

# **NEW ZEALAND PRINCIPALS' FEDERATION**

## **ANNUAL MEETING 2011**

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## **MISSION STATEMENT**

*Providing a collective and professional voice for New Zealand's school principals as they lead learning in the 21<sup>st</sup> century.*

## **VISION**

*The most respected and influential advocate for principals.*

# NEW ZEALAND PRINCIPALS' FEDERATION

## NATIONAL EXECUTIVE 2011

<b>President</b>	Peter Simpson	Christchurch	Canterbury
<b>Past President</b>	Ernie Buutveld	Havelock	Marlborough
<b>Vice President</b>	Paul Drummond	Tahunanui	Nelson
<b>National Secretary</b>	Julie Hepburn	Levin	Horowhenua
<b>Financial Convener</b>	David Ellery	Howick	Auckland
<b>Executive</b>	Gavin Beere	Manurewa	Auckland
	Kevin Bush	Papakura	Auckland
	Marlene Campbell	Invercargill	Southland
	Whetu Cormick	Dunedin	Otago
	Sally Direen	Dunedin	Otago
	Philip Harding	Christchurch	Canterbury
	Liz Millar	Ngaio	Wellington
	Keri Milne-Ihimaera	Moerewa	Northland
	Phil Palfrey	Manurewa	Auckland
	Peter Witana	Kawakawa	Northland
<b>Kaumatuā</b>	Tauri Morgan		

## LIFE MEMBERS

Tom Brown MBE	1987
Ian Payne	1988
Don Le Prou (dec)	1989
Con Coffey	1990
Ken Morris	1990
John Boyens	1994
Ross Whimp	1994
Jean Packman	1996
David Stewart	2001
John Cunningham	2001
Dick Connolly (dec)	2002
Tauri Morgan	2004
Marilyn Yeoman	2005
Lester Flockton	2005
Gavin Price	2009
Russell Young	2009

## ASSOCIATES OF NZPF

John Fleming	1999
Marilyn Yeoman	1999
Nola Hambleton	2001
Peter Whatt	2003
Ian Fox	2004
Geoff Lovegrove	2004
Gavin Price	2004
Russell Young	2005
Jenny Earle	2005
Laurie Thew	2005
Madeleine East	2007
Kelvin Squire	2007
Pat Newman	2009
Judy Hanna	2009

## SERVICE WITH DISTINCTION

Ken Morris	1989	John Cunningham	1996
Joan Scanlan	1990	Alan Upston	1996
Alan Bond	1990	Brian Davidson	2007
John Cornish	1990	Alan Straker	2007
Carl Olivercrona	1991	Harvey Porteous	2007
Grahame Smith	1993	Murray Burton	2008
Colin McCormack	1993	Bruce Robertson	2010
Kelvin Bennett	1993		
Peter De'Ath	1994		
Lorraine Nikora	1994		
Christine Gardner	1995		

## PAST PRESIDENTS

Tom Brown MBE	1982-1984
Don Le Prou	1984-1987
Con Coffey	1987-1989
John Boyens	1989-1991
Jean Packman	1991-1993
John Fleming	1993-1995
Marilyn Yeoman	1995-1997
Nola Hambleton	1997-1999
Geoff Lovegrove	1999-2001
Jenny Earle	2001-2003
Kelvin Squire	2003-2004
Pat Newman	2005-2006
Judy Hanna	2007
Paddy Ford	2008
Ernie Buutveld	2009-2010

## SECRETARIES

Grahame Smith	1982-1984
Colin McCormack	1984-1987
Bevyn Gibson	1987-1989
John Fleming	1989-1991
Marilyn Yeoman	1991-1993
Dave Winefield	1993-1995
Judy Hanna	1996-2004
Colleen Gray	2005-2009
Paul Drummond	2010
Julie Hepburn	2011-

## TREASURERS

Ross Agnew	1982-1985
Monty Morrison	1985-1986
Russell Young	1986-2002
Geoff Lovegrove	2002-2008
David Ellery	2008-

## EXECUTIVE MEMBERS 1982 - 2011

Ron McDonald	1982-1983	Dave Winefield	1991-1995
David Peterson	1982-1983	Tony Rzoska	1992-1995
Bruce Adin	1982-1984	Muriwai Jones	1993-1994
Jack Archibald	1982-1984	Tauri Morgan	1993-1997
Jock Spence	1982-1985	Pererika Twist	1993-1995
Grahame Smith	1982-1986	Judy Hanna	1994-2008
<i>(Membership Registrar 84-86)</i>		Peter Whatt	1994-2000
Ross Agnew	1982-1987	Jenny Earle	1995-2004
<i>(Treasurer 82-85)</i>		Alistair Kay	1995-1996
Ian Payne	1982-1987	Pat Newman	1995-2007
Tom Brown	1982-1988	<i>(Membership Registrar 97-04)</i>	
Don Le Prou	1982-1989	Colleen Murray/Gray	1996-2009
Joan Scanlan	1982-1989	Gavin Price	1996-2004
Ross Whimp	1982-1993	Bruce Robertson	1996-1998
<i>(Membership Registrar 86-93)</i>		Iain Taylor	1996-1997
Sister M Monaghan ]	1983-1984	Martin Bate	1997-1999
Sister Anne Warren ]		<i>(Editor 98-99)</i>	
Ken Morris	1983-1989	Liz Sissons	1997-2000
<i>(Editor 84-89)</i>		Kelvin Squire	1997-2006
Monty Morrison	1984-1986	Madeleine East	1998-2006
<i>(Treasurer 85-86)</i>		Marion Fitchett	1999-2007
Colin McCormack	1984-1987	<i>(Editor 99-07)</i>	
John Newman	1984-1987	Barry Hambleton	1999-2009
Kelvin Bennett	1984-1992	Paddy Ford	2000-2009
June Scott	1985-1986	Julie Hepburn	2000-2003
Peter Corrigan	1985-1988	Peter Simpson	2000-
John Cornish	1985-1990	Peter Gunn	2001-2002
Russell Young	1985-2002	Ernie Buutveld	2002-
<i>(Treasurer 86-2002)</i>		<i>(Membership Registrar 05-07)</i>	
Con Coffey	1985-1990	Linda Woon	2002-2005
Robin Clegg	1986-1987	Liz Millar	2003-
Hettie Tapsell	1986-1989	Mark Ellis	2005-2006
Alan Bond	1987-1990	Julie Hepburn	2005-
Jean Packman	1987-1995	Jacqui Duncan	2006-2010
Christine Gardiner	1987-1992	Paul Drummond	2007-
John Boyens	1987-1993	David Ellery	2007-
John Cunningham	1987-1996	<i>(Treasurer 08-)</i>	
Carl Olivercrona	1987-1990	Peter Witana	2007-
Robin Penman	1989-1990	Sally Direen	2008-
Dick Connolly	1989-2000	Phil Palfrey	2008-
Tony Draaijer	1989-1996	Philip Harding	2009-
<i>(Membership Registrar 94-96)</i>		Gavin Beere	2010-
John Fleming	1989-1997	Kevin Bush	2010-
Bevyn Gibson	1989-1991	Wayne Facer	2010-2010
Geoff Lovegrove	1989-2010	Marlene Campbell	2011-
<i>(Editor 89-97,08-10) (Tres 02-08)</i>		Keri-Milne Ihimaera	2011-
Marilyn Yeoman	1990-1999	Whetu Cormick	2011-
Renetta Dennis	1991-1994		
Nola Hambleton	1991-2001		

# NEW ZEALAND PRINCIPALS' FEDERATION

## BUSINESS PARTNERS

### GOLD



**Furnware**  
PO Box 1  
Hastings 4156  
Phone: 06 879 9170



**Konica Minolta Business Solutions New Zealand Limited**  
Private Bag 92 635  
Symonds Street  
Auckland 1150  
Phone: 09 356 6000



