



Queenstown
Conference 2017

NEW ZEALAND
PRINCIPALS'
FEDERATION
Ngā Tumūaki o Aotearoa

Remarkably Different

Ka puna hauaitu, ka puna karikari, ka puna waimarie

19 - 22 September



NEW ZEALAND
PRINCIPALS'
FEDERATION
Ngā Tumūaki o Aotearoa

ANNUAL GENERAL MEETING 2017

Thursday 21 September 2017

Queenstown Events Centre, Frankton

Mission Statement

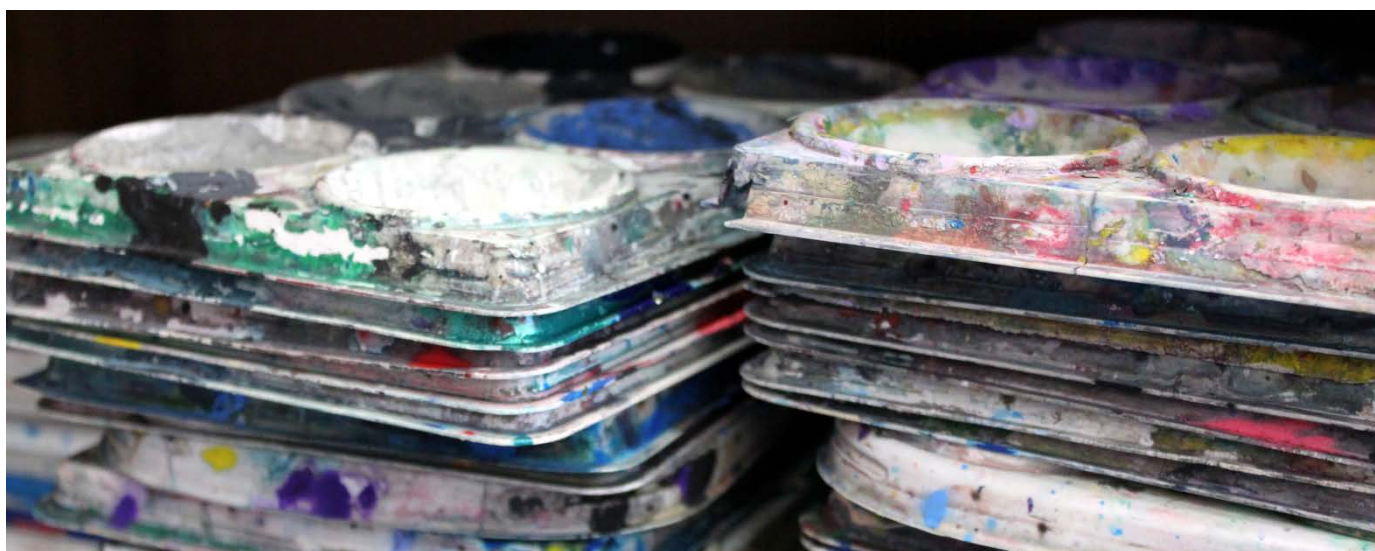
To provide a professional voice and support for principals as they lead New Zealand schools

Vision

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

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Directory

National Executive

President

Whetu Cormick

Vice President

Karen Brisco

Past President

Iain Taylor

Secretary

Julie Hepburn

Finance Convener

Debra Peck

Executive Members

Deidre Alderson

Graeme Barber

Gavin Beere

Barbara Bowen

Phil Palfrey

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

36 Brandon Street

PO Box 25380

Wellington 6146



National Executive



President
Whetu Cormick
Principal
Bathgate Park School
Dunedin
Ph 03 455 3421
whetu@nzpf.ac.nz



Vice President
Karen Brisco
Principal
Omata School
New Plymouth
Ph 06 751 2308
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Past President
Iain Taylor
Principal
Manurewa Intermediate
Auckland
Ph 09 266 8268
iaint@nzpf.ac.nz



Secretary
Julie Hepburn
Principal
Red Beach School
Auckland
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Finance Convener
Debra Peck
Principal
Riverdale School
Palmerston North
Ph 06 354 2416
debrap@nzpf.ac.nz



Business Partner Convener
Gavin Beere
Principal
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Auckland
Ph 09 267 6252
gavinb@nzpf.ac.nz



Executive
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Principal
Willowbank Primary
School, Auckland
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Executive
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Principal
Woodend School
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Executive
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Principal
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Executive
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Executive
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Executive
Cherie Taylor-Patel
Principal
Flanshaw Rd School
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Ph 09 834 7224
cherie.taylor-patel@nzpf.ac.nz



Executive
Kay Tester
Principal
Ss Peter and Paul
School Lower Hutt
Ph 04 569 5759
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 (dec)	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
John Fleming	2016
Philip Harding	2016

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

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	2003-2004
Pat Newman	2005-2006
Judy Hanna	2007
Paddy Ford	2008
Ernie Buutveld	2009-2010
Peter Simpson	2011
Paul Drummond	2012
Philip Harding	2013-2014
Denise Torrey	2015
Iain Taylor	2016

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	2015-2016

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-

Kaumatua

Tauri Morgan	1999-2014
Hatarei Temo	2016-

Executive Members

1982 – 2017

Ron McDonald	1982-1983	Alistair Kay	1995-1996
David Peterson	1982-1983	Pat Newman	1995-2007
Bruce Adin	1982-1984	<i>(Membership Registrar 1997-2004)</i>	
Jack Archibald	1982-1984	Colleen Murray/Gray	1996-2009
Jock Spence	1982-1985	Gavin Price	1996-2004
Grahame Smith	1982-1986	Bruce Robertson	1996-1998
<i>(Membership Registrar 1984-1986)</i>		Iain Taylor	1996-1997
Ross Agnew	1982-1987	Martin Bate	1997-1999
<i>(Treasurer 1982-1985)</i>		<i>(Editor 1998-1999)</i>	
Ian Payne	1982-1987	Liz Sissons	1997-2000
Tom Brown	1982-1987	Kelvin Squire	1997-2006
Don Le Prou	1982-1989	Madeleine East	1998-2006
Joan Scanlan	1982-1989	Marion Fitchett	1999-2007
Ross Whimp	1982-1993	<i>(Editor 1999-2007)</i>	
<i>(Membership Registrar 1986-1993)</i>		Barry Hambleton	1999-2009
Sister M Monaghan	} 1983-1984	Paddy Ford	2000-2009
Sister Anne Warren		Julie Hepburn	2000-2003
Ken Morris	1983-1989	Peter Simpson	2000-2013
<i>(Editor 1984-1989)</i>		Peter Gunn	2001-2002
Monty Morrison	1984-1986	Ernie Buutveld	2002-2013
<i>(Treasurer 1985-1986)</i>		<i>(Membership Registrar 2005-2007)</i>	
Colin McCormack	1984-1987	Linda Woon	2002-2005
John Newman	1984-1987	Liz Millar	2003-2011
Kelvin Bennett	1984-1992	Mark Ellis	2005-2006
June Scott	1985-1986	Julie Hepburn	2005-
Peter Corrigan	1985-1988	Jacqui Duncan	2006-2010
John Cornish	1985-1990	Paul Drummond	2007-2014
Russell Young	1985-2002	David Ellery	2007-2013
<i>(Treasurer 1986-2002)</i>		<i>(Treasurer 2008-2013)</i>	
Con Coffey	1985-1990	Peter Witana	2007-2014
Robin Clegg	1986-1987	Sally Direen	2008-2013
Hettie Tapsell	1986-1989	Phil Palfrey	2008-
Alan Bond	1987-1990	Philip Harding	2009-2015
Jean Packman	1987-1995	Gavin Beere	2010-
Christine Gardiner	1987-1992	Kevin Bush	2010-2015
John Boyens	1987-1993	Wayne Facer	2010-2010
John Cunningham	1987-1996	Marlene Campbell	2011-2012
Carl Olivercrona	1987-1990	Keri-Milne Ihimaera	2011-2014
Bevyn Gibson	1987-1991	Whetu Cormick	2011-
Robin Penman	1989-1990	Denise Torrey	2012-2016
Dick Connolly	1989-2000	Iain Taylor	2013-
Tony Draaijer	1989-1996	<i>(Finance Convener 2014)</i>	
<i>(Membership Registrar 1994-1996)</i>		Enosa Auva'a	2014-2017
John Fleming	1989-1997	Graeme Barber	2014-
Geoff Lovegrove	1989-2010	Karen Brisco	2014-
<i>(Editor 1989-97,2008-10)(Treas 2002-2008)</i>		<i>(Finance Convener 2015-2016)</i>	
Marilyn Yeoman	1990-1999	Debra Peck	2014-
Renetta Dennis	1991-1994	Barbara Bowen	2015-
Nola Hambleton	1991-2001	Perry Rush	2015-
Dave Winefield	1991-1995	Cherie Taylor-Patel	2015-
Tony Rzoska	1992-1995	Debbie Smith	2016-
Muriwai Jones	1993-1994	Kay Tester	2016-
Tauri Morgan	1993-1997	Deidre Alderson	2017-
<i>(Kaumatua 1999-2014)</i>			
Pererika Twist	1993-1995		
Judy Hanna	1994-2008		
Peter Whatt	1994-2000		
Jenny Earle	1995-2004		

