

# CONFIRMED MINUTES

## TGC BOARD OF TRUSTEES MEETING



At the TGC Board Of Trustees Meeting on 23 Mar 2023 these minutes were confirmed as presented.

<b>Name:</b>	Tauranga Girls' College
<b>Date:</b>	Thursday, 23 February 2023
<b>Time:</b>	5:30 pm to 8:00 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), Ansh Dhot, Carolyn Nemeth, Fiona McTavish, Joe Bourne, Tara Kanji, Tristan Hewett, Wayne Gribble
<b>Attendees:</b>	Julie Cole, Kylie Valentine, Maxine Bird
<b>Apologies:</b>	Kahurangi Ngatai

### 1. Opening Karakia

#### 1.1 Apologies

Kahurangi Ngatai

#### 1.2 Declaration of Conflict of Interest

### 2. Major Decisions and Discussions

#### 2.1 Election of Presiding Member for 2023

Yvonne Handley left the meeting at 5.50pm



**Nominations: Mariana Tapsell by Joe Bourne. No other nominations were received.**

**Mariana Tapsell duly elected as new Presiding Member**

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

#### 2.2 Termination of Co-Opted Seat



**The co-opted seat of Yvonne Handley be terminated.**

The co-opted seat of Yvonne Handley be terminated.

**Decision Date:** 23 Feb 2023  
**Mover:** Joe Bourne  
**Seconder:** Carolyn Nemeth  
**Outcome:** Approved

### 2.3 Confirmation of Committees for 2023



#### Policies Portfolio Appointed

Portfolio	BOT Member appointed
Policies	Wayne Gribble

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



#### Property Portfolio Appointed

Property	Mariana Tapsell Kahurangi Ngatai
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**Decision Date:** 23 Feb 2023  
**Mover:** Wayne Gribble  
**Seconder:** Carolyn Nemeth  
**Outcome:** Approved



#### Finance Committee Appointed

Committee	BOT Member appointed
Finance	Tristan Hewitt as Chair of Finance Fiona McTavish Carolyn Nemeth Ansh Dhot Tara Kanji Maxine Bird

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



#### Student Behaviour Management

Two members of the community elected Board to attend suspension meetings

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

## 2.4 Confirmation of Bank Signatories



### Banks Signatories Removals

Outgoing Presiding Member Yvonne Handley and Finance Chair Fiona McTavish be removed as bank signatory

**Decision Date:** 23 Feb 2023  
**Mover:** Wayne Gribble  
**Seconded:** Tristan Hewett  
**Outcome:** Approved



### Banks Signatories Additions

Incoming Presiding Member Mariana Tapsell and Finance Chair Tristan Hewett be added as bank signatory

**Decision Date:** 23 Feb 2023  
**Mover:** Wayne Gribble  
**Seconded:** Tara Kanji  
**Outcome:** Approved



### Confirmation of Existing Bank Signatories

Existing members remain as bank signatories - Tara Kanji, Maxine Bird and Kylie Valentine

**Decision Date:** 23 Feb 2023  
**Mover:** Tristan Hewett  
**Seconded:** Mariana Tapsell  
**Outcome:** Approved

## 2.5 Confirmation of SUE Report Reviewer



### Appointment of SUE report reviewer

Incoming Finance Chair Tristan Hewett to be appointed as SUE report reviewer

**Decision Date:** 23 Feb 2023  
**Mover:** Tara Kanji  
**Seconded:** Mariana Tapsell  
**Outcome:** Approved

## 2.6 Minutes of Previous Meeting

Discussion took place around the new Karakia adopted by TGC. The Board requested an update from the Principal on new non Christian based closing karakia. The Principal advised the member of the Mana whenua who was advising on this has now left and we are awaiting a new member of the Mana whenua to be appointed to advise on writing new closing karakia for TGC.



### Closing Karakia

Principal to follow up with the Man Whenua on new TGC closing karakia

**Due Date:** 23 Mar 2023  
**Owner:** Tara Kanji



### Approval of last minutes

That the minutes of the 24 November 2022 meeting were approved.

**Decision Date:** 23 Feb 2023  
**Mover:** Fiona McTavish  
**Seconder:** Tristan Hewett  
**Outcome:** Approved

## 2.7 Confirmation of Board Resolutions made by Email



### Confirmation of the Board approval given via email on 14 February 2023

Board confirms approval given via email for the Principal to travel to Vietnam in March with the International Director on a marketing/recruitment trip.

