



PENZ BOARD

Minutes of PHYSICAL EDUCATION NEW ZEALAND BOARD MEETING Cabana Room, Auckland Domestic Airport, 14 August 2011 commencing at 9.00 am

Present: Alan Ovens (Chair); Margot Bowes; Gordon Paterson; Siobhan Harrod (9:30); Harko Brown (10:15); Kirsten Petrie (12:15)

Apologies: Lisette Burrows

1.0 Minutes of previous meeting

Moved (Chair) that the Minutes of the previous Board Meeting dated 29 May 2011 be confirmed as an accurate record of that meeting subject to minor editorial changes and removal of 5.4 that was redundant due to repetition. **Carried.**

2.0 Matters Arising

Joint Conference with Activate still to be discussed with Garry Carnachan.
Relationship list still to be developed.

A MANAGEMENT REPORT

3.0 3.1 Leadership/HPE Seminar 2011

MB and GP explained that the collaborative effort between Auckland Branch and National Office was well underway. Discussion addressed the need for the Symposium to address national goals. Distribution of risk, profit and possible loss were discussed.

3.2 National Conference 2011 – Evaluation summary

AO asked that a vote of thanks to the management was minuted for a highly successful conference that ran very smoothly with attention given to detail. Mention was made of the compliment paid by George Graham confirming a high quality conference. GP advised that further evaluations had come in via the online evaluation form that tended to mirror those in the attached summary.

3.3 Publications report

The Physical Educator was discussed in terms of the A4 and A5 formats. Agreement was achieved that A4 should be standard and that both an Editorial Committee and separate Research Committee should be developed to address vocational and research material respectively. It was important for the journal to retain its rating for the purposes of PBRF publications.

ACTION: GP will work with AO and LB to table suggested Committees at the October Meeting

3.4 NSO workshop on sport movement within Physical Education

The workshop is tentatively planned for 14 September in Auckland. AO in discussing the

broader issue of sport as a context for learning, expressed concern about Teacher Council Committees accrediting university degree programmes without any Physical Education specialists serving on those committees. Consideration should be given to making contact with Barbara Benson. There was similar concern about achievement standards being written involving sport science material. Who vets the material? PENZ must consider what support it can provide the writing team in terms of consulting with sport science specialists? PENZ must consider being more responsive to material published on the TKI website.

3.5 Risk register

AO questioned how we rate risk and suggested possible new formats for the register. The three current high risk issues were discussed briefly:

- Pressure on primary school PE
- Failing to respond to increasing workshop demands due to lack of resources
- Failing to attract Subject Advisor before the start of 2012

3.6 Reporting against annual plan

The new report was discussed in terms of whether it accurately reflected outcomes and provided an overview of performance against annual plan. Two additional columns are required to record timeframes where appropriate and person responsible for the achievement of each outcome. The report avoids the repetition and unnecessary complexity of the previous template.

B GOVERNANCE DECISIONS

4.0 4.1 Financial position as at 30 June 2011

GP spoke to revenue and expenditure at the 50% point of the year. While there was some way to go to achieve membership subscription targets, expenditure was in check at this stage of the year. There was some discussion about revenue streams, grants and sponsorship. At this point expenditure is in check relative to revenue achieved to date.

Action: The Board received the report from the finance committee

Governance evaluation

4.2 Complete and discuss evaluation

AO lead Board Members through the self-evaluation form that had been distributed to Members. The contribution of Board Members to Meeting agendas and the process of developing an agenda that included papers with recommendations was discussed. There was a request that Board Members were brought up to speed prior to meetings if there has been any prior discussion between a smaller group of members.

Timing of strategic planning was similarly discussed with August identified as key month although for 2011 the October two days meeting will be important. Differences were considered between the chronological year as opposed to the Board cycle determined by the AGM in July followed by the August meeting that commenced the cycle.

Discussion followed about succession planning on the Board at both Member and President levels. Should the title President be retained or move to Chair of Board? Is the role of President being used? There is a need to clarify who does what. The Chief Executive's job description to be circulated to Board Members.

There was a request for Board Meeting dates to be posted up on the website in addition to Board Members contact details.

4.3 Evaluate Board competencies

AO lead discussion on an evaluation of ten competencies sent out to Board Members. In general terms there was agreement that Members revealed strengths in nine competencies with "Financial Understanding" being an area of relative weakness.

4.4 Consider co-opting additional members

Consideration should be given to co-opting a Board Member who has strengths in the financial area who could serve on the Financial Committee. Some thought should be given to the value of someone with political acumen who understands the workings of Wellington, perhaps the sort of strength the new Patron may bring to the association and from whom advice can be sought.

Discussion followed about membership representation on the Board both from an occupation and geographic perspective.

***Action:** Names of people with financial strengths who could serve on the Financial Sub-committee to be tabled at the October meeting.*

4.5 Confirm Board Committees

A decision was taken to refer to Board Committees rather than Sub-committees

4.6 Confirm terms of reference

The terms of reference were confirmed for the Awards Committee and the Finance Committee. The reference to a quorum will be removed from the terms of reference.

***Action:** The Awards Committee will consider the criteria and procedures for the award of the Sir Alexander Gillies Medal and make a recommendation at the October Board Meeting.*

The Policy Committee terms of reference were also approved subject to merging these with those developed previously by the former sub-committee.

***Action:** The Policy Committee will provide a template for the Policy Review process at the October Meeting*

Discussion followed about the need for a Human Resources Committee. It was decided that there was greater need for an Advocacy Committee due to the urgent need to profile PENZ as the place people will refer to for issues relating to Physical Education. This Committee needs to include a group who would be able to undertake environmental scans and respond to issues that emerge in the media.

***Action:** AO will develop a terms of reference for the Advocacy Committee to be tabled at the October Meeting.*

4.7 Board members appointed to committee roles

The following appointments were made to the Committees:

Finance Committee: Chair – Alan Ovens
Siobhan Harrod

Policy Committee: Chair – Kirsten Petrie
Margo Bowes

Awards Committee: Chair – Margo Bowes
Kirsten Petrie

Advocacy Committee: Harko Brown
Lisette Burrows
(Structure and membership to be concluded in October)

4.8 Confirm Board work plan

The draft work plan was considered

Action: Committees will circulate input into the Plan by 9 September so that this can be co-ordinated into a final plan to be tabled at the October Meeting.

4.9 Policy review – report back from Policy Committee

MB reported that given the imminent changes to people and processes, progress had been terminated on the draft template for Policy Review. MB will hand over the work done to the incoming Chair to progress towards tabling the Review Plan at the October Meeting.

5.0 C STRATEGIC DISCUSSIONS

5.1 Senior Subject Advisor

Discussion covered the person required for the position, the role, salary, interim arrangements and an exit interview that will be followed up by AO and MB.

GP will circulate applicants to be considered for short-listing and the final interview panel will be determined by the venue for the interviews.

6.0 D ANY OTHER BUSINESS

6.1 Speaking on behalf of PENZ

The PENZ Governance Manual (GP 1.1.12, 2008) states that the President and the Chief Executive are the spokes people for the Association who may delegate speaking to other members or staff on governance or management matters respectively. This is something to be considered when the terms of reference for the Advocacy Committee are determined.

The next meeting is scheduled for 1 and 2 October in Bay of Plenty.

The meeting closed at 16:50.

These minutes were approved as a true and correct record at a meeting held on the 1 October 2011.



Alan Ovens, Chair