

# MINUTES (in Review)

## TGC JULY SCHOOL BOARD MEETING



<b>Name:</b>	Tauranga Girls' College
<b>Date:</b>	Thursday, 31 July 2025
<b>Time:</b>	5:30 pm to 7:22 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, Anne Young, Brooke Barnett, Carolyn Nemeth, Dave Guruge, James Patea, Karen Aspey, Tara Kanji, Tristan Hewett
<b>Attendees:</b>	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, Tumuaki, 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  
**Second:** 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  
**Second:** 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 31 June 2025 Management Report as presented.

**Decision Date:** 31 Jul 2025  
**Mover:** Dave Guruge  
**Seconder:** 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 Tumuaki 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  
**Seconder:** Dave Guruge  
**Outcome:** Approved



### 5YA Property Subcommittee

**RESOLUTION:** That the Board appoints a committee consisting of the Tumuaki (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  
**Seconder:** 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  
**Seconder:** 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  
**Seconder:** 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  
**Seconder:** 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 <b>Status:</b> On Hold	Tara Kanji
29 May 2025	Sports Elevation Funding <b>Status:</b> In Progress	Louise Berney

Due Date	Action Title	Owner(s)
26 Jun 2025	Attendance 5 Year Strategic Plan <b>Status:</b> In Progress	Tara Kanji
26 Jun 2025	Staff retention and turnover <b>Status:</b> 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

**Signature:**\_\_\_\_\_

**Date:**\_\_\_\_\_