

CONFIRMED MINUTES

TGC NOVEMBER SCHOOL BOARD MEETING



At the **TGC FEBRUARY School Board Meeting** on **26 Feb 2026** these minutes were confirmed as presented.

Name:	Tauranga Girls' College
Date:	Thursday, 27 November 2025
Time:	5:30 pm to 7:15 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, Mariana Tapsell (Chair), Melanie Webb, Pearl Vahey Bourne, Pritika Nand, Tara Kanji, Tristan Hewett
Attendees:	Julie Cole
Guests/Notes:	(Acting Business Managers) Yvonne Handley & Maxine Bird - via Google Meet

1. Meeting Open

1.1 Welcome and karakia

Meeting opened at: 5.36pm

1.2 Declaration of any Conflict of Interest

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



Move 2.1, 2.2, 2.3 agenda items

RESOLUTION: To move agenda items 2.1,2.2 and 2.3 to the start of the meeting to allow Acting Business Manager M Bird to join the meeting remotely.

Decision Date: 27 Nov 2025
Mover: Mariana Tapsell
Seconder: Dave Guruge
Outcome: Approved

2. Strategic Focus

2.1 2026 Budget Review

Acting Business Manager, M. Bird, presented the 2026 Budget

Financial Overview & Staffing

- **Enrolments:** Predicted lower enrolments of girls in the coming years.

- **Surplus:** Projected an operating surplus
- **Staffing:** Teacher staffing is being reduced to align with entitlement.
- **Administration:** Administration costs have been reduced.
- **Business Manager Salary:** Full-year salary budgeted for the Business Manager, plus a contingency amount for consultancy to support the new BM.

Income and Grants

- **Operations Grant:** Budgeted at more than last year due to a large cohort of Year 10 students entering the senior school.
- **International Income:** Increased income budgeted due to an increase in international students and short-term groups.
- **Attendance Support:** Funding for attendance support has been secured.
- **ILA (Inclusive Learning Assistants):** Cost of ILAs identified a large budget item
- **Equity:** Funding has been allocated to an equity fund, recognising that equity support is still required by students
- **Professional Learning Development (PLD):** PLD budget reduced as the government is providing curriculum PLD.

Capital Expenditure

- **Fixed Assets Requests:** Initial budget requests were lowered for the final approval.
- **Major Items:**
 - **Music Suite:** Upgrade planned for 2025 has now moved to **2026**.
 - **Hall Upgrade:** allocated for hall sound and lighting upgrade.
 - **Old Gym Floor:** Re-sand and marking budgeted. The refurb cost, previously omitted from cyclical maintenance, has now been added.
- **Other Items:**
 - **Pou:** Significant cost, student executive fund being used for the Pou.
 - **Front Fence Contingency:** contingency for the front fence was taken out of the 2026 budget. Will look in 2027 to re-add it.
 - **Depreciation:** Reduced capital expenditure on assets that the school depreciates.



2026 Draft Budget

RESOLUTION: That the board accepts the 2026 draft budget as presented.

Decision Date: 27 Nov 2025
Mover: Tristan Hewett
Seconder: James Patea
Outcome: Approved

2.2 Finance Report

27 November 25 Finance Report taken as read.

Acting Business Manager, Y Handley, reported to the Board on the report, highlighting:

- The preliminary auditors' report has been started this year.



27 November Finance Report

RESOLUTION: That the Board accepts the 27 November Finance Report

Decision Date: 27 Nov 2025

Mover: James Patea
Seconder: Tristan Hewett
Outcome: Approved

2.3 Property Report

27 November 2025 Property Report taken as read.

Acting Business Manager, M Bird, reported to the Board on the report, highlighting:

Cyclical Maintenance

- Pūwhenua has been incorporated back into the cyclical maintenance schedule.
- Quotes for the cyclical maintenance that will be required on Pūwhenua are currently being sourced.
- Adjustments have been made to the scope of work regarding the gym floors



2026 Cyclical Maintenance

RESOLUTION: That the board approves the 2026 cyclical maintenance plan

Decision Date: 27 Nov 2025
Mover: Melanie Webb
Seconder: Dave Guruge
Outcome: Approved



27 November Property Report

RESOLUTION: That the board accepts the 27 November 2025 property report

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

2.4 Board Governance

No decisions to made

No specific Board Governance items were included on the agenda for discussion during this meeting.