**Programmed Property Services**  
PO Box 12742  
Penrose  
Auckland 1642  
Phone: 09 571 0610



**Scholastic New Zealand Limited**  
Private Bag 94407  
Botany  
Manukau 2163  
Phone: 09 274 8112

## SILVER



**ALSCO**  
PO Box 74450  
Market Road  
Auckland 1543  
Phone: 09 524 3222



**Education Services Ltd**  
PO Box 46  
New Plymouth 4340  
Phone: 06 757 5489



**Lundia Shelving Limited**  
PO Box 14216  
Panmure  
Auckland 1741  
Phone: 09 528 5304



**Sitech Systems N.Z. Ltd**  
PO Box 5551  
Frankton  
Hamilton 3242  
Phone: 07 846 0060

## BRONZE



**ASB Bank Limited**  
PO Box 35  
Shortland Street  
Auckland 1140  
Phone: 09 377 8930



**CallPlus Services Limited**  
PO Box 108-109  
Symonds Street  
Auckland 1150  
Phone: 0800 89 2 225



**Crest Commercial Cleaning Ltd**  
PO Box 740  
Dunedin 9054  
Tel: 03 477 1126



**Equico Limited**  
PO Box 6745  
Wellesley Street  
Auckland 1141  
Tel: 09 302 8273



**Harrison Tew Ltd**  
PO Box 230 237  
Botany  
Auckland 2163  
Tel: 027 429 0018



**Intrepica**  
PO Box 147077  
Ponsonby  
Auckland 1144  
Tel: 09 912 8151



**MUSAC**  
Massey University  
Private Bag 11222  
Palmerston North 4442  
Phone: 0800 600 159



**OfficeMax New Zealand Limited**  
PO Box 5024  
Wellesley Street  
Auckland 1141  
Phone: 09 279 7628



**PhotoLife Studios Limited**  
PO Box 97-399  
Manukau  
Auckland 2241  
Phone: 09 262 1040



**Postie Plus Group Limited**  
PO Box 4525  
Christchurch 8140  
Phone: 03 339 5700



**Smith & Smith**  
PO Box 17307  
Greenlane  
Auckland 1546  
Phone: 0800 80 90 80



**Smokefree Schools**  
PO Box 2142  
Wellington 6140  
Tel: 04 472 5777



# NEW ZEALAND PRINCIPALS' FEDERATION

## AGENDA FOR 30<sup>th</sup> ANNUAL MEETING

3:30 pm Friday, 8 April 2011  
Michael Fowler Centre Auditorium, Wellington

**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 29<sup>th</sup> Annual Meeting**

Corrections to Minutes  
Matters arising

### **Correspondence**

Matters arising

### **President's Report**

Peter Simpson

### **Membership Statistics**

Ernie Buutveld

### **Financial Report and Statement of Accounts**

David Ellery

Appointment of Auditor  
Subscription Proposal

David Ellery

### **The Constitution - discussion**

Ernie Buutveld

### **General Business**

### **Awards**

### **Next Annual Meeting:**

Friday, 21 September 2012  
Melbourne Convention Exhibition Centre

**Poroporoaki**

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 29<sup>th</sup> Annual General Meeting held in Queenstown  
on 1 July 2010, Queenstown Events Centre, Frankton

<b>Starting time:</b>	4:00 pm
<b>PRESIDENT:</b>	E Buutveld
<b>KARAKIA:</b>	T Morgan
<b>IDENTIFICATION OF MEMBERS:</b>	President E Buutveld declared that we have a quorum.
<b>ACKNOWLEDGEMENT:</b>	Life members attending: T Morgan President E Buutveld welcomed new members.
<b>APOLOGIES:</b>	J Boyens, B Jenkins, L Morgan, I Payne, R Whimp, R Young.  <b>MOVED "That the apologies be accepted".</b> <b>AGREED K Bush /C Morris</b>
<b>CONFIRMATION OF STANDING ORDERS:</b>	<b>MOVED "That the standing orders be accepted".</b> <b>AGREED P Harding/P Drummond</b>
<b>ADOPTION OF AGENDA:</b>	<b>MOVED "That the agenda, be adopted".</b> <b>AGREED Chair</b>
<b>MINUTES:</b>	<b>MOVED "That the minutes of the 28<sup>th</sup> Annual General Meeting be confirmed."</b> <b>AGREED J Hepburn/J Hanna</b>
<b>MATTERS ARISING:</b>	Nil
<b>CORRESPONDENCE:</b>	Nil
<b>PRESIDENT'S REPORT:</b>	President E Buutveld  <b>MOVED "That the President's report be adopted"</b> <b>AGREED E Buutveld/L Bonallack</b>
<b>MEMBERSHIP STATISTICS:</b>	As recorded in the AGM Booklet.
<b>FINANCIAL REPORT:</b>	<b>MOVED "That the audited Financial report, year ended 2009 be adopted."</b> <b>AGREED D Ellery/G Lovegrove</b>  <b>MOVED "That the firm of Grant Thornton be re-appointed as auditors for the 2010 financial year."</b> <b>AGREED D Ellery/P Harding</b>



**Motions:**

- (1) That NZPF, representing professional leaders, has determined that the National Standards will not deliver the outcomes as intended and will advise the Minister accordingly.**

**Amendment:**

**That the words “in their current form” be inserted after National Standards.**

**G Lovegrove/J Duncan**

**Debate Points:**

- The amendment would alter the intent of the motion
- The Standards are flawed and will never achieve the intended outcome of addressing the tail of underachievement no matter what form they are in
- Amendment leaves the door open for us to redevelop the framework and make progress
- Amendment would appease the Minister who might otherwise push us into a corner
- We have to send a very clear message to the Minister that we will not be pushed into a corner
- Minister may enact the threat to place us under the State Sector Act and take our freedom of speech away
- Politics is the art of the possible. The amendment tries to make something possible.

**AMENDMENT LOST**

**The Motion as it stands was put to the vote by the Chair**

**AGREED CHAIR**

- (2) That in NZPF’s professional opinion the way forward is to seek a complete revision of the National Standards, in a partnership with the sector and the Minister and will continue this process with urgency.**

**Amendment (1):**

**That the word “judgement” replace the word “opinion”**

**AGREED E Ross/P Harding**

**Amendment (2):**

**That the word “policy” be inserted after National Standards**

**P Newman/F Nelson**

**Debate Points:**

- Need to change the whole policy not just the Standards
- Examine the government’s aims about lifting the achievement of the ‘tail’ and how best to do that along with providing parents with the best information. That’s more than the Standards.
- Putting the word ‘policy’ in makes it a wider issue and we need to address National Standards now
- We will spread ourselves too thinly if we try to tackle too much
- The policy is about the ‘tail’ we need to take the high road. National Standards are not the solution. Revise the policy to see what the problem is and work out a solution
- What we want is a change to the system (NAG2A etc) that actions their policy. We won’t change their policy.

**AMENDMENT WITHDRAWN**

**Amendment (3):**

**That the word “only” be inserted between the words the and way**

**That the word “system” be inserted after National Standards**

**That the words “will continue this process with urgency” be deleted and replaced with “that this process be actioned with urgency”**

**AGREED P Newman/M Edlin**

**The amended motion:**

**That in NZPF's professional judgement the only way forward is to seek a complete revision of the National Standards system in a partnership with the sector and the Minister and that this process be actioned with urgency.**

**AGREED CHAIR**

- (3) That NZPF will advise the Minister that it supports those regional associations that have issued a recommendation to their Principals to withdraw their attendance at National Standards training.**

**Debate Points:**

- The more we attend training the more we realise how deep the flaws are in the National Standards
- The training has been woeful
- This is not a call for everyone to withdraw from training but to support those who decide to withdraw
- If associations know that NZPF supports them they are more likely to withdraw

**AGREED CHAIR**

**General Discussion**

- Protocol on conduct for Minister's visit
- Process for communication of the outcome of the AGM motions to NZPF members
- Votes of thanks to NZPF for instigating debate with members, listening to members and putting the motions forward
- Videos of teachers participating in the demonstration of assessment tools being used to promote National Standards without their permission
- We need to remain unified around the three motions and members need to report NZPF's commitment to them when they report to their local members

**AWARDS:**

President E Buutveld noted that eight Don Le Prou awards had been taken up to help members attend this conference.

The NZPF Service with Distinction award would be presented to Bruce Robertson at this conference.

NZPF will recognise its fifteen year business partnership with Furnware with a presentation at the President's Function during this conference.

**NEXT ANNUAL GENERAL MEETING:**

President E Buutveld invited all members to meet in Wellington on 8 April 2011 for the next Annual General Meeting.

**CLOSURE:**

T Morgan

The President closed the 29<sup>th</sup> Annual General Meeting at 5:35 pm

I am both privileged and pleased to be reporting on the NZPF activities for 2010. First, I want to acknowledge the outstanding commitment, dedication and support that the NZPF executive committee and membership extended to both Ernie Buutveld (as President) and myself (as Vice-President) in 2010. It was a time that deeply tested us and we drew on every resource we could collectively muster to cope with the challenges. This report could never reflect how important that support was or how much it contributed to keeping us on an even keel as we confronted political attack and a media maelstrom in the wake of the National Standards debate.

