



*New Zealand Principals' Federation
Annual General Meeting
2013*

Thursday, 11 July 2013

4:00 pm

Heaphy Rooms
Claudelands Convention & Exhibition Centre
Hamilton

www.nzpfconference.co.nz



NEW ZEALAND PRINCIPALS' FEDERATION

ANNUAL GENERAL MEETING 2013

TABLE OF CONTENTS

SECTION A

- 2 Mission Statement and Vision
- 3 Executive, Kaumatua, Life Members, Associates of NZPF and Service with Distinction Awards
- 4 Past Presidents, Secretaries and Treasurers
- 5 Executive Members 1982 - 2013
- 6 NZPF Business Partners

SECTION B

- 10 Agenda
- 11 Standing Orders
- 19 Minutes of Previous Annual General Meeting
- 21 President's Report
- 25 Membership Statistics
- 28 Financial Report and Statement of Accounts
- 38 Constitution Remit

SECTION C

- 50 New Zealand Principals' Federation Constitution





MISSION STATEMENT

*To provide a professional voice and support for principals
as they lead New Zealand schools*



VISION

*The most respected and influential advocate for
New Zealand's school principals*

NEW ZEALAND PRINCIPALS' FEDERATION

NATIONAL EXECUTIVE 2013

President	Philip Harding	Christchurch	Canterbury
Past President	Paul Drummond	Tahunanui	Nelson
Vice President	Ernie Buutveld	Havelock	Marlborough
National Secretary	Julie Hepburn	Red Beach	Auckland
Financial Convener	David Ellery	Howick	Auckland
Executive	Gavin Beere	Manurewa	Auckland
	Kevin Bush	Papakura	Auckland
	Whetu Cormick	Dunedin	Otago
	Sally Direen	Dunedin	Otago
	Keri Milne-Ihimaera	Moerewa	Northland
	Phil Palfrey	Manurewa	Auckland
	Peter Simpson	Christchurch	Canterbury
	Iain Taylor	Manurewa	Auckland
	Denise Torrey	Christchurch	Canterbury
	Peter Witana	Kawakawa	Northland
Kaumatua	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 (dec)	2001
John Cunningham	2001
Dick Connolly (dec)	2002
Tauri Morgan	2004
Marilyn Yeoman	2005
Lester Flockton	2005
Gavin Price	2009
Russell Young	2009
Nola Hambleton	2012
Barry Hambleton	2012
Madeleine East	2012

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
Paddy Ford	2012

SERVICE WITH DISTINCTION

Ken Morris	1989	Murray Burton	2008
Joan Scanlan	1990	Bruce Robertson	2010
Alan Bond	1990	Paul Kennedy	2012
John Cornish	1990	Perry Rush	2012
Carl Olivercrona	1991	John Bangma	2012
Grahame Smith	1993	Denise Torrey	2012
Colin McCormack	1993	Philip Harding	2012
Kelvin Bennett	1993		
Peter De'Ath	1994		
Lorraine Nikora	1994		
Christine Gardiner	1995		
John Cunningham	1996		
Alan Upston	1996		
Brian Davidson	2007		
Alan Straker	2007		
Harvey Porteous	2007		

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 Buttveld	2009-2010
Peter Simpson	2011
Paul Drummond	2012

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 - 2013

Ron McDonald	1982-1983	Judy Hanna	1994-2008
David Peterson	1982-1983	Peter Whatt	1994-2000
Bruce Adin	1982-1984	Jenny Earle	1995-2004
Jack Archibald	1982-1984	Alistair Kay	1995-1996
Jock Spence	1982-1985	Pat Newman	1995-2007
Grahame Smith	1982-1986	<i>(Membership Registrar 97-04)</i>	
<i>(Membership Registrar 84-86)</i>		Colleen Murray/Gray	1996-2009
Ross Agnew	1982-1987	Gavin Price	1996-2004
<i>(Treasurer 82-85)</i>		Bruce Robertson	1996-1998
Ian Payne	1982-1987	Iain Taylor	1996-1997
Tom Brown	1982-1988	Martin Bate	1997-1999
Don Le Prou	1982-1989	<i>(Editor 98-99)</i>	
Joan Scanlan	1982-1989	Liz Sissons	1997-2000
Ross Whimp	1982-1993	Kelvin Squire	1997-2006
<i>(Membership Registrar 86-93)</i>		Madeleine East	1998-2006
Sister M Monaghan]	1983-1984	Marion Fitchett	1999-2007
Sister Anne Warren]		<i>(Editor 99-07)</i>	
Ken Morris	1983-1989	Barry Hambleton	1999-2009
<i>(Editor 84-89)</i>		Paddy Ford	2000-2009
Monty Morrison	1984-1986	Julie Hepburn	2000-2003
<i>(Treasurer 85-86)</i>		Peter Simpson	2000-
Colin McCormack	1984-1987	Peter Gunn	2001-2002
John Newman	1984-1987	Ernie Buutveld	2002-
Kelvin Bennett	1984-1992	<i>(Membership Registrar 05-07)</i>	
June Scott	1985-1986	Linda Woon	2002-2005
Peter Corrigan	1985-1988	Liz Millar	2003-2011
John Cornish	1985-1990	Mark Ellis	2005-2006
Russell Young	1985-2002	Julie Hepburn	2005-
<i>(Treasurer 86-2002)</i>		Jacqui Duncan	2006-2010
Con Coffey	1985-1990	Paul Drummond	2007-
Robin Clegg	1986-1987	David Ellery	2007-
Hettie Tapsell	1986-1989	<i>(Treasurer 08-)</i>	
Alan Bond	1987-1990	Peter Witana	2007-
Jean Packman	1987-1995	Sally Direen	2008-
Christine Gardiner	1987-1992	Phil Palfrey	2008-
John Boyens	1987-1993	Philip Harding	2009-
John Cunningham	1987-1996	Gavin Beere	2010-
Carl Olivercrona	1987-1990	Kevin Bush	2010-
Robin Penman	1989-1990	Wayne Facer	2010-2010
Dick Connolly	1989-2000	Marlene Campbell	2011-2012
Tony Draaijer	1989-1996	Keri-Milne Ihimaera	2011-
<i>(Membership Registrar 94-96)</i>		Whetu Cormick	2011-
John Fleming	1989-1997	Denise Torrey	2012-
Bevyn Gibson	1989-1991	Iain Taylor	2013-
Geoff Lovegrove	1989-2010		
<i>(Editor 89-97,08-10) (Tres 02-08)</i>			
Marilyn Yeoman	1990-1999		
Renetta Dennis	1991-1994		
Nola Hambleton	1991-2001		
Dave Winefield	1991-1995		
Tony Rzoska	1992-1995		
Muriwai Jones	1993-1994		
Tauri Morgan	1993-1997		
Pererika Twist	1993-1995		

NEW ZEALAND PRINCIPALS' FEDERATION

BUSINESS PARTNERS

GOLD



Education Services Ltd

PO Box 46

New Plymouth 4340

Phone: 06 757 5489

www.educationservices.co.nz



Furnware

PO Box 1

Hastings 4156

Phone: 06 879 9170

www.furnware.co.nz



Konica Minolta Business Solutions New Zealand Limited

Private Bag 92 635

Symonds Street

Auckland 1150

Phone: 09 356 6000

www.konicaminolta.co.nz



PhotoLife Studios Limited

PO Box 97-399

Manukau

Auckland 2241

Phone: 09 262 1040

www.photolife.co.nz



Scholastic New Zealand Limited

Private Bag 94407

Botany

Manukau 2163

Phone: 09 274 8112

www.scholastic.co.nz

SILVER



ALSCO

PO Box 74450
Greenlane
Auckland 1546
Phone: 09 524 3222
www.alsco.co.nz



Footsteps Dance Company

PO Box 521
Stirling
South Australia 5152
Phone: 0800 66 66 88
www.footstepsdc.co.nz



Lundia Shelving Limited

PO Box 14216
Panmure
Auckland 1741
Phone: 09 528 5304
www.lundia.co.nz



Programmed Property Services

PO Box 12742
Penrose
Auckland 1642
Phone: 09 571 0610
www.programmed.co.nz



Safe Kids in Daily Supervision Ltd

PO Box 259262
Botany
Auckland 2163
Phone: 09 576 6602
www.skids.co.nz



Telecom

PO Box 293
Wellington 6140
Phone: 04 498 9369
www.telecom.co.nz

BRONZE



ASB Bank Limited
PO Box 35
Shortland Street
Auckland 1140
Phone: 0800 803 804
www.asb.co.nz



CallPlus
PO Box 108-109
Symonds Street
Auckland 1150
Phone: 0800 89 2 225
www.callplus.co.nz



