



**Minutes of Physical Education New Zealand (PENZ) Board meeting
15th May 2016**

Attendance: Margot Bowes (chair), Darren Powell, Natasha Powell, Sue McBain, Kane Wilson, Ross Merrett (CEO), Trevor Garrett

Apologies: Nil

Meeting began at 9:00am

1.0 Introduction

- 1.1 Karakia and Waiata
- 1.2 Board members/CEO Mihi
- 1.3 Apologies - none

2.0 Minutes of the last meeting

- 2.1 Minor amendments and corrections made. In future, Board minutes to be distributed to Board members within a week of the Board meeting to ensure minutes are a true and accurate record. Minutes may be reviewed and approved by the Board utilising email/online files, in order to expedite publication of the Board minutes on PENZ website in a more timely manner.
- 2.2 Further consideration to be made regarding how the Treaty of Waitangi and Māori representation is embedded in Board procedures.

Motion: Minutes are a true and accurate record: Moved by Kane. Sue seconded. - Carried.

3.0 Matters Arising from the Minutes 28 Feb 2016:

- 3.1 Margot to write to Doug Booth regarding the future of PE at University of Otago.
- 3.2 Acknowledgment of Lisette Burrows and Ian Culpan - promotions to Professor.

Governance

4.0 Financial reports

4.1 2015 Financial Statements

- The 2015 Financial Statements appear to have a small error of \$22 in assets which requires review and correction.
- The 2015 Statement of Financial Performance records a small loss of \$633. The loss is primarily due to unexpected legal costs and a reduced income from PLD workshops.
- The 2015 Statement of Financial Position reflects the small loss of \$633 in the reduction of Retained Earnings of \$16,559.00 down from \$17,192 in 2014.
- Revised Financial statements to be signed by Margot on behalf of the Board

Motion: That the Financial Statements for 2015 be accepted and approved, subject to the minor error and that the Board authorises Margot to sign reports. Moved by Margot from the Chair – Carried.

4.2 Profit and Loss Jan - April 2016

- The Profit and Loss Report for the period 1 Jan – 30 April 2016 was tabled by the CEO, and clarification sort regarding variances to budget for the year to date.

Motion: That the Jan- April 2016 Profit and Loss be received. Moved by Margot. Seconded by Natasha - Carried.

4.3 Proposed Revised 2016 Budget

- CEO tabled a Revised Budget for 2016. The request to adopt the revised budget arises from known (April 2016) material differences in income and expenditure, that were not known to the Board or CEO at the time of the Feb 2016 Board meeting. Adoption of the revised 2016 budget was recommended to more accurately record and monitor the financial performance and position of PENZ throughout 2016. Discussion followed re the 'soft' and 'hard' figures contained within the budget and consideration given to these.
- Discussion had regarding the increased cost of sustaining membership services knowing that membership fees have not increased to match the increased costs. Instead PENZ has tried to reduce costs to match income. Recommended that membership subs and costs be reviewed along with membership numbers. Question raised - how are we going to excite young physical educators to be members of PENZ?
- Reminder that PENZ should not be providing advice/consultancy to non-members.

Motion: That the Revised 2016 Budget be received and approved. Moved by Sue. Seconded by Kane - Carried.

4.4 Supplier Invoice Report for the period 1 January to 30 April 2016 tabled by CEO

Motion: That the Supplier Invoice Report 1st January 2016 to 30 April 2016 be received and approved. Moved by Margot. Seconded by Darren - Carried.

4.5 Balance Sheet as at 30 April 2016 tabled by CEO

Motion: That the Balance Sheet as at 30 April 2016 be received and approved. Moved by Darren. Seconded by Sue - Carried

5.0 Other Governance Matters

5.1 Margot, Trevor and Ross to revise, review and update CEO's job description

5.2 Succession planning for the vacant Board positions as well as the position of Patron discussed:

- Trevor raised the point of the Patron - as a non-member - attending Board meetings as a sounding board and to balance skill set of Board. Happy to continue attending Board meetings as required. Trevor will stand again to be Patron.
- Trevor suggested for the Board to look strategically at two to three years' time as to who will be on the Board, who will be President (or Vice President).
- Board discussed the potential skills and representation that may be required of new Board members and the idea of a possible independent Board member (s). Possible skills identified: experience in working with government agencies/crown entities; business/legal/marketing/commercial knowledge; Treaty of Waitangi; representation of LGBTQ, Pasifika and Asian communities need to be considered. Action: Board to explore potential changes constitution in regards to Māori representation and Te Tiriti o Waitangi.
- CEO reported that there had been 2 enquires about the Maori and ordinary Board positions, though no nominations had been received. Both enquired as to whether a nominee could apply for both positions. Suggestion that vote for Māori representative to be conducted first during this year's AGM, if nominees applied for both.

