



# Knowledge in our hands

Trans-Tasman Principals' Conference 2016

31 MAY – 3 JUNE 2016, AUCKLAND, NEW ZEALAND



## ANNUAL GENERAL MEETING 2016

Thursday 2 June 2016

NZ Room 1, Sky City Convention Centre, Auckland

E<sub>1</sub> D<sub>2</sub> U<sub>1</sub> C<sub>3</sub> A<sub>1</sub> T<sub>1</sub> I<sub>1</sub> O<sub>1</sub> N<sub>1</sub>

# Mission Statement

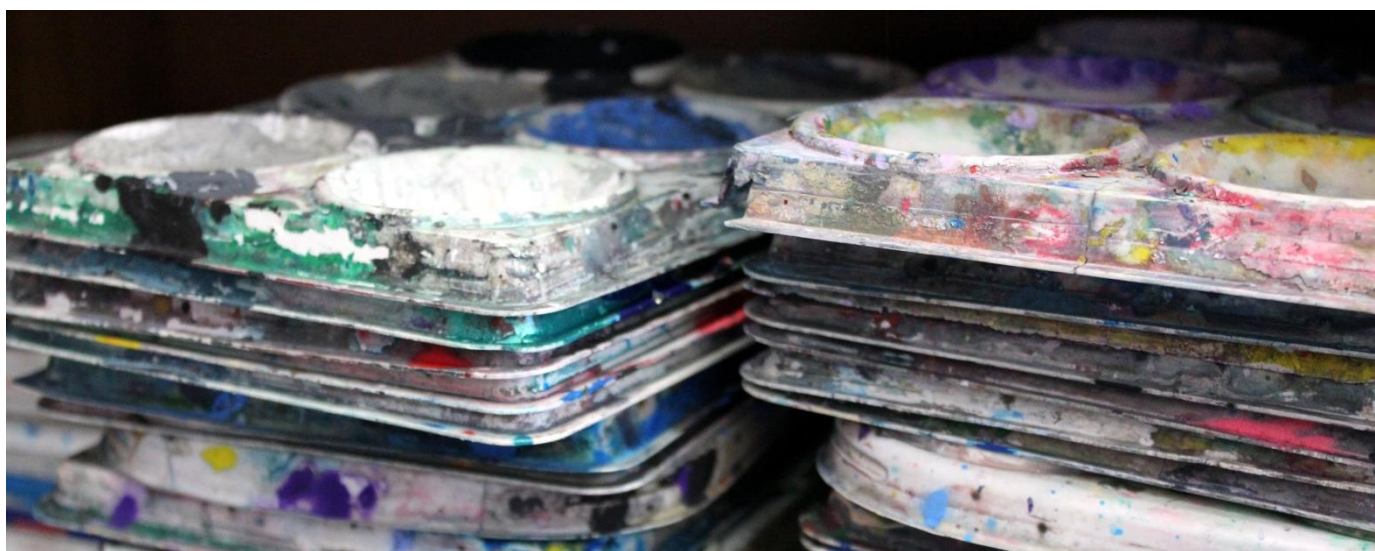
To provide a professional voice and support for principals as they lead New Zealand schools

# Vision

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

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# Directory

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## National Executive

### President

Iain Taylor

### Vice President

Whetu Cormick

### Past President

Denise Torrey

### Secretary

Julie Hepburn

### Finance Convener

Karen Brisco

## Executive Members

Enosa Auva'a

Graeme Barber

Gavin Beere

Barbara Bowen

Phil Palfrey

Debra Peck

Perry Rush

Debbie Smith

Cherie Taylor-Patel

Kay Tester

## Kaumatua

Hatarei Temo

## Auditors

Grant Thornton

Level 15 Grant Thornton House

215 Lambton Quay

PO Box 10712

Wellington 6143

## National Office

Level 8 Bayleys Building

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PO Box 25380

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# National Executive

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**Kay Tester**  
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Ss Peter and Paul School  
Lower Hutt  
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[kay.teste@nzpf.ac.nz](mailto:kay.teste@nzpf.ac.nz)

# Life & Associate Members

## Life Members

|                        |      |
|------------------------|------|
| Tom Brown MBE (dec)    | 1987 |
| Ian Payne MNZM         | 1988 |
| Don Le Prou (dec)      | 1989 |
| Con Coffey             | 1990 |
| Ken Morris             | 1990 |
| John Boyens            | 1994 |
| Ross Whimp (dec)       | 1994 |
| Jean Packman           | 1996 |
| Dr David Stewart (dec) | 2001 |
| John Cunningham QSM    | 2001 |
| Dick Connolly (dec)    | 2002 |
| Tauri Morgan           | 2004 |
| Marilyn Yeoman         | 2005 |
| Lester Flockton MNZM   | 2005 |
| Gavin Price            | 2009 |
| Russell Young          | 2009 |
| Nola Hambleton MNZM    | 2012 |
| Barry Hambleton        | 2012 |
| Madeleine East MNZM    | 2012 |
| Kelvin Squire          | 2014 |
| Geoff Lovegrove QSM    | 2014 |
| Judy Hanna             | 2015 |
| Paul Drummond          | 2015 |

## Associate Members

|                     |      |
|---------------------|------|
| John Fleming        | 1999 |
| Marilyn Yeoman      | 1999 |
| Nola Hambleton MNZM | 2001 |
| Peter Whatt         | 2003 |
| Ian Fox QSM         | 2004 |
| Geoff Lovegrove QSM | 2004 |
| Gavin Price         | 2004 |
| Russell Young       | 2005 |
| Jenny Earle         | 2005 |
| Laurie Thew         | 2005 |
| Madeleine East MNZM | 2007 |
| Kelvin Squire       | 2007 |
| Pat Newman          | 2009 |
| Judy Hanna          | 2009 |
| Paddy Ford          | 2012 |
| Liz Millar          | 2013 |
| Marion Fitchett     | 2014 |
| Ernie Buutveld      | 2014 |
| Peter Simpson       | 2014 |



# Service with Distinction

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|                        |      |                 |      |
|------------------------|------|-----------------|------|
| 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 (dec) | 1991 | John Bangma     | 2012 |
| Grahame Smith          | 1993 | Denise Torrey   | 2012 |
| Colin McCormack        | 1993 | Philip Harding  | 2012 |
| Kelvin Bennett         | 1993 | Dr Ann Milne    | 2015 |
| Peter D'Ath            | 1994 |                 |      |
| Lorraine Nikera        | 1994 |                 |      |
| Christine Gardiner     | 1995 |                 |      |
| John Cunningham QSM    | 1996 |                 |      |
| Alan Upston            | 1996 |                 |      |
| Brian Davidson         | 2007 |                 |      |
| Alan Straker           | 2007 |                 |      |
| Harvey Porteous        | 2007 |                 |      |

## Past Presidents

|                     |           |
|---------------------|-----------|
| Tom Brown MBE (dec) | 1982-1984 |
| Don Le Prou (dec)   | 1984-1987 |
| Con Coffey          | 1987-1989 |
| John Boyens         | 1989-1991 |
| Jean Packman        | 1991-1993 |
| John Fleming        | 1993-1995 |
| Marilyn Yeoman      | 1995-1997 |
| Nola Hambleton MNZM | 1997-1999 |
| Geoff Lovegrove QSM | 1999-2001 |
| Jenny Earle         | 2001-2003 |
| Kelvin Squire       | 2003-2005 |
| Pat Newman          | 2005-2007 |
| Judy Hanna          | 2007      |
| Paddy Ford          | 2008      |
| Ernie Buutveld      | 2009-2011 |
| Peter Simpson       | 2011      |
| Paul Drummond       | 2012      |
| Philip Harding      | 2013-2015 |
| Denise Torrey       | 2015      |