Crest Commercial Cleaning Ltd
PO Box 740
Dunedin 9054
Phone: 0800 273 780
www.crestclean.co.nz



Equico Limited
PO Box 6745
Wellesley Street
Auckland 1144
Phone: 0800 378 426
www.equico.co.nz



Health Promotion Agency
PO Box 2142
Wellington 6140
Phone: 04 912 0195
www.hpa.org.nz



Maths Buddy
PO Box 741
Masterton 5810
Phone: 06 377 3744
www.mathsbuddy.co.nz

**MUSAC**

Massey University
Private Bag 11222
Palmerston North 4442
Phone: 0800 600 159
www.musac.co.nz

**Norrcom Ltd**

PO Box 2129
Raumati Beach
Paraparaumu 5255
Phone: 04 905 6940
www.norrcom.com

**OfficeMax New Zealand Limited**

PO Box 5024
Wellesley Street
Auckland 1141
Phone: 0800 577 700
www.officemax.co.nz

**Postie Plus Group Limited**

PO Box 112085
Penrose
Auckland 1642
Phone: 0800 507 807
www.schooltex.co.nz

**Videopro NZ Ltd**

PO Box 19051
Wellington 6149
Phone: 0800 PRESENTATION
www.videopro.co.nz

NEW ZEALAND PRINCIPALS' FEDERATION

AGENDA FOR 32nd ANNUAL GENERAL MEETING

Thursday, 11 July 2013 at 4:00 pm
Heaphy Rooms, Claudelands Convention & Exhibition Centre, Hamilton

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 31st Annual General Meeting

Corrections to Minutes
Matters arising

Correspondence

Matters arising

President's Report

Philip Harding

Membership Statistics

Ernie Buutveld

Financial Report and Statement of Accounts

Appointment of Auditor

David Ellery

Constitution Remit

Ernie Buutveld

General Business

1. The PaCT Tool Position

Motion

That the New Zealand Principals' Federation recommends to its membership that the PaCT tool and its development process should continue to be boycotted by schools from any co-operation, engagement, trialling, or use.

Next Annual General Meeting

Thursday, 25 September 2014
Surrey Park Sports Centre, Invercargill

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 10.30 pm.

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 31st Annual General Meeting held in Melbourne on 20 September 2012
Melbourne Exhibition Centre, Melbourne

- STARTING TIME:** 4.40 pm
- PRESIDENT:** P Drummond
- KARAKIA:** P Witana
- IDENTIFICATION OF MEMBERS:** President P Drummond declared that we have a quorum
- ACKNOWLEDGEMENT:** Life members attending: N Hambleton, B Hambleton, M East
President P Drummond welcomed those members attending
- APOLOGIES:** Tauri Morgan, Greg Lewis, Brent Caldwell, Hamish McDonald
- MOVED "That the apologies be accepted"**
AGREED Chair
- CONFIRMATION OF STANDING ORDERS:** **MOVED "That the standing orders be accepted"**
AGREED P Simpson/J Hepburn
- ADOPTION OF AGENDA:** **MOVED "That the agenda be adopted"**
AGREED D Torrey/G Lovegrove
- MINUTES:** **MOVED "That the minutes of the 30th Annual General Meeting be confirmed"**
AGREED P Harding/J Hanna
- MATTERS ARISING:** Nil
- CORRESPONDENCE:** Nil
- PRESIDENT'S REPORT:** President P Drummond delivered his report, highlighting the service of Liz Millar over a number of years
- MOVED "That the President's report be adopted"**
AGREED Chair
- MEMBERSHIP STATISTICS:** As recorded in the AGM Booklet
- MOVED "That the membership statistics report be adopted"**
AGREED E Buutveld/K Bush
- FINANCIAL REPORT:**
- Noted that 2011 presented financial demands which reflect the challenges the sector faces
 - The Federation is in a strong financial position with a net worth of just over \$817,000

- With the support of Business Partnerships and good management NZPF has been able to extend activities and respond to demands
- NZPF has contracted Education Services Ltd and as a result has redesigned and refined the financial systems
- For the past two years NZPF has run deficit budgets, which whilst planned, would not want to become a prolonged practice
- One major change has been the establishment of a full time Executive Officer position which will have on-going resourcing implications
- Acknowledgement of Education Services Ltd and the NZPF Office Manager for maintaining reliable and timely financial records
- There was a request from the floor that the budget and full chart of accounts be included with the 2013 annual financial report

MOVED “That the audited financial report, year ended 2011 be adopted” **AGREED D Ellery/I Unasa**

MOVED “That the firm of Grant Thornton be re-appointed as auditors for the 2012 financial year”
AGREED D Ellery/ C Stuart

MEMBERSHIP

SUBSCRIPTION PROPOSAL: MOVED “That the annual subscription rates remain the same as the 2012 rates for 2013”
AGREED D Ellery/G Lovegrove

GENERAL BUSINESS:

Direction of Education in New Zealand

- NZPF member raised the issue of the current direction education is taking in New Zealand
- Suggested that NZPF calls for a public debate involving all political parties and the sector so that alternative views can be presented
- Intended outcome would be to establish a cross-party accord
- The 2012 Trans-Tasman conference could be used as a catalyst for this debate
- Noted that political ideology can change through public pressure

NEXT ANNUAL GENERAL MEETING:

President P Drummond invited all members to meet in Hamilton on 11 July 2013 for the next Annual General Meeting.

CLOSURE: P Witana

The President closed the 31st Annual General Meeting at 5.35 pm

PRESIDENT'S REPORT



Tena koutou katoa

This report covers the activities of NZPF for the 2012 year. It was a year in which NZPF made many gains, most significantly with its public profile. Paul Drummond, as president, built on the work of Peter Simpson before him in developing strong relationships with media and establishing NZPF as a credible and relevant public voice on all topics relating to the compulsory school sector. I acknowledge Paul's leadership and commend him for his dedication and unwavering advocacy for principals throughout his tenure.

I acknowledge too the work of the executive committee, and in particular the important progress that was made with our strategic direction. Establishing a clear, thoughtful and relevant strategic platform is critical to the work of NZPF. It is this base that sets the values and direction from which all of our work flows. I thank also the regional association presidents who attended the 2012 Moot and gave us invaluable feedback on the vision and plans for the year. Incorporating the members' views strengthened our position and gave the NZPF president and executive committee confidence in their work.

A high proportion of school principals right across the compulsory spectrum subscribe to NZPF and we extend a vote of thanks to you all for the confidence and trust you place in the NZPF president and executive committee to fairly and accurately represent you. NZPF invests heavily in advocacy work, professional learning development (PLD), communications and support services for members. This report will focus on these and some of the year's highlights.

Political Landscape and NZPF Strategy (Charter)

The new stream-lined NZPF charter gave very clear direction for NZPF's 2012 initiatives and activities. The set of agreed principles which emerged from the 2012 Moot set a platform for NZPF. They included: protecting our quality public education system; maintaining open, collaborative and constructive relationships with Government; supporting the investment of governance and ownership of schools and curriculum with local communities; and providing the children of New Zealand with relevant life-long competencies.

In 2012 the Government's broader economic agenda for education became more transparent. Through sharing the experiences of our international colleagues, we reached the conclusion that New Zealand, like so many other countries, had joined the 'Global Education Reform Movement' (GERM), where education is seen as a commodity which can be bought and exchanged in the marketplace. It is a shift in thinking about education as a product rather than a process of individual children's learning progression and thus relies heavily on the collection of data such as performance data to measure outcomes. It requires public sharing of that data as a form of accountability (Public Achievement Information) and the analysis of data statistics to determine future investment.

The NZ Government's rationale for taking this direction is that Māori, Pacific Island, special needs and children of lower socio economic status are disproportionately not enjoying satisfactory levels of educational success. Whilst acknowledging the many 'outside-of-school' factors that influence learning for these children, NZPF shares the view that we can do better for these children. NZPF has never believed that a major philosophical shift from the principles driving our high quality public education system, through which the vast majority of New Zealand children flourish alongside the top achievers of the world, would ever be the solution to that problem. Whilst NZPF is powerless to alter any Government's choice of direction, it has an ethical responsibility to rise above politics and remain focused on what it knows as a profession is in the best interests of all children. Consequently in 2012 NZPF developed a strategic position to take the professional high ground in all educational matters, and to share with the public its considered views on the various issues.

