

# CONFIRMED MINUTES

## AUGUST TGC BOARD OF TRUSTEES MEETING



At the **SEPTEMBER TGC Board of Trustees Meeting** on **21 Sept 2023** these minutes were confirmed as presented.

<b>Name:</b>	Tauranga Girls' College
<b>Date:</b>	Thursday, 24 August 2023
<b>Time:</b>	5:30 pm to 8:05 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), Ansh Dhot, Carolyn Nemeth, Joe Bourne, Tara Kanji, Karen Aspey, Tristan Hewett
<b>Attendees:</b>	Julie Cole, Kylie Valentine, Maxine Bird
<b>Apologies:</b>	Fiona McTavish
<b>Guests/Notes:</b>	Ngawai Hooker - Deputy Principal in attendance to present on Maori Achievement/Success

### 1. Meeting Open

#### 1.1 Presiding Member welcome and karakia

#### 1.2 Declaration of any Conflict of Interest

BOT Meeting 24 August Conflicts of Interest:

- The Presiding Member Mariana Tapsell has a conflict of interest with the elevation of sports due to her daughter's involvement in sports being elevated.
- Board Members Ansh Dhot and Karen Aspey have conflicts of interest with the proposed Chorale trip to Singapore as both have involvement in the trip.

### 2. Strategic Focus

#### 2.1 Board Work Plan

The Deputy Principal responsible for Te Aō Māori gave an overview of the recent changes and successes within the Learning Area.

Ngawai Hooker left the meeting at 6.05pm.

## 2.2 Tumuaki | Principals Report



### Tumuaki | Principals Report

RESOLUTION: That the Board moves to accept the Tumuaki | Principals report to the Board.

**Decision Date:** 24 Aug 2023  
**Mover:** Mariana Tapsell  
**Seconder:** Carolyn Nemeth  
**Outcome:** Approved



### Board Assurance

RESOLUTION: That the Board moves to accept all of the Tumuaki's board assurances given in the August Tumuaki | Principals report.

**Decision Date:** 24 Aug 2023  
**Mover:** Carolyn Nemeth  
**Seconder:** Mariana Tapsell  
**Outcome:** Approved



### Elevation of 5 sporting codes

RESOLUTION: That the Board moves to accept the Sports Department's proposal to elevate the five sporting codes of Rugby, Volleyball, Netball, Cricket and basketball) at TGC, with a review of this to be undertaken in 12months.

**Decision Date:** 24 Aug 2023  
**Mover:** Karen Aspey  
**Seconder:** Joe Bourne  
**Outcome:** Approved

Mariana Tapsell withdrew from voting on the proposed elevation of Sports at TGC due to her Conflict of Interest.



### Elevation of 5 Sporting Codes

The Board requests the Tumuaki to provide a review of the elevation of the five sporting codes over the past 12 months.

**Due Date:** 22 Aug 2024  
**Owner:** Tara Kanji

## 3. Monitoring Reports

### 3.1 Finance Report



#### August Finance Report

RESOLUTION: That the Board moves to accept the August Finance Report

**Decision Date:** 24 Aug 2023  
**Mover:** Ansh Dhot  
**Seconder:** Joe Bourne  
**Outcome:** Approved



### Finance Sub-Committee Report

RESOLUTION: That the Board moves to accept the proposed recommendations in the Finance Sub-Committee Meeting held on 10 August 2023.

**Decision Date:** 24 Aug 2023  
**Mover:** Karen Aspey  
**Seconder:** Carolyn Nemeth  
**Outcome:** Approved

## 3.2 Property Report



### August Property Report

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

**Decision Date:** 24 Aug 2023  
**Mover:** Tara Kanji  
**Seconder:** Mariana Tapsell  
**Outcome:** Approved

The Tumuaki highlighted some risk factors associated with J Block with the structure of the existing concrete foundation that require further engineering and may cause a delay in the completion date.

The Tumuaki advised there is no financial risk associated for TGC due to this as it is an MoE Capital Works Project.



### J Block remedial work

The board requested a date from C3 as to when they will complete the remedial work and is confident with the timeline.

**Due Date:** 21 Sept 2023  
**Owner:** Maxine Bird

## 3.3 Health & Safety Report



### RESOLUTION: That the board moves to accept the August Health and ...

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**Decision Date:** 24 Aug 2023  
**Mover:** Tara Kanji  
**Seconder:** Mariana Tapsell  
**Outcome:** Approved

## 4. Administration

### 4.1 General Business



#### Student Election

RESOLUTION: That the Board moves to appoint the Business Manager (Maxine Bird) as the returning officer for the Student Election and set the election date as 28 September 2023.

**Decision Date:** 24 Aug 2023  
**Mover:** Karen Aspey  
**Seconder:** Carolyn Nemeth  
**Outcome:** Approved



### Parent Mid Term Elections

RESOLUTION: That the Board appoints Canterbury Education Services (CES) as returning officer for the mid term parent elections.