## Treasurers

|                     |           |
|---------------------|-----------|
| Ross Agnew          | 1982-1985 |
| Monty Morrison      | 1985-1986 |
| Russell Young       | 1986-2002 |
| Geoff Lovegrove QSM | 2002-2008 |
| David Ellery        | 2008-2013 |
| Iain Taylor         | 2014      |
| Karen Brisco        | 2015-     |

## 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-     |

## Kaumatuā

|              |           |
|--------------|-----------|
| Tauri Morgan | 1999-2014 |
| Hatarei Temo | 2016      |

# Executive Members

## 1982 – 2016

|  |           |   |           |
|--|-----------|---|-----------|
| Ron McDonald   | 1982-1983 | Pererika Twist  | 1993-1995 |
| David Peterson   | 1982-1983 | Judy Hanna  | 1994-2008 |
| Bruce Adin   | 1982-1984 | Peter Whatt   | 1994-2000 |
| Jack Archibald   | 1982-1984 | Jenny Earle   | 1995-2004 |
| Jock Spence  | 1982-1985 | Alistair Kay  | 1995-1996 |
| Grahame Smith<br><i>(Membership Registrar 1984-1986)</i>           | 1982-1986 | Pat Newman<br><i>(Membership Registrar 1997-2004)</i>     | 1995-2007 |
| Ross Agnew<br><i>(Treasurer 1982-1985)</i>                         | 1982-1987 | Colleen Murray/Gray                                       | 1996-2009 |
| Ian Payne  | 1982-1987 | Gavin Price   | 1996-2004 |
| Tom Brown  | 1982-1987 | Bruce Robertson   | 1996-1998 |
| Don Le Prou  | 1982-1989 | Iain Taylor   | 1996-1997 |
| Joan Scanlan   | 1982-1989 | Martin Bate<br><i>(Editor 1998-1999)</i>                  | 1997-1999 |
| Ross Whimp<br><i>(Membership Registrar 1986-1993)</i>              | 1982-1993 | Liz Sissons   | 1997-2000 |
| Sister M Monaghan  | 1983-1984 | Kelvin Squire   | 1997-2006 |
| Sister Anne Warren   |           | Madeleine East  | 1998-2006 |
| Ken Morris<br><i>(Editor 1984-1989)</i>                            | 1983-1989 | Marion Fitchett<br><i>(Editor 1999-2007)</i>              | 1999-2007 |
| Monty Morrison<br><i>(Treasurer 1985-1986)</i>                     | 1984-1986 | Barry Hambleton   | 1999-2009 |
| Colin McCormack  | 1984-1987 | Paddy Ford  | 2000-2009 |
| John Newman  | 1984-1987 | Julie Hepburn   | 2000-2003 |
| Kelvin Bennett   | 1984-1992 | Peter Simpson   | 2000-2013 |
| June Scott   | 1985-1986 | Peter Gunn  | 2001-2002 |
| Peter Corrigan   | 1985-1988 | Ernie Buutveld<br><i>(Membership Registrar 2005-2007)</i> | 2002-2013 |
| John Cornish   | 1985-1990 | Linda Woon  | 2002-2005 |
| Russell Young<br><i>(Treasurer 1986-2002)</i>                      | 1985-2002 | Liz Millar  | 2003-2011 |
| Con Coffey   | 1985-1990 | Mark Ellis  | 2005-2006 |
| Robin Clegg  | 1986-1987 | Julie Hepburn   | 2005-     |
| Hettie Tapsell   | 1986-1989 | Jacqui Duncan   | 2006-2010 |
| Alan Bond  | 1987-1990 | Paul Drummond   | 2007-2014 |
| Jean Packman   | 1987-1995 | David Ellery<br><i>(Treasurer 2008-2013)</i>              | 2007-2013 |
| Christine Gardiner   | 1987-1992 | Peter Witana  | 2007-2014 |
| John Boyens  | 1987-1993 | Sally Direen  | 2008-2013 |
| John Cunningham  | 1987-1996 | Phil Palfrey  | 2008-     |
| Carl Olivercrona   | 1987-1990 | Philip Harding  | 2009-2015 |
| Bevyn Gibson   | 1987-1991 | Gavin Beere   | 2010-     |
| Robin Penman   | 1989-1990 | Kevin Bush  | 2010-2015 |
| Dick Connolly  | 1989-2000 | Wayne Facer   | 2010-2010 |
| Tony Draaijer<br><i>(Membership Registrar 1994-1996)</i>           | 1989-1996 | Marlene Campbell  | 2011-2012 |
| John Fleming   | 1989-1997 | Keri-Milne Ihimaera                                       | 2011-2014 |
| Geoff Lovegrove<br><i>(Editor 1989-97, 2008-10) (Tres 2002-08)</i> | 1989-2010 | Whetu Cormick   | 2011-     |
| Marilyn Yeoman   | 1990-1999 | Denise Torrey   | 2012-     |
| Renetta Dennis   | 1991-1994 | Iain Taylor<br><i>(Finance Convener 2014)</i>             | 2013-     |
| Nola Hambleton   | 1991-2001 | Enosa Auva'a  | 2014-     |
| Dave Winefield   | 1991-1995 | Graeme Barber   | 2014-     |
| Tony Rzoska  | 1992-1995 | Karen Brisco  | 2014-     |
| Muriwai Jones  | 1993-1994 | Debra Peck  | 2014-     |
| Tauri Morgan<br><i>(Kaumatua 1999-2014)</i>                        | 1993-1997 | Barbara Bowen   | 2015-     |
|  |           | Perry Rush  | 2015-     |
|  |           | Cherie Taylor-Patel                                       | 2015-     |



Debbie Smith  
Kay Tester

2016-  
2016-

# Business Partners

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## GOLD



**ASB Bank Limited**  
PO Box 35  
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Auckland 1140  
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[www.asb.co.nz](http://www.asb.co.nz)



**Crest Commercial Cleaning Ltd**  
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[www.crestclean.co.nz](http://www.crestclean.co.nz)



**Education Services Ltd**  
PO Box 46  
New Plymouth 4340  
Phone: 06 757 5489  
[www.educationservices.co.nz](http://www.educationservices.co.nz)



**Furnware Ltd**  
PO Box 1  
Hastings 4156  
Hawke's Bay  
Phone: 0800 655 155  
[www.furnware.co.nz](http://www.furnware.co.nz)



**KONICA MINOLTA**

**Konica Minolta Business Solutions  
New Zealand Limited**  
Private Bag 92 635  
Symonds Street  
Auckland 1150  
Phone: 0800 933 008  
[www.konicaminolta.co.nz](http://www.konicaminolta.co.nz)



**OfficeMax New Zealand Limited**  
PO Box 5024  
Wellesley Street  
Auckland 1141  
Phone: 0800 577 700  
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**PhotoLife Studios Limited**  
PO Box 97 399  
Manukau  
Auckland 2241  
Phone: 0800 501 040  
[www.photolife.co.nz](http://www.photolife.co.nz)



**Scholastic New Zealand Limited**  
Private Bag 94407  
Botany  
Manukau 2163  
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[www.scholastic.co.nz](http://www.scholastic.co.nz)

## SILVER



**ALSCO**  
PO Box 74450  
Greenlane  
Auckland 1546  
Phone: 09 524 3222  
[www.alsco.co.nz](http://www.alsco.co.nz)



**Equico (Flexigroup)**  
PO Box 90935  
Victoria Street West  
Auckland 1142  
Phone: 0800 378 426  
[www.equico.co.nz](http://www.equico.co.nz)



**Lundia Shelving Limited**  
PO Box 14216  
Panmure  
Auckland 1741  
Phone: 09 528 5304  
[www.lundia.co.nz](http://www.lundia.co.nz)



**Safe Kids in Daily Supervision Ltd**  
PO Box 259262  
Botany  
Auckland 2163  
Phone: 09 576 6602  
[www.skids.co.nz](http://www.skids.co.nz)