Below are listed some of the highlights from 2012:

- 1 NZPF maintained its position that the national standards are fundamentally flawed and continued to call for a complete review of them; actions emerging from the provision of national standards data to the Ministry, including publishing of data on the 'Education Counts' website and allowing the media to construct school league tables were strongly opposed. NZPF objections included that there is a great deal more to a school than the children's performance in two subject areas; publishing national standards data as if it gave a full picture of a school's performance is misleading and because the national standards remain open to interpretation, the data are unreliable. Advice for inclusion in school newsletters was issued by NZPF about the dangers of league tables. Despite repeated requests of the Ministry to keep the national standards data safe and not make it available to the media, no action was taken by the Ministry to protect it.
- 2 The Government introduced a policy to increase class sizes in order to release money to improve the quality of teachers. The Government's rationale was that it is teacher quality that makes a difference for priority learners, not the size of the class. The plan was to introduce higher entry level to teacher training and raise the teacher qualification to post-graduate. NZPF strongly opposed increasing class sizes because for priority learners the research is clear that smaller classes are preferable. The policy was no more popular with parents than with professionals and the Government did a U-turn, withdrawing the policy.
- 3 In the wake of this policy U-turn, Minister Parata set up Ministerial Forums. Membership of the forums was wide ranging but not representative. The forums covered topics from teacher quality to public achievement information. Like the National Standards Sector Advisory Group (NSSAG) before them, it is now becoming clear that the forums are less about debating policy and more about implementation of Government policy even though constructive debates do take place at times.
- 4 NZPF continued to meet regularly with all opposition parties and with the Minister to advance the NZPF position and to endeavour to persuade the Minister to reflect on the consequences of the Government's direction. It is unlikely that the Government will change its direction for education but we do convey to the Minister the negative consequences of some of the more radical Government policies. Opposition parties are all in agreement with our position that the current direction for education will not achieve better results for priority learners and that the Government's goal to have every child succeeding in reaching or exceeding National Standards, is unrealistic. Both Labour, Greens and NZ First parties have asked questions in the House on our behalf including questions on national standards, charter schools, undermining of public education, quality education, increasing class sizes, Novopay and the Global Education Reform Movement.
- 5 Relationships, formerly severed between NZPF, the Minister and Ministry personnel, due to NZPF's objection to national standards and vote of no confidence in the Government's policy direction (2011), were restored and NZPF once again was invited to join a variety of reference groups. The Minister made it clear that despite differences she valued the NZPF view and frequently sought the president's opinion on issues, separate from any forum.
- 6 Noting that Māori children across the nation are not enjoying the level of academic success they should, NZPF began work on a PLD initiative to help principals in mainstream schools implement practices that will develop the right type of school culture within which Māori children can enjoy success. This initiative is in conjunction with MOE. The Minister fully supports the initiative and is pleased that it will be led by the profession.
- 7 The launching of Novopay to replace Datacom as the Education payroll system could not have been more disastrous for the Government and the MOE. The multiple systemic faults became increasingly worse creating serious problems for the vast majority of schools with teachers under-paid, over-paid or not paid at all. The NZPF president frequently fronted the media on this issue, advocating for support for schools, payroll staff and principals throughout the debacle. TV3's Campbell Live in particular covered the Novopay saga on a nightly basis for many weeks and there was no shortage of horror stories. Novopay dominated education politics for many months and by the end of the year, after two changes of lead Ministers, the system was still not functioning successfully.

- 8 The announcement to alter the Education Amendment Act to allow for the introduction of charter schools was made in August 2012. Features include that teachers and principals of charter schools would not have to be trained and registered; charter schools would be run as private businesses funded by public money; charter schools would not be bound by the Official Information Act as all other publicly funded entities. The Government's rationale for charter schools is to provide an additional schooling option to address the 'tail of underachievement'. Research from overseas indicates that charter schools overall make no difference to student achievement, increase societal inequities and threaten the viability of public school systems.
- 9 It was agreed that both nationally and regionally NZPF members would work hard at getting positive stories out into the media, particularly those celebrating the NZC, and continue to remind the public that NZ's education achievements are up with the very best in the OECD world.
- 10 Throughout the year NZPF worked closely with its allies in the education sector, especially on common issues. As more issues emerged that had the potential to derail the high quality public education system, these groups galvanised and became the 'G7'. The seven groups included all school principals' associations and federations, all teacher unions both secondary and primary and the NZ School Trustees' Association. The 'G7' issued several joint media statements and strategised together on the common issues.

Political events throughout 2012 did little to lift the morale of a hard working profession dedicated to the educational progress of the children of New Zealand and supporting each other to provide the very best educational experiences for those in their charge. Maintaining high standards of ethics in doing what principals know to be right was becoming increasingly difficult in the face of Government policy which works against what is in the best interests of children.

Christchurch

Minister Parata launched the educational renewal plan for Christchurch city at a special meeting in May 2012. The announcement did not find favour amongst Christchurch colleagues who recognised the inaccuracies in the information on which decisions were made. Further the announcement came as a 'fait accompli' rather than as a proposal for communities to consider and provide feedback. Christchurch colleagues were affronted by the lack of consultation and lack of opportunity to correct the incorrect information being used as rationale for mergers and closures, particularly as the demographics of Christchurch were still wildly unstable. The media did however cover the issue well and in the end public pressure forced a rethink. After a consultation period, the Minister back-tracked and changes were made with fewer schools merging and closing.

Te Ariki Professional Development

It is with great sorrow that NZPF acknowledges the passing of Dr David Stewart, NZPF Life member, in January 2013. Te Ariki was David's creation and his stamp will remain indelibly imprinted on the project. He was the originating director of the Te Ariki project which was funded by the Ministry in its pilot phase. David lived to see the project evolve to be administered and independently funded by the Te Ariki Trust and mature into the only fully independent PLD available to principals in New Zealand. Te Ariki, based on a 'quality circles' structure of continuous improvement through reflection grew in credibility over the years, and continues to grow under a regional directorship structure. It is one of the very few PLD options that allows principals to link from charter goals to teacher practice to children's achievement and is a perfect on-going system of principal and teacher performance appraisal.

David is a great loss to the profession not just for his outstanding work in developing the Te Ariki project but also for the extensive research he conducted in many educational areas in the course of his career. He will be sadly missed.

NZPF Services and Communications

Alongside the representational and advocacy work NZPF continued to offer services to members including the legal support scheme; the helpline, which is run on a roster basis by the NZPF executive committee members; various awards schemes, including the Don Le Prou and Rural Teaching Principals' Awards; support for the Te Ariki Trust; the provision of enrolment forms; communications channels, including NZPF National Office; the weekly Federation Flyer; the

quarterly magazine *NZ Principal*; and the NZPF website. Special thanks are extended to all those involved in the administration and execution of these NZPF services.

NZPF Conference - Melbourne

The September 2012 conference was in collaboration with our Australian counterparts and was held in the stunning Melbourne Convention Centre on the banks of the Yarra River. It was well attended with over 1400 delegates, 700 of whom were New Zealand principals. The opening ceremony was held at the hallowed Melbourne Cricket Ground and delegates appreciated the status accompanying this choice of venue.

Most importantly the programme was relevant and timely and included highly respected international experts who provided hard research evidence that the current agenda and direction for education in both Australia and New Zealand is misguided and will not prepare students for 21st century life. The Global Education Reform Movement was discredited by all the international experts which gave delegates from both sides of the Tasman confidence that their objections were well founded. Professor Yong Zhao asked the delegates to consider why China was not celebrating its number one position in the world on international measures. He answered his own question by telling the audience that focusing on test results takes the focus off developing creativity and entrepreneurship which are the two things China needs most. To be successful in the 21st century, he assured the delegates, children most need to be encouraged in critical thinking, problem solving, creativity, collaboration, innovation and entrepreneurship.

Executive Committee

The 2012 executive team was a great pleasure to lead and was unfalteringly supportive throughout Paul's Presidency. The work of the executive is critical to the successful functioning of the Federation and it would be quite impossible to fulfil the obligations of the president's role without the ground work and guidance of the executive. This creates additional work load for executive members who continue to run their own schools. In addition a number of the executive represent the membership on a variety of sector reference groups both nationally and regionally and special thanks are extended to those members for carrying out these extra duties so professionally.

The additional work in 2012 of our Māori representatives on the executive committee is also acknowledged. This group led the entire executive through a professional development programme in Māoritanga across the whole year. From teaching the executive meeting protocols, Tikanga Māori and new waiata to organising and delivering the full Marae experience at the most celebrated Marae of all, Te Tii Marae in Waitangi, we are deeply grateful.

Finally the executive committee is acknowledged for the way in which they have supported other principals in their regions, conducted surveys, written submissions and taken every opportunity to advocate for their principal colleagues. The collective work undertaken and the achievements realised are a source of great pride.

Staff

Our small staff of Executive Officer, Liz Hawes, Office Manager, Jan Franklin and Administrator, Susan Veldhuizen is a highly conscientious team supporting the work of the president and executive. I extend my thanks to them all.

