



PHYSICAL EDUCATION NEW ZEALAND

TE AO KORI AOTEAROA

# BOARD MEETING MINUTES

**Date and time** Thursday 15th June

**Venue** Online via Zoom

**Attendees** Margot Bowes (Chair), Trevor Garrett, Sue McBain, Nichola McColl, Kane Wilson, Alan Ovens, Ian Culpan ) Richard Van der Jagt (CEO)

**Apologies** Lisette Burrows, ,

Agenda items	
Welcome & Karakia	Welcome from Margot Whakataka te hau Karakia - Nichola Whakawhanaungatanga - Update from each Board Member
Minutes of the last meeting and Matters arising from the minutes that are not on today's agenda	<p>1) Minutes: were not moved to be a true account as members had not had a chance to read them</p> <p>2) Moved that the minutes of the 6th March, 26th April and 3rd May are a true and accurate record</p> <p>3) Moved Margot/ Sue</p> <p><b>Action:</b></p> <p>Matters Arising:</p> <ul style="list-style-type: none"> <li>• Professional learning - flyer is going in the Journal</li> <li>• The 'Lisette/Ian/Alan' team will stay on until AGM</li> <li>• Trevor/Margot/Richard meeting re the finances fortnightly with Richard</li> <li>• Gillies fund; \$9,000 going back into a separate account</li> <li>• Following up with Harko - Richard to follow up with him re workshops</li> <li>• Profit/loss: minutes say Susie - needs to be changed to Claire</li> <li>• Physical literacy - someone is doing some research on PL (who?). PENZ needs a position on this. Alan is concerned about the use of the term PL in PE in NZ. This needs further discussion due to the following reason               <ul style="list-style-type: none"> <li>○ The term literacy is not used widely throughout education and doesn't fit with our curriculum.</li> <li>○ Are PENZ starting to play the double game - are we trading off our curriculum for PL and SNZ?</li> <li>○ How do we do this - should we be doing this. Can we direct this? Using complicated philosophical positioning - can we do this?</li> <li>○ What is the nature of relationship between PENZ and SNZ</li> <li>○ We need to resurrect the UAG - action</li> </ul> </li> </ul> <p>In committee minutes are a true and accurate record: Sent an email to</p>

	<p>members asking them. Margot/ passed</p> <p>Action:</p> <ul style="list-style-type: none"> <li>• Reconvene the UAG</li> <li>• develop a position statement re Physical literacy</li> <li>• Richard to follow up with Harko re workshops and selling his book</li> </ul>
<p><b>Notice of AOB</b></p>	<p>Nil</p>
<p><b>Correspondence</b></p>	<p>OUTGOING: Nil</p> <p>INWARD:</p> <ul style="list-style-type: none"> <li>• 22.05.17 Hon Nikki Kaye MOE- Declining Keynote Invitation</li> <li>• 28.05.17 Judie Alison PPTA- Minutes Subject Assns Forum 2017</li> <li>• 30.05.17 Pro VC Sciences- Professor Richard Baker- PE, Sport and Exercise Science Statement</li> <li>• 01.06.17 Dennis Slade- Query Lady Joan Gillies Award</li> <li>• 02.06.17 Grant Schofield Meeting and Declining Keynote</li> <li>• 04.06.17 Natasha Powell- Board Resignation due to acting DP commitments</li> <li>• 09.06. 17 Monique van Groenewoud- Ak Branch – 2017 Branch Awards</li> <li>• 12.06.17 Tania Waikato Cooney Lees Morgan- updated letter to the Police</li> </ul>
<p><b>Report on Board Committees</b></p>	<p>1.2: Finance</p> <ul style="list-style-type: none"> <li>• Conference budget:( is a couple of days old)</li> <li>• 240 member registrations</li> <li>• Target is 250 people should get there</li> <li>• Total income - \$11,000 more than what was sent out last year</li> <li>• Received income from expedition spaces</li> <li>• Total income - \$104,000 revenue</li> <li>• \$73,000 in expenses -\$ 33,000 profit at this point in time</li> <li>• Spent lots of time getting conference costs down and accurate - e.g catering etc.</li> </ul> <p>Profit and Loss</p> <ul style="list-style-type: none"> <li>• Budget has been revised</li> <li>• \$344,000 revenue</li> <li>• total cost - \$142,000</li> </ul> <p>Gross profit</p> <ul style="list-style-type: none"> <li>• Profit at end of year of \$37,000 :)</li> <li>• function of increasing revenue and reduction in costs</li> <li>• Increasing membership</li> </ul> <p>Budget and expenditure variance</p> <ul style="list-style-type: none"> <li>• Conference registration - invoiced \$102,000 - Budget was \$91,000 - 11% increase</li> <li>• Concern: Lost \$5,000 from HART - because they felt they had supported us financially in NOV/DEC but weren't willing to give us another payment mid-year as we hadn't delivered; this was because the journal was late. Richard has renegotiated this sponsorship - so will pay us for the rest of the year. It seems that PENZ is an important partnership with HART.</li> <li>• Sport NZ the revenue received isn't showing in this account and we can't work out why - maybe coded incorrectly? Richard to track</li> </ul>

