

CONFIRMED MINUTES

TGC FEBRUARY SCHOOL BOARD MEETING



At the **TGC School Board Meeting** on **27 Mar 2025** these minutes were **confirmed as presented**.

| | |
|-----------------------|---|
| Name: | Tauranga Girls' College |
| Date: | Tuesday, 25 February 2025 |
| Time: | 5:30 pm to 7:30 pm (NZDT) |
| Location: | Tauranga Girls' College Board Room, 930 Cameron Road, Gate Pa, Tauranga, New Zealand |
| Board Members: | Mariana Tapsell (Chair), Aiza Mustasam, Anne Young, Brooke Barnett, Carolyn Nemeth, Dave Guruge, James Patea, Karen Aspey, Tara Kanji |
| Attendees: | Julie Cole, Louise Berney |
| Apologies: | Tristan Hewett |

1. Meeting Open

1.1 Presiding Member welcome and karakia

The Board meeting opened at: 5.32pm

1.2 Board to elect Presiding Member

Nominations for the Presiding Member and Deputy Presiding Member were called for: Carolyn Nemeth & Dave Guruge nominated Mariana Tapsell for Presiding Member.



2025 Presiding Member

RESOLUTION: Mariana Tapsell is duly elected as 2025 Presiding Member for the TGC School Board.

Decision Date: 25 Feb 2025
Mover: Carolyn Nemeth
Seconder: Dave Guruge
Outcome: Approved

1.3 Speaking Rights



Speaking Rights

RESOLUTION: That the Board grants speaking rights for all 2025 Board meetings to Louise Berney (Business Manager).

Decision Date: 25 Feb 2025
Mover: Mariana Tapsell
Seconder: Dave Guruge
Outcome: Approved

1.4 Declaration of any Conflict of Interest

A new Conflicts of Interest (COI) were registered for this meeting from Brooke Barnett for the Chinese trip and James Patea raised a COI as he is the new head TGC coach for Basketball. The Presiding Member asked all Board members to update and add new COI for 2025.

2. Strategic Focus

2.1 Board Governance

The presiding member gave an overview of the board code of conduct and asked all of the board members to sign at the conclusion of today's board meeting.

It was resolved that the Presiding Member would contact Board Member Tristan Hewitt to ascertain his confirmation regarding his ongoing commitment to the roles of Deputy Presiding Member and Finance Chair. UPDATE: Tristan Hewitt confirmed his acceptance via email



2025 Board Code of Conduct

RESOLUTION: That the board adopts the 2025 Board Code of Conduct as presented and all members are required to sign it.

Decision Date: 25 Feb 2025
Mover: Mariana Tapsell
Seconder: James Patea
Outcome: Approved



2025 Schedule of Delegation

RESOLUTION: That the Board adopts the 2025 Tauranga Girls' College Board Schedule of Delegations with the change of wording Contracts and Leases of \$10,000 p/a for up to two years.

Decision Date: 25 Feb 2025
Mover: Dave Guruge
Seconder: James Patea
Outcome: Approved



2025 Approved Staff Delegations & Authorities

RESOLUTION: That the Board adopts the 2025 Approved Staff Delegations and Authorities as presented

| The Board Approves the following delegations and authorities | |
|--|--|
| Tumuaki Principals Delegation | |
| 1 | Alice Cade |
| 2 | Glenda Rowlands |
| 3 | To be nominated by Tumuaki from the Senior Leadership Team if required |
| Financial Authorities | |
| Tumuaki Principal | Tara Kanj |

| | |
|-----------------------------------|------------------------------|
| Business Manager | Louise Berney |
| Board Presiding Member | Mariana Tapsell |
| Deputy Board Presiding Member | Tristan Hewett |
| Board Finance Chair | Tristan Hewett |
| Tumuaki Tuarua Deputy Principal | Kylie Valentine Alice Cade |

Absence of Presiding Member

In the absence of the Presiding Member, delegated authority is passed to the Deputy Presiding Member.

Absence of Tumuaki | Principal

In the absence of the Principal, all delegated authority given to the Principal is passed to the delegated Deputy Principal.

Decision Date: 25 Feb 2025
Mover: Mariana Tapsell
Seconder: Dave Guruge
Outcome: Approved



2025 Authorised Staff Credit Card Holders

RESOLUTION: That the Board approves the 2025 Authorised Staff Credit Card Holders as presented.

