

NEW ZEALAND PRINCIPALS' FEDERATION

AGENDA FOR 27th ANNUAL GENERAL MEETING

2.00 pm Wednesday, 2 July 2008
Christchurch Convention Centre, Christchurch

Karakia

Tauri Morgan

Identification of Members

Acknowledgement of life members attending
Welcome to overseas visitors and new members

Apologies

Confirmation of Standing Orders

Adoption of Agenda

Minutes of 26th Annual General Meeting

Corrections to Minutes
Matters arising

Correspondence

Matters arising

President's Report

Paddy Ford

Membership Report

Financial Report and Statement of Accounts

Geoff Lovegrove

Appointment of Auditor

General Business

Discussion paper - Membership
Venue for Conference 2011

Awards

Next Annual General Meeting: Wednesday, 1 July 2009
Palmerston North

Closure

Tauri Morgan

**NEW ZEALAND PRINCIPALS' FEDERATION
(INCORPORATED)**

STANDING ORDERS

1. GENERAL

1.1 INTERPRETATION

1.1.1 In these Standing Orders unless inconsistent with the context:

FEDERATION means for the purposes of these Standing Orders, the New Zealand Principals' Federation (Incorporated), or any Committee or Sub Committee thereof, and includes the National Executive.

NATIONAL PRESIDENT means the National President of the Federation and includes any person acting as the Chairperson of any Committee or Subcommittee of the National Executive.

NATIONAL SECRETARY means the National Secretary of the Federation and includes for the purposes of these Standing Orders any employee authorised by the National Executive for similar purposes.

COMMITTEE includes in relation to the National Executive:

- (a) a Committee comprising all of the members of the National Executive; and
- (b) a Standing Committee or special Committee appointed by the National Executive; and
- (c) any Subcommittee of a Committee described in paragraph (a) or paragraph (b) of this definition.

IN COMMITTEE: The Federation may, by resolution of the members present and voting, decide to consider any matter or matters confidentially. During the course of such a session, information placed before the meeting shall be classed as "In Committee" and shall not be made available to the Press, members generally not attending the meeting, or in the form of minuted materials.

MEETING means any annual, general, ordinary, special or emergency meeting of the Federation; and any meeting of any Committee or Standing Committee or special Committee or Subcommittee of the National Executive.

MINUTES means the minutes or any other record or the proceedings of any such meeting of the Federation and/or its Committees.

1.2 APPLICATION OF STANDING ORDERS

1.2.1 These Standing Orders shall, so far as applicable, extend to the proceedings of all Federation meetings and all Committees of the National Executive.

1.2.2 All members of the Federation shall abide by these Standing Orders.

1.3 NATIONAL PRESIDENT'S RULING FINAL

1.3.1 The National President shall decide all questions where these Standing Orders make no provision or insufficient provision.

1.3.2 The National President's Ruling shall be final in all respects and not open to debate.

1.4 ALTERATION OF STANDING ORDERS

1.4.1 After the adoption of the first Standing Orders, amendment of the Standing Orders shall require in every case a vote of three quarters of the members present and voting at an Annual General Meeting.

1.5 APPOINTMENT OF COMMITTEES

1.5.1 National Executive may appoint such Standing Committees and special Committees as it considers appropriate.

1.5.2 A Committee may not appoint Subcommittees unless so empowered by the National Executive.

1.5.3 Every Committee shall be subject in all things to the control of the National Executive.

1.6 POWERS OF DELEGATION

1.6.1 National Executive may delegate to any Committee any of its functions, powers or duties.

1.7 PROCEEDINGS NOT INVALIDATED BY VACANCIES AND IRREGULARITIES

1.7.1 No act or proceedings of the Federation or of any person acting as a member of the Federation shall be invalidated in consequence of there being any vacancy in the membership of the Federation or National Executive at the time of the act or proceeding, or the subsequent discovery that there was some defect in the election or appointment of any person so acting.

