



# PENZ BOARD

**Minutes of  
PHYSICAL EDUCATION NEW ZEALAND  
BOARD MEETING  
Cabana Room, Auckland Domestic Airport,  
29 May 2011 commencing at 9.00 am**

**Present:** Alan Ovens (Chair); Lisette Burrows; Margot Bowes; Harko Brown; Gordon Paterson

**Apologies:** Brent Gray; Siobhan Harrod

**1.0 Minutes of previous meeting**

Moved (Chair) that the Minutes of the previous Board Meeting dated 13 February 2011 be confirmed as an accurate record of that meeting. **Carried.**

**2.0 Matters Arising**

Mairehau College had successfully implemented their project making use of the PENZ branded shirts.

The action list had been updated.

**A GOVERNANCE DECISIONS**

**3.0 3.1 CEO performance and remuneration**

In Committee AO/MB.  
Out of Committee AO/HB  
AO to discuss Board recommendation with GP.

**3.2 Financial position as at 30 April 2011**

AO reported that the finance sub-committee was happy that finances were tracking in a similar pattern to 2010 and there was no cause for concern. Expenditure was in check and a little work was needed to chase membership subscriptions that had not yet come in. Note was taken of the lower Conference registrations with a smaller conference anticipated in view of: Economic climate; Earthquakes; Slightly remote setting. Note was taken of the challenges of first term workshops due to school busyness at that time of year. GP advised that SPARC had made \$30,000 available for a further primary school workshop series to be held in the second half of the year.

**ACTION:** *The Board received the report from the finance sub-committee*

**3.3 Confirm budget for 2011**

GP pointed to the minor amendments made in response to the Board's requests after which the Board approved the budget for 2011.

**Action:** *The Board approved the budget as circulated*

#### **3.4 Consider draft work plan for 2011**

HB suggested that the management team consider developing a database of relationships thus ensuring ongoing connectedness with a vast range of relevant groups. AO commended the management team for the new look business plan the content of which had been drawn from the previous model. What remained was for columns that included KPIs, person responsible and where relevant timeframes to be included as this would facilitate ongoing reporting against the business plan at future Board Meetings.

**ACTION:** *The Board confirmed the annual business plan as circulated subject to the recommended additions being made* **Carried**

#### **3.5 Policy review - report back from Policy subcommittee**

The report received by the sub-committee was discussed. The recommendations were accepted and the sub-committee were provided with guidelines for the content of a revised policy and procedures manual that achieves the desired clarity. The sub-committee will provide a draft manual at the August meeting.

#### **3.6 Quality Physical Education – subcommittee report**

The sub-committee spoke to the report which was discussed at length. The sub-committee were commended for what was a difficult task and were encouraged to continue to develop the quality Physical Education statement. Note was taken that the A.S. Lewis Award for 2011 is an essay that has as its topic: “Given your understanding and personal experience of the subject, critically discuss what quality Physical Education is.”

#### **3.7 Patron**

There was agreement that the appointment was a very important component of the leadership of PENZ in the broader community. There was clearly a need for urgent action so that nominations could be tabled before members at the AGM. The sub-committee resolved to request Bob Stothart to Chair this committee. AO would approach Bob Stothart.

#### **3.8 President**

Succession planning was discussed with an agreement that this was essential for the ongoing health and leadership of PENZ. AO has agreed to continue with an intention to mentor the next President during the next twelve months. This meant that either a present Board Member would step up or the person appointed to succeed Brent Gray could be approached with this step in mind. AO will advise members of his intentions to continue for a further year and so complete his term with the mentor role in mind.

#### **3.9 Fellow of PENZ Award – Draft description**

BG was thanked for the significant work that had gone into the descriptor provided for this award. It was agreed that “more” in terms of criteria is not always better. The sub-committee was encouraged to continue with the process and to strive for guiding principles rather than strict criteria. An overriding quality should be that the award is made for voluntary work rather than any paid or contracted work for PENZ. The sub-committee was asked to follow a similar pattern to 2010 in terms of assembling an awards committee to make recommendations to the Board on the nominations received thus far for the 2011 awards to be presented at Conference 2011. It was noted that there should be a focus on teacher awards at Conference and that the Outstanding New Professional and Outstanding Physical Education Awards should be made at National Conference in the future.

**A MANAGEMENT REPORT**

**4.0** ***ACTION:** The Board received the Management reports from the Executive Officer and the Subject Advisor* **Carried**

**5.0 ANY OTHER BUSINESS**

**5.1 Joint Conference with Activate 2012**

This approach made by a RST was to be discussed with NZSSSC to determine extent of fit.

**5.2 Conference clash: University Teaching Leadership Conference 2011**

MB pointed out that this clash made attendance at Conference difficult for Board Members. PENZ had not been aware of the pending clash probably caused by the Rugby World Cup causing date changes.

**5.3 Board minutes for website**

GP made the commitment that as from May 2011 Board Meeting minutes would go up on the PENZ website

**5.4 PENZ copyright and intellectual property**

MB asked that PENZ give careful consideration to the process of copyrighting material and the need to ensure that this was both appropriate and accurate.

**5.5 AIESEP 2014**

AO spoke briefly about PENZ considering ways in which it may work with Auckland University in hosting this conference. Consideration should be given to speaking with the Conference Committee to determine if PENZ could derive benefit from hosting pre-Conference activity involving teachers.

**Next meeting: 13+14 August 2011**

The meeting closed at 4:06 p.m.

These minutes were approved as a true and correct record at a meeting held on the 14 August 2011.



Alan Ovens, Chair