Business Partners

GOLD



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



Crest Commercial Cleaning Ltd
PO Box 740
Dunedin 9054
Phone: 0800 273 780
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Furnware Ltd
PO Box 1
Hastings 4156
Hawke's Bay
Phone: 0800 655 155
www.furnware.co.nz



**Konica Minolta Business Solutions
New Zealand Limited**
Private Bag 92 635
Symonds Street
Auckland 1150
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www.konicaminolta.co.nz



Mitre 10 New Zealand Ltd
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North Shore
Auckland 0745
Phone: 0800 4648 7130
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OfficeMax New Zealand Limited
PO Box 5024
Wellesley Street
Auckland 1141
Phone: 0800 577 700
www.officemax.co.nz



PhotoLife Studios Limited
PO Box 97 399
Manukau
Auckland 2241
Phone: 0800 501 040
www.photolife.co.nz



Scholastic New Zealand Limited
Private Bag 94407
Botany
Manukau 2163
Phone: 09 274 8112
www.scholastic.co.nz

SILVER



ALSCO
PO Box 74450
Greenlane
Auckland 1546
Phone: 09 524 3252
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Equico Flexigroup (NZ) Ltd
PO Box 90935
Victoria Street West
Auckland 1142
Phone: 0800 378 426
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Educating through movement

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



Programmed Property Services
PO Box 12620
Penrose
Auckland 1642
Phone: 0800 620 911
www.programmed.co.nz



Safe Kids in Daily Supervision Ltd
PO Box 259262
Botany
Auckland 2163
Phone: 09 576 6602
www.skids.co.nz



the paint the professionals use

Resene Paints Limited
PO Box 62126
Mt Wellington
Auckland 1641
Phone: 0800 737 363
<http://www.resene.co.nz/schoolservices>



The Resilience Institute International Ltd
PO Box 28-123
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Auckland
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BRONZE



Crombie Lockwood (NZ) Ltd
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InterLEAD – Appraisal Connector
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AMSC
Auckland 1142
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Agenda

AGENDA FOR 36th ANNUAL GENERAL MEETING

Thursday, 21 September 2017 at 3.45 pm
Queenstown Events Centre, Frankton

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 35th Annual General Meeting

Corrections to Minutes
Matters arising

Correspondence

Matters arising

President's Report

Whetu Cormick

Membership Statistics

Financial Report and Statement of Accounts

Debra Peck

Membership Subscription Proposal
Appointment of Auditor

NZPF Membership Subscription 2018

Motion that the NZPF subscription fees for 2018 be increased by the CPI of 1.7%.

General Business

Next Annual General Meeting

Thursday, 25 October 2018
TSB Bank Arena & Convention Centre, Wellington
3.45 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

ANNUAL GENERAL MEETING

Minutes of the 35th Annual General Meeting held in Auckland on 2 June 2016
NZ Room 1, Sky City Convention Centre, Auckland

STARTING TIME:	3.45 pm
PRESIDENT:	I Taylor
KARAKIA:	H Temo
IDENTIFICATION OF MEMBERS:	President I Taylor declared that we had a quorum
ACKNOWLEDGEMENT:	President I Taylor welcomed the members attending including Life Members and made special mention of the new principals in attendance
APOLOGIES:	Nil
CONFIRMATION OF STANDING ORDERS:	MOVED "That the standing orders be adopted" AGREED Chair
ADOPTION OF AGENDA:	MOVED "That the agenda be adopted" AGREED Chair
MINUTES:	MOVED "That the minutes of the 34th Annual General Meeting be confirmed" AGREED Chair
MATTERS ARISING:	Nil
CORRESPONDENCE:	Nil
PRESIDENT'S REPORT:	President I Taylor delivered his report highlighting key issues MOVED "That the President's report be adopted" AGREED Chair
MEMBERSHIP STATISTICS:	As recorded in the AGM Booklet. Noted that membership remains high MOVED "That the membership statistics report be received" AGREED Chair

FINANCIAL REPORT:

- Noted that the 2015 year ended successfully with the Federation in a sound financial position
- Thanks were extended to Karen Brisco the 2015 NZPF Finance Convener for her diligent work

MOVED “That the audited financial report, year ended 2015 be adopted” **AGREED K Brisco/G Barber**

MOVED “That the firm of Grant Thornton be re-appointed as auditors for the 2016 financial year”
AGREED K Brisco/D Peck

NZPF Subscription Rate to take effect 2017

MOVED “That the NZPF subscription be increased by CPI of .4% for the 2017 year
AGREED K Brisco/J Hepburn

CONSTITUTIONAL CHANGE

MOVED “That clause 16.1 of the NZPF Constitution be altered to read:

“That 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”

AGREED Chair

GENERAL BUSINESS: Nil

NEXT ANNUAL GENERAL MEETING:

President I Taylor invited all members to meet in Queenstown on 21 September 2017 at 3:45pm for the next Annual General Meeting

CLOSURE: I Taylor

The President closed the 35th Annual General Meeting at 4.10 pm

President's Report



INTRODUCTION:

I open this report by acknowledging the passing, in May 2016, of Tauri Morgan, NZPF Kaumatua for fifteen years.

Haere atu ra matua; moe mai, moe mai, moe mai ra!

Tauri had an exceptional ability to build bridges between Māori and Pākehā and above all he knew how to foster relationships and use them to strengthen the NZPF kaupapa. He mentored and supported many principals throughout his career, making him both a popular and highly respected Kaumatua. We pay tribute to the work Tauri did in advising, supporting and mentoring the

leadership of NZPF over many years and keeping us culturally safe.

Every now and then an organisation needs some reorganisation to turn its systems and structures into a logical connected whole to enable it to be effective and efficient and to have a strategic rather than reactive approach. The 2016 NZPF executive can feel justifiably proud of their work which turned their already established objectives, goals and set of principles into a connected, logical charter framework which facilitates the setting of biennial focus areas for the executive to work on. This structure flows neatly into the next layer of reporting both for the President, who reports to the executive on agreed goals, and for the executive, who centre their work on focus areas which for 2016 and 2017 are Principal Hauora, Principal Leadership, Māori Education, Pacific Island Education, Special Education (now renamed Learning Support) and the Business Partnerships of NZPF.

