

CONFIRMED MINUTES

TGC MARCH SCHOOL BOARD MEETING



At the **TGC MAY School Board Meeting** on **29 May 2025** these minutes were **confirmed as presented**.

Name:	Tauranga Girls' College
Date:	Thursday, 27 March 2025
Time:	5:30 pm to 6:55 pm (NZDT)
Location:	Tauranga Girls' College Board Room, 930 Cameron Road, Gate Pa, Tauranga, New Zealand
Board Members:	Anne Young, Brooke Barnett, Carolyn Nemeth, Dave Guruge, Karen Aspey, Tristan Hewett, Alice Cade
Attendees:	Julie Cole, Louise Berney
Apologies:	Mariana Tapsell (Chair), Aiza Mustasam, Tara Kanji, James Patea
Guests/Notes:	Renay Jones, Ngawai Hooker and Emma Talbot - NCEA Data and Q&A

1. Meeting Open

1.1 Presiding Member welcome and karakia

The Board meeting opened at: 5.31pm

1.2 Speaking Rights



Speaking Rights - CDE

RESOLUTION: That the Board grants speaking rights for 2025 Board meetings to Alice Cade when in Acting Principal delegation.

Decision Date:	27 Mar 2025
Mover:	Dave Guruge
Seconder:	Carolyn Nemeth
Outcome:	Approved

1.3 Declaration of any Conflict of Interest

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

2. NCEA Data

2.1 NCEA Data & Q&A

The board was given an overarching review of last year's NCEA data.

- **Student Achievement Concerns:**

- Data highlights areas within the school with student achievement challenges.
- Significant drop in Lit & Numeracy co-requisite achievement: 70% this year versus 86% last year.
- The disparity between Māori and non-Māori student achievement is alarming, with only 50% of Māori students achieving Lit & Numeracy co-requisites.
- Analysis shows non-attendance is a key factor in low achievement, particularly among Māori students.
- **Targeted Interventions and Support:**
 - PN has reviewed individual student data to identify those not meeting targets.
 - Students with SAC (Special Assessment Conditions) are receiving support and achieving.
 - Focus on supporting Māori students to achieve Y10 Lit & Numeracy co-requisites, essential for NCEA attainment.
 - Suggested interventions: extra tutorials, resourcing booklets.
 - A barrier identified: students not purchasing math booklets.
 - Emphasis on developing a targeted Māori Achievement approach.
- **Data Tracking and Accountability:**
 - Implementation of a "sharp lens" approach to track every student's progress across all curriculum areas.
 - Ministry visit to explore alternative Lit & Num credits for struggling students.
 - Recommendation for increased professional accountability.
 - Introduction of PAROT for improved data gathering and subject-specific tracking, including attendance.
 - Return to whānau cohort levels for easier attendance tracking.
- **Attendance Issues:**
 - Discussion within SLT regarding extending Y11 school days at the end of the year.
 - Initiation of student voice gathering to understand reasons for non-attendance.
 - Recommendation for FEP overseeing Attendance to investigate and address intermittent attendance.

The Board expressed reassurance regarding SLT and PN's proactive analysis and response to NCEA data, and offered support as needed..

3. Strategic Focus

3.1 Board Governance

3.2 Tumuaiki | Principals Report

The Tumunaki | Principals report taken as read:

- Tumuaiki reported successful Māori & Pasifika whānau hui.
- Meeting held with MoE regarding Y12 students at risk of not meeting Level 2; students have been identified.
- Pūwhenua is open and in use; thank you to the Board for their support.
- Significant workload associated with Pūwhenua opening, requiring support from KJI and VLT. Staff stress levels are high with the extra demands of moving.

- Relief staffing remains a challenge.
- Progress reported on pastoral review recommendations, including the implementation of restorative practices, PB4L framework, and a restorative room.



