga Girls' College Board Room, 930 Cameron Road, Gate Pa, Tauranga, New Zealand
Board Members:	Mariana Tapsell (Chair), Fiona McTavish, Joe Bourne, Karen Aspey, Tristan Hewett, Anjali Pillay, Tara Kanji
Attendees:	Julie Cole, Kylie Valentine, Maxine Bird
Apologies:	Carolyn Nemeth
Guests/Notes:	Tumuaki Tuarua DP Philipa Ferguson will be attending to give the Board an overview of Pastoral Support and Attendance.

1. Meeting Open

1.1 Presiding Member welcome and karakia

The meeting started at 5.37pm. The Presiding Member welcomed new Board member Anjali Pillay to the Board with Board introductions.

Thoughts go out to Board member Carolyn Nemeth on her father's passing.

1.2 Declaration of any Conflict of Interest

The Board has no new conflicts of interest with this board meeting agenda.



The Board are to all complete the Conflicts of Interest Register ...

The Board are to all complete the Conflicts of Interest Register on Board Pro before the next board meeting.

Decision Date:	26 Oct 2023
Mover:	Mariana Tapsell
Outcome:	Approved

2. Strategic Focus

2.1 Board Work Plan

Deputy Principal Philippa Fergusson gave the Board an overview of the current Pastoral and Attendance areas at TGC.

The Board asked the question if the PHO is supporting the school with there being no school nurse currently, especially with the holiday season coming up. The Board asked for the PHO to be contacted for support if needed.

Discussion took place around the vertical whānau classes and how we are measuring our students' well-being and engagement. The Board feels time is needed to see if current strategies are working.

Philippa Ferguson left the meeting at 6.13 pm.



Health Education Policy

RESOLUTION: That the Board has reviewed and is assured and satisfied with the current School Docs policy on Health Education at Tauranga Girls' College.

Decision Date: 26 Oct 2023
Mover: Joe Bourne
Seconder: Fiona McTavish
Outcome: Approved

2.2 Tumuaiki | Principals Report

The Tumuaiki gave an overview of her report and congratulated Board members on their young people's success at our 2023 awards celebrations. Key points discussed:

- NCEA data. The Deputy Principal clarified the question from the September meeting of what is the male achievement data on the NCEA data.
- The Tumuaiki highlighted changes to the Secondary Teachers Collective around staffing over MOE entitlement and non-contact allocations starting in 2025.
- \$505,00.00 of University Scholarships have been awarded to TGC students to date. Likely more to follow.
- Tumuaiki Board Assurances that have not been given this month will be addressed at the next meeting.
- The Board discussed the rebranding of the TGC logo. The Board supports the rebranding of TGC.
- Upcoming exclusion hui with the MoE. The Tumuaiki will give feedback at the November Board meeting on this.
- The Board acknowledged the outstanding mahi that was undertaken by Linda Clifford for TCG in her time as International Director. The board is to formally acknowledge this to Linda.



Acknowledgment Letter

The Board is to acknowledge the outstanding mahi that was undertaken by Linda Clifford in her time as TGC International Director.

Due Date: 23 Nov 2023
Owner: Mariana Tapsell



Rebranding of TGC

RESOLUTION: That the Board approves funding the required further \$12K needed for the next stage of the rebranding.

Decision Date: 26 Oct 2023
Mover: Tara Kanji
Seconder: Karen Aspey
Outcome: Approved



October Tumuaki | Principals Report

RESOLUTION: That the Board moves to accept the October Tumuaki | Principals report to the Board.

Decision Date: 26 Oct 2023
Mover: Karen Aspey
Seconder: Mariana Tapsell
Outcome: Approved

3. Monitoring Reports

3.1 Finance Report

The Chair of the Finance Committee gave an overview of the Finance report to the Board.

- Ahead of the target for the budget.
- Variances discussed.
- Currently pricing internal painting to be included in cyclical maintenance.
- Budget in progress. Documents will be presented to the Board at the November meeting.

The Board would like a provision in the budget for costs associated with the rebranding eg. for staff to receive a newly branded item

The increase in International students needs to be reflected in the budget.