I acknowledge the 2016 President, Iain Taylor and the executive committee and thank them for their dedication and hard work on behalf of the membership. By year end every focus group had fully explored the parameters of their chosen area of work and completed a coherent operational plan which will progress through to mid-2017.

My thanks also extend to the regional association presidents. They became our 'consultation group' for 2016 and we were grateful for their feedback which formed the basis of developing our focus areas of executive work. We also thank the Moot participants and Professor Andy Hargreaves for the energetic contributions they made to our Moot debate as we embarked on a deep exploration of our educational philosophies to determine the purpose of education in New Zealand today. We will be returning to that work in the future as we craft a statement of purpose that represents the views of our profession.

The structure of this annual report is in two parts. Part 1 is a broad document and covers NZPF activities, reference groups, working parties and other issues. Part 2, is a report on our achievements in respect of agreed NZPF goals. Reporting against these goals was introduced in 2016 and is now a component of each presidential report to the executive throughout the year. The NZPF goals for 2016 include student achievement, principal advocacy, curriculum, special education, ethics, Māori student education, Pacific Island student education, professional development, resourcing, social responsibility, Treaty of Waitangi obligations and teacher capability.

PART ONE:

i. NZPF Activities, initiatives, staffing and services

Rural Principals' Support

The executive committee has continued its focus on rural principals, under the leadership of Vice-President (elect) Karen Brisco. We have now developed a suite of support mechanisms which include the new publication *Rural Matters*, designed to provide information and tips for rural principals to help them get

through their considerable administrative and teaching work-loads; the Don Le Prou awards to assist more rural principals to attend NZPF conference and we have established a dedicated luncheon session at NZPF conference to discuss rural issues and keep our executive updated on changes in the rural sector.

NZPF Trans-Tasman Conference

Our thanks go to Jill Corkin, conference convener, Clare Chambers who led the events' company, the Auckland Primary Principals' Association and Australian Primary Principals' Association for their untiring work putting this conference together. We also thank all of the 1,000+ principals who attended, our own Business Partners and external exhibitors who supported this conference. 'Knowledge in our Hands' was an expression of our belief that the teaching profession here in New Zealand and in Australia is of high quality and of high skill and already has solutions to many of the learning and teaching challenges that we collectively face every day in our schools. Some outstanding presentations were well received from the Canadian duo of Dr Linda Kaser and Dr Judy Halbert on Inquiry Learning and from Dr Chris Sarra on educating aboriginal groups in Australia. Bringing us back down to earth were two strikingly hard hitting presentations from New Zealand's Children's Commissioner, Dr Russel Wills and Dame Diane Robinson, former CEO of Auckland City Mission. In between there was much to choose from with workshops from New Zealand and Australian practitioners on a range of topics from quite specific to more general. Auckland's Sky City was a popular venue for all delegates many of whom were able to enjoy the ambience and night attractions that the country's largest and most cosmopolitan city had on offer. A more comprehensive report appears in *NZ Principal September 2016, Volume 31 (3)*.

Moot 2016

Stepping outside of the normal format, the 2016 Moot centred on the theme question 'What is the Purpose of Education?' Professor Andy Hargreaves led the debate and summarised at the end. The intention was not to end the day with a statement of purpose but rather to air all the best ideas alongside those of the Minister, Hon Hekia Parata, Hoana Pearson, who leads the Māori Achievement Collaborations, Simon Draper from the Asia NZ Foundation, Michelle Branney of the Wellington City Mission, Grace Campbell-MacDonald from Treasury and Dr Cheryl Doig from the Futures Consultancy. These ideas will later be re-examined by executive members to finally form a statement of purpose for education. A full report on the Moot appears in *NZ Principal June 2016, Volume 31 (2)*.

Principals' Legal Advice Scheme (PASL)

Membership of our legal scheme has grown again this year to over 1,000 members. This 50% NZPF owned scheme is designed with principals in mind and is supported by Crombie Lockwood and Anderson Lloyd Lawyers. Fiona McMillan and Barry Dorking are the two lawyers who advise and support principals through any legal issues. They are both well experienced in employment law for educators and have been working with principals through our scheme for the past twenty years. We are currently going through a due diligence process with a view to buying Anderson Lloyd's 50% shareholding to become sole owners of the scheme.

NZPF Membership Services

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

History of NZPF

In 2016 we contracted Geoff Lovegrove, former president of NZPF and retired principal of Lytton Street School, Feilding, to compile the last decade of our history from 2001 to 2011. Many of you will be aware that Tom Brown, who passed away earlier in 2016, had compiled a book on NZPF history from its beginnings up to the year 2000. That book is entitled '*First Principals – A History of the New Zealand Principals' Federation*'. Geoff will continue where Tom left off and we look forward to reading his insightful and I'm sure at times humorous, account.

NZPF Helpline

One of NZPF's most popular services, the NZPF Helpline has been particularly busy this past year with a notable increase in the number of principals seeking advice on HR matters. It is for this reason that we encourage you to join our legal support scheme (PASL) because your professional career deserves

protection. It takes only one Board election to shift from having a comfortable and well connected Board relationship, to the opposite. That is why we advise you to be prepared and give yourself peace of mind.

President's Visits to the Regions

It is always a privilege to be invited to a regional meeting or event and in 2016 Iain Taylor, as President, endeavoured to prioritise regional visits. There are a number of reasons for this, including keeping NZPF connected to its membership so that NZPF remains relevant. It is also an opportunity to harvest views on issues that the executive are debating and to float new ideas. NZPF is a membership driven organisation and as such it is important to know first-hand that NZPF is representing members fairly and accurately and is advocating for the positions sought by the membership. Iain extends his thanks to the very many association presidents who hosted him on these visits and the principals he engaged with whose ideas helped shape the agenda for NZPF throughout the year.

NZPF Staff

In 2016 we welcomed Patrick Purcell, a university graduate, as our new Communications and Administration Assistant and we farewelled Susan Veldhuizen our part-time Administration Assistant who gave us dedicated service for the past fourteen years. Susan now wants to be more available to her aging parents and indulge her passion for travel with greater vigour. We wish her all the best in her future globe-trotting adventures.

Thanks are extended to Jan Franklin, our Office Manager, Liz Hawes our Executive Officer and Patrick Purcell, our Communications and Administration Assistant for keeping the national office running smoothly, maintaining high standards of professionalism in their work and for their dedication to our kaupapa.

ii. Reference/Advisory 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:

Ariki Trust, Digital Technologies, ESOL, Initial Teacher Education, Education Council Code of Responsibility, Education Council Registration and Standards, the MACs, NZ Curriculum, NZ Sign Language, NZEI Principals' Council, Funding Review, Investing in Educational Success, National Library Services, Health and Safety, PB4L, Police & Education Partnership, PLD, Property, Quarterly Education Discussion (Auckland - APPA), MOE Establishment Boards Focus Group (Auckland), Rural Education Reference Group, SMS, Sector Group Payroll, Special Education, Statutory Interventions, Online Safety, Bullying prevention, Sector group peak bodies meetings with the Secretary for Education, Ministerial Cross sector Forum work-streams.

iii. Other Issues

Communities of Learning (CoL)

A mid-year survey of the NZPF membership indicated that only 7% were in a fully functioning CoL while 17% were awaiting approval and 21% trying to form a CoL. Some 25% either had no intention of joining a CoL or were not engaged. Of greater interest was why principals had joined CoL. There were high levels of support for collaboration but the survey showed a number of hurdles in the way of principals feeling positive about CoL. These included concerns about principal and teacher roles, pressures to join and concerns that the model as it is will not be able to support collaboration. There were also ongoing issues of trust.