Decision Date: 25 Feb 2025
Mover: Anne Young
Seconder: Carolyn Nemeth
Outcome: Approved



2025 Board Committees

RESOLUTION: That the Board accepts the following Committtes.

| | |
|-----------------|--|
| POLICIES | Mariana Tapsell Tara Kanji Anne Young |
| FINANCE | Tristan Hewett Tara Kanji Louise Berney Carolyn Nemeth Aiza Mustasam |
| PROPERTY | Mariana Tapsell Tara Kanji Louise Berney Dave Guruge |
| HEALTH & SAFETY | James Patea Dave Guruge Brooke Barnett |

| | |
|------------------------------|--|
| STUDENT BEHAVIOUR MANAGEMENT | Preferred three members of the community elected Board. (Note: The meeting can proceed with only two members if required). Student Reps can attend if no Conflicts of Interest |
|------------------------------|--|

Decision Date: 25 Feb 2025
Mover: Mariana Tapsell
Seconder: Dave Guruge
Outcome: Approved



Contacting Tristan Hewett

PM to contact Tristan to confirm if he is happy to be Deputy PM and Chair of Finance

Due Date: 26 Feb 2025
Owner: Mariana Tapsell

2.2 Tumuaiki | Principals Report

The Tumuaiki report was taken as read by Board members.

Board assurances were given by the Tumuaiki and also highlighted the following to the Board:

- Academic achievements /targets set and more visible.
- Strengthening of pastoral care is underway
- New guidelines have come out around the Attendance Service.
- Learning Support - increased number of students who qualify with ORS funding.
- Risk management - EOTC documents have been reviewed. Sun protection policy is being reviewed and strengthened.
- NCEA had a significant drop in results from 2024, particularly in Level 1. New curriculum changes introduced in 2024 have made this challenging.
- Pathways is the biggest growth area in the school.
- International - Currently 38 FTE focus to growth, target is to have 45-50 FTE by 2026.
- Student Leadership - 2 day leadership course undertaken by this year's student leaders. A celebratory Prefects Breakfast with whānau is planned for next week.



2025 Annual Plan

RESOLUTION: That the board deferred their decision on approving the 2025 Annual Plan as the plan was left off the agenda in error. The Board Secretary will email it to the Board and give a week for feedback and then do a flying minute for approval.

Decision Date: 25 Feb 2025
Outcome: Not Approved

The Board agrees in principle to the purchase of the four N Block building but will defer a final decision until a business plan in consultation with the Finance Committee Chair has been completed.



Board Purchase of N Block Buildings

RESOLUTION: That the Board agrees in principal on the purchase of the N Block buildings at a cost of \$540K, approved to proceed with a business plan in consultation with the Finance Committee Chair.

Decision Date: 25 Feb 2025
Outcome: Not Approved



NCEA Data

The Tumuaki will provide the Board with a comprehensive analysis and interpretation of the NCEA data.

Due Date: 7 Mar 2025
Owner: Tara Kanji



February Tumuaki Report

RESOLUTION: That the board accepts the February Tumuaki | Principals report to the Board.

Decision Date: 25 Feb 2025
Mover: Mariana Tapsell
Seconder: Anne Young
Outcome: Approved

3. Monitoring Reports

3.1 Management Report

The Management Report, Budget and Fixed Asset requests reports taken as read by board members

The Business Manager highlighted to the Board:

- The Business Manager informed the board that the current budget reflects only minor adjustments from the proposed budget reviewed in November.
- The reported increase in locally raised funds is a result of revisions to the reporting process
- The Attendance Services budget was initially funded for Term 1. Funding for Term 2 was subsequently approved. However, the funding status for Terms 3 and 4 is currently unknown. Consequently, a limited budget has been maintained for Attendance Services.

In the budget the income for Locally Raised funds of \$1.059k was further analysed in the Revenue and Expense details. The Expense portion of Locally Raised funds was not further detailed as the expenditure only relates to Activities and not the other sub headings that appear under the revenue lines.



2025 Budget

RESOLUTION: That the board approves the 2025 budget as presented with no changes to be adopted.

Decision Date: 25 Feb 2025
Mover: Anne Young
Seconder: Karen Aspey
Outcome: Approved



2025 Fixed Assets Request

RESOLUTION: That the Board approves the 2025 Fixed Asset Requests to a value of \$294.262

Decision Date: 25 Feb 2025
Mover: Mariana Tapsell
Seconder: Karen Aspey
Outcome: Approved



31 January 2025 Management Report

RESOLUTION: That the board accepts the 31 Jan Management Report

Decision Date: 25 Feb 2025
Mover: Mariana Tapsell
Seconder: James Patea
Outcome: Approved

3.2 Property Report

The Property report taken as read by Board members



5YA - Hot Water Cylinder

RESOLUTION: That the Board approves the 5YA funds from our previous plan to replace the hot water cylinder for F Block. Total cost \$16500

Decision Date: 25 Feb 2025
Mover: Dave Guruge
Seconder: Anne Young
Outcome: Approved



Sewerage & Drainage Cost Overrun

RESOLUTION: That the Board approves the transfer of \$29,594.53 from unallocated 5YA funds to the Sewer and Drainage project for cost overrun.