Conclusion

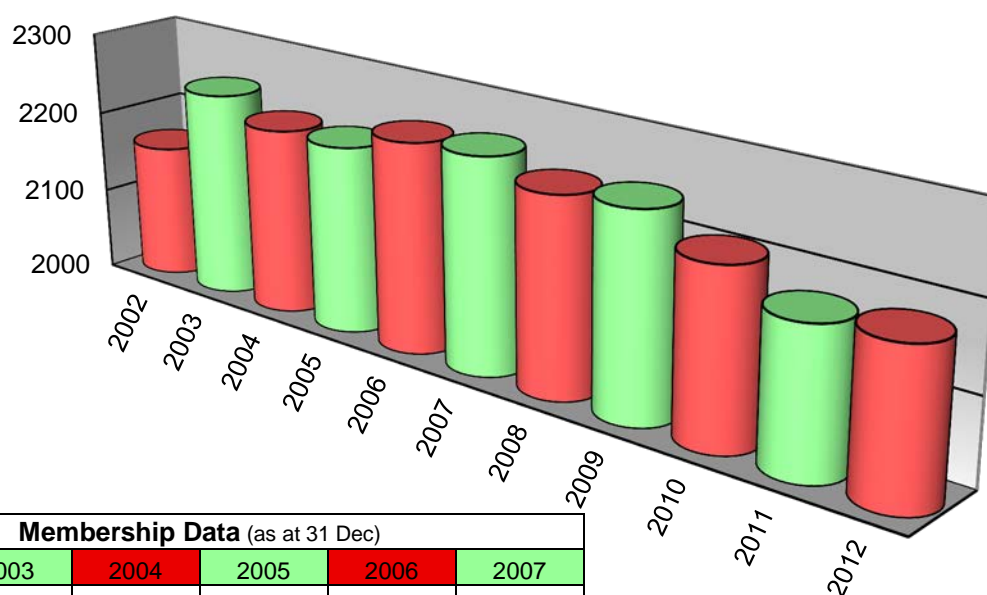
2012 was fraught with the same political agenda as 2011 and it is becoming more and more difficult for the profession to rise above the politics and continue to focus their schools on what is right and offers the best education for children.

It is the broad and rich New Zealand Curriculum, the well trained teaching staff and strong relationships schools have with their communities that combine to give New Zealand one of the very best education systems in the world. Professionals will always want to do better especially for those students who are not yet succeeding well. As national leader in 2012, Paul Drummond advocated strongly to keep the focus on the children and not be distracted by political issues which do not help achieve better results for children.

Philip Harding
NZPF President

MEMBERSHIP STATISTICS

MEMBERSHIP NUMBERS



2002	2003	2004	2005	2006	2007
2162	2248	2224	2224	2250	2255
2008	2009	2010	2011	2012	2013
2234	2241	2206	2171	2178	

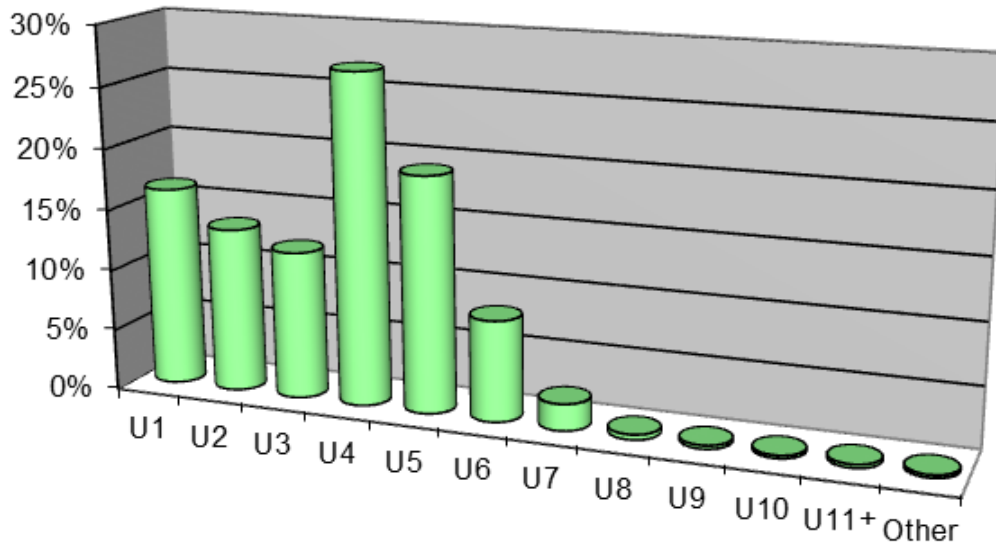
Comparison 2002 – 2012 ~ Grades as % of Total Membership

Grade	U 1	U 2	U 3	U 4	U 5	U 6	U 7+	Other	Totals
2002	16%	16%	11%	27%	19%	9%	2%	0%	100%
2003	16%	16%	11%	27%	19%	9%	2%	0%	100%
2004	16%	15%	12%	26%	19%	9%	3%	0%	100%
2005	15%	15%	12%	26%	20%	9%	3%	0%	100%
2006	15%	15%	11%	26%	20%	9%	4%	0%	100%
2007	15%	14%	12%	26%	19%	9%	4%	1%	100%
2008	15%	14%	12%	26%	19%	9%	4%	1%	100%
2009	16%	14%	11%	26%	19%	8%	5%	1%	100%
2010	16%	14%	12%	26%	19%	8%	4%	1%	100%
2011	16%	14%	12%	26%	20%	8%	4%	0%	100%
2012	16%	13%	12%	27%	19%	8%	3%	0%	100%
Members	353	291	261	583	416	178	73	23	2178
Possible	404	322	283	629	472	250	173	29	2562
Percentage	87%	90%	92%	93%	88%	71%	42%	79%	85%
Non Members	51	31	22	46	56	72	100	6	384

Membership

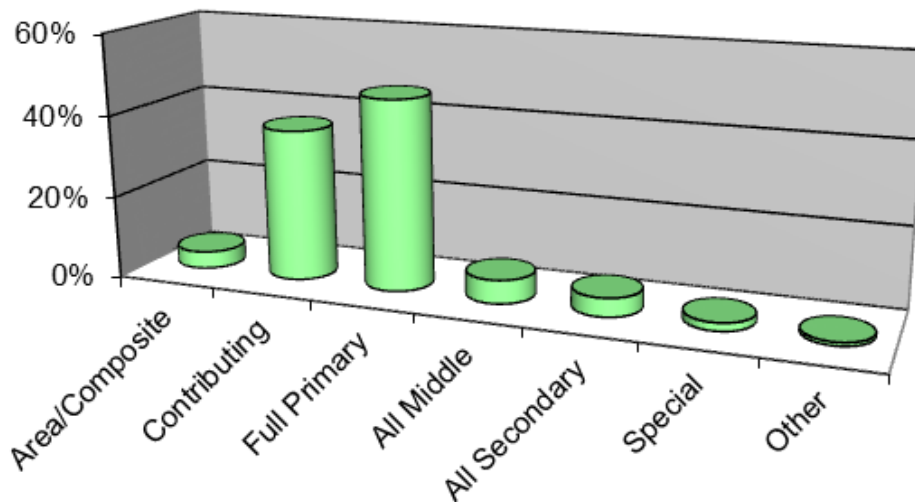
In the table above all types of schools have been included across U grades. These proportions have remained very stable over the years. It is only when types of schools are further disaggregated that some fluctuation seems to occur - particularly secondary schools waiver in their membership numbers. With their own national associations (SPANZ & PPTA) secondary school membership can stray anywhere from about 25% to 35% of all secondary schools. Over the 2011 - 2012 period secondary school membership rose by 1% to 29%.

Membership Composition by Grade (Dec 2012)

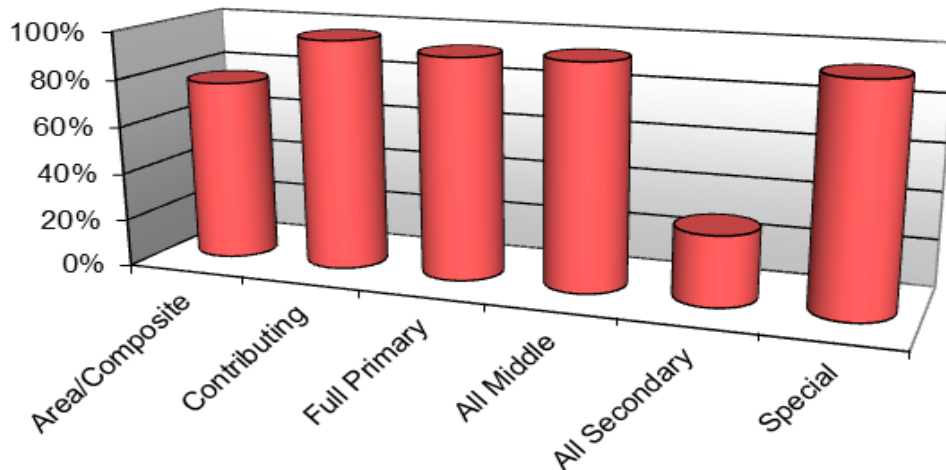


Again figures have remained very stable with very small changes ie 1% increase in contributing and secondary schools, area/composite and full primary schools remaining at 76% and 93% respectively. Special schools dropped 3% to 93% and intermediate/middle schools down 1 to 94%. These changes often reflect the number of closures and mergers across the country. We are likely to see more of this as Canterbury works its way through recent announcements. Overall the membership numbers remain very similar to previous years.

