

CONFIRMED MINUTES

SEPTEMBER TGC BOARD OF TRUSTEES MEETING



At the **OCTOBER TGC Board of Trustees Meeting** on **31 Oct 2024** these minutes were confirmed as presented.

Name:	Tauranga Girls' College
Date:	Thursday, 3 October 2024
Time:	5:30 pm to 6:55 pm (NZDT)
Location:	Tauranga Girls' College Board Room, 930 Cameron Road, Gate Pa, Tauranga, New Zealand
Board Members:	Anne Young, Tristan Hewett, Mariana Tapsell (Chair), Carolyn Nemeth, Dave Guruge, Tara Kanji, Aiza Mustasam
Attendees:	Julie Cole, Maria Palmer
Apologies:	Kylie Valentine, Karen Aspey, James Patea
Guests/Notes:	Anjali Pillay is invited by the Board in support of the new Student Representative who took office today.

1. Meeting Open

1.1 Presiding Member welcome and karakia

Board meeting opened at: 5.31pm

New Board Student Rep Azia Mustasam was introduced to the Board.



Agenda change

RESOLUTION: That the board agrees to move the section Monitoring Reports of finance and property up to the start of the agenda.

Decision Date: 3 Oct 2024
Mover: Mariana Tapsell
Seconder: Carolyn Nemeth
Outcome: Approved

1.2 Speaking Rights



Speaking Rights - Anjali Pillay

RESOLUTION: That the Board grants Anjali Pillay speaking rights for this meeting as support for the new Student Rep who has taken office.

Decision Date: 3 Oct 2024
Mover: Mariana Tapsell
Seconder: Dave Guruge
Outcome: Approved

1.3 Declaration of any Conflict of Interest

No Conflicts of Interest (COI) were noted by the board members on the agenda of this meeting.

2. Monitoring Reports

2.1 Finance Report

Business Manager gave the Board an overview and explanation of the new format of the Finance Reports.



Financial Management Reports - July & August

RESOLUTION: That the Board moves to accept the July and August Financial Management reports to the Board

Decision Date: 3 Oct 2024
Mover: Tristan Hewett
Seconder: Tara Kanji
Outcome: Approved



Management Reports Format

RESOLUTION: That going forward the Board would like the pages titled "all detail" to be removed, along with a reduction in the number of graphs presented, and to be what the Finance Chair and Business Manager decide are the most appropriate graphs for the monthly report.

Decision Date: 3 Oct 2024
Mover: Anne Young
Seconder: Dave Guruge
Outcome: Approved



Variance Explanations

RESOLUTION: That the materiality threshold for Variance Explanations be set at greater than 10% which means variances will need to be explained in the Finance Report.

Decision Date: 3 Oct 2024
Mover: Maria Palmer
Seconder: Anne Young
Outcome: Approved



Management Reports Graphs

The Finance Chair and Business Manager to decide what graphs are going to be part of the Finance Management reports going forward

Due Date: 31 Oct 2024
Owner: Tristan Hewett

2.2 Property Report

The Business Manager gave the Board an overview of the Property report.

- Highlighting to the Board that we will have to go Government Electronic Tendering Service (GETS) for the pool liner and that if there is an overrun of budget with the pool liner then the Board will need to fund any shortfall for the other projects.

- Tumuaki recommended the alarm upgrade be moved to the last priority as we currently already have a working alarm system but our pool is not usable and is a key curriculum subject.
- The board discussed the updated additional costing for the drainage project that has now been reduced down to \$13K from Carling Architecture.



10YPP Approval

RESOLUTION: That the Board accepts the 10 Year Property Plan for 2024/2025 and acknowledges that prioritising the pool liner project could mean any over runs in the other planned projects in that year would need to be funded by the board.

With the following priority of projects:

- 1 Pool liner
- 2 Guttering
- 3 Roofing
- 4 Alarm upgrade

Decision Date: 3 Oct 2024
Mover: Mariana Tapsell
Seconder: Tristan Hewett
Outcome: Approved



Drainage Project Variance

RESOLUTION: That the Board approves the \$13,699.55 variance to budget for the Drainage Project (Phil Carling).

Decision Date: 3 Oct 2024
Mover: Maria Palmer
Seconder: Dave Guruge
Outcome: Approved



Drainage Project - Additional Project Costing

RESOLUTION: That the Board approves the request from Carling Architecture for \$13k of unallocated funds to complete the drainage project be released.

Decision Date: 3 Oct 2024
Mover: Maria Palmer
Seconder: Tristan Hewett
Outcome: Approved



September Property Report

RESOLUTION: That the Board moves to accept the September Property Report to the Board

Decision Date: 3 Oct 2024
Mover: Mariana Tapsell
Seconder: Tristan Hewett
Outcome: Approved

2.3 Health & Safety Reports

The Tumuaki highlighted to the Board the proposed change that may occur with the Omokoroa buses that will affect our students who use the bus to travel to and from school.



