

CONFIRMED MINUTES

MARCH TGC BOARD OF TRUSTEES MEETING



At the **MAY TGC Board of Trustees Meeting** on **25 May 2023** these minutes were **confirmed as presented**.

Name:	Tauranga Girls' College
Date:	Thursday, 23 March 2023
Time:	5:30 pm to 8:00 pm (NZDT)
Location:	Tauranga Girls' College Board Room, 930 Cameron Road, Gate Pa, Tauranga, New Zealand
Board Members:	Mariana Tapsell (Chair), Ansh Dhot, Fiona McTavish, Joe Bourne, Tara Kanji, Tristan Hewett, Wayne Gribble
Attendees:	Julie Cole, Kylie Valentine, Maxine Bird
Apologies:	Carolyn Nemeth

1. Presiding Member Welcome and Karakia

1.1 Present

1.2 Apologies

Carolyn Nemeth

1.3 Declaration of any Conflict of Interest

No conflict of interests registered.

2. Administration

2.1 Confirm Minutes

TGC Board of Trustees Meeting 23 Feb 2023, the minutes were confirmed as presented.

2.2 Matters Arising (from previous minutes/actions)



Matters Arising

No matters arising from previous minutes

Decision Date: 23 Mar 2023

Mover: Mariana Tapsell

Seconder: Tristan Hewett

Outcome: Approved

2.3 Correspondence Inwards/Outwards

Board acknowledges the letter received from Te Mahau regarding Emergency Closure of School due to a major weather incident (Cyclone Gabrielle).

School closed on 13 and 14 February 2023 under Schedule 21, Section 41 of the Education and Training Act 2000



Correspondence

That the correspondence be accepted.

Decision Date: 23 Mar 2023

Mover: Ansh Dhot

Seconder: Joe Bourne

Outcome: Approved

3. Strategic Focus

3.1 Tumuaki | Principals Report

Fiona McTavish joined the meeting at 5.55pm due to attending a BOT Suspension Meeting prior to the board meeting.

Wayne Gribble joined the meeting at 6.02pm due to attending a BOT Suspension Meeting prior to the board meeting.



Volleyball Request

Board gives permission to plan and attend the Australian Volleyball Schools Cup in December 2023 with consideration given to ensure the board of equitable access to all team members.

Decision Date: 23 Mar 2023

Mover: Joe Bourne

Seconder: Mariana Tapsell

Outcome: Approved



Tumuaki Delegation

In the absence of the Principal the Board agrees to the Tumuaki delegation going to Deputy Principal Kylie Valentine and in Kylie's absence it is then delegated to Deputy Principal Glenda Rowlands.

Decision Date: 23 Mar 2023

Mover: Tara Kanji

Seconder: Wayne Gribble

Outcome: Approved



Tumuaki's Report

That the Tumuaki's report be accepted.

Decision Date: 23 Mar 2023

Mover: Fiona McTavish

Seconder: Tristan Hewett

Outcome: Approved

Board suggestion to reconsider EOTC overseas trips policy.

3.2 Board Work Plan



Move agenda item

Board agrees to move agenda item Draft Board Work Plan to the next meeting on 25 May 2023.

Decision Date: 23 Mar 2023
Mover: Mariana Tapsell
Seconder: Joe Bourne
Outcome: Approved

4. Monitoring Reports

4.1 Finance Report



Board Members Payment

Board confirms the current rates paid to Board members. Board confirms this payment is to be reviewed with every new board elected.

Decision Date: 23 Mar 2023
Mover: Joe Bourne
Seconder: Fiona McTavish
Outcome: Approved



Finance Report

That the Finance Report be accepted with no recommendations.

Decision Date: 23 Mar 2023
Mover: Fiona McTavish
Seconder: Mariana Tapsell
Outcome: Approved



Annual Report

That the Annual report and AOV be accepted.

Decision Date: 23 Mar 2023
Mover: Mariana Tapsell
Seconder: Fiona McTavish
Outcome: Approved

4.2 Property Report



That the Property report be accepted.

That the Property report be accepted.

