



PHYSICAL EDUCATION NEW ZEALAND

TE AO KORI AOTEAROA

## BOARD MEETING MINUTES

**Date and time** 19th- 20th August

**Venue** Cutters Cove, Mt Manganui

**Attendees** Margot Bowes (Chair), Trevor Garrett, Sue McBain, Nichola McCall, Kane Wilson, Richard Van der Jagt (CEO) Katie Spraggon, Nichola McCall

### Apologies

Agenda items	
Welcome & Karakia and Mihi	
Minutes of the last meeting and Matters arising from the minutes that are not on today's agenda	<p><b>Motion:</b> Previous meeting minutes are a true and accurate record: Margot (chair). Carried</p> <p><b>Matters arising:</b></p> <p><b>Actions:</b></p> <p>To reconvene the TAG</p> <ul style="list-style-type: none"><li>• Develop a position statement re physical literacy – Margot to circulate Susie' article</li><li>• Richard to contact Harko – re selling and workshopping the book</li><li>• Revenue from SNZ - \$20,000 coded incorrectly. Richard to follow up</li><li>• The honours board has been updated by Claire</li><li>• Richard found missing 2015 journals – contacted EBSCO host</li><li>• Forensic accountant not needed at this stage</li></ul> <p><b>AGM minutes</b> – Margot to follow up on a query Richard to follow up figure</p> <p><b>Motion:</b> The AGM minutes are a true and accurate record. Margot (chair) Passed</p>

Board Correspondence	Letter to VC Otago University voicing concern re the axing of the PE degree and in support of associated staff
<b>CEO Reports</b>	
1.1 Finances	<p><b>Balance Sheet</b>  \$26,000 in diverted payments (From the fraud) written off as a bad debt – this needs to come off the surplus totals.</p> <p>Note 2: Harko’s book – is an asset 1300 copies in the accounts. This will be depreciated this year by 50% (teaching resources to be developed round this book to help sell it. (Try to sell it at the indigenous games).</p> <p>Thank you to Richard for his work around the finances. Total equity: \$222,833.55  (Minus diverted payments, inventory account and Gillies Fund to be removed in the future).</p> <p><b>Profit and Loss</b></p> <ul style="list-style-type: none"> <li>• Gross Profit: \$247,750.26</li> <li>• Total income: \$247,750.26</li> <li>• Operating expenses: \$183,331,79</li> <li>• Net profit: \$84,877.50</li> <li>• Total Operating Expenses: \$65,876</li> <li>• Net profit: \$121,232</li> </ul> <p>Check for the \$20,000 paid by SNZ in January – what happened to that? Wrongly coded maybe?</p> <p><b>Motion:</b> we accept the finances report subject to minor changes Kane/Nicola. Passed unanimously</p> <p>We approve the increased in hours  Office Manager from 36 – 48 hrs per fortnight  CEO from 48 hrs to 64 per fortnight</p> <ul style="list-style-type: none"> <li>• Moved by the chair/ Passed unanimously</li> </ul>
1.2 Auditor	<ul style="list-style-type: none"> <li>• Auditor: still not complete. The length of time this is problematic but we keep losing our spot in their workload processes and are pushed to the bottom of the queue. The pressure is about getting auditors reports to SNZ, Charities Commission, and for the special AGM in a timely, manner so could impact on funding.</li> <li>• Finding files from the past is problematic. So need to sort out. Are these in drop box? Perhaps Kane is the</li> </ul>

	latest user of drop box? Margot to follow up as she might have copies
Subject Advisor report	Susie and Sara gave a verbal report as subject advisors. No minutes taken for this
1.4 Stake holder relationships – see CEO’s report.	<p>1.4.1 - 7</p> <ul style="list-style-type: none"> <li>• No change with SNZ or Hart sport</li> <li>• Richard and Susie attended meeting with MoE/PLD contract – see notes from the recent MOE PLD contractors meeting.</li> <li>• We haven’t done any work in this area – need to get moving on this as we will lose our funding for next year.</li> <li>• Networks of expertise - high priority focus from MoE; our \$\$\$ are targeted in this area. Identified 3 – 4 areas of networks of expertise – so we a pilot for the MoE. Can we back map? Conference/ILP/ etc. There is opportunity for us here; we can to take the initiative and create some action so we are leaders in this space. E.g. network and support other subject associations. Go back to MoE and present the proposal to mentor or provide services to other subject associations.</li> <li>• HPA: No changes</li> <li>• ACC; Sara (assisted by Susie) has done great work and there can be on going work. AIMEs Games through ACC we have become sponsors of these games – so we can have some positive influence around the philosophy which is very competitive and elitist – needs to be holistic</li> <li>• ANZ- in review on our work around revision of Run Jump Throw resource. Written in a way that if teachers use the resource it encourages them to plan based on student needs as RJT is mainly a coaching resource</li> <li>• Branches- Richard had to send apologies to recent AK Branch meeting due to bad weather. Will attend next meeting. Chairperson Nikki Johnson has sent through minutes of the August meeting.</li> </ul>
1.4.8 Membership	It is unlikely we will meet our target of \$24,000.
1.4.10 Tertiary	Letter to the Vice chancellor or OU
<b>Professional Learning</b>	
1.5.1: National Conference	322 delegates Word of caution; 40 plus people who are free – student helpers, board, NZHEA, EONZ etc. Total cost: 2/3rds of \$400 x 40 delegates. Profit was \$47,000.

