

CONFIRMED MINUTES

TGC MAY SCHOOL BOARD MEETING



At the **TGC JUNE School Board Meeting** on **25 Jun 2026** these minutes were **confirmed as presented**.

Name:	Tauranga Girls' College
Date:	Thursday, 28 May 2026
Time:	5:30 pm to 6:34 pm (NZST)
Location:	Tauranga Girls' College Board Room, 930 Cameron Road, Gate Pa, Tauranga, New Zealand
Board Members:	Mariana Tapsell (Chair), Anne Young, Dave Guruge, Jemma Miri, Pearl Vahey Bourne, Pritika Nand, Renay Jones, Tristan Hewett
Attendees:	Rachel Armishaw, Julie Cole
Apologies:	Tara Kanji , Melanie Webb, James Patea
Notes:	Renay Jones is attending in the Board delegated capacity of Acting Tumuaiki Principal

1. Meeting Open

1.1 Presiding Member welcome and karakia

Meeting opened at: 5.32pm

1.2 Declaration of any Conflict of Interest



Conflicts 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: 28 May 2026
Mover: Mariana Tapsell
Seconded: Tristan Hewett
Outcome: Approved

2. Monitoring Reports

2.1 Finance Report

1. Financial Status and Operations Update

- **Report Status:** The Finance Board Report was taken as read by all board members.

- **Current Position:** Management noted that operations are tracking normally ("business as usual").
- **Cash Flow Timing:** Significant cash inflows have been realised, specifically from a large operations grant and international student fees. Corresponding major expenditures have not yet been processed. Management continues to monitor all expenditure closely.

2. Audit and Financial Statements

- **Audit Progress:** Draft financial statements have been submitted to the auditors.
- **Timeline:** The final audit report is expected shortly, with auditors confirming that progress is currently tracking well against deadlines.

3. Board Discussion and Queries

- **Personnel Expenditure:** The Board noted and discussed variances between budgeted and actual figures regarding payments to employees.
- **Year-to-Date (YTD) Analysis:** Board members queried the timeline for reviewing a full YTD comparison.



2026 Financial Statements

RESOLUTION: That the Board hereby approves the **2026 Draft Financial Statements** as presented.

Decision Date: 28 May 2026
Mover: Tristan Hewett
Seconder: Dave Guruge
Outcome: Approved



Acceptance of May Finance Report

RESOLUTION: That the Board accepts the 28 May 2026 Finance report as presented.

Decision Date: 28 May 2026
Mover: Dave Guruge
Seconder: Tristan Hewett
Outcome: Approved



Payments to Staff

Investigate the discrepancy between budgeted vs actual amounts in the payments to staff on the draft financial statements

Due Date: 25 Jun 2026
Owner: Rachel Armishaw

2.2 Property Report

Infrastructure and Property Report

1. Project Management Updates

- **Project Manager Resignation:** The Board was advised that the Project Manager from Rubix has departed the company.

2. Project Status and Vendor Adjustments

- **Fire Alarm Upgrade Project:**
 - Following an investigation into alternative suppliers, management has decided to transition this project away from Rubix.

- **Bronwyn Fox** of **Colliers** has been engaged to manage the Fire Alarm upgrade going forward.
- **Roofing Project:**
 - Rubix has assigned a new, Auckland-based Project Manager to the account.
 - Rubix will retain the contract for the current roofing project and see it through to completion.



Acceptance of May Property Report

RESOLUTION: That the Board accepts the 26 May 2026 Property report as presented.

Decision Date: 28 May 2026
Mover: Anne Young
Seconder: Pritika Nand
Outcome: Approved

2.3 Health & Safety Report

Property and Student Support Report

1. Facilities Demolition and Upgrades

- **Removal of A Block:** The Acting Tumuaki provided the Board with an overview and progress update regarding the removal of the A Block classrooms.
- **Pūwhenua Acoustic Challenges:** The Board was updated on ongoing engagement between the Tumuaki and the Ministry of Education (MoE) to address acoustic issues identified in Pūwhenua.

2. Governance Discussion and Action Points

- **Temporary Mitigation Strategies:** The Board undertook a discussion regarding potential interim or temporary solutions that could be implemented to mitigate the acoustic challenges while a permanent fix is negotiated with the MoE.
- **Senior Leadership Team (SLT) Support:** To support staff and students currently navigating these environmental challenges, the SLT will maintain an increased, highly visible presence in Pūwhenua.