1.8 GENERAL PROVISIONS FOR MEETINGS

1.8.1 The Federation shall hold such meetings as are necessary for the purposes for which it was established.

1.9 ORDINARY MEETINGS

1.9.1 The Federation shall hold ordinary meetings as such times and such places as it from time to time appoints, and in accordance with the Constitution of the Federation.

1.10 SPECIAL AND EMERGENCY MEETINGS

1.10.1 The Federation may hold special meetings in accordance with its Constitution.

1.11 NOTICES TO MEMBERS OF MEETINGS

1.11.1 The National Secretary shall give the notice required to members of the time and place appointed for holding each ordinary meeting and any special meetings.

1.12 CHANGES TO COMMITTEE

1.12.1 The National Executive may at any time discharge, alter, continue or reconstitute any Committee.

1.12.2 Every Committee shall, unless sooner discharged by the National Executive be deemed to be discharged at the next following Annual General Meeting of members.

1.13 NATIONAL PRESIDENT OF FEDERATION AN EX-OFFICIO MEMBER

1.13.1 The National President of the Federation shall be an ex-officio member of every Committee of the National Executive.

2. MEETINGS

2.1 NATIONAL PRESIDENT TO PRESIDE AT MEETINGS

2.1.1 The National President of the Federation shall preside at every meeting in which he or she is present. Alternates are acceptable as set out in Section 15 (c) of the Constitution of the Federation.

2.1.2 The National Executive may appoint a member of any Committee to be the Chairperson of the Committee.

2.1.3 The Chairperson of a Committee shall preside at every meeting of the Committee at which he or she is present.

2.1.4 Any Committee may from time to time appoint a Deputy Chairperson to act in the absence of the Chairperson.

2.1.5 If there is no Deputy Chairperson, the members present shall appoint one of their number to preside at the meeting in the absence of the Chairperson.

2.2 ORDER OF BUSINESS

2.2.1 The National Executive shall adopt an order of business which shall normally apply and may vary it from time to time.

2.3 AGENDA

2.3.1 The National Secretary shall prepare for each meeting an agenda setting forth the items of business to be brought before the meeting so far as it is known.

2.3.2 The first four items on the agenda for an ordinary meeting of the National Executive shall be:

- (a) Apologies for absences
- (b) Adoption of the Agenda for the Meeting - General Business to be raised should be notified at this stage
- (c) Confirmation of Minutes
- (d) Business arising out of the Minutes

2.4 CHAIRPERSON'S REPORT

2.4.1 The National President shall have the right to direct the attention of the National Executive by report to any matter or subject within the role or function of the National Executive.

2.5 EXTRAORDINARY BUSINESS AT ORDINARY MEETINGS

2.5.1 Only business on the agenda shall be transacted at any meeting unless the National President determines additional business to be extraordinary or urgent. Such additional business shall have arisen since the opportunities listed under "Adoption of the Agenda" Section 2.3.2 (b) above. (The National President's decision in this regard shall be final and not open to debate.)

2.6 PRECEDENCE OF BUSINESS

2.6.1 Notwithstanding anything to the contrary contained in these Standing Orders, and after the confirmation of the minutes of the previous meeting, the National President may accord precedence to any business set down on the agenda for consideration.

2.7 TIME LIMIT AT MEETINGS

2.7.1 Unless pursuant to a resolution of the National Executive, no meeting of the Federation shall sit beyond 10.30pm.

2.8 LEAVE OF ABSENCE AND APOLOGIES

2.8.1 The National President shall invite apologies at the beginning of each meeting and these shall be recorded in the minutes.

2.9 MINUTES OF MEETINGS

2.9.1 The National Secretary shall keep the minutes of meetings. The minutes shall record the apologies of those not attending each meeting, and every

resolution, order, or other proceeding of the meeting (identified by a unique code number).

2.9.2 The minutes and proceedings of every meeting shall be circulated to members and considered at the next ordinary meeting succeeding, and if approved by the meeting, or when amended as directed by that meeting shall be signed by the Chairperson of such succeeding meeting.

2.9.3 No discussion shall arise on the substance of the minutes at the succeeding meeting except as to their correctness.

