

# CONFIRMED MINUTES

## OCTOBER TGC BOARD OF TRUSTEES MEETING



At the **NOVEMBER TGC Board Meeting** on **28 Nov 2024** these minutes were **confirmed as presented**.

<b>Name:</b>	Tauranga Girls' College
<b>Date:</b>	Thursday, 31 October 2024
<b>Time:</b>	5:30 pm to 7:37 pm (NZDT)
<b>Location:</b>	Tauranga Girls' College Board Room, 930 Cameron Road, Gate Pa, Tauranga, New Zealand
<b>Board Members:</b>	Mariana Tapsell (Chair), Karen Aspey, James Patea, Dave Guruge, Tara Kanji, Aiza Mustasam, Brooke Barnett
<b>Attendees:</b>	Julie Cole, Kylie Valentine, Louise Berney
<b>Apologies:</b>	Tristan Hewett, Carolyn Nemeth, Anne Young
<b>Guests/Notes:</b>	Glenda Rowlands, Emma Talbot and Kaye Barnett are invited to present.

### 1. Meeting Open

#### 1.1 Presiding Member welcome and karakia

Board meeting opened at: 5.34pm

The new Co-Opted Student Rep Brooke Barnett and Business Manager Louise Berney were introduced to the Board.

#### 1.2 Declaration of any Conflict of Interest

The board members noted the following Conflicts of Interest (COI) on the agenda of this meeting:

- Kylie Valentine DP with speaking registers a COI with the Principal request for additional funding to employ a DP for a whole year.

### 2. Presentations

#### 2.1 Sports Elevation

Sports Director Kaye Barnett discussed with the Board her elevation of Sports funding request.

The report was taken as read by the Board. The Board asked for clarification about if the costs would be ongoing. It was confirmed that this would be considered permanent and ongoing. The Board undertook a discussion around the proposal and deferred the decision back to the Board Finance Committee once 2025 budgets are finalised.



### Sports elevation

RESOLUTION: That the Board approves in principle the additional funding request with a final decision to be made by the Board Finance Committee once budgets for 2025 are finalised.

**Decision Date:** 31 Oct 2024  
**Mover:** Karen Aspey  
**Seconder:** Dave Guruge  
**Outcome:** Approved



### Sports Elevation Funding

Finance Committee to decide on the elevation of sports funding request once 2025 budgets are finalised.

**Due Date:** 14 Nov 2024  
**Owner:** Louise Berney

## 2.2 Curriculum Pedagogy and Assessment at TGC

For Board assurance DP Glenda Rowland and Senior Leader Emma Talbot presented to the Board an overview of Curriculum Pedagogy and Assessment at TGC.

The Board was assured that the NZ Curriculum and NZQA are the framework for our curriculum delivery.

## 3. Strategic Focus

### 3.1 Tumuaiki | Principals Report

CONFLICT OF INTEREST: Kylie Valentine left the meeting at 6.43pm while the discussion on additional DP funding was undertaken. Returned to the meeting at: 6:48pm

The Tumuaiki | Principals report is taken as read by the Board.

The Tumuaiki highlighted to the Board the following:

- International department marketing trip to China gave a good insight into the market. Built good relationships and hope to secure students from the trip.
- DP Kylie Valentine advised the board on the process that was undertaken to decide to rename J Block to Pūwhenua



### J Block naming

RESOLUTION: That the Board supports and agrees to the renaming of J Block to Pūwhenua.

**Decision Date:** 31 Oct 2024  
**Mover:** Karen Aspey  
**Seconder:** Dave Guruge  
**Outcome:** Approved



### DP funding

RESOLUTION: That the Board approves to fund the additional \$54000 required to employ a DP for a full year whilst DP Kylie Valentine is on 32 weeks study leave

**Decision Date:** 31 Oct 2024  
**Mover:** Dave Guruge  
**Seconder:** James Patea  
**Outcome:** Approved



### October Tumuaki | Principals Report

RESOLUTION: That the Board accepts the Tumuaki | Principals October 31 report to the Board

**Decision Date:** 31 Oct 2024  
**Mover:** Mariana Tapsell  
**Seconder:** James Patea  
**Outcome:** Approved

## 3.2 Board Governance Discussion



### Policy Reviews

RESOLUTION: The the board reviewed and approved the following TGC school docs policies:

- Term 3 - Concerns & Complaints
  - Performance Management
  - Protected Disclosure
- Term 4 - Finance and Asset Management
  - Managing income and expenditure
  - Financial conflicts of interest
  - Asset management and protection

Not approved- The Board deferred approving these policies until advice is sought from NZSBA on the core Board required policies.