**DanceFever Multisport**  
PO Box 402  
Banyo  
Queensland 4014  
Phone: 0061 7 3267 7885  
[www.dancefever.net](http://www.dancefever.net)



Educating through movement

**Footsteps Dance Company**  
PO Box 521  
Stirling  
South Australia 5152  
Phone: 0800 66 66 88  
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Penrose  
Auckland 1642  
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[www.programmed.co.nz](http://www.programmed.co.nz)



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Lower Hutt 5045  
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## BRONZE



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# Agenda

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## AGENDA FOR 35<sup>th</sup> ANNUAL GENERAL MEETING

Thursday, 2 June 2016 at 3.45 pm  
New Zealand Room 1, Sky City Convention Centre, Auckland

**Karakia**

Hatarei Temo

**Identification of Members**

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

**Apologies**

**Confirmation of Standing Rules**

**Adoption of Agenda**

**Minutes of 34<sup>th</sup> Annual General Meeting**

Corrections to Minutes  
Matters arising

**Correspondence**

Matters arising

**President's Report**

Iain Taylor

**Membership Statistics**

**Financial Report and Statement of Accounts**

Karen Brisco

Membership Subscription Proposal  
Appointment of Auditor

**NZPF Membership Subscription 2017**

Motion that the NZPF subscription fees for 2017 be increased by the CPI of .4%.

**Constitution Change**

Motion to change **Section 16.1** to read 'The Annual Meeting shall be held in conjunction with the Annual Conference and no later than 31 October in each year at a time and place fixed by the National Executive.'

**General Business**

**Next Annual General Meeting**

Thursday, 21 September 2017  
Queenstown Events Centre  
3.30 pm

**Poroporoaki**

Hatarei Temo

# Standing Rules



## NEW ZEALAND PRINCIPALS' FEDERATION NGĀ TUMUAKI O AOTEAROA (INCORPORATED)

### STANDING RULES (2013)

(How the organisation runs its meetings)

#### 1. GENERAL

##### 1.1 INTERPRETATION

1.1.1 In these Standing Rules unless inconsistent with the context:

**FEDERATION** means for the purposes of these Standing Rules, the New Zealand Principals' Federation Ngā Tumūaki o Aotearoa (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 Rules 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 RULES

1.2.1 These Standing Rules 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 Rules.

### **1.3 NATIONAL PRESIDENT'S RULING FINAL**

1.3.1 The National President shall decide all questions where these Standing Rules 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 RULES**

1.4.1 Amendment of the Standing Rules shall require in every case a vote of two thirds of the members present and voting at an Annual 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 ensure that the required notice to members of the date, time and place appointed for holding each ordinary meeting and any special meetings is given.

## **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 10.5 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 Rules, 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 rule 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 Rules 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 President 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 Section 15.2 of the Federation’s Constitution, and shall be recorded in the Minutes at the meeting authorising the sealing.

# Minutes

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## ANNUAL GENERAL MEETING

Minutes of the 34<sup>th</sup> Annual General Meeting held in Wellington on 2 July 2015  
Shed 6, Queen's Wharf, Wellington

|   |  |
|---|--|
| <b>STARTING TIME:</b>                   | 4.30 pm  |
| <b>PRESIDENT:</b>                       | D Torrey   |
| <b>KARAKIA:</b>                         | W Cormick  |
| <b>IDENTIFICATION OF MEMBERS:</b>       | President D Torrey declared that we had a quorum   |
| <b>ACKNOWLEDGEMENT:</b>                 | President D Torrey welcomed the members attending including Life Members and made special mention of the new principals in attendance                                |
| <b>APOLOGIES:</b>                       | Nola Hambleton, Barry Hambleton, Pat Newman, Cynthia Kowalewski<br><br><b>MOVED "That the apologies be accepted"</b><br><b>AGREED Chair</b>                          |
| <b>CONFIRMATION OF STANDING ORDERS:</b> | <b>MOVED "That the standing orders be adopted"</b><br><b>AGREED Chair</b>  |
| <b>ADOPTION OF AGENDA:</b>              | <b>MOVED "That the agenda be adopted"</b><br><b>AGREED Chair</b>   |
| <b>MINUTES:</b>                         | <b>MOVED "That the minutes of the 33<sup>rd</sup> Annual General Meeting be confirmed"</b><br><b>AGREED Chair</b>  |
| <b>MATTERS ARISING:</b>                 | Nil  |
| <b>CORRESPONDENCE:</b>                  | Nil  |
| <b>PRESIDENT'S REPORT:</b>              | President D Torrey delivered her report highlighting key issues<br><br><b>MOVED "That the President's report be adopted"</b><br><b>AGREED Chair</b>                  |
| <b>MEMBERSHIP STATISTICS:</b>           | As recorded in the AGM Booklet.<br>Noted that membership remains high<br><br><b>MOVED "That the membership statistics report be received"</b><br><b>AGREED Chair</b> |

**FINANCIAL REPORT:**

- Noted that the 2014 year ended successfully with the Federation in a sound financial position
- Thanks were extended to Iain Taylor the 2014 NZPF Finance Convener for his diligent work

**MOVED “That the audited financial report, year ended 2014 be adopted”**  
**AGREED K Brisco/G Barber**

**MOVED “That the firm of Grant Thornton be re-appointed as auditors for the 2015 financial year”**

**AGREED K Brisco/K Bush**

**NZPF Subscription Rate to take effect 2016**

**MOVED “That the NZPF subscription rate for 2016 remains at the same level as the 2015 subscription**

**K Brisco/J Hepburn**

**GENERAL BUSINESS:** Nil

**NEXT ANNUAL GENERAL MEETING:**

President D Torrey invited all members to meet in Auckland in June 2016 for the next Annual General Meeting

**CLOSURE:** D Torrey

The President closed the 34<sup>th</sup> Annual General Meeting at 5.05 pm

# President's Report

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Tena koutou katoa



If I was to pick one word to summarise the 2015 year it would be 'leadership'. The strategic goals NZPF set for the year all had a leadership focus and our major achievements have also been wins for leadership.

I acknowledge the executive committee and thank them for their dedication and hard work on your behalf. I also extend my thanks to the regional association presidents who gave us invaluable feedback through the annual Moot to help us plan the year's work. Knowing that regional presidents support the national executive gives us confidence and assurance that we speak for the wider membership.

We covered such a broad spectrum of topics and issues this year that I have divided this report into three sections. The first covers NZPF activities and initiatives; the second section outlines our work on various reference groups and working parties; and finally I cover the relationships we have with sector groups.

## **NZPF Activities and Initiatives**

The executive committee set four strategic goals at the start of 2015 and this report covers each in turn. They are principal hauora, including the Principal Leadership Advisory (PLA) and rural principal support; Professional Learning and Development (PLD); Māori Achievement Collaborations (MACs); and Pasifika achievement. This section will also cover the NZPF conference, future conferences, the Moot, Principals' Legal Advice Scheme, membership services and staffing resources.

## **1. Principal Hauora**

As the role of principal has become more complex, principals' stress levels have risen. The executive targeted this area for urgent attention. Whilst a number of regional associations have some excellent mechanisms for supporting principals, we felt there was more to do. Resources are now being developed and will be available through the NZPF website.

In addition we identified a need for system-wide support and advice and proposed the establishment of a *Principal Leadership Advisory (PLA)* service. Already we have three positions appointed in Northland, the East Coast/Gisborne and Southland. We will continue working with the Ministry in 2016 to establish PLA positions nation-wide.

The unique challenges for rural principals were also recognised through the establishment of a new publication '*Rural Matters*'. This publication is sent out twice a term through a link in the *Federation Flyer* and can also be accessed through the NZPF website. It is intended to give rural principals special advice and tips on how to better manage the complexities of the job.

## **2. Principal PLD**

We have long argued that systems of PLD available to principals are inadequate, especially for experienced principals. In 2014 a comprehensive PLD review was undertaken. The sector groups expressed strong views that Ministry supported PLD had become narrowly focussed on reading, writing, maths and science.