5.3 Due to changes in legislation and potential impact on the PENZ Constitution, the CEO recommended that the constitution receive a compliance check that may also include any necessary changes to the Constitution, e.g. independent Board member (s), Charities Act 2005 requirements including impact, if any, on branch structure, reporting, and alignment. Consideration to undertake proposed review in late 2016, funding permitting, for consideration at the 2017 AGM.

5.4 Committee reports:

5.4.1 Policy report:

- Sue and Kane to review PENZ policies. Policies and constitution to be checked for structure and potential (mis) alignments.

- Re-examine the legal structure of PENZ branches, in particular how the financial accounts of a PENZ branch fit within PENZ policies and finances, as well as legislation.

5.4.2 Professional learning:

- Further discussion to be had on how PENZ provides PLD opportunities. Develop ideas of how to use web-based and digital technologies to increase reach of PLDs. Susie and Ross looking at developing communities of learners. Further use of social media and web-presence to develop further understanding
- Natasha suggested that HODs need information about workshops for the following year by August for budgeting
- Natasha - proposed having different levels of membership (e.g. gold, silver, bronze) to access different amounts of/types of PLD and to better meet the needs of schools and teachers.
- Margot proposed 10 or 5 card Workshops Card to assist HODs to budget in advance

5.4.3 Advocacy report:

- Facebook 'likes' going well - more regular posts needed, in particular
- PENZ Facebook page - looking at having a 'PE in the media' link.
- Use of website: Developing banners to link in with advocacy.
- Reminder to continue to demonstrate our advocacy by more consistently posting work with developing workshops, meeting with key stakeholders etc.

5.4.4 Awards Report:

- Natasha organising a committee to look at award nominations - two nominations at this stage. One nomination for Outstanding School/Department. One nominations for Fellow of PENZ.
- Discussion about nominations that are made after the deadline. Decision made not to accept late nominations, other than those who have already registered their intent to apply subject to supply of evidence.
- Te Iho-Takaro Ringawera Award – to be considered by the Board.

5.5 AGM preparation - Need to consider membership fee increase/structure of subscriptions. Constitutional changes to be considered for 2017 AGM.

Membership to be asked at AGM about use of webinar for AGM and voting via webinars

5.6 President Lunch - approximately 12 nominees. Still more potential attendees to be reached. Key stakeholders to be contacted also (e.g. Hart Sport, HPA, Sport NZ).

5.7 Kaumatua/Kuia - Margot - further discussion needed to explore the role of the kaumatua/kuia for PENZ.

5.10 **CEO Report:**

A draft of proposed changes to the Strategic Plan was tabled by the CEO.

Actions:

- Board members to go back to the A2 and see what has been included and excluded
- Ross to further develop both the strategic and the business plans at the next Board meeting highlighting the alignment with the investment outcomes.
- Once the strategic plan 2016-2020 has been completed - post on the PENZ web site.

Subject Advisor:

- Ross reported that Susie Stevens had been appointed as one of the new subject advisors. Other advisor work would be contracted out to ensure best expertise and diversity. An email advisors@penz.rg.nz has been set up to filter and send enquiries to appropriate advisor
- HART Sport - excited about their involvement with PENZ. Owner and International Manager to attend conference.
- CEO reported on the Subject Association meeting hosted by the PPTA and their alleged representation of PENZ by the MoE. Further conversations required with subject associations.
Action: Ross and Board to consider how we can question the processes by which the PLD

funding is being allocated, the role of the PPTA, the role of the subject associations including PENZ.

- Trevor questioned how the new subject advisor will be able to implement the PLD workshops. Primary workshop dates have been pushed back. Status of, and evidence for, various workshops is currently being reviewed by Subject Advisor. Skill acquisition workshops to be pushed back and reviewed.
- Ross met with ACC on April 5th and April 29th - interested in developing and/or critique of injury prevention initiatives and resources.

5.11 Risk register

- Highest risk is with potentially low income from primary and secondary workshops, due to limited progress on these.
- Action: To include Harko's book within the risk register
- Harko's book. Ross 80% confident that the book will be ready to be launched at conference.

5.12 Journal

- Had approaches from Cognition and Routledge to produce PENZ journal. CEO to review and appraise interested parties and report back to Board in due course as time and resource permits.

5.13 Conference

- Still low registrations. Actions: Continue to promote on Facebook and Twitter
- Cafe crawl - Board members to host
- Powhiri - Kane to lead organisation
- Board meeting on the Sunday - need to be there before Sunday 12pm. Staying at Distinction Hotel.

5.14: Darren spoke briefly about Unicef Programme regarding PA. Hayley McGlashan was contracted to attend and produce a critical analysis report.

5.15 Action: Margot to send details regarding meeting with Sport Canterbury and Canterbury PENZ

5.16 PENZ logo with Te Ao Kori to be used on all PENZ communication

Meeting closed 4.29pm with a Karakia

Next Meetings:

1. Sunday 10th July Conference – Palmerston North
2. 19th – 21st August Tauranga
3. Sunday 11th December- location TBA