



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

Cabin Room, Auckland Domestic Airport, 9:00 am – 4:30pm 14 June, 2015

Present: Margot Bowes (MB) [Acting President/Chair], Mel Young (MY), Darren Powell (DP), Trevor Garrett (TG), Katie Fitzpatrick (KF) Alan Owens (AO)

In Attendance: Ross Merrett (RM).

Apologies: Lisette Burrows, Katie Fitzpatrick

1.0 Minutes of previous meeting

The Minutes of the previous Board meeting dated 3 May. 2015 be confirmed with amendments as an accurate record of that meeting.
Moved: Margot *Carried.*

2.0 Matters Arising from previous minutes of 3 May 2015 To be addressed in course of today's agenda

3.0 Financial Reports

3.1 2014 EOY Financial Reports

Draft 2014 EOY Financial Reports be received

Resolved that Margot and Darren be authorised to sign off on the 2014 EOY accounts for publication in the 2014 Annual report

Moved: Chair *Carried.*

3.2 2015 Jan - April Financial Reports (Appendix 1-3)

Financial Reports for Jan – April be received.

Moved: Alan Second: Mel *Carried.*

3.3 2015 Jan - April Accounts Paid 2015 (Appendix 4)

Jan - April Accounts Paid 2015 received and approved

Moved: Chair *Carried.*

4.0 Awards Report

DP reported that two nominations received – panel to review and confirm outcomes at next meeting.

5.0 Policy Report

MY presented the draft ICT, Privacy and Annual Leave policies.

LUNCH 12.00- 12.50pm

6.0 Partnership discussion – 1.00-2.00pm SNZ – Skype Meeting – Jo Colin- Value Propositions, Physical Literacy, School Sport Futures Project - Robust and positive discussion had with Jo Colin re SNZ Strategic Plan – PENZ Values Proposition, Physical Literacy and SSFP.

7.0 Board Succession Planning: President, Board and Patron Nominations.

Discussion had on nominations received and actions required in preparation for the Annual General Meeting

8.0 Advocacy Report- Media and Position Statements – Postponed to next meeting.

9.0 Discussion of Maori Advisory Group – Postponed to next meeting.

10.0 TGfU SIG – Postponed to next meeting.

11.0 Management Report: CEO Report:

11.1 Business Plan 2015 Amendment

11.2 Report against Business Plan

11.2.1 Stakeholder Relationships and Contact

- 11.2.2 Advocacy and Profile
- 11.2.3 Professional Learning
- 11.2.4 Workshops
National Conference - including Board roles/ AGM preparation/Sponsorship
- 11.2.5 Presidents Lunch
- 11.3 Communications Publications
 - 11.3.1 Physical Educator Journal June Issue/ Water Safety Issue Feb 2016
 - 11.3.2 Website – **Postponed to next meeting.**
- 11.4 Management:
 - 11.4.1 RM updated the Board on staff annual leave plans, appraisals etc.
 - 11.4.2 RM updated Board on potential sponsorship development re MSSD and RIZE. Board approved CEO to pursue negotiations for later review and development of policy re the future uptake of sponsors.
 - 11.4.3 Review of Risk Register and discussion re reconfiguration of the model by RM for next meeting

A.O.B

12.0 Letters sent to Gordon Paterson – acknowledgement of works as CEO of PENZ and also to Lisette Burrows acknowledging her work as a Board member and outgoing PENZ President.

13.0 **Next Meetings – 5 July – Waikato Diocesan School for Girls – Preparation for Conference and AGM only**

Margot Bowles 15.12.15
M. Bowles