Acceptance of May H&S Report

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

Decision Date: 28 May 2026
Mover: Anne Young
Seconder: Dave Guruge
Outcome: Approved

3. Strategic Focus

3.1 Tumuaki | Principals Report

Curriculum and Student Achievement Report

1. Science of Learning and Curriculum Changes

- **Cluster Integration:** The Board received an update on the significant groundwork completed as the school integrates into the Tauranga Cluster of Schools, specifically regarding the "Science of Learning" High Impact Teaching framework.
- **Teacher Professional Development:** A Teacher Only Day (TOD) is scheduled for the commencement of Term 3 to prepare staff for upcoming curriculum changes.
- **Ministry Communication:** Management noted that information and guidance from the Ministry of Education (MoE) regarding these curriculum updates continues to be slow to arrive.

2. Digital Assessment and Examinations

- **Literacy and Numeracy Co-Requisites:** Approximately 400 students recently sat the Common Assessment Activities (CAA).
- **Digital Adoption:** Tauranga Girls' College (TGC) is noted as one of the first schools in the Bay of Plenty region to shift predominantly to digital examinations. To facilitate this, the school has successfully implemented the *ExamNet* platform for classroom-based digital assessments.
- **Results Timeline:** Assessment results are expected to be released at the conclusion of the current term.

3. Cultural and School Spirit Initiatives

- **Kura Engagement:** A major initiative is currently underway across the kura to learn and embed new waiata.
- **National Kapa Haka:** The school is actively supporting preparation for the upcoming National Kapa Haka competitions later this year.

Strategic Monitoring and Governance

4. Attendance Targets and Reporting

- **Data Verification:** The Board queried how progress toward the strategic target of a 5% attendance increase per cohort is being measured and verified.
- **Strategy Effectiveness:** Trustees requested further information on the specific attendance strategies currently in place and evidence of their efficacy.
- **Action Item:** The Board requested that future Tumuaki Reports include explicit cohort-by-cohort attendance figures to allow for data-driven monitoring.

5. Education Review Office (ERO) Review

- **Upcoming Visit:** The Board was notified that the ERO on-site review is scheduled for **25–27 August**.
- **Preparation and Compliance:** The Senior Leadership Team (SLT) has already commenced preparation for the mandated ERO reporting requirements.
- **Board Involvement:** Management noted that active Board support and participation will be required during the review period.



Acceptance of May Tumuaki & SLT Report

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

Decision Date: 28 May 2026
Mover: Mariana Tapsell
Seconder: Pritika Nand
Outcome: Approved



Cohort Attendance

Add attendance data by cohort to the Tumuaki & SLT report.

Due Date: 25 Jun 2026

Owner: Tara Kanji

3.2 International Report

Report Status: Both International Reports were taken as read by the Board.



Active Agents

Add to the International Report to an up-to-date list of Active agents for TGC. (keep updated) And reasons for homestay moves.

Due Date: 25 Jun 2026

Owner: Tara Kanji



Acceptance of International Reports

RESOLUTION: That the Board accepts the 26 May 2026 International & Local Agents reports as presented.

Decision Date: 28 May 2026

Mover: Tristan Hewett

Seconder: Anne Young

Outcome: Approved

3.3 Board Governance

Governance and Policy Review

1. Board Remuneration Review (2026)

- **Rate Determination:** The Board discussed and reviewed the trustee remuneration rates for the 2026 calendar year.
- **Presiding Member Summary:** The Presiding Member noted that the updated rates reflect the growing time investment and overall commitment required of board members.
- **Payment Structure and Election Alignment:** Following a discussion regarding disbursement methods, the Board agreed that processing trustee remuneration as a single, annual lump-sum payment in **September** would optimize administrative efficiency and align cleanly with the conclusion of the triennial board election cycle.

2. Policy Alignment and Language Consistency

- **Terminology Standardisation:** The Board identified an inconsistency in current policy documentation regarding the terminology used for individuals. Documents fluctuate between English terms (e.g., "staff", "students") and te reo Māori terms (e.g., "kaiako").



Operational Policy Approval

RESOLUTION: That the Board approve and adopt the following new Board Operational Policies, effective immediately:

- **05 – Curriculum Delivery (Student Achievement)**
- **06 – Cyber Safety**
- **09 – Inclusivity**
- **12 – Student Distress / Physical Restraint**
- **13 – Reporting to the Community**

- **16 – Te Tiriti o Waitangi**

Decision Date: 28 May 2026
Mover: Mariana Tapsell
Seconder: Anne Young
Outcome: Approved



2026 Board Remuneration Rates & Payment

RESOLUTION:

1. That the Board approve the 2026 board remuneration rates set at **\$150 per meeting** for the Presiding Member and **\$110 per meeting** for Board Members.
2. That remuneration be processed as an **annual payment in September** of each year, calculated based on the number of official board meetings attended by each member.

