



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

**Apologies:** Harko Brown

The meeting commenced with the Management Report on Saturday afternoon (18 August at 3:30 pm) while the Governance Decisions section was covered on the Sunday morning (19 August at 9:00 am). LB welcomed new Board Members Darren Powell and Melissa Young and thanked them for taking on the challenges of serving on the PENZ Board. Members spoke briefly about their motivation to serve PENZ.

**1.0 Minutes of previous meeting**

Moved (Chair) that the Minutes of the previous Board Meeting dated 10 June 2012 be confirmed as an accurate record of that meeting. **Carried**

**2.0 Matters Arising**

There were no matters arising.

**A MANAGEMENT REPORT**

**3.0 ADVOCACY AND PROFILE**

**3.1 Sport New Zealand: Final Report**

GP spoke briefly to the report that had been circulated. GP and LP had meet with Sport NZ staff post submission of the final report to discuss outcomes. It appeared that the report had been well received (some discussion about KPIs for 2013) and funding was assured for the next 12 months. The Board acknowledged the importance of the relationship and appreciation for the partnership.

**3.2 NZSSSC**

GP spoke about the Sport in Education project and PENZ involvement. PENZ has requested representation on the Project Management Team given the need for Physical Education co-ordination of the project. While PENZ would have valued early input it appreciated being involved in the project to ensure that Physical Education leadership was appropriate

## 4.0 GOVERNANCE AND MANAGEMENT

### 4.1 Creative New Zealand

Given the pending resubmission of the “train the trainers of traditional Maori games” proposal to Creative New Zealand, GP spoke about concerns that had been brought to his attention that this space was already taken by a number of entities. After prolonged discussion it was decided not to proceed down this path and to re-examine Te Ao Kori and other Maori priorities for the new strategic plan and have Harko's input into this process.

### 4.2 Strategic Plan

GP expressed appreciation for Trevor Garrett's facilitation of this process. PENZ was fortunate to draw on the experience of someone who had been intimately involved in this process over time. The succinct nature of a 5-6 page document was in-line with recent trends and followed a similar pattern to Sport New Zealand. GP will circulate the draft plan, receive responses and frame it up for consideration at the October meeting. Management team to commence consideration of measures of each outcome.

*Action: GP to draft document for consideration at October Board Meeting.*

## 5.0 PROFESSIONAL LEARNING

### 5.1 National Conference 2012 debrief and looking ahead to 2013

Feedback from 70+ delegates via the online survey revealed very positive outcomes. The quality of the programme, opportunity to network, teacher sharing, awards, social programme were all commented on favourably. Concern was expressed about rooms limited to 30 people as being inadequate, long queues, the place and relevance of keynotes, poor internet connection, cold rooms, more practical workshops. This was the biggest Conference (255) in the past 4 years and overall very well received. Having heard that we should remain in striking distance of Auckland in 2013, GP investigated Hawkes Bay where he had received a positive response, however, the Board resolved that we should be further south and thus will return to Wellington in 2013.

### 5.2 NCEA Level 3 workshop

There had been a very positive response to this workshop with 239 registrations to date. This third NCEA workshop was again supported by Pub Charity for the third year and the development of the content had highlighted the need for accuracy regarding copyright, intellectual property, ownership, referencing and contracting developers. The policy in this area will be further developed. Interest and early responses were most encouraging.

### 5.3 Primary level “confidence” workshop

GP spoke briefly to the tabled final report written for Sport NZ who had sponsored this workshop series. The exercise had meant working in close co-operation with RST staff who are engaging with primary schools at times within curriculum time. The collaboration had improved attendance although the 400 teacher threshold had not been achieved. This difficulty of reaching teachers points to schools perceiving outside providers such as RSTs and others as satisfying Physical Education professional development needs. These opportunities are often free of charge or involve teachers not having to co-teach. The workshop was well received and will be delivered in Canterbury and the West Coast later this year.

## 6.0 PUBLICATIONS

### 6.1 Physical Educator – October issue

This issue is looking promising at this point with plenty of material either in or confirmed.

Having the research and professional panels functioning means additional resource to draw on for writing and review.