This year a reference group has been convened to advance the PLD cause. There is tension between the new EDUCANZ and Ministry over the development and administration of suitable PLD programmes specifically for leadership.

NZPF has recognised this impasse and stepped in to work alongside both organisations to advance a suitable system. To get this process underway, we have developed a career stage 'Leadership Pathway' document, consistent with the principals' collective agreement. This document points out the different PLD requirements for the different stages of school leadership.

We are committed to continuing this work in 2016.

### **3. Māori Achievement Collaborations (MACs)**

This year NZPF won the service contract to expand our flagship Māori Achievement Collaborations (MACs) in conjunction with Te Akatea and the Ministry. We congratulate Hoana Pearson, principal of Newton School in Auckland, who has been appointed the full-time leader and National Co-ordinator of the programme.

The MACs are a transformational initiative, developed for principals, by principals and are a professional response to changing the culture of schools to recognise and validate a Māori world view. The programme is founded on the values of whanaungatanga and manaakitanga and is a first step to transforming our schools into truly bi-cultural environments.

The programme has been running for two years and already there is independent evaluative evidence to show that the participating schools have lifted the achievement levels of their Māori students.

NZPF is looking to expand this programme throughout 2016 so that more Māori children can benefit

### **4. Pasifika Achievement**

Buoyed by the success of the MACs programme, the executive set their sights this year on developing a strategy to lift the achievement of Pasifika children. We had recognised the challenges principals experienced trying to implement the Ka Hikitia

and Tātaiako strategies and also recognised that principals were struggling to implement the Pasifika Education Plan (PEP).

Our first step was to develop a set of goals for our strategic plan. Goals included locating examples of good practice for implementing the PEP and identifying research highlighting barriers to Pacific Island students' success. These resources are now available on the NZPF website.

The *NZ Principal* magazine editor also identified schools where Pacific Island children have their cultures recognised and embraced and where schools reach out to their Pacific Island communities and empower them to be active participants in the development of their school culture and curriculum. These include published stories on Stoke Primary School (*NZ Principal vol 30, 3, 2015*) and Otahuhu Primary School (*NZ Principal vol 31, 1, 2016*).

It is well understood that any system-wide initiative to help principals address Pasifika student needs will be generated from Pasifika principals themselves and NZPF has forged links with the Pasifika Principals' Association in a bid to encourage and support Pasifika principals to begin work in this area.

NZPF has also reached out to principals leading schools in the Pacific by sponsoring four Pacific Island principals to attend the Trans-Tasman conference in 2016 in Auckland.

### **2015 NZPF Conference, Wellington**

This conference was the last to be fully organised under contract to a principals' association and I congratulate the Wellington Regional Primary Principals' Association (WRPPA) for their outstanding work in producing such a superb programme of speakers and organising such a memorable welcome ceremony and social programme.

The cleverly themed programme design examined education through a series of different lenses and drew out a number of important adages such as that collaborative groups work well only when members share a



common purpose and join voluntarily. We learned also that in an education system without a defined purpose and direction, it is not possible to test initiatives. Speakers from both the UK and USA shared their own experiences of the *Global Education Reforms* and warned principals that taken too far, the reforms can completely destroy all that is good about the New Zealand education system.

A full report on the conference presentations was published in *NZ Principal (vol 30, 2. 2015)* and posted on the NZPF website

### **Future NZPF Conference Organisation**

My thanks go to all of you who responded with feedback on reorganising our annual conferences. Our expectation is to provide the best possible conference experience for principals, in fewer, more popular, easily accessed locations and share any conference surplus more widely with the membership.

To achieve these goals we will be holding future conferences in just the four locations of Auckland, Wellington, Christchurch and Queenstown and conferences will be organised through the NZPF national office. The 2016 Trans-Tasman conference will be held in Auckland and the 2017 conference in Queenstown.

### **Moot 2015**

Consistent with the theme for the year, the Moot topic was 'Taking back the Lead'. The Moot took place at the peak of discussions on the *IES and Joint Initiative*. Paul Gaulter, the NZEI Secretary, and Peter Hughes, the Secretary for Education, gave presentations covering this topic and were keenly questioned by the audience. Speakers on special education, PLD and principal appraisal, collaborative clustering, e-learning and Māori Achievement Collaborations followed. Each proved motivating and stimulating and created enthusiastic discussion and debate.

### **Principal Advice and Support Limited (PASL)**

The NZPF legal advice and support scheme for principals has developed a stronger focus for principals this year as some high profile cases

have publicly played out in the employment courts for wrongful dismissal, amongst other issues. It is not surprising that the number of principals subscribing to the scheme has soared this year. We intend to launch a drive to educate principals on their employment rights next year and will include a workshop on employment rights at each future NZPF conference.

### **NZPF Membership Services**

Services are wide-ranging and include legal, advisory, grants and awards, Te Ariki PLD, administrative support, communications, networking and publications.

The NZPF Helpline has been particularly busy this year with a notable increase in the number of principals seeking advice on HR matters.

We are also pleased to have increased the number of Rural Teaching and Don Le Prou awards, enabling many more principals from U1 – 3 schools to attend conference.

### **NZPF Staff**

The shift in the Ministry's role to one of stewardship has significantly impacted on the work load of NZPF staff supporting the President. In particular, NZPF is taking on greater responsibility for leadership related programmes both through the Ministry and EDUCANZ.

To address this imbalance, NZPF will employ a new staff member to share some of this work load and free Liz Hawes, our executive officer, to take on a more strategic and advisory role so that we can extend our influence and further strengthen our advocacy on behalf of principals.

It has been said many times that we punch above our weight. The President is well supported by Liz Hawes our executive officer, Jan Franklin, our office manager and Susan Veldhuizen our database systems manager. They are an outstanding team and we are lucky to have them.

### **Reference Groups and working parties**

NZPF is represented on a series of reference groups and working parties and I thank those members of the executive who have generously served on these groups giving the membership a voice on a broad range of issues.

The groups and working parties include:

Online Safety; Bullying prevention; National Library Service to Schools; Transformation; In class support ; SMS; Vulnerable Children's Act; Health and Safety Guidelines for seclusion and restraint; Sector group payroll; sector group peak bodies meetings with Secretary for Education Peter Hughes; Special Education Dispute Resolution Process; Ministerial cross sector Forum work-streams including achievement and mathematics; Educational Council website redevelopment; Teacher registration.

In addition to these groups there are seven more. I outline the work of these groups below.

### **Statutory Intervention**

The review of Statutory Intervention resulted in eight recommendations and this work will be completed in at the beginning of 2016. The review has been prolonged and great care has been taken to ensure clear and transparent processes are in place.

### **Property**

Throughout the year we have fielded a high number of concerns about property and have met several times with Ministry personnel. We are aware that growth areas, particularly Auckland, are high priority and we expressed concerns that there were also some urgent property issues in the regions which needed attention.

Communication about property issues has created tensions with mixed messages confusing principals and we have requested more transparency in decision making.

We have set up an advisory group of principals led by NZPF to work with the Ministry to ensure greater coherency and openness in all property decisions.

### **Special Education Update**

This update was completed with many principals across the country participating by offering feedback to the reviewers. Since the process was completed principals have expressed their displeasure that the update has not resulted in the changes they expected. There are 22 pilot projects underway across the regions and NZPF is keen to be involved in any design work undertaken to improve special education services to our young people.

### **Education/ Disability Advocacy**

This group was set up to develop principles, goals and a process for working jointly together to ensure that disabled children receive the support and accommodations they need to succeed. It is agreed that disabled children should have equitable access to a quality inclusive education at their local school and that schools should be resourced to welcome and teach all children including those with additional learning, physical, behavioural, cultural or social needs. A hui of the peak body groups from both sectors will meet in March. NZPF will co-chair the hui.

