



**Physical Education New Zealand - Board Meeting  
Cabin Meeting Room, Auckland Domestic Airport  
16 November 2014  
MINUTES**

1. Board went into committee to discuss a complaint that had been received. When the Board came out of committee it was decided that Lisette as President would contact both parties with the Board Sub-committee findings
2. Karakia, Waiata, mihi – Meeting opened 10:35 am. Present: Lisette (LB), Ross (RM), Melissa (MY), Dayna (DN), Margot (MB). Apologies: Darren
3. Presentation by Sport NZ – Jo Colin and Roger Wood – SSFP project now above ‘radar’ with a focus on leadership, earning and support approach, regional ownership and delivery. Recommendation that feedback be provided by 5 March.
4. Minutes of the last meeting 17 August 2014. True and accurate record. Moved: Lisette, 2nd Margot. Passed. Matters arising to be discussed as part of the agenda.
5. RM presented CEOs Report. Financial Reports as a 14 Nov. 2014. RM spoke to P&L, Balance Sheet, Conference, ILP and Workshop Reports. Concern was raised by RM about the lack of Workshop Income for 2014 and that this would need to be priority for 2015.
6. RM tabled reports of payments made from the 04 and 25 accounts as well as the credit card accounts for the months of Jan – Sept 2014. Action: Finance Committee, (Lisette, Margot) to scrutinise, approve, sign and return to RM in due course.
7. RM proposed resolutions to close two dormant BNZ accounts currently held by PENZ. RM also proposed and tabled two resolutions to close dormant accounts in Taranaki (TSB Bank) and Palmerston North (ASB Bank). Action: Finance Committee to process.
8. Insurance Policies/Cover – briefly discussed. Action: RM to confirm acceptance and arrange payment.
9. Conference host school confirmed as Waikato Dio, Hamilton. Detailed planning can now commence. Actions: RM to liaise with Committee on possible theme. Board members to consider possible theme and feedback to RM ASAP.

10. ICT Policy discussed. Action: Lisette to draft a simple 1 paragraph policy statement and post on SharePoint for Board discussion.
11. Margot presented on the A S Lewis Award and winner. Actions: RM to draft cheque to winner and send to Margot for presentation. Committee to bring annual submission deadline forward to mid Oct, with decision by 31 Oct to enable presentation of award during senior school prize giving. Committee to develop system to ensure all submissions are advised of the outcome.
12. Margot presented on Scholarship changes for 2015 – portfolio submissions instead of examination. Limited detail currently available from NZQA. Teachers/schools extremely concerned. Action: Margot to draft letter to NZA in consultation with Libby, detailing PENZ concerns. Newsletter article to be written (Margot/Libby?) outlining the Scholarship and Level 3 concerns and PENZ position on these, also detailing PENZ proposed response to NZQA.
13. Tertiary Council of Physical Activity, Sport and Education meeting, update from Lisette. Lisette to attend meeting and will provide them with an update on PENZ activities.
14. Items not yet discussed due to lack of time/quorum include; Co-opted Board Members, Board Member succession planning, 2015 Board Meeting Schedule/Work Plan. October/ December meeting schedule seems to have become November meeting only? Review for 2015? Action. RM to post draft Meeting Schedule on SharePoint for feedback/confirmation.

Meeting Closed at 2:50 pm

Margot Bowes (Acting President)  
3/05/15