



# PENZ BOARD

## Minutes of PHYSICAL EDUCATION NEW ZEALAND BOARD MEETING Cutterscove, Mount Maunganui, 17 August 2013, 13:15

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

**Apologies:** Nil

### 1.0 Minutes of previous meeting

Moved (Chair) that the Minutes of the previous Board Meeting dated 20 June 2013 be confirmed as an accurate record of that meeting. **Carried**

### 2.0 Matters Arising

The criteria for the President's Lunch invitations will be circulated for confirmation with thought to be given to Life Members and Gilles Medal winners to be invited regardless of geographic region. LB will speak to BS about the title of the lunch.

## A GOVERNANCE DECISIONS

### 3.0 3.1 Financial position as at 30 June 2013

GP mentioned that it was a bit of a concern that revenue was only at 44% at the 50% point in the year even though expenditure was in check at 35%. Workshops had been delayed and were now kicking in while sponsorship and subscriptions both had ground to cover. The final outcome of Conference would be known in about a month's time.

*Action: The Board received the finance committee report as at 30 June 2013*

**Carried**

### 3.2 Accounts paid for June and July 2013

The July spreadsheet in particular gave members an indication of expenditure related to Conference.

*Action: The Board received the accounts paid June and July 2013.*

**Carried**

### 3.3 Report against Business Plan as at 17 August 2013

GP called for questions from Board Members given the report circulated. All primary products were on-track as in journals, newsletters, Conference and workshops although the latter had been held back to create a bit of space from Conference. Leadership Programme is in the planning process while there had been some success in terms of advocacy in the public media. DP raised the point that Facebook could perhaps be used on a more consistent basis with activities being commented on briefly as they happen to keep members alerted to both Board and Management work. There were no concerns at this point in time.

*Action: The Board approved the Business Plan as at 17 August 2013*

**Carried**

**3.4 Board Performance Review**

LB spoke briefly about the set of questions to be circulated to Board Members in time for the December review.

**3.5 TGfU special interest paper**

The paper written by AO was discussed with the focus being on the manner in which this group would fit under PENZ National without being a financial liability should any initiative go wrong. Consideration had to be given to the extent of the added administrative load on the national office although it could prove to be a further valued revenue stream. Activities of the group would ideally be integrated appropriately with both PENZ workshops and national conference. There was support for the concept given the international and national interest in TGfU as a pedagogical approach in Physical Education. Further information will be sought from the group to determine the appropriate structure.

**3.6 Awards 2013**

MB thanked all involved for the commitment made to a large number of awards for 2013 due to the need for some catch up. Information will be provided back to those who were unsuccessful. The AS Lewis Award is still to be made and there is a need for markers of the drugs in sport essay. MB mentioned that there was a need to adhere to award timeframes as leniency in that regard resulted in both inconsistency and an unfair advantage. LP spoke about the follow up activity of celebrating the “Outstanding Physical Education Award” by way of providing a morning tea for those staff members in their school. This had been very well received very often by the staff as a whole. There was some discussion about Life Member and Fellow Award formats – should the person be named at the start or should it be a surprise? LB thanked MB and her Committee for a big job well done.

**B 5.0 MANAGEMENT REPORT**

**5.1 Advocacy and profile**

**5.1.1 Stakeholder contact**

GP explained that contact around Conference related very much to presenters, sponsors and trade show partners.

**5.1.2 Ministry contact – Assoc. Minister Nikki Kaye paper**

GP spoke to the paper that had been circulated. There was some discussion about how points had been phrased. The delegation will meet with the Minister on 5 September.

**5.1.3 Website development**

GP anticipated that the new website would go live within the next two weeks. Database information was being integrated

**5.1.4 Facebook**

Good progress being made with the need to publicise a little more activity.

**5.2 Governance and management**

**5.2.1 Draft policy document**

GP explained that he has contacted Learning Media and is waiting on a reply from Amanda Hargreaves.

### **5.2.2 Board Member induction**

GP explained that DN had been sent copies of the Constitution; Governance Manual and the Year to Date spread-sheet plus the last two months signed-off accounts payable thus enabling DN to get up to speed regarding governance obligations and expectations of Board Members. GP and DN had enjoyed a useful skype video call.

### **5.2.3 Strategic Plan review**

GP mentioned that the Te Ao Kori strategic initiative had been under the spotlight with good progress made. A session was planned for Sunday when the focus would fall squarely on the Plan and actions resulting from it.

### **5.2.3 Professional Learning**

GP reported back on the value he had gained from a day's seminar. Much of what PENZ does at Board Level is effective however, thought needs to be given to the optimal skill set that would work best for PENZ with a specific emphasis on marketing.

## **5.3 Professional learning**

### **5.3.1 National conference debrief**

A useful discussion was held by Members regarding the Conference. By and large, all had gone well. There had been a small pocket of resistance from Health Education members but this was not seriously considered by BB. The PENZ Board will engage with Health Education Association executive to confirm the way forward. Evaluations were looked at and while they were marginally down on 2012 they were still relatively high. In looking forward Queenstown came under discussion as a venue for 2014 and will be fully investigated. Consideration was given to a Te Ao Maori theme with the idea floated that all presentations should perhaps fit into the theme.

### **5.3.2 PENZ Inspired Leadership Programme**

GP and LP will visit Hastings on 22 August to progress this initiative. In addition to meeting with Lindisfarne Senior Management, they will also meet with a group of local teachers to ensure regional input.

## **5.4 Partnerships**

### **5.4.1 Investment schedule final report**

Much of the discussion about the schedule was conducted during the "state of the nation" session. Members examined the relationship between the schedule and the strategic plan. Relationships with key stakeholders such as NSOs and RSTs were discussed. GP advised that management was waiting to discuss the next round of partnership funding.

### **5.4.2 Resource partnerships**

GP advised that progress is yet to be made with the possible relationships with ACHPER, Packaworld and Easily Active while Sport Distributors had gifted 240+ books to PENZ that can be sold as and when possible. Action will be taken during the last quarter of 2013.

## **5.5 Publications**

### **5.5.1 Physical Educator – October issue**

The October issue of Physical Educator is in hand with articles presently being reviewed. This issue will be slightly smaller (32 pages) given the need to curb cost after two large 40 page issues. A decision was taken to include the strategic plan and perhaps use the poster as the front cover of the journal.

**5.6 Risk register**

No issues were identified as high risk with disastrous repercussions and there were no significant changes.

**Action:** *The Board received the Executive Officer's management report of 17 August 2013*  
**Carried**

**C. 6.0 Any other business**

**6.1 October and December Meeting dates**

The dates were set for Sunday 20 October at Auckland Domestic Airport and Friday 6 December at MB's home.

<b>PENZ BOARD ACTION LIST</b>		
Action	Status	Comment
Policy on contracting outside partners	On hold	
GP to source assistance to further develop Draft Policy Document	In process	Waiting feedback from Learning Media
Produce poster of Strat Plan at Conference	October	Journal cover
School accreditation for quality PE	On hold	
Report back on ACHPER and Airgoals	October	
Report back on sponsorship progress	October	
Report back on delegation to see Assoc Min	5 September	October feedback
Report back on website development	August go live	October feedback
Criteria of the President's Lunch to be circulated	October	
LB to speak to BS re title of the lunch	October	

The meeting closed at 5:00 pm

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



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Lisette Burrows, President, PENZ