2.5 Tumuaki | Principals Report

The Tumuaki's report was taken as read. The Tumuaki extended her thanks to the Board for their support throughout the year.

Key operational updates included:

- **NCEA Performance (as of 17 November):** The Tumuaki reported that NCEA results are tracking exceptionally well, reflecting a significant investment of effort across the school. Notable improvements were recorded, particularly in Numeracy and Literacy achievement. Staff were formally acknowledged for their dedicated work in driving this highly successful project.
- **Pastoral Care Implementation:** The initiatives stemming from the 2024 Pastoral Care Review have been successfully implemented. The Restorative Practice framework is now active, and the designated Kaitiaki Room is fully operational to support student well-being.
- **2026 Attendance Management Report:** The Tumuaki provided the Board with an overview of the 2026 Attendance Management Report.

Board Assurance

Protected Disclosures Policy: The final sign-off for the Board Assurance on the Protected Disclosures Policy has been deferred to the meeting scheduled for February 26. A comprehensive plan is established, requiring only formal finalisation before presentation to the Board.



2026 Attendance Management Plan

RESOLUTION: That the board accepts and approves the 2026 Attendance Management Plan as presented and approves a summarised version to be published on the school website.

Decision Date: 27 Nov 2025
Mover: Tara Kanji
Seconder: Dave Guruge
Outcome: Approved



Annual Endorsement of Tumuaki

RESOLUTION: That the board accepts the endorsement by Haywood Kuka for the 2025 Professional Growth Cycle of our Tumuaki.

Decision Date: 27 Nov 2025
Mover: Anne Young
Seconder: Melanie Webb
Outcome: Approved



Attendance Management Plan Review

Review and report to Board on the effectiveness of the Attendance Management Plan

Due Date: 25 Jun 2026
Owner: Tara Kanji



27 November Tumuaki Report

RESOLUTION: The Board accepts the 27 November 2025 Tumuaki report to the Board.

Decision Date: 27 Nov 2025
Mover: Tara Kanji
Seconder: Dave Guruge
Outcome: Approved

3. Monitoring Reports

3.1 Health & Safety Report

The 27 November 2025 Health & Safety report taken as read.

The Tumuaki reported to the Board on the report, highlighting:

- Secondary Teachers Collective has a new offer on the table, voting underway tomorrow.
- Secondary Principals Collective also has an offer on the table for voting.



27 November Health & Safety Report

RESOLUTION: That the board accepts the 27 November 25 Health and Safety report

Decision Date: 27 Nov 2025

Mover: Tristan Hewett
Seconder: Dave Guruge
Outcome: Approved

4. Administration

4.1 Any Other Business

- The Tumuaki provided an overview of the Chinese Bridge NZ Students Spring Camp to China trip, explaining the reasons for the date change and highlighting the revised price.
- The Presiding Member introduced the 2026 Board Meeting Evaluation, proposing that it be completed by board members at the conclusion of every term. The board agreed that all current members, except those elected in September, should submit the completed evaluation by Monday, December 1st.



Overseas Trip - Chinese Bridge Spring Camp - China

RESOLUTION: That the board approves the revised dates for the Chinese Bridge NZ Students Spring Camp to China, changing the trip from the previously approved date of September 2025 to April 2026.

Decision Date: 27 Nov 2025
Mover: Tara Kanji
Seconder: Dave Guruge
Outcome: Approved



Complete Board Evaluation Form

Complete the form please by Monday 1 December.

Due Date: 1 Dec 2025
Owners: Anne Young, Dave Guruge, James Patea, Mariana Tapsell, Tara Kanji, Tristan Hewett

4.2 Confirm Minutes

TGC OCTOBER School Board Meeting 30 Oct 2025, the minutes were confirmed as presented.



30 October 2005 Board Minutes

RESOLUTION: That the Board approves the minutes of the meeting held on 30 October 2025 as a true and accurate record.

Decision Date: 27 Nov 2025
Mover: Mariana Tapsell
Seconder: James Patea
Outcome: Approved

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

4.4 Correspondence Inwards/Outwards



30 October to 27 November Board Correspondence

RESOLUTION: That the board accepts the Correspondence from 30 October to 27 November 2025 as presented.

Decision Date: 27 Nov 2025
Mover: Mariana Tapsell
Seconder: Anne Young
Outcome: Approved

5. Meeting Close

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

Next meeting: TGC PEB NOVEMBER School Board Meeting - 27 Nov 2025, 7:23 pm