

# CONFIRMED MINUTES

## MAY TGC BOARD OF TRUSTEES MEETING



At the **JULY TGC Board of Trustees Meeting** on **2 Jul 2024** these minutes were **confirmed as presented**.

<b>Name:</b>	Tauranga Girls' College
<b>Date:</b>	Thursday, 23 May 2024
<b>Time:</b>	5:30 pm to 7:45 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), Anjali Pillay, Anne Young, Carolyn Nemeth, Dave Guruge, Tara Kanji, Tristan Hewett
<b>Attendees:</b>	Julie Cole, Kerry McFadyen, Maria Palmer
<b>Apologies:</b>	James Patea, Karen Aspey, Kylie Valentine

### 1. Meeting Open

#### 1.1 Presiding Member welcome and karakia

The meeting opened at 5.55pm.

#### 1.2 Declaration of any Conflict of Interest

Board members raised the following Conflicts of Interest on the agenda for this meeting:

- Anne Young - Silver Fern Excellence Initiative (SFEI) China Trip - is involved in this trip
- Tristan Hewett - Grant applications to One Foundation for Football - Has a daughter attending this trip
- Tara Kanji - Temporary Business Manager Maria Palmer - historically was her accountant.

### 2. Strategic Focus

#### 2.1 Tumuaki | Principals Report

Tumuaki highlighted to the Board:

- The breakdown of attendance by ethnicity group. The number of high-priority students attendance has reduced and is tracking in the correct direction. The 209 chronically absent are all able to be accounted for by name and with a breakdown of what interventions have occurred. Looking at initiatives to strengthen attendance within the kura. Attendance is still a nationwide issue.
- Tumuaki highlights to the board the recruitment of teaching staff is at a crisis point. - investigating becoming an accredited employer and using a NZ recruitment company that recruits internationally.

- The proposed out-of-zone enrolment policy was discussed with the board.
- Tumuaki assured the of all the current Board Assurances under review.

The board reviewed and discussed each items on the Agenda the Tumuaki required Board approval on.



### **Out of zone Enrolment**

RESOLUTION: That the Board approves and adopts the proposed out of zone enrolment policy to accept 50 "out of zone" enrolments each year.

**Decision Date:** 23 May 2024  
**Mover:** Dave Guruge  
**Seconder:** Anne Young  
**Outcome:** Approved



### **Accredited Employer Application**

RESOLUTION: That the Board approves to fund the \$3k to establish TGC as an accredited employer

**Decision Date:** 23 May 2024  
**Mover:** Dave Guruge  
**Seconder:** Tristan Hewett  
**Outcome:** Approved



### **Homeroom Teacher Shortfall Funding**

RESOLUTION: That the Board approves to fund the portion of the \$8K shortfall to appoint a primary specialist teacher to develop a home room type class. (Acutal cost to board is \$4k due to the start date of Term 3 for this appointment).

**Decision Date:** 23 May 2024  
**Mover:** Carolyn Nemeth  
**Seconder:** Tristan Hewett  
**Outcome:** Approved



### **SFEI in China**

RESOLUTION: That the Board approves the Principal to attend the Silver Fern Excellence Initiative (SFEI) in China.

**Decision Date:** 23 May 2024  
**Mover:** Dave Guruge  
**Seconder:** Carolyn Nemeth  
**Outcome:** Approved

The Board undertook a robust discussion about the additional funds required for J Block FFE (Fixtures, Fittings, and Equipment).



### **J Block Fixtures and Fittings Funding**

RESOLUTION: That the Board approves to fund up to \$100K above budgeted for the J Block FFE (Fixtures, fittings and equipment) to be purchased.

**Decision Date:** 23 May 2024  
**Mover:** Tristan Hewett  
**Seconder:** Dave Guruge  
**Outcome:** Approved



## May Tumuaki Report

RESOLUTION: The Board accepts the May Tumuaki Report to the Board.

**Decision Date:** 23 May 2024  
**Mover:** Anne Young  
**Seconder:** Anjali Pillay  
**Outcome:** Approved

## 2.2 Board Governance Discussion



### Board Polices - Appointments

RESOLUTION: That the Board reviewed and approved the current board policy - Appointments

**Decision Date:** 23 May 2024  
**Mover:** Tristan Hewett  
**Seconder:** Anne Young  
**Outcome:** Approved



### Board Policy - Safety Checking

RESOLUTION: That the Board reviewed and approved the current board policy - Safety Checking

**Decision Date:** 23 May 2024  
**Mover:** Mariana Tapsell  
**Seconder:** Anne Young  
**Outcome:** Approved



### Policy Variation

Share the policy variation document with the Policies committee

**Due Date:** 27 May 2024  
**Owner:** Julie Cole

## 3. Monitoring Reports

### 3.1 Finance Report

The board was advised by the Finance Committee that the 2023 audited financial statements have been completed by Auditors William Buck and shared. The associated Management Report has been sent directly to the Presiding Member.



