

CONFIRMED MINUTES

TGC JULY SCHOOL BOARD MEETING



At the **TGC AUGUST School Board Meeting** on **28 Aug 2025** these minutes were confirmed as presented.

Name:	Tauranga Girls' College
Date:	Thursday, 31 July 2025
Time:	5:30 pm to 7:22 pm (NZST)
Location:	Tauranga Girls' College Board Room, 930 Cameron Road, Gate Pa, Tauranga, New Zealand
Board Members:	Mariana Tapsell (Chair), Aiza Mustasam, Anne Young, Brooke Barnett, Carolyn Nemeth, Dave Guruge, James Patea, Karen Aspey, Tara Kanji, Tristan Hewett
Attendees:	Julie Cole, Louise Berney

1. Meeting Open

1.1 Presiding Member welcome and karakia

The Board meeting opened at: 5.38pm

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. Strategic Focus

2.1 Board Governance



Polices & Procedures

RESOLUTION: That the Board reviewed the following polices as presented:

- Child Protection
- Abuse Recognition and Reporting
- Safety Checking

Decision Date: 31 Jul 2025
Mover: Mariana Tapsell
Outcome: Approved

2.2 Tumuaki | Principals Report

Tumuaki report taken as read.

The Principal, Tumauaki, provided the following updates to the Board:

- **Attendance Tracking:** Tumuaki noted that the current attendance report is difficult to follow. A new approach will be implemented to align the report with the Ministry of Education's reporting format, and the wording in the Tumuaki | Principal's report will be updated to reflect this change.
- **NCEA Progress:** The Board was briefed on the new NCEA tracking system being used this year. Tumuaki reported that tracking is particularly strong in Year 11, which is a positive turnaround following last year's results. They noted that the national NCEA data is being impacted by the CAA results, but expressed confidence in the school's current strategy. A summary of NCEA tracking will continue to be provided to the Board.
- **Board Assurances:** The Board will receive assurances at the next scheduled meeting.
- **Strategic Plan:** Dr. Gabrielle Wall will submit a draft of the new Strategic Plan to the Board for review before the next meeting.



Strategic Plan - extension of next meeting

RESOLUTION: That the board agrees to extend the 28 August 2025 board meeting to allow Dr Gabrielle Wall to present high level overview of the new Strategic Plan.

Decision Date: 31 Jul 2025
Mover: James Patea
Seconder: Anne Young
Outcome: Approved



31 July Tumuaki Report

RESOLUTION: The Board accepts the 31 July 2025 Tumuaki report to the Board.

Decision Date: 31 Jul 2025
Mover: Tristan Hewett
Seconder: Dave Guruge
Outcome: Approved

3. Monitoring Reports

3.1 Management Report

30 June 2025 Management Report taken as read.

The Finance Chair highlighted to the board:

- The Board sought reassurance from the Tumuaki that the current level of funding allocated for Board projects is still appropriate. The Finance Chair expressed confidence in the current projects underway. The Board requested that a new report on Board-funded projects be included in future Board Packs to ensure transparency and easy tracking.

The Tumuaki highlighted to the board:

- The Tumuaki informed the Board about the impact of the Kāhui Ako roles coming to an end. The school will need to absorb the teaching hours of these Kāhui Ako teachers, which could affect the positions of current fixed-term staff.
- The Tumuaki also raised a potential risk regarding the N Block purchase. The school has been informed that it must now undergo a consent process with Tauranga City Council (TCC) to classify these buildings as permanent classrooms. While this presents a potential for additional costs, Modcom has agreed to facilitate this process with TCC at no charge to the school.



Board Funded Projects

To create a new report on Board-funded projects which will be included in future Board Packs to ensure transparency and easy tracking.

Due Date: 28 Aug 2025
Owner: Louise Berney



30 June 2025 Management Report

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

Decision Date: 31 Jul 2025
Mover: Dave Guruge
Seconders: Tara Kanji
Outcome: Approved

3.2 Property Report

Property Report taken as read:

Business Manager highlighted to the board:

- **5-Year Agreement (5YA):** The new 5YA has been received, with a key change that the school is now only able to carry over 50% of unspent funding.
- **New 5YA Projects:** Projects to be initiated under the new 5YA include the G Block roof, a new fire system, and the pool liner.
- **Fire System Project:** Recommended a subcommittee consisting of the Board's Property representative and the Tumauaki be formed to oversee the fire system project, which is valued at \$400,000



10YPP Plan

RESOLUTION: That the Board approves the 10YPP.

Decision Date: 31 Jul 2025
Mover: James Patea
Seconders: Dave Guruge
Outcome: Approved



5YA Property Subcommittee

RESOLUTION: That the Board appoints a committee consisting of the Tumauaki (Tara Kanji), Presiding Member (Mariana Tapsell) and Dave Guruge to oversee the 5YA fire system project, which is valued at \$400,000

Decision Date: 31 Jul 2025
Mover: Tara Kanji
Seconders: Anne Young
Outcome: Approved



31 July 2025 Property Report

RESOLUTION: That the Board accepts the 31 July 2025 Property Report as presented.

Decision Date: 31 Jul 2025
Mover: Karen Aspey
Seconders: Anne Young

Outcome: Approved

3.3 Health & Safety Report

H&S Report taken as read;

Tumuaki highlighted:

- Potential industrial action as negotiations on the STC have broken down.
- Ongoing discussions around the future of NCEA Level 1 is causing some anxiety.



31 July 2025 H&S Report

RESOLUTION: That the Board accepts the 31 July 2025 Health & Safety Report as presented.

Decision Date: 31 Jul 2025
Mover: Anne Young
Seconders: Brooke Barnett
Outcome: Approved

4. Administration

4.1 Any Other Business

- The enrolment form is confusing as it refers to the applicant and the student - needs to be one or the other the whole way through the document.
- Change BOT wording to School Board, as it is not BOT any longer, it's the Tauranga Girls' College School Board.
- Need to add a statement on attendance requirement and phone-free
- Need to add a requirement to keep your contact details up to date.
- Karen Aspey advised that she will not be standing again for the Board but is available to be seconded for Suspension Meetings if unable to secure standing Board Members.
- NZSBA conference in Auckland next year.
- Board Christmas Dinner - Friday 21 November.



Enrolment Information Wording

RESOLUTION: That the Board delegates to the Tumuaki and DP responsible for enrolment to review and update the wording of the enrolment documentation.

Decision Date: 31 Jul 2025
Mover: Mariana Tapsell
Seconders: Carolyn Nemeth
Outcome: Approved

4.2 Confirm Minutes

TGC JUNE School Board Meeting 26 Jun 2025, the minutes were confirmed as presented.

Tristan and Ann

4.3 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
26 Jun 2025	Attendance 5 Year Strategic Plan Status: In Progress	Tara Kanji
26 Jun 2025	Staff retention and turnover Status: In Progress	Mariana Tapsell

4.4 Correspondence Inwards/Outwards



26 June to 31 July Correspondence

RESOLUTION: That the Board accepts the 26 June to 31 July Correspondence

Decision Date: 31 Jul 2025
Mover: Tara Kanji
Seconder: Tristan Hewett
Outcome: Approved

5. Meeting Close

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

Next meeting: TGC PEB JULY School Board Meeting - 31 Jul 2025, 7:30 pm

Mariana Tapsell
31 Aug 2025