down where the SNZ \$\$\$ have been coded or what's happened to it

- Membership support: big variance - spent \$10,000 but budgeted \$6,000 - expenses - 80% variance
- Spend \$3,000 - sorry missed all this bit...
- Legal expenses - highlighted this as likely to increase a little bit
- office rental is below budget as is salary and wages

#### YTD Profit

- \$157,000 with no conference costs which will come through post conference \$ 70 -\$ 80,000 in conference costs

#### Balance sheet:

- Looking good
- 30th June 2016 - \$117,000
- 15th June 2017 - \$240,000
- Anomaly: first item - the income sent out for membership -not paid isn't showing as a liability - it will remove \$25,000 from bottom line
- Harkos book - sales are trickling through 2 - 3 books per week
- GST \$19,000 liability; liability will even out once we start paying bills as we can claim back GST. and the liability will decrease
- A lot of credit goes to Claire - especially the amount of invoicing she's done
- Claire is also X checking against the membership and updating the membership database
- Is it possible to get the accounts out of the board before the meeting?

#### National Awards

- Sara and Bevan Grant are going to do the awards - as Natasha has resigned from the committee

#### Board award - Te Iko

- The board has received one award for this: Ian/Alan/Lisette for their being seconded to the board.

#### Stakeholders

- Run jump throw report for Athletics NZ completed
- Page in journal -for MoE process
- Susie tidying up SNZ report

#### Journal

- Richard tracking down sponsorship for the journal - he is contacting OU, AU and boating NZ
- Tight deadlines
- Margot's doing an incredible job on editing the articles
- R partner has done a book review
- Chris Chisnall - putting the whole thing together
- This is a run of a print journal and e - journal
- Bob Stothart obituary is the central feature of the journal - special edition - please make sure Margaret Stothart and Megan - get a copy
- They have declined offer to come to conference
- Lady Joan Gillies not coming to conference

#### Maori Advisory Group

- Add in the notice about the Maori advisory group into the journal
- Maori Advisory Group - this needs to be sent out to all members - this can go in the 2 weekly newsletter - on 6 days.
- 2-day lead. In FaceBook first, , then newsletter and then conference
- they have an initial database up and running-
- Put video on Facebook - action - send it to Susie
- Susie does FB and Twitter admin
- Is there a chance to promote this at conference? Nicola to meet with interested people at conference

**Presidential matters: Police complaint**

- MB made contact with Mark Farrell – detective. Invoices schools to get copies of invoices with incorrect account no - received 28 invoices, this is enough to get a production order so they can have a look at her bank statements.
- we wanted to use the letter of complaint drafted by the lawyers so sent it back as it was slightly out of date. Lawyers also wrote a letter for the auditors
- Lawyers want police to come to the lawyer's offices to view the evidence - so they lawyers aren't compromised legally as the information. they can do this
- All other evidence is evidence we have gathered so we will give it straight to the police - not going through the lawyers.
- Richard had a phone call from auditors - tell us how the investigation will impact on the final outcome of our audit
- Margot is concerned about the time this is taking - it won't be ready for the AGM.
- Kane asked if this is a tactic - stalling. what have the police done - and also knowing that we don't have the money to progress to the complaint. which is what is happening now.
- Ian: How much is PENZ willing to put on the table to ensure that Jo is punished?