### **Strategy**

We opened the year with a two day strategic planning meeting in Wellington which included sessions with Cognition, to establish the foundations for an on-going working relationship and NZEI, to share information and discuss our respective plans for developing campaigns around National Standards.

The work plans of both our Operations/Relations team led by Julie Hepburn and our Professional Leadership team, led by Jacqui Duncan, were dominated by National Standards and how they would impact on our children, schools, Boards of Trustees, special education programmes, assessment procedures, reporting to parents and the future shape of our profession. The implications were far reaching and would naturally govern our strategic approach and decision making on a broad range of issues.

### **Special Education Review**

I acknowledge the extent of work which our Operations/Relations team invested in developing the NZPF response to the Special Education Review. The work was extensive and thorough and drew on research which we had earlier commissioned on ORRS funding in partnership with SNAG. This work set a strong foundation for us to develop our position on a number of changes that special education services later confronted. The NZPF submission recommended a full review of the RTLB service, to keep funding as close to the child as possible and to strengthen the verification process, including behavioural issues.

### **Moot**

Our annual Presidents' Moot was used as an opportunity to share NZPF's revised perspectives and thinking on National Standards as well as to present its new strategy. The new strategy was necessary since in 2009 NZPF had not managed to convey its views to the wider audience of membership, politicians and public that the National Standards were fundamentally flawed, untested, and potentially harmful. In particular, the data collected from using National Standards as a form of assessment would be unreliable, yet we realised there was potential for that data to be used to compare schools and form league tables. Such actions would lead to unintended consequences such as the public and media comparing schools on the strength of unreliable measures.

### **The Road Show**

In April NZPF began a series of meetings of principals in the regions which was intended to educate them in the issues surrounding the National Standards debate and to reconnect with them. Special thanks for the outstanding work that executive members did in their own respective regions, holding 50 meetings from one end of the country to the other in the course of four weeks. Feedback was sought and it quickly became apparent that there were high levels of confusion and lack of clarity amongst our grass-roots colleagues as to how the National Standards could ever be applied as a reliable and useful assessment tool. Most were of the opinion that the nationally norm referenced tools they already used were more accurate for assessing children's progress and achievement and were more useful for setting annual targets.

### **Executive Support Manager Position**

The work generated by the National Standards debate again brought into focus earlier discussions about appointing an NZPF Executive Support Manager to work alongside the President and support the executive committee's work. There was a realisation that contracting in skilled personnel such as government relations and media experts was a temporary measure whilst developing a campaign around National Standards, however NZPF could benefit from employing a staff member to support the President's work and attend to NZPF publications and media issues in the future. The position of Executive Support Manager was advertised in April 2010 and Liz Hawes was appointed and joined the National Office staff at the end of May.

### **Queenstown Conference**

The May conference in Queenstown proved to be a watershed moment for NZPF as the membership and executive came together to quell the discontent surrounding National Standards and cement an agreed position which would give the NZPF leadership a clear forward direction and endorse a set of actions to follow. These actions came in the form of three remits which are:

- 1 That NZPF, representing professional leaders, has determined that the National Standards will not deliver the outcomes as intended and will advise the Minister accordingly.
- 2 That in NZPF's professional judgement the only way forward is to seek a complete revision of the National Standards system in a partnership with the sector and the Minister and that this process be actioned with urgency.
- 3 That NZPF will advise the Minister that it supports those regional associations that have issued a recommendation to their Principals to withdraw their attendance at National Standards training.

### **Association Presidents' Meeting**

In order to maintain momentum after conference, Regional Association Presidents were called to Wellington in August to determine the parameters and logistics of running a public campaign to educate Boards of Trustees, parents and communities about the flaws and dangers of National Standards. It was agreed that such a campaign would absorb considerable resources and so it was suggested that principals be called upon to contribute to financing it themselves. This funding drive was later coined the 'NZPF Special Project Fund' and NZPF acknowledges the considerable generosity of those principals who contributed to the fund. It was further agreed that a campaign website would be developed to carry the NZPF messages and background papers on National Standards, and provide a viewing platform for a video in which NZPF members and other principals would visually bring the National Standards messages to the public. These resources in turn would be distributed to all principals throughout the country to use in educating their own school communities, parents and Boards of Trustees (BoTs).

### **National Standards Sector Advisory Group (NSSAG)**

NSSAG was the Minister's answer to the NZPF call for partnership with the sector to address the flaws in National Standards. The agenda of NSSAG was to find ways to implement the National Standards, not to conduct a complete review. NZPF did not join.

### **NAG2a**

NAG2a is the national administration guideline which has attracted the most attention since the introduction of the National Standards policy. It is the guideline which gives effect to reporting against National Standards data, thus giving rise to the possibility of league tables. It was the belief of NZPF that if this guideline could be rewritten in a way which did not allow for national standards data to be used to form league tables then schools would be able to proceed without the threat of having their performance unfairly compared with the performance of other schools. NZPF rewrote the NAG2a and presented its version to the NSSAG. The NSSAG showed no interest in pursuing the matter, reinforcing the notion that the group's purpose is to simply implement the standards as they are.

## **Ariki Project**

Te Ariki, the Professional Development (PD) programme for principals, which had been Ministry funded as a pilot study and led by Director, Dr David Stewart, came to a conclusion at the end of 2010. The programme proved to be successful in supporting principals to establish links between their strategic goals, teaching approaches and achievement outcomes for children. In this way, it is an exceptional approach involving the concept of 'quality learning circles' and was considered a very worthy addition to the PD programme for the teaching profession. Further, the Director, Dr David Stewart was able to demonstrate that the programme could also successfully be delivered on-line which meant that those principals in isolated or rural areas could also participate.

Whilst the Ministry funding was terminated at the end of 2010 both NZEI and NZPF agreed to support the Te Ariki project to continue into 2011 and beyond. To this end they formed the Te Ariki Charitable Trust. The Deed of Te Ariki Charitable Trust will be presented to the NZEI and NZPF National Executives early in 2011 for their endorsement.

## **Executive Committee**

Amidst the on-going effort around the National Standards the executive committee saw three members complete their term of NZPF service in 2010. I acknowledge the considerable contribution of Geoff Lovegrove, who gave 21 years of service to the NZPF executive, including two years as President, 10 years as magazine editor and 6 years as Treasurer. For two decades we relied on Geoff's knowledge, wisdom, foresight, political nous and good sense and in 2010 needed all of his attributes to get us through the year. His presence on the executive gave confidence to the rest of us. We thank Geoff and wish him all the very best for the future. I acknowledge also the contribution of Jacqui Duncan who completed five years of NZPF executive service in 2010. Jacqui was always the 'analyst extraordinaire' of the committee who could pluck out the important points with lightning speed, and assemble them in order of priority for us to address. An extremely hard worker, Jacqui was solution focused which helped us all hugely in our work. 2010 also saw Wayne Facer leaving us after just a term on the executive. I extend my thanks to Wayne too for the work he accomplished in his short time with the executive.

To be the President in such extraordinary circumstances is a challenge many would not welcome. I pay special tribute to Ernie Buutveld who led us with such courage. He won us public credibility and shouldered the political knocks with dignity; he successfully lifted our public profile and handled any media attacks with poise; and he never failed to maintain a rational approach which proved to be our winning strength. He completed his term as President simultaneously holding the Minister's door ajar and maintaining the NZPF position of calling for a full review of the National Standards.

Throughout this unusual year, the executive committee never lost sight of the importance of continuing their work in other roles. I acknowledge the extra work load of all our office holders, and our internal team leaders.

Executive members also continued to fulfil liaison roles with the Minister of Education, Secretary for Education, Education Review Office, Te Akatea and the School Trustees' Association and with other education liaison groups. At the same time they maintained membership services such as Helpline, which has experienced an increase in traffic. Finally the executive committee conducted surveys, wrote submissions and took every opportunity to advocate for principals. The collective work undertaken and the achievements realised are remarkable and rightly are a source of great pride. I extend our appreciation to a very dedicated hard working group.

## **Staff**

This year has been a year of change for our small staff at National Office. We farewelled Nelda Hotop, our long-serving and highly valued Office Manager and later in the year welcomed Jan Franklin to take up the position. We also took the step of creating the new position of Executive Support Manager and appointed Liz Hawes in late May. Our Office Assistant Susan Veldhuizen continues with us to maintain our membership database and support the work in the office.

I acknowledge the contribution each of our staff makes to our organisation and the excellent support they give to all of our endeavours.



