

CONFIRMED MINUTES

APRIL TGC BOARD OF TRUSTEES MEETING



At the **MAY TGC Board of Trustees Meeting** on **23 May 2024** these minutes were confirmed as presented.

Name:	Tauranga Girls' College
Date:	Thursday, 4 April 2024
Time:	5:30 pm to 8:16 pm (NZDT)
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, Karen Aspey, Tara Kanji, Tristan Hewett
Attendees:	Julie Cole, Kerry McFadyen, Kylie Valentine
Notes:	Kylie Valentine joining via Google Meet

1. Meeting Open

1.1 Presiding Member welcome and karakia

The meeting opened at 5.47pm

1.2 Declaration of any Conflict of Interest

No new Conflicts of Interest were registered for this meeting from any Board members.

1.3 Board Governance Discussion

Anne Young - indicated she would like to be appointed to the Policies Committee

Presiding Member advised on advice from NZSTA that the Student Rep on the Board may join the Student Behavior Meetings as long as there is no conflict of interest with the student the meeting is being held for.



Board Committees

RESOLUTION: That the board member Anne Young be appointed to join the Policies Committee, and confirms that the Student Rep on the Board may join Student Behaviour Meetings if no Conflict of Interest with the student involved in the meeting.

Policies	Mariana Tapsell Tara Kanji Anne Young
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Finance	Tristan Hewett Tara Kanji Kerry McFadyen Carolyn Nemeth Anjali Pillay
Property	Mariana Tapsell Tara Kanji Kerry McFadyen Dave Guruge
Health & Safety Committee	James Patea Dave Guruge
Student Behaviour Management	Karen Aspey James Patea Student Rep can attend if no Conflict of Interest. OR Two other members of the community-elected Board.



Decision Date: 4 Apr 2024
Mover: Mariana Tapsell
Seconder: Carolyn Nemeth
Outcome: Approved

Tumuaki raised to the board that in the Te Tiriti o Waitangi policy at Tauranga Girls' College we do not actively engage with Ka Hikitia Ka Hāpaitia any longer we have utilised other resources.



Board Policies

RESOLUTION: That the board has reviewed and approved the current board policies Te Tiriti o Waitangi and the Boards Responsibilities.

Decision Date: 4 Apr 2024
Mover: Mariana Tapsell
Seconder: Anne Young
Outcome: Approved



School Docs Register - Variations

Board Member is to create a register of variations to policies of TGC that differ from the School Docs policy

Due Date: 23 May 2024
Owner: Anne Young

2. Strategic Focus

2.1 Tumuaki | Principals Report

The Tumuaki takes as read and highlighted to the Board:

- Re Strategic Intent number 2.2 Strengthening of connections Partnership with Iwi and Whānau. - we have held very successful, well-attended Whānau Hui and Pasifika Fonu.

- Board Assurance - Consultation with ERO has taken place regarding the implementing Government Phone Free policy. Tumuaki confirmed TGC compliance.
- Attendance - roll has grown to 1505 - attendance of students attending 90% time is low. Data doesn't take into account explained but not justified absences. What needs looking at is the non-explained absence. Taking a lot of time to follow up with parents who are not engaging which is increasing the staff workload. We have a full-time attendance person and a formalised mentoring programme with Senior Leader. Sending out regular attendance data to whānau. Have set an expectation of 85% on attendance to be able to attend special school events.
- Staffing - really challenging to find staff to fill vacancies halfway through the year. This is a nationwide issue.
- Pastoral data - 26 stand downs since the February meeting, actually only account for 9 events. Again a nation-wide issue.
- The board discussed their support of proposals for new initiatives that can help with earlier interventions to support behaviour.



Board Funding

RESOLUTION: That the board approves the following:

1. To fund morning tea for the staff early in Term 2.
2. To fund and attend on 31 May a Board Breakfast for the staff

Decision Date: 4 Apr 2024
Mover: Dave Guruge
Seconder: Tristan Hewett
Outcome: Approved



Pastoral Review

RESOLUTION: That the board approved to fund employing a suitable educator to undertake a Pastoral Review at a cost up to \$8000.00

Decision Date: 4 Apr 2024
Mover: Tara Kanji
Seconder: Tristan Hewett
Outcome: Approved



Extra Release

RESOLUTION: That the board approves to fund additional staffing release time for Pastoral Care of Y9 &10 in 2024 at a potential cost of up to \$50,000.00 (Terms 2-4).

