

CONFIRMED MINUTES

NOVEMBER TGC BOARD MEETING



At the **TGC School Board Meeting** on **25 Feb 2025** these minutes were **confirmed as presented**.

Name:	Tauranga Girls' College
Date:	Thursday, 28 November 2024
Time:	5:30 pm to 7:40 pm (NZDT)
Location:	Tauranga Girls' College Board Room, 930 Cameron Road, Gate Pa, Tauranga, New Zealand
Board Members:	Mariana Tapsell (Chair), Anne Young, Carolyn Nemeth, James Patea, Karen Aspey, Tara Kanji, Tristan Hewett, Aiza Mustasam, Brooke Barnett
Attendees:	Julie Cole, Kylie Valentine, Louise Berney
Apologies:	Dave Guruge
Guests/Notes:	Senior Leader - Clayton Parai along with Y10 student and father

1. Meeting Open

1.1 Presiding Member welcome and karakia

Board Meeting opened at: 5.28pm

1.2 Declaration of any Conflict of Interest

The board members noted the following Conflicts of Interest (COI) on the agenda of this meeting:

- Karen Aspey registers a COI with her daughter being involved in the school production of Cinderella

2. Presentations

2.1 Mentoring - Y9 & 10 Ākonga Māori

Senior Leader Clayton Parai and a Y10 ākonga and her father gave the Board an overview of the Mentoring program and the mentoring programs processes that are undertaken in the Kura.

3. Strategic Focus

3.1 Tumuaiki | Principals Report

The board requested that the Tumaki | Principals request for a decision on the Policy challenge be discussed in 3.2 Board Governance of the agenda.



SSR Approval for Youth Mentors

RESOLUTION: That the Board gives approval for our Youth Mentors to assist with the search, surrender, and retention (SSR) of property as per the SSR procedure.

Decision Date: 28 Nov 2024
Mover: James Patea
Seconder: Anne Young
Outcome: Approved



November Tumuaki | Principals Report

RESOLUTION: That the Board accepts the Tumuaki | Principals 28 November report to the Board

Decision Date: 28 Nov 2024
Mover: James Patea
Seconder: Anne Young
Outcome: Approved

The Tumuaki | Principal thanked the board for its support over the year.

3.2 Board Governance Discussion

The Board decided to defer any decision on the termination of the contract with SchoolDocs, until the February Board meeting to allow work to be carried out on drafting our own Board Policies



Policy Review Sub-Committee

RESOLUTION: That the Board approves The Policy Review Sub-Committee, with the delegated authority, to be established.

Purpose: The Policy Review Sub-Committee is a delegated committee of the board formed to ascertain the most appropriate governance policy format for 2025 and beyond.

Delegated Authority:

The Policy Review Sub-Committee is responsible to the board for:

1. Identifying and investigating other governance policy formats that may be suitable for the purposes of the board.
2. Selecting a format that it deems to be the most appropriate.
3. Working with reputable persons or external providers such as NZSBA, to inform the range, extent and detail of the current board policies and to transition them into a new format.
4. Keeping the board informed through a regular reporting process.
5. Bringing potential issues to the attention of the board and gaining board approval for subsequent actions.
6. Providing a draft set of policies for board approval including a timeline for subsequent actions.

Timeline for the Policy Review Sub-Committee:

Starting Date: Mid-January 2025

End Date: No later than 31 March, 2025

Sub Committee Board Members: Presiding Member (Mariana Tapsell), Student Board Members (Aiza Mustasam) & Brooke Barnett, Board Members (Dave Guruge, James Patea and Principal Tara Kanji)

Decision Date: 28 Nov 2024
Mover: Karen Aspey
Seconder: Anne Young
Outcome: Approved



Policy Subcommittee Meeting

Presiding member to contact Robert Nauman to arrange a meeting regarding new TGC Board Policies

Due Date: 14 Dec 2024
Owner: Mariana Tapsell

4. Monitoring Reports

4.1 Management Report

The Finance Committee Chair gave an overview of the 2025 Draft Budget to the Board.



2025 Draft Budget

RESOLUTION: That the Board approves the 2025 Draft Budget, as presented, subject to any necessary adjustments or modifications that may be required during the budget approval process.