### Grant Funding - Grassroots Trust

RESOLUTION: That the Board approved the funding application for Winter Tournament.

> Grassroots Trust for \$11,000.00 for our two Basketball teams

**Decision Date:** 23 May 2024  
**Mover:** Anne Young  
**Seconder:** Carolyn Nemeth  
**Outcome:** Approved



### **Grant Funding - Rano Community Trust**

RESOLUTION: That the Board approved the funding application for Winter Tournament.

> Rano Community Trust for \$14,000.00 for our 1st XI Hockey team to attend National tournament.

**Decision Date:** 23 May 2024  
**Mover:** Anjali Pillay  
**Seconder:** Dave Guruge  
**Outcome:** Approved



### **Grant Funding - NZCT (New Zealand Community Trust)**

RESOLUTION: That the Board approved the funding application for Winter Tournament.

> NZCT (New Zealand Community Trust) for \$ 10,400.00 for our 2nd XI Hockey team to attend the National tournament and Squash to attend NZSS Championship.

**Decision Date:** 23 May 2024  
**Mover:** Carolyn Nemeth  
**Seconder:** Mariana Tapsell  
**Outcome:** Approved



### **Grant Funding - One Foundation**

RESOLUTION: That the Board approved the funding application for Winter Tournament

> One Foundation for \$16,000.00 for our Netball team to go to Upper North Island Netball Championships and Football to attend NZSS Maurice Hulme tournament.

**Decision Date:** 23 May 2024  
**Mover:** Anne Young  
**Seconder:** Dave Guruge  
**Outcome:** Approved



### **May Finance Report**

RESOLUTION: That the Board moves to accept the May Finance report to the Board.

**Decision Date:** 23 May 2024  
**Mover:** Carolyn Nemeth  
**Seconder:** Dave Guruge  
**Outcome:** Approved

## **3.2 Property Report**



### **May Property Report**

RESOLUTION: That the Board moves to accept the May Property report to the Board.

**Decision Date:** 23 May 2024  
**Mover:** Anne Young  
**Seconder:** Dave Guruge  
**Outcome:** Approved

### 3.3 Health & Safety Reports



#### May Health & Safety Report

RESOLUTION: That the Board moves to accept the Tumauki May H&S Report to the Board.

**Decision Date:** 23 May 2024  
**Mover:** Anne Young  
**Seconder:** Mariana Tapsell  
**Outcome:** Approved

## 4. Administration

### 4.1 Any Other Business

The Board thanked the departing Business Manager for her contribution to the Kura and wished her well.

The board also wished the Tumuaki well for her Sabbatical.



#### Principals Delegation

RESOLUTION: That the Board approves to delegate DP Alice Cade as acting Principal for date 27-31 May inclusive should Kylie Valentine not be available.

**Decision Date:** 23 May 2024  
**Mover:** Anne Young  
**Seconder:** Carolyn Nemeth  
**Outcome:** Approved

### 4.2 Confirm Minutes

**APRIL TGC Board of Trustees Meeting 4 Apr 2024**, the minutes were confirmed as presented.

### 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
22 Feb 2024	TTNG Bus Risk Register <b>Status:</b> In Progress	Julie Cole
23 May 2024	New Board Agenda <b>Status:</b> In Progress	James Patea
22 Aug 2024	Elevation of 5 Sporting Codes <b>Status:</b> Not Started	Tara Kanji

### 4.4 Correspondence Inwards/Outwards



#### May Correspondence

RESOLUTION: That the Board approves and accepts the correspondence from 4 April 2024 to 23 May 2024.

**Decision Date:** 23 May 2024  
**Mover:** Anjali Pillay  
**Seconder:** Anne Young

**Outcome:** Approved

## 5. Meeting Close

### 5.1 Presiding Member closes meeting and moves to PEB BOT Meeting

**Next meeting:** JULY TGC Board of Trustees Meeting - 2 Jul 2024, 5:30 pm

A handwritten signature in black ink that reads "Mariana Tapsell". The signature is written in a cursive, flowing style.

Mariana Tapsell  
3 Jul 2024