Decision Date: 4 Apr 2024
Mover: Tara Kanji
Seconder: Tristan Hewett
Outcome: Approved



Short term contract

RESOLUTION: That the Board approves funding a short term contract to assist with furniture design and type for J Block up to \$1500.00

Decision Date: 4 Apr 2024
Mover: Tara Kanji
Seconder: Anne Young
Outcome: Approved



MoE/J Block Meeting

RESOLUTION: That the Board Property Subcommittee meets with Michael Cremer who is the MoE liaison for J Block to discuss solar panels and other property-related matters which include the Dyson dryers and barriers that are occurring to achieving sustainable improvements.

Decision Date: 4 Apr 2024
Mover: Tara Kanji
Seconder: Dave Guruge
Outcome: Approved



Woods Agency

RESOLUTION: That the Board approves an additional \$5000.00 above approved costs for rebranding by Woods Agency

Decision Date: 4 Apr 2024
Mover: Dave Guruge
Seconder: Anne Young
Outcome: Approved



April Tumuaki Report

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

Decision Date: 4 Apr 2024
Mover: Mariana Tapsell
Seconder: Dave Guruge
Outcome: Approved



Non Attendance Data

Tumuaki to share with the Board by cohort level and ethnicity of the regular serial non attendees.

Due Date: 23 May 2024
Owner: Tara Kanji



MoE/J Block Meeting

Property Subcommittee to contact Michael Kramer of MoE to arrange a hui to discuss solar panels and other property related matters which includes the Dyson dryers and barriers that are occurring achieving a sustainable improvements to J Block.

Due Date: 23 May 2024
Owner: Mariana Tapsell

3. Monitoring Reports

3.1 Finance Report

Report was taken as read. The Finance Committee Chair and Business Manager highlighted to the Board

- Healthy financial position.
- Operating deficit of \$40,321 compared to a budgeted deficit of \$96,497 which is smaller than budgeted.



Draft Financial Annual Report

RESOLUTION: That the board approves the **Draft** Financial Annual Report to go to the auditor.

Decision Date: 4 Apr 2024
Mover: Tristan Hewett
Seconder: Anjali Pillay
Outcome: Approved



2025 School Production

RESOLUTION: That the Board approves to underwrite the 2025 school production to the value of \$65,000.00

Decision Date: 4 Apr 2024
Mover: Tristan Hewett
Seconder: James Patea
Outcome: Approved



April Finance Report

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

Decision Date: 4 Apr 2024
Mover: Tristan Hewett
Seconder: Anne Young
Outcome: Approved

3.2 Property Report

The Business Manager takes the report as being read gave an overview of the Property report to the Board

- 10YPP planning/ review meeting with the MoE scheduled for next week, will report back to the Board at the May meeting
- Stage 1 of the underground work has been completed. Initial concerns were raised regarding the exposed cables that were thought to be Power Cables that had been mistakenly identified, these were fire cables which have now been buried 300mm deep.
- Have had three issues of vandalism which have been reported. Insurance claims underway.
- Protected Trees - still awaiting an update from the council on protected trees on school grounds. Council is currently reviewing a complaint from neighbour to have protected trees cut back that is overhanging a sleepout. We are reviewing options about the trees along 22nd Ave and the bus bay as additional car parking options for when the new Cameron Road development commences, will report back to the Board at the May meeting.
- MoE now requires a comprehensive process to be completed to submit the solar panel proposal. The timeframe needed to complete this new process is not achievable within the remaining period, hence the project is in jeopardy.
- Highlighted to the Board the timeline for the handover of J Block to the school has been adjusted to 25 October 2024 which was originally planned for August 2024.



April Finance Report

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

Decision Date: 4 Apr 2024

Mover: Mariana Tapsell
Seconder: Tristan Hewett
Outcome: Approved

3.3 Health & Safety Report

Tumuaki gave an overview of the April Health & Safety report.