Decision Date: 25 Feb 2025
Mover: Dave Guruge
Seconder: Anne Young
Outcome: Approved



February Property Report

RESOLUTION: That the Board accepts the February Property Report to the Board.

Decision Date: 25 Feb 2025
Mover: Dave Guruge
Seconder: James Patea
Outcome: Approved

3.3 Health & Safety Report

The Health and Safety report is taken as read by Board members.

- Tumuaiki advised the Board we failed the practical assessment from Worksafe. They have extended the deadline to allow time for changes to be made. They have also identified a couple of other areas for strengthening.

- Trees in the Gully - new report undertaken with an H&S lens which has brought the cost down to approx \$10,000K. The Ministry will be approached with a request for funding. Once the new report is received, it will be presented to the Board.
- Fully staffed with one upcoming vacancy for an English teacher to be advertised.
- Visually impaired works underway.
- Pūwhenua hopeful to have this signed off for occupancy by the end of February and moved in by end of March. Ministry assisting with funding to help with the move.
- No updates yet on the Omokoroa bus issue from the provider to date.



February Health & Safety Report

RESOLUTION: That the Board accepts the February Health & Safety Report as presented.

Decision Date: 25 Feb 2025
Mover: Mariana Tapsell
Seconder: James Patea
Outcome: Approved

4. Administration

4.1 Any Other Business



Volleyball trip to Australia - December 25

RESOLUTION: That the Board approves a special exemption to be given to the current 'Overseas Travel' policy to allow the proposed volleyball trip to Australia in December 2025.

Decision Date: 25 Feb 2025
Mover: Karen Aspey
Seconder: James Patea
Outcome: Approved

Brooke Barnett left the meeting at 7.51pm due to a COI with the Chinese Trip. Returned to the meeting at 7.54pm.



Chinese Bridge Trip to China - September 25

RESOLUTION: That the Board approves a special exemption to be given to the current Overseas Travel policy to allow the proposed trip to China for the Chinese Bridge Autumn Camp in September 25.

Decision Date: 25 Feb 2025
Mover: Anne Young
Seconder: Dave Guruge
Outcome: Approved

4.2 Confirm Minutes

NOVEMBER TGC Board Meeting 28 Nov 2024, the minutes were confirmed as presented.



November 2024 Minutes

RESOLUTION

Decision Date: 25 Feb 2025

Mover: Carolyn Nemeth
Seconder: Mariana Tapsell
Outcome: Approved

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

| Due Date | Action Title | Owner(s) |
|--------------|--|---------------|
| 26 Sept 2024 | Woods Agency Quote Status: On Hold | Tara Kanji |
| 14 Nov 2024 | Sports Elevation Funding Status: In Progress | Louise Berney |

4.4 Correspondence Inwards/Outwards



Correspondence

RESOLUTION: That the board accepts the 28 November 24 to 25 February board correspondence.

Decision Date: 25 Feb 2025
Mover: Mariana Tapsell
Seconder: Karen Aspey
Outcome: Approved

5. Meeting Close

5.1 Presiding Member closes meeting and moves to PED BOT Meeting

Next meeting: TGC School Board Meeting - 27 Mar 2025, 5:30 pm

Approved decisions made between meetings



PEB - Discipline Committee Delegation to Principal

That the PEB discipline subcommittee (Karen, Dave, and James) of the Board delegates the current support staff employment matter to the Principal as per the updated delegation schedule.

3 Supported: Dave Guruge , James Patea , Karen Aspey

0 Opposed:

0 Abstained:

Decision Date: 19 Nov 2024
Outcome: Approved



Change to Board Delegation

The Board agrees to a change to the current delegation schedule allowing the Principal to make all employment decisions related to support staff effective immediately.

(Changes to delegation document are highlighted in red)

10 Supported: Aiza Mustasam , Anne Young , Brooke Barnett , Carolyn Nemeth , Dave Guruge , James Patea , Karen Aspey , Mariana Tapsell , Tara Kanji , Tristan Hewett

0 Opposed:

0 Abstained:

Decision Date: 19 Nov 2024

Outcome: Approved

Tristan Hewett
27 Mar 2025