## **Conclusion**

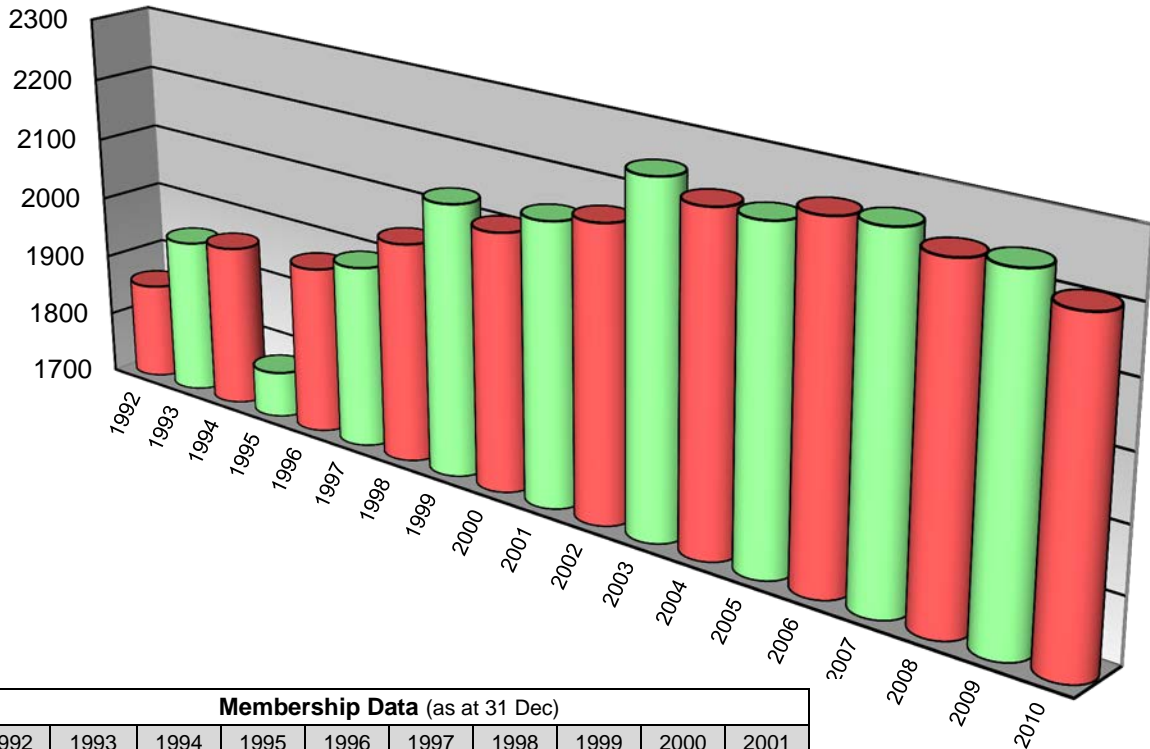
Whilst National Standards - arguably the most contentious educational issue confronting the sector since the 1980's 'Tomorrow's Schools' - consumed us and embroiled us in a political upheaval for which we were initially unprepared, 2010 ended on an optimistic note. We were vindicated by the OECD report and encouraged to stick with our campaign to fight the implementation of National Standards which have proved damaging elsewhere. Secondly, our profile in the media has been lifted to new heights. As we look towards 2011 and a general election year, we are determined to bring a clear message to all candidates of all political parties and the voting public, about what we stand for. This includes high standards, honest accountability, maintaining our world ranking in the achievement of our children and pursuing useful measures to help reduce underachievement. We are also determined to continue the pursuit of our unique and highly valued New Zealand Curriculum of which we are very proud. That is the message we have received from our members and that is the message I will take forward.

I feel honoured and humbled to be leading the NZPF in 2011. I have observed the way in which the membership rallied to support Ernie Buutveld throughout 2010, as he took on the difficult and challenging assault on National Standards. I know that I can rely on that same generosity of spirit from the membership in 2011 as we pursue our collective goals in this important election year.

**Peter Simpson**  
**President**

# MEMBERSHIP STATISTICS

## MEMBERSHIP HISTORY

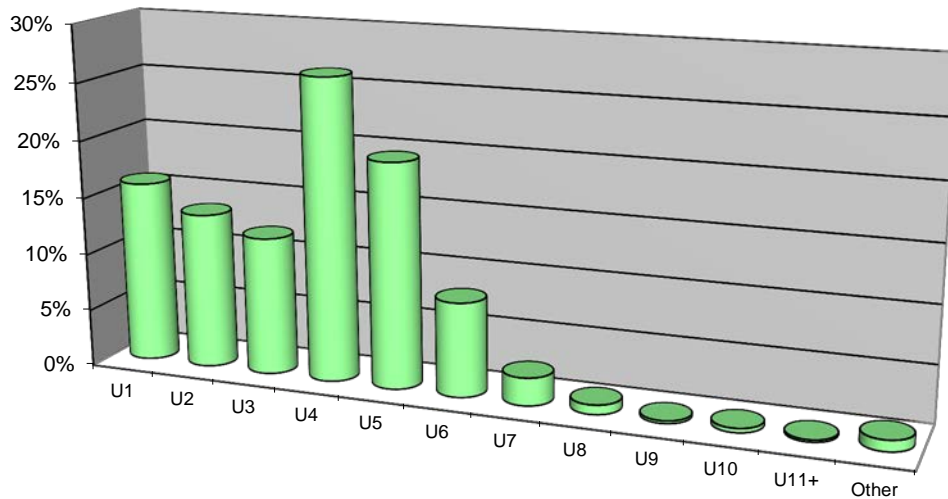


1992	1993	1994	1995	1996	1997	1998	1999	2000	2001
1856	1951	1962	1774	1969	1992	2050	2132	2108	2145
2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
2162	2248	2224	2224	2250	2255	2234	2241	2206	

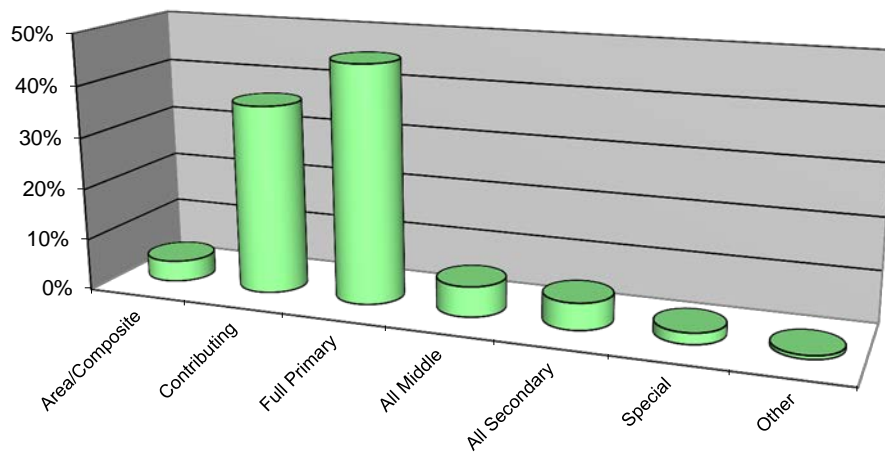
## Comparison 2001 – 2010 ~ Grades as % of Total Membership

Grade	U 1	U 2	U 3	U 4	U 5	U 6	U 7+	Other	Totals
<b>2001</b>	14%	15%	12%	27%	22%	9%	1%	0%	100%
<b>2002</b>	16%	16%	11%	27%	19%	9%	2%	0%	100%
<b>2003</b>	16%	16%	11%	27%	19%	9%	2%	0%	100%
<b>2004</b>	16%	15%	12%	26%	19%	9%	3%	0%	100%
<b>2005</b>	15%	15%	12%	26%	20%	9%	3%	0%	100%
<b>2006</b>	15%	15%	11%	26%	20%	9%	4%	0%	100%
<b>2007</b>	15%	14%	12%	26%	19%	9%	4%	1%	100%
<b>2008</b>	15%	14%	12%	26%	19%	9%	4%	1%	100%
<b>2009</b>	16%	14%	11%	26%	19%	8%	5%	1%	100%
<b>2010</b>	16%	14%	12%	26%	19%	8%	4%	1%	100%
<b>Members</b>	<b>348</b>	<b>298</b>	<b>264</b>	<b>577</b>	<b>430</b>	<b>180</b>	<b>88</b>	<b>21</b>	<b>2206</b>
<b>Possible</b>	414	326	286	619	482	250	178	26	2581
<b>Percentage</b>	84%	91%	92%	93%	89%	72%	49%	81%	85%
<b>Non Members</b>	66	28	22	42	52	70	90	5	375

**Membership Composition by Grade** (Dec 2010)



**Membership Composition by Type** (Dec 2010)



The National Executive is cognisant of expectations from membership and remains acutely aware of the wide body of opinions across its entire membership. Remaining responsive and in touch is always a challenge and so members are encouraged to participate in surveys from time to time, read and respond to email and hardcopy communications as well as attend local association meetings. Individually and collectively through our networks we might encourage other colleagues to be members but it must be remembered that depending on the type of school, there can be up to five possible professional associations vying for a place on the school budget.

