



PHYSICAL EDUCATION NEW ZEALAND

TE AO KORI AOTEAROA

BOARD MEETING MINUTES KEVIN, OUSPE, SCHOLARSHIP,
JOURNAL, SUCCESSION

Date and time December 3 2017, 9.15am

Venue Manurewa High School, Auckland

Attendees Margot Bowes (Chair), Sue McBain, Nichola McCall, Celia Fleck, Trevor Garrett (Patron), Richard Van der Jagt (CEO)

Apologies
Katie Spraggon, Kane Wilson

Agenda items	
Welcome & Karakia Mihi	Nichola has been permanently appointed to Deputy Principal at Manurewa High School – Ka mau te wehi Nichola!
Independent Board Member	<p>Online conversation with Joe Morrison</p> <p>Unanimous agreement that Joe Morrison is a good choice for co-opting to the PENZ Board as an independent member bringing entrepreneurial, business, digital and physical education expertise to the Board</p> <p>As a non-member of PENZ he would not have a vote, so would need to address this as we would want him to have a vote.</p> <p>Margot will ask Kane and Katie for their feedback, then Margot and Richard will get back to Joe.</p> <p>Jo Morrison to be co-opted as an independent board member until the AGM 2018.</p>
Notice of AOB	Harko Brown- Book sales and ongoing PLD for members
Minutes of the last meeting and Matters arising from the minutes that are not on	Motion: Previous meeting minutes are a true and accurate record: Moved Margot (chair). Carried

<p>today's agenda</p>	<p>Matters arising:</p> <ul style="list-style-type: none"> • Tertiary Advisory Group (TAG) – meeting notes, once approved, to be put up on the PENZ website and circulated to the PENZ Board. Terms of reference of TAG are on the website. Get the AAG minutes approved electronically and circulated to all board members. • Explore as a group the need for a Secondary Advisory Group and a Primary Advisory Group. • Richard is still to follow up on the Teachers Games with Garry Carnahan (CEO NZSSC) • Be proactive in getting 15 members for the Special Interest Group next year – only able to get 12 members this year • Board members make it a priority to update their profiles on the PENZ website <p>Special General Meeting minutes</p> <p>Actions</p> <p>Separate out the Auckland PENZ minutes and the Special General Meeting minutes</p> <p>Motion: The SGM minutes are a true and accurate record. Margot (chair) Carried</p>
<p>Governance Decisions</p>	
<p>Strategic Plan / Project Register and Operational Plan 2017-2019</p>	<p>Richard still to reword and reorder, as discussed at last Board meeting. To be presented at the February Meeting for discussion</p> <p>Agreed to share Strategic Plan with Sport NZ and the aspects of the Project Register that relate to Sport NZ but not the entire Project Register.</p>
<p>Board Correspondence</p>	<p>Correspondence In:</p> <p>7.11.17 Otago University: Anne-Marie Jackson Associate Dean External Engagement at the University of Otago, School of Physical Education, Sport and Exercise Sciences. Associate Professor Chris Button (our Dean incumbent) has asked me to contact you as President of PENZ to start an open dialogue with PENZ about the changes that have recently occurred in our School, the indicative proposals for the new curriculum consultation</p> <p>16.11.17: Auditors Financial Performance Report 1 January – 31 December 2016</p> <p>17.11. 17 Tauranga Court: Voice file on sentencing outcome.</p> <p>23.11.17: Ian Culpan- PLD opportunity and possible keynote</p>

