



Minutes of Physical Education New Zealand (PENZ) Board meeting.

Commodore Hotel – Christchurch – 28 February 2016

1.0 Introduction (9:40 am)

- 1.1 Mihi mihi - Introduction – Welcome to Kane Wilson
- 1.2 Karakia and Waiata
- 1.3 Board members/CEO Mihi
- 1.4 Apologies - Melanie Riwai Couch

2.0 Minutes of the last meeting 15 Dec 2015 –

- 2.1 Amendments made including it was recorded that Jo works 30 hours per week and is now permanent – added to the management report. Moved - Margot (Chair) carried (all).
- 2.2 186 students took up the offer of free membership- only received 140 email addresses – need to let UAG know that this year so students can be involved earlier
Take out
- 2.3 Remove 2.16 from Dec 2015 Minutes
- 2.4 UAG is the name of the tertiary group
Can't keep up make changes as Margot has commented on in red: Ross to make changes to minutes as per discussion

Motion: Minutes are a true and accurate record: Margot moved from the chair. Carried unanimously.

3.0 Matters Arising from the Minutes 15 Dec 2015:

None. They are to be addressed throughout the agenda

4.0 Correspondence –

- 4.1 Inwards – Letter received from Doug Brown (Otago Uni). There appears to be an emerging emphasis towards sport in many NZ Uni courses at the expense of Physical Education studies. The board's thoughts:
 - This is a tragedy
 - Physical Education is not visible (that we can see)
 - Where will students who wish to work in PE learn the bio-physical and socio-cultural content required?
 - Consult with UAG
 - SNZ position – need quality PE providers
- 4.2 Outwards - Board to send letter of acknowledgement to Monique Van Growen

5.0 Governance Matters

- 5.1 Jan 2016 Financial Reports tabled.

Motion: That the Jan 2016 Financial Reports be received - Moved Margot, 2nd Natasha – Carried.

- 5.2 Draft 2016 Draft Budget tabled. Discussion had re the Budget for Professional learning:

- Dec. 2015 - Melanie asked questions about how the figures for Prof Learning generated in December meeting.
- These figures are based on an Increase in numbers for primary workshops
- Secondary – based on needs as Libby perceives the needs. Need evidence as to what are the needs in this space. How to do this?
- This is Ross' best read - talking to RST's (as there are no advisors). We need to Liaise with RST's more as they are in schools
- Board members thought that PLD is based on appraisal and also strategic direction of the school- managed by HoD
- Where is the evidence coming from that says that the quality is declining – it needs to come from ERO
- Workshops going forward – Secondary: skill acquisition, scholarship PE (What is the demand for this? This is a small group of school, HPE & Home economics?), junior programmes
- Use Moderation reports – use feedback from this
- E.g performance standards – what is the standard and getting everyone on the same standard
- Master classes in new research coming out on new trends, e.g exercise science, flipped classrooms, blended learning, how to assist English language learners and multi- level classes,
- Inclusiveness; dealing with diversity
- Survey HoD's?? personal email to HoD's gathering ideas – linked into appraisal and moderation evidence and teacher registration
- Unconferences? Keep some workshops more flexible to meet the needs of the teachers
- Use website to provide a tool box of resources for HoDs – e.g. budgeting.
- What can we do to add value for PE teachers in schools – what can we have on line which will support teachers in schools?
- Are these figures achievable? If the income isn't there then the costs aren't there so not high risk. It is lost productivity for Libby and Ross is the biggest risk.

Other Budget discussions included:

- Salaries and wages increased due to need to employ staff or contractors for play.sport
- Board travel and accommodation – increased to cover CHCH meeting, does this cover the need to co-opt someone onto the board?
- IT – great feedback on website. Need to keep updating this site to keep people coming to the site after a drop out off in numbers. This is what it costs. Announcement re the new website via Facebook, twitter?
- Send out an email twice a term to members to remind them about the interesting things on the website. Use the PENZ site re jobs linking it to the websites.

Motion: Draft2016 Budget be approved – moved from the chair. Passed unanimously.