Decision Date: 23 Mar 2023
Mover: Tristan Hewett
Seconder: Tara Kanji
Outcome: Approved

4.3 Health & Safety Report



Board Morning Tea

Board to provide morning tea for the staff before the end of term 1. The Board asked the Tumuaki to pass on the Board's appreciation to the staff.

Due Date: 6 Apr 2023

Owner: Julie Cole



Health & Safety Report

That the Health & Safety report be accepted.

Decision Date: 23 Mar 2023

Mover: Tristan Hewett

Seconder: Wayne Gribble

Outcome: Approved

The new Physical Restraint Legislation has been recognised by the board.

5. General Business

5.1 Action List

Due Date	Action Title	Owner
23 Mar 2023	Closing Karakia Status: In Progress	Tara Kanji
23 Mar 2023	Health & Safety Report Status: Completed on 23 Mar 2023	Tara Kanji
23 Mar 2023	Proposed physio building Status: On Hold	Maxine Bird
23 Mar 2023	A4L Status: Not Started	Kylie Valentine
23 Mar 2023	Equity Fund Status: Completed on 22 May 2023	Julie Cole
23 Mar 2023	Policies Review Status: Completed on 22 May 2023	Mariana Tapsell
23 Mar 2023	AOV and Board Approval Status: Completed on 23 Mar 2023	Tara Kanji

5.2 General Business



Board Member Vacancy

Board has opted to fill the casual vacancy via selection. The Business Manager advised that the process requires us to advertise this in the paper and as long as there are no objections in the 28 day notice period the selection process will be activated.

Decision Date: 23 Mar 2023

Mover: Wayne Gribble

Seconder: Mariana Tapsell

Outcome: Approved



Board Policies

The Board approves policies B5, B6 and B7. B2 is also approved subject to the changes discussed.

Decision Date: 23 Mar 2023
Mover: Wayne Gribble
Seconder: Fiona McTavish
Outcome: Approved



Policy Review

Full board to review policy B1 and the school docs policy titled Board Responsibility. Recommendation from Policies Portfolio Manager is to adopt the school docs policy called Board Responsibility not policy B1.

Due Date: 25 May 2023
Owner: Mariana Tapsell



Extend meeting time

Presiding Member moves to extend the meeting by half an hour to end at 8.00pm

Decision Date: 23 Mar 2023
Mover: Mariana Tapsell
Seconder: Joe Bourne
Outcome: Approved



Suspension Meetings

Board Secretary to trial setting up doodle poll for board members to respond to requests for board members to attend suspension meetings.

Decision Date: 23 Mar 2023
Mover: Joe Bourne
Seconder: Fiona McTavish

5.3 Grant application (1)



Grant application (1)

To endorse a grant application to Grassroots for Rugby to have Physiotherapy hours for the team at \$6700

8 Supported: Ansh Dhot , Carolyn Nemeth , Fiona McTavish , Joe Bourne , Mariana Tapsell , Tara Kanji , Tristan Hewett , Wayne Gribble

0 Opposed:

0 Abstained:

Decision Date: 23 Mar 2023
Mover: Maxine Bird
Outcome: Approved

5.4 Grant Application (2)



Grant Application (2)

To endorse an application to Pub Charities for \$15300 to support the Production venue and technical costs.

8 Supported: Ansh Dhot , Carolyn Nemeth , Fiona McTavish , Joe Bourne , Mariana Tapsell , Tara Kanji , Tristan Hewett , Wayne Gribble

0 Opposed:

0 Abstained:

Decision Date: 23 Mar 2023

Mover: Maxine Bird
Outcome: Approved

6. Presiding Member Close Meeting and Karakia

6.1 Close the meeting

Next meeting: MAY TGC Board of Trustees Meeting - 25 May 2023, 5:30 pm

New Actions raised in this meeting

Item	Action Title	Owner
4.3	Board Morning Tea Due Date: 6 Apr 2023	Julie Cole
5.2	Policy Review Due Date: 25 May 2023	Mariana Tapsell

Signature: 31.5.23

Date: M Tapsell