2.10 MINUTE BOOKS

2.10.1 The minute books of the Federation shall be kept by the National Secretary and shall be open to inspection.

2.10.2 The National President and the National Secretary shall be responsible for confirming the correctness of the minutes of the last meeting of a National Executive prior to the next election or appointment of members.

2.11 PROCEDURAL MOTIONS TO TERMINATE OR ADJOURN DEBATE

2.11.1 Any member who has not spoken during debate on any matter may move one of the following procedural motions to terminate or to adjourn debate, but not so as to interrupt a member speaking:

(a) That the motion now under debate be now put (*a closure motion*)

OR (b) That the meeting move directly to next business, superseding the item under discussion.

OR (c) That the item of business being discussed be referred to (or referred back to) the relevant Committee of the National Executive.

2.11.2 Procedural motions to terminate or adjourn debate shall take precedence over other business (other than points of order), and shall, if seconded, be put to the vote immediately without discussion or debate.

2.11.3 All procedural motions to terminate or adjourn debate shall be determined by a majority of those members present and voting. If lost, a further procedural motion to terminate or adjourn debate may not be moved by any other member within a quarter of an hour thereafter.

2.11.4 Notwithstanding order 2.11.6 a closure motion shall be put if there is no further speaker in the debate.

2.11.5 When an amendment to a motion is under debate, a closure motion relates to the amendment and not to the motion.

2.11.6 If a closure motion is carried, the mover of the motion then under debate is entitled to the right of reply, and the motion or amendment under debate shall then be put.

2.11.7 Business referred back to a specified Committee shall be considered at the next ordinary meeting of that Committee.

2.12 NOTICES OF MOTION

- 2.12.1 Notices of motion shall be in writing signed by the mover, stating the meeting at which it is proposed that the notice of motion be considered, and shall be delivered to the National Secretary as prescribed by the Constitution.
- 2.12.2 No notice of motion shall proceed in the absence of the mover.
- 2.12.3 A notice of motion may only be altered by the mover with the consent of the meeting.
- 2.12.4 Notices of motion not moved on being called by the chair shall lapse.
- 2.12.5 Any notice of motion referring to any matter ordinarily dealt with by a Committee of the National Executive may be referred by the National Secretary to that Committee.

2.13 REPEAT NOTICES OF MOTION

- 2.13.1 When a motion which is the subject of a notice of motion has been considered and rejected by the Federation, no similar notice of motion which, in the opinion of the Chairperson, is substantially the same in purport and effect shall be accepted within six months.
- 2.13.2 Where a notice has been considered and agreed by the Federation, no notice of any other motion which is, in the opinion of the Chairperson, to the same effect shall be put again while the original motion stands.

2.14 MOTIONS

- 2.14.1 All types of motions and amendments moved in debate (including notices of motion) must be seconded, and thereupon the Chairperson shall state the matter raised and propose it for discussion.
- 2.14.2 Motions must be stated to require a positive action of the Federation, National Executive or Committee(s).
- 2.14.3 The Chairperson may require the mover of any motion or amendment to submit the motion or amendment in writing signed by the mover.
- 2.14.4 A motion or amendment may only state one action required of the Federation.

2.15 AMENDMENTS

- 2.15.1 When a motion has been seconded and proposed by the Chairperson for discussion, an amendment may be moved and seconded by any members who have not yet spoken to the motion.
- 2.15.2 Amendments which are proposed but not seconded shall not be in order nor entered in the minutes.
- 2.15.3 Every proposed amendment must be relevant to the motion under discussion and not be in similar terms to an amendment which has been lost.

- 2.15.4 No amendment which amounts to a direct negative shall be allowed which, if carried, would have the same effect as negating the motion.
- 2.15.5 No further amendment shall be allowed until the first amendment is disposed of, although members may give notice to the chair of their intention (foreshadowing) to move further amendments and the nature of their content.
- 2.15.6 Where an amendment is carried, the motion as amended becomes the substantive motion, and any member, other than previous movers or seconders in debate, may then propose a further amendment.

