



PHYSICAL EDUCATION NEW ZEALAND

TE AO KORI AOTEAROA

BOARD MEETING MINUTES

Date and time Thursday 26 October

Venue Online via Zoom 5-9pm

Attendees Margot Bowes (Chair), Trevor Garrett, Nichola McColl, Katie Spraggon, Celia Fleck, Kane Wilson, Richard Van der Jagt (CEO)

Apologies Sue McBain

Agenda items	
Welcome & Karakia and Mihi	Led by Nichola
Minutes of the last meeting and Matters arising from the minutes that are not on today's agenda	Minutes of the 20 August approved as a true and accurate record. Moved Margot from the chair- Carried No Matters Arising
Notice of AOB	<ol style="list-style-type: none"> 1. NZARE SIG, 2. Constitution: Trevor to set up a Board Sub-committee on the Constitution Revision and bring suggested changes to the next meeting.
1.0 Correspondence In Correspondence Out	<ul style="list-style-type: none"> • (Email) Ass Prof Chris Button (UoO) regarding the new proposed undergraduate curriculum being designed • (Email) NZARE regarding criteria for establishing a Special Interest Group (SIG) • (Email) Prof Doug Booth(UoO) Calling for agenda items for TCPASE meeting at UoO 24th Nov • (Email)PENZ Board profiles for website reviewed • (Letter) Letter from Vice Chancellor (VC) UoO responding to the PENZ letter sent in response to staffing cuts and degree review currently going on at UoO • Draft letter to Professor Hayne (UoO) regarding changes planned at the School of Physical Educations, Sport and Exercise Science relating directly to Physical Education.

<p>2.0 Board Committees:</p> <p>2.1.2 Finance</p> <p>2.1.3 CEO Management</p> <p>2.1.4 Advocacy</p> <p>2.1.5 Awards</p> <p>2.1.6 Policy</p> <p>2.1.7 Journal</p> <p>2.1.8 Māori Advisory Group</p> <p>3.0 Presidents Matters</p>	<p>Richard presented the finance reports to the committee:</p> <ul style="list-style-type: none"> • Profit and Loss (Variance) showed YTD Net profit improving 95% against budget due to cost savings of 24.4% and revenue increases of 3.4% • Cash flow for the 9 months indicated we are tracking for surplus of between \$80-90K for the Year End 2018 this is a substantial turnaround from a predicted 24K loss in March. • Balance Sheet at 31 Oct has Total Equity at \$152,651 compared to \$88,120 for the same period last year. <p>The finance subcommittee is currently working with the CEO to produce an improved set of financial accounts for the board. The aim is for these new accounts to be presented at the December 3rd board meeting.</p> <p>On track for this year, review early next year.</p> <p>No Change</p> <p>Awards subcommittee to follow up with Office manager regarding AS Lewis award and Gilies Award applications and criteria.</p> <p>No policies were presented for review at this meeting.</p> <p>To avoid confusion and clarify roles journal subcommittee will to work with Richard and Maree to produce a workflow (process follow) for ongoing journal development once Oct journal has been published.</p> <p>A hui is being organised to further develop the Maori advisory group along with ratification of the ToR. The appointment of a Kaumātua for this advisory group is also being discussed.</p> <p>PENZ fraud prosecution: the restorative justice process was discussed with members agreeing not to engage with this process because there was little to be gained and a high risk that engaging in the process may significantly reduce the sentence.</p> <p>The board agreed to review the caption summary relating to the reduced charges being laid and if necessary amend our victim impact statement to better reflect the substantial effect on the organisation.</p>