6.0 CEO Management

6.1 Margot met with Ross for his appraisal. Revisiting job descriptions for ensure they are accurate.

6.2 The CEO amendments to the strategic plan has been received, which accommodates the SNZ KPIS until June 2016. The 2016 – 2020 KPI's have yet to be agreed with SNZ between April and June 2016 and will be incorporated into PENZ strategic plan in August 2016.

7.0 Report on Board Committees

7.1 Advocacy: Darren

- Problems with conflict of interest re university and PENZ. Difficulty aligning university/PENZ authorship given employment relationships
- Face book has been very successful for PENZ
- Open up to engage others from different community
- Engage more with Twitter
- Be more proactive with press – press releases. Need to be quick turnaround , respond to issues in media within a day
- Discussion on opportunities e.g. launch of Play.sport

Action point: write a response to NEMSSA – Darren to write and PENZ to publish.

7.2 Awards: Natasha

- Working on awards - liaising with Libby re language
- Money. \$250 for AS Lewis award – the essay. Separate tertiary (undergraduate) from secondary. \$250 each. \$500 total. Money could come from Joan Gillies
- fund. Split the award so there is a AS Lewis award and the Lady Joan Gillies Undergrad award. Different topic for each
- AS Lewis - link back to scholarship – discussion around this.
- Gillies : sport/PE
- Ideas for topics talk to Natasha
- Talk to Bob

Motion: that A S Lewis Award be increased to \$500 – Moved Natasha and Seconded: Darren

7.3 Policy: Sue – No report

7.4 Professional Learning: Sue - No report

8.0 Journal

8.1 Some members haven't received the Feb 2016 journal yet!

8.2 Doug Booth and Richard Pringle produced the content for the Feb 2016 journal.

8.3 General discussion on Journal had

- UAG suggested themes for the remaining 2016 journals
- Update on play.sport at the back
- Feedback – articles great – can we please have class sets of these. Problems with copyright. They had permission to use it but not to distribute it
- What is disappointing is that water safety NZ didn't want to advertise in the journal
- SSLNZ wanted to but no budget – freebee for them
- Water Safe Auckland – strategic decision didn't want to.
- HPA – only peps that paid for advertising: on back cover
- No university advertising in journal – probably because of changes to degrees. Need to try to build this up again.

- Budget restraints – consider only distributing one printed copy to all schools once per year – \$13 – 40,000 per year. Distribute it digitally from now on as don't get good value for money in terms of profile.
- Digital journal only available to members
- There is interest in a peer reviewed journal as a special edition for next year 2017
- Discussion around how this would work

8.4 Suggestions:

- 3 physical educator journals and one of these is a tertiary educators peer reviewed
- 4 journals and 1 is a tertiary educators peer reviewed
- 3 physical educators and a separate different once per year edition

Decision: 4 journals for 2017 including 1 special edition which is peer reviewed

8.5 Next year 2017 – have peer reviewed presentations at conference and then articles submitted to the journal in November 2017

- Technology in practical PE contexts
- Assessment/moderation/ registered teacher standards
- External providers of PE
- Olympism; teaching attitudes and values through movement
- TGfU
- Physical Literacy
- Leadership in PE
- Inclusive practice – English as second language learners
- exercise science, flipped classrooms, blended learning, how to assist English language learners and multi- level classes,
- Inclusiveness; dealing with diversity

8.6 July issues 2016

- Culturally responsive Practice – bi-cultural and multi cultural: theme for next issue

8.7 October 2016

- Obesity – childhood obesity. Issue, views , strategies and action. Physical education, physical activity and obesity?

9.0 President Matters

9.1 Smithells Lecture (75th Otago PE School anniversary). Will there be a Smithells lecture in conference in Dunedin 2017/18? Talk to UAG about who could do this and what the topic could be?

