



PHYSICAL EDUCATION NEW ZEALAND

TE AO KORI AOTEAROA

BOARD MEETING MINUTES

**Date and time**     **4 March 2018**

**Venue**                 Manurewa High School

**Attendees**           Margot Bowes (Chair), Sue McBain, Nichola McCall, Kane Wilson,  
Richard Van der Jagt (CEO)  
Joe Morrison, Katie Spraggon, Celia Fleck

**Apologies**  
Trevor Garrett

Agenda items	
Welcome & Karakia and Mihi	Katie opened with Karakia Nichola mihi to Katie for starting our hui, welcome Joe and Board members Whakawhanaungatanga – introductions and what's happening
Minutes of the last meeting and Matters arising from the minutes that are not on today's agenda	Motion: Previous meeting minutes (03/12/17) are a true and accurate record: Moved Sue McBain. Second Celia Fleck. Carried.  Matters Arising from the minutes: Sue: Secondary and Primary Advisory group has it progressed. Margot – do we feel we need this as a Board? Or do we feel connected enough? Consensus we need primary representation- to be discussed later in the meeting. Kane and Celia feel Primary work is critical for us to engage with for their experience working in the Primary space.  Action: Look into partnership with Play.sport and opportunities through our subject advisors  Look at the minutes from today so we can get them out to members after a week of the meeting
Notice of AOB	Micro credentials- Sue ACHPER Meeting and MOU- Richard

## 1. Correspondence

1. Otago University: about the new degree and paper – Sue and Margot have looked at this

-Otago proposing 3 new degrees take over Bachelor of Physical Education

Feedback: Concern that no closing of the loop with consultation is happening with PENZ – use of education terminology poor indicating a lack of knowledge about education, neither of the degrees meet the ideal undergraduate needs to be a quality Physical Education teacher, Do we need to work alongside tertiary to prevent Physical Education being marginalised?

Action: Margot and Sue to combine concerns and draft up a response on behalf of PENZ to share to the board. Then take the approach to work with Otago University to include and develop Physical Education knowledge in the degrees. Joe to support.

2. Jenny Robertson re HPE Scholarship: Scholarship paper merged to Health and Physical Education Scholarship:

Jenny Robertson's response from Health perspective, Susie has written a piece on behalf of PENZ.

Thanks to Jenny for writing and sharing her report with PENZ. Thanks to Susie for writing on behalf of PENZ.

Board supports the recommendation of 3 separate scholarships Health, Physical Education and Home Economics.

Action: Margot to write to Jennifer at NZQA to offer support after having read Jenny Robertson's piece and inquiring into the process. Then pass on Susie's response piece as assistance.

3. Minutes of the New Zealand Tertiary Council for Physical Activity, Sport and Exercise (NZTCPASE)

Margot represented PENZ via a detailed report at this meeting.

Action: President of PENZ to attend 2018 TCPASE Meeting in November.

4. Letter from Ben Dyson UoA – requesting letter of support requested for Youth Health and Wellbeing Survey.

Board happy to support by drafting a letter, and send to the Academic Advisory group to agree to.

Action: Margot to write letter and share with AAG.

5. Casual email from Clive Pope University of Waikato – concern placement of PENZ conference dates don't match up with Semester dates. Conference

	<p>has always been in the first week of holidays to support teachers</p> <p>6. Chairperson from Auckland PENZ– annual report Nikki Johnson shared report. The Board acknowledge the great work from our branches.</p> <p>Action: Margot on behalf of the Board to write back to the Auckland Branch to thank and acknowledge the work they did in 2017.</p> <p>7. John Page from SportNZ – 4<sup>th</sup> and 5<sup>th</sup> May: Chairs of Boards Workshop. Margot has asked John to put PENZ down for a slot but feels she may not be the best person to attend as she is standing down this year. Good opportunity to provided professional development around Governance.</p> <p>Action: Margot to attend and pass information on to new president as president won't be elected until July at AGM.</p> <p>8. Skills Active Executive Summary Susie attended workshop on behalf of PENZ on quality assurance processes around working with external providers. Feedback given from Susie: Consultation poor, schools don't value it so why do it, good quality guidelines such as in Physical Education are not being used we could bring those back.</p> <p>Action: Margot to ask the Academic Advisory to use this as a case study to discuss position on outside providers in primary schools.</p>
9. Report on Board Committees	<p>1.2 Finance Report: Richard presented the finance reports. Motion: To move \$20,000 into a Contingency Fund Moved: Margot (chair). Carried.</p> <p>Motion: The 2018 draft budget was accepted by the board with the finance committee to review it at the end of March 2018. Moved by: Kane Wilson Second by: Sue McBain. Carried.</p> <p>Motion: That we move that the CEO become fulltime as per his IEA Salary and Conditions from Monday 2<sup>nd</sup> April Moved: Margot (chair). Carried.</p> <p>Motion: The Board accepts the Finance Reports Moved: Sue McBain, Second: Celia Fleck. Carried.</p> <p>1.3 Board Committee Job Descriptions Can we put together some terms of references and key tasks? Not in the Board policy documents. Especially beneficial for new board members. 1 page job description is all that's needed.</p>

Action: Margot to draft up some job descriptions and send them out for consultation

#### 1.4 CEO Management: Margot/Kane

Appraisal process discussed. Richard, Kane and Margot to find suitable time in March to do this.