**Decision Date:** 24 Aug 2023  
**Mover:** Joe Bourne  
**Seconder:** Karen Aspey  
**Outcome:** Approved

Karen Aspey left the meeting during the discussion of the vacant role for a 3-year Board Member at 7.42pm and returned to the meeting at 7.50pm.

The board continued a discussion previously started at the 22 June BOT meeting regarding a Board member's resignation. The vacant board member position was advertised for 28 days informing the community of their intention to appoint to the vacant position, as there were no objections from the community the board agreed to appoint Karen Aspey to this vacancy. This leaves Karen Aspeys 18 month position vacant, which comes up for reelection in November 2023.



### Vacant 3 year Board Member position

RESOLUTION: That due to the recent resignation of a parent elected board member the Board moves to appoint Karen Aspey to the vacant 3-year Parent Elected Board Member position which concludes in May 2025.

**Decision Date:** 24 Aug 2023  
**Mover:** Mariana Tapsell  
**Seconder:** Tara Kanji  
**Outcome:** Approved

The Business Manager sought advice from Toner Law regarding the winding up of the TGC Charitable Trust. Acorn Foundation which holds the funds has the original trust deed and will now communicate directly with the board. The board agrees it will honor the principles of the original trust deed.



### TGC Charitable Trust

RESOLUTION: That the Board agrees to endorse the winding up of the Tauranga Girls' College Charitable Trust as per the Deed of Winding up supplied by the original Trustees in letter dated 9 December 2022.

**Decision Date:** 24 Aug 2023  
**Mover:** Joe Bourne  
**Seconder:** Tristan Hewett  
**Outcome:** Approved



### Chorale Trip to Singapore 2024

RESOLUTION: That the Board moves to approve the proposed Chorale Trip to Singapore in July 2024.

**Decision Date:** 24 Aug 2023  
**Mover:** Tristan Hewett  
**Seconder:** Carolyn Nemeth  
**Outcome:** Approved

Karen Aspey and Ansh Dhot withdrew from voting on the proposed Chorale trip to Singapore in 2024 due to their Conflict of Interest

A Pastoral and Learning Support presentation will be given to Board at the September BOT meeting .



### End of Year Prizegiving Dates

Board Secretary to send dates for the TGC end-of-year prizegiving celebrations to the board to diary. A doodle poll will also be sent to the board with dates for the Board's end of year get together in late October early November.

**Due Date:** 31 Aug 2023

**Owner:** Julie Cole

## 4.2 Confirm Minutes

**JUNE TGC Board of Trustees Meeting 22 Jun 2023**, the minutes were confirmed as presented.



### Minutes of July Meeting

**RESOLUTION:** That the minutes of the 23 July 2023 be approved and adopted as a true and accurate record.

**Decision Date:** 24 Aug 2023

**Mover:** Mariana Tapsell

**Outcome:** Approved

## 4.3 Matters Arising / Action List (from previous minutes/actions)

Due Date	Action Title	Owner
23 Mar 2023	Closing Karakia <b>Status:</b> In Progress	Tara Kanji
23 Mar 2023	Proposed physio building <b>Status:</b> On Hold	Maxine Bird
23 Mar 2023	A4L <b>Status:</b> On Hold	Kylie Valentine
22 Jun 2023	Gather EOTC Information <b>Status:</b> Completed on 22 Aug 2023	Wayne Gribble
22 Jun 2023	Funding of addtional Senior Leader <b>Status:</b> Completed on 22 Aug 2023	Tara Kanji
22 Jun 2023	School Docs <b>Status:</b> Completed on 18 Sept 2023	Wayne Gribble
22 Jun 2023	Roles and Responsibilities <b>Status:</b> Completed on 21 Aug 2023	Julie Cole
26 Jun 2023	Advertise Board vacancy <b>Status:</b> Completed on 22 Aug 2023	Maxine Bird
30 Jun 2023	EOTC policy update <b>Status:</b> Completed on 22 Aug 2023	Julie Cole
30 Jun 2023	To attach new madatory code of conduct to the current signed vers... <b>Status:</b> Completed on 21 Aug 2023	Julie Cole
24 Aug 2023	Mariana to make notes of meeting with Wayne Gribble <b>Status:</b> Completed on 22 Aug 2023	Mariana Tapsell
24 Aug 2023	NSTA advice on contents of letter <b>Status:</b> Completed on 22 Aug 2023	Tara Kanji

#### 4.4 Correspondence Inwards/Outwards



##### Correspondence

The board moves to accept the correspondence.

**Decision Date:** 24 Aug 2023

**Mover:** Ansh Dhot

**Seconder:** Joe Bourne

**Outcome:** Approved

#### 5. Meeting Close

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

**Next meeting:** AUGUST IN COMMITTEE BOT Meeting - 24 Aug 2023, 7:00 pm

Signature: 

Date: 25.8.23.