9.2 Board Roles for 2016

- Finance – Margot – Trevor
- CEO Management – Margot – Trevor
- Awards – Natasha
- Advocacy – Darren/Kane
- PLD – Sue/Natasha?
- Policy – Kane, Sue
- Journal – Darren

9.3 Board Co-options – Discussed but not currently required

9.4 Board Meeting schedule for 2016

Margot will send out the board annual work plan

Dates:

1. Sunday 15th May: Auckland
2. Sunday 10th July Conference – Palmerston North
3. 19th – 21st August Tauranga
4. Sunday 11th December:

9.5 Maori Advisory Group – discussion had.

10.0 CEO / Management Report:

10.1 Report against Business Plan

Stakeholder Relationships and Contact

10.2 SNZ values proposition: \$80 k funding awarded; KPI yet to be agreed to

- Because it is a roll over year, gave us KPI's which morphed into front footing some of the 2016/20 initiatives without being specific about the KPI's for July 1st. E.g. Play.sport and physical literacy not organised but they wanted providers to be ready to start at the beginning of school - so delayed. SNZ can't deliver on their responsibilities and are stopping from PENZ delivering KPI's. So there is verbal agreement that they will give us the funding up front, without delivering some of the agreed KPI's.
- Jo is less pragmatic about KPI's and it needs to be more organic.
- PLD is now pushed out into term 2, 3 & 4
- All primary schools involved will get a PENZ membership
- RST's out of schools by 1st July. No advisors, etc – careful of the vacuum!
- PENZ can fill the gap – contract or part time person employed by PENZ to support schools in Auckland. No KPI's attached to it – wash-up funding. Want greater support around play.sport in Auckland.
- Mark Jackson & Celia Fleck– curriculum facilitator for advisors and mentors for MoE.

10.3 HPA - Last year's sponsorship agreement discontinued. Was \$8,000 in 2015. Now \$5,000 for 2016. Need to ensure they get value for money

10.4 Hart Sport

- Sponsorship deal signed, sealed and delivered. \$13,500 in cash and the rest in product.
- Need images of physical education in action – for marketing permission

10.5 Branches

- Professional Learning Communities – or community of practice. Need to invest in getting these up and running

- Canterbury Branch: problems with the Canterbury PENZ face book – using our logo etc without any support and permission from national PENZ. There are problems with personalities.
- Ross to develop a statement re branches and have conversation with the failed branches.
- UAG no discussion recorded

10.6 Financial Reports

- Investments outlined
- Profit and Loss and Balance Sheet tabled for Jan 2016. – Excludes adjustments from EOY 2015 meaning that there may be some changes to 2016 P&L, Balance Sheet and Draft Budget.

Motion: That the board accept the P &L and Balance sheets for January and Draft budget: Natasha and seconded Darren

- The end of year reports will be available end of March in case there is a webinar for the PENZ AGM.
- ASB: they failed to respond to emails, then sent contradictory emails. So banks have not changed as it was just too hard. PENZ is staying with the BNZ .

11.0 Professional Learning

11.1 National conference: Ross and Libby have been doing all the work that the conference committee would normally do. Libby to organise the conference workshops/programmes, in conjunction with regional conference committee, EONZ and HTA

- Ensure that there are enough workshops for each of the interest groups
- Obesity panel?
- Webinar for PENZ AGM. Working out how to do it.

11.2 Inspired Leadership Programme in Wellington?

12.0 PENZ Logo: Changed and rolling out.

13.0 Staffing update:

Meeting with subject advisor. Ross held an “on the record meeting” with S.A. and again on Tuesday 24th Feb. It has been nearly 4 weeks from last mediation meeting. In the next meeting there will be a reconciliation of the PENZ KPI’s against strategic direction and budgets. Please give feedback to Ross re Libby’s report

14.0 Risk register:

- Risks re delayed planning for workshops – if not planned and organised now then there is not enough time for marketing, therefore the consequence of this are limited numbers attending workshops in 2015.
- Membership – follow up on number of subscriptions
- Quality assurance – need to develop quality assurance processes.

15.0 Any other business

- Harko Brown wrote book published in 2008. “Nga Taonga Takaro: maori sports and games” (check out harko’s website “Atua”). Ross developing a proposal to underwrite the development of the next book and for PENZ to put it online. Return on this \$80,000. Split the profit between PENZ and Harko
- Business plan approval for 2016. The focus needs to be on where the income streams are. Broad strategic thinking with the business plan focusing on value added for members and income streams. Ross to create the draft business plan and will send to the board.
- Primary SIG – link to website

Thank you to Ross and for all his hard work and progress that the organisation has made over the last year. Also thank you to Margot for her hard work in steering the board and building an excellent working relationship with Ross.

Date of Next Meeting: 15th May

DRAFT