### **Principal Appraisal**

In 2014 NZSTA independently set up an endorsement scheme for principal appraisers and for those who appoint principals. Neither NZSPANZ nor NZPF were consulted when this scheme was developed.

Having participated in the appraiser endorsement programme and entered into discussions with ERO, who audit appraisal processes on behalf of EDUCANZ, a number of concerns were raised. NZPF led a working group of EDUCANZ, ERO and NZSTA representatives to discuss the expectations of each group and agree to a single set of appraisal requirements which would be communicated clearly to principals, boards and appraisers. This work is progressing and

will include a definition of 'effective and manageable appraisal' and a consistent programme for principal appraisal PLD and appraiser PLD.

### **IES**

By the end of 2014 NZEI had disengaged with the government over the *IES* policy and had entered into discussion on a different agreement called the *Joint Initiative*. An extensive consultation of NZEI members was carried out across NZ and NZPF actively encouraged members to participate.

Reaction to the outcome of the agreement has been mixed. The government's expectation of raising achievement through the '*Communities of Learning*' (CoLs) is seen by many principals as a case of 'the emperor has no clothes'. That said many have acted pragmatically and formed CoLs to access the resources this policy enables. Much time and energy has been consumed trying to make CoLs work.

### **National Standards and other Measures of Success**

We continue to lobby the Minister and Ministry to consider measures of success for our children other than just national standards. In the five years since the national standards were implemented, we have seen no appreciable lift in the achievement of priority learners on any national standards measure.

What we have seen is an increase in criticism directed at teachers for not raising performance against the national standards or for not employing suitable moderation practices, none of which improves children's learning.

NZPF contends that the logic of using a standardised measure for monitoring the performance of priority learners is misplaced thinking and should be reviewed. These learners would not be 'priority' learners if they were 'standard' learners.

Einstein tells us that doing the same thing over and over defines insanity and we agree.

Standardised measures of achievement like the national standards derive from paradigms that suited the industrial era, not the twenty-first century. The time to re-examine the efficacy of national standards and NCEA targets is overdue.

There are many measures of success that emanate from a broad based curriculum including the key competencies, inclusiveness, cultural intelligence, teacher inquiry, data literacy and wellbeing. To prepare children for a twenty-first century world these are the measures we must look to.

### **Relationships with other sector groups**

#### **Ministry of Education**

As the Ministry has adopted the new role of 'stewardship' to serve the system rather than to lead it, NZPF has also adopted a new role in its relationship with the Ministry.

NZPF's role is now centred on leadership and assisting the Ministry in policy development. We are supported by the Ministry to take the lead in a number of different areas including our Māori Achievement Collaborations (MACs) and Principal Leadership Advisory Service (PLAs) and throughout this year we have developed a very positive and reciprocally beneficial relationship to the benefit of our members.

#### **EDUCANZ**

Through the submission process, NZPF raised a number of concerns with respect to the establishment of EDUCANZ. These objections included that the EDUCANZ Board is appointed by the Minister rather than democratically elected by teachers. Our view remains that EDUCANZ will struggle to demonstrate independence from government and the Minister and will struggle to show the teachers of New Zealand that it is their body, to represent them and provide a voice for them. The EDUCANZ interim Board has nevertheless worked closely with NZPF and other peak bodies on principal appraisal, registration and communications.

It is our understanding that the Ministry is likely to devolve issues of leadership to EDUCANZ so it is critical that we maintain close relations with Graham Stoop, the new CEO and the Board.

**National Education Leadership Partnership (NELP)**

This group was formed from representatives of the peak bodies and founded to establish a set of principles to underpin school resourcing changes and resourcing delivery. Members felt that consultation through the Cross Sector

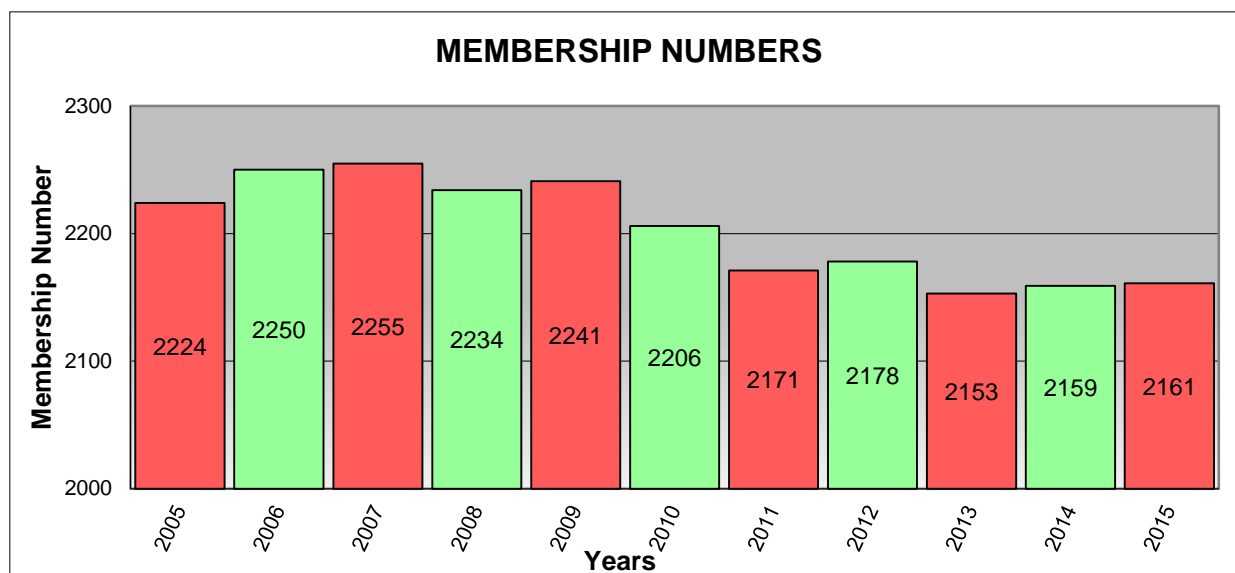
Forums, as announced by the Minister, was insufficient for such an important issue. By the end of 2015 little progress had been made although we are aware the Minister has commissioned three different papers on school resourcing.



**Iain Taylor**  
**NZPF President**



# Membership Statistics



Graph 1

| Comparison 2005 – 2015 ~ Grades as % of Total Membership |            |            |            |            |            |            |            |            |             |
|--|------------|------------|------------|------------|------------|------------|------------|------------|-------------|
| Grade  | U 1        | U 2        | U 3        | U 4        | U 5        | U 6        | U 7+       | Other      | Totals      |
| 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%        | 14%        | 12%        | 27%        | 19%        | 8%         | 4%         | 0%         | 100%        |
| 2013   | 16%        | 14%        | 12%        | 27%        | 19%        | 8%         | 4%         | 0%         | 100%        |
| 2014   | 16%        | 13%        | 12%        | 27%        | 19%        | 9%         | 4%         | 0%         | 100%        |
| 2015   | 15%        | 13%        | 12%        | 27%        | 20%        | 8%         | 4%         | 1%         | 100%        |
| <b>Members</b>   | <b>330</b> | <b>281</b> | <b>262</b> | <b>581</b> | <b>418</b> | <b>182</b> | <b>83</b>  | <b>24</b>  | <b>2161</b> |
| <b>Possible</b>  | <b>385</b> | <b>309</b> | <b>277</b> | <b>617</b> | <b>473</b> | <b>256</b> | <b>184</b> | <b>36</b>  | <b>2533</b> |
| <b>Percentage</b>  | <b>86%</b> | <b>91%</b> | <b>95%</b> | <b>94%</b> | <b>88%</b> | <b>71%</b> | <b>45%</b> | <b>75%</b> | <b>85%</b>  |
| <b>Non Members</b>                                       | <b>55</b>  | <b>28</b>  | <b>15</b>  | <b>36</b>  | <b>55</b>  | <b>74</b>  | <b>101</b> | <b>8</b>   | <b>372</b>  |

