CONFIRMED MINUTES

TGC AUGUST SCHOOL BOARD MEETING

At the **TGC SEPTEMBER School Board Meeting** on **24 Sept 2026** these minutes were **confirmed as presented.**

Name:	Tauranga Girls' College
Date:	Thursday, 27 August 2026
Time:	5:30 pm to 6:33 pm (NZST)
Location:	Tauranga Girls' College Board Room, 930 Cameron Road, Gate Pa, Tauranga, New Zealand
Board Members:	Mariana Tapsell (Chair), Dave Guruge, Jemma Miri, Melanie Webb, Pearl Vahey Bourne, Tara Kanji , Tristan Hewett
Attendees:	Julie Cole
Apologies:	Anne Young, James Patea, Rachel Armishaw, Pritika Nand

1. Meeting Open

1.1 Presiding Member welcome and karakia

Meeting opened at: 5.38pm

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:	27 Aug 2026
Mover:	Mariana Tapsell
Seconder:	Melanie Webb
Outcome:	Approved

2. Monitoring Reports

2.1 Finance Report

Report Status: All finance reports were taken as read by all Board members.

Financial Performance & Audit Review

- **Auditor's Report:** The Board received and discussed the latest auditor's report. The Finance Committee Chair presented an update highlighting key financial focus areas, operational improvements, and the current working capital position.
- **Auditor Consultation:** The Tumuaki and Business Manager are scheduled to meet with auditor Richard Day to discuss the audit findings in detail. Formal feedback and recommended actions will be reported to the Board at the September meeting.

2025 Audited Annual Financial Statements

RESOLUTION: That the Board hereby approves the 2025 Audited Annual Financial Statements as presented.

Decision Date:	27 Aug 2026
Mover:	Tristan Hewett
Seconder:	Tara Kanji

2026 Statement of Financial Position and Statement of Cash Flows.

RESOLUTION: The Board hereby approves the 2026 budget prepared for the Statement of Financial Position and Statement of Cash Flows.

Decision Date:	27 Aug 2026
Mover:	Tristan Hewett
Seconder:	Dave Guruge

Acceptance of August Finance Report

RESOLUTION: That the Board accepts the 27 August 2026 Finance report as presented.

Decision Date:	27 Aug 2026
Mover:	Tristan Hewett
Seconder:	Tara Kanji
Outcome:	Approved

Financial Statements - Matters

The Tumuaki and Business Manager will report to the Board on all six Areas of Improvement identified in the Auditor's Report.

Due Date:	24 Sept 2026
Owners:	Rachel Armishaw, Tara Kanji

2.2 Property Report

Report Status: 27 August 26 Property Report taken as read by the Board

Property & Capital Projects Update

- **Swimming Pool Maintenance:** Delays in completing necessary roofing and fire alarm works have deferred the planned installation of the new pool liner. To ensure the facility remains operational in the interim, a temporary repainting of the pool surface has been scheduled.
- **Solar Panel Initiative:** Tauranga Girls' College has been selected for inclusion in the recently announced MoE solar panel rollout. A formal site assessment to determine structural and operational suitability is scheduled for December.

Decisions for the Board to make:

1. None

Acceptance of August Property Report

RESOLUTION: That the Board accepts the 27 August 2026 Property report as presented.

Decision Date:	27 Aug 2026
Mover:	Melanie Webb
Seconder:	Dave Guruge

2.3 Health & Safety Report

Report Status: 27 August 26 Health & Safety Report taken as read by the Board

Safety & Facilities Update

- **Hazardous Materials Remediation:** The Tumuaki updated the Board on the recent removal and safe disposal of toxic chemicals from the science laboratories by a specialist Auckland company.

Emergency School Closure Ratification & Ministry Approval

RESOLUTION: That the Board formally ratifies the emergency closure of the school on Wednesday, 29 July 2026 due to emergency water main repairs, pursuant to Schedule 21, Section 41 of the Education and Training Act 2020, and notes the Ministry of Education's approval to reduce the school's required half-days by two for 2026.

Decision Date:	27 Aug 2026
Mover:	Tara Kanji
Seconder:	Tristan Hewett
Outcome:	Approved

Acceptance of August H&S Report

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

Decision Date:	27 Aug 2026
Mover:	Tara Kanji
Seconder:	Melanie Webb
Outcome:	Approved

3. Strategic Focus

3.1 Tumuaki | Principals Report

Report Status: 27 August 26 Tumuaki & SLT Report taken as read by the Board

Acceptance of August Tumuaki & SLT Report

RESOLUTION: That the Board accepts the 26 August 2026 Tumuaki & SLT report as presented.