Progress and Consistency Tool (PaCT)

NZPF continues to oppose supporting any further development of the PaCT which is intended to make national standards results more reliable. In our view it is nonsense to try to make a flawed measure like national standards more reliable, so that national comparisons can be drawn between schools. We contend that New Zealand has rich diversity amongst its schools and a rich assortment of contexts. Trying to compare schools of such diverse contexts on a common measure is in our view pointless at best and dangerous at worst. The profession cannot and will not support it.

Global Funding

A 'Global Budget' would create a single pool of money available to schools from which the school would receive a cash component and a 'credit' component broadly equating to the average value of teacher salary costs paid centrally and of actual support staff costs.

Where a school did not use its credit balance this would be paid out in cash. Where a school overused its credit, cash would be recovered from the school.

Under the 'Global Budget', the current guaranteed minimum staffing in schools would be abolished (and there would be no 'ratios' for example, for 1:15 in year 1 or for tech staff at intermediates). When the government sets the amount of the total 'Global Budget' each year, there would be no automatic increases if roll numbers rose, nor if teacher salary rates increased. If there were increases in funding these would not be guaranteed to meet the actual increase in costs. Unlike the class size debate in 2013, the responsibility for trading off any cuts to teacher staffing with expenditure on other non-teaching resources would have to be made by each local Board, not by government.

This proposed solution to the future funding of schools was roundly rejected by the sector, by Boards and by parents. The policy was later scuttled by the Minister.

Relationships with other sector groups

It is pleasing that we have managed to maintain healthy relationships with all sector heads in the past year including with the Ministry, Education Council and ERO and with NZEI, PPTA and SPANZ. Without these strong relationships it would have been most difficult to achieve the contract for the MACs PLD programme and the expansion of the Principal Leadership Advisory(PLA) system-wide.

We value the relationships with all of these bodies recognising that at the heart of success in any advocacy work are connections and relationships.

Media Relations

The NZPF 'media year' began very strongly with a blitz of interviews on a variety of topics, and slowed as the year progressed. Here is a list of topics covered in 2016 through interviews with the NZPF President in a variety of different media:

- The Government's Budget
- Targeting of funding
- Charter Schools
- Bryan Bruce's TV3 Documentary
- Police Checks for School Camps (Karen Brisco)
- Trans-Tasman Conference
- Unisex toilets for trans-gender children
- Passing of Tom Brown, first President of NZPF
- Helping graduate teachers find employment
- Sign Language Week
- Ed Review article on how principalship has changed in last 50 years
- School Board elections and postal issues
- Technology and young brains
- Whooping cough
- Global Budget as bulk funding in disguise
- Cyber-bullying and unhelpful parents
- Placing teachers in training in full time positions in schools
- ACC spike in school trip accidents
- Jacqui Duncan (CPPA) QSM
- Increase in government funding for private schools
- ERO's new measures
- Two-year gap in learning for low decile school kids
- Influx of schools seeking charity assistance
- Teachers not applying for jobs in Auckland (Iain Taylor and Phil Palfrey)

- Death of Tauri Morgan, NZPF Kaumatua
- On-line Learning Communities (COOLs)
- Parent condoned Māori student absence from school
- 'Funding doesn't add up' (NZPF media release) (7 media reports)
- Parliament Today – NZPF President quoted on global funding
- Suicide Radio NZ Nine to noon (Perry Rush)
- Sex offenders in schools apprehended – Perry Rush and NZPF President
- PB4L support – Minister Hekia Parata thanks NZPF as a contributing organisation
- Privacy concerns over new database for schools
- Education Legislation Bill NZ Parliament – support for NZPF position from Select Committee
- Digital technologies curriculum progress
- Te Ara Hou (MACs). Article in NZ Education Gazette
- Seclusion Rooms
- Minister Parata's announcement to leave politics by next election
- New Pathway to teaching at Canterbury University (Graeme Barber)
- Charter Schools abolition bill – quoting NZPF submission in parliament
- Education Legislation Bill – quoting NZPF submission in parliament

The main goals of NZPF are to provide support services and the strongest advocacy possible for principals in New Zealand. The 2016 year met both goals through extending NZPF services and maintaining a high profile with Parliamentary and Ministry Officials, Sector groups and through its communications, publications and media relationships.

The 2016 President, Iain Taylor said he had learned a great deal as NZPF President and the position had brought him high levels of both personal and professional satisfaction. He wished NZPF all the very best for a successful future.

PART TWO:

1. Achievement: *Support lifting the achievement of all New Zealand children*

NZPF believes that all principals are the leaders of learning in their schools with an obligation to strive for continual improvement in their students' learning. We do not subscribe to the notion that improved learning is limited to the narrow definition of achievement described as a measure of national standards performance. Our goal is for children to achieve in all aspects of a broad and rich curriculum.

This year a Ministry Achievement Challenge sub-group conducted research and showed that national standards have not substantially changed student outcomes after six years of the policy and an investment of \$250million. The results reinforce the correlation between students' socio-economic status and educational outcomes which NZPF has always claimed to be the case and has never supported national standards as a mechanism to raise any child's achievement.

2. Advocacy: *Work collaboratively with all stake holders to influence and enhance education*

The knowledge, values and ethics base of education uniquely equips principals to take on advocacy roles.

Strategic goals, foci areas and operational plans were shaped early in the year and executive members chose to work in groups according to their interests and strengths. The intent of the strategic approach was to ensure that NZPF continued to be proactive in its advocacy rather than just reacting to issues as they arise.

A survey was disseminated to regional presidents, who act as an advisory, consultative group to the executive, seeking their input in identifying the focus areas which for 2016 and 2017 are Māori student education, Pacific Island student education, principal hauora, special education and NZPF business partnerships.

These are all consistent with the Charter, principles, values and goals of NZPF, which was another important area of work completed. WE are very proud to now have a charter that links

Advocacy work resulted in continued expansion of our Māori Achievement Collaborations (MACs) and also with our Principal Leadership Advisory (PLA) service to support, advise and mentor principals.

We have also made considerable progress in updating policies and procedures for our business partnerships especially in respect of conference entitlements and have developed structures for supporting and building closer relationships with our business partners.

Externally we advocate through meetings with MPs, the Minister and sector heads from ERO, the Ministry and the Education Council. Issues we have advocated on include Novopay and payroll related issues, review of funding, property and infrastructure, school/staffing issues related to Auckland population growth, immigration and housing, health & safety, international students code of conduct, EOTC guidelines, PCBU and sports events, Gateway programmes, PLD accreditation, closures and mergers.

We have participated in the submission process on the Update of the Education Act and changes to the Education Legislation Bill and submitted to the Education Council on changes proposed to disciplinary processes and teacher standards. These submissions are all available on our website.

To free our Executive officer to work on these new leadership initiatives and carry out our strategic work, we employed an additional staff member at National Office, a communications and administration assistant.

3. Curriculum and Special Education: *Protect and enhance a rich curriculum*

The NZEI survey, capturing SENCOS' experiences, conducted early in the year, should have provided useful leverage in making the case for additional funding for special education. Unfortunately there has been strong resistance from the Ministry to make any changes to the existing special education funding mechanisms.

We were disappointed that the special education review which we had requested did not lead to change as we had hoped.

We are pleased to have a representative on the digital technologies curriculum implementation group, which advised on content for this aspect of the curriculum. My thanks go to Perry Rush for doing this work on our behalf.

4. Ethics: *Promote high professional standards and ethics*

If you are using N4L for your internet connectivity staff monitor whether inappropriate material is being accessed using the managed network. N4L has a policy on inappropriate material and will contact the principal if a teacher has breached or the BoT chair if a principal has breached.

NZPF's legal advice and support scheme continues to flourish and we have several times this year notified principals that we advise principals to pay for the scheme themselves rather than have the school pay so that if there is any conflict between the principals and the school's Board, there is no conflict of interest because the Board has paid.