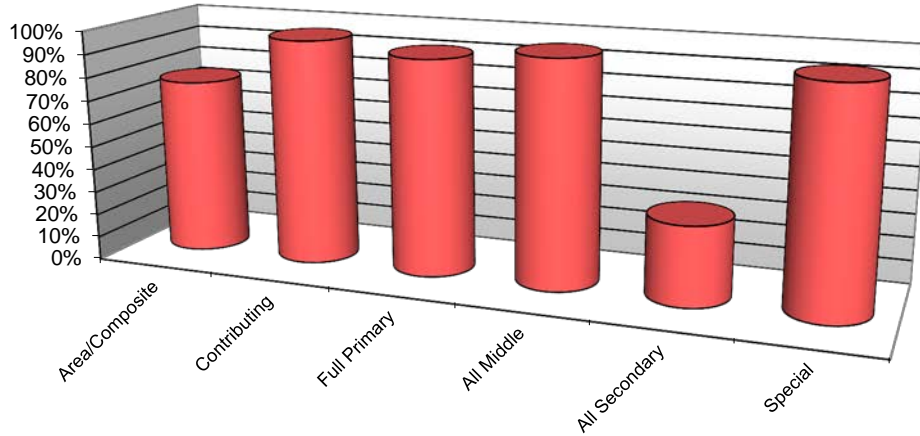
The overall membership profile remains virtually the same as in previous years.

Year	Members Possible	Actual Members	Diff	% age of Possible
2007	2601	2255	-346	87%
2008	2591	2234	-357	86%
2009	2578	2241	-337	87%
2010	2581	2206	-375	85%

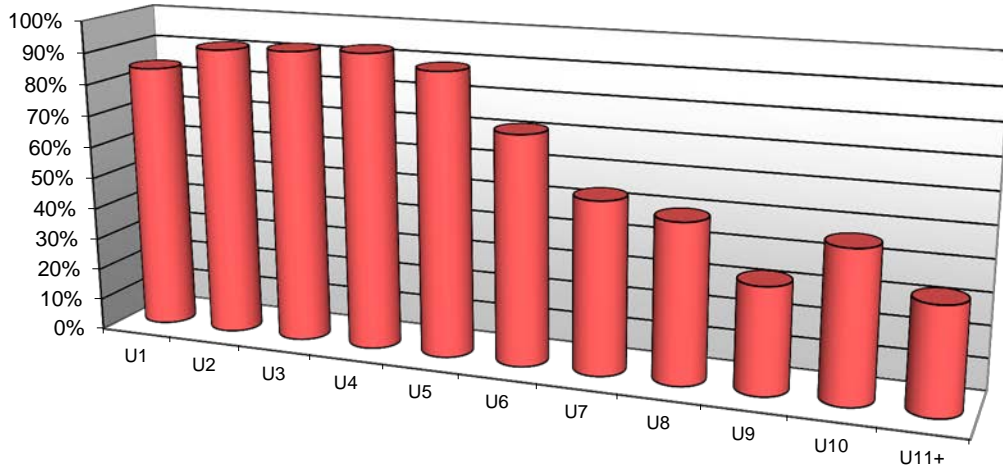
Sector representation as at 31 December 2010 (Dec 2009 comparison):

- 85% of state/integrated New Zealand schools are members (-0.93% or -21 schools)
- 97% of contributing schools (-1%)
- 96% of intermediate/middle schools (-2%)
- 94% of special schools (-2%)
- 92% of full primary schools (-1%)
- 75% of area/composite schools (+3%)
- 34% of secondary schools (-2%)

**Membership of Institution Type** (Dec 2010)



**Membership of Grade** (Dec 2010)



**Subscription Income** (GST Inclusive)

2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
\$433 819	\$439 255	\$440 133	\$455 021	\$451 021	\$456 579	\$461 332	\$506 644	\$500 289	\$502 086	\$492 616

# NEW ZEALAND PRINCIPALS' FEDERATION

<b>FINANCE REPORT</b>	<b>Year Ending 31 December 2010</b>
-----------------------	-------------------------------------

The 2010 year presented new financial demands on the Federation however, we have come through the year successfully. This page gives an overview of our financial performance including trading activities, financial position and audited accounts.

**SUMMARY** With the active development of business partnerships and prudent management of expenditure in 2010, the Federation has been able to extend its operations and respond to members' calls for strong action over the national standards issue. Although this resulted in a deficit of expenditure over income, our reserves remain in an adequate state and we continue to have a strong asset base. Our reserves total approx \$435,000 (equating to approx 5 months operating costs; considered a satisfactory level).

## INCOME

	2010 \$	% of total	2009 \$	% of total
Trading Operations (Gross)	35,019	2.8%	26,219	2.3%
Interest	35,094	2.8%	34,829	3.3%
Legal Benefits	3,948	-	3,132	-
Ministry Contract	180,622	12.6%	124,009	11.0%
Nat. Conference Income	47,372	3.7%	24,162	2.0%
Returned Seeding Grant	15,000	1.3%	15,000	1.4%
Speaker Tour	63,952	5.0%	102,655	9.0%
Business Partnership	305,705	25.3%	308,500	27.0%
Membership Subscriptions	492,616	38.7%	502,086	44.0%
Special Project	80,361	6.3%	-	
Sundry	38,265	1.5%	-	
<b>TOTAL</b>	<b>1,297,955</b>		<b>1,140,682</b>	

## EXPENDITURE (Key Areas - Grouped, Rounded figures)

National Office (inc salaries)	692,900	45.0%	577,540	53.6%
Membership Services	377,400	25.0%	100,360	9.0%
Executive Management	255,800	17.0%	246,800	23.0%
Conference (incl Stands)	134,000	9.0%	91,700	8.5%
International (incl ICP Conf)	42,900	3.0%	41,100	3.8%
Depreciation	17,000	1.0%	19,700	2.1%
<b>TOTAL</b>	<b>1,520,000</b>		<b>1,076,500</b>	

<b>Net Surplus Before Tax</b>	<b>(222,735)</b>	<b>63,318</b>
<b>Net Surplus After Tax</b>	<b>(233,221)</b>	<b>53,102</b>

### Some significant aspects in 2010

- Revenue from subscriptions and business partners remains relatively consistent
- Restructuring office organisation/personnel and National Standards issue
- Decrease in working capital of \$217,298
- Non-current asset base remains relatively consistent
- National office includes Ariki Project and ESOL conference initiatives

**CONCLUSION** Business partners make a significant contribution. We appreciate our partners' on-going commitment to education and to the work of New Zealand principals, particularly those who have had a long-term loyalty to the Federation. Our Business Partnership Team works hard to maintain an excellent relationship with our corporate partners and I thank Sally Direen, Phil Harding, and Wayne Facer for their efforts. Special thanks to Office Managers Nelda Hotop and her successor Jan Franklin for their management of our accounts and for ensuring executive members are kept fully informed and up to date with our financial position. We enter 2011 on a sound footing however, as signalled last year we need to review subscriptions. A motion is being put to that effect.

**Motion:** That the audited financial report be adopted.

**Motion:** That the firm of Grant Thornton be re-appointed as auditors of NZPF finances.

**David Ellery Treasurer**



Grant Thornton

# INDEPENDENT AUDITOR'S REPORT

## Audit

Grant Thornton New Zealand Audit

Partnership  
L13, AXA Centre  
80 The Terrace  
PO Box 10712  
Wellington 6143

T +64 (0)4 474 8500

F +64 (0)4 474 8509

[www.grantthornton.co.nz](http://www.grantthornton.co.nz)

## To the Members of the New Zealand Principals' Federation (Inc)

### Report on the Financial Statements

We have audited the financial statements of New Zealand Principals' Federation (Inc) on pages 2 to 7, which comprise the statement of financial position as at 31 December 2010, and the statement of financial performance, statement of changes in equity for the year then ended, and a summary of significant accounting policies and other explanatory information.

### Board Responsibility for the Financial Statements

The Board are responsible for the preparation and fair presentation of these financial statements in accordance with generally accepted accounting practice in New Zealand and for such internal control as the Board determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with International Standards on Auditing (New Zealand).

Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Other than in our capacity as auditor we have no relationship with, or interests in, New Zealand Principals' Federation (Inc).

**Opinion**

In our opinion, the financial statements on pages 2 to 7 present fairly, in all material respects, the financial position of New Zealand Principals' Federation (Inc) as at 31 December 2010, and of its financial performance for the year then ended in accordance with generally accepted accounting practice in New Zealand.

**Report on Compliance Regulatory Requirements**

In accordance with the Incorporated Societies Act 1908 section 23 we have audited the financial statements and obtained all the information and explanations that we have required.



Grant Thornton New Zealand Audit Partnership  
Wellington, New Zealand  
16 March 2011

NEW ZEALAND PRINCIPALS' FEDERATION (INC)

TRADING ACCOUNT  
For The Year Ended 31st December 2010

	2010	2009
	\$	\$
Sales	47,233	41,542
Less: COST OF GOODS SOLD		
Opening Stock	17,652	11,479
Cost of Printing	12,234	21,496
Stock Write Down	- 8,384	-
	<u>21,502</u>	<u>32,975</u>
Closing Stock	<u>(9,288)</u>	<u>(17,652)</u>
TOTAL COST OF SALES	<u>12,214</u>	<u>15,323</u>
<b>GROSS PROFIT FROM TRADING</b>	<u><u>\$35,019</u></u>	<u><u>\$26,219</u></u>

The notes form part of and are to be read in conjunction with these financial statements.





**NEW ZEALAND PRINCIPALS' FEDERATION (INC)**  
**STATEMENT OF FINANCIAL PERFORMANCE For**  
**The Year Ended 31st December 2010**

	Note	2010 \$	2009 \$
GROSS PROFIT FROM TRADING		35,019	26,219
OTHER INCOME			
Interest Received		35,094	34,829
Legal Benefits		3,948	3,132
Ariki Project		180,622	124,099
National Conference		47,372	24,162
National Conference Seeding Grant		15,000	15,000
ESOL Conference		63,952	102,655
Sponsorship		305,705	308,500
Subscriptions		492,616	502,086
Special Project		80,361	-
Sundry Income		<u>38,265</u>	<u>-</u>
TOTAL INCOME		1,297,955	1,140,682
Less: EXPENSES			
ACC Levy		280	563
Accounting Fees		3,598	2,625
Ariki Project		180,622	124,099
Audit Fee		4,500	4,600
Awards		25,000	22,053
Bad Debts		13,968	2,057
Bank Charges		671	788
Depreciation	4	17,051	19,042
ESOL Conference		53,592	92,752
Executive Expenses		12,074	7,579
Honoraria		39,276	37,500
Insurance		3,505	3,322
International Relationships		21,103	13,277
Legal Expenses		3,675	2,882
Meeting Expenses		56,709	64,385
Membership Support		337,314	38,162
Miscellaneous		229	3,559
Moot		7,725	7,828
National Conference		119,029	81,733
National Conference Seeding Grant		15,000	10,000
National Office Expenses		249,429	175,438
Overseas Conferences		21,753	27,835
Professional Development		4,061	4,973
Presidential Support		140,791	142,371
Relief Reimbursement		30,000	29,511
Special Projects		7,401	32,315
Stationery, Stamps, Telephone & Tolls		38,668	23,263
Travel & Reimbursements		<u>113,669</u>	<u>102,852</u>
TOTAL EXPENDITURE		1,520,690	1,077,364
<b>NET SURPLUS/(DEFICIT) BEFORE TAX</b>		(222,735)	63,318
Less Tax Expense	5	<u>10,486</u>	<u>10,216</u>
<b>NET SURPLUS/(DEFICIT) AFTER TAX</b>		<u>(233,221)</u>	<u>53,102</u>

The notes form part of and are to be read in conjunction with these financial statements.



NEW ZEALAND PRINCIPALS' FEDERATION (INC)  
STATEMENT OF MOVEMENTS IN EQUITY  
For The Year Ended 31st December 2010

	2010	2009
	\$	\$
Net Surplus/(Deficit) for period	-233,221	53,102
Accumulated Funds at 1 January	<u>1,109,036</u>	<u>1,055,934</u>
<b>Accumulated Funds at 31 December</b>	<u><u>\$875,815</u></u>	<u><u>\$1,109,036</u></u>

The notes form part of and are to be read in conjunction with these financial statements.



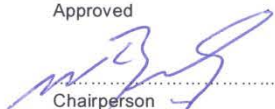
**NEW ZEALAND PRINCIPALS' FEDERATION (INC)**  
**STATEMENT OF FINANCIAL POSITION**  
As at 31st December 2010

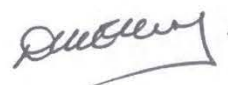
	2010	2009
	\$	\$
<b>CURRENT ASSETS</b>		
Head Office Imprest Account	200	200
Accounts Receivable	40,095	20,350
ASB Main Account	116,595	196,609
ASB Term Deposits	435,572	580,000
Accrued Income	3,569	18,074
Prepayments	59,677	39,235
GST Receivable	20,594	-
Stock on Hand	<u>9,288</u>	<u>17,652</u>
<b>TOTAL CURRENT ASSETS</b>	<b>685,590</b>	<b>872,120</b>
<b>Less: CURRENT LIABILITIES</b>		
Accounts Payable	60,997	27,343
Revenue In Advance ARIKI Project	45,279	40,901
Provision for Taxation	5 1,027	1,269
GST Payable	<u>-</u>	<u>7,023</u>
<b>TOTAL CURRENT LIABILITIES</b>	<b><u>107,304</u></b>	<b><u>76,535</u></b>
<b>WORKING CAPITAL</b>	<b>578,286</b>	<b>795,584</b>
<b>NON-CURRENT ASSETS</b>		
Fixed Assets (as per schedule)	4 <u>297,529</u>	<u>313,452</u>
<b>TOTAL NON-CURRENT ASSETS</b>	<b><u>297,529</u></b>	<b><u>313,452</u></b>
<b>NET ASSETS</b>	<b><u>875,815</u></b>	<b><u>1,109,036</u></b>

REPRESENTED BY:

<b>ACCUMULATED FUNDS</b>	<b><u>\$875,815</u></b>	<b><u>\$1,109,036</u></b>
--------------------------	-------------------------	---------------------------

Approved

  
.....  
Chairperson

  
.....

Treasurer

16 March 2011  
.....  
Date

16 March 2011  
.....  
Date

The notes form part of and are to be read in conjunction with these financial statements.



**NEW ZEALAND PRINCIPALS' FEDERATION (INC)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For The Year Ended 31st December 2010**

**1) STATEMENT OF ACCOUNTING POLICIES**

These are the financial statements of New Zealand Principals' Federation.  
This is an incorporated society registered under the Incorporated Societies Act 1908.

**1.1 Measurement System**

The accounting principles recognised as appropriate for the measurement and reporting of earnings and financial position on a historical cost basis are followed by this entity.

**1.2 Specific Accounting Policies**

The following specific accounting policies which materially affect the measurement of financial performance and financial position have been applied:

**Fixed Assets and Depreciation**

Fixed assets are stated at cost less aggregate depreciation.  
Depreciation has been charged on a Diminishing Value basis over the useful life of the assets.

Asset	Rate
Apartment Building	3%
Computer equipment	25 - 48%
Office Equipment	10-25%
Office Furniture	10 - 25%

**Stock on Hand**

Stock has been valued at the lower of cost, determined on a first-in first-out basis, and net realisable value, after making due allowance for obsolete or damaged stock. Stock has been valued on a basis consistent to last year.

**Accounts Receivable**

Accounts receivable is stated at estimated net realisable value.

**Grants Received**

Grants are matched by accruals basis to the period in which they were accrued.

**Goods & Services Tax**

New Zealand Principals' Federation is registered for GST and the accounts have been prepared on a GST exclusive basis, except for accounts receivable and accounts payable which are GST inclusive.

**Differential Reporting**

New Zealand Principals' Federation qualifies for differential reporting by virtue of its size and lack of public accountability.

New Zealand Principals' Federation has taken advantage of all available differential reporting exemptions.

**Taxation Policy**

Taxation is being provided on the income earned by the Association on transactions outside its membership base. The Institute is not liable for tax on income received from its members.

**Related Party Transactions**

There were no related party transactions during the year under review.



**NEW ZEALAND PRINCIPALS' FEDERATION (INC)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For The Year Ended 31st December 2010**

**1.3 Changes in Accounting Policies**

There have been no changes in accounting policies. All policies have been applied on bases consistent with those used in previous years.