2.16 RULES OF DEBATE

- 2.16.1 The person in the chair shall be addressed courteously with the choice of mode of address being as determined by the Chairperson.
- 2.16.2 Any member may second a motion or amendment without speaking to it, reserving the right to speak later in the debate.
- 2.16.3 In speaking to any motion or amendment, members shall confine their remarks strictly to the motion or amendment.
- 2.16.4 If three speakers have spoken consecutively in support, or in opposition to any motion, the Chairperson may call for a speaker to the contrary. If there is none, the Chairperson will put the question without further debate.
- 2.16.5 Members may not speak more than once to a motion.
- 2.16.6 Members may request the Chairperson to restate the motion for their information at any time during the debate.
- 2.16.7 The mover of an original motion shall have a right of reply.
- 2.16.8 Members may speak to any matter before the meeting, or upon a motion or amendment to be proposed by themselves, or upon a point of order arising out of debate, but not otherwise.

2.17 CONDUCT OF MEETINGS

- 2.17.1 Whenever the Chairperson rises during any debate any member then speaking or offering to speak shall be seated, and members shall be silent so that the Chairperson may be heard without interruption.
- 2.17.2 No member, or member of the media, may use or be associated with the use of a recording device without the knowledge of the meeting and the consent of the National President.

2.18 POINTS OF ORDER

- 2.18.1 Any member may rise to speak to a point of order upon any breach of these Standing Orders and the member previously speaking shall thereupon be seated and stop speaking.
- 2.18.2 The member rising shall state without explanation precisely the subject matter or the point of order.
- 2.18.3 No point of order shall be raised during the voting on any measure except by permission of the Chairperson.

2.18.4 The Chairperson may decide any point of order immediately after it has been raised by any member, or may first hear further argument thereon before deciding. The ruling of the Chairperson upon any point of order shall not be open to any discussion and shall be final.

2.19 VOTING

2.19.1 All acts of the Federation shall be done and all questions before the Federation shall be decided at a meeting by the majority of such members as are present and vote thereon.

2.19.2 The Chairperson or other person presiding at any meeting shall have a deliberative vote and, in the case of equality of votes, shall have a casting vote also.

2.19.3 Any member may abstain from voting and shall have their abstention recorded in the minutes where requested.

2.19.4 No member shall vote or take part in the discussion of any matter at any meeting where they, directly or indirectly, have pecuniary interest.

2.19.5 Every member present when any matter is raised where they directly or indirectly have a pecuniary interest therein, apart from any interest in common with the public, shall be under a duty to fully declare any such interest to the meeting.

2.19.6 In all elections to positions within the Federation, the Chairperson shall at the time of declaring the results of the election specify the number of votes recorded for each and every candidate.

3. FINANCIAL REPORTS

3.1 INSPECTION OF FINANCIAL REPORTS

3.1.1 Any member of the Federation may, at any reasonable time, inspect the accounting documents of the Federation and take copies of them.

“Accounting documents”:

(a) Means documents that are prime entries into financial records;
and

(b) Includes:

(i) Ledger accounts

(ii) Other records derived from the prime entries irrespective of the form in which they are kept.

3.1.2 The accounts submitted to a national Executive meeting for approval shall, at the beginning of the meeting, be laid on the table for inspection by members.

3.2 USE OF THE COMMON SEAL

3.2.1 The common seal of the Federation shall be held at the National Office of the Federation.

3.2.2 The seal shall not be affixed to any document unless in the manner prescribed in Rule 1 of the Federation, and shall be recorded in the Minutes at the meeting authorising the sealing.