Table 1

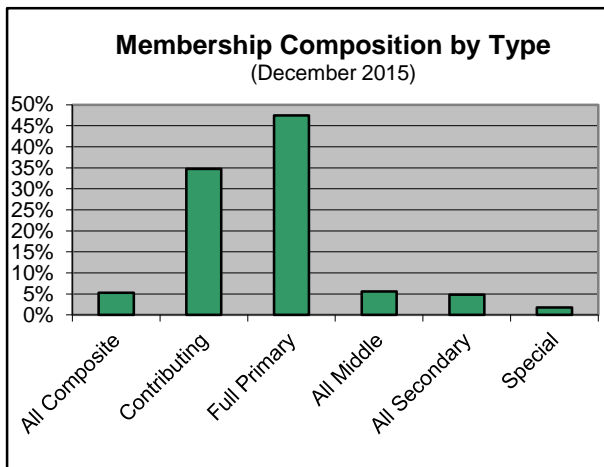
## Membership

The table above shows all types of schools have been included across all U grades. Percentages of schools within each U grade, that choose to be members, have remained relatively stable for the last ten years. Variations can usually be explained by fluctuations in secondary school membership which oscillates between 25% and 35%. Secondary schools also have the option of belonging to their own Secondary Principals' Association of New Zealand (SPANZ) and usually do.

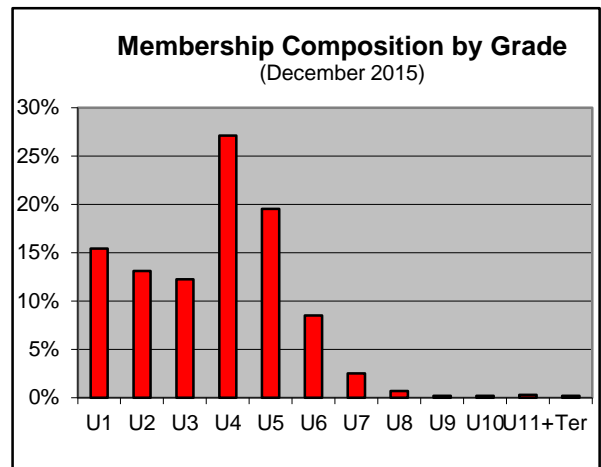
The bulk of the membership comes from contributing and full primary schools (82%). Middle (6%), composite (5%) and secondary schools (5%) make up the remainder alongside special schools (2%). These

figures representing the NZPF membership base remain stable as they have done for the past decade (see graph 2).

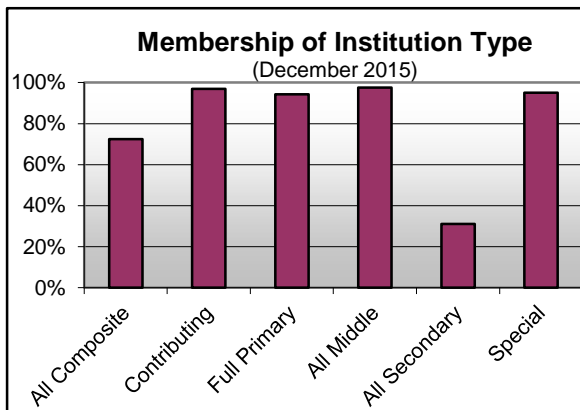
As expected, the greatest proportion of the membership are schools with gradings between U1 and U5 (87%), with 8% at U6 and 4% U7+ (see graph 3).



Graph 2



Graph 3

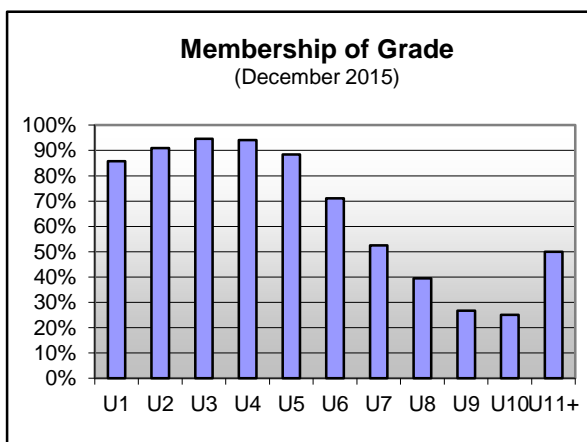


Graph 4

All major institution types have maintained their membership at similar levels to 2014, including contributing (97%), intermediate/middle rising 4% (98%) and full primary schools up 1% (94%).

Secondary school membership remains at the same level as in 2014 (31%) while special school membership dropped 3% (98%). Area/composite schools have maintained the same level (72%).

NZPF aims to be the most influential advocate for school principals in New Zealand. To achieve this objective, the President needs to have the full support of the membership. High levels of membership are thus critical to having a powerful Presidential voice that is relevant, credible and influential.



Membership representation as at 31 December 2015

- 94% of all of New Zealand’s primary schools
- 95% of all special schools
- 72% of all area/composite schools
- 31% of all secondary schools

Graph 5

Table 2 below shows the membership subscription income from 2004 to 2015 inclusive. Increases from 2006 to 2007 and 2011 to 2012 represent increases in the level of subscription fees for 2007 and 2012.

| <b>Subscription Income</b> <i>(GST Inclusive)</i> |             |             |             |             |             |             |             |             |             |             |             |
|---|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| <b>2004</b>                                       | <b>2005</b> | <b>2006</b> | <b>2007</b> | <b>2008</b> | <b>2009</b> | <b>2010</b> | <b>2011</b> | <b>2012</b> | <b>2013</b> | <b>2014</b> | <b>2015</b> |
| \$451 021   | \$456 579   | \$461 332   | \$506 644   | \$500 289   | \$502 086   | \$492 616   | \$471 217   | \$549,252   | \$545,605   | \$551,422   | \$565,344   |

Table 2

# Financial Report

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## Finance Report for Year Ending 31 December 2015

### Commentary on 'The 2015 audited accounts of the New Zealand Principals' Federation'

Thanks to prudent management we have come through the 2015 year with a positive financial result. The Statement of Financial Performance gives an overview of our financial situation compared with 2014. Our net worth at year end was \$1,311,614. Income over expenditure resulted in a net surplus after tax of \$69,732. Our working capital of \$978,186 is at a very satisfactory level.

With the support of business partnerships, the Federation has been able to respond to the membership and provide a professional voice for Principals as they lead New Zealand schools.

Significant aspects in 2015:

- Revenue from subscriptions increased slightly after decreasing in 2014
- Trading surplus increased significantly due to increased surplus from conference
- Business partnerships increased slightly by \$6102
- Working capital plus term investments increased by 7%
- Membership is stable
- Infrastructure/Operations expenditure decreased slightly by \$5,007

### Conclusion

Business partners make a significant contribution to the Federation's income. We appreciate our partners' on-going commitment to education and to the work of New Zealand principals, particularly those businesses who have had a long-term loyalty to the Federation. Our business partnership executive team makes every effort to maintain and grow positive, mutually beneficial, relationships with our corporate partners. Our appreciation goes to Education Services Ltd 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.

We enter 2016 on a sound financial footing and have the capacity to respond to future challenges in education as we continue to provide advocacy and support for New Zealand Principals.

Motion: That the audited financial report be adopted

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

A handwritten signature in black ink, appearing to read "K. Brisco".

Karen Brisco

Finance Convener 2015





## Independent Auditor's Report

**Audit**

**Grant Thornton New Zealand Audit Partnership**  
L15 Grant Thornton House  
215 Lambton Quay  
PO Box 10712  
Wellington 6143  
T 04 474 8500  
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[www.granthornton.co.nz](http://www.granthornton.co.nz)

### **To the Members of New Zealand Principals Federation**

#### **Report on the financial statements**

We have audited the financial statements of New Zealand Principals Federation on pages 2 to 8, which comprise the statement of financial position as at 31 December 2015, 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 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 executive 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 in the area of taxation. The firm has no other interest in New Zealand Principals Federation.

