

CONFIRMED MINUTES

TGC OCTOBER SCHOOL BOARD MEETING



At the **TGC NOVEMBER School Board Meeting** on **27 Nov 2025** these minutes were confirmed as presented.

Name:	Tauranga Girls' College
Date:	Thursday, 30 October 2025
Time:	5:45 pm to 7:08 pm (NZDT)
Location:	Tauranga Girls' College Board Room, 930 Cameron Road, Gate Pa, Tauranga, New Zealand
Board Members:	Mariana Tapsell, Anne Young, Dave Guruge, James Patea, Tristan Hewett, Tara Kanji, Melanie Webb, Pearl Vahey Bourne
Attendees:	Julie Cole
Apologies:	Pritika Nand
Guests/Notes:	Yvonne Handley - Acting Business Manager

1. Meeting Open

1.1 Welcome and karakia

The Board Meeting opened at: 5.49pm

1.2 Declaration of any Conflict of Interest

No Conflicts of Interest were registered by the Board members for the agenda for this meeting.

2. Election of Presiding Member

2.1 Presiding Member Vote

Election of Presiding Member

2.1 Appointment of Tumuaki as Presider The Tumuaki temporarily assumed the chair solely for the purpose of receiving nominations for the Presiding Member role and Deputy Presiding Member

2.2. Call for Nominations for Presiding Member The Tumuaki formally called for nominations from the Board for the role of **Presiding Member** for the ensuing term.

Presiding Member Nominee	Proposer	Seconder
Mariana Tapsell	Dave Guruge	James Patea
Deputy Presiding Member Nominee	Proposer	Seconder

Tristan Hewett	Anne Young	Dave Guruge
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Election of Presiding Member

RESOLUTION: That the Board formally resolve the election of:

Mariana Tapsell as the Presiding Member of the Board, effective immediately until the February 2027 Board Meeting.

Tristan Hewett as the Deputy Presiding Member of the Board, effective immediately until the February 2027 Board Meeting.

Decision Date: 30 Oct 2025
Mover: Dave Guruge
Seconder: James Patea
Outcome: Approved

2.2 Sub Committees

Committee Structure Review and Confirmation

The Board reviewed the proposed changes to the committee structure, including the core membership for Finance, the integration of Property/Policies/H&S oversight, and the requirements for the SBM Committee.

2.2.1. Finance Committee Composition The Board confirmed the three-person core membership for the Finance Committee and nominated the third member.

2.2.2 Policies, Property, and Health & Safety Oversight The Board confirmed comfort with integrating these key areas into full board oversight rather than relying on subcommittees

2.2.3 Student Behaviour Management (SBM) Committee The Board confirmed the required attendance for all Board Member to be available for this operational committee



Finance Subcommittee

RESOLUTION: That the Board adopts the revised minimum composition of the Finance Committee, comprising the Finance Chair, Tumuaki, and one (1) additional Board Member, and further appoints **Pearl Vahey Bourne** as the additional Board Member.

Decision Date: 30 Oct 2025
Mover: Mariana Tapsell
Seconder: Dave Guruge
Outcome: Approved



Policies, Property, and Health & Safety Subcommittees

RESOLUTION: That the Board agrees to disband permanent subcommittees for Policies, Property, and Health & Safety, and instead integrates oversight for these critical areas as a standing requirement for all Board Members during regular or dedicated board meetings.

Decision Date: 30 Oct 2025
Mover: Anne Young
Seconder: Dave Guruge
Outcome: Approved



Student Behaviour Management Subcommittee

RESOLUTION: That the Board confirms the continued structure of the Student Behaviour Management (SBM) Committee and mandates a minimum attendance requirement of three (3) Board Members for all necessary meetings.

Decision Date: 30 Oct 2025
Mover: Mariana Tapsell
Seconder: Tara Kanji
Outcome: Approved

2.3 Board Code of Conduct

The Presiding Member, introduced this item to fulfill the legal and ethical requirement for all Board members to formally review, commit to, and sign the official **Code of Conduct** for their term of office. This ensures that all members understand and agree to adhere to the standards of behaviour, ethics, and fiduciary duty required in their governance role. The Board noted that signing the Code of Conduct at the beginning of the term (and its annual renewal) is a key compliance requirement.

Decision: The Board confirmed that all members have reviewed and will sign the Code of Conduct.



