

CONFIRMED MINUTES

TGC AUGUST SCHOOL BOARD MEETING



At the **TGC OCTOBER School Board Meeting** on **30 Oct 2025** these minutes were confirmed as presented.

Name:	Tauranga Girls' College
Date:	Thursday, 28 August 2025
Time:	4:00 pm to 7:00 pm (NZST)
Location:	Tauranga Girls' College Board Room, 930 Cameron Road, Gate Pa, Tauranga, New Zealand
Board Members:	Mariana Tapsell (Chair), Aiza Mustasam, Anne Young, Carolyn Nemeth, Dave Guruge, Tristan Hewett, Tara Kanji
Attendees:	Julie Cole, Louise Berney
Apologies:	Brooke Barnett, James Patea, Karen Aspey
Guests/Notes:	Dr Gabrielle Wall - D&G Consulting

1. Strategic Intent Presentation

1.1 Dr Gabrielle Wall

Draft Strategic Plan presentation by Dr Gabrielle Wall started at 4.05pm

2. Break

2.1 Break

3. Meeting Open

3.1 Presiding Member welcome and karakia

The Board Meeting opened at: 5.35pm

3.2 Declaration of any Conflict of Interest

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

4. Strategic Focus

4.1 Board Governance

There were no items on the agenda for discussion regarding Board Governance.

4.2 Tumuaki | Principals Report

Tumuaki report taken as read.

The Tumuaki, provided the following updates to the Board:

1. N Block Classroom Status

Modcom is working with TCC to change the status of the four N Block classrooms from temporary to permanent. We are awaiting a decision from TCC, which is expected after September 8, 2025.

After a discussion about the **Flexible Staffing Fund**, the Tumuaki clarified that any new appointments would be for a fixed term, not permanent positions.



Strategic Intent Plan 2026-2028

RESOLUTION: That the Board approved the draft **Strategic Intent Plan**. The Tumuaki has been delegated the authority to finalize the 2026-2028 Strategic Plan, including making minor wording changes on behalf of the Board.

Decision Date: 28 Aug 2025
Mover: Dave Guruge
Seconder: Tristan Hewett
Outcome: Approved



Flexible Staffing Fund

RESOLUTION: That the Board approves to fund the Flexible Staffing Fund of up to \$150,000 annually for the next 3 years from 2026 to 2028.

Decision Date: 28 Aug 2025
Mover: Tristan Hewett
Seconder: Carolyn Nemeth
Outcome: Approved



28 August Tumuaki Report

RESOLUTION: The Board accepts the 28 August 2025 Tumuaki report to the Board.

Decision Date: 28 Aug 2025
Mover: Anne Young
Seconder: Aiza Mustasam
Outcome: Approved



Flexible Staffing Fund

Board Secretary - Add a section to the Tumuaki report for the Flexible Staffing Fund and how it is aligned to the Strategic intents.

Business Manager - Add Flexible Staffing Fund to the Board Funded Projects report

Due Date: 30 Oct 2025
Owners: Julie Cole, Louise Berney

5. Monitoring Reports

5.1 Management Report

31 July Management Report taken as read:

The Finance Chair presented an overview of the school's financial status, which was discussed by the Finance Committee. The report indicates a healthy financial position, with the school operating within its budget for the year to date.

The Business Manager Key highlights included:

- The school's banking staffing is on track.
- The schools term deposit.
- The Operations grant & Gateway funding increases
- The Canteen has made a profit the last two terms.
- The primary area of significant change from last year's report is within the Learning Resources budget due to the department's expansion.
- The final audit report is expected shortly.



31 July Management Report

RESOLUTION: That the Board accepts the 31 July 2025 Management Report as presented.

Decision Date:	28 Aug 2025
Mover:	Tristan Hewett
Seconder:	Dave Guruge
Outcome:	Approved

5.2 Property Report

Property report taken as read:

Business Manager highlighted to the board:

- 10YPP plan project can start now.
- The pool liner project cannot start as MoE wants the G Block project to be well underway before releasing funds for the pool liner

Tumuaki updated the Board on

Ministry of Education Classroom Request

The Ministry of Education (MoE) has requested the use of six A Block classrooms for Term 4 for Gate Pā Primary School use while they are completing a reroofing project. The MoE believes our school is over-coded.

The Tumuaki noted that the school is not over-coded in all subject areas and raised concerns about where students will be placed for exams and Continuous Assessment Activities (CAAs) if the classrooms are released.

The MoE and Gate Pā Primary have offered to assist with logistics, and Gate Pā Primary will cover all associated costs, including lighting and heating. The Board is required to provide a response to the MoE regarding the number of classrooms that can be released for Term 4.



Gate Pa Roofing Use of Classes

RESOLUTION: That the Board resolved to offer the land located between N block and A block entrance, and also the space behind A Block by the Gate Pā back field gate for the duration of the Gate Pā roofing project. The Board suggests that three relocatable buildings could be placed on these sites.

Decision Date: 28 Aug 2025
Mover: Anne Young
Seconders: Mariana Tapsell
Outcome: Approved



28 August 2025 Property Report

RESOLUTION: That the Board accepts the 28 August 2025 Property Report as presented.

Decision Date: 28 Aug 2025
Mover: Mariana Tapsell
Seconders: Anne Young
Outcome: Approved

5.3 Health & Safety Report

H&S Report taken as read;

Tumuaki highlighted:

- PPTA Rolling strikes planned for September.



28 August 2025 H&S Report

RESOLUTION: That the Board accepts the 28 August 2025 Health & Safety Report as presented.

Decision Date: 28 Aug 2025
Mover: Aiza Mustasam
Seconders: Tristan Hewett
Outcome: Approved

6. Administration

6.1 Any Other Business

The board discussed the proposed Attendance Management Plan.

A board member raised the question to the Board as to if we still need a Property Subcommittee now that the Pūwhenua build is completed. The Board raised an action to the Board Secretary to seek advice from NZSBA around this and the Health & Safety Subcommittee.



Social Science Samoa Trip 2027

RESOLUTION: That the Board approves the Social Science proposed trip to Samoa in 2027.

Decision Date: 28 Aug 2025
Mover: Tara Kanji
Seconders: Anne Young
Outcome: Approved



Tumuaki to use Attendance Code J

RESOLUTION: The board has approved the Tumuaki (Principal's) use of Attendance Code J, at their discretion, as long as it aligns with the Ministry of Education (MoE) guidelines.

Decision Date: 28 Aug 2025

Mover: Anne Young

Seconder: Karen Aspey

Outcome: Approved



Property and H&S Sub Committee

Board Secretary to check with NZSBA if there is a requirement to have a property and H&S Board sub-committee.

Due Date: 30 Oct 2025

Owner: Julie Cole

6.2 Confirm Minutes

TGC JULY School Board Meeting 31 Jul 2025, the minutes were confirmed as presented.

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

6.4 Correspondence Inwards/Outwards



31 July to 28 August Correspondence

RESOLUTION: That the Board accepts the 31 July to 28 August 2025 Board correspondence.

Decision Date: 28 Aug 2025

Mover: Mariana Tapsell

Seconder: Dave Guruge

Outcome: Approved

7. Meeting Close

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

Next meeting: TGC OCTOBER School Board Meeting - 30 Oct 2025, 5:45 pm

Mariana Tapsell

13 Nov 2025