Membership Composition by Type (Dec 2012)



Membership of Institution Type (Dec 2012)

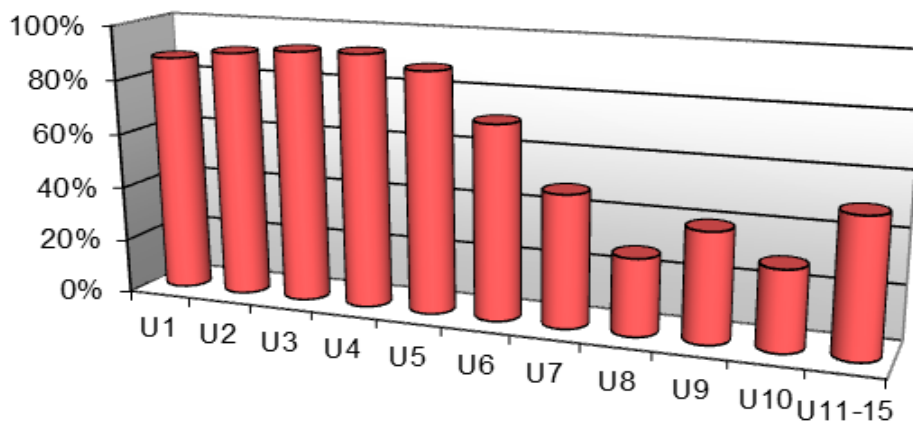


The most important responsibility NZPF has is its advocacy role. The NZPF voice is much stronger when the membership level is high. Members can feel confident that when their president is speaking on their behalf, they are being represented as one very influential voice. It is thus important to keep the membership levels high in order to maintain influence, credibility and relevance.

Membership representation as at 31 December 2012...

- 94.6% of New Zealand's primary schools (97% contributing, 94% int/middle, 93% full)
- 93% of special schools
- 76% of area/composite schools
- 29% of secondary schools

Membership of Grade (Dec 2012)



Subscription Income (GST Inclusive)

2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
\$439 255	\$440 133	\$455 021	\$451 021	\$456 579	\$461 332	\$506 644	\$500 289	\$502 086	\$492 616	\$471 217	549,251

NEW ZEALAND PRINCIPALS' FEDERATION

FINANCE REPORT Year Ending 31 December 2012

The 2012 audited accounts of the New Zealand Principals' Federation follow this commentary.

2012 was another full year for the Federation as we responded to new initiatives in education. Thanks to prudent management and the very successful Trans-Tasman conference, we have come through the year with a positive financial result. The Statement of Financial Position gives an overview of our financial situation compared with 2011. Our net worth at year end was \$1,008,470. Income over expenditure resulted in a net surplus after tax of \$191,101. Our working capital of \$730,580 equates to approximately 7 months operating costs and is considered to be at a very satisfactory level. The current ratio (ie assets divided by liabilities) of 10.2 puts the Federation in good short-term financial standing.

With the support of business partnerships and prudent management of expenditure in 2012, the Federation has been able to extend its operations and respond to membership calls for action over the on-going challenges in education.

Some significant aspects in 2012

- Revenue from subscriptions increased by 16.5% due to subscriptions increase
- Revenue from trading income increased by 33.6% assisted by Trans-Tasman conference profit
- Revenue from business partnerships increased by 17.8% due to additional partners
- Taxation expense increased by 95% due to changed method of calculation
- Overall expenditure decreased by 15% due to fewer meetings and less reliance on media and advocacy advice
- Working capital increased by 37.7% (\$199,899)
- Non-current asset base remains relatively consistent. Reduced 3% due to depreciation

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 executive team works hard to maintain excellent relationships with our corporate partners and I thank convener Gavin Beere, Sally Direen and Philip Harding for their efforts. Special thanks to Education Services and Office Manager 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. Education Services Ltd has provided timely and accurate reports each month and on-going advice when needed.

We enter 2013 on a sound financial footing; however, we will need to respond to on-going challenges in education and to the role of the principal. There will be continued demands on our financial resources which will need careful management, so that our organisation remains secure.

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
Finance Convener

Independent Auditor's Report

Audit

Grant Thornton New Zealand Audit Partnership
Level 15, Grant Thornton House
215 Lambton Quay
PO Box 10712
Wellington 6143
T +64 (0)4 474 8500
F +64 (0)4 474 8509
www.granthornton.co.nz

To the Members of 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 6, which comprise the Statement of Financial Position as at 31 December 2012 and the Statement of Financial Performance, Statement of Movements in Equity for the year then ended, and a summary of significant accounting policies and other explanatory information.

Executive Committee Members' responsibilities

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

Auditor's responsibilities

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 of financial statements that present fairly the matters to which they relate 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 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.

Our firm carries out other assignments for New Zealand Principals Federation (Inc) in the area of taxation. The firm has no other interest in the New Zealand Principals Federation (Inc).

Opinion

In our opinion, the financial statements on pages 2 to 6 present fairly, in all material respects, the financial position of New Zealand Principals Federation (Inc) as at 31 December 2012, and its financial performance, for the year then ended in accordance with generally accepted accounting practice in New Zealand.



Grant Thornton New Zealand Audit Partnership
Wellington, New Zealand
28 June 2013

INDEX

**New Zealand Principals Federation
Financial Statements
For the year ended 31 December 2012**

1	Statement of Financial Responsibility
2	Statement of Financial Performance
3	Statement of Movements in Equity
4	Statement of Financial Position
5-6	Notes to the Financial Statements


**New Zealand Principals Federation
Statement of Financial Responsibility
For the year ended 31 December 2012**

Statement of Financial Responsibility

The Society accepts responsibility for the preparation of these annual financial statements and the judgements used within.

The Board accepts responsibility for establishing and maintaining a system of internal control designed to provide reasonable assurances as to the integrity and reliability of financial reporting.

In our opinion the annual financial statements for the financial year fairly reflect the financial position and operations of the Society.



President



Treasurer

Dated: 28, 6, 2013

**New Zealand Principals Federation
Statement of Financial Performance
For the year ended 31 December 2012**

	2012 Actual	2011 Actual
INCOME		
Membership	549,252	471,217
Trading Income	163,033	121,961
Business Partnerships	329,043	279,348
Ariki Project	0	63,428
Interest	24,022	26,069
Other Income	5,794	7,996
Forms	30,752	32,681
	<u>1,101,896</u>	<u>1,002,700</u>
LESS EXPENDITURE		
Trading Expenditure	44,277	103,876
Business Partnerships	61,685	1,982
Depreciation	12,774	13,868
Infrastructure/operations	364,877	332,768
Leadership	143,853	173,245
Ariki Project	0	83,928
Membership Representation	215,405	257,930
International Relations	8,964	32,732
Membership Support	44,873	53,473
Other Expenses	0	130
	<u>896,708</u>	<u>1,053,932</u>
NET SURPLUS (DEFICIT) FOR YEAR BEFORE TAX	205,188	-51,232
Tax Expense	14,087	7,214
NET SURPLUS (DEFICIT) FOR YEAR AFTER TAX	<u><u>191,101</u></u>	<u><u>-58,446</u></u>

The notes and statements of accounting policies form part of and are to be read in conjunction with this financial statement.



**New Zealand Principals Federation
Statement of Movements in Equity
For the year ended 31 December 2012**

	2012 Actual	2011 Actual
Equity at the start of the year	817,369	875,815
Net surplus (deficit) for the year	<u>191,101</u>	<u>-58,446</u>
Total recognised revenues and expenses for the year	191,101	-58,446
Equity at the end of the year	<u><u>1,008,470</u></u>	<u><u>817,369</u></u>

The notes and statements of accounting policies form part of and are to be read in conjunction with this financial statement.