2025 Annual Plan

RESOLUTION: That the Board approves and accepts the 2025 Annual Plan with NELPS

Decision Date: 27 Mar 2025
Mover: Tristan Hewett
Seconder: Karen Aspey
Outcome: Approved



Staff Influenza Vaccination

RESOLUTION: That the Board approves funding the staff influenza vaccination

Decision Date: 27 Mar 2025
Mover: Anne Young
Seconder: Dave Guruge
Outcome: Approved



Modcom Building Purchase

RESOLUTION: That the Board approves to fund the purchase of 4 N Block Modcom buildings at a cost of \$540K

Decision Date: 27 Mar 2025
Mover: Tristan Hewett
Seconder: Dave Guruge
Outcome: Approved



Staffing (Support & Retention)

Schedule a discussion at the next meeting to explore strategies for improved staff support and retention, including the promotion of EAP and analysis of exit interview data.

Due Date: 29 May 2025
Owners: Aiza Mustasam, Anne Young, Brooke Barnett, Carolyn Nemeth, Dave Guruge, James Patea, Karen Aspey, Mariana Tapsell, Tara Kanji, Tristan Hewett



FEP to Attend next Hui

FEP to attend next Board Hui with information about attendance and staff retention and their reason for leaving.

Due Date: 29 May 2025
Owner: Julie Cole

4. Monitoring Reports

4.1 Management Report

The 28 Feb Management report taken as read by the Board:

- Total budget is reported, aim is to have it spread over the year for more accurate reporting.
- Annual report underway. Due on Monday. Auditors are due in May.
- A lot of work being undertaken on old Ministry projects that have not been closed off.

- Comprehensive revenue status - International student fees have not transferred yet so are not reflected



Landscaping Pūwhenua

RESOLUTION: That the Board approves to the additional funding request of up to \$45K for landscaping of Pūhenuwa.

Decision Date: 27 Mar 2025
Mover: Tristan Hewett
Seconder: Carolyn Nemeth
Outcome: Approved



Management Report

RESOLUTION: That the board accepts the 28 February 25 Management Report

Decision Date: 27 Mar 2025
Mover: Anne Young
Seconder: Karen Aspey
Outcome: Approved

4.2 Property Report

Property report taken as read by the Board.

- Old 5YA nearly signed off. Surplus will be rolled into the new 5YA project.



March Property Report

RESOLUTION: That the Board accepts the March Property Report

Decision Date: 27 Mar 2025
Mover: Dave Guruge
Seconder: Alice Cade
Outcome: Approved

4.3 Health & Safety Report



March H&S Report

RESOLUTION: That the Board accepts the March Health & Safety Report as presented.

Decision Date: 27 Mar 2025
Mover: Karen Aspey
Seconder: Anne Young
Outcome: Approved

5. Administration

5.1 Any Other Business

None

5.2 Confirm Minutes

TGC FEBRUARY School Board Meeting 25 Feb 2025, the minutes were confirmed as presented.

5.3 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

5.4 Correspondence Inwards/Outwards



RESOLUTION: That the board accepts the 24 February to 27 March bo...

RESOLUTION: That the board accepts the 24 February to 27 March board correspondence.

Decision Date: 27 Mar 2025
Mover: Anne Young
Seconder: Dave Guruge
Outcome: Approved

6. Meeting Close

6.1 Presiding Member closes meeting and moves to PED BOT Meeting

Next meeting: TGC PEB March School Board Meeting - 27 Mar 2025, 6:50 pm

Approved decisions made between meetings



New Flying Minute

RESOLUTION: That the Board, following consultation (via email dated 17.3.25) with endorsement from the TGC School Board Finance Chair, the Board unanimously agrees to the purchase of four N Block Modcom classrooms at a cost to the Board of \$554,241.19.

9 Supported: Aiza Mustasam , Anne Young , Carolyn Nemeth , Dave Guruge , James Patea , Karen Aspey , Tara Kanji , Tristan Hewett , Mariana Tapsell - Supported.

0 Opposed:

0 Abstained:

Decision Date: 18 Mar 2025

Outcome: Approved

Mariana Tapsell

3 Jun 2025