Action: Margot to send Richard the PENZ template to guide conversation. Kane and Margot to organise and carry out process with Richard – other board members invited.

#### 1.5 Advocacy: Sue/Celia

Board to write to NZQA to advocate for Scholarship. Subject Advisor to be our expertise at the table on Scholarship

Action: Celia to email report from Chris Hipkins to the Cabinet Business Community about Education Portfolio Work Programme.

Richard proposes we can advocate with our Australasian partners on issues within Physical Education

#### 1.6 Awards: Katie/Celia/Nichola

Lady Joan Gillies Award – not awarded 2017 (secondary school Award)

Sir Alexander Gilles Award – not awarded 2017 (undergraduate award)

More clarity around criteria is needed to be communicated and strategies needed to let people know about the Awards. Thanks Katie for your efforts here and marking the submissions.

Action: Margot to ask Claire to alert members to Awards in Newsletters.

Need to update our honours board on the website- Lady Joan Gillies Award and Associate Members by Examination to be included.

Action: Margot to contact Claire to do this.

Awards Criteria and application form needed especially around Fellows Criteria.

Action:

Online meeting for Awards Team Week 8 of Term 1

Margot to draft up new template and set up online meeting.

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#### 1.7 Policy: Kane/Sue

Working on the most recent version now. Carry over to next meeting's agenda

#### 1.8 Journal: Sue/Celia

	<p>Journal work for March on the way and work flow for the journal developed. Template already created of what needs to be in a journal. 8 Week timeline from start to finish for the journal.</p> <p>1.9 Maori Advisory Group Had one email of a request to join the PENZ Maori Advisory Group. Slow progress not getting many responses on Facebook. Need a new strategy Kanohi ki te kanohi: Could we as a board make a commitment to this kaupapa and financially contribute to key people getting together as they do with the Academic Advisory Group? Board very supportive –</p> <p>Action: Nichola to come up with a proposal for the next meeting. Nichola to discuss PENZ Maori Teacher Award with group.</p> <p>Joe Morrison- new independent board member to consider which Board Committee's he would like to contribute to.</p>
10.CEO Report	<p>1.1 Financial Reports presented earlier 1.2 Audit – has begun with Ingham Mora for 2018 1.3 Subject Advisor Report tabled (Susie) 1.4 SNZ - introduced to Community Partnership Plan – quarterly meetings organised for the rest of the year Hart Sport – contract renewed MOE – Final payment received, Networks of Expertise funding application submitted HPA – no change or development- Richard to follow up re \$5000.00 HPA donation. ACC – developing Stage 2 of Sport Smart programme ANZ – no change or development ACHPHER – foundation MOU signed and now looking to collaborate NZHEA/EONZ- MOU negotiations in progress Branches- working with auditors and Auckland branch to determine if a consolidated group of accounts is required. Members – subs collected for 2018 \$57,811 compared to \$49,420 for the whole of 2017. Schools – No change or development Tertiary Institutions – The Academic Advisors Group brochure has been developed 1.5 National Conference: no theme yet suggestions welcomed, website more user friendly for members to sign up and know what's happening. 1.6 Communications and Publications: Extensive work completed on our 3 websites and PENZ database Claire to update the vacancies on the website Marketing and Branding – creating a portfolio of marketing collateral aimed at target groups</p>

	<p>Strategic Plan – up on website</p> <p>1.7 Management – PENZ Organisational Structure presented, proposed role for 2019 of a Business Development Manager – more discussion needed at August meeting</p> <p>1.8 Motion: To increase Claire's gross pay to \$# an hour Moved: Katie Spraggon, Second: Celia Fleck. Carried.</p> <p>Risk Register: Presented. No red areas at present but loss of key staff always a concern with such a small team.</p>
11. President Matters	<p>Succession: Margot standing down as president for next election, Sue not standing for another term – 2 board vacancies and 1 presidential position.</p> <p>Discussion about co-opting to assist with these transitions.</p> <p>Decision to let all members know of upcoming positions via newsletter and dates for nominations</p>
12. PENZ Board performance/outcomes for 2018/Board Evaluation	<p>Carried over to next meeting</p> <p>Micro-credentials</p>
A.O.B	Nil
Date of Next Meeting	Next Meeting: Monday 23 <sup>rd</sup> April Online
Closing Karakia	Unuhia led my Nichola

Date of Next Meeting Monday 23<sup>rd</sup> April

Meeting closed : 5:15pm



President of PENZ