



**Present:** Lisette Burrows; Kirsten Petrie; Gordon Paterson; Margot Bowes; Darren Powell; Melissa Young;

**Apologies:** No apologies. LB spoke briefly about Harko Brown's resignation and the extent to which his input would be missed by the Board and membership. A letter of appreciation will be sent to Harko.

**1.0 Minutes of previous meeting**

Moved (Chair) that the Minutes of the previous Board Meeting dated 18, 19 August 2012 be confirmed as an accurate record of that meeting.

*Carried*

**2.0 Matters Arising**

There were no matters arising.

**A GOVERNANCE DECISIONS**

**3.0 Financial position as at 30 August 2012**

GP spoke briefly to the spreadsheet. Expenditure was in check at ~65% at the 75% point in the year, however, with revenue at only ~62% it meant a deficit of ~\$16k. There was a brief discussion about poor returns on primary workshops that were in competition with free offerings from other entities and it was noted that the Biomechanics workshop was postponed to 2013. It is important that hard work is put into revenue generation during the final quarter with subscriptions and the Leadership Programme likely to have a significant impact on the final outcome.

Moved (Chair) that the financial statement as at 30 September 2012 be received.

*Carried*

**4.0 Report against the Business Plan 2012**

GP suggested that there be a focus on outcomes that had not been achieved to date and consideration be given to the implications. Concerning the cancelled meeting with the Minister there was some discussion about different approaches perhaps using select committees rather than the Minister. GP mentioned that this would be discussed by the PENZ University Advisory Committee on 12 November 2012 in Wellington. Perhaps there was a need to up-skill in this area and consider whether we had members who may be better placed to move this type of contact forward. Consideration will be given to the development of an ad hoc advocacy committee.

Moved (Chair) that the report against the business plan be received.

*Carried*

- 5.0 Awards 2013**  
MB spoke to the awards report. Changes had been made to the AS Lewis Award criteria with the incorporation of use of the scholarship question. Essays will be submitted by end of term 3 and the award made at prize giving in the winner's school. Changes were made to the criteria of judging the AS Lewis award with a focus on a high level of critical inquiry. MB reminded that Branch awards are to be ratified at AGM and feature in the AGM minutes. It was decided to recognise the top scholarship student by way of a certificate and letter and consider profiling the top scholar in the journal. Moved (Chair) that the changes to the awards criteria and the awards for 2013 be approved.
- Carried***
- 6.0 Policy framework**  
KP spoke about the work done to pull previous documents together into the Policy Document before developing that document further into the Policy and Procedures Document. The draft had been circulated and a few terms were clarified with the plan to have the completed draft tabled at the December Meeting.
- 7.0 Strategic Plan 2013-2017**  
GP presented the plan as developed to date with the inclusion of possible measures. It was agreed that Bob Stothart would be asked to write a brief introductory paragraph providing an overview of PENZ background including the link to the Te Ao Kori name. The mission and vision statements were approved as were the values with some minor adjustments. The focus then went onto the measures with some adjustments being made to strategic initiatives. The strategic plan will be concluded at the December Meeting.
- B MANAGEMENT REPORT**
- 8.0 ADVOCACY AND PROFILE**
- 8.1 University Advisory Committee**  
GP spoke briefly about the meeting scheduled for 12 November at Victoria University. Responses from all universities had been positive. It seems that primary level initial teacher education will feature strongly on the agenda with time given to both fundamental movement skills and sport in education
- 8.2 Stakeholder contact**  
The Board expressed appreciation for the summary of advocacy being undertaken by the management team between meetings. This was useful information to have in terms of which stakeholders were being engaged with.
- 9.0 GOVERNANCE AND MANAGEMENT**
- 9.1 New Zealand Community Trust Proposal**  
The proposal has been submitted and we are now waiting for the outcome.
- 10.0 PROFESSIONAL LEARNING**
- 10.1 Leadership Programme**  
The content and structure of the programme was discussed as was the additional support received from Sport New Zealand. LB requested that appreciation was expressed to the committee responsible for the development of an excellent programme.
- 10.2 National Conference 2013**  
While Board Members were asked to consider nominating possible keynote speakers there was some discussion about whether keynotes were still the way of the future. GP made the point that invitations should be issued this year. If there was any intention to

involve Health Education in that programme it was agreed that discussions around strategic relationships should be held between the respective Boards. The Conference will be held in Wellington, the venue should be announced by the end of November.