Code of Conduct

RESOLUTION: That the Board formally confirms that all current members have reviewed and signed the official Code of Conduct for the current term, fulfilling the foundational compliance requirement for adherence to expected governance standards.

Decision Date: 30 Oct 2025
Mover: Mariana Tapsell
Seconder: James Patea
Outcome: Approved

2.4 Co opt of 2nd Student Representative

The Presiding Member, presented this item to the Board. The purpose was to consider and formally resolve the co-option of a second student representative to the Board for the current term to broaden student voice representation.

Recommendation: The Board discussed the benefits of co-opting an additional student representative to enhance student input into governance processes.



Co-option of Second Student Representative

RESOLUTION: That the Board resolves to:

1. Approve the co-option of **Jemma Miri** as the second Student Representative to the Board, effective immediately, until the September meeting in 2026.
2. Confirm that the newly co-opted representative has the same rights and responsibilities as the elected student representative, as defined in the Board's governing policies.

Decision Date: 30 Oct 2025
Mover: Mariana Tapsell
Seconder: Tristan Hewett
Outcome: Approved



Co opted 2nd Student Rep

Board Secretary to contact Jemma Miri to advise she has been Co Opted.

Due Date: 31 Oct 2025
Owner: Julie Cole

2.5 Speaking Rights

The Tumuaki, tabled a request to formally grant speaking rights to the **Business Manager role**. The purpose of this request is to ensure the Board receives timely and comprehensive financial and operational reporting directly from the relevant office holder, enhancing governance oversight. It was clarified that these rights are attached to the *role*, not the individual currently holding the position.



Speaking Rights for Business Manager Role

RESOLUTION: That the Board formally grants speaking rights to the **Business Manager role** to attend Board meetings in a non-voting capacity, effective immediately, for the purpose of presenting financial and operational reports and responding to Board queries.

Decision Date: 30 Oct 2025
Mover: Tara Kanji
Seconder: James Patea
Outcome: Approved

3. Strategic Focus

3.1 Board Governance

Policy Review and Approval The Board reviewed the following key policies and procedures as part of its governance oversight cycle: **Bullying and Harassment, Behaviour Management, and Minimising Physical Restraint**.

Decision: The Board confirmed it was comfortable with the content across all three documents.



Term 4 Policy & Procedure Review

RESOLUTION: The Board approves the reviewed Bullying and Harassment Policy, Behaviour Management Policy, and Minimising Physical Restraint Procedure.

Decision Date: 30 Oct 2025
Mover: Mariana Tapsell
Seconder: Tristan Hewett
Outcome: Approved

3.2 Tumuaki | Principals Report

The Tumuaki report is taken as read.

- The Tumuaki presented the status of the Principals' Wellbeing Fund and requested approval to carry the remaining balance forward to support professional development attendance in 2026.
- International Travel Standard The Tumuaki sought approval for the standard of travel for international student recruitment and marketing purposes, citing the need for efficiency and rest during demanding trips.
- The Tumuaki confirmed that the following Term Four Board Assurances are given: Opening & Closing the school, Managing Income and Expenditure, School Donations and Student Activity Payments, Gifts, School Swimming Pool, and Daily School Bus.
- The Tumuaki advised the Board that the assurance relating to Public Records Act 2005 and Protected Disclosure is still pending.

- The Board noted that the Term Four Policy Reviews are scheduled to be presented at the 27 November 2025 Board meeting.

The Tumuaki highlighted to the Board the following:

Academic Progress & Equity

- A significant amount of work is currently being undertaken to track NCEA student progress and implement equity strategies aimed at closing the achievement gap.

Operational Updates

- The Tumuaki provided an update on the Flexible Staffing Fund.
- An update was provided regarding Year 9 enrolments for 2026.

External Review (ERO)

- The Tumuaki was notified that the Education Review Office (ERO) is scheduled to conduct its review during Term 1, 2026. Specific dates are yet to be confirmed.



Principals Wellbeing Fund

RESOLUTION: That the Board approves the balance of the Principals' Wellbeing Fund, totalling **\$4,750.00**, to be carried into the 2026 financial year for the purpose of supporting attendance at the ULead Conference.

Decision Date: 30 Oct 2025
Mover: Tristan Hewett
Seconder: Anne Young
Outcome: Approved



Tumuaki International Travel Standard

RESOLUTION: That the Board approves the Tumuaki to travel **Business Class** when undertaking international student recruitment and marketing activities, effective immediately.