Margot met with Grant Schofield –

- He is keen to work with PENZ. He acknowledged PENZ expertise in curriculum. He can't come to conference
- He has the ear of the MoE - thinks we can work together to get help with getting traction with Ministry to promote health and PE, His heart is in wellbeing.
- Susie is going to meet with Grant Schofield shortly as well.
- Opportunity is there to work together to move forward
- he is on a fixed term contract.
- He doesn't seem to be a technocratic "if it moves measure it" person but more holistic

NCEA:

- Tough guy tough girl; have approached PENZ to help with validity of criteria for standards. Too many excellences and merits. Margot and Susie worked on this. There is a team of teachers around the country who are going to work on the criteria for this standard.

Otago University PE school –

- Letter about cutting numbers of staff.
- cutting courses from 60 down to 33-35 in response to less EFTS in the degree
- PENZ to write a letter to the PVC - we are concerned - linked to global trend - need to promote PE not exercise science etc, key leading institution in PE being degraded
- did the letter say what the status of the 3 degree are?
- Moving the PE degree to a 3 year and will occur within existing structures. Ian heard that the 3-degree proposal will be put on hold. Not sure of the status.
- Teacher education at OU - moratorium on the development of teacher education by Govt. Government wants Teacher education to move to postgraduate study

AGM and president's function

- Board nominations: 2 real vacancies - there are 3 nominations so far
- Monique van Groenewold- St Cuthberts
- Katie Spraggons - DP Manurewa
- Celia Fleck - Curriculum facilitator for SNZ/ Play.sport
- Co-opt others as required
- Co-opt people as required.

Board Meeting schedule for 2017- Strategic Plan Revision: at the August meeting

**TGFU SIG Discussions: no report.**

**CEO Report:**

## 1. Report against Business Plan

### 1.1 Stakeholder Relationships and Contact

2.1.1 SNZ: invited to collaborate with SNZ re future strategy for the partnership. Richard and Susie to attend. try to liaise with a couple of other stakeholders at the same time

2.1.2 Hart Sport: see other notes. Sponsored us with lanyards, T shorts, Copy for the journal

2.1.3 MOE: No change

2.1.3 HPA

2.1.4 ACC

2.1.5 ANZ

2.1.6 Branches: Auckland Branch meeting minutes just received

2.1.7

- Members; updating database as people are registering for conference. Need to give this some time to sort out database. want to get the membership income up to \$24,000 - before conference
- Schools: received inquiries from Auckland and Wellington - for Sara and Susie. Wellington Girls College instigators of a PLD for 8 schools in Wellington.
- Tertiary Institutions - UAG- to get his up and running again. working with them re the conference journal. Otago paid in advance for advertising

1.2 Financial Reports - investments - Gilles Fund

1.3 Auditor; Meeting on Tuesday. There is a lot of audit stuff to do. there is a very tight timeline with the auditors. It is problematic tracking down stuff. Qionne has sent a letter (not in correspondence?)

1.4 Advocacy and Profile: Regular newsletters are going out: Invite to meet with Sport Bay of Plenty chair

1.5 Professional Learning

2.3.1 National Conference – 2017. conference target 265 people. Cafe Crawl is all sorted and coming in on budget. Caters - it's a big job. Virtual tour - on website. Positive comments on this.

2.3.2 ILP- scheduled for November 2017

2.5.0 Communications Publications

2.5.1 Physical Educator Journal June 2017; waiting to hear from Waikato - graphic design already started.

2.5.2 Website - progress. Updates are continuing - there was a coding problem on the registration component. This has been sorted. They hate the website! Working to refine this: wanting to keep as much of the existing site as possible

Has the honours board been updated? No  
Margot to send through the awards from last year

2015 Journals are missing on EBSCO host etc.

2.6 Management:

2.6.1 Subject Advisors: Susie in Wellington in 23rd June SNZ

2.6.2 Office Manager: Claire is doing well.

2.6.3 Quality Assurance: A few training days with Qionne on finances

2.7 Risk Register N/A

- A huge thank you to Ian, Alan and Lissette for their work on the board
- Alan: thanked the board members for all our work
- Margot - thanked Richard and Claire for all their hard work

	<b>General Business</b> <ul style="list-style-type: none"><li>• Margot to talk to the police and the lawyer - and then make a decision about using a forensic accountant to help us with the complaint to the police</li></ul>
Closing Karakia	Unuhia Unuhia - Nichola

Meeting closed: 9:05pm