	<p>Correspondence Out:</p> <p>15.11.17 -Auditors Letter: Prepared by auditors- signed by PENZ stating we have made all accounts and information available to the auditors to prepare the audit report.</p> <p>16.11.17 Email to Tania Waikato and Adam Hopkinson Cooney Lees Morgan Lawyers re outcome of sentencing</p> <p>23.11.17 -TCPASE Annual PENZ Report: to the Tertiary Council for PA, Sport and Exercise Council annual meeting</p> <p>23.11.17 - Tauranga Police: D/Sgt Craig Rawlinson, ccMark Farrell thanks for police support for conviction and acknowledging the excellent work of Detective Mark Farrell</p> <p>December 2017 – Letter to members about Jo Cooney’s conviction and about tightening of financial procedures to ensure fraud will not happen again- via PENZ Newsletter</p> <p>Actions</p> <ul style="list-style-type: none"> • Richard and Susie to talk to Ian Culpan about the relevance of Dr Mingkai as a keynote; any recommendation as a keynote will come back to the board for discussion • Any recommendations for PENZ keynotes to be sent through to Richard • Form a PENZ board subcommittee to work with Otago University, School of Physical Education – Margot and Sue
<p>Report on Board Committees</p>	<p>December Financial Report and draft Budget for 2018</p> <p>Richard presented the finance reports. Congratulations and thanks to Richard for his work over the last year, as reflected in a much healthier financial position. The formatting of the finance reports is much appreciated. Tena rawa atu koe.</p> <p>Draft budget for 2018 to be presented at February meeting due to ongoing contract discussions and finalising contract amounts.</p> <p>Motion:</p> <p>Finance report to be accepted – Moved Sue; Seconder – Nichola: Carried</p> <p>CEO Management</p> <p>Acknowledgement of CEO doing a full time job on 0.6 and 0.8; Discussion re moving to full time in March 2018 at February 2018 Board Meeting.</p> <p>Advocacy</p> <p>Briefings to Ministers are not yet available – will get hold of them</p>

	<p>when made public. Will keep an eye on the 'Changes in Education' new page on the education.govt.nz website Margot to make contact with Chris Hipkins and try and get an audience.</p> <p>Margot to contact Grant Schofield to clarify current position given change in government, and invite to board meeting.</p> <p>Awards Margot to follow up in Katie's absence Need to redesign awards template in February to ensure that we get the evidence that we need to make decisions. Update website with 2018 Award recipients</p> <p>Policy PENZ policies and procedures are very out dated – at some stage soon some substantial time will need to be allocated to updating these. Sue and Kane to give some thought about the best way to go about this. Margot to forward to Sue the Sport NZ policy guidelines. Agenda item for February board meeting - Policy a priority for 2018.</p> <p>Journal Very close to publishing the journal – has been a steep learning curve for all involved. Terms of Reference, and a flow chart for work will be established and developed post this journal.</p> <p>Māori Advisory Group Considering different strategies for engaging people: <ul style="list-style-type: none"> • currently using Facebook • could possibly bring people together kanohe ki te kanohe at Manurewa College • have a regular spot in the PENZ newsletter <p>Manurewa High School partnership with Healthy Families, and Toi Tangata – He Kakano: An Indigenous Framework for Learning. Nichola shared some short videos.</p> <p>Possibility of a Culturally Responsive and Relational Pedagogy strand at PENZ conference. Conference committee to explore this.</p> <p>PENZ to make contact with Healthy Families to explore possible connections (Richard)</p> </p>
President matters	<p>Margot played the voice message from the Tauranga District Court regarding the sentencing of Joanna Cooney – home detention, 250 Community work, reparation to PENZ of \$75,500.00.</p>

	<p>Thanks to Margot for the huge amount of work towards obtaining this outcome – tena rawa atu koe; Margot acknowledged that it was a team effort.</p> <p>Discussion and thought needs to be given to a succession plan for board membership, and co-opting board members. Margot signalled her intention to stand down at the 2018 AGM.</p>
PENZ Board Performance	<p>As a board we need to look at how we evaluate our performance.</p> <p>Looked briefly at Sport NZ Governance mark tool – best practice standard around governance.</p>
Constitution Revision	<p>Trevor presented suggested amendments to modernise the constitution.</p> <p>Actions</p> <ul style="list-style-type: none"> • Constitution with tracked changes to be sent through to Board members for comment. • Send ammendments to Auckland PENZ prior to AGM for comment. • Suggested updated changes to be sent out with papers for Annual General Meeting with explanatory notes from Trevor Garrett (Patron) heading the Constitution revision for the Board. • We need to look at the Sport NZ Governance document with regard to equity issues in board representation. • Nichola shared with Board members the Manurewa High School Treaty of Waitangi Policy
CEO Report (see Richard's report)	<p><u>Main discussion points:</u></p> <ul style="list-style-type: none"> • Consider not having an exclusive relationship with one sports supplier, as we currently do with HART; this would allow us greater flexibility in what we might include on our website. • Looked at ACHPER website, in particular their 'shop' – Richard would like to set up something similar for PENZ • Very pleased with increase in membership - \$19,000 paid in subscriptions to date • 2018 Conference venue – have looked at venues in Dunedin and at this stage the preferred choice is John McGlashan College. Richard will start to form the Conference Committee. • UoA student working for PENZ 18 hours per week until March to support website progress • 1.3 Auditor signed off • 1.5 Professional Learning: ILP in Hamilton was a success. Numbers smaller than usual- possibly due to increased numbers at National Conference.