We are proud of the NZPF Kawa that we developed this year and the wordle of our beliefs and norms. Our thanks to Debra Peck for leading this work for us

NZPF was active in both the VCA space this year and the Police vetting. We disseminated information to you on who in your school or on your school grounds, required vetting and how often.

5. Māori/Pasifika: *Provide leadership to support and strengthen success for students who are Māori, Pasifika or with diverse learning needs in New Zealand Schools*

Expansion of our Māori Achievement Collaborations (MACs) has continued with NZPF securing a two-year Ministry contract to continue the MACs work and employ a full time Te Pītau Mātauranga (Programme Co-ordinator), Hoana Pearson. We now have over 100 schools involved in this very successful PLD for principals, which assists principals in changing the culture of their schools to make them more welcoming for Māori students. We acknowledge the critical work of the six MACs' facilitators in helping principals to confront and validate the cultural knowledge, social networks, beliefs, values and expectations of their own cultures and leading them to appreciate that those same elements exist in different world views, such as the Māori world view, and that this is equally valid and can co-exist alongside the principal's own world view. In this way we transform our schools into truly bicultural entities.

We have also challenged ourselves this year to develop a strategy for Pacific Island student education and have posted examples of good practice on the NZPF website. This work is ongoing.

We acknowledge the three Principals' Associations APPA, CPPA, and OPPA who generously reached out to our Pacific neighbours to sponsor four Pacific Island principals to attend the Trans-Tasman conference this year. Those principals have expressed how very valuable they found the experience and we hope to continue to forge links with more Pacific Island principals in this way in the future.

6. Professional Development: *Provide and support high quality professional development for principals*

NZPF has been working to establish a Principal Leadership Advisory (PLA) service to support, advise and mentor principals, for the past three years. This work was prompted by the number of statutory interventions in place in schools especially where the principal was inexperienced and isolated. We have previously been successful in establishing four positions, two in Northland, one in Southland and one on the East Coast.

The success of the PLAs lies in the fact that they are all drawn from the profession, are well known to the principals they are serving, have current experience and are highly competent principals, and have credibility and respect from their peers. They are principals whom other principals can trust and confide in. It further helps that these appointees are not employed by the Ministry and are selected by a panel including representatives from the local principals' association.

This year our proposal to expand this service system wide, was accepted and the Ministry has called for tenders a contract to administer and coordinate this service to appoint a further twenty-five PLAs. The Ministry has tendered a contract for the administration and coordination of the service which will see more than 20 PLAs working with principals' right across the country.

Earlier in the year six executive members represented NZPF on different work streams planning PLD for the future and setting up a system for the accreditation of PLD providers.

7. Resourcing: *Advocate for schools to receive fair, equitable and adequate resourcing*

When the Global Funding concept was first announced NZPF quickly recognised that there were aspects of it that would never work well or satisfy the profession as a whole. In particular was the idea of losing guaranteed staffing and introducing targeted funding. We submitted on the proposals and pleasingly, later in the year the minister made the decision to scrap the policy.

We have also lobbied hard this year to increase funding to special education so that all schools can be confident of being able to offer inclusive environments in their schools. Neither the disabilities lobby nor our own has managed to shift the thinking of the Ministry to accept that schools do not have the expertise or the resources to accommodate the high learning needs of some of our most vulnerable students.

Survey research NZPF conducted showed that 95% of schools are drawing on their own school funds to support inadequately resourced special needs students in their schools. The survey further indicated that the vast majority of schools are coping with students who have low to moderate learning and behavioural needs but the opposite is true for high learning and behavioural needs students.

8. Social Responsibility: *Advocate for children to be provided with the social conditions that optimize their educational potential*

This is a continual NZPF lobby to point out to authorities that children do not arrive at our school gates as units of learning but as whole children with social and emotional as well as educational needs. Whilst so many schools are now responding to children's social and emotional needs for food, clothing, sleep and emotional support, these responsibilities are outside of our brief and we are not resourced to respond to these needs. Through our often repeated arguments that social and emotional needs do impact on children's learning, the Government now recognises child poverty and has in some small ways responded positively. Government now supports Fonterra and Sanitarium businesses to provide a breakfast in schools programme and those families dependent on benefits have had their benefits raised by \$25 a week. These are very small gestures, but at least recognise the desperate plight of some 300,000 New Zealand children.

9. Te Tiriti o Waitangi: *Provide leadership to support and strengthen biculturalism in New Zealand schools*

The most powerful way in which NZPF demonstrates commitment to Te Tiriti o Waitangi is through the Māori Achievement Collaborations (MACs) PLD programme for principals which is deliberately designed to strengthen biculturalism in New Zealand schools.

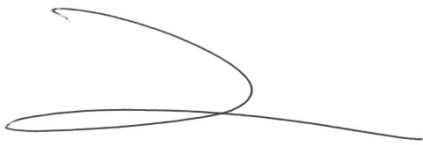
We are delighted that the Ministry has recognised the power of this programme by funding it for two years. We have appointed Hoana Pearson as the Te Pītau Mātauranga (National Co-ordinator) to lead this programme which has now extended to 140 schools.

10. Teacher Capability: *Advocate for New Zealand schools to be staffed by highly skilled, quality trained teachers who meet all the registration requirements and the professional standards set by the New Zealand Teachers' Council and are committed to student learning, on-going professional development and educational achievement*

NZPF has participated in submitting on changes to the registration requirements and the changes to professional standards through the Education Council and submitted to the Education and Science Select Committee on legislative changes enabling the establishment of the Education Council. We were also represented on reference groups discussing the future of PLD and Initial Teacher Education programmes.

RECOMMENDATIONS:

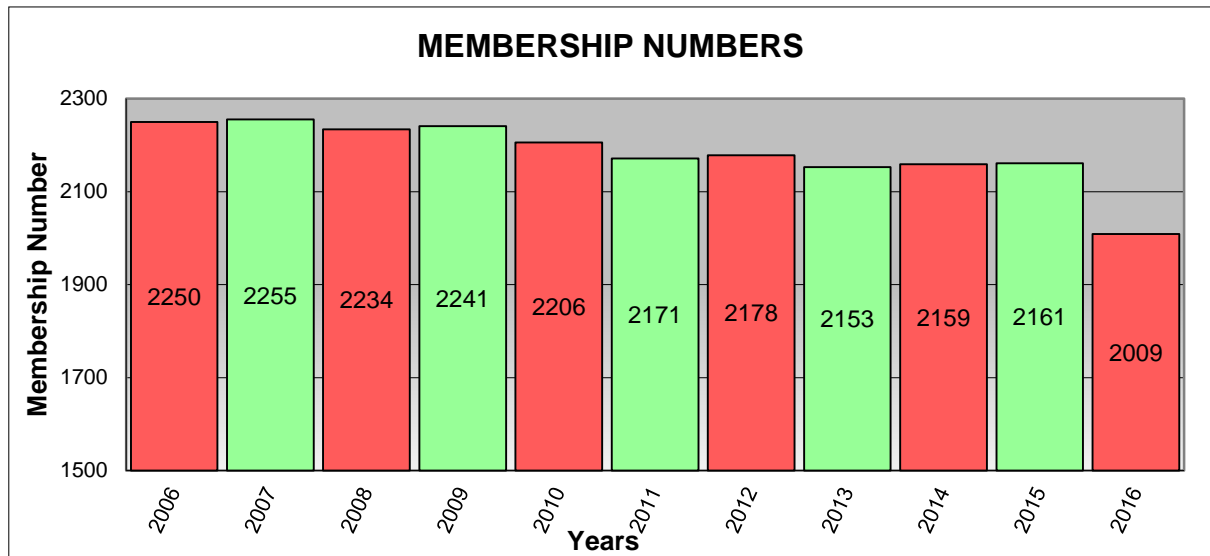
A. That this Annual Report be accepted.



