

# CONFIRMED MINUTES

## TGC MAY SCHOOL BOARD MEETING



At the **TGC JUNE School Board Meeting** on **26 Jun 2025** these minutes were **confirmed as presented**.

<b>Name:</b>	Tauranga Girls' College
<b>Date:</b>	Thursday, 29 May 2025
<b>Time:</b>	5:30 pm to 7:31 pm (NZST)
<b>Location:</b>	Tauranga Girls' College Board Room, 930 Cameron Road, Gate Pa, Tauranga, New Zealand
<b>Board Members:</b>	Mariana Tapsell (Chair), Aiza Mustasam, James Patea, Anne Young, Brooke Barnett, Carolyn Nemeth, Dave Guruge, Karen Aspey, Renay Jones, Alice Cade
<b>Attendees:</b>	Julie Cole, Louise Berney
<b>Apologies:</b>	Tristan Hewett, Tara Kanji
<b>Guests/Notes:</b>	Renay Jones will be attending in her delegated capacity as Acting Principal DP Philippa Ferguson to present on Attendance

### 1. Meeting Open

#### 1.1 Presiding Member welcome and karakia

The Board meeting opened at: 5.38pm

#### 1.2 Speaking Rights



##### Speaking Rights - RJS

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

**Decision Date:** 29 May 2025  
**Mover:** Mariana Tapsell  
**Second:** Carolyn Nemeth  
**Outcome:** Approved

#### 1.3 Declaration of any Conflict of Interest

Conflicts of Interest were registered by the Board members for the agenda for this meeting:

- James Patea - Sports Funding
- Brooke Barnett - Sports Funding

## 2. Attendance & Staffing

### 2.1 Attendance Presentation

The DP gave the Board an overview of the new Everyday Matters and KAMAR reporting on Attendance, which is a good resource for really breaking down the attendance.

Regular attendance is at 59%, which is up 19% since 2023. Still very concerning for Maori and Pasifika students who are at 40% is the same as for achievement. We are looking at what we can do with this group to help improve their attendance and achievement.

School events like athletics and swimming sports affect attendance.

An overview of our attendance process at TGC was given to the Board. Highlighted the appointment of Attendance Support and how this role works.

TGC is participating in the STAR Stepped Response to Attendance trial in Term 2 2025.

The national target is to have 80% of students attending 90% of the time by 2030, which equates to students having an individual attendance rate of 94%.

The board would like feedback on what they can do to support this best. SLT needs to guide the board with suggestions on what they can do to support.

The board requests tracking reports given to them on Attendance at each meeting.

The Board asked what other schools' data is like compared to TGC, and whether they have different initiatives that are working.



#### Attendance 5 Year Strategic Plan

FEP to collaborate with the Senior Leadership Team (SLT) to develop a five-year strategic plan for attendance. This plan should include specific actions the Board can implement to support improved attendance for the current year, and a draft version is acceptable for initial review.

FEP is also to provide the Board with the current attendance management plan for review.

**Due Date:** 26 Jun 2025

**Owner:** Tara Kanji



#### Tracking of Attendance

For each hui, the Board is to be provided with the KAMAR attendance report, encompassing data from the current term and the preceding two terms.

**Due Date:** 26 Jun 2025

**Owner:** Tara Kanji

## 3. Strategic Focus

### 3.1 Board Governance

The Presiding Member provided an update to the Board regarding the development of new school policies by Robert Nauman, confirming that the process is currently underway.



#### **RESOLUTION: The the board approves and adopts the following polic...**

RESOLUTION: The the board approves and adopts the following policies as presented:

- Planning and Preparing for Emergencies, Disasters, and Crises
- Communication during an Emergency, Disaster, or Crises

- School Closure

**Decision Date:** 29 May 2025  
**Mover:** Dave Guruge  
**Seconder:** Anne Young  
**Outcome:** Approved

### 3.2 Tumuaki | Principals Report

The Tumaki report taken as read. The board notes the following:

- Assurance given by the Tumuaki on Emergency Evacuation
- The school will be closed for instruction for a Staff Only Day on June 23rd.

The Board acknowledged the success of the Te Aro Ako Parent Conferences. Acting Tumuaki felt the success was due to the timing of holding them prior to reports coming out.

The Acting Tumuaki updated the Board on the success of the new Kaitiaki room. Staff have expressed significant appreciation for the increased visibility of Senior Leadership Team (SLT) members and Deans



#### May Tumuaki Report

**RESOLUTION:** The Board accepts the 29 May 2025 Tumuaki report to the Board

**Decision Date:** 29 May 2025  
**Mover:** Mariana Tapsell  
**Seconder:** Karen Aspey  
**Outcome:** Approved

## 4. Monitoring Reports

### 4.1 Management Report

The Management Report is taken as read by the Board

The Business Manager highlighted to the board:

- Not all curriculum course fees have been added
- The line for the Attendance Service in the budget is significantly due to the uncertainty of the Attendance Service when the 2025 budget was set.

The Business Manager presented the annual report analysis. It was noted that the audit will not meet its sign-off deadline. This is due to the resignation of the Auditor, which has necessitated existing staff to finalize the remaining stages of the audit.

Note: The 31 March deadline to have accounts into the Auditor was met.

Kindo was introduced and discussed with the Board as the preferred school payment option.



#### DRAFT 2025 Annual Report

**RESOLUTION:** That the board accepts the DRAFT 2025 Annual Report as presented.

**Decision Date:** 29 May 2025  
**Mover:** James Patea

**Seconded:** Dave Guruge  
**Outcome:** Approved



#### **Subcommittee: Annual Accounts**

RESOLUTION: The Board delegates authority to the Tumuaki and Presiding Member to sign the finalised 2024 Annual Accounts on its behalf.