**New Zealand Principals Federation
Statement of Financial Position
As at 31 December 2012**

	NOTES	2012	2011
PUBLIC EQUITY		<u>1,008,470</u>	<u>817,369</u>
PRESENTED BY:			
CURRENT ASSETS			
Cash and Deposits		59,607	110,217
Investments		557,139	443,060
Accounts Receivable		173,991	16,584
Prepayments		13,347	12,941
GST Receivable		0	0
Stock		6,197	11,431
Conference Seeding-Grant Melbourne		<u>0</u>	<u>24,913</u>
		810,281	619,146
CURRENT LIABILITIES			
GST Payable		170	11,376
Accounts Payable		41,648	65,640
Income In Advance		8,785	5,217
ARIKI Project		0	2,351
Provision for Taxation	6	17,563	3,881
Annual Leave Accrual		<u>11,535</u>	<u>0</u>
		79,701	88,465
WORKING CAPITAL		730,580	530,681
NON-CURRENT ASSETS			
Fixed Assets	5	277,890	286,688
NET ASSETS		<u>1,008,470</u>	<u>817,369</u>

The notes and statements of accounting policies form part of and are to be read with conjunction with this financial statement.



**New Zealand Principals Federation
Statements of Accounting Policies
For the year ended 31 December 2012**

The New Zealand Principals' Federation is an incorporated society registered under the Incorporated Societies Act 1908 whose membership is comprised of subscribing schools and whose mission is to provide a professional voice and support for Principals as they lead New Zealand Schools.

The financial statements of the The New Zealand Principals' Federation are a general purpose report of the Boards activities only and have been prepared in accordance with generally accepted accounting practice and the Financial Reporting Act 1993.

i) 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.

ii) Specific Account 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	33 years
Computer Equipment	2 - 4 years
Office Equipment	4 - 10 years
Office Furniture	4 - 10 years

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 and 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

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

Many of the reporting exemptions available under the Framework have been applied.

Changes In Accounting Policy

There have been no changes in accounting policies since the date of the last financial report.



**New Zealand Principals Federation
Notes to the Financial Statements
For the year ended 31 December 2012**

2 Capital Commitments

There are no capital commitments as at 31 December 2012. (2011 Nil)

3 Contingencies

There are no contingent liabilities as at 31 December 2012. (2011 Nil)

4 Leasehold Commitments

In June 2011 the Federation signed a new agreement for the lease of their Wellington office space. The amounts outstanding on the agreement as at balance date are as follows:

	2012	2011
Due < 1 year	74,324	74,324
Due 2-5 years	55,743	130,067
	<u>130,067</u>	<u>204,391</u>

5 FIXED ASSET	31 December 2012				31 December 2011			
	Cost	Accum depn	Book value	Deprn	Cost	Accum depn	Book value	Deprn
Land and buildings	250,388	39,942	210,446	3,091	250,388	36,851	213,537	3,202
Chattles	1,317	693	624	69	1,317	623	694	77
Furniture and fittings	36,732	20,419	16,313	1,791	35,949	18,627	17,322	1,790
Office equipment	25,132	21,543	3,589	1,124	25,132	20,419	4,713	1,145
Leasehold improvements	87,209	44,453	42,756	4,488	87,210	39,966	47,244	4,959
Computer hardware	68,155	64,033	4,122	2,176	64,961	61,857	3,104	2,629
Computer software	5,677	5,637	40	34	5,676	5,602	74	66
	<u>474,610</u>	<u>196,720</u>	<u>277,890</u>	<u>12,773</u>	<u>470,633</u>	<u>183,945</u>	<u>286,688</u>	<u>13,868</u>

6 TAXATION

	2012	2011
Assessable Income	51,309	25,059
Less Deduction for Non Profit Status	-1,000	-1,000
Taxable Income After Non Profit Deduction	<u>50,309</u>	<u>24,059</u>
Taxation at 28%	14,087	7,218
Opening Taxation Asset/(Liability)	-3,881	-1,027
Taxation Paid/(Refund received) during year	405	4,364
Current years taxation	-14,087	-7,218
Closing Taxation Asset/(Liability)	<u>-17,563</u>	<u>-3,881</u>





Notice of Motion

Annual Meeting - Hamilton 11 July 2013

Moved on behalf of the National Executive by Ernie Buutveld

That the Federation's Constitution and Rules (2010) be rescinded and replaced with *Constitution and Rules* as contained hereunder.

National Executive

Review of Constitution & Rules

Background

As you are aware foundation documents such as constitutions, rules and policies are consulted when guidance is required. This ensures organisations remain in touch with their intended objectives. Over time membership approves changes and improvements to reflect changing times and situations. Since 2010 the National Executive sought guidance from the Constitution and Rules on a few occasions and found it offered little other than authority for the National Executive to create a procedure for any unforeseen circumstance. It was felt that more specific and transparent guidance was required and this became apparent when two legal opinions sought to clarify, actually conflicted.

It was decided to explore the engagement of a constitutional lawyer to upgrade the constitution and rules, essentially to translate/upgrade and clarify the constitution in its entirety thereby remove any ambiguity and making no substantive changes.

Actions

- NZPF seeks quote/estimate from constitutional lawyer (Mitchell Gault Law - Wellington)
- Executive appraised 5 April 2011 and lawyer proceeds with work
- Executive reviews draft August 2011 and subsequent drafts Dec 2011, Jan and Feb 2012
- Lawyer reviews again in Feb/Mar 2012 (some dozen items addressed)
- Paper prepared with version of March 2012 - considered by association presidents at Moot
- March 2012 meeting of National Executive considers discussion from Moot
- National Executive responds to feedback from Moot and beyond
- Work put aside for 2012 Annual Meeting with a view to rework
- May 2013 meeting considers formal notice of motion by exec to adopt revised constitution
- Redrafted and tidied prior to final discussion - fine detail checked
- June 2013 National Executive adopts final draft in anticipation of notice to members prior to Annual Meeting
- Annual Meeting considers motion during Hamilton conference

Result

Despite the journey and hours of careful drafting, nothing substantive has changed but Members and the National Executive will have greater clarity around the rules under which the Federation is constituted should this 2013 Constitution and Rules be adopted.

In 2010 changes moved and subsequently adopted in Queenstown, were individually drafted but agreed to collectively. The scope of this revision with the renumbering of sections would, if similarly treated, be too complex to follow hence the motion to rescind and replace the whole document.

The National Executive urges members to read carefully the whole document before consideration in Hamilton, ensuring an informed debate.



**NEW ZEALAND
PRINCIPALS' FEDERATION**
Ngā Tumuaki O Aotearoa

(INCORPORATED)

CONSTITUTION and RULES

(These rules rescind all previous rules)

TABLE OF CONTENTS

1	Constitution	11	Management by the National Executive
2	Name	12	National Secretary
3	Objects	13	Registered Office
4	Powers	14	Finance
5	Membership	15	Execution of Documents
6	Admission of Members	16	General Meetings
7	Subscriptions and Levies	17	Alteration of Rules
8	Cessation of Membership	18	The Annual Conference of the Federation
9	Re-admission of former Members	19	Standing Rules
10	Election of Officers and National Executive	20	Winding Up

1 Constitution

1.1 The Federation was incorporated at Wellington on 28 August 1992.

1.2 These rules were adopted by way of amendment on 11 July 2012.

2 Name

2.1 The name of the Federation is **New Zealand Principals' Federation Incorporated - Ngā Tumuaki o Aotearoa** ("the Federation").

3 Objects

3.1 The primary 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 and stakeholders;
- (f) Respect and recognise the principles of the Treaty of Waitangi in the context of the objects of the Federation;
- (g) Represent and promote the interests of members of the Federation, and
- (h) Do any act or thing incidental or conducive to the attainment of any of the above objects.

4 Powers

4.1 In addition to its statutory powers, the Federation:

- (a) May use such of its funds to pay the costs and expenses of furthering or carrying out its objects, and for that purpose may employ such people as may seem expedient;
- (b) May purchase, lease, hire or otherwise acquire, may exchange, and may sell, lease or otherwise dispose of property, rights or privileges to further or carry out its objects as may seem expedient;
- (c) May invest in any investment in which a trustee might invest;
- (d) Shall have the power to borrow or raise money by debenture, bonds, mortgage and other means, with or without security, but such borrowing powers shall not be exercised other than by the specific resolution of the National Executive, and
- (e) Subject to these rules and to the Act, shall have the rights powers and privileges of a natural person.

4.2 Notwithstanding any other provision, the Federation shall not expend any money:

- (a) Other than to further purposes recognised by law, nor
- (b) For the sole personal or individual benefit of any Member.