- 2.5 Communications: Journal: Physical Educator – second journal for 2017 due out this week. Only two journals will be published this year due to fraud and new journal committee getting up and running
- Website: Under major review to improve back end
- 2.6 Management: Subject Advisors report has been sent through to CEO. Office Managers report tabled as read. Thanks to staff for their reports

2.7: Risk Register: Received. Positive that no items in the red any longer.

High Items:

Technology Failure /Systems Failure:

A lot of information is missing from the PENZ systems and many of the systems such as the website are of poor quality. IT systems such as SharePoint don't work efficiently with other systems such as email. Multiple IT systems with passwords are missing or unavailable i.e. PENZ Dropbox, Pay Pal. Databases have been compromised or are difficult to access. Financial systems i.e. conference

Low income from sponsorship fees

Currently little is being done to generate additional sponsorship fees or ensure current sponsors are regularly engaged.

Moderate items: 1 Loss of major funding contracts – Sport NZ/MoE -Partnership is strong but work to be done around contracts to ensure continued support.

2 Low income from membership Moderate Improved We have totaled \$49,000 in membership fees for 2017 – 6,000 below budget Fees for 2018 have been sent out to a much larger database.

3 Loss of key staff: Possibility that key staff such as subject advisors may be lost has improved with the extension of Susie's contract from a .20-.40 In addition a proposal for new staff advisors will be submitted by Dec.

Actions

PENZ to acknowledge Susie Stevens having been awarded her PhD (Richard)

Moved Margot from the chair that the CEO Report be accepted:

	Carried
A.O.B	<p>Harko Brown is continuing to write and publish additional material; he has offered to buy back his books at cost. Recommendation that we sell on half of the stock to Harko.</p> <p>Claire is sending out this week an evaluation form to Stakeholders and members – to gain some quick feedback about what we are doing well and what we need to work on.</p>
Positive's from 2018	<p>Sue: Resolving Fraud case Joe Morrison Everyone's contribution to turning around the finances Work on – policy statements</p> <p>Richard: Finances Understanding of the people on the board Signing off the Audit Work on's – Call plus, the journal process, IT systems</p> <p>Celia: People – good people who are positive and passionate, and want the best Vibe – talk amongst the membership is far more positive towards PENZ Opportunity – for me to contribute through my appointment to the board, and the learning opportunities that go with it</p> <p>Trevor: Progress that we have made in a year Conference Ideas that support growth of PENZ</p> <p>Margot: Appointments – good people Conference Saying goodbye to the fraud Work on – membership voice and agency, biculturalism, work outside of board meetings</p> <p>Nichola: People – energy, great appointments – Richard and Claire, leadership – Margot Support from members after the AGM Consultation with members – eg. Conference Work on – continue to consult eg strategic plan</p>

Date of Next Meeting	<p>4 March in Auckland at Manurewa High School</p> <p>Schedule of Meetings for 2018: 23 April (online), 17 June (Manurewa HS, Auckland), 8 July (Pre- Conference), August (2 Days), October, December (TBA)</p>
Closing Karakia	Led by Nichola

Meeting closed : 4.15pm



(President)