April Health & Safety Report

RESOLUTION: That the board accepts the April Health & Safety Report to the Board

Decision Date: 4 Apr 2024
Mover: James Patea
Seconder: Carolyn Nemeth
Outcome: Approved

3.4 Health & Safety Board Assurance

Board Property Committee Members have attended their first H & S Exec committee meeting.

- The start of year fire drill is currently in week 6/7 would be beneficial to move to week 1/2 for Year 9 and other new students to the school.
- Recommendation to adopt safety briefing for any meetings before Karakia especially when hosting visitors to the school.



Evacuation Information in Conference rooms

Board Secretary to arrange to have evacuation information put in each conference room

Due Date: 5 Apr 2024
Owner: Julie Cole



H&S Exec Committee Minutes

Board Secretary to include H&S Exec Committee Minutes in the Board Pack going forward.

Due Date: 23 May 2024
Owner: Julie Cole



H&S Reporting Form

To send H&S board members copy of H&S reporting form for them to review current practise and make recommendations based on NZSTA recommendations.

Due Date: 5 Apr 2024
Owner: Julie Cole



April H&S Report

RESOLUTION: That the Board accepts the April Health & Safety report.

Decision Date: 4 Apr 2024
Mover: Carolyn Nemeth
Seconder: Anjali Pillay
Outcome: Approved

4. Administration

4.1 Any Other Business

Board Member recommendations on the effectiveness of board meetings:

- The board agenda is too full - recommend - 4 points only with any decisions to be at the start of the report.
- Take reports as read and only raise issues that are needed.
- Governance levels conversations only and not management.
- Tumuaki to link recommendations to relevant strategic intent at the start of the report.
- Recommend for the Board to take up professional development and Governance 101.



New Board Agenda

To reformat the Board meeting agenda and distribute it to the Board for review and decision to adopt or not.

Due Date: 23 May 2024
Owner: James Patea

Suspension Meetings need to be minuted. Board Secretary to Minute Suspension meetings going forward.

When making the decision - use information NZSTA prompt questions. This is to be made into a resource for use during hui.

The Principal should not make the phone call to whānau to advise parents of the outcome of the meeting. The board is to contact the parent going forward.

NZSTA advised Student Reps can attend Suspension Meetings unless there is a Conflict of Interest.

Parents are to be given the option to hold meetings in Whare if meetings are scheduled to be held outside of school hours.



To create suspension hui resource from NZSTA workshop.

To create suspension hui resource from NZSTA workshop.

Due Date: 23 May 2024
Owner: Mariana Tapsell

4.2 Confirm Minutes

FEBRUARY - TGC Board of Trustees Meeting 22 Feb 2024, the minutes were confirmed as presented.



RESOLUTION: That the minutes of the 22 February 2024 meeting be a...

RESOLUTION: That the minutes of the 22 February 2024 meeting be approved and adopted as a true and accurate record.

Decision Date: 4 Apr 2024
Outcome: Approved

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: On Hold	Julie Cole
22 Aug 2024	Elevation of 5 Sporting Codes Status: Not Started	Tara Kanji

4.4 Correspondence Inwards/Outwards



April Correspondence

RESOLUTION: That the Board moves to accept the correspondence from 22 February 2024 to 4 April 2024.

Decision Date: 4 Apr 2024
Mover: Karen Aspey
Seconder: Anne Young
Outcome: Approved

5. Meeting Close

5.1 Presiding Member closes meeting and moves to PED BOT Meeting

Next meeting: MAY TGC Board of Trustees Meeting - 23 May 2024, 5:30 pm

New Actions raised in this meeting

Item	Action Title	Owner
1.3	School Docs Register - Variations Due Date: 23 May 2024	Anne Young
2.1	Non Attendance Data Due Date: 23 May 2024	Tara Kanji
2.1	MoE/J Block Meeting Due Date: 23 May 2024	Mariana Tapsell
3.4	Evacuation Information in Conference rooms Due Date: 5 Apr 2024	Julie Cole
3.4	H&S Exec Committee Minutes Due Date: 23 May 2024	Julie Cole
3.4	H&S Reporting Form Due Date: 5 Apr 2024	Julie Cole
4.1	New Board Agenda Due Date: 23 May 2024	James Patea
4.1	To create suspension hui resource from NZSTA workshop. Due Date: 23 May 2024	Mariana Tapsell

Mariana Tapsell
24 May 2024