NEW ZEALAND PRINCIPALS' FEDERATION

ANNUAL GENERAL MEETING

Minutes of the 26th Annual General Meeting held in Auckland
on 1st April 2007, Aotea Centre, Auckland

Starting time:	1.30pm
PRESIDENT:	J Hanna
KARAKIA:	T Morgan
IDENTIFICATION OF MEMBERS:	President J Hanna declared that we have a quorum
ACKNOWLEDGEMENT:	Life members attending: T Morgan President J Hanna welcomed new members
APOLOGIES:	K Squire, L Horgan, S Ashworth, P Witana MOVED "That the apologies be accepted". AGREED J Hepburn/L Millar
CONFIRMATION OF STANDING ORDERS:	MOVED "That the standing orders be accepted". AGREED J Duncan/C Dale
ADOPTION OF AGENDA:	MOVED "That the agenda be adopted". AGREED J Lightfoot/A Gover
MINUTES:	MOVED "That the minutes of the 25th Annual General meeting be confirmed". AGREED E Buutveld/J Lightfoot
MATTERS ARISING:	Correction – spelling error. Should read Anne Gover
CORRESPONDENCE:	Nil
PRESIDENT'S REPORT:	President J Hanna MOVED "That the President's report be adopted" J Hanna
FINANCIAL REPORT:	Presented by G Lovegrove MOVED "That the audited Financial Report, year ending 2006, be adopted". AGREED G Lovegrove/P Simpson MOVED "That the firm of Grant Thornton be re-appointed as auditors for the 2007 financial year" AGREED G Lovegrove/B Hambleton

GENERAL BUSINESS:

- 1 **Future NZPF Conferences** – P Simpson presented an update on Conference 2008 to be held in Christchurch.
- 2 **Awards** – Presentation of NZPF Associate membership - K Squire and M East
Presentation of Service with Distinction - H Porteous, B Davidson,
A Straker
- 3 **Don Le Prou Awards** – M Bennett, A Chesswas, B Comrie, G Dewar, L Everson,
P Fairbrother, C Gilmore, J Henry, C Hull, L Maniapoto, D Nicholls, D St Claire, J Vincent,
L Beazley, M Box, H Brown, B Conlan, T Grey, S Hastings, J Jones, C Jordan,
D Marshall, J McKenzie, K Nikora, G Taylor.
- 4 **Rural Grants** – Ellesmere Principals' Association, Mid Canterbury Principals' Association,
Ngati Porou East Coast Schools, North Canterbury Principals' Association, Rural
Principals' Eastern Districts, Sole Charge Principals' Conference, Waihi Principals'
Association, Waipa North Cluster, Wairoa Principals' Association.

NEXT ANNUAL GENERAL MEETING:

President, J. Hanna invited all members to meet in Christchurch at the Town Hall on Wednesday, 2 July 2008 for the next Annual General Meeting.

CLOSURE: T Morgan

The President closed the 26th Annual General Meeting at 2.15 pm



NEW ZEALAND PRINCIPALS' FEDERATION

PRESIDENT'S REPORT

The New Zealand Principals' Federation Executive started the year with a review of our Strategic Plan.

Our vision for the Principals' Federation continues to be **'the preferred professional organisation for all principals'** and our mission is to **'provide leadership, advocacy and support for principals in their professional role'**.

We are proud to be the pre-eminent professional body for New Zealand Principals.

Our Executive members bring an immense and varied expertise to the organisation. I have greatly appreciated the assistance of our Past President, Judy Hanna and the support of the Vice President, Ernie Buutveld. Thank you to our National Secretary, Colleen Murray and Treasurers, David Ellery and Geoff Lovegrove, all of whom carried out major roles within the Executive. David was appointed to the position of Acting Treasurer in 2008 as Geoff moved to be the Magazine Editor.

During 2007 Kelvin Squire, Madeleine East and Mark Ellis left the Executive and we welcomed Peter Witana, Paul Drummond and David Ellery. With Kelvin starting in 1997 and Madeleine in 1998 there was a sense of loss around the table but once again the strength of the organisation came through in the new and remaining members. I acknowledge the huge contribution that Kelvin and Madeleine made to the NZPF over many years.

I recognise the work of all Executive members who take responsibility for the functioning of the Federation. Our internal organisation has included a Member Support group led by Ernie Buutveld, a School Management committee led by Julie Hepburn, a Business Partnership committee led by Barry Hambleton, an Operations and Future Directions committee which I led and a Professional Leadership committee led by Liz Millar.