## **B GOVERNANCE DECISIONS**

### **7.0 Financial position as at 30 June 2012**

GP spoke briefly to the spreadsheet pointing out that at the end of June (50% point of the year) 51% of revenue was in while expenditure was in check at 39%. There were no major concerns at this point on either front. Variances of 10% were discussed briefly.

**Actions:** *The Board received the finance committee report as at 30 April 2012* **Carried**

### **8.0 Report against Business Plan as at 31 July 2012**

GP spoke briefly about selected items that had not been achieved to date as in: Minister of Education will not be meeting with the PENZ delegation on 5 September; social media use still to be developed; advocacy CD still to be developed; ECE needs not yet identified. MB made the point that radio media coverage has not been achieved and still further need for media coverage. Final report submitted to Sport New Zealand with most KPIs achieved.

**Action:** *The Board received the report against the Business Plan as at 31 May 2012* **Carried**

### **9.0 Awards 2013**

MB spoke briefly to the awards process and possible amendments to the criteria of the AS Lewis Award that will include the requirement to meet a predetermined standard. Amendments will be circulated. Any publication of the essay will be after Scholarship exams have been written. The question was posed as to whether the top scholarship student to be recognised. Further thought will be given to this question. MB mentioned that early publication of 2013 awards will enable members to commence the process now in time for May 2013 deadline. Awards are likely to remain the same for 2013. Branches to be reminded that Branch Awards should be ratified at AGM.

**Action:** *MB will circulate 2013 Awards Information for final approval and publication on the website and in the October newsletter.* **Carried**

### **10.0 New Zealand Community Trust (NZCT)**

GP spoke to his paper on funding sought from NZCT to develop an additional role in Movement for Life Leadership involving someone who can move between sport and Physical Education. This was already being required of PENZ and was a logical way forward towards satisfying the demands being made of PENZ. To maximise learning through professional development and hold up to date membership data, PENZ needs to update its technological support in particular, its information technology functionality.

**Action:** *The Board approved the submission being made to NZCT to seek resourcing for improved PENZ leadership and information technology functionality.* **Carried**

### **11.0 Leadership programme**

Alan Ovens suggested a changed format from the Leadership Conference towards a programme of learning for aspiring heads of departments. GP spoke to the plan he tabled for a 12 module over two days programme designed for leaders of learning in Physical Education. Discussion suggested that current content and pedagogy should feature in a module if HODs were to be leaders of learning. There was also discussion about the ability to have difficult discussions being included and also the process of middle leaders being able to speak both up and down.

**Action:** *Management to progress towards the delivery of a Leadership Programme with*

the provision of PENZ attendance certificates in Timaru during the last two weeks of November

**Carried**

## 12.0 Policy framework

KP spoke to the framework of a Policy Document. After discussion the structure was refined with the strategic plan section being removed.

**Action:** The Policy Committee will produce a draft Policy Document that will be tabled at the October Board Meeting

## 13.0 Board Committees

The following Board Committees were confirmed subject to further discussions with HB:

Finance: LB; MB

Maori: HB; LB

Awards: MB; KP

Policy: KP; MY; DP

### Any other business

The December Meeting will take place on Thursday 13 December at MB's home. The Board also thanked the management team of GP, LP, VE and QA for the delivery of the Conference 2012 and additionally for the work being done to deliver the workshops series, three to date, since the start of term 2.

The meeting closed at 13:40.

PENZ BOARD ACTION LIST		
Action	Status	Comment
Policy on contracting outside partners	On hold	
Advocacy Committee to review consequences of PENZ – AENZ relationship	On hold	
Succession planning to be discussed as part of Strategic Planning	On hold	
MB to circulate revised awards 2013	In process	
GP to submit NZCT proposal	In process	By end September
Leadership Programme to be developed	In process	Delivered November
KP to submit draft Policy Document	In process	October meeting
GP to develop draft Strategic Plan document	In process	October meeting
GP to investigate tighter approach towards IP, copyright and ownership for workshop and resource development	In process	December meeting

These minutes were approved as a true and correct record at a meeting held on the 28 October 2012



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Lisette Burrows, President, PENZ