**2) CAPITAL COMMITMENTS AND CONTINGENT LIABILITIES**

There are no capital commitments as at 31 December 2010 (2009: Nil).

There are no contingent liabilities as at 31 December 2010 (2009: Nil).

A security of \$30,000 is held over the rental agreement

<b>3) LEASEHOLD COMMITMENTS</b>	<b>2010</b>	<b>2009</b>
Due < 1 year	60,662	80,882
Due 2-5 years	-	60,662
Due > 5 years	-	-
Total Lease Commitments	<u>\$60,662</u>	<u>\$141,544</u>

**4) FIXED ASSETS**

<b>31/12/2010</b>	<b>Cost</b>	<b>Accumulated Depreciation</b>	<b>Book Value</b>	<b>Current Year Depreciation</b>
Land and Buildings	250,388	33,648	216,740	3,318
Chattels	1,317	546	771	86
Furniture and Fittings	34,018	16,839	17,179	1,921
Office Equipment	24,036	19,275	4,761	1,219
Leasehold Improvements	87,210	35,006	52,204	5,480
Computer Hardware	64,961	59,228	5,733	4,904
Computer Software	5,677	5,536	141	124
	<u>467,607</u>	<u>170,078</u>	<u>297,529</u>	<u>17,052</u>

<b>31/12/2009</b>	<b>Cost</b>	<b>Accumulated Depreciation</b>	<b>Book Value</b>	<b>Current Year Depreciation</b>
Land and Buildings	250,388	30,330	220,058	3,441
Chattels	1,317	460	857	95
Furniture and Fittings	34,017	14,918	19,099	2,124
Office Equipment	22,908	18,056	4,852	1,467
Leasehold Improvements	87,210	29,526	57,684	6,055
Computer Hardware	64,961	54,324	10,637	5,621
Computer Software	5,677	5,412	265	239
	<u>466,478</u>	<u>153,026</u>	<u>313,452</u>	<u>19,042</u>

**5) TAXATION**

	<b>2010</b>	<b>2009</b>
Assessable Income from Activities	858	225
Interest Received	35,094	34,829
Less Deduction for Non Profit Status	1,000	1,000
<b>Taxable Income After Non Profit Deduction</b>	<u><b>34,952</b></u>	<u><b>34,054</b></u>
Taxation at 30%	(10,486)	(10,216)
Opening Taxation Asset/(Liability)	(1,269)	1,698
Refund received/Taxation Paid	(6,080)	-
Provisional Tax paid	-	-
Resident Withholding Tax	16,807	7,249
<b>Closing Taxation Asset/(Liability)</b>	<u><b>(1,027)</b></u>	<u><b>(1,269)</b></u>



# MEMBERSHIP SUBSCRIPTION PROPOSAL

## Motion

That annual subscription rates be set as detailed in the table below commencing from 2012.  
David Ellery/Geoff Lovegrove

Table of Subscription from the start of 2012.

No @ Nov 2010	U Grade	Current 2010/11	Proposed 2012	% Increase	\$ Increase	Total Extra
347	1	\$150	\$170	13.3	\$20	\$6 940
298	2	\$190	\$220	15.8	\$30	\$8 940
263	3	\$230	\$265	15.2	\$35	\$9 205
577	4	\$270	\$315	16.6	\$45	\$25 965
430	5	\$310	\$365	17.7	\$55	\$23 650
180	6	\$350	\$405	15.7	\$50	\$9 900
92	7 <sup>+</sup> incl other	\$350	\$440	25.7	\$90	\$8 280
<b>Mean Increase across all grades =</b>			<b>\$47.14</b>	<b>17.2%</b>	<b>Potential Gain =</b>	<b>\$92 880</b>

## BACKGROUND

The last subscription increase was approved 5 years ago in 2006. If this proposal is adopted it will not be effective until the 2012 subscription year. In the intervening years the costs of providing services to members have risen dramatically and the proposed increase would have been needed earlier if we had not been in the fortunate position of gaining increased revenue from *business partnerships*. NZPF signaled at last year's AGM that an increase was necessary but deferred the proposal.

The Federation has, in response to greater demand from members, provided an increased range of services, research and membership support over recent years. Although the NZPF "runs a tight ship" financially, we must look ahead and provide adequately for the services required by our members. In response to a clear mandate from membership, the National Executive of the Federation actively engaged in a National Standards campaign and this significantly eroded reserves. Now we need to prepare for similar challenges while maintaining prudent reserves for our operation. 2010 has shown us very clearly that in order to be an effective voice for principals in today's education and political environment we need effective, coordinated and sophisticated advocacy, communications and government relations strategies. It should also be noted that income from Business Partners must not be taken for granted in these current economic times. The Federation entered a new era in 2010 and proved that we are a leading voice and powerful influence on NZ education. In order to maintain this momentum we will need to increase our regular income stream.

As in the past, the proposal allows for a *smaller increase from smaller schools*, with incremental increases for the larger schools. Most schools will pay an additional \$45 or less. U7<sup>+</sup> schools have a \$90 increase. We recognise the economies of scale for larger schools and the constraints on smaller schools so that a differentiated approach has been suggested again for this proposal.

The Principals' Federation now offers its members a wide range of services and there is greater pressure to increase these. We need to improve our ability to research, analyse, prepare papers, submissions, respond to increased calls for change, influence the policy makers and to be proactive in raising the education bar in New Zealand. This increase will not deliver all of these but will go some way to providing improved services to our members.

The NZPF needs to provide its members with professional support and strong leadership when issues need to be dealt with. With the appointment of an *Executive Support Manager* and a range of additional services we need to increase our subscription income to continue to provide this.

The NZPF Executive recommends to the Annual Meeting 2011 that the proposal be approved.

# NEW ZEALAND PRINCIPALS' FEDERATION (INCORPORATED)

## Constitution and Rules

*(These rules rescind all previous rules)*

### 1 NAME:

The name of the Society shall be '*The New Zealand Principals' Federation Incorporated*'

### 2 INTERPRETATION:

In these rules, except when a contrary intention appears;

'Federation' means the New Zealand Principals' Federation Incorporated

'AGM' means the Annual General Meeting

'Act' means the Incorporated Societies Act 1908

### 3 OBJECTS:

The objects of the Federation are to:

- a) Uphold the status of the Principal as the School Leader
- b) Examine the developing needs of its members individually and collectively, and respond appropriately
- c) Promote the development of its members' professional leadership and management skills
- d) Ensure recognition as a Professional organisation actively representing the special interests of its members
- e) Maintain a liaison with kindred organisations
- f) Respect and recognise the Principles of the Treaty of Waitangi in the context of the objects of the Federation

Subject to these rules and to the Act the Federation shall have the rights powers and privileges of a natural person

### 4 Registered Office:

The Registered Office shall be at such a place in New Zealand as the Executive may from time to time decide.

### 5 Common Seal:

- a) The Common Seal of the Federation shall be that adopted by the Executive who shall be responsible for its safe custody and control
- b) Whenever the Common Seal of the Federation is required to be affixed to any deed, document or other instrument, the seal shall be affixed pursuant to a resolution of the Executive or of a General Meeting of the Federation, by any two members of the Executive

## **6 Winding Up:**

- a) If New Zealand Principals' Federation shall be dissolved or shall resolve to cease to exist then, notwithstanding any other provision contained within these Rules or Constitution, the residue of any funds, assets, investments or other property vested in the Trustees of the Federation as may remain after payment of all liabilities, costs and expenses shall be disposed of in such a manner and at such time as the National Executive, or such of them as shall remain, may determine after taking into consideration and having regard to any special directions of the Federation, provided however neither the Trustees of the Federation, any member of the Federation, nor any member of an Association directly or indirectly affiliated with the Federation shall benefit directly or indirectly by the disposal of the residue of the aforementioned property but those funds shall be applied to a purpose that is in law a public charitable purpose in New Zealand, and has as its object the improvement of the leadership of Schools in New Zealand.
- b) No benefit or advantage whether or not convertible into money or any income of any kind shall be afforded to, or received, gained, achieved or derived by any of the persons specified in paragraphs (i) to (iv) of the second proviso to section C B 4 (i) (e) of the Income Tax Act 1994, or any enactment in amendment therefore in substitution therefore, where that person is able, by virtue of that capacity as such a person specified therein, in any way (whether directly or indirectly) to determine or to materially influence in any way the determination of, the nature or the amount of that benefit or advantage or that income or the circumstances in which it is or is to be so received, gained, achieved, afforded or derived, except as specifically exempted by that section and save reasonable remuneration for services performed.
- c) Notwithstanding anything in these Rules, no proposed amendment shall be entertained, and no amendment that may be adopted shall have any force or effect, if and in so far as it purports to amend this Rule or to authorise the application to any purpose that is not in law a public charitable purpose in New Zealand of the New Zealand Principals' Federation, or other property that may at any time be vested in the Federation in Trust for a public charitable purpose.