**10.3 Workshop evaluation**

There was brief discussion about the success of the workshop and the interesting topics that had arisen regarding future PD. The number achieved (300) was encouraging and very similar to last round.

**10.4 Sport in Education**

GP spoke very briefly to the paper. It was encouraging that PENZ had representation on the Advisory Work Groups that included KP, Libby Paterson, Anne McKay, Aaron Mead, and Nikki Johnston.

**11.0 PARTNERSHIPS**

**11.1 Regional sport trust workshop**

GP explained that this initiative was continuing due to the response being so positive in April when there was a call to continue the open communication. The 10 December is a likely day with letters having gone out to CEOs from GP and to participants from LP. Given the consolidation of RSTs going on in Auckland, it remains to be seen who will be present on 10 December. It seems unlikely that Harbour Sport will be present and Counties Manukau have declined due to being in an "on hold" state at the present time.

**12.0 PUBLICATIONS**

**12.1 Physical Educator**

The October issue is in print and it has strong Conference flavour to it. Advertising has been very hard to come by in spite of the largest drive to secure advertising using the extended database developed last year.

**13.0 RISK REGISTER**

LB highlighted the importance of the Risk Register and that it lived and accurately reflected where the Board thought that risks existed. The "low" status of "Disruption to the management team" was seen to be too low given the impact of a resignation and it was agreed that this will be raised to a "moderate risk".

(GDP left the meeting at 4.05 pm as he was due to board a flight at 4.10 pm)

**14.0 ANY OTHER BUSINESS**

The following notes were kindly supplied by KP

**14.1 Auckland PENZ (MB)**

Auckland PENZ would like to send the board a discussion paper at the December meeting on how partnerships may work between a branch and national office. Monique will send Gordon board minutes and will come and talk to the discussion paper at a National Board Meeting (February 2013)

**14.2 Process when President changes (MB)**

Questions were asked about appropriate acknowledgement through gifts and or certificates. This will be considered by the Board and discussed at the December meeting.

**14.3 AGM (MB)**

Questions were posed about members fully appreciating the role of the AGM and the opportunity to receive information about PENZ and its role.

**14.4 Harko Brown resignation (LB)**

LB spoke about Harko's departure, the process of replacing him and whether there was a need for interim co-opting. This will be discussed fully and resolved at the December meeting. LB will draft a letter in which HB will be thanked for his significant contribution during his time in office.

**14.5 Advocacy (DP)**

To advocate for quality Physical Education in primary schools DP proposed considering a process of accreditation eg become a PENZ accredited school for the delivery of quality PE. Schools are seeking this type of certification as in enviro schools. Would Francie Bengé become involved and would companies be interested in coming onboard? Members to give this some consideration for further discussion and decision.

The meeting closed at 16:30

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 December meeting
GP to develop draft Strategic Plan document	In process	Conclusion sought at December meeting
GP to investigate tighter approach towards IP, copyright and ownership for workshop and resource development	In process	December meeting
GP to request BS to write a short introduction to the strategic plan	13/12	Hopefully in time for December meeting
Decision re President acknowledgement	13/12	At December meeting
School accreditation for quality PE	TBC	Decision at later meeting
Decision re Maori Representative (Board)	13/12	At December meeting

These minutes were approved as a true and correct record at a meeting held on the 13 December 2012



Lisette Burrows, President, PENZ