Whetu Cormick
NZPF President



Membership Statistics



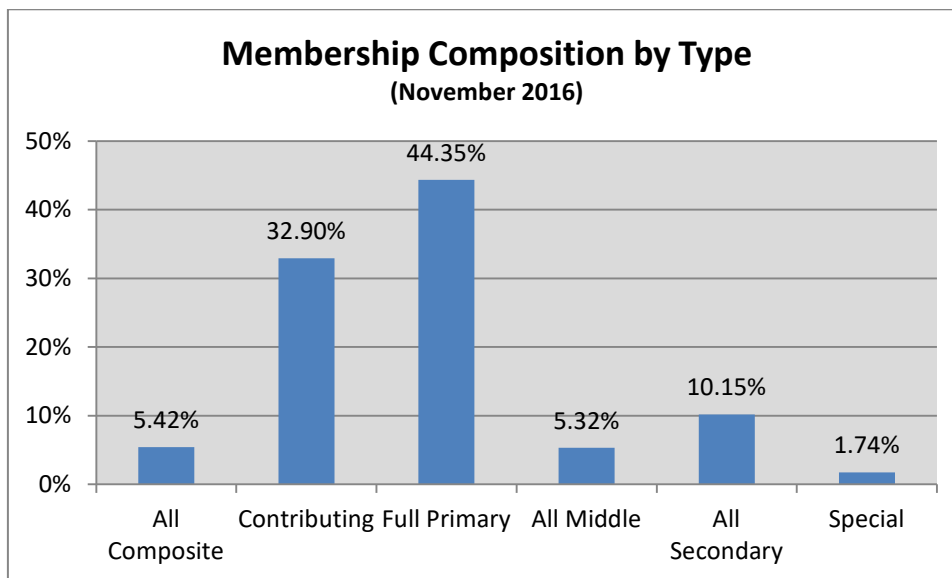
Graph 1

Comparison 2006 – 2016 Membership Composition by Grade									
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%
2016	14%	13%	13%	27%	20%	9%	4%	0%	100%
Members	291	259	256	541	409	172	79	2	2009
Possible	374	309	277	598	484	256	191	11	2500
% of Grade	78%	84%	92%	90%	85%	67%	41%	18%	80%
Non Members	83	50	21	57	75	84	112	9	491

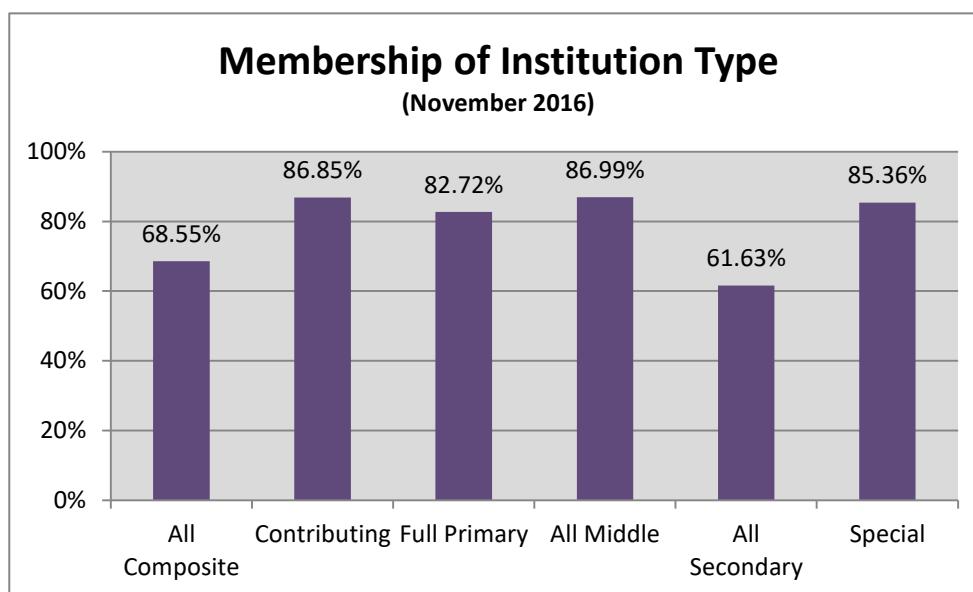
Table 1

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. Although the percentages remain similar, Graph 1 illustrates a point of concern, with membership dropping substantially from 2015's level from 2,161 members to 2,009.



The bulk of the membership comes from contributing and full primary schools (77%). Middle (5%), composite (5%) and secondary schools (10%) make up the remainder alongside special schools (2%). It should be noted that secondary schools also have the option of belonging to the Secondary Principals' Association of New Zealand (SPANZ), which may result in them not seeing the point in being members of both associations. Despite this, secondary schools account for twice as much of our membership as they did in 2015.



This graph illustrates the point that many secondary schools do not sign up to both principals' associations. However, 61.63% is still a large improvement from 2015. In contrast, Contributing, Primary, Middle, and Special schools have all dropped below 90% which they were all above last year.

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.

Financial Report



Finance Report for Year Ending 31 December 2016

Commentary on 'The 2016 audited accounts of the New Zealand Principals' Federation'

The Statement of Financial Performance gives an overview of our financial situation compared with 2015. While the audited accounts show a surplus after tax of \$62,442 – this surplus is due only to the treatment of MAC project surplus, which has been treated as income in the 2016 year. Taking out the MAC income leaves a true operating deficit of \$31,407. A reduction in memberships and business partners and an increase in membership support drives are the major causes of the deficit. While this is not ideal, the net worth of the organization remains strong at \$1,374,056, and the working capital of \$1,019,375 is at a very satisfactory level.

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 2016:

- Revenue from subscriptions decreased by \$30k
- Business partnerships decreased by \$20k
- Membership support expenditure rose by \$90k
- Infrastructure/Operations expenditure increased by \$22k
- Executive expenses and international relations both dropped in excess of \$20k

Conclusion

Our members along with our 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.

We enter 2017 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 blue ink that reads "Debra Peck".

Debra Peck
Finance Convener

Independent Auditor's Report

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Partnership
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To the Members of New Zealand Principals' Federation

Report on the Performance Report

Opinion

We have audited the performance report of New Zealand Principals' Federation on pages 2 to 17, which comprises the entity information, the statement of service performance, the statement of financial performance and statement of cash flows for the year ended 31 December 2016, the statement of financial position as at 31 December 2016, and notes to the financial statements, including summary of significant accounting policies and other explanatory information.

In our opinion:

- a) the reported outcomes and outputs, and quantification of the outputs to the extent practicable, in the statement of service performance are suitable;
- b) the accompanying performance report presents fairly, in all material respects,:
 - the entity information for the year then ended;
 - the service performance for the year then ended; and
 - the financial position of New Zealand Principals' Federation as at 31 December 2016 and its financial performance, and cash flows for the year then ended

in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) issued in New Zealand by the New Zealand Accounting Standards Board.

Basis for Opinion

We conducted our audit of the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)), and the audit of the entity information and statement of service performance in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Performance Report* section of our report. We are independent of federation in accordance with Professional and Ethical Standard 1 (Revised) *Code of Ethics for Assurance Practitioners* issued by the New Zealand Auditing and Assurance Standards Board, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

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

Responsibilities of the Committee Members for the Performance Report

The committee members are responsible for:

- (a) Identifying outcomes and outputs, and quantifying the outputs to the extent practicable, that are relevant, reliable, comparable and understandable, to report in the statement of service performance;
- (b) the preparation and fair presentation of the performance report on behalf of the entity which comprises:
 - the entity information;
 - the statement of service performance; and
 - the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report

in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) issued on New Zealand by the New Zealand Accounting Standards Board, and

- (c) for such internal control as the committee members determine is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

In preparing the performance report, the committee members are responsible on behalf of New Zealand Principals' Federation for assessing the New Zealand Principals' Federation's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the committee members

either intend to liquidate New Zealand Principals' Federation or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Performance Report

Our objectives are to obtain reasonable assurance about whether the performance report is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (NZ) and ISAE (NZ) 3000 (Revised) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this performance report.

