

CONFIRMED MINUTES

JUNE TGC BOARD OF TRUSTEES MEETING



At the **AUGUST TGC Board of Trustees Meeting** on **24 Aug 2023** these minutes were **confirmed as presented.**

Name:	Tauranga Girls' College
Date:	Thursday, 22 June 2023
Time:	5:30 pm to 8:00 pm (NZST)
Location:	Tauranga Girls' College Board Room, 930 Cameron Road, Gate Pa, Tauranga, New Zealand
Board Members:	Mariana Tapsell (Chair), Ansh Dhot, Carolyn Nemeth, Fiona McTavish, Joe Bourne, Tara Kanji, Tristan Hewett, Karen Aspey
Attendees:	Kylie Valentine, Maxine Bird
Apologies:	Julie Cole
Guests/Notes:	Alice Cade - Deputy Principal and Kaye Barnett - EOTC Coordinator in attendance to present EOTC case study

1. Meeting Open

1.1 Presiding Member welcome and karakia

Maxine Bird taking minutes tonight in Julie's absence.

1.2 Declaration of any Conflict of Interest

Mariana declared a conflict of interest regarding the International Volleyball trip, she has now become aware that her daughter is going on that trip and where needed can be excluded from any further decisions regarding this trip.

2. Strategic Focus

2.1 EOTC Case Study to Board

Alice Cade and Kaye Barnett explained the EOTC procedures through an example of a high risk activity. Documents will be amended to show "the day before process" pre final check e.g. weather etc.

Alice and Kaye had reviewed the Board policy and highlighted that the current policy required Board approval for overnight trips, which currently does not happen. The Board felt that overnight trips were not necessarily high risk. The approval currently sits at DP level for overnight and high risk trips with the ability to go to wider SLT group for further discussion where it was felt necessary. The Board were confident with the rigour of the process and the ability to escalate to the Board if SLT felt that was required.

The board do not need to approve the overnight trips, this is delegated to the EOTC committee. The policy needs to reflect this update. The Board felt confident with the procedures currently in place.

Overseas trips will continue to be brought to the Board to address equity and risk, but these would still follow the EOTC process. The board wanted assurance that staff with EOTC responsibility have the appropriate training to ensure appropriate skills are in place.



The board moved that they do not need to approve the overnight tr...

The board moved that they do not need to approve the overnight trips and that this is delegated to the EOTC committee, and that this is updated in the policy.

Decision Date: 22 Jun 2023
Mover: Fiona McTavish
Seconder: Tristan Hewett
Outcome: Approved



The Board moved to receive the EOTC case study from Alice and Kay...

The Board moved to receive the EOTC case study from Alice and Kaye, they noted the School Docs policy and procedure was not in accordance with the current EOTC procedures, they asked that the policy was updated to reflect. The Board in discussing the policy sought assurances and were satisfied.

Decision Date: 22 Jun 2023
Mover: Fiona McTavish
Seconder: Tristan Hewett
Outcome: Approved



EOTC policy update

Update policy to not require overnight trips to be approved by the Board, delegate to Principal, BOT secretary to upload.

Due Date: 30 Jun 2023
Owner: Julie Cole

2.2 Tumuaki | Principals Report

The student achievement table was discussed. This will now be provided at each board meeting to track progress. Difficult to make comparisons against disrupted years. Deliberate strategies are being used to reduce the gaps. Attendance is the biggest problem and we are putting resources to this and always considering new ways of attacking this.

Measuring student engagement in junior school is different, look at Te Ara Ako conversations, understanding what they are involved in outside curriculum.

Joe left the meeting at 7.00pm

Suspensions and suspensions high numbers with year 10s and correlates with low attendance in this year level.

Y9s coming with major learning needs. Any and every tool is being considered currently to strengthen for 2024, including looking at staff who are Primary trained for a different context.

Board assurances

- Digital technology, digital agreement occurs for all students, but not for all staff. New staff go through the induction process for this. BoT was assured by this.
- A statement about the Health curriculum is not currently shared with the community/Board, but, but a review of that curriculum is done every two years. -Action Tumaki bring statement to board
- All others assurance items compliant as per Tumuaki report
- Physical restraint

Recommendations

- Transfer of \$4000 of \$6000 wellbeing fund to, support conference expenses for Principal's sabbatical.
- As the next Board meeting is not until August, proposed a subcommittee to meet prior to that meeting to consider resourcing where a full proposal will be directed to the full board in August. This recommendation to be combined with a resolution in the Finance report.



Application of wellbeing fund

The Board moved the transfer of \$4000 of the \$6000 Principal's wellbeing fund to, support conference expenses for Principal's sabbatical.

Decision Date: 22 Jun 2023
Mover: Fiona McTavish
Seconder: Carolyn Nemeth
Outcome: Approved



The Tumuaki's report was accepted

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Decision Date: 22 Jun 2023

2.3 Board Work Plan

New code of conduct which is mandatory is to be added to the one that has just been signed.



The Board moved the new code of conduct which is mandatory, is to...

The Board moved the new code of conduct which is mandatory, is to be added to the one that was signed by the Board at the last meeting.

Decision Date: 22 Jun 2023
Mover: Mariana Tapsell
Seconder: Tristan Hewett
Outcome: Approved



To attach new madatory code of conduct to the current signed vers...

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Due Date: 30 Jun 2023
Owner: Julie Cole

3. Monitoring Reports

3.1 Finance Report

Recommendations from the Finance report discussed.

A grant of \$40,000 was received from Lion Foundation for a new van purchase. The balance of \$27007 to be approved outside of budget, delivery not until July 2024, therefore a 2024 budget item.

Working through options for a second hand van, including putting seats in van and other options.

Discussed the recommendation regarding a budget review, the finance committee recommended, also based on the Principal's recommendation, not to do a full budget review, but to form a subcommittee to discuss extra resourcing opportunities up to a level of \$250,000. This subcommittee is delegated responsibility for decision making of the expenditure.



Finance report recommendations

The board moved to approve recommendations 1 - 6 in the finance report, being new van purchase; 2nd hand van replacement; Te Ao Maori budget; staff leaving gift levels: end of year staff function; leadership appointment.

Decision Date: 22 Jun 2023
Mover: Mariana Tapsell
Seconder: Fiona McTavish
Outcome: Approved



Subcommittee to look at further resourcing

The board moved to formulate a subcommittee to look at resourcing new budget items up to \$250,000. anything above this to be brought back to the full board. Joe, Tristan, Karen and Tara subcommittee.

Decision Date: 22 Jun 2023
Mover: Mariana Tapsell
Seconder: Fiona McTavish
Outcome: Approved



Finance Report

The Board moves to accept the finance report

Decision Date: 22 Jun 2023
Mover: Tristan Hewett
Seconder: Carolyn Nemeth
Outcome: Approved

3.2 Property Report



Property report

The board moved the property report be approved

Decision Date: 22 Jun 2023
Mover: Mariana Tapsell
Seconder: Fiona McTavish
Outcome: Approved

3.3 Health & Safety Report



The Board moved the Health and Safety report be accepted

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Decision Date: 22 Jun 2023
Mover: Mariana Tapsell

5. Meeting Close

5.1 Presiding Member closes meeting and moves to IN COMMITTEE BOT Meeting

Next meeting: AUGUST TGC Board of Trustees Meeting - 24 Aug 2023, 5:30 pm

Signature: M Dapsell

Date: 24.8.23