1.5.2	<p>Scholarships: 2 workshops; Christchurch and Wellington.          Planning for ILP beginning</p> <p>1- day primary workshop is being proposed for Hamilton, (4<sup>th</sup> Oct) and Christchurch/Dunedin. Perhaps run a one-day workshop in Hawkes Bay. Tap into Play.Sport peeps for this.</p> <p>ILP: Planning for mini conference based in Auckland – 14<sup>th</sup>/15<sup>th</sup> November</p> <p>Super eight schools run their own PE conference. Celia has been asked to attend so is going to talk a couple of HoD's.</p>
1.5.3 SLSNZ	<p>SLSNZ contacted us about doing some work. Turned them down Ross may be a witness in the fraud trial.          Richard replied to SLSNZ CEO saying that we can't work with Ross due to a possible conflict to interest.</p>
1.6 Communications	<p>Journal:          Richard to send out a template and we will populate the names – themes from conference</p> <ul style="list-style-type: none"> <li>• Mental health- Wellbeing</li> <li>• Racism</li> <li>• Cultural responsiveness- Inclusiveness</li> </ul> <p>RvdJ approached Gordon Patterson around editing the journal. Waiting to hear from him          RvdJ to focus energy on advertising</p> <p>Shaza and Brucie – usually written by subject advisors who have expertise in this area and will be asked to contribute this section to the journal in future</p> <p><b>Website:</b>          RvdJ is working to develop the website – changes are needed to ensure that fraud doesn't happen again. We need to change this to ensure that fraud cannot happen in this manner. Need to develop the website to ensure registration talks directly to the accounting software package. Virtual assistant is going to be used to make this change. This business is very cost efficient.</p>
1.8 Management	<p><b>1.7.1 Subject Advisors</b>          RvdJ – wants to look to extend the subject advisors around NZ. A SA in each region          We would have to work to ensure that the PENZ brand and philosophy are represented and SA capability is consistent</p>

	<p><b>1.7.2 Office Manager</b></p> <p>Office Manager – continues to work 18 hrs per week with some flexi time. RvdJ is reviewing the workload – lots of tasks are being done superficially and as an organisation we are standing still.</p> <p>So RvdJ suggesting that the office manager and CEO move to 4 days per week to progress work and develop new initiatives. See CEO report for details. Motion moved in the finances section of the meeting.</p> <p><b>Quality assurance;</b> no discussion</p> <p><b>Risk register:</b></p> <ul style="list-style-type: none"> <li>• Losing Susie is high risk</li> <li>• IT: we don't have any antivirus software – very high risk</li> <li>• Multiple IT systems are missing</li> <li>• Palpal – no password</li> <li>• Share point is difficult to work with</li> <li>• Databases are compromised</li> <li>• Financial systems – website doesn't talk to Xero – very problematic and this allowed for aspects of the fraud to happen</li> <li>• Back-up systems aren't in place or understood</li> </ul>
<p><b>Governance Reports</b></p>	
<p><b>Subcommittee reports</b></p>	<ul style="list-style-type: none"> <li>• Finance – approved under CEO report</li> <li>• Professional Learning – can now be dissolved and returned to management.</li> <li>• Awards: Sara and Bevan completed a successful awards presentation.</li> <li>• Policy- no report</li> <li>• Māori advisory board: we now have 12 members of this board. Nichola is leading this. Lots of South Auckland representatives but not all from same tribe. Next steps are to establish terms of reference for this group.</li> <li>• Advocacy: OU letter</li> <li>• CEO management. Big tick</li> <li>• Journal: sub-committee of the board</li> <li>• Presidential matters the need for PENZ board to deliver on the SGM. Extending hours of OM and CEO</li> </ul>
<p><b>Board work plan, roles and co-options</b></p>	<p><b>Board committees going forward August 2017- AGM 2018</b></p> <ul style="list-style-type: none"> <li>• Finance: Trevor/Margot</li> <li>• Awards: Katie, Celia, Nichola</li> <li>• Policy: Kane and Sue (position statements);</li> </ul>

	<ul style="list-style-type: none"> <li>• Journal; Celia/Sue</li> <li>• CEO management; Margot/Kane</li> <li>• Advocacy: Celia/Sue</li> <li>• Māori Advisory Committee: Nichola, Kane, Katie</li>   <li>• Independent board member; entrepreneurial, innovation, digital knowledge. Put an add on the board of directors online site.</li> </ul> <p>Kaumatua/Kuia – Nichola to follow up with this with the Māori advisory group</p> <p>Re-establish the Tertiary Advisory Group. - Margot to follow up</p>
Date of Next Meetings	October 26 <sup>th</sup> 2017. 5.30pm online December 3 <sup>rd</sup> 2017- Auckland
Closing Karakia	Thanks to Nicola