

DRAFT MINUTES

JULY TGC BOARD OF TRUSTEES MEETING



Name:	Tauranga Girls' College
Date:	Tuesday, 2 July 2024
Time:	5:30 pm to 7:22 pm (NZST)
Location:	Tauranga Girls' College Board Room, 930 Cameron Road, Gate Pa, Tauranga, New Zealand
Board Members:	Mariana Tapsell (Chair), Anjali Pillay, Anne Young, Carolyn Nemeth, Dave Guruge, James Patea, Tristan Hewett, Kylie Valentine
Attendees:	Julie Cole, Maria Palmer
Apologies:	Karen Aspey

1. Meeting Open

1.1 Presiding Member welcome and karakia

Board meeting opened at: 5.30pm

1.2 Declaration of any Conflict of Interest

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

- Kylie Valentine - has a COI with the Waka Ama and Pasifika Sports and Cultural experience - Nov 2025 as she is involved in the planning of this trip.
- Dave Guruge - has COI with the pool repairs as he has a daughter attending Gate Pa who use the pool.

2. Strategic Focus

2.1 Tumuaiki | Principals Report

The Tumuaiki gave the board and overview on the following:

- Planning underway for the 2025 school year
- Attendance - a national priority and SLT is keen to understand what we can do more to improve our moderate and irregular attendance. Sickness causing some of these stat. What is our next step for 70-80% attendees? The first initiative following student and staff voice is to move back to vertical whānau classes to allow Whanau teachers time to fully investigate irregular attendance.
- The Tumuaiki has asked the DP with responsibility for the Attendance Service to look at how we can use the service to help with our attendance.
- Attendance is also a real issue with our staffing. Huge staff absence due to sickness. An example is in week 7 of this term we had 36 staff absences. Relievers are getting sick as well which is impacting.
- The first round of Common Assessment Activity (CAA) has been completed, results are due on 1 August.

- The Junior Curriculum Teacher has been appointed. The Tumuaki highlighted to the Board the need for a portable classroom until J Block is up and running to allow this class to have a homeroom.

The Board reviewed and discussed:

- The move back to horizontal whānau classes. Student rep gave a student voice on how exciting this is for students.
- All options for the proposed Junior Classroom procurement and costs associated.
- New date for NCEA Māori and Pasifika Whānau hui - do we have these set? Tumuaki reassured Board new date for Term 3 has been set.



Junior Teacher Classroom Procurement

RESOLUTION: That the Board approve the procurement of a portable classroom, infrastructure connection, and furniture for the Junior Curriculum Teacher Classroom that starts at the beginning of Term 3 to a cost of up to \$35K

Decision Date: 2 Jul 2024
Mover: Tristan Hewett
Seconder: Dave Guruge
Outcome: Approved



July Tumuaki | Principals Report

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

Decision Date: 2 Jul 2024
Mover: Anne Young
Seconder: James Patea
Outcome: Approved

2.2 Board Governance Discussion

3. Monitoring Reports

3.1 Finance Report

The Business Manager gave the Board an overview of the finance report to the end of May to the board. (June accounts not yet finalised)

- Highlighted to the Board that the finance report needs to be reconciled and in more depth.
- The Business Manager proposed to the Board change the Finance Report to be more precise and in-depth with commentary that clarifies to the Board and makes it easier to understand. Board supported this proposition.



New format to Finance Report

The Business Manager to change the format of the Finance Report to be more precise and in-depth with commentary

Due Date: 26 Sept 2024
Owner: Maria Palmer

The Tumuaki gave the board an overview of why we now need to apply to the Lion Foundation for a grant for winter funding due to the One Foundations application portable being down until late August 2024 which is too late for the winter tournament.



Grant Funding: Lion Foundation

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

> Lion Foundation for \$16,000.00 for our Netball team to go to Upper North Island Netball Championships and Football to attend NZ SS Maurice Hulme tournament in Taupo from Sunday 01 September to Friday 6 September.