**Decision Date:** 29 May 2025  
**Mover:** Mariana Tapsell  
**Seconded:** James Patea  
**Outcome:** Approved



#### **Kindo**

RESOLUTION: That the board supports and approves the implementation of Kindo as the preferred schools payment option.

**Decision Date:** 29 May 2025  
**Mover:** Mariana Tapsell  
**Seconded:** Carolyn Nemeth  
**Outcome:** Approved



#### **May Management Report**

RESOLUTION: That the Board accepts the May Management Report as presented.

**Decision Date:** 29 May 2025

## **4.2 Property Report**

The Property Report is taken as read by the Board.

The Business Manager reported the drainage closing documents have been received and require the Tumuaki's signature. This will determine the amount of money to be transferred into the new 10YPP.



#### **May Property Report**

RESOLUTION: That the Board accepts the May Property Report as presented

**Decision Date:** 29 May 2025  
**Mover:** Dave Guruge  
**Seconded:** Anne Young  
**Outcome:** Approved

## **4.3 Health & Safety Report**

The Health & Safety report taken as read by the Board.

- A discussion was undertaken amongst the Board on the issues in Pūwhenua that staff and students have raised
- The Acting Tumuaki emphasised that the move into Pūwhenua and the change of teaching style required is a challenging adjustment that requires time for adaptation. The Board was reassured that communication channels are open regarding these issues and that they are actively being addressed. Professional development is being provided to support teaching in an open learning environment.



## May H&S Report

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

**Decision Date:** 29 May 2025  
**Mover:** Renay Jones  
**Seconders:** Karen Aspey  
**Outcome:** Approved

## 5. Administration

### 5.1 Any Other Business



#### Enrolment Scheme

RESOLUTION: That the Board hereby accepts the proposed amendments to the school's Enrolment Scheme, specifically the reduction of out-of-zone (OOZ) enrolments from 50 to 35 students per year, effective for the 2025 academic year and all subsequent years

**Decision Date:** 29 May 2025  
**Mover:** Dave Guruge  
**Seconders:** Anne Young  
**Outcome:** Approved

Due to a conflict of interest James Patea and Brooke Barnett left the meeting at 7.02 for the Sports Funding decision, returned to the meeting at 7.07pm



#### Grassroots Trust Funding Application

RESOLUTION: That the Board approves the funding request for Grassroots Trust for \$6100.00 for our Premier Basketball team New Zealand Secondary School Championships from Sunday 21 September to Sunday 28 September 2025 in Palmerston North and for our Underwater Hockey team to attend Nationals in Wellington

**Decision Date:** 29 May 2025  
**Mover:** Karen Aspey  
**Seconders:** Anne Young  
**Outcome:** Approved



#### Rano Community Trust Funding Application

RESOLUTION: That the Board approves the funding request to **Rano Community Trust for \$16950.00** for our 1st XI and 2nd XI Hockey teams to attend the National tournament and a set of Hockey Goalie gear and 2 sets of new sports playing uniforms..

**Decision Date:** 29 May 2025  
**Mover:** Anne Young  
**Seconders:** Karen Aspey  
**Outcome:** Approved



#### One Foundation Funding Application

RESOLUTION: That the Board approves the funding application to **One Foundation for \$9450.00** for our Netball team to go to Upper North Island Netball Championships

**Decision Date:** 29 May 2025

**Mover:** Dave Guruge  
**Seconded:** Anne Young  
**Outcome:** Approved



### MOE Enrolment Scheme Review

RESOLUTION: The board delegates authority to the Tumuaki complete the attached Appendix 1 - Review of Enrolment Scheme – School Assessment

**Decision Date:** 29 May 2025  
**Mover:** Anne Young  
**Seconded:** Dave Guruge  
**Outcome:** Approved



### Appointment of Delegate to the NZSBA AGM

RESOLUTION: That the board duly elected Dave Guruge be the official delegate of Tauranga College School Board to attend and represent the Board at the New Zealand School Trustees Association (NZSBA) Annual General Meeting, including but not limited to, speaking on behalf of the Board and casting votes on all matters brought before the meeting.

**Decision Date:** 29 May 2025  
**Mover:** Mariana Tapsell  
**Seconded:** Carolyn Nemeth  
**Outcome:** Approved



### NZSBA Conference in Christchurch

Board Secretary to check with Tristan if he is keen to attend the NZSBA Conference in Christchurch

Mariana & JCE to look at costs for sending two student reps to conference.

**Due Date:** 3 Jun 2025  
**Owners:** Julie Cole, Mariana Tapsell

## 5.2 Confirm Minutes

**TGC MARCH School Board Meeting 27 Mar 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 <b>Status:</b> On Hold	Tara Kanji
29 May 2025	Sports Elevation Funding <b>Status:</b> In Progress	Louise Berney

## 5.4 Correspondence Inwards/Outwards



### Correspondence

RESOLUTION: That the board accepts the 27 March to 29 May 2025 board correspondence.

**Decision Date:** 29 May 2025  
**Mover:** Mariana Tapsell  
**Seconded:** Karen Aspey  
**Outcome:** Approved

## 6. Meeting Close

### 6.1 Presiding Member closes meeting and moves to PEB School Board Meeting

**Next meeting:** TGC JUNE School Board Meeting - 26 Jun 2025, 5:30 pm

#### New Actions raised in this meeting

Item	Action Title	Owner(s)
2.1	Attendance 5 Year Strategic Plan <b>Due Date:</b> 26 Jun 2025	Tara Kanji
2.1	Tracking of Attendance <b>Due Date:</b> 26 Jun 2025	Tara Kanji
5.1	NZSBA Conference in Christchurch <b>Due Date:</b> 3 Jun 2025	Julie Cole, Mariana Tapsell



Mariana Tapsell  
8 Jul 2025