

CONFIRMED MINUTES

MAY TGC BOARD OF TRUSTEES MEETING



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

Name:	Tauranga Girls' College
Date:	Thursday, 25 May 2023
Time:	5:30 pm to 7:30 pm (NZST)
Location:	Tauranga Girls' College Board Room, 930 Cameron Road, Gate Pa, Tauranga, New Zealand
Board Members:	Mariana Tapsell (Chair), Joe Bourne, Tristan Hewett, Karen Aspey, Tara Kanji, Carolyn Nemeth, Ansh Dhot
Attendees:	Wayne Gribble, Julie Cole, Maxine Bird
Apologies:	Fiona McTavish, Kylie Valentine
Notes:	Joe Bourne will be joining meeting via Google Meet

1. Presiding Member Welcome and Karakia

1.1 Welcome to new Board member

The Presiding Member welcomed Karen Aspey as a new Board Member of the TGC Board of Trustees.

Joe Bourne joined the meeting at 5.40pm via zoom.

1.2 Declaration of any Conflict of Interest

2. Administration

2.1 Confirm Minutes

MARCH TGC Board Of Trustees Meeting 23 Mar 2023, the minutes were confirmed as presented.

2.2 Matters Arising / Action List (from previous minutes/actions)

Due Date	Action Title	Owner
23 Mar 2023	Closing Karakia Status: In Progress	Tara Kanji
23 Mar 2023	Proposed physio building Status: On Hold	Maxine Bird
23 Mar 2023	A4L Status: Not Started	Kylie Valentine

2.3 Correspondence Inwards/Outwards



Confirmation of Correspondence Inwards/Outwards

The board moves to confirm and accept April/May 2023 correspondence inwards/outwards.

Decision Date: 25 May 2023
Mover: Carolyn Nemeth
Seconder: Mariana Tapsell
Outcome: Approved

3. Strategic Focus

3.1 Tumuaki | Principals Report

Items discussed from the Tumuaki's report:

- NZQA digital assesment
- Attendance
- Staffing issues
- Board assurances / EOTC Process



Case study of EOTC process

Tumuaki to arrange for an EOTC case study to be presented to the Board of the current EOTC process undertaken at TGC.

Due Date: 22 Jun 2023
Owner: Tara Kanji



Gather EOTC Information

Polices Portfolio Board member to gather information from some other schools around their EOTC process.

Due Date: 22 Jun 2023
Owner: Wayne Gribble



Funding of additional Senior Leader

Board agrees in principle to funding of a 2 year fixed term role of a senior leader to strengthen attendance and engagement expectations of Year 9 and 10 students in the school but requires the Tumuaki to provide further information outlining the description of this role, the costs invovled and intended outcomes.

Due Date: 22 Jun 2023
Owner: Tara Kanji



Tumuaki's Report

Board moves to accept and approve the Tumaki's report to the Board.

Decision Date: 25 May 2023
Mover: Wayne Gribble
Seconder: Mariana Tapsell
Outcome: Approved

Joe Bourne left the meeting at 6.45pm.

3.2 Board Work Plan

Discussion took place on the school docs policy review schedule.



Code of Conduct

The Board moves to accept the proposed Code of Conduct and it is to be signed by all Board Members.

Decision Date: 25 May 2023
Mover: Wayne Gribble
Seconder: Carolyn Nemeth
Outcome: Approved



Board Roles & Responsibilities

Board moves to remove NZSTA B1 policy be removed from the TGC School Docs site.

Decision Date: 25 May 2023
Mover: Wayne Gribble
Seconder: Tara Kanji
Outcome: Approved



School Docs

Policies Portfolio Manager to phone School Docs and gather information on how policy review takes place with in School Docs

Due Date: 22 Jun 2023
Owner: Wayne Gribble



Roles and Responsibilities

Board Secretary to remove NZSTA B1 from the TGC School Docs site

Due Date: 22 Jun 2023
Owner: Julie Cole

4. Monitoring Reports

4.1 Finance Report

The Board was advised that the Annual Report was currently being reviewed by the Auditors and would require approval via a flying minute before the next board meeting for uploading to the MOE. The report was approved at the March meeting and just needed the approval of any audit adjustments.



