



PHYSICAL EDUCATION NEW ZEALAND

TE AO KORI AOTEAROA

BOARD MEETING MINUTES

Date and time **23 April 2018**

Venue On line

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

Apologies Nil

| Agenda items | |
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| Welcome & Karakia and Mihi | Nichola opened with a karakia: |
| Minutes of the last meeting and Matters arising from the minutes that are not on today's agenda | <p>Motion: Previous meeting minutes (03/12/17) are a true and accurate record: Moved Margot Bowes. Second Celia Fleck. Carried.</p> <p>Matters Arising from the minutes:</p> <ul style="list-style-type: none">• Primary advisory group = action re play.sport. See Susie's advisor report. Susie and Romana now writing the primary and secondary advisory groups terms of reference• Writing to youth health - Margot has done this but hasn't shared with AAG yet but will do so when they meet• Conflict of interest guide – timely for us as we need to set up a conflict of interest register – for the board and in operations. This can be added to the policy handbook <p>Action: Claire to develop an online register and Richard will send out the form</p> |

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| Notice of AOB | Richard – letter of complaint received today from a member |
| 1. Correspondence | <p>Correspondence IN:</p> <ol style="list-style-type: none"> EONZ external provider information – For our information only – go back to EONZ to check if action is required National Sport Museum of New Zealand from Ian Culpan. Ian would like a PENZ endorsement – Please read this and comment back to Margot Otago University Response from Otago University Chris Button: See appendix I; correspondence in and out. We don't believe that PE should be in the title of the degree and there is very little PE in the degree. MoE review of the Education Framework Celia's circulated paper from Ministry of Education re the Future of Education; NCEA review, Tomorrow's schools review etc. It would be useful for someone from PENZ to attend one of the summits. We will follow up to see if we can get someone to attend in either Auckland or Christchurch AAG, primary and secondary advisory groups could collate feedback to MoE on proposed restructuring of education - when we get request. <p>Action: find out when the summits are and what are the terms of reference</p> <ol style="list-style-type: none"> Hon Carmel Sepuloni -Youth Health and Wellbeing Survey. Offering to meet and discuss our letter. No longer needed as data not collecting personal data nor having ownership over the data. Letter of complaint: Frustrated re our performance in PLD space Conference too expensive PENZ not keeping up in the digital space <p>Richard and Susie responded sharing what we are doing X has been invited to join the secondary advisory group</p> <p>Action: Susie and Romana are going to run a series of 6 – 8 workshops in the regions. HPE staples: Auckland, Wellington, CHCH, Dunedin and rotate around the regions. Use webinars to ensure equal access. These workshops are in the planning process.</p> |

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| | <p>Correspondence out</p> <p>1.Scholarship – letter to Jennifer Mackrell at NZQA,. She is happy to discuss scholarship with PENZ. Delegate this to Susie.</p> <p>2. Feedback to OUSPE on new Degrees: Feedback letter has been acknowledged. Margot has responded to try and set up an online meeting. OUSPE seem keen to present their new degree and have discussion at conference. Margot and Sue feel this to too late.</p> <p>3.Nikki Johnson Chair of Auckland PENZ acknowledging her leadership of the Branch and Chairperson report.</p> <p>4. Hon Carmel Sepuloni re use of data and transparency regarding Youth Health and Wellbeing Survey</p> <p>Moved from the Chair (Margot) that the Correspondence be received. Carried</p> |
| <p>8. Report on Board Committees</p> | <p>1.2 Finance Report: Richard presented the finance reports.</p> <p>Budget variance report:Column headings in the profit and loss account are incorrect – need to change to the 30th March</p> <p>Dates are incorrect on the balance sheet – need to be changed to 30th March</p> <p>\$80,000 in now out into term deposit; this is just in case money or contingency money. It will be labelled as such in next accounts .</p> <p>Network of expertise fund – PENZ was awarded \$200,000. This has given Richard the confidence to move \$80,000 into term deposit due to the first payment being \$120,000.</p> <p>Some possible errors in the variance report so checking and accepting April Finance Report will be delegated to finance committee to accept.</p> |

Moved(from the chair 25 May 2018): *That the Finance Reports for PENZ 1 Januray-30 April 2018: Balance Sheet, Overall Budget and Profit and Loss to 30 April 2018 be accepted Carried- Finance Committee (Joe Morrison, Trevor Garrett, Margot Bowes)*

Māori Advisory Group

Penz Māori advisory members 14 active about 30 on the facebook site

Terms of reference are being developed. See appendix 3 hui/year;

- Term 1 Hui: Develop working groups and develop an action plan
- Term 2 Hui; Prepare a workshop for conference and give back tp PENZ
- Hui 3: Rangatiratanga – focus on leadership and self determination

This year – get together for 2 hui if possible.