I am deeply appreciative of Executive members' dedication and commitment to the Principals' Federation.

Communication and Membership Services

For the Federation to be successful we acknowledge the need for effective communication with our members.

The National Office Manager, Nelda Hotop, and office assistants, Susan Veldhuizen and Emily Kohing, the front people of our organisation, provide effective and efficient contact with members.

We appreciate the articles received from principals throughout the country for our '**New Zealand Principal**' magazine. We are proud of the quality of the publication which is published quarterly and thank our Editor, Marion Fitchett for her dedication.

The email tree is sent to 2700 schools, Life Members, Business Partners and other education bodies.

The '**Helpline**' continues to be well supported by members as a quick problem-solving avenue.

Following each Executive meeting '**Snippets**' are sent out on the email tree. Our intention is to keep members informed of our meeting business and the work of the Federation.

The annual '**Moot**' was held in Wellington and attracted over 130 association presidents or their representatives. This was an opportunity to hear from the sector groups, the Secretary for Education and Minister of Education. NZPF sees the Moot as an excellent opportunity to develop areas of work and to question the status quo. I urge you to continue to support this gathering.

Julie Hepburn organised the celebration of high quality education in our schools, '**Celebrating Education Week**'. Thank you Julie. As in past years this is an opportunity for schools to share their successes with the larger community.

The **National Conference** is the flagship of our organisation. In 2007 our conference was combined with the International Confederation of Principals' Convention. There is no doubt that this convention was the 'best one ever' to steal a well known quote. The convention, superbly organised by Auckland principals clearly spelt out to the world just how good education is in New Zealand. In my travels since it has been repeatedly mentioned as being a highlight of education in the confederation countries.

Liaison

Valuable time is spent by the Executive in liaison with the Minister of Education, Secretary for Education, Education Review Office, Te Akatea and the School Trustees' Association. We appreciate these positive relationships and the consultation, both formal and informal, with groups within the Ministry of Education and the education sector.

Further liaison occurs when our Executive represents you on the various sector committees. These include Aspiring Principals, Banking Staffing, Rural Education Reference Group, Curriculum Reference Groups, EOTC, ESOL, Export Education, Healthy Eating, NZEI, Literacy and Numeracy Leadership, National Assessment, NEMP, Pasifika, Physical Activity, Productive Partnerships, RTLB projects, School Statistics, Special Education and Teacher Education.

The truth of the matter is that principalship is an extremely busy profession. The demands for managing budget, plant, personnel and public relations of a school are enormous. I have always believed that this is where your local association and your National Federation does its work. Somebody will represent you. Somebody will make the submissions, gather the data and advocate for Principals.

During 2007 Pat Newman represented us on the NZEI Contract negotiating team.

I have great pleasure in visiting the regions to talk about the work of the Federation and to discuss regional issues. Thank you for your invitations and welcome.

**Representation
International Confederation of Principals**

During the year I attended two Council meetings; Auckland and Washington. New Zealand is one of 35 countries that meet twice yearly to discuss international issues and initiatives.

Judy Hanna and I attended the combined **Australian Primary Principals' Association** and **Australian Secondary Principals' Association** conference in Hobart.

Business Partnerships

To carry out the role of the Federation and to provide services to members, we rely heavily upon the support of our Business Partners. My thanks to Barry Hambleton and his team for the care of, and relationships with, all our Business Partners.

Life Members

I wish to acknowledge the Federation Life Members; Tom Brown, Ian Payne, Con Coffey, Ken Morris, John Boyens, Ross Whimp, Jean Packman, David Stewart, John Cunningham, Dick Connolly, Tauri Morgan, Marilyn Yeoman and Lester Flockton and thank them for their support for the Federation. We recognise and value the role of our Life Members in our organisation. A highlight last year was a well attended dinner celebrating 25 years of NZPF. An excellent occasion.

It is a great privilege to lead the NZPF.

It is my pleasure to present my President's Report.



**Paddy Ford
President**