<p>4.0 Strategic Plan</p>	<p>Independent Board Member: The board received an application in relation to and advertisement posted on the Institute of Directors (IoD) vacancy board. The need for an independent director was identified by the board in an effort to provide a broader perspective on issues affecting the organisation. It was agreed the CV would be circulated and members would feedback to the President.</p> <p>Academic Advisory Group (AAG): this group previously (Tertiary Advisory and University Advisory group) has been reinstated and rebranded with its first meeting for 2017 taking place at Victoria University (UoV) in October. The group is represented by 7 tertiary institutes. Its focus will be on collaborative research, advocacy for the HPE area and improving engagement between all areas of HPE. A webpage will be developed profiling the group and its ToR.</p> <p>Strategic Plan: The draft strategic plan and projects register was presented to the board for comment. The strategic plan was discussed and it was agreed to take out reference related to 'Health' focusing instead on Physical Education but add collaboration with Health under Whanaungatangata. The project register should be reordered in terms of importance and size and all projects added to the risk register.</p>
<p>Governance Decisions: 4. Strategic Plan and Project Register and Operational Plan 2017-2019</p>	<ul style="list-style-type: none"> • History from Strategic Plan to go onto Website – (Claire) • Information from SP exercise in August incorporated in new SP • Discussion as to Physical Education or Health and PE • HPE be included as a collaborative Value with the learning area of HPE (Richard) • Discussion around collaborative resource development of PA Guidelines and Curriculum in Action- these documents do not belong to PENZ but PENZ can offer collaborative expertise in any rewrite of them. • Teachers Games – visibility of PENZ for Primary teachers to be considered as a possible project Richard to follow up with Garry Carnahan NZ SSSC (Richard) • SNZ are doing research on Aims Games and ACC on the games- Alex <p>Motion: That the PENZ Project Register OP 2017-2019 be adopted- Moved Kane/ Celia- carried</p> <p>Motion that Strategic Plan go out for consultation – Moved from the chair – carried</p>

<p>CEO Management Report</p>	<p>Thanks to Richard for the huge amount of work on the Project Register and Operational Plan and the Strategic Plan</p> <p>1.1 Reports: Discussed as part of Governance Decisions</p> <p>1.2 Auditor – Final report almost complete. For SGM. Notice hereby given in writing- Kane, Nichola, Katie and Margot to attend on behalf of the Board</p> <p>1.3 Subject Advisors report tabled. Susie has moved to .4- 2 Days per week for PENZ. Margot and Richard to discuss Sara’s contract in light of her pregnancy</p> <p>1.4 Stakeholders Relationships and Contact</p> <ul style="list-style-type: none"> • SNZ Meeting with Margot and Richard 16 Nov/. Jo Collin leaving SNZ to return to UK. • Hart Sport Richard to meet in December • ACC- Position Statement completed for sign off. Scoping document for Phase 2 first draft to ACC by 30 October • Branches- Richard to attend AK Branch Meeting • Membership/ Claire has rebuilt the database of membership. Thanks to Claire for this. Invoices for 2018 membership about to go out. • Tertiary Institutions- AAG- covered <p>1.5 Professional Learning</p> <ul style="list-style-type: none"> • National Conference- Richard recommends a change from Dunedin to Christchurch in response to OUSPE situation and lack of suitable venue in Dunedin. <p>Need to check re Otago Reunion plans- (Margot) Facebook to seek members voice re change</p> <ul style="list-style-type: none"> • ILP- Organisation complete- 15 registrations/ 45 needed. <p>1.6 Communications/ Publications</p> <p>1.6.1 Journal- due out in 8 days</p> <p>1.6.2 Website- Has been revamped.</p> <p>1.7 Management</p> <p>1.7.1 Subject Advisors- moved to .4 – 2 days for Susie Sara- reducing workload due to pregnancy Richard keen to look to national advisor network through CoLs, Networks. - Proposal will come for next meeting</p> <p>1.7.2. Office Manager- Claire working 24 hours a week.</p> <p>1.7.3 Proposal to extend advisory services for 2018 will be presented to December Board Meeting.</p> <p>1.8 Risk Register: Items of Concern. Red reduced round staffing. Proposal for new advisors will come through. Auditing System- extreme- CEO and OM working through</p>
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	changes required. Moved that the CEO, Office Managers Report and SA reports be accepted- Nichola/ Celia. Carried
AOB.	Trevor requested a Word document of the Constitution- Margot to send Constitution word version to Trevor (Margot) 5.0NZARE Membership ire SIG information to be circulated. Response needed before NZARE AGM in November (Margot)
Date of Next Meeting	Sunday 3 December Manurewa HS. Claire to book flights for Sue, Trevor, Celia and Richard for meeting 9-4
Closing Karakia	Led by Nichola- Ngā mihi

Meeting closed : 9pm

Board Meeting Dates: February April June, July (Pre- Conference), August (2 Days), October, December

Approved as a true and accurate record 3 December 2017



(President)