#### Opinion

In our opinion, the financial statements on pages 2 to 8 present fairly, in all material respects, the financial position of New Zealand Principals Federation as at 31 December 2015, and its financial performance, for the year then ended in accordance with generally accepted accounting practice in New Zealand.

#### **Restriction on use of our report**

This report is made solely to the Members, as a collective body. Our audit work has been undertaken so that we might state to the Members, as a collective body those matters which we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Members, as a collective body, for our audit work, for this report or for the opinion we have formed.



**Grant Thornton New Zealand Audit Partnership**  
Wellington, New Zealand  
10th May 2016

## INDEX

**New Zealand Principals Federation  
Financial Statements  
For the year ended 31 December 2015**

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| 2   | Statement of Financial Performance    |
| 3   | Statement of Movements in Equity      |
| 4   | Statement of Financial Position       |
| 5-8 | Notes to the Financial Statements     |

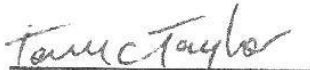
**New Zealand Principals Federation  
Statement of Financial Responsibility  
For the year ended 31 December 2015**

**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: 10.5.16



**New Zealand Principals Federation  
Statement of Financial Performance  
For the year ended 31 December 2015**

|  | Notes | 2015<br>Actual       | 2014<br>Actual       |
|--|-------|----------------------|----------------------|
| <b>Income</b>  |       |                      |                      |
| Membership   |       | 565,344              | 551,422              |
| Trading Income                                       |       | 67,609               | 34,689               |
| Business Partnerships                                |       | 405,737              | 399,635              |
| Interest   |       | 28,130               | 34,659               |
| Other Income   |       | 632                  | 6,576                |
| Forms  |       | 12,614               | 24,344               |
|  |       | <u>1,080,066</u>     | <u>1,051,325</u>     |
| <b>Expenditure</b>                                   |       |                      |                      |
| Trading Expenditure                                  |       | 20,799               | 12,962               |
| Business Partnerships                                |       | 112,200              | 99,998               |
| Depreciation   | 4     | 23,913               | 23,436               |
| Infrastructure/operations                            |       | 353,263              | 354,986              |
| Audit Fees   |       | 8,200                | 10,197               |
| Leadership   |       | 184,847              | 179,012              |
| Executive  |       | 212,464              | 180,324              |
| International Relations                              |       | 36,683               | 28,710               |
| Membership Support                                   |       | 69,088               | 55,608               |
|  |       | <u>1,021,457</u>     | <u>945,233</u>       |
| <b>Net surplus for year before tax and associate</b> |       | 58,609               | 106,092              |
| 50% share of associate profit/loss                   | 7     | 11,123               | (14,012)             |
| Tax Expense  | 5     | 0                    | 0                    |
| <b>Net surplus for year after tax and associate</b>  |       | <u><u>69,732</u></u> | <u><u>92,080</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 2015**

|   | <b>2015<br/>Actual</b>  | <b>2014<br/>Actual</b>  |
|---|-------------------------|-------------------------|
| Equity at the start of the year                     | 1,241,882               | 1,149,802               |
| Net surplus for the year                            | 69,732                  | 92,080                  |
| Total recognised revenues and expenses for the year | <u>69,732</u>           | <u>92,080</u>           |
| Equity at the end of the year                       | <u><u>1,311,614</u></u> | <u><u>1,241,882</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 2015**

|  | NOTES | 2015             | 2014             |
|--|-------|------------------|------------------|
| <b>EQUITY</b>                                |       | <u>1,311,614</u> | <u>1,241,882</u> |
| <b>PRESENTED BY:</b>                         |       |                  |                  |
| <b>CURRENT ASSETS</b>                        |       |                  |                  |
| Cash and Deposits                            |       | 210,131          | 279,939          |
| Investments                                  |       | 649,181          | 356,188          |
| Accrued Interest                             |       | 1,406            | 0                |
| Accounts Receivable                          |       | 17,262           | 37,235           |
| Prepayments                                  |       | 55,399           | 12,662           |
| Conference Seeding Grant                     |       | 90,000           | 15,000           |
| Stock  |       | 1,748            | 7,687            |
| Provision for Taxation                       | 5     | 7,122            | 3,420            |
| GST Receivable                               |       | <u>25,782</u>    | <u>0</u>         |
|  |       | 1,058,031        | 712,131          |
| <b>CURRENT LIABILITIES</b>                   |       |                  |                  |
| GST Payable                                  |       | 0                | 9,621            |
| Accounts Payable                             |       | 60,129           | 59,900           |
| Income In Advance                            |       | 3,924            | 12,498           |
| Annual Leave Accrual                         |       | 5,792            | 8,345            |
| Payable to Principals Advice and Support Ltd |       | 0                | 10,000           |
| Payable to AJR Trust                         |       | <u>10,000</u>    | <u>0</u>         |
|  |       | 79,845           | 100,364          |
| <b>WORKING CAPITAL</b>                       |       | 978,186          | 611,767          |
| <b>NON-CURRENT ASSETS</b>                    |       |                  |                  |
| Fixed Assets                                 | 4     | 296,219          | 298,127          |
| Conference Seeding Grant                     |       | 0                | 20,000           |
| Prepayments - 2017 Conference                |       | 4,098            | 0                |
| Investments                                  |       | 0                | 300,000          |
| Principals Advice & Support Ltd              | 7     | 23,111           | 11,988           |
| Advance to Principals Advice and Support Ltd |       | <u>30,000</u>    | <u>55,176</u>    |
|  |       | 353,428          | 685,291          |
| <b>NON-CURRENT LIABILITIES</b>               |       |                  |                  |
| Payable to AJR Trust                         |       | <u>20,000</u>    | <u>55,176</u>    |
|  |       | 20,000           | 55,176           |
| <b>NET ASSETS</b>                            |       | <u>1,311,614</u> | <u>1,241,882</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  
Statements of Accounting Policies  
For the year ended 31 December 2015**

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) Statement of Compliance**

The financial statements comply with Financial Reporting Standards (FRS's) and Statement of Standard Accounting Practice (SSAP's) as appropriate for entities that qualify for, and apply differential reporting concessions.

**ii) Differential Reporting**

The New Zealand Principals' Federation qualifies for differential reporting under the External Reporting Board's Framework, as it is not publicly accountable and is not large in terms of the criteria. All of the reporting exemptions available under the Framework have been applied, except for NZFRS 19 Account for Goods and Services Tax, with which it has fully complied.

**iii) 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.

**iv) 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 Straight Line basis over the useful life of the assets.

Where an asset is disposed of, the gain or loss is recognised in the Statement of Financial Performance, and is calculated as the difference between the sale price and the carrying amount of the asset.

The estimated useful lives of the assets are:

|                    |              |
|--------------------|--------------|
| 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, after providing for doubtful debts. Bad debts are written off in the year in which they are identified.

**Membership**

Membership revenue is recognised when the money is received in bank. This is a voluntary membership.

**Revenue**

All other revenue is recognised in the financial period to which it relates. Revenue received in advance is held in the Statement of Financial Position.





**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.

**Leases**

Leases in which a significant portion of the risks and rewards of ownership are retained by the Lessor are classified as operating leases. Payments made under operating leases (net of any incentive received from the lessor) are charged to the Statement of Financial Performance on a straight line basis over the period of the lease.

**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 2015**

**1 Capital Commitments**

There are no capital commitments as at 31 December 2015 (2014 Nil).

**2 Contingencies**

There are no contingent liabilities as at 31 December 2015 (2014 Nil).