Hoping to have Māori awards offered for this years awards if possible

Need to be whakapapa Māori to be on Māori advisory group

See appendix for papers.

Finances: a budget needed for this advisory group. Perhaps in line with other advisory groups but this group has a different kaupapa.

PENZ needs to develop principles to help guide decision making. One principle is that members need to be members of PENZ

Thank you to Nichola for her work around this

Action: Richard to contact Nichola around funding for Hui Develop a model.

Māori awards:

We recognise that there is a gap in our awards in that there is limited recognition of our PE teachers

Guiding principles to be developed for each award:
The awards will be:

- 1st award for a Māori teacher who is doing amazing things in PE

- 2nd award: Te Ao Maori – any teacher Māori or non Māori who is doing great things for Te Ao Māori in PE
- 3rd award: for a person of any culture who is an outstanding physical education teacher who is not in their first five years.
- All recipients must be members of PENZ
- Sub committee will develop the awards criteria and action
- Naming the awards after Atua - matching the award to the right atua.

Awards report:

- Secondary school essay award, Lady Joan Gillies Award: More transparent criteria is needed and to be communicated. Criteria will be live so students can see them.
- Fellow award – there is some thinking that this award is not for teachers however it is so this criteria needs to be more transparent.
- Due Date: 1st June and results known by the end of June.
- Ringawera award: discussed at the 17th June board meeting.
- Advertise Awards on facebook and website and then follow up with the newsletter

Policy: Kane/Sue

- There are lots of changes which need to modernise the constitution; which will need to happen at the AGM

Action:

- Sue to add the document to share point and liaise with Trevor, Richard and Kane
- Sue to send through comments on Constitution revision to Trevor. Constituion changes need to be presented at AGM. Trevor to drive this.

Journal: Sue/Celia'

- Nothing to report

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| | <p>CEO report</p> <ul style="list-style-type: none"> • Kane and Margot to complete Richard's appraisal next week: 1st week in May 2018 • Koru club membership: Due the significant amount of travel that Richard is doing and would like a Koru club membership • This can be funded by travel status points eventually however PENZ may have to pay for it in the first year. • PD - \$3000 and \$1000 for membership. These are in the CEO's IEA. He isn't using all of it and would like to roll it over for at least a year. <p>Action: Richards Koru Membership approved for 2018 and to be reviewed on an annual basis. CEO PLD Funds can be carried forward for one additional year if not used in the current year.</p> |
| <p>9. CEO Report</p> | <p>10. Report against Business Plan/ Operational Plan 2018-2020</p> <ul style="list-style-type: none"> a. Stakeholder Relationships and Contact <ul style="list-style-type: none"> 2.1.1 SNZ 2.1.2 Hart Sport 2.1.3 MOE 2.1.3 HPA 2.1.4 ACC: Richard put a proposal to ACC to put together a national framework for professional development. <p>He noticed that there are a plethora of small contracts so he put a proposal together to create a national framework for PD, SNZ, ACC and MoE in the development of this framework in the primary sector. Met last week with ACC. The result was they were really excited by it, Keen to develop this proposal, \$4 million per annum split between the 3 agencies. Framed up a governance group consisting of people from ACC, SNZ and MoE at the governance level, there is going to be a pilot. Up and running by September as part of the Play.sport pilot in Southland and Waikato. Working evaluation criteria and what agencies to apply to funding for this project. Pilot completed by early next year and then can apply \$4m/year for the next 10 years</p> <p>Subject associations meeting: Presentation to Subjects Assoc – what does a 21st C Subject Association look like. Many have receive</p> |

monies from network of expertise funding. Many are not prepared to deal with this. They are very upset by this as they didn't know and aren't prepared. Development of a peak body of all the SA to support them in managing money, responding to govt is a possibility that Richard is working on and is working a foundation document to achieve this

MoU with EONZ: received feedback on the current MoU. They felt that we are cooperative but not collaborative in our dealings with them. Especially around conference – do we want to be collaborative or cooperative – they want us to engage with us much earlier and much deeper.

There needs to be some discussion about which elements of our operations we want to be cooperative or collaborative on.

Action: Richard, Claire and Susie working collaboratively on Conference preparation.