Decision Date: 2 Jul 2024
Mover: Dave Guruge
Seconder: James Patea
Outcome: Approved



May Finance Report

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

Decision Date: 2 Jul 2024
Mover: Tristan Hewett
Seconder: Dave Guruge
Outcome: Approved

3.2 Property Report

Reports taken as read. The Property Board member highlighted to the Board the following:

- The pool is currently not usable.
- He gave an overview and the history of the pool issues to the Board. Highlighted to the board concerns around the age of the current pump as well.
- The Board undertook a discussion around the quotes supplied by the Property Manager for the repairs to the pool. Following robust discussion about the pool repairs needed the board decided to defer a decision until a business case exploring all options is undertaken by the Business Manager. Business Manager to report back to the Board at the August Board meeting.



Pool Repairs

RESOLUTION: The board declines this decision until further information is gathered with a Business Case undertaken by the Business Manager.

Decision Date: 2 Jul 2024
Mover: James Patea
Seconder: Mariana Tapsell
Outcome: Not Approved



Pool Business Case

The Business Manager and Property Manager to undertake compiling a business case with options including the cost of if we do nothing and shut the pool.

Business Manger also to find out also if we need to consult with the community or MoE around the pool repairs..

Due Date: 22 Aug 2024
Owner: Maria Palmer



Pool Comms to Staff / Gate Pa School

Tumuaki to communicate to the staff and Gate Pa primary that the pool will not be available for use in for Term 4 2025.

Due Date: 22 Jul 2024
Owner: Kylie Valentine



Concrete Walkway Repair

RESOLUTION: That the Board approves and accepts the engineer's report and cost of \$39,400.00+GST to repair the concrete walkway at the top of the pool which is subsiding.

Decision Date: 2 Jul 2024
Mover: Mariana Tapsell
Seconder: Dave Guruge
Outcome: Approved

The Tumuaki gave the Board an overview of the process and consultation with staff and students that have been undertaken to arrive at the decision on a furniture supplier for J Block.

Tumuaki also highlighted to the Board the staff concerns around only having one staff toilet and having a staff resource area in J Block. Solutions for both issues are being addressed.

The Board acknowledged the work being done by the Acting Tumuaki in this area.



J Block Furniture Supplier

RESOLUTION: That the board accepts and approves for Class Furniture Ltd to be used as the supplier to procure the majority of the furniture required in the J Block building.

Decision Date: 2 Jul 2024
Mover: James Patea
Seconder: Anne Young
Outcome: Approved



July Property Report

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

Decision Date: 2 Jul 2024
Mover: Anne Young
Seconder: Anjali Pillay
Outcome: Approved

3.3 Health & Safety Reports



July Health & Safety Report

RESOLUTION: That the Board moves to accept the Tumuaki July H&S Report to the Board.

Decision Date: 2 Jul 2024
Mover: Tristan Hewett
Seconder: Carolyn Nemeth
Outcome: Approved

The board acknowledges there is more depth and details to the H&S Executive work being carried out now within the kura.

4. Administration

4.1 Any Other Business

Nominations for the Deputy Presiding Member were called for: Tristan Hewitt was nominated by Carolyn Nemeth



Deputy Presiding Member

RESOLUTION: That the Board duly elects Tristan Hewitt as the 2024 Deputy Presiding Member

Decision Date: 2 Jul 2024
Mover: Carolyn Nemeth
Seconder: Dave Guruge
Outcome: Approved

The Presiding Member discussed with the Board the two Flying Minutes and asked the Board if they have any questions on these.



Waka Ama and Pasifika Sports and Cultural Trip

RESOLUTION: That the Board approved the proposed Waka Ama and Pasifika Sports and Cultural Trip to Raratonga in Nov 2025

Decision Date: 2 Jul 2024
Mover: Anne Young
Seconder: Carolyn Nemeth
Outcome: Approved



Grant Funding: Rano Community Trust

RESOLUTION: That the Board approved the funding application to:
> Rano Community Trust for up to \$45 000.00 to upgrade of fitness room including purchasing of 2 treadmills, equipment for Duke of Education & Outdoor Education, sports equipment and sports uniforms.