**3 Leasehold Commitments**

In May 2014 the Federation signed an agreement for the lease of their Wellington office space. The amounts outstanding on the agreement as at balance date are as follows:

|               | 2015           | 2014           |
|---------------|----------------|----------------|
| Due < 1 year  | 85,254         | 71,045         |
| Due 2-5 years | 341,016        | 426,270        |
|               | <u>426,270</u> | <u>497,315</u> |

| 4 Fixed Assets         | 31 December 2015 |                |                |               | 31 December 2014 |                |                |               |
|------------------------|------------------|----------------|----------------|---------------|------------------|----------------|----------------|---------------|
|                        | Cost             | Accum<br>depn  | Book<br>value  | Depn          | Cost             | Accum<br>depn  | Book<br>value  | Depn          |
| Land and buildings     | 250,388          | 53,259         | 197,129        | 4,439         | 250,388          | 48,820         | 201,568        | 4,439         |
| Chattles               | 1,317            | 1,088          | 229            | 131           | 1,317            | 956            | 361            | 132           |
| Furniture and fittings | 61,759           | 25,705         | 36,054         | 5,652         | 58,461           | 20,693         | 37,768         | 3,619         |
| Office equipment       | 19,977           | 13,946         | 6,031          | 2,894         | 19,312           | 11,052         | 8,260          | 2,283         |
| Leasehold improvements | 129,172          | 72,396         | 56,776         | 10,797        | 111,769          | 61,599         | 50,170         | 8,860         |
| Computer hardware      | 27,727           | 27,727         | 0              | 0             | 27,727           | 27,727         | 0              | 901           |
| Computer software      | 3,938            | 3,938          | 0              | 0             | 3,938            | 3,938          | 0              | 0             |
|                        | <u>494,278</u>   | <u>198,059</u> | <u>296,219</u> | <u>23,913</u> | <u>472,912</u>   | <u>174,785</u> | <u>298,127</u> | <u>20,234</u> |

**5 Taxation**

|                                  | 2015     | 2014     |
|----------------------------------|----------|----------|
| Assessable Income                | (5,308)  | 12,161   |
| Taxation at 28%                  | 1,486    | (3,405)  |
| Losses not previously recognised | 0        | 3,405    |
| Losses not recognised            | (1,486)  | 0        |
| Tax Expense                      | <u>0</u> | <u>0</u> |

Unrecognised tax losses total \$97,595 (2014: \$92,287)

|  |              |              |
|--|--------------|--------------|
| Opening Taxation Asset/(Liability)     | 3,420        | (2,597)      |
| Tax Paid/(Refund received during year) | 0            | 2,597        |
| Current years taxation                 | 0            | 0            |
| Less RWT                               | 3,702        | 3,420        |
| Closing Taxation Asset/(Liability)     | <u>7,122</u> | <u>3,420</u> |

**6 Related Party Transactions**

Members of the Executive are also paying members of the Federation. All transactions are on an arms length basis. Director fees received from Principals Advice and Support Ltd (an associate company) \$6,900 (2014 \$4,200).



**New Zealand Principals Federation  
Notes to the Financial Statements  
For the year ended 31 December 2015**

**7 Investment in Principals Advice and Support Ltd**

The Federation signed an agreement on 1 April 2014 to purchase 500 of the 1,000 shares in Principals Advise & Support Limited, a company incorporated in New Zealand, providing legal support to principals.

The purchase price of \$76,000, represented the purchase price for shares (\$26,000), and the acquisition of a loan that was repayable by the previous shareholder (\$50,000), is payable by an original payment of \$26,000 plus 5 annual instalments of \$10,000.

This gives New Zealand Principals Federation 50% ownership with Anderson Lloyd Lawyers owning the other 50%. As New Zealand Principals Federation does not have control over Principals Advice and Support Ltd., it has been treated as an associate in the financial statements using the equity method in accordance with FRS 38.

A reconciliation of the carrying amount of the investment and the share of operating surplus/(deficit) for both years is as follows ;

|                                       |                      |                      |
|---------------------------------------|----------------------|----------------------|
|                                       | <b>2015</b>          | <b>2014</b>          |
| Share of operating surplus            | 11,123               | -14,012              |
| Share of tax expense                  | <u>          </u>    | <u>          </u>    |
|                                       | <b>2015</b>          | <b>2014</b>          |
| Opening carrying amount of investment | 11,988               | 0                    |
| Purchase of Shares                    | 0                    | 26,000               |
| Share of operating surplus/(deficit)  | 11,123               | -14,012              |
|                                       | <u><u>23,111</u></u> | <u><u>11,988</u></u> |

**8 Subsequent Events**

There have been no subsequent events that affect the financial statements (2014 Nil).



## Proposal to Increase 2017 NZPF Subscription by CPI

### Background and Justification

At the 2014 AGM the national executive resolved to index the NZPF subscription rate to CPI (inflation), since any increase in the CPI will inevitably have a direct impact on expenditure. In this way it is hoped to avoid any excessive one-off fee increases in the future.

*Statistics New Zealand* reports that the CPI increased 0.4 percent in the year from end of March 2015 to end of March 2016. That translates to a small increase of \$1.30 on average for each U level of membership. Real increases have been rounded up to the nearest \$0.10.

### MOTION

That the NZPF subscription fees for 2017 be increased by the CPI of .4%. The fees for the different U grades would apply as per the table below:

| No at Dec 2015 | U Grade       | Current 2016 | Proposed 2017 | % Increase | \$ Increase | Total Extra       |
|----------------|---------------|--------------|---------------|------------|-------------|-------------------|
| 330            | 1             | \$173.40     | \$174.10      | .4%        | .70         | \$231.00          |
| 281            | 2             | \$224.40     | \$225.30      | .4%        | .90         | \$252.90          |
| 262            | 3             | \$270.30     | \$271.40      | .4%        | 1.10        | \$288.20          |
| 581            | 4             | \$321.30     | \$322.60      | .4%        | 1.30        | \$755.30          |
| 418            | 5             | \$372.30     | \$373.80      | .4%        | 1.50        | \$627.00          |
| 182            | 6             | \$413.10     | \$414.80      | .4%        | 1.70        | \$309.40          |
| 107            | 7+ incl other | \$448.80     | \$450.60      | .4%        | 1.80        | \$192.60          |
|                |               |              |               |            |             | <b>\$2,656.40</b> |



(INCORPORATED)

# CONSTITUTION and RULES

(These rules rescind all previous rules)

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### **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 2013.

### **2 Name**

- 2.1 The name of the Federation is **New Zealand Principals' Federation Incorporated - Ngā Tumūaki 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 a 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
- (b) A Vice-President

**10.2** The following shall be elected biennially:

- (a) 12 executive members

**10.3** The President, Vice President and 12 executive members, together with the Immediate Past President (President prior to the current President) shall be the Federation's National Executive and shall be known as the "National Executive".

**10.4** 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.

**10.5** 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.

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

- (a) Written nominations for nominees under Rule 10.1-10.4, 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.
- (b) 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.
  - (i) 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.
- (c) During September three email reminders will be sent to members reminding them to complete e-voting.
- (d) No e-voting return will be accepted after noon 20 September.
- (e) 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.
- (f) In the event of any vote being tied the tie shall be resolved by the current National Executive.



- (g) If there are insufficient valid nominations received under sub rule (a) above, but not otherwise, the National Executive may co-opt from its membership.
  - (h) Any complaint concerning the election process or results must be received in writing by the National Secretary no later than 10 October.
  - (i) At the last National Executive meeting of the year, the National Secretary shall table an election report.
- 10.7** 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.
- 10.8** If a vacancy occurs within the National Executive outside those positions contained in 10.7, 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.
- 10.9** 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.
- 10.10** 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 1<sup>st</sup> day of January to the 31<sup>st</sup> 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 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 10.1-10.4 or appointed under Rule 10.7 or 10.6 (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 10.4 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 Invercargill in September 2014.

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The New Zealand Principals' Federation acknowledges the generous support for  
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## GOLD



## SILVER



## BRONZE



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