October Finance Report

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

Decision Date: 26 Oct 2023
Mover: Tristan Hewett
Seconder: Fiona McTavish
Outcome: Approved

3.2 Property Report

The Business Manager gave an overview of the October Property report and J Block Progress Report.

- Feedback from staff survey of their work environment identified most buildings were evaluated as being in good condition. With just some areas of concern that need to be addressed. - A Block, classrooms too small, Wharenui too small and not fit for purpose. Windows that are not currently able to be opened and classes that need aircon installed. .
- J block progressing. Currently discussing solar panels on J Block with MoE. A Gender-neutral toilet has been approved by MoE for J Block.
- Tumuaki highlighted the MoE's concerning plan to remove N Block buildings once J Block is completed. Originally it was A Block classes.



October Property Report

RESOLUTION: That the Board moves to accept the October Property report to the Board

Decision Date: 26 Oct 2023
Mover: Joe Bourne
Seconder: Tristan Hewett

Outcome: Approved

3.3 Health & Safety Report

Tumuaki gave an overview of the EOTC incident to the Board and actions undertaken during the incident.



October H&S Report

RESOLUTION: That the Board moves to accept the October Health & Safety report to the Board

Decision Date: 26 Oct 2023
Mover: Fiona McTavish
Seconder: Karen Aspey
Outcome: Approved

4. Administration

4.1 General Business

Returning Officer gave an overview of the timeline for the current Parent Election.

The TTNG Bus Risk register was discussed and identified the need to clarify what specifically was the school's responsibility.

The Board acknowledges the resignation of the Business Manager.

The Presiding Member and Tumuaki farewell and thanked the outgoing Board Members for their commitment to TGC.



TTNG Risk Register

RESOLUTION: That the Board would like the TTNG risk register raised at the next TTNG Meeting to be improved to show clearly what TGC's responsibilities are.

Decision Date: 26 Oct 2023
Mover: Fiona McTavish
Seconder: Joe Bourne
Outcome: Approved

4.2 Confirm Minutes

SEPTEMBER TGC Board of Trustees Meeting 21 Sept 2023, the minutes were confirmed as presented.



RESOLUTION: That the minutes of the 21 September 2023 meeting be ...

RESOLUTION: That the minutes of the 21 September 2023 meeting be approved and adopted as a true and accurate record.

Decision Date: 26 Oct 2023
Mover: Karen Aspey
Seconder: Fiona McTavish
Outcome: Approved

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

Due Date	Action Title	Owner
23 Mar 2023	Closing Karakia Status: In Progress	Tara Kanji
23 Mar 2023	Proposed physio building Status: On Hold	Maxine Bird
23 Mar 2023	A4L Status: On Hold	Kylie Valentine
22 Aug 2024	Elevation of 5 Sporting Codes Status: Not Started	Tara Kanji

4.4 Correspondence Inwards/Outwards



Correspondence

RESOLUTION: That the Board moves to accept the 21 September 2023 to 26 October 2023 correspondence.

Decision Date: 26 Oct 2023

Mover: Anjali Pillay

Seconder: Joe Bourne

Outcome: Approved

5. Meeting Close

5.1 Presiding Member closes meeting and moves to PEB BOT Meeting

Next meeting: NOVEMBER TGC Board of Trustees Meeting - 23 Nov 2023, 5:30 pm

Approved decisions made between meetings



Change of Date - Chorale Trip 2024

That the Board of Trustees continue to support the TGC Chorale Trip to Singapore having considered the changes in date from 29 June 2024- 06 July 2024 to approx 27 July 2024 - 05 August 2024.

Both the previous dates agreed to and the changed dates sit within term time.

6 Supported: Carolyn Nemeth , Fiona McTavish , Joe Bourne , Mariana Tapsell , Tara Kanji , Tristan Hewett

0 Opposed:

0 Abstained:

Decision Date: 27 Sept 2023

Outcome: Approved

Mariana Tapsell

Mariana Tapsell
24 Nov 2023