



PENZ BOARD

Minutes of PHYSICAL EDUCATION NEW ZEALAND BOARD MEETING

3/19A Takutai St. Parnell, Auckland

13 December commencing at 9.00 am

Present: Lisette Burrows (Chair); Margot Bowes; Kirsten Petrie; Darren Powell

Apologies: Melissa Young

1.0 Minutes of previous meeting

Moved (Chair) that the Minutes of the previous Board Meeting dated 28 October 2012 be confirmed as an accurate record of that meeting. **Carried.**

2.0 Matters Arising

Nil

A 3.0 GOVERNANCE DECISIONS

3.1 Financial position as at 31 October 2012

GP explained that given the low revenue and the funding from Sport New Zealand having come in early November the spreadsheet indicates a deficit. With the funding added it places the balance back in a small surplus. A key to the final outcome at 31 December will be subscriptions received and the final figures for the Leadership Programme. While GP indicated that the bank balance was sound, the end result is likely to be tight.

ACTION: *The Board received the financial report as at 31 October 2012*

Carried

3.2 Report against Business Plan 2012

GP reported that in his view finance and advocacy were the two areas that had fallen short of the mark. Concerning advocacy, there was discussion around the use of twitter. It was agreed that we wanted to achieve messages about quality PE in addition to responding issues that are deemed to be unacceptable. In terms of strengthening ties to Health Education it was agreed that the respective Boards need to decide on strategy. Advocacy strategy to be sorted between LB and DP as to who does what in terms of issues of the day. There was some discussion about where to target publications. The style of writing for various publication venues was discussed. In terms of achieving long-term funding, GP agreed to meet with someone, in the next three months, who has the required financial skills to assist with targetting viable funding sources.

ACTION: *The Board received the report on the Annual Business Plan*

3.3 Draft budget 2013

GP outlined the rationale for the first cut draft budget especially as it varied from the 2012 budget. Workshop revenue had to be rationalised while rent would be significantly reduced. There were discussions about staff packages and the Board requested GP to table a proposal when the second draft is tabled in February.

Action: The Board sought a second draft budget to be tabled in February with the adjustments made as discussed

3.4 Policy framework

The draft Policy Document will be tabled at the February 2013 meeting.

3.5 Fourth draft Strategic Plan 2013-2017

The Board commended Bob Stothart for his excellent introduction written for the Strategic Plan document. Work on the plan was concluded as planned.

Action: The Board provisionally approved the PENZ Strategic Plan 2013-2017 subject to minor edits with final tabling due in February 2013

3.6 Maori Representative Board Member

Appropriate processes for the appointment of this Board Member were discussed. Members will be advised via newsletter, journal and website that the Maori Representative position is vacant and that nominations are sought. The need for a Maori world view and capacity to build Board governance capability should be highlighted.

3.8 Auckland PENZ discussion document

The document was introduced by MB. After some discussion it was decided that there were issues of management and issues of governance evident. MB will suggest that the Auckland Committee meet with the PENZ National Management Team early in 2013 while a member of the PENZ Auckland Branch will be invited to speak to the strategic issues after the April Board Meeting when a forward looking approach will be taken.

B 4.0 MANAGEMENT REPORT

4.1 University Advisory Committee Meeting

GP spoke about the productive meeting held on 12 November and agreed to circulate notes to Members. KP asked that Select Committees be included in the summary notes as a possible strategy for reaching parliamentarians more effectively.

4.2 Stakeholder contact

GP spoke about the MOU being developed with Team Solutions / Auckland University that describes the collaboration between the two parties in an attempt to maximise capability within the delivery of Physical Education professional learning. This MOU is designed to cover the two year contract Team Solutions has with the MOE (ending December 2013) with the specific aim to ensure that the capability of both parties is used collaboratively to the advantage of Physical Education during that time. KP requested that any formalisation of educational delivery be run past the Board.

4.3 New Zealand Community Trust

GP would be following up with the Trust as there had been no response to the proposal to date

4.4 First Sovereign Trust

While it had been disappointing not to receive funding GP had learned that only 10% of

funding being set aside for national initiatives with most funding going back to regions from which it had been secured.

4.5 Leadership Programme Evaluations

There was general consensus that the evaluations were very encouraging and strong consideration will be given to running what appeared to be a very well received programme in the North Island in 2013.

4.6 National Conference 2013

GP mentioned that Scots College had been secured. Accommodation and keynote speakers were discussed. Consideration will be given to a debate to replace one keynote.

4.7 Sport in Education Project (SIEP)

GP reported that this project had taken up a considerable amount of LP's time at PENZ cost. KP acknowledged the demands of being part of the project and having appropriate influence.

4.8 Regional Sport Trust Workshop

GP commended LP for an excellent workshop and commented that there were often different staff attending subsequent workshops. This resulted in new staff often seeking that which has already been covered previously. This contact with these staff engaging in schools is invaluable. GP will circulate summary notes to the Board.

4.9 Physical Educator – February 2013

GP reported that this issue was well on-track.

C

ANY OTHER BUSINESS

5.0

5.1 Graduate mentoring programme

MB presented Allistair Williamson's idea for which he is to be commended. Discussion resulted in the following questions and thoughts:

- Is mentoring the right term – perhaps “transition” or “support” and not induction
- Tight content that needs to be needs based - responsive
- Perhaps meet with someone to up-skill his facilitation skills
- Group to share insights at Conference
- All new teachers welcomed at Conference
- Raised the idea of a first time presenter acknowledgement at Conference

MB to follow up.

5.2 Outgoing President protocols

This was discussed briefly

5.3 AGM information for members

MB raised the idea of the GP spending more time informing members of key achievements during the year. The opportunity should be used to better inform members. LB and GP to follow up.

5.4 President's Lunch Guests

MB suggested better labels for guests and that short biographies may be published on each guest. GP mentioned that this surfaced after the Conference in discussion with delegates and is in hand. The intention thus far has been to keep it low key.

5.5 A.S. Lewis Award

Scholarship specifications have been published which means that MB can send through the essay topic to GP for publication.

5.6 Board Meetings 2013

A decision was taken to publish the first two meeting dates for 2013:
Friday 15 February; Monday 15 April

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	
KP to submit draft Policy Document	In process	Conclusion sought at February '13 meeting
GP to develop draft Strategic Plan document	In process	Final sign off February '13
GP to investigate tighter approach towards IP, copyright and ownership for workshop and resource development	In process	April '13
School accreditation for quality PE	TBC	Decision at later meeting

The meeting closed at 2:45 pm.

These minutes were approved as a true and correct record at a meeting held on the 15 February 2013



Lisette Burrows, Chair