## **7 Alteration of Constitution:**

- a) This constitution may be altered, added to, rescinded or otherwise at an Annual General Meeting provided that 14 days' notice, in writing, has been given to all members, of the proposed changes.
- b) Alterations, additions or decisions shall require a resolution passed by a two thirds majority of those present and voting at the Annual General Meeting of the Federation.
- c) Copies of every such alteration, addition, amendment or decision shall be delivered to the Registrar of Incorporated Societies in accordance with the provisions of the Act.

## **8 Notices to Members:**

Every notice required to be given to members (including members of the Executive) or any one of them shall be deemed to have been delivered if posted in a pre-paid letter addressed to the member at his/her last home address known to the Federation, or if sent by facsimile transmission or email or other technological means to the member's school or last home/email address known to the Federation.



## **9 Standing Rules:**

- a) Standing Rules shall be published annually in any AGM documentation and shall be altered according to the directions stated therein.
- b) Policy and Procedures shall be held at National Office for examination by members and may be altered by resolution of National Executive.

## **10 Membership:**

- a) Grades of Membership
  - There shall be two Grades of membership
  - (a1) Full Membership
  - (a2) Life Membership
- b) Full Members are entitled to all the privileges of the Federation. Full membership is obtained by the payment of the Annual Subscription of the Federation. The due date for Subscriptions is February in each year.
- c) Full members may stand for Election to the National Executive, or nominate and second a candidate for election to National Executive.
- d) Where the subscription is paid by the last day of August in any year, the member will be entitled to vote as provided in clause 12.
- e) Only Principals of schools and educational institutions shall be eligible for membership
- f) Any member wishing to resign from the Federation shall give notice in writing to the Executive to that effect.
- g) The Annual Subscription to the Federation shall be calculated on a differential basis.
- h) Members wishing to dispute the level of subscription charged, may appeal the matter to the National Executive. The decision of the National Executive in deciding the appeal shall be final.
- i) Awards to Members: Life Membership, Associate of NZPF and Service with Distinction will be conferred according to policy and procedures of NZPF.

## **11 Funds and Properties**

- a) The funds, properties and assets of the Federation shall be under the control of the Executive.
- b) All monies received by or on behalf of the Federation shall be banked (and/or invested) to the credit of the Federation in an account with such Bank or Banks as the Executive may from time to time determine.
- c) Any two persons as determined by the Executive may sign and endorse cheques and banking instruments at the direction of the Executive and on behalf of the Federation.
- d) The Executive shall have the power to borrow or raise or give security for money by the issue of or upon bonds, debenture stock, bills of exchange, promissory notes or other obligations or securities of the Executive by mortgage or charge upon all or any part of the property of the Executive or without security and upon terms as to priority or otherwise as the Executive may think fit.

- e) The Federation shall appoint an Auditor for the ensuing year at each Annual General Meeting. Such Auditor shall be a practising member of the New Zealand Society of Accountants.
- f) The record of the accounts and reports on NZPF finance shall be available at NZPF National Office.

## 12 Election of National Executive:

- a) The President of the Federation shall be elected annually by a secret ballot of full members. Their release from school duties for that period of time shall be negotiated with their Board of Trustees.
- b) The office of Immediate Past President shall be held by the outgoing President of the Federation. If that person shall not be available for appointment, the National Executive shall allocate the position to an otherwise qualified member of the Federation.
- c) A Vice-President shall be elected annually by a secret ballot of full members.
- d) Twelve members, to be known as National Executive, shall be elected annually by a secret ballot of full members.
- e) The newly elected National Executive shall appoint members from amongst their number to positions of responsibility including;
  - National Secretary - who will be overseeing the recording and keeping of all minutes of all Annual, General and other meetings and proceedings as directed by policies and procedures of the Federation and shall oversee the process for the election of the National Executive.
  - Finance Convener - who will be responsible for ensuring that systems are in place for the receiving, recording and banking of all monies received by the Federation, paying all amounts as approved by the Executive; ensuring that each year a Budget for the Income and Expenditure of the funds of the Federation is introduced, discussed and accepted; ensuring that accurate records of the financial transactions of the Federation are kept and arranging for final accounts to be prepared for presentation to the Annual General Meeting.
- f) Any member of the National Executive who:
  - i) Gives notice of resignation in writing; or
  - ii) Absents him/herself from three (3) consecutive meetings of the National Executive without leave or sufficient reason; or
  - iii) Dies, or ceases to be a member of the Federation as defined in this constitution
  - iv) Becomes Bankrupt or is convicted of any Indictable Offence as defined by the Crimes Act 1961 and its subsequent amendments; or
  - v) Becomes mentally disordered or a protected person in terms of the Personal and Property Rights Act 1988;

Shall ipso facto cease to be a member of the National Executive and his/her position for the balance of her/his term shall be filled by the National Executive in the manner hereinafter provided.
- g) Where a vacancy occurs in National Executive within a period of three calendar months from the date of calling for Nominations for the Executive Positions, the

National Executive may decide whether to fill the position, or to await the next regular election.

- h) If the position to be filled is that of one of the twelve Executive Members, the Executive shall appoint the next Highest Polling Candidate at the last Election or where there is no next highest polling candidate, the Executive may at its discretion co-opt a member for the unexpired term of office.
- i) Where the position vacant is that of President, the Executive shall appoint the Immediate Past President to fill the unexpired term.
- j) Where the positions of Immediate Past President or Vice President become vacant at any time, the Executive may appoint an Executive member to fill the role from amongst their own number and the Executive may appoint one of their number to fill each role and may co-opt a replacement Executive member in accordance with rule 12(h).
- k) All newly elected National Executive will commence duties on the first day of the calendar year.

### **13 Duties of Elected Officers**

- a) **President**  
The President shall be the Chief Spokesperson and administrative leader of the Federation. She/he shall be ex officio a member of any committee or sub-committee set up by the Federation or the Executive. The President or nominee shall be entitled to represent the Federation at such conferences or meetings as directed in policy and procedures.
- b) **Immediate Past-President**  
She/he shall act as an assistant to the President
- c) **Vice-President**  
She/he shall act as an assistant to the President

### **14 Powers of the Executive**

Except as provided by these rules the Executive may regulate its own procedures

### **15 Meetings**

- a) Meetings shall be conducted according to Standing Rules.
- b) Eight elected members shall be a quorum at all meetings of the Executive.
- c) At all Meetings of the Executive, the President, or in her/his absence, the Vice President shall take the Chair and in the absence of both, the Immediate Past President. The Chairperson shall have one deliberative and one casting vote. Each member of the Executive present shall have one vote. Voting shall be by show of hands unless otherwise called for and agreed to by a majority at the meeting.
- d) A special meeting of the Executive shall be held within one month of the receipt by the President of a notice, signed by at least six members of the Executive, calling for such a meeting.
- e) General Meetings or Referenda may be called at any time by the Executive and shall otherwise be called by the Secretary upon the requisition in writing of one hundred (100) members of the Federation stating the purpose for which the meeting or Referendum is required and any meeting or Referendum shall be held within two months of the date of such requisition.

- f) The Secretary shall give at least twenty one (21) days' notice to all members of the holding of a General Meeting or Referendum and such notice shall specify the nature of the business to be transacted or poll to be taken.

## **16 AGM**

- a) The AGM will be held in conjunction with the Annual Conference
- b) The AGM will be conducted according to policy and procedure following a mandatory 21 days' notice to members
- c) The purpose of the AGM is to be as follows:
  - i) To receive reports and audited balance sheet and statement of accounts for the preceding year
  - ii) To consider and conduct such other business as may properly be brought forward
  - iii) To consider resolutions from members

## **17 The Annual Conference of the Federation**

- a) The NZPF Annual Conference will be organised according to policy and procedure as directed by National Executive
- b) All proposals for hosting future conferences must be submitted three months prior to any Annual Meeting to the National Executive, who will consider the proposals, decide on the venue/association, and announce the decision at the earliest opportunity.

This '**Constitution and Rules**' was adopted at the Annual General Meeting of the New Zealand Principals' Federation (Incorporated) held in Queenstown in July 2010.

Printed and Published by Order of the National Executive.