4.3 Any transactions between the Federation and any Member, Officer or Member of the National Executive, or any associated persons shall be at arms' length and in accordance with prevailing commercial terms on which the Federation would deal with third parties not associated with the Federation, and any payments made in respect of such transactions shall be limited to:

- (a) A fair and reasonable reward for services performed;
- (b) Reimbursement of expenses properly incurred;
- (c) Usual professional, business or trade charges, and
- (d) Interest at no more than current commercial rates.

5 Membership

5.1 The classes of membership and the method by which members are admitted to different classes of membership are as follows:

(a) **Full Member**

A Full Member is an individual admitted to membership under Rule 6 who has not ceased to be a Member under any other Rule.

(b) **Life Member**

A Life Member is a person honoured by the Federation following retirement from the profession in recognition of an exceptional and meritorious contribution to the New Zealand Principals' Federation, school leadership and education. Life Membership may be awarded to Past Presidents of the Federation, National Executive Members, ordinary or other recognised educational professionals whom, following nomination from membership, the Awards Committee maintains is worthy by deed or example of such recognition and subsequently ratified by the National Executive.

A Life Member shall have all the rights and privileges of a Full Member and shall be subject to all the duties of an Full Member except:

- may not stand for Election to the National Executive, or nominate and second a candidate for election to the National Executive;
- the paying of subscriptions and levies and all clauses under sections 8 & 9 herein.

5.2 Every Full Member shall advise the National Secretary of any change of address.

5.3 The National Secretary shall keep a membership register recording members' names, addresses and other salient details as determined from time to time by the National Executive.

5.4 All members (and National Executive members) shall promote the interests and the objects of the Federation and shall do nothing to bring the Federation into disrepute.

5.5 A copy of this constitution shall be provided (at no cost) to any Member on request.

5.6 The following awards may be conferred on members according to the policies and procedures of the Federation: Life Membership, Associate of the Federation and Service with Distinction.

6 Admission of Members

6.1 Applicants for membership as Full Members shall complete any application form provided by the National Executive and supply such information as may be required by the National Executive.

6.2 Membership applications may be considered by the National Executive who may interview representatives of an applicant Full Member.

(a) The National Executive shall have discretion whether or not to admit a membership applicant, and shall advise the applicant of its decision.

6.3 Only principals of schools and educational institutions shall be eligible for membership under section 5.1(a).

7 Subscriptions and Levies

7.1 The annual subscription to the Federation shall be calculated on a differential basis (or the amount of any periodic payments if the Annual Meeting decides that it is payable by instalments) and shall be set by resolution of the Annual Meeting.

- 7.2** Any Member failing to pay the annual subscription (including any periodic payment) or any levy by 25 August in the year to which the annual subscription or levy relates, shall be considered as unfinancial and shall (without being released from the obligation of payment) have no membership rights and shall not be entitled to participate in any Federation activity until all the arrears are paid. If such arrears are not paid within six months of the date the subscription or levy became due or such later date as the National Executive may determine the Member's membership shall be deemed to have lapsed and the Member shall cease to hold himself or herself out as a Member of the Federation, and shall return to the Federation all material produced by the Federation (including any Membership certificate, handbooks and manuals).

8 Cessation of Membership

- 8.1** Any Member may resign from membership by written or electronic notice to the National Secretary, and each such resignation shall take effect immediately but, the Member resigning shall remain liable to pay all subscriptions for the period from 1 January of that year to the date of resignation on a pro-rata basis and any/all outstanding levies, and shall cease to hold himself or herself out as a Member of the Federation, and shall return to the Federation all material produced by the Federation (including any Membership certificate, handbooks and manuals).
- 8.2** The National Executive may declare that a Member is no longer a Member (from the date of that declaration or such date as may be specified) if that Member ceases to be qualified to be a Member or is convicted of any indictable offence or offence for which a convicted person may be imprisoned, is adjudged bankrupt or reaching a compromise with creditors pursuant to Part 14 of the Companies Act 1993.
- 8.3** A Member whose membership is terminated under these rules shall remain liable to pay all subscriptions for the period from 1 January of that year to the date of termination on a pro-rata basis and any/all outstanding levies, and shall cease to hold himself or herself out as a Member of the Federation, and shall return to the Federation all material produced by the Federation (including any Membership certificate, handbooks and manuals).

9 Re-admission of Former Members

- 9.1** Any former Member may apply for re-admission in the manner prescribed for new applicants, and may only be re-admitted by decision of the National Executive.

10 Election of Officers and National Executive

- 10.1** The following shall be elected annually:
- (a) A President and Vice-President and 12 other Executive members, who (together with the Immediate Past President in the year following that person's last year as President) shall be the Federation's National Executive and shall be known as the "National Executive."
 - (b) 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 National 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 Meeting.

10.2 The President (and, in the absence of the President, the Vice-President or Immediate Past President) shall, in addition to all other duties described in these Rules, generally oversee and direct the affairs and business of the Federation.

10.3 The election of Officers and the National Executive shall be conducted as follows:

- Written nominations for nominees under Rule 10.1, accompanied by the written consent of each nominee, shall be received by the National Secretary from 1 May and up to and including 5 August.
- The National Secretary shall be responsible for establishing an Electoral Roll of financial members and sending electronically to those on the Electoral Roll by or on 1 September, electronic ballot material listing all Officer and National Executive nominees alphabetically including such information as may be supplied to the National Secretary by or on behalf of each nominee in support of the nomination including a digital passport-type photograph and a statement not exceeding 200 words.
 - To be eligible to be on the Electoral Roll, members of the Federation must have paid all fees due Week 1 for the current year, and such dues having been received by 25 August.
- During September three email reminders will be sent to members reminding them to complete e-voting.
- No e-voting return will be accepted after noon 20 September.
- Results, following processing by the independent contractor appointed under the authority of the National Secretary shall be forwarded to the current President via the National Office who will declare the results no later than 24 September.
- In the event of any vote being tied the tie shall be resolved by the current National Executive.
- If there are insufficient valid nominations received under sub rule (a) above, but not otherwise, the National Executive may co-opt from its membership.
- Any complaint concerning the election process or results must be received in writing by the National Secretary no later than 10 October.
- At the last National Executive meeting of the year, the National Secretary shall table an election report.

10.4 If a vacancy in the position of President, Vice-President, Past President, National Secretary, or Finance Convener occurs, that vacancy shall be filled by the National Executive from within the National Executive.

10.5 If a vacancy occurs within the National Executive outside those positions contained in 10.4, 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 remainder of the term.

10.6 Any officer or other Member of the National Executive may be removed by a resolution of a General Meeting of which prior notice was given in the notice of meeting and which is passed by a two thirds majority of those present and voting.

- 10.7** Any Member of the National Executive who:
- (a) Gives notice of resignation in writing; or
 - (b) Absents him/herself from three (3) consecutive meetings of the National Executive without leave or sufficient reason; or
 - (c) Dies, or ceases to be a Member of the Federation as defined in this constitution; or
 - (d) Becomes bankrupt or is convicted of any indictable offence as defined by the Crimes Act 1961 and its subsequent amendments; or
 - (e) 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 herein provided.

11 Management by the National Executive

- 11.1** From the 1st day of January to the 31st day of December the Federation shall be administered, managed and controlled by the National Executive, which shall be accountable to the members for the implementation of the policies of the Federation as approved by any General Meeting.
- 11.2** Subject to these Rules and the resolution of any General Meeting, the National Executive may exercise all the Federation's powers, other than those required by statute or by these Rules to be exercised by the Federation in General Meeting.
- 11.3** The National Executive shall meet at least eight times a year (but need only meet once in the December/January period) at such times and places and in such manner (including by telephone or video conference) as it may determine and otherwise where and as convened by the President or National Secretary.
- 11.4** All National Executive meetings shall be chaired by the President or in the President's absence by the Vice-President or Immediate Past President or in the absence of all three of them by some other National Executive Member elected for the purpose by the meeting and any such chairperson shall have a deliberative and casting vote.
- 11.5** The National Executive may co-opt any person or Member to the National Executive for a specific purpose, or for a limited period, or generally until the end of the current term of the National Executive.
- 11.6** The quorum for National Executive meetings is half plus one.
- 11.7** Only National Executive members elected under Rule 10.1 or appointed under Rule 10.4 or 10.3 (g) or 11.5 who are present in person or by telephone or video link shall be counted in the quorum and entitled to vote.
- 11.8** The National Executive may appoint subcommittees consisting of such persons (whether or not members of the Federation) and for such purposes as it thinks fit. Unless otherwise resolved by the National Executive:
- (a) The quorum of every subcommittee is half the members of the subcommittee,
 - (b) No subcommittee shall have power to co-opt additional members,
 - (c) No subcommittee may commit the Federation to any financial expenditure without express authority, and
 - (d) No subcommittee may delegate any of its powers.