2.1.5 Athletics NZ- nothing to report

2.1.7 Tertiary Institutions – AAG- Margot to organise next meeting.

a. Auditor: is continuing and accounts will be ready for AGM

b. Advocacy and Profile:

Micro-credentials. Watch this space & let's be proactive. Richard, Sue and Joe to form a sub committee to work on this.

c. Professional Learning

Susie and Romana are going to run a series of 6 – 8 workshops in the regions. HPE staples: Auckland, Wellington, CHCH, Dunedin and rotate around the regions. Use webinars to ensure equal access. These workshops are in the planning process.

2.3.1 National Conference – 2018

Libby Romana, Richard V, Susie and Claire are the Conference Organising sub committee. Progress is appropriate.

Sport Otago on board

Board members need to book own flights.

Network of expertise project – Romana is working on this.

Key notes – got a short list of 6

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| | <p>How are we going to try to capture the Otago primary teachers?. There will be a conference strand for primary teacher</p> <p>Considering having something special for primary – have a mini conference or day conference. This will be done under the networks of expertise contract</p> <p>Offer something special at conference for primary especially other Play.sport members</p> <p>2.3.2 ILP- November 2018: N/A</p> <p>2.5 Communications Publications</p> <p>2.5.1 Physical Educator Journal- April Journal coming</p> <p>2.5.2 Website – progress is continuing</p> <p>2.6 Management:</p> <p>2.6.1 Subject Advisors = reports tabled</p> <p>2.6.2 Office Manager = report tabled</p> <p>2.6.3 Quality Assurance CEO's Report received</p> <p>2.7 Risk Register</p> <p>Moderate IT issue: getting our SSL (security) certificates physially put on to our websites</p> <p>KPI's in relation to operational plan by CEO to be part of report</p> <p>Moved from the Chair (Margot) that the CEO report be received. Carried.</p> |
| 11.President Matters | <p>Presidents report</p> <ul style="list-style-type: none"> • 2 nominations for president • Board meeting date: June 17th Face to Face • Joanna Cooney Fraud- there is \$311 in our account in reparation of the fraud – automatic payment of \$50 per fortnight will start next week. |
| 12.PENZ Board performance/outcomes for 2018/Board Evaluation | <p>Carried over to next meeting</p> <p>Micro-credentials</p> |
| A.O.B | <p>Nil- letter of complaint discussed under Correspondence</p> |
| Date of Next Meeting | <p>Next Meeting: Sunday 17th June 2018 Manurewa High School Board Meeting Room</p> |

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| Closing Karakia | Unuhia led my Nichola |
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Meeting closed : 5:15pm

Margot Bowes

President of PENZ

APPENDIX 1

PENZ MAORI ADVISORY GROUP

Objective of hui Wednesday 21st March:

Develop a proposal to the PENZ Board to support the PENZ Maori Advisory Group to meet and support PENZ

People present: Amy Tipene – Pukekohe High School, Tracey Stewart – Teams Solutions, Katie Spraggon and Nichola McCall – Manurewa High School

Question 1 - What would be the purpose of a PENZ Maori Advisory Group?

- Build whanaungatanga amongst Maori PENZ members
-possible ways to measure: number of hui held through the year, number of Maori PENZ members attending hui, number of Maori PENZ members on Facebook
- Support members in accessing and using Kaupapa Maori
-possible ways to measure: Maori Advisory group presenting and/or facilitating PL, Branches using tikanga/kawa established by PENZ
- Make Te Ao Maori more visible/ Raise the profile of Te Ao Maori in our organisation
-possible ways to measure: Tikanga/kawa established at PENZ events/meetings, Maori Advisory Group presenting and/or facilitating PL for members
- Help raise Maori student achievement in the Health and Physical Education curriculum
-possible ways to measure: National data, student voice, PENZ member voice
- Support and advise the PENZ Board on all things Maori or within Te Ao Maori
-possible ways to measure: Policy develop an established kawa through consultation on whose kawa/tikanga we use as an organisation, PENZ Kawa established, nominate kaumātua/kuia

Question 2 - What could we do/support PENZ with?

- Contribute to the journal annually
- Run workshops/professional learning at conference annually
- Facilitate/Role Model Te Ao Maori at conferences and/or hui: Karakia, mihi, powhiri, whakatau, poroporoaki
- Advocate for a Maori Teacher Award and a Maori Student Award
- Support understanding of Te Tiriti o Waitangi and making personal connections to it for our members
- Collate and consult Maori voice amongst members so (all) iwi have a voice
- Establish tikanga/kawa for PENZ through consultation
- Build/Establish network – Facebook, emails
- Support schools to access funding for Maori students from ministry, iwi and Maori organisations
- Develop resources on need – i.e. support primary with things like integration, bringing theory and practice together, underlying concepts in Phys Ed, community level learning opportunities.