Decision Date: 28 May 2026



Amendment to Schedule of Delegation

- **RESOLUTION:** That the Board approves the amendment to the Purchasing section of the Schedule of Delegations, increasing the Tumuaki unbudgeted purchasing limit from \$5,000 to \$20,000 to align with her existing financial delegation.

Decision Date: 28 May 2026
Mover: Mariana Tapsell
Seconder: Dave Guruge
Outcome: Approved



Triannual Board Review Schedule

RESOLUTION: That the board

- **Adopts** the current Board Assurance and Policy Review Schedule as the official framework for ongoing governance compliance and policy oversight.
- **Approved** a comprehensive update to the schedule to ensure relevance to the Tauranga Girls' College context.

Decision Date: 28 May 2026
Mover: Mariana Tapsell
Seconder: Anne Young
Outcome: Approved



Review of Effectiveness of Policy

- **Assurance Statements in Policy Reviews:** When any school policy undergoes its scheduled review, an assurance statement is added to the review documentation confirming compliance.
- **Tumuaki Report:** In tandem with the policy review schedule, the Tumuaki (Principal) Report will now include a dedicated assurance section.

Due Date: 25 Jun 2026
Owner: Tara Kanji



Review Language in Policies

- **Action Point:** It was agreed that school policies will be reviewed and updated to ensure consistency and alignment across all.

Due Date: 25 Jun 2026

Owner: Julie Cole

4. Administration

4.1 Any Other Business

The Board noted and discussed that the total estimated expenditure for the production is budgeted at **\$86,000**. While the production aims to recover costs through ticket sales, sponsorships, and fundraising, management requested that the Board underwrite the full budget to allow contracts to be signed and vendors to be engaged.

The Board discussed the financial implications and risks, concluding that the budget was robust and the production provides a highly valuable opportunity for the student body.



Funding Applications for Winter Sports Tournaments

RESOLUTION: That the Board approve and endorse the following three external funding applications:

1. **Grassroots Trust:** An application for **\$11,000.00** to assist with accommodation and travel costs for:
 - o **Premier Basketball Team:** NZ Secondary School Championships in Palmerston North
 - o **Football Team:** NZ Secondary Schools Maurice Hulme Tournament in Napier
2. **Rano Community Trust:** An application for **\$20,000.00** to assist with accommodation and travel costs for:
 - o **1st XI Hockey Team:** National Tournament in Whangārei
 - o **2nd XI Hockey Team:** National Tournament in Napier
3. **One Foundation:** An application for **\$12,000.00** to assist with accommodation and travel costs for:
 - o **Squash Team:** NZ Secondary Schools Tournament in Christchurch
 - o **Netball Team:** Upper North Island Netball Championships (UNISS) in Hamilton.
 - o **Rugby League Team:** NZ Secondary Schools Tournament in Auckland

Decision Date: 28 May 2026
Mover: Dave Guruge
Seconder: Pritika Nand
Outcome: Approved



2027 School Production Approval: "Annie"

RESOLVED:

1. That the Board **approve proceeding** with the 2027 School Production of "*Annie*".
2. That the Board approve the immediate payment of **AUD 4,200** in 2026 for licensing and performance rights.
3. That the Board agree to **underwrite the total estimated production cost of \$86,000**.

Decision Date: 28 May 2026
Mover: Mariana Tapsell
Seconder: Tristan Hewett
Outcome: Approved

4.2 Confirm Minutes

TGC MARCH School Board Meeting 26 Mar 2026, the minutes were confirmed as presented.



Approval of 26 March 2026 Board Minutes

RESOLUTION: That the Board approves the minutes of the meeting held on 26 March 2026 as a true and accurate record.

Decision Date: 28 May 2026
Mover: Pritika Nand
Seconder: Dave Guruge
Outcome: Approved

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

Due Date	Action Title	Owner(s)
25 Jun 2026	Attendance Management Plan Review Status: Not Started	Tara Kanji
3 Jul 2026	Board Suspension Training Status: Not Started	Mariana Tapsell, Tara Kanji

4.4 Correspondence Inwards/Outwards



Approval of 26 March to 28 May 26 Correspondence

RESOLUTION: That the board accepts the Board Correspondence from 26 March to 28 May 2026 as presented.

Decision Date: 28 May 2026
Mover: Mariana Tapsell
Seconder: Anne Young
Outcome: Approved

5. Meeting Close

5.1 Presiding Member closes meeting and moves to PED BOT Meeting

Next meeting: TGC PEB MAY School Board Meeting - 28 May 2026, 6:34 pm