



# PENZ BOARD

Minutes of  
PHYSICAL EDUCATION NEW ZEALAND  
BOARD MEETING  
Cabana Room, Auckland Domestic Airport  
15 February 2013 commencing at 9.45 am

**Present:** Lisette Burrows (Chair); Margot Bowes; Kirsten Petrie; Darren Powell; Melissa Young; Libby Paterson (in attendance)

**Apologies:** None

Those in attendance recited the Karakia and sang the Waiata provided by LB

**1.0 Minutes of previous meeting**

Moved (Chair) that the Minutes of the previous Board Meeting dated 13 December 2012 be confirmed as an accurate record of that meeting. **Carried.**

**2.0 Matters Arising**

MB shared that the graduate mentoring changes went back to the Committee and were to be built into the programme. It had been raised that the Meet and Greet may be a good place to welcome new members to the profession and that new presenters at Conference could perhaps be acknowledged as part of the Awards ceremony. LB has thanked Bob Stothart for his introduction to the strategic plan. The A.S. Lewis Award has been actioned. GP advised that Ken Brown had visited PENZ National office to discuss improvements to both financial reporting to the Board and offsite back-up of computer files.

**B GOVERNANCE DECISIONS**

**3.0 3.1 Financial position as at 31 December 2012**

GP expressed relief that the modest target had been exceeded and paid tribute to a subscription campaign that achieved well ahead of budget and a Leadership Programme that proved cost neutral.

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

**Carried**

**3.2 Report against Business Plan 2012**

GP reported that not much had changed post the 13 December meeting however it was pleasing to report that all core deliverables had been achieved. Advocacy and sponsorship shortcomings had been discussed at length in December. KP questioned the Board's ability to determine who was doing what about the key management roles of CEO/ Subject Advisor/ Administration and workloads and sought greater detail for decision making and support. GP questioned whether delivery on the plan was not a management issue and while happy to adjust reporting would like it to be a time-effective process. Workload issues to be discussed between LB and Executive Officer.

**ACTION:** *The Board received the final report on the 2012 Annual Business Plan*

**Carried**

**3.3 Draft budget 2013**

GP tabled a second draft budget that included a modest profit in the bottom line, the adjustments

reflecting the new level of kiwifund contributions to be paid by the employer. Adjustments to different lines of the budget were discussed by the Board.

10:55: The Board moved into Committee

The Board discussed proposed adjustments to management staff salaries.

11:15 The Board moved out of Committee

**Action:** *The Board approved the budget for 2013*

**Carried**

**3.4 Draft Policy Document**

The draft Policy Document was tabled and discussed. KP explained that the Committee did not have the expertise to write the outstanding policy especially that which related to intellectual property and contracting arrangements. GP was asked to investigate support for the writing of these policies. LB acknowledged the work done to date. Progress with the remaining policies to be written will be reported on at the next meeting

**3.5 Sixth draft Strategic Plan 2013-2017**

The draft was circulated and discussed. GP will undertake a final technical polish and MY will work to produce a single page, graphic presentation of the Plan. This will be circulated to Board Members before being placed on the website for comment.

**Action:** *The Board approved the PENZ Strategic Plan 2013-2017 which will be published for feedback from members*

**3.6 Draft Business Plan 2013**

GP tabled the draft Business Plan that had been developed to reflect the new Strategic Plan. However, at this point GP has not had an opportunity to discuss the Plan with the Management Team and has undertaken to do this before the April Meeting when it will be tabled for approval by the Board.

**Action:** *The Board received the Draft Business Plan 2013*

**3.7 Board Member succession planning**

MB indicated that she would be standing for a further term of office. The Maori Representative position will be advertised on the website. Members will encourage their respective contacts to apply. This person must represent a Maori world view and build PENZ governance capacity.

**3.8 Project Energise**

Discussion on the tabled papers was lead by LP. Consideration was given to the programme, the measures, the discussion of results and the possible impact on primary Physical Education.

**C**

**MANAGEMENT REPORT**

**4.0**

**4.1 Stakeholder contact**

Given the tight timeframe of this component of the meeting, GP requested that the focus be on questions based on his report. The year is young and the amount of stakeholder contact has been limited to date.

**4.2 Coke article and letter**

DC was commended for getting his letter published questioning Coca Cola's claims that it is contributing to the fight against an obesity epidemic. LB followed up with a letter to the editor and both were commended for this proactive advocacy work.

**4.3 Sponsorship applications**

The Board agreed to the President signing off on specific proposals being written to Trust Funds for specific funding purposes. GP reported on his meeting with Graeme Avery during which PENZ appeal (or lack thereof) to the corporate sector was discussed. Strategies for better positioning PENZ for funding were discussed.

**4.4 National Conference 2013**

This is in-hand and progressing with the first Committee Meeting scheduled for Scots College on 12 February. The level of interest and support to date has been most encouraging. GP indicated

that the management team would visit possible venues for the social functions on 13 February. LB to follow up on sharing Wednesday of Conference with Health Teachers Association as a joint PLD opportunity.

**4.5 Leadership Programme 2013**

GP reported that the management team at Lindisfarne College in Hastings were considering hosting the Leadership Programme. The College had the auditorium, social space and breakout room required for the Programme all set in a very pleasant environment. The planned dates for the Programme are 21+22 November. MB commented that discussion re these dates and proposed programmes should be discussed with Auckland Branch who normally hold regional PD around that time.

**4.6 Lenco and KooGa New Zealand**

GP advised that Lenco had chosen not to renew the sport apparel agreement due to tight financial circumstances and stating that they were not getting the return on investment. GP is negotiating with KooGa.

**4.7 Sport Distributors Limited**

The agreement with DSL has been signed off for a further year.

**4.8 Physical Educator – February 2013**

GP reported that this issue was well on-track but was likely to be a 40 page document.

D

**ANY OTHER BUSINESS**

5.0

**5.1 Sport in Education**

LP spoke briefly about her involvement in this project

**5.2 Advocacy**

DP spoke about a few of the successes achieved early in 2013. He also presented a model to follow when engaging with the media. This does not have to be followed strictly but provides a very useful guide. The Strategic Plan was discussed as a launch for advocacy and opinions need to be sought from members about their perceptions of topics that required action. It was suggested that having the recent media articles on Facebook would be a good start.

**5.3 PENZ Auckland Branch**

The Chair of PENZ Auckland Branch joined the meeting to speak to the paper tabled at the December 2012 Meeting. Valuable discussions were held about the dynamic nature of the roles/relationships between National PENZ and both formal and informal branches/cluster groups.

<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	April Meet	Feedback
GP to investigate tighter approach towards IP, copyright and ownership for workshop and resource development	In process	As above
School accreditation for quality PE	TBC	Decision at later meeting
Business Plan 2013	April Meet	GP to table
Strategic Plan 2013-2017	Technical detail polish	GP to circulate before posting

The meeting closed at 3:00 pm.

These minutes were approved as a true and correct record at a meeting held on the 19 April 2013

Lisette Burrows, Chair