**Decision Date:** 23 Feb 2023  
**Mover:** Wayne Gribble  
**Seconder:** Mariana Tapsell  
**Outcome:** Approved

## 3. Board Annual Work Plan

### 3.1 Matters arising from Principal's Report

The Principals report was shared with the Board prior to the meeting, the following actions were determined:

- Request from the Board to have a more detailed Health & Safety report. Suggestion from the Principal for the H&S taken out of Principals report and have it as a separate report (spreadsheet) and and H&S at the top of the agenda as a separate item.
- Analysis of Variance (AOV). Board asked if email needed to be sent to our TGC MoE Advisor to check if the Board needs to approve the AOV prior to it being submitted to MoE.



### Health & Safety Report

Principal to remove H&S from Principal Report to Board and create a new H&S report

**Due Date:** 23 Mar 2023  
**Owner:** Tara Kanji



### AOV and Board Approval

Principal to seek advice from the MoE on the process for AOV and Board Approval.



**Mover:** Tristan Hewett  
**Seconder:** Ansh Dhot  
**Outcome:** Approved

## 5.2 Matters arising from Finance Committee Report

The finance report was shared with the Board prior to the meeting, The final proposed budget was presented and discussed.

The Business Manager would like to acknowledge outgoing Chairs work on the Finance Committee.



### Proposed Budget

The proposed Budget showing an operating deficit of \$96,497 is approved by the Board.

**Decision Date:** 23 Feb 2023  
**Mover:** Tristan Hewett  
**Seconder:** Joe Bourne  
**Outcome:** Approved



### Finance Report Accepted

That the finance report be accepted.

**Decision Date:** 23 Feb 2023  
**Mover:** Tristan Hewett  
**Seconder:** Fiona McTavish  
**Outcome:** Approved

## 5.3 Matters arising from Property Committee Report

Property report was provided prior to the meeting, The Business Manager gave an overview of the report.

- Request from the board if there is any way we can quarterly monitor our general state of buildings at any time? The Business Manager advised the 10 year plan is currently how this is done and that the MoE is implementing a new tool to assess buildings and then look at which ones are a priority.



### Property Report Accepted

That the Property report be accepted

**Decision Date:** 23 Feb 2023  
**Mover:** Carolyn Nemeth  
**Seconder:** Joe Bourne  
**Outcome:** Approved

## 6. General Business

### 6.1 Policy and Procedures

#### THE SCHOOL DOCS POLICY FRAMEWORK

Discussion took place around NZSTA v's School Docs. It was agreed to stay with School Docs.

Recommendation from the Policy Portfolio BOT Member for work on our policies to be undertaken, starting with the following policies which the Policies Portfolio BOT Member distributed to the BOT during the meeting:

- B2 Board Code of Conduct policy
- B5 Presiding Member (chair) role description policy
- B6 & B7 Staff and Student Representative role description policy



### Policies Review

Board to decide how review of policies will take place going forward.  
At the next BOT meeting on 23 March 2023 the Board will review the three policies that the Policies Portfolio BOT Member distributed earlier in the meeting.

**Due Date:** 23 Mar 2023  
**Owner:** Mariana Tapsell



### Policies Review meeting with Principal

Board gives approval for the Policies Portfolio BOT Member to meet with the Principal to review some policies.

**Decision Date:** 23 Feb 2023  
**Mover:** Mariana Tapsell  
**Seconded:** Fiona McTavish  
**Outcome:** Approved



### Speaking Rights

The Principal requested the current speaking rights for Deputy Principal Kylie Valentine and Business Manager Maxine Bird to be continued.

#### **Approval given from Board for Deputy Principal Kylie Valentine and Business Manager Maxine Bird to have speaking rights**

**Decision Date:** 23 Feb 2023  
**Mover:** Joe Bourne  
**Seconded:** Wayne Gribble  
**Outcome:** Approved

## 7. Close Meeting

### 7.1 Close the meeting

**Next meeting:** TGC Board Of Trustees Meeting - 23 Mar 2023, 5:30 pm

### New Actions raised in this meeting

Item	Action Title	Owner
2.6	Closing Karakia <b>Due Date:</b> 23 Mar 2023	Tara Kanji
3.1	Health & Safety Report <b>Due Date:</b> 23 Mar 2023	Tara Kanji
3.1	AOV and Board Approval <b>Due Date:</b> 24 Mar 2023	Tara Kanji

Item	Action Title	Owner
4.1	Proposed physio building <b>Due Date:</b> 23 Mar 2023	Maxine Bird
4.1	A4L <b>Due Date:</b> 23 Mar 2023	Kylie Valentine
4.1	Equity Fund <b>Due Date:</b> 23 Mar 2023	Julie Cole
6.1	Policies Review <b>Due Date:</b> 23 Mar 2023	Mariana Tapsell

Signature: M Tapsell

Date: 24-3-23 M