Decision Date: 28 Nov 2024
Mover: Tristan Hewett
Seconder: Carolyn Nemeth
Outcome: Approved



30 October Management Report

RESOLUTION: That the Board moves to accept the October Management report to the Board.

Decision Date: 28 Nov 2024
Mover: Tristan Hewett
Seconder: James Patea
Outcome: Approved

4.2 Property Report



Cyclical Maintenance Adjustments

RESOLUTION: That the Board approves the following adjustments to the cyclical maintenance:

1. Adjustment of the cyclical maintenance schedule to \$68,498 provisions per annum.
2. Decrease of \$18,139 in the provision of the cyclical maintenance schedule in 2024

Decision Date: 28 Nov 2024
Mover: Tristan Hewett
Seconder: Anne Young
Outcome: Approved

4.3 Health & Safety Reports



Worksafe Incidents

RESOLUTION: That the Board H&S subcommittee supports the College with any incidents that require a WorkSafe report and review process.

Decision Date: 28 Nov 2024
Mover: Tara Kanji
Seconder: James Patea
Outcome: Approved



November H&S Report

RESOLUTION: That the Board moves to accept the Tumuaki 28 November H&S Report to the Board.

Decision Date: 28 Nov 2024
Mover: James Patea
Seconder: Tristan Hewett
Outcome: Approved



N Block -

Tumuaki to find the cost of keeping 3 or more N Block buildings from Michael Cremer. Principal to email board update.

Due Date: 6 Dec 2024
Owner: Tara Kanji

5. Administration

5.1 Any Other Business



2025 Productions Grant Applications

RESOLUTION: That the Board approves the following funding applications for the 2025 school production of Cinderella, and delegates authority to the Business Manager to adjust the amounts accordingly if the application is required to be submitted before the February 2025 board meeting.

1. Akarana Community trust for venue hire of \$13,944
2. Grass Roots for Radio Mic hire costs of \$5,500
3. NZCT for the Production Manager, Choreographer & amp; Technical director costs of \$5,225
4. Pub Charity for costs for Billboards, Posters, Programme & amp; T-shirts of \$4,200
5. Four Winds Trust for Set Design & amp; Directors fees of \$6,870

Decision Date: 28 Nov 2024
Mover: Anne Young
Seconder: Carolyn Nemeth
Outcome: Approved



SAS Sole Uniform Supplier

RESOLUTION:

1. SAS proposal to become the sole supplier of TGC Uniforms. Not approved, the board has advised this will be taken under consideration when the Uniform is being reviewed.

Decision Date: 28 Nov 2024
Outcome: Not Approved

5.2 Confirm Minutes

OCTOBER TGC Board of Trustees Meeting 31 Oct 2024, 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
14 Nov 2024	Sports Elevation Funding Status: In Progress	Louise Berney

5.4 Correspondence Inwards/Outwards



Correspondence

Approved

Decision Date: 28 Nov 2024
Mover: Karen Aspey
Seconder: Aiza Mustasam
Outcome: Approved

6. Between Meeting - Flying Minute

6.1 Change to Board Delegation Schedule



The Board agrees to a change to the current delegation schedule a...

The Board agrees to a change to the current delegation schedule allowing the Principal to make all employment decisions related to support staff effective immediately.

(Changes to delegation document are highlighted in red)

10 Supported: Aiza Mustasam , Anne Young , Brooke Barnett , Carolyn Nemeth , Dave Guruge , James Patea , Karen Aspey , Mariana Tapsell , Tara Kanji , Tristan Hewett

0 Opposed:

0 Abstained:

Decision Date: 19 Nov 2024
Mover: Mariana Tapsell
Outcome: Approved

7. Meeting Close

7.1 Presiding Member closes meeting and moves to PEB BOT Meeting

Next meeting: NOVEMBER PEB TGC Board Meeting - 28 Nov 2024, 7:40 pm

New Actions raised in this meeting

Item	Action Title	Owner(s)
3.2	Policy Subcommittee Meeting Due Date: 14 Dec 2024	Mariana Tapsell
4.3	N Block - Due Date: 6 Dec 2024	Tara Kanji



Mariana Tapsell
26 Feb 2025