September H&S Report

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

Decision Date: 3 Oct 2024
Mover: Mariana Tapsell
Seconder: Dave Guruge
Outcome: Approved

3. Curriculum and Assessment

3.1 Curriculum and Assessment Assurance



TGC's curriculum and assessment progress Questions

The Board Secretary is to compile any questions from the Board on the report provided on TGC's curriculum and assessment progress. Emma Talbot and Glenda Rowlands are to be invited to the 31 October meeting if there are questions to be answered.

Due Date: 26 Oct 2024
Owner: Julie Cole

4. Strategic Focus

4.1 Tumuaki | Principals Report

The Tumuaki takes the report as read;

- Encourage the Board to give feedback on the Curriculum update as it is a changing space.
- Updated the Board on discussions that have taken place with the MoE on the removal of N Block. The Board acknowledged the amount of work the Tumuaki is undertaking to try and keep N Block.



Principal's professional well-being fund

RESOLUTION: That the board approves the carryover of the Principal's professional well-being fund balance to 2025 as a separate budget line

Decision Date: 3 Oct 2024
Mover: Tara Kanji
Seconder: Tristan Hewett
Outcome: Approved



J Block Pou

RESOLUTION: That the Board approves allocating \$60-70k in the 2025 budget, for pou to be designed, made, and installed outside J Block.

Decision Date: 3 Oct 2024
Mover: Tara Kanji
Seconder: Anne Young
Outcome: Approved



Acting Principal Delegation

RESOLUTION: That the Board delegates to the Principal the authority to appoint an Acting Principal, subject to consultation with the Presiding Member for Term 4 of 2024.

Decision Date: 3 Oct 2024
Mover: Tara Kanji
Seconder: Dave Guruge
Outcome: Approved



September Tumuaki | Principals Report

RESOLUTION: That the Board accepts the Tumuaki | Principals September report to the Board.

Decision Date: 3 Oct 2024
Mover: Carolyn Nemeth
Seconder: Dave Guruge
Outcome: Approved

4.2 Board Governance Discussion



Term 3 - Principal Assurances

RESOLUTION: That the Board accepts the Principal's assurances for Term 3 on the following:

- Student Attendance
- Reporting to Parents on Student Progress and Achievement
- Searches, Surrender, and Retention of Property.
- Minimising Physical Restraint
- Stand-down, Suspension, and Exclusion
- School Records Retention and Disposal

Decision Date: 3 Oct 2024



Board Assurance

For Board assurance from Term 3

- Searches, Surrender, and Retention of Property.

Principal to report in Nov regarding whether we hold written records of any items removed and held or our compliance with the Public records Act 2005)

Due Date: 31 Oct 2024
Owner: Tara Kanji

5. Administration

5.1 Any Other Business

The Presiding Member thanked the outgoing Student Rep Anjali Pillay and acknowledged her commitment to the Board.



TTNG 2021 Funding Agreement Extension

RESOLUTION: The the Board acknowledges the 2021 Funding Agreement Extension - Directly Resourced School Transport Assistance

Decision Date: 3 Oct 2024
Mover: Tara Kanji
Seconder: Dave Guruge
Outcome: Approved



Co Opted Student Rep

RESOLUTION: That the Board Co Opts Brooke Barnett as the second student rep to the Board with speaking rights but no voting rights.

Decision Date: 3 Oct 2024
Mover: Mariana Tapsell
Seconder: Anne Young
Outcome: Approved



Four Winds Grant Application

RESOLUTION: That the board approves the Four Winds Foundation Grant Application for \$5000.00 for Junior Tournament week.

Decision Date: 3 Oct 2024
Mover: Dave Guruge
Seconder: Mariana Tapsell
Outcome: Approved



Elevation of Sports

The Board requests the Tumuaki to invite the Director of Sports to the October meeting. The Sports Director is to provide prior to the meeting costings and priorities to her recommendation list.

Due Date: 31 Oct 2024
Owner: Tara Kanji

5.2 Confirm Minutes

AUGUST TGC Board of Trustees Meeting 22 Aug 2024, the minutes were confirmed as presented.

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

Due Date	Action Title	Owner
26 Sept 2024	Woods Agency Quote Status: On Hold	Tara Kanji
26 Sept 2024	Explore retention of staff Status: Not Started	Tristan Hewett

5.4 Correspondence Inwards/Outwards



Correspondence Inwards/Outwards

RESOLUTION: That the Board approves and accepts the correspondence from 2July to 26 September 2024.

Decision Date: 3 Oct 2024
Mover: Mariana Tapsell
Seconder: Anne Young
Outcome: Approved

6. Meeting Close

6.1 Presiding Member closes meeting and moves to PEB BOT Meeting

Next meeting: SEPTEMBER TGC PEB Board of Trustees Meeting - 3 Oct 2024, 6:55 pm

New Actions raised in this meeting

Item	Action Title	Owner
2.1	Management Reports Graphs Due Date: 31 Oct 2024	Tristan Hewett
3.1	TGC's curriculum and assessment progress Questions Due Date: 26 Oct 2024	Julie Cole
4.2	Board Assurance Due Date: 31 Oct 2024	Tara Kanji
5.1	Elevation of Sports Due Date: 31 Oct 2024	Tara Kanji



Mariana Tapsell
3 Nov 2024