- 11.9** The National Executive and any subcommittee may act by resolution approved by a simple majority of the members of the National Executive or subcommittee in the course of a telephone conference call or through a written ballot conducted by mail, facsimile or email.
- 11.10** The National Executive from time to time may make and amend Standing Rules, regulations, bylaws and policies for the conduct and control of Federation activities, but no such regulations, bylaws and policies shall be inconsistent with these Rules. These Rules, and such regulations, bylaws and policies shall be available at all reasonable times for inspection by members, and copies shall be provided (at cost) to any Member on request.
- 11.11** The President (and in the absence of the President the Vice-President) shall, in addition to all other duties described in these rules, generally supervise and direct the affairs and business of the Federation.
- 11.12** Other than as prescribed by statute or these Rules, the National Executive may regulate its proceedings as it thinks fit.
- 11.13** Members:
- (a) Of the National Executive excepting the President shall receive such honoraria as may from time to time be set by resolution of the National Executive.
 - (b) Of the National Executive and of subcommittees shall be entitled to be reimbursed by the Federation for any reasonable actual expenses incurred by them on behalf of the Federation as approved by resolution of the National Executive.
- 11.14** Subject to statute, these Rules and the resolutions of General Meetings, the decisions of the National Executive on the interpretation of these Rules and all matters dealt with by it in accordance with these Rules and on matters not provided for in these Rules shall be final and binding on all members.
- 11.15** Each officer shall within one calendar month of submitting a resignation or ceasing to hold office deliver to that officer's successor all books, papers and other property of the Federation possessed by such former officer.
- 11.16** The National Executive may employ any person or company to administer or manage the affairs of the Federation.
- 11.17** Indemnity for National Executive:
- (a) No Officer or Member of the National Executive shall be liable for the acts or defaults of any other Officer or Member of the National Executive or any loss occasioned thereby, unless occasioned by their wilful default or by their wilful acquiescence.
 - (b) The Officers, National Executive and each of its members shall be indemnified by the Federation for all liabilities and costs incurred by them in the proper performance of the functions and duties, other than as a result of their wilful default.

12 National Secretary

- 12.1** The National Secretary shall ensure that minutes are recorded for all General meetings and National Executive meetings including teleconferences constituted as formal meetings and all such minutes when confirmed by the next such meeting and signed by the chairperson of that meeting shall be prima facie evidence that that meeting was duly called and shall prima facie be a true and correct record of what occurred at that meeting.

12.2 The National Secretary shall ensure the Federation's records, documents and books are held at the Federation's National Office.

12.3 Further to 10.1 (b) the National Secretary shall perform such duties as directed by the National Executive.

13 Registered Office

13.1 The Registered Office of the Federation shall be at such place as the National Executive from time to time determines.

14 Finance

14.1 The Finance Convener shall keep such books of account as may be necessary to provide a true record of the Federation's financial position, report on the Federation's financial position to each National Executive meeting, and present an annual Statement of Accounts (Income and Expenditure Account and Balance Sheet) to the Annual Meeting together with a budget for the next financial year.

14.2 The National Executive shall maintain bank accounts in the name of the Federation and all transactions electronic or in manual form shall be authorised by at least two members of the National Executive or, the Executive Officer/National Office Manager with one Member of the National Executive.

14.3 All money received on account of the Federation shall be banked within seven days of it being received.

14.4 All accounts paid or for payment shall be submitted to the National Executive for approval of payment.

14.5 The Federation's financial year shall commence on 1 January of each year and end on 31 December of the same year.

14.6 The Annual Meeting each year shall appoint an auditor (who is a Member of the New Zealand Institute of Chartered Accountants and not a Member of the Federation) to audit the annual accounts of the Federation and provide a certificate of correctness of the same, and if any such auditor is unable to act the National Executive shall appoint a replacement auditor.

15 Execution of Documents

15.1 The Common Seal of the Federation shall be retained by the President at the National Office of the Federation.

15.2 Documents shall be executed for the Federation pursuant to a resolution of the National Executive:

(a) By affixing the Common Seal witnessed by the President or Vice-President and countersigned by some other Member of the National Executive, or

(b) Where the document is not required by statute to be executed under common seal, by the President or Vice-President and some other Member of the National Executive signing on behalf of the Federation.

16 General Meetings

- 16.1** The Annual Meeting shall be held in conjunction with the Annual Conference and no later than 30 September in each year at a time and place fixed by the National Executive.
- 16.2** Special General Meetings may be called by the National Executive or by written requisition to the National Secretary signed by not less than a quarter of the financial members.
- 16.3** At least 14 clear days before any General Meeting the National Secretary shall through the National Office send electronically to all Members and Life Members, notice of the business to be conducted at the General Meeting (including in the case of Annual Meetings, copies of the Annual Report, Statement of Accounts, notice of any motions and the National Executive's recommendations in respect thereof). The failure for any reason of any Member to receive such notice shall not invalidate the meeting or its proceedings.
- 16.4** General meetings may be attended by all members of whatever class of membership, but only financial Members and Life Members are entitled to vote.
- 16.5** Proxy voting shall not be permitted at any General Meeting.
- 16.6** All General Meetings shall be chaired by the President or in the President's absence by the Vice-President or Immediate Past President or in the absence of all three by some other National Executive Member elected for the purpose by the meeting and any such chairperson shall have a deliberative and casting vote.
- 16.7** Voting
- (a) Votes shall be exercised as follows:
- (i) At General Meetings voting shall be by voices, by show of hands or, on demand of the chairperson or of any financial or Life Member present, by secret ballot, and on any secret ballot each financial or Life Member shall be entitled to one vote.
 - (ii) Unless otherwise required by these rules, all questions shall be determined by a simple majority of those present and voting at the General Meeting.
 - (iii) To determine any issue already lawfully before a General Meeting (including any amendment to these Rules) the meeting may resolve to hold an electronic ballot of its members.
 - (iv) To determine any issue (including any amendment to these Rules) the National Executive may resolve to hold an electronic ballot of its members.
 - (v) In respect of electronic ballots held under this Rule:
 - Only financial and Life Members may vote in any ballot,
 - The resolution to hold an electronic ballot shall set a closing date and time for ballots to be received by the National Secretary, but the closing date shall be no earlier than a fortnight after the date the electronic ballot material is sent out to financial and Life Members (excluding the date of sending),
 - In respect of any motion to amend these Rules by electronic ballot, the motion shall be accompanied by reasons and recommendations from the National Executive and such motion must be passed by a two-thirds majority of those voting,
 - The National Secretary shall declare the result of the electronic ballot, and
 - The result of any electronic ballot shall be as effective and binding on Members as a resolution passed at a General Meeting.
- (b) A resolution passed by the required majority at any General Meeting or by electronic ballot binds all members, irrespective of whether they were present at the General Meeting where the resolution was adopted or whether they voted in the electronic ballot.

- 16.8** The business of the Annual Meeting shall be:
- (a) Minutes of the previous General Meeting(s),
 - (b) Annual Report of the National Executive, (President)
 - (c) Statement of Accounts,
 - (d) Motions of which notice has been given,
 - (e) General business.

16.9 Any Member wishing to give notice of any motion for consideration at the Annual Meeting shall forward written notice of the same to the National Secretary not less than 60 clear days before the date of the meeting. The National Executive may consider all such notices of motion and provide recommendations to members in respect thereof.

17 Alteration of Rules

17.1 These rules may be amended or replaced by resolution at an Annual Meeting passed by two-thirds majority of those Members present and voting.

17.2 At least 14 clear days before the Annual Meeting at which any such proposal is to be considered the National Secretary shall send electronically to all financial and Life Members notice of the proposed motion, the reasons for the proposal and any recommendations from the National Executive in respect thereof.

17.3 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.

18 The Annual Conference of the Federation

- 18.1**
- (a) The New Zealand Principals' Federation Annual Conference will be organised according to policy and procedure as directed by the 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.

19 Standing Rules

- 19.1**
- (a) Standing Rules shall be published annually in any Annual Meeting 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 the National Executive.

20 Winding up

20.1 The Federation may be wound up under the provisions of the Incorporated Societies Act 1908.

20.2 If the Federation is wound up, the surplus assets after payment of all debts, costs and liabilities shall be disposed of for such purposes in New Zealand as may be determined in accordance with the statute or resolution to wind up, but no distribution shall be made to any Member.

This '**Constitution and Rules**' was adopted at the Annual Meeting of the New Zealand Principals' Federation (Incorporated) held in Hamilton in July 2013. Printed and Published by Order of the National Executive.

(Signature)

(Name)

(Title)

(Date)



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.

The New Zealand Principals' Federation acknowledges the generous support for New Zealand education provided by our Business Partners

GOLD



SILVER



BRONZE

