



PENZ Board

Minutes of Physical Education New Zealand (PENZ) Board meeting. Linwood College, Christchurch, 22nd February 2015, commencing at 9:07am

Present: Lisette Burrows (LB), Margot Bowes (MB), Mel Young (MY), Darren Powell (DP)

In attendance: Trevor Garrett (TG)

Apologies: Ross Merrett (RM)

1.0 Minutes of previous meeting

Moved (Chair) that the Minutes of the previous Board meeting dated November 16, 2014 be confirmed as an accurate record of that meeting. Seconder: Margot.
Carried.

2.0 Matters arising

Recommendation to Sport NZ that the Board will respond to requests for information regarding the School Sport futures Project (SSFP) by March 2nd 2015.

3.0 Financial reports

- 3.1 Board requires clarification about differences between the Actual profit & loss for the 12 months ending 31/12/15.
- 3.2 There was some discussion around whether a cash flow, accrual or other financial system is being presently used and would like some clarification from the CEO. It was not clear if contractual income (i.e. Sport NZ funding) has or has not been received or if liabilities have been paid. There was some discussion about the possibilities of a reporting system that additionally, and more clearly shows projected income and expenditure/profit and loss.
- 3.3 Concerns raised about the projected budget income for primary and secondary workshops. CEO to provide update on sponsorship income and planning to achieve this income.
- 3.4 CEO alerted Board to concern over holiday accrual. This should not be allowed to build up as per policy. Clarification requested as to why this figure has not reduced given staff members final settlement included holiday pay owing.
- 3.5 Suggestion to reduce maximum expenditure to 10% over budget. Anything exceeding 10% anticipated budget should be referred to Board for approval from now onwards.

4.0 CEO report

- 4.1 The Board requests that the CEO report, financial documents and all other attachments are sent to Board members at least two weeks prior to the Board meeting, in order for Board members to give due attention to the documents.
- 4.2 Board requires clarification as to where the reduced \$30,000 equity comes from.
- 4.3 Financials 2015: **Draft profit & loss budget 2015.** Board needs further clarification about the budgeted income for primary workshops, secondary workshops, and sponsorship. Board expressed concern that budgeted income appears overly ambitious - need clarification of what is in place to meet these income projections. Board requests that the following provisos be made before the **Draft profit & loss budget 2015** can be progressed:
 - 4.3.1 Board notes that income for secondary workshop income is projected at \$25000. Board seeks a work plan for achieving that income.
 - 4.3.2 Board notes that income for primary workshop income is projected at \$15000. Board seeks a work plan for achieving that income.
 - 4.3.3 Note that income for sponsorship is projected at \$6000. Board suggests retaining budget at \$6000, but work towards revising that figure to be increased at a later date. Board seeks a work plan for achieving that income.
 - 4.3.4 Given the projected \$13,000 expenditure on current office space, the Board requests a review of accommodation arrangements before the current lease expires and prior to renewal or equivalent.
 - 4.3.5 The Board notes that the projected surplus for 2015 is \$800.
 - 4.3.6 Board requires rework of the draft P V Loss budget figures. Totals for YTD Actual for 2014 in the draft 2015 budget are different to Actual for 2014 PVL statement.

Draft profit & loss budget 2015. Not approved

- 5.0 **Business plan.** Board to continue to review draft business plan for 2015 in more detail as not sufficient time to consider carefully. Comments and amendments will be submitted to the CEO by March 5th 2015.

Business plan. Not approved

- 6.0 **School Sport Futures Project.** Board has considered the key questions given by Sport NZ. Send back to CEO and Advisor for further review and suggestions. To be sent back to Board for consideration, then sent to Sport NZ.

- 7.0 **Sport NZ – Active Schools.** Board to receive responses and previous work on this document. PENZ to provide response to Sport NZ by end of March, 2015.

- 8.0 **New Zealand Teachers Council.** Board expresses gratitude to Libby for her professional presentation to Sport NZ and also for her work building a constructive relationship with Sport NZ.
- 9.0 **MOE – RAMP (Review and Maintenance Project).** Margot to review documents, and receive nominations, including professionals who have received outstanding rewards. Nominations to be sent to CEO, who will liaise with Subject advisor, then Francie Benge.
- 10.0 **Stakeholder meetings – Libby and Ross.** Received. Board expressed thanks for the record of Stakeholder meetings. Request that for further board meetings the Stakeholder meeting schedule should be set out in relation to progressing the Strategic plan and the business plan, and report outcomes in relation to those documents e.g. workshops, conference, sponsorship.
- 11.0 **Advocacy and profile.** No responses to NZQA letter needed. Board express appreciation for Margot for coordinating a response for the PENZ membership.
- 12.0 **Keynote for PENZ conference.** CEO to supply Board members with last years' conference feedback. Board to review feedback and supply list of ideal candidates for a PE-specific keynote to CEO.

Board went into committee at 1.33 pm

Board came out of committee at 2:41pm

13.0 Actions from the committee

- 13.1 The Board requests that the risk register is included as part of the CEO's board report.
- 13.2 CEO to appoint part-time administrator (25 hours per week) on a fixed-term contract until 22nd December 2015.
- 13.3 The Board confirms that the CEO annual performance review was due and therefore needs to be conducted forthwith.

Meeting closed 2:58pm.