Finance Report

Board moves to accept the the May Finance Report.

Decision Date: 25 May 2023
Mover: Tristan Hewett
Seconder: Tara Kanji
Outcome: Approved

4.2 Property Report



Property Report

Board moves to accept the May Property report.

Decision Date: 25 May 2023
Mover: Maxine Bird
Seconder: Mariana Tapsell
Outcome: Approved

4.3 Health & Safety Report

Discussion took place within the Board around the health and safety car parking issue at TGC. As well as the traffic issues in Tauranga effecting our ākongā.



Health & Safety Report

Board moves to accept the May Health & Safety report.

Decision Date: 25 May 2023
Mover: Tara Kanji
Seconder: Wayne Gribble
Outcome: Approved

5. General Business

5.1 General Business



Funding Applications

The board moves to approve the following grant applications to be made for the winter tournament:

Grassroots Trust \$9,200 Basketball

Rano Community Trust \$14,000 Hockey

NZCT \$13,000 Netball, Football, Squash, and UW Hockey

Decision Date: 25 May 2023
Mover: Wayne Gribble
Seconder: Tristan Hewett
Outcome: Approved



Volley Ball Trip to Australia

The Board moves to approve the following proposed Volley Ball trip to Australia

Trip Name: Volleyball Gold Coast Aussie Schools Cup 2023

Date(s):	December 1-11 2023	Approx Student Cost :	\$2500 - \$3000
----------	--------------------	-----------------------	-----------------

Student group:	Volleyball Senior "A"	No. of Student s:	10-12
----------------	-----------------------	-------------------	-------

Decision Date: 25 May 2023

Mover: Tara Kanji
Seconder: Tristan Hewett
Outcome: Approved



Languages Trip to Spain 2024

The Board approved in principle the Languages trip to Spain in the Term 2 holidays of 2024 provided equity for all students is addressed.

Decision Date: 25 May 2023
Mover: Tristan Hewett
Seconder: Joe Bourne
Outcome: Approved

5.2 Donations



Donation Scheme

Board moves to approve TGC stays in the current MoE Donation scheme.

Decision Date: 25 May 2023
Mover: Tara Kanji
Seconder: Carolyn Nemeth
Outcome: Approved



Extend the Meeting Close

Board moves to extend the meeting end for 30mins to allow IN COMMITTEE meeting.

Decision Date: 25 May 2023
Mover: Mariana Tapsell
Seconder: Ansh Dhot
Outcome: Approved

6. Meeting Close

6.1 Presiding Member Closes Meeting and Karakia

Next meeting: JUNE TGC Board of Trustees Meeting - 22 Jun 2023, 5:30 pm

Approved decisions made between meetings



PPTA Industrial Action

That on any official PPTA notified industrial action, if it is unsafe to open for instruction, the school will be available, where possible, for students under 14 years of age to be supervised.

Parents will inform the school by a set time as to their need to utilise this service and to ensure sufficient time can be made to meet the health and safety needs of both students and staff.

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

0 Opposed:

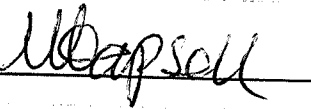
0 Abstained:

Decision Date: 28 Mar 2023
Outcome: Approved

New Actions raised in this meeting

Item	Action Title	Owner
3.1	Case study of EOTC process Due Date: 22 Jun 2023	Tara Kanji
3.1	Gather EOTC Information Due Date: 22 Jun 2023	Wayne Gribble
3.1	Funding of additional Senior Leader Due Date: 22 Jun 2023	Tara Kanji
3.2	School Docs Due Date: 22 Jun 2023	Wayne Gribble
3.2	Roles and Responsibilities Due Date: 22 Jun 2023	Julie Cole

Signature:



Date:

23.6.23