

MINUTES (in Review)

TGC MAY SCHOOL BOARD MEETING



Name:	Tauranga Girls' College
Date:	Thursday, 29 May 2025
Time:	5:30 pm to 7:31 pm (NZST)
Location:	Tauranga Girls' College Board Room, 930 Cameron Road, Gate Pa, Tauranga, New Zealand
Board Members:	Mariana Tapsell (Chair), Aiza Mustasam, James Patea, Anne Young, Brooke Barnett, Carolyn Nemeth, Dave Guruge, Karen Aspey, Renay Jones, Alice Cade
Attendees:	Julie Cole, Louise Berney
Apologies:	Tristan Hewett, Tara Kanji
Guests/Notes:	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
Seconder: 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 Tumuaiki | Principals Report

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

- Assurance given by the Tumuaiki 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 Tumuaiki felt the success was due to the timing of holding them prior to reports coming out.

The Acting Tumuaiki 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 Tumuaiki Report

RESOLUTION: The Board accepts the 29 May 2025 Tumuaiki report to the Board

Decision Date: 29 May 2025
Mover: Mariana Tapsell
Seconders: 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
Seconders: 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
Seconders: 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
Seconders: 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
Seconders: 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
Seconded: 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
Seconded: 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 to **Grassroots Trust for \$6100.00** for our Premier Basketball team New Zealand Secondary School Championships.

Decision Date: 29 May 2025
Mover: Karen Aspey
Seconded: 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 team 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
Seconded: 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
Seconder: Dave Guruge
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 Status: On Hold	Tara Kanji
29 May 2025	Sports Elevation Funding Status: 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
Seconder: 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 Due Date: 26 Jun 2025	Tara Kanji
2.1	Tracking of Attendance Due Date: 26 Jun 2025	Tara Kanji

Item	Action Title	Owner(s)
5.1	NZSBA Conference in Christchurch Due Date: 3 Jun 2025	Julie Cole, Mariana Tapsell

Signature:_____

Date:_____