



PENZ BOARD

Minutes of PHYSICAL EDUCATION NEW ZEALAND BOARD MEETING Cabana Room, Auckland Domestic Airport, 29 April 2012 commencing at 9.00 am

Present: Alan Ovens (Chair); Lisette Burrows; Harko Brown; Gordon Paterson; Kirsten Petrie

Apologies: Siobhan Harrod; Margot Bowes

1.0 Minutes of previous meeting

Moved (Chair) that the Minutes of the previous Board Meeting dated 19 February 2012 be confirmed as an accurate record of that meeting. **Carried**

2.0 Matters Arising

There were no matters arising.

A GOVERNANCE DECISIONS

3.0 3.1 Financial position as at 31 March 2012

Finances were sound at this point of the year with subscriptions in the fourth quarter important given the significant response in 2011. KP raised travel and accommodation being at 36% and this line deserves monitoring. Overall, expenditure was in check at 13.3% of budget.

Action: *The Board received the report from the finance committee* **Carried**

3.2 Business Plan 2012

GP mentioned that the Plan now included timeframes and those responsible for each outcome.

Action: *The Board approved the Business Plan for 2012* **Carried**

3.3 Policy committee report

GP and KP spoke to the development of good practice documents. It had been established that a policy document for public information should be developed and additionally a separate document that includes processes for use by governance and management. HB mentioned that careful attention should be given to the treaty of Waitangi while KP added that a framework would be provided by 10 June 2012.

Action: *The Board approves the development of separate Policy and Governance Process and Procedures Documents.*

3.4 Strategic Plan: 2013-2017

It was agreed that all decisions taken on the day would be draft decisions to be circulated to all Board Members and later opened to members for consideration. Discussion centred initially on the mission statement and there was consensus that it remained unchanged as: *PENZ exists to promote and support quality physical education for all young people.*

Attention then turned to the PENZ Vision and after considerable discussion it was unanimously agreed that this should read: *Quality PE is understood, valued and practiced (experienced) in education settings*

Discussions next turned to PENZ values. After lengthy discussions the following were agreed to:

- He Tangata, Te Ao Turoa: We value people and the relation they have with their world
- Diversity: We celebrate the diversity of: Culture; language; abilities; context
- Integrity: We aim for excellence, openness, credibility as an organisation
- Passion: In what we do
- Social justice: Advocate and operate
- Whanaungatangata: We are a broad professional community with links to key stakeholders; non-hierarchical; social; respect; valuing contribution

The SWOT analysis done in October 2011 was examined and a decision taken not to engage in the identification of Strategic Options today.

3.5 Patron Term of Office

There was discussion about the length of the Patron's term of office as described in the constitution. A decision was taken to leave it as one year but speak to Patron's input annually and ensure that it is on the AGM agenda annually.

Decision: *The Patron's term of office will remain one year and this will be an annual item on the AGM agenda* **Carried**

3.6 Nga Taonga Takaro Certification application – Update

GP spoke about the submission not meeting criteria with the option of resubmitting it to the Te Waka Toi Fund. A decision was taken to resubmit the application and HB will approach Paulette Lewis to be the lead applicant given the criteria of the Fund. An approach will also be made to Val Irwin to become part of the group.

Action: *The Board resolved to resubmit the application under an appropriate lead applicant given the criteria of the Te Waka Toi Fund* **Carried**

3.7 Aquatic Education New Zealand (AENZ)

It was decided that PENZ should not engage in a strategic alliance with AENZ at this time.

The proposal of having a staff member engage in discussions to this end was rejected.

Decision: *PENZ will not engage in discussions with AENZ about forging a strategic alliance with that entity* **Carried**

B MANAGEMENT REPORT

4.0 4.1 Awards Committee Report

Discussion focused on making nominations easier with agreement that generic templates could be provided to guide applications for the New Professional and Outstanding Physical Education Awards. Thought was given to a new award beyond the New Professional however it was decided that we need to pay greater attention to the Fellow Award and who was missing out. There was also discussion about PENZ awards covering the HPE learning area, however, there was agreement that PENZ should continue to focus on physical education.

4.2 Meeting with Minister of Education – 16 May

The meeting scheduled for the 16 May 2012 has been postponed by the Minister's Office and we are waiting to hear when this will proceed.

4.3 RST workshop – 13 April

The workshop held with 15 Regional Sports Trust staff was discussed briefly. It had continued the momentum of working with RST staff working in the primary schools.

4.4 PENZ President and Board Member vacancies

Succession planning was discussed and a number of people were identified as potential Presidents while others were identified as possible Board Members. AO will be sending out a letter to people to consider having themselves nominated

4.5 Staff changes

GP spoke briefly about the process of advertising, shortlisting and appointing Vanessa Easton to the role of Membership Services Administrator. This will result in Qionne Algra, who is contracted for services, assuming more of a book keeping role in the future, the role she was first employed to do.

4.6 Workshop schedule

GP spoke briefly about the fact that there were two workshop series prior to Conference and this would prove to be a tough period of time given LP's extensive involvement in the delivery process and national office was in a transition process.

4.7 Conference 2012

Plans were on-track at the present time although registrations appear to be slow although this is not unusual. The abstract deadline had been pushed out to 11 May and the Programme Committee would meet on 16 May.

4.8 ISC-Lenco

GP spoke briefly about the new agreement. PENZ preferred supplier of sport apparel will have a presence at Conference 2012.

4.9 Physical Educator Editorial Committee appointments

GP thanked LB for progressing the Research Panel appointments. The next step would be to appoint the Professional Panel which would complete the Editorial Committee.

4.10 Physical Educator – June 2012 issue

GP mentioned that this issue was somewhat off the pace at the present time. Transition arrangements had a bearing on this process and copy was in short supply. HB offered to contribute and other members were asked to keep an eye out for possibilities.

General

5.0

5.1 Board Members at Conference

The presence of Board Members at Conference and cost implications were discussed.

5.2 Te Iho-Takaro Ringawera Award

The award was discussed briefly and possible recipients were considered.

The meeting closed at 3:40 pm

These minutes were approved as a true and correct record at a meeting held on the 10 June 2012.



A. Ovens, President, PENZ