Decision Date:	27 Aug 2026
Mover:	Tara Kanji
Seconder:	Tristan Hewett
Outcome:	Approved

3.2 International Report

Report Status: 27 August 26 International Report taken as read by the Board

Acceptance of International Report

RESOLUTION: That the Board accepts the 26 August 2026 International Board report as presented.

Decision Date:	27 Aug 2026
Mover:	Tara Kanji
Seconder:	Mariana Tapsell
Outcome:	Not Approved

3.3 Board Governance

Governance & Elections

- **Mid-Term Parent Elections:** The Board Secretary received notification from Gov Hub that the Minister of Education has postponed the mid-term parent trustee elections to early 2027. Consequently, the current Board will remain in office until the rescheduled election date.
- **Student Trustee Elections:** Student representative elections will proceed as scheduled in September 2026.

Speaking Rights for Board Secretary

RESOLUTION: That the Board grants speaking rights to the Board Secretary for Agenda Item 3.3 (Board Governance) of this meeting.

Decision Date:	27 Aug 2026
Mover:	Mariana Tapsell
Seconder:	Tara Kanji
Outcome:	Approved

Appointment of Returning Officers & Fixing of Election Dates

RESOLUTION:

That the Board hereby approves:

1. The appointment of **Toni Henderson** as Returning Officer for the Student Trustee elections, with voting closing on **Friday 25 September 2026**

Decision Date:	27 Aug 2026
Mover:	Mariana Tapsell
Seconder:	Dave Guruge

3.4 Board Policy Review

Adoption of New Operational Policies

RESOLUTION: That the Board approves and formally adopts the following new operational policies, effective immediately:

- **Operational Policy 17: Anti-Harassment**
- **Operational Policy 18: Privacy**
- **Operational Policy 19: Behaviour Management**

Decision Date:	27 Aug 2026

Mover: Mariana Tapsell
Seconder: Dave Guruge
Outcome: Approved

Review and Re-adoption of Existing Operational Policies

RESOLUTION: That the Board notes the completion of the scheduled triennial review for the following policies and approves them with no changes

- **Operational Policy 3: Child Protection**
- **Operational Policy 4: Concerns & Complaints**

Decision Date: 27 Aug 2026
Mover: Mariana Tapsell
Seconder: Dave Guruge
Outcome: Approved

Privacy Policy

Board Secretary is to add a link to the Privacy Act as Relevant Information to the Privacy Policy.

Due Date: 10 Sept 2026
Owner: Julie Cole

4. Administration

4.1 Any Other Business

Board Funded Staff Christmas Function

RESOLUTION: That the Board approves funding of **up to $7,000 (excluding GST)** for the 2026 Staff Christmas Function.

Decision Date: 27 Aug 2026
Mover: Tara Kanji
Seconder: Tristan Hewett

4.2 Confirm Minutes

TGC JUNE School Board Meeting 25 Jun 2026, the minutes were confirmed as presented.

Approval of 25 June Minutes

RESOLUTION: That the Board approves the minutes of the meeting held on 25 June 2026 as a true and accurate record

Decision Date: 27 Aug 2026
Mover: Tristan Hewett
Seconder: Melanie Webb

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
25 Jun 2026	Review Language in Policies **Status:** In Progress	Julie Cole

Due Date	Action Title	Owner(s)
3 Jul 2026	Board Suspension Training **Status:** Not Started	Mariana Tapsell, Tara Kanji

4.4 Correspondence Inwards/Outwards

Approval Board Correspondence

RESOLUTION: That the board accepts the Board Correspondence from 25 June to 27 August as presented.

Decision Date: 27 Aug 2026
Mover: Mariana Tapsell
Seconder: Dave Guruge

5. Meeting Close

5.1 Presiding Member closes meeting and moves to PEB Meeting

Next meeting: TGC SEPTEMBER School Board Meeting - 24 Sept 2026, 5:30 pm

New Actions raised in this meeting

Item	Action Title	Owner(s)
2.1	Financial Statements - Matters **Due Date:** 24 Sept 2026	Rachel Armishaw, Tara Kanji
3.4	Privacy Policy **Due Date:** 10 Sept 2026	Julie Cole



Mariana Tapsell
29 Sep 2026