Decision Date: 2 Jul 2024
Mover: James Patea
Seconder: Anne Young
Outcome: Approved

Board attendees did not find the NZSBA conference organised. AGM was not held as no quorum was present. Some speakers were interesting and insights shared.

Raised the issue of whether the Student Reps in the Bay meet regularly. Not currently.

Board to look at having two student reps. One elected and one co opted. Thoughts on co opting- who placed 2nd in the election or possibly the Kaupapa Māori Student Leader.



Two Student Reps

The board to decide if they will have a second co-opted student representative on the Board from 2025.

Due Date: 28 Nov 2024
Owner: Mariana Tapsell

4.2 Confirm Minutes

MAY TGC Board of Trustees Meeting 23 May 2024, the minutes were confirmed as presented.

MAY SPECIAL MEETING of the TGC Board of Trustees 31 May 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 Status: In Progress	Tara Kanji
22 Feb 2024	TTNG Bus Risk Register Status: In Progress	Julie Cole
23 May 2024	New Board Agenda Status: In Progress	James Patea
22 Aug 2024	Elevation of 5 Sporting Codes Status: Not Started	Tara Kanji

4.4 Correspondence Inwards/Outwards



July Correspondence

RESOLUTION: That the Board approves and accepts the correspondence from 23 May 2024 to 2 July

Decision Date: 2 Jul 2024
Mover: Mariana Tapsell
Seconder: Dave Guruge
Outcome: Approved

5. Meeting Close

5.1 Presiding Member closes meeting and moves to PEB BOT Meeting

Next meeting: JULY -TGC PEB Board Of Trustees Meeting - 2 Jul 2024, 7:22 pm

Approved decisions made between meetings



2024 NZSBA AGM Delegate

That the Board appoint Dave Guruge as our delegate to vote on behalf of the Tauranga Girls' College Board of Trustees at the 2024 NZSBA AGM held at Tākina in Wellington on Saturday 8 June, as part of the Annual Conference.

7 Supported: Anjali Pillay , Anne Young , Carolyn Nemeth , Dave Guruge , Mariana Tapsell , Tara Kanji , Tristan Hewett

0 Opposed:

0 Abstained:

Decision Date: 31 May 2024
Outcome: Approved



New Flying Minute Appointments Committee

MOTION 1: That the Board appoints a committee consisting of the regular principal Tara Kanji, Dave Guruge and Rachel Armishaw to appoint the new Business Manager and Payroll Specialist

MOTION 2: That the Board approves the regular principal Tara Kanji to initiate and manage the project of rebranding the school.

9 Supported: Anjali Pillay , Anne Young , Carolyn Nemeth , Dave Guruge , James Patea , Karen Aspey , Kylie Valentine , Mariana Tapsell , Tristan Hewett

0 Opposed:

0 Abstained:

Decision Date: 23 Jun 2024

Outcome: Approved



New Flying Minute 2024 BOT Schedule of Delegations

MOTION 1 : The Board delegations to the Principal are described in the 2024 BOT Schedule of Delegations

MOTION 2 : The Board, during the Principals sabbatical, appoints Kylie Valentine to act as Principal with the delegations of the Board to the Principal as specified in the current 2024 BOT Schedule of Delegations’.

9 Supported: Anjali Pillay , Anne Young , Carolyn Nemeth , Dave Guruge , James Patea , Karen Aspey , Kylie Valentine , Mariana Tapsell , Tristan Hewett

0 Opposed:

0 Abstained:

Decision Date: 23 Jun 2024

Outcome: Approved

New Actions raised in this meeting

Item	Action Title	Owner
3.1	New format to Finance Report Due Date: 26 Sept 2024	Maria Palmer
3.2	Pool Business Case Due Date: 22 Aug 2024	Maria Palmer
3.2	Pool Comms to Staff / Gate Pa School Due Date: 22 Jul 2024	Kylie Valentine
4.1	Two Student Reps Due Date: 28 Nov 2024	Mariana Tapsell

Signature: _____ **Date:** _____