As part of an audit in accordance with ISAs (NZ) and ISAE (NZ) 3000 (Revised), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the performance report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of the use of the going concern basis of accounting by the committee members and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the performance report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the performance report, including the disclosures, and whether the performance report represents the underlying transactions and events in a manner that achieves fair presentation.

- Perform procedures to obtain evidence about and evaluate whether the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

We communicate with the committee members regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Restriction on use of our report

This report is made solely to the New Zealand Principals' Federation's members, as a body. Our audit work has been undertaken so that we might state to the members, as a body, those matters which we are required to state to them in our audit 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 New Zealand Principals' Federation and its members, as a body, for our audit work, for this report or for the opinion we have formed.

Grant Thornton New Zealand Audit Partnership



B Smith
Partner
Wellington
4 September 2017

New Zealand Principals' Federation

Performance Report

For the year ended
31 December 2016

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New Zealand Principals' Federation

Entity Information

For the year ended
31 December 2016

Legal Name of Entity:	New Zealand Principals' Federation
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Other Name of Entity (if any):	
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Type of Entity and Legal Basis (if any):	Incorporated Society
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Registration Number:	564634
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Entity's Purpose or Mission: The NZ Principals' Federation's vision is to be the most respected and influential advocate for New Zealand's school Principals. Their mission is to provide a professional voice and support for principals as they lead New Zealand schools. Values include adherence to the value of professionalism, manaakitanga, kotahitanga and whanaungatanga.
--

Entity Structure: The NZ Principals' Federation is an Incorporated Society. The NZPF Executive Committee is elected every two years by the membership and comprises the three positions of President, Vice President and Immediate Past President and 12 ordinary members from whom the Executive appoints a National Secretary and Finance Convenor. The Executive Committee meets monthly usually in Wellington.

Main Sources of the Entity's Cash and Resources: Subscriptions and Conference Profit



New Zealand Principals' Federation

Entity Information

For the year ended
31 December 2016

Main Methods Used by the Entity to Raise Funds:
Subscriptions, Business Partners and Conference Profit

Entity's Reliance on Volunteers and Donated Goods or Services:
Not applicable

Contact details

Physical Address:	Level8, Bayleys Building, Cnr Brandon St & Lambton Quay, Wellington
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Postal Address:	P O Box 25380, Wellington 6146
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Phone/Fax:	Phone / Fax: 04 471 2338
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Email/Website:	office@nzpf.ac.nz
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**New Zealand Principals' Federation
Statement of Service Performance**

For the year ended
31 December 2016

Description of the Entity's Outcomes:
To provide a professional voice and support for Principals as they lead New Zealand Schools.

Description and Quantification (to the extent practicable) of the Entity's Outputs:	Actual		Actual
	This Year		Last Year

Conference - Trans Tasman	1		0
AGM / Fellowship	1		1
Executive Meetings	8		8
Awards			
Don Le Prou Award (10 offered) / Rural Award for Seminars & Conferences for Rural/Teaching Principals (10 Offered)	14		14
Magazine	4		4
Four magazines are published annually			



New Zealand Principals' Federation
Statement of Financial Performance

For the year ended
31 December 2016

	Note	Actual This Year \$	Actual Last Year \$
Revenue	1		
Grants, donations, fundraising and similar revenue	3	359,519	-
Fees, subscriptions and revenue for other members		533,938	565,344
Revenue from providing goods and services		475,457	485,960
Interest, dividends and other investment revenue		20,957	28,130
Other Income		16,949	632
Total Revenue		1,406,820	1,080,066
Expenses	2		
Provision of goods and services		1,065,886	997,544
Grant expenditure	2,3	265,670	-
Other expenses	2	25,666	23,913
Total Expenses		1,357,222	1,021,457
Surplus/(Deficit) for the Period before tax & associate		49,598	58,609
50% share of associate profit/loss	8	12,844	11,123
Income Tax	7	-	-
Surplus/(Deficit) for the Period after tax		62,442	69,732



New Zealand Principals' Federation
Statement of Financial Position

As at
31 December 2016

	Note	Actual This Year \$	Actual Last Year \$
Assets			
Current Assets			
Bank accounts and cash		232,175	210,131
Investments		714,742	649,181
Debtors		21,213	18,668
Prepayments		13,002	55,399
Conference Seeding Grant		112,128	90,000
Inventory		11,830	1,748
Provision for Taxation	7	920	7,122
GST Receivable		-	25,782
Total Current Assets		1,106,010	1,058,031
Non-Current Assets			
Property, plant and equipment	4	279,526	296,219
Principals Advice & Support	8	35,955	23,111
Advance to Principals Advice & Support		30,000	30,000
Prepayment		-	4,098
Conference Seeding Grant		19,200	
Total Non-Current Assets		364,681	353,428
Total Assets		1,470,691	1,411,459
Liabilities			
Current Liabilities			
Payable to AJR Trust		10,000	10,000
GST Payable		2,893	-
Creditors and accrued expenses		53,517	60,129
Employee costs payable		20,225	5,792
Income in Advance		-	3,924
Total Current Liabilities		86,635	79,845
Non-Current Liabilities			
Payable to AJR Trust		10,000	20,000
Total Non-Current liabilities		10,000	20,000
Total Liabilities		96,635	99,845
Total Assets less Total Liabilities (Net Assets)		1,374,056	1,311,614
Accumulated Funds			
Opening Accumulated funds	5	1,311,614	1,241,882
Accumulated surpluses or (deficits)	5	62,442	69,732
Total Accumulated Funds		1,374,056	1,311,614



New Zealand Principals' Federation

Statement of Cash Flows

For the year ended
31 December 2016

	Actual This Year \$	Actual Last Year \$
Cash Flows from Operating Activities		
Cash was received from:		
Grants, donations, fundraising and similar revenue	413,446	-
Fee, subscriptions and revenue for other members	614,029	650,146
Revenue from providing goods and services	548,006	565,684
Interest, dividends and other investment revenue	20,957	29,536
Other income	12,052	10,602
Cash was applied to:		
Payments to suppliers and employees	1,426,663	1,216,324
Net GST	75,249	84,453
Net Cash Flows from Operating Activities	106,578	(44,809)
Cash flows from Investing and Financing Activities		
Cash was received from:		
Receipts from the sale of investments	-	7,007
Cash was applied to:		
Payments to acquire property, plant and equipment	8,973	22,005
Payments to purchase investments	65,561	-
Loan repayments	10,000	10,000
Net Cash Flows from Investing and Financing Activities	(84,534)	(24,998)
Net Increase / (Decrease) in Cash	22,044	(69,807)
Opening Cash	210,131	279,939
Closing Cash	232,175	210,131
This is represented by:		
Bank Accounts and Cash	232,175	210,131



New Zealand Principals' Federation Statement of Accounting Policies

For the year ended
31 December 2016

Basis of Preparation

New Zealand Principal's Federation (The "Federation") has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses of equal to or less than \$2,000,000 for the last two annual reporting periods. It previously followed NZFRS and the comparative numbers have not been restated. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the Federation will continue to operate as a going concern in the foreseeable future. The performance report is presented in New Zealand dollars. All numbers presented have been rounded to the nearest dollar unless otherwise stated.