Question 3 – When do we meet? Where do we meet? What do we discuss/do?

When do we meet?

Proposal for 3 Hui a year:

2018 – 2x hui in Term 2 and 1x hui in Term 3

2019 and beyond – 1x hui in Term 1, 1x hui in Term 2, 1x hui in Term 3

Where do we meet?

In Auckland as most members currently are in Auckland. Use funds granted by the Board to fly other members in or support other members getting to Auckland

What do we discuss/do?

Hui 1: Whakawhanaungatanga (noho?) TERM 1

- Get Maori PENZ members together to inspire and whakawhitiwhiti korero/discuss trends and issues
- Bring and collate the Maori voice
- Develop working groups
- Develop a focus
- Add to personal kete/tool kit to take back to their own kura
- Action Planning

Hui 2: Manaakitanga (1 full day) organising something for conference TERM 2

- Prepare workshop for conference

Hui 3: Rangatiratanga/Tino Rangatiratanga (1 full day) TERM 3

- Work on something to push the boundaries – focus on Leadership and/or Self Determination

CURRENT GROUP MEMBERS:

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|---|-----------|
| 1) Katie Spraggon - sp@manurewa.school.nz | Auckland |
| 2) Jacob Kelly - jkelly@stjohns-hamilton.school.nz | Hamilton |
| 3) Wilm Goodwin - W.goodwin@jchs.school.nz | Auckland |
| 4) Jacob De Berry - j.deberry@dilworth.school.nz | Auckland |
| 5) Natasha Hemara - natashahemara@rhs.school.nz | Hamilton |
| 6) Tracey Stewart - T.stewart@auckland.ac.nz | Auckland |
| 7) Andr'e Whaanga - awhaanga@aorere.ac.nz | Auckland |
| 8) Bruno Watkins - Bruno.watkins@nayland.school.nz | Nelson |
| 9) Tanya Kimiangatau - tkimiangatau@aorere.ac.nz | Auckland |
| 10) Nichola McCall – mn@manurewa.school.nz | Auckland |
| 11) Sadelle Feao - Sfeao@southerncross.school.nz | Auckland |
| 12) Jason Wood - j.woods@mokonk.co.nz | Northland |
| 13) Sam Forward – Forwards@ellesmere.school.nz | Auckland |
| 14) Amy Tipene | Auckland |

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| Sfeao@southerncross.school.nz ; j.woods@mokonk.co.nz ; Forwards@ellesmere.school.nz | | |

POSSIBLE MAORI PENZ AWARDS

- 1) Maori Teacher
- 2) Te Ao Maori Teacher Award – Maori or non Maori

Tane te Wananga

Tane te wananga strived through physical exertion to obtain knowledge. On this journey he was beset with many challenges including those from Whiro te Tipua the Atua of disease, illness and general lack of achievement. Also the children of Akaaka Matua were released in the form of those things that draw blood and energy away from your aspirations e.g., kahu, pekapeka, waeroa, namu. I can expand more if this is your choice.

Uepoto

Uepoto was the first Atua to experience a glimmer that something great existed beyond their parents if they were prepared to risk all. Uepoto became the origin of the sense of tuhauwiri or to shiver from damp, coldness, fear, intrepidation and of anaerobic movement through his struggle to re enter the space between their parents i.e., movement in the vacuum of space. If you like, Uepoto represents the first step toward exploring the unknown and looking for that suggestion of greatness.

Hine i te Kohera OR Hine te Uira

Hine i te Kohera and Hine te Uira are two female options for the first indication of an agile mind, a swiftness of movement in terms of reaction and to represent the movement of electricity within the human body. Tama te Uira is the male version and represents forked lightening where Hine represent sheet and Hine i te Kohera lightening above a named mountain. They all represent assessment styles too.

Te Kuwatawata

Te Kuwatawata is one final option that leaps to mind, although in reality there are many that can be to suit the occasion. Kuwatawata is the guardian to the entrance of knowledge in the upper levels of Maturanga Maori. Kuwatawata is also associated with the pumotomoto which is the aperture above the door in wharehau. Traditionally this is where smoke exited but is also the domain of brain of the whare as an ancestor directly outside the door. Here, at the pumotomoto is where knowledge also enters from the outside world. Kuwatawata manages what and how we learn what is going to sustain our efforts.