



# PENZ BOARD

**Minutes of  
PHYSICAL EDUCATION NEW ZEALAND  
BOARD MEETING  
Cabana Room, Auckland Domestic Airport,  
19 April 2013 commencing at 9.00 am**

**Present:** Lisette Burrows; Kirsten Petrie; Darren Powell; Kirsten Petrie; Margot Bowes; Gordon Paterson

**Apologies:** Nil

**1.0 Minutes of previous meeting**

Moved (Chair) that the Minutes of the previous Board Meeting dated 19 February 2013 be confirmed as an accurate record of that meeting. **Carried**

**2.0 Matters Arising**

GP reminded all of the need for Maori Representative nominations. Consideration will be put to raising this issue on PENZ Facebook. DP and MY to follow through on possible nominees.

**A GOVERNANCE DECISIONS**

**3.0 3.1 Financial position as at 28 February 2013**

GP spoke briefly to his report. While revenue was marginally ahead at the 16.6% point of the year, expenditure was in check at 12%. This resulted in a generous surplus at this point largely due to the tranche from Sport New Zealand having come in slightly early during February, thus a timing issue. All variances of 10%+ were explained.

**Action:** *The Board received the finance committee report as at 28 February 2013*  
**Carried**

**3.2 Business Plan 2013**

GP explained that the Management Team had been able to examine the Plan resulting in a few minor adjustments to that tabled at the February Meeting. KP commented on the demands of a full plan and asked if any assistance could be provided. MB requested that a line be added that made mention of communication with branches regarding professional development plans.

**Action:** *The Board approved the Business Plan for 2013*

**Carried**

**3.3 Report against Business Plan as at 19 April 2013**

The Plan was tracking well at this point with few major concerns other than advertising in the journal which remains hard to come by. MB and KP offered to provide their respective University advertising contacts. DP mentioned that the Facebook page was working well.

**Action:** *The Board received the report against the Business Plan as at 19 April 2013*  
**Carried**

- 3.4 CEO Review**  
LB explained that both the paperwork and meeting had been concluded between the President and CEO. The adjustment to both proportion and salary had been agreed to by the Board. LB thanked the CEO for the job being done. GP thanked the Board for its response.
- 3.5 Draft Policy Document Update**  
GP made contact with the Patron who referred him to a lawyer working for the Prisons who has extensive experience dealing with IP and copyright through working previously in the Polytechnic sector. GP has attempted to make contact but has been unsuccessful to date. Hopefully there will be progress by the June Meeting.
- 3.6 Awards 2013**  
MB spoke to her paper and emphasised the need for Board Members to be proactive in sourcing nominations for awards. Several names were discussed relating to the full range of awards. Discussion focused on Te Iho-Takaro Ringawera Award; the purpose of the award and several possible nominees were discussed. The late Les Bayly was discussed and GP will follow up with Bob Stohart to decide upon any action to be taken at Conference commemorating Les' life. GP will also follow up with Bernard Butler regarding any Health Awards being made during the ceremony.
- 3.7 Strategic Plan**  
The plan is on the website with a call for any comments to be fed through to GP. There is no need to accept it at any level beyond consultation. MY will work to present it diagrammatically or artistically in a single page.
- 3.8 PENZ Recommendation to MOE re A.S. 3.1**  
GP has synthesised about 84 responses to the survey monkey questionnaire and LP is in the process of drafting the final paper which she will run past reviewers for final comment before sending it on to MOE. Board members to receive a copy.
- 3.9 Research Paper**  
Members applauded the research paper published by Dawn Penney and Clive Pope. GP was asked to enquire if it could be presented at Conference where Board Members could attend in preference to a Board Meeting discussion, given the tight timing of Board Meetings
- 3.10 Martin Jenkins Report**  
GP reported that PENZ would contribute a response that was presently in progress. The report will be circulated to the Board for approval before being submitted.

**B 4.0 MANAGEMENT REPORT**

- 4.1 Stakeholder Contact**  
Appreciation was expressed for the contact indicated with a fourth column requested that indicated purpose of engagement.
- 4.2 Ministry Contact**  
GP spoke about the opportunity to approach Hon Nikki Kaye to open conference and speak with PENZ University Advisory Committee after she indicated a willingness to examine concerns about the delivery of primary level Physical Education.
- 4.3 Branch Information**  
MB asked GP to be mindful of his language when reporting on branch initiatives.

**4.4 Staff Leave**

GP pointed out that there may be a week in September when the National Office may be empty due to GP and VE being away simultaneously. This would be during the last week of the third term when it was decided there would be no clash with workshops or much demand from schools.

**4.5 Generating new sponsorship**

GP indicated that discussions had continued with Fonterra who were giving consideration to PENZ offer and would respond within the next two weeks. GP also advised Members that he had engaged in discussions with New Zealand Racing Board.

**4.6 National Conference 2013**

GP advised that plans were progressing and that PENZ may have a visit from a UK visitor who will be in the country as a result of the Sport in Education Project. Discussions were held about the nature involvement in the Conference may take. Questioned about the idea of moving away from three keynote speakers, GP advised that the Committee had given the idea consideration and the format on Wednesday may be different with an early panel session rather than a keynote speaker.

**4.7 Partnerships**

An agreement has been signed off through to the conclusion of 2013 for collaboration with Team Solutions on various aspects of professional development workshops for Physical Education teachers. An agreement for sport apparel has also been signed off with KooGa New Zealand. Finally, excellent progress has been made with Health Education Association who will have Tuesday 16 July as a Health focus day at National Conference.

**4.8 Physical Educator – June issue**

Bob Stothart to be asked if he will consider making use of recent Board Reports to provide Part 2 on “What has PENZ ever done?” to be titled “What is PENZ doing now?” Consideration is to be given to a classified section of either or both of Physical Educator and the newsletter.

*Action: The Board received the Executive Officer’s management report*

**Carried**

**C. 5.0 GENERAL**

**5.1 June Meeting Date**

Thursday 20 June 2013 was set as the next Board Meeting date.

**5.2 Board Members attending Conference**

It would seem that all Board Members will attend Conference although KP has still to confirm

**5.3 President’s Lunch**

It was decided that the suggestion be made to Bob Stothart that Board Members, keynote speakers, the patron, Life Members and Sir Alexander Gillies Medal winners would be invited to join the President’s Guests for lunch.

<b>PENZ BOARD ACTION LIST</b>		
Action	Status	Comment
Policy on contracting outside partners	On hold	
Advocacy Committee to review consequences of PENZ – AENZ relationship	On hold	
GP to source assistance to further develop Draft Policy Document	Ongoing	Feedback in June
School accreditation for quality PE	On hold	
Secure Maori Representative nominations	June	
Business Plan line relating to Branch collaboration re PD	June	
Decision re Les Bayly tribute	June	
Response to 3.1 circulated	June	
Martin Jenkins report circulated	June	
Penney and Pope paper at Conference	June	
Bob Stothart article Part 2 – What is PENZ doing now?	June	Report back

The meeting closed at 1:45 pm.

These minutes were approved as a true and correct record at a meeting held on the 20 June 2013.

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Lisette Burrows, President, PENZ