Goods and Services Tax (GST)

The Federation is GST registered. All amounts are recorded exclusive of GST, except for Debtors and Creditors which are stated inclusive of GST. The Federation is GST registered.

Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, bank balances, deposits held at call with banks, and other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. The carrying amount of cash and cash equivalents represent fair value.

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

Revenue

Revenue is accounted for as follows:

Fees, subscriptions and revenue for other members

Membership Income is recorded as revenue when cash is received. Membership subscriptions to the Federations are on a voluntary basis.

Provision of goods

Forms income is recorded as revenue when the goods are sold.

Provision of services

Business Partnerships and Trading income are recorded as revenue when the event occurs.

Grants, donations, fundraising and similar revenue

Grant revenue is recorded as income when the cash is received

Other Income

All other income is accounted for on an accruals basis and accounted for in accordance with the substance of the transaction.

Interest, dividends and other investment revenue

Interest income is recognised on an accruals basis.



New Zealand Principals' Federation Statement of Accounting Policies

For the year ended
31 December 2016

Accounts Receivable

Accounts Receivable are initially recorded at fair value and subsequently recorded at the amount that the New Zealand Principals Federation realistically expects to receive. A provision for impairment of Accounts Receivable is established where there is objective evidence the Federation will not be able to collect all amounts due according to the original terms of the debt.

Inventories

Inventories are consumable items held for sale, for example stationery and uniforms. They are stated at the lower of cost or net realisable value. Cost is determined on a first in, first out basis. New realisable value is the estimated selling price in the ordinary course of activities less the estimated costs necessary to make the sale. The write down from cost to net realisable value is recorded as an expense in the Statement of Financial Performance in the period of the write down.

Investments

Investments are held with registered trading bank and are classified as current assets if they have maturities of between three months and one year. Those with maturities greater than 12 months after the balance date are classified as non-current assets. After initial recognition investments are measured at amortised cost using the effective interest method less impairment. At balance sheet date, the Federation assesses whether there is any objective evidence that an investment is impaired. Any impairment loss is recorded as an expense in the Statement of Financial Performance.

Property, Plant, & Equipment

Property, Plant, and Equipment acquired with individual values under \$250 are not capitalised, they are recognised as an expense in the Statement of Financial Performance.

Gains and losses on disposals (ie sold or given away) are determined by comparing the proceeds received with the carrying amounts (ie the book value). The gain or loss arising from the disposal of an item of property, plant and equipment is recognised in the Statement of Financial Performance.

Depreciation

Property, Plant, and Equipment are depreciated over their estimated useful lives on a straight line basis. Depreciation of all assets is reported in the Statement of Financial Performance.

The estimated useful lives of the assets are:

Buildings and Building Improvements	33 years
Furniture, Fittings, and Equipment	4 - 10 years
Information and Communication Technology	2 - 4 years
Chattels	5 years

Accounts Payable

Accounts Payable are recorded at the amount of cash required to settle those liabilities. The amounts are unsecured and are usually paid within 30 days of recognition.



New Zealand Principals' Federation Statement of Accounting Policies

For the year ended
31 December 2016

Employee Costs

Employee entitlements are measured at undiscounted nominal values based on accrued entitlements at current rates of pay. These include salaries and wages accrued up to balance date, annual leave earned but not taken at balance date, and long service leave.

The Federation recognises a liability and an expense for bonuses it is contractually obliged to pay, or where a past event has created a constructive obligation.

Tier 2 Standards applied: PBE IPSAS 7: Investments in Associates

The Federation has elected to apply the Tier 2 PBE IPSAS accounting policy PBE IPSAS 7: Investments in Associates due to its investment in Principals Advice and Support Limited.

Associates are entities over which the Federation has significant influence and that are neither controlled entities nor joint ventures. Significant influence is the power to participate in the financial and operating policy decisions of the investee, but is not control or joint control over those policies. The Federation generally deems it has significant influence if it has over 20% of the voting right in the investee. The Federation holds 50% ownership interest in the form of shareholding in Principals' Advice & Support Limited (PASL) and therefore PASL is classified as an associate.

The Federation's investment in its associate is accounted for using the equity method of accounting in the performance report.

Under the equity method, an investment in an associate is initially recognised in the statement of financial position at cost. The carrying amount of the investment is adjusted to recognise post-acquisition changes in the Federation's share of net assets of the associate.

The Federation's share of an associate's joint venture's surplus or deficit is recognised in the statement of financial performance.

The Federation's share of any movements in the associate's other comprehensive revenue and an expense is recognised in other comprehensive revenue and expenses. The cumulative movements are adjusted against the carrying amount of the investment. After application of the equity method, the Federation determines whether it is necessary to recognise an impairment loss on the Federation's investment in its associate. The Federation determines at each reporting date whether there is any objective evidence that the investment in the associate is impaired. If this is the case the Federation calculates the amount of impairment as the difference between the recoverable amount of the associate and its carrying value and recognises the amount in the "share of surplus of an associate" in the statement of financial performance.

Changes in Accounting Policies

Apart from the Tier 3 changes, there have been no changes in accounting policies during the financial year (last year - nil)



New Zealand Principals' Federation
Notes to the Performance Report

For the year ended
 31 December 2016

Notes 1-3

Note 1: Analysis of Revenue

Revenue from providing goods and services

	2016	2015
Conferences	41,317	38,542
Magazine	12,078	11,881
Legal Benefit Scheme	12,708	17,186
Business Partnerships	381,250	405,738
Forms	28,104	12,614
Total	475,457	485,961

Other Income

	2016	2015
Directors Fees	5,000	-
MAC Reimbursements	11,949	-
Other Income	-	632
Total	16,949	632

Note 2: Analysis of Expenses

Provision of goods and services

	2016	2015
Conferences	27,240	20,799
Magazine	6,090	-
Business Partnerships	112,490	112,200
Infrastructure/Operations	383,116	361,465
Leadership	180,923	184,845
Executive	187,486	212,464
International Relations	10,140	36,683
Membership Support	158,401	69,088
Total	1,065,886	997,544



**New Zealand Principals' Federation
Notes to the Performance Report**

For the year ended
31 December 2016

Notes 1-3

Grant Expenditure

	2016	2015
MAC Project	265,670	-
Total	265,670	-

Other Expenses

	2016	2015
Depreciation	25,666	23,913
Total	25,666	23,913

Note 3: MAC Project

	2016	2015
Grant Income (MOE)	359,519	-
Grant Expenditure	265,670	-
Revenue Included in Accounts	93,849	-

In 2016 NZPF and Te Akatea signed a contract to provide the Maori Achievement Collaboration Programme. This piece of work spans 2 years and is due for completion in December 2017. Because of new reporting rules, we are unable to take this value into the Statement of Financial Position - but the total contract of \$583,627 will be utilised by the end of the contract term. The understanding is that any remaining funds are tagged for continued work for Maori.



New Zealand Principals' Federation
Notes to the Performance Report

For the year ended
 31 December 2016

Note 4 : Property, Plant and Equipment

This Year					
Asset Class	Opening Carrying Amount	Purchases	Sales/Disposals	Current Year Depreciation and Impairment	Closing Carrying Amount
Land & Buildings	197,129			4,021	193,108
Furniture Fittings & Equipment	36,054	6,833		6,117	36,770
Chattles	229	-		132	97
Office Equipment	6,031	2,140		3,125	5,046
Leasehold Improvements	56,776	-	-	12,271	44,505
Total	296,219	8,973	-	25,666	279,526

Last Year					
Asset Class	Opening Carrying Amount	Purchases	Sales/Disposals	Current Year Depreciation and Impairment	Closing Carrying Amount
Land & Buildings	201,568	-		4,439	197,129
Furