



PENZ BOARD

Minutes of PHYSICAL EDUCATION NEW ZEALAND BOARD MEETING

Board Room, 130 Parton Road, Papamoa Beach
1 October 2011 commencing at 9:20 am

Present: Alan Ovens (Chair); Margot Bowes; Gordon Paterson; Harko Brown (10:15); Lisette Burrows

1.0 Welcome

AO welcomed Board Members to the Board Room available for use by PENZ on the site of the National Office at Papamoa Beach. He thanked Board Members for making the weekend available for Board work.

2.0 Apologies:

Kirsten Petrie; Siobhan Harrod

3.0 Minutes of previous meeting

Moved (Chair) that the Minutes of the previous Board Meeting dated 14 August be confirmed as an accurate record of that meeting subject to minor editorial changes.

Carried

4.0 Matters Arising

The Policy Review timeline carries forward to December. There was a request for meeting agendas to be placed on the website with the point being made that these were at times finalised close to the meeting.

A 5.0 GOVERNANCE DECISIONS

5.1 Financial position as at 30 August 2011

GP referred to variances within the budget as of end of August. At this point of the year expenditure was tracking within revenue and still projecting marginally ahead of the year end surplus. However the success of the workshop series that were being run would be decisive in terms of the year end position.

Action: The Board received the report from the finance committee

5.2 Quality Physical Education

LB explained that it was difficult to achieve consensus and there was need to give this topic attention within the SWOT analysis. LB is in the process of collecting what people thought were key characteristics of quality. It was agreed that the definition needed to be a working definition rather than an academic definition.

Action: LB will circulate a further draft for comment.

5.3 Physical Educator Editorial Committee and Research Panel – Terms of Reference

GP explained the development of the terms of reference. Some time was spent discussing the merits of having two separate groups and the messages that would be sent via such a structure. There was discussion about the nature and content of Physical Educator and how the content is achieved. There was discussion about who the Editor should be.

Action: GP will circulate the revised terms of reference

5.4 PENZ Advisory Group – Terms of reference

The background of the PENZ Summit Group was sketched and why it was felt that a group representing seven universities that engaged in preparation of teachers to deliver Physical Education held value for the association. The intention was for this group to become an Advisory Group that would advise PENZ in areas that related directly to members expertise and would not constitute a cost to PENZ.

Action: Subject to minor amendments, the terms of reference for the advisory group were approved

Carried

B 6.0 MANAGEMENT REPORT

6.1 Awards update

There was some discussion about the awards made at Conference and those new awards still to be made this year. The chair of the awards committee (MB) will convene judging panels for the Outstanding New Professional and Outstanding Physical Education and make recommendations to the Board via email before the next Board meeting and the HPE Symposium Dec 1 and 2 so that any recipients will have the option of receiving their award at the HPE Symposium in Auckland or at National Conference 2012.

6.2 Subject advisor recruitment

The first round of advertising was discussed as was the second round with attention being given to remuneration and shoulder tapping.

6.3 Conference 2012

AO pointed to the need for the Smithell's lecture to be given strong consideration as a keynote contribution to Conference 2012. Using the lecture in this way would be cost effective in turbulent economic times. The speaker is the responsibility of the President and AO will be given this due attention.

6.4 Progress against the annual work plan

There was general agreement that the report now allowed for an easy read about achievements relative to the annual plan. Scope must be provided for a (✓) to signal completion of a component of the plan. AO requested that the investment schedule KPIs be highlighted for easy recognition. The document in its present form is proving useful.

7.0 Risk register

AO updated version was discussed and the new provision for (i) likelihood of risk (ii) change since last review (iii) and mitigating factors were considered to be valuable additions to the register. There was some discussion about the present risk analysis.

The next meeting is scheduled for 4 December in Auckland, the venue to be confirmed. The meeting closed at 15:00.

These minutes were approved as a true and correct record at a meeting held on the 1 October 2011.



Alan Ovens, Chair