Decision Date: 30 Oct 2025
Mover: Tristan Hewett
Seconder: Anne Young
Outcome: Approved



30 October Tumuaki Report

RESOLUTION: The Board accepts the 30 October 2025 Tumuaki report to the Board.

Decision Date: 30 Oct 2025
Mover: Tristan Hewett
Seconder: Melanie Webb
Outcome: Approved

4. Monitoring Reports

4.1 Management Report

The Management Report is taken as read:

Highlighted to the board:

Staffing & Audit

- Maxine Bird and Yvonne Handley are jointly working in the Business Manager role in an Acting capacity.
- A key focus is ensuring the necessary documentation is prepared to provide assurance to the auditors by May 2026.

Financial Performance

- Year-to-Date (YTD), all anticipated funding has been received; however, related expenses are still due to be processed.
- Current expenditure remains in line with the budget.

2026 Budgets

- To allow for an increase in working capital, the Board should exercise caution and adopt a conservative approach when setting the 2026 budget.

N Block Classrooms Purchase

- Three N Block classrooms have been successfully purchased.
- The purchase of the fourth N Block classroom is planned for April 2027.
- Crucially, there are no lease or cost implications associated with this fourth classroom until the purchase date in April 2027.



30 October Management Report

RESOLUTION: That the Board accepts the 30 October 2025 Management Report as presented.

Decision Date: 30 Oct 2025
Mover: Mariana Tapsell
Seconder: Tristan Hewett
Outcome: Approved

4.2 Property Report



30 October Property Report

That the Board accepts the 28 August 2025 Property Report as presented.

Decision Date: 30 Oct 2025
Mover: James Patea
Seconder: Mariana Tapsell
Outcome: Approved

The 30 October 2025 report is taken as read.

4.3 Health & Safety Report

30 October Health & Safety Report taken as read:

Tumuaki Highlighted to the Board:

Staff Wellbeing

- The Tumuaki brought to the Board's attention the significant stress being experienced by staff due to the tight timeframes associated with mandatory curriculum changes.

Incident Response

- The Board was advised that H&S education is now in place for students, delivered in collaboration with the Tauranga City Council (TCC), following the recent road incident.



Board Funded Morning Tea for Staff

Resolution: That the Board approves funding for a staff wellbeing morning tea or lunch for all staff on the Teacher Only Day, scheduled for 14 November 2025.

Decision Date: 30 Oct 2025
Mover: Mariana Tapsell
Seconder: Tristan Hewett
Outcome: Approved



Board to cater for Staff on Teacher only Day.

Board Secretary to arrange morning tea or lunch on Teacher only day on 14 November 2025.

Due Date: 14 Nov 2025
Owner: Julie Cole



30 October H&S Report

RESOLUTION: That the Board accepts the 30 October 2025 Health & Safety Report as presented.

Decision Date: 30 Oct 2025
Mover: Mariana Tapsell
Seconder: Anne Young
Outcome: Approved

5. Administration

5.1 Any Other Business

Tumuaki updated the Board on current situation with the Ōmokoroa buses.



Lions Foundation Grant Application

RESOLUTION: That the Board formally approves grant application summer tournament in 2026 to the Lions Foundation for \$25,0000 and authorises the Tumuaki to execute the necessary documentation and allocate the funds specifically to for travel (flights & vans) and accommodation support for Rowing to attend Maadi Cup in Twizel and Volleyball to attend NZSS Volleyball tournament in Palmerston North from 22 March to 28 March 2026.

Decision Date: 30 Oct 2025
Mover: Dave Guruge
Seconder: Anne Young
Outcome: Approved

5.2 Confirm Minutes

TGC AUGUST School Board Meeting 28 Aug 2025, the minutes were confirmed as presented.



28 August 2025 Board Minutes

RESOLUTION: That the Board approves the minutes of the meeting held on **28 August 2025** as a true and accurate record.

Decision Date: 30 Oct 2025

Mover: Tristan Hewett
Seconder: Anne Young
Outcome: Approved

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

5.4 Correspondence Inwards/Outwards



28 August to 30 October Board Correspondence

RESOLUTION: That the board accepts the Correspondence from 28 August to 30 October 2025 as presented.

Decision Date: 30 Oct 2025

6. Meeting Close

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

Next meeting: TGC NOVEMBER School Board Meeting - 27 Nov 2025, 5:30 pm

Mariana Tapsell
4 Dec 2025