**Decision Date:** 31 Oct 2024  
**Outcome:** Not Approved



### Board Policy Review

Presiding member to contact NZSBA for advice on core policies needed for school boards

**Due Date:** 8 Nov 2024  
**Owner:** Mariana Tapsell

## 4. Monitoring Reports

### 4.1 Finance Report

The new acting BM acknowledged the amount of work undertaken by the last BM to produce the new management reports.

The Business Manager highlighted to the Board the following:

1. Final Operations Grant received 1 October
2. Bank balance is healthy
3. Instead of showing a comparison with the current month this year and last year a change to be made so it is year-to-date this year compared with last year.
4. Noted that along with banked staffing, there is also \$500k of teachers' salaries paid through the operations grant



## October Management Report

RESOLUTION: That the Board moves to accept the 30 September Management report to the Board.

**Decision Date:** 31 Oct 2024  
**Mover:** Dave Guruge  
**Seconder:** James Patea  
**Outcome:** Approved

## 4.2 Property Report

The October Property Report taken as read by the Board.

The Business Manager updated the Board on:

- Work will be undertaken with the Property Manager to improve the report to the Board to ensure details are relevant and costs are included
- The drainage project is slow progress but nearing completion
- Changing room and pools project is progressing well and on track
- The pool liner project will not start until the previous 5YA projects are closed

J Block new handover date is 13 December 24. Tumuaki highlighted to the Board that discussions are being undertaken with MoE on the removal of the N & extra K block classes with this new handover date. Currently, MoE has indicated that a decision was made at a site meeting to remove these buildings at the end of February 2025.



## October Property Report

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

**Decision Date:** 31 Oct 2024  
**Mover:** Mariana Tapsell  
**Seconder:** Karen Aspey  
**Outcome:** Approved

## 4.3 Health & Safety Reports



### October H&S Report

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

**Decision Date:** 31 Oct 2024  
**Mover:** James Patea  
**Seconder:** Karen Aspey  
**Outcome:** Approved

## 5. Administration

### 5.1 Any Other Business

CONFLICT OF INTEREST: Brooke Barnett and Kylie Valentine registered a COI with the proposed Sports Trip to Singapore & Malaysia in 2026 and left the meeting at: 7.28pm. Returned at 7: 32pm



#### Singapore & Malaysia Trip 2026

RESOLUTION: That the Board gives the pre-approval for the proposed Sports Trip to Singapore & Malaysia in April 2026.

**Decision Date:** 31 Oct 2024  
**Mover:** Tara Kanji  
**Seconder:** Aiza Mustasam  
**Outcome:** Approved

### 5.2 Confirm Minutes

SEPTEMBER TGC Board of Trustees Meeting 3 Oct 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 <b>Status:</b> On Hold	Tara Kanji
26 Sept 2024	Explore retention of staff <b>Status:</b> Not Started	Tristan Hewett

### 5.4 Correspondence Inwards/Outwards



RESOLUTION: That the Board approves and accepts the correspondenc...

RESOLUTION: That the Board approves and accepts the correspondence from 26 September 2024 to 31 September 2024.

**Decision Date:** 31 Oct 2024  
**Mover:** Mariana Tapsell  
**Seconder:** Dave Guruge  
**Outcome:** Approved

## 6. Meeting Close

### 6.1 Presiding Member closes meeting and moves to PEB BOT Meeting

**Next meeting:** NOVEMBER TGC Board Meeting - 28 Nov 2024, 5:30 pm

New Actions raised in this meeting

Item	Action Title	Owner
2.1	Sports Elevation Funding <b>Due Date:</b> 14 Nov 2024	Louise Berney

Item	Action Title	Owner
3.2	Board Policy Review <b>Due Date:</b> 8 Nov 2024	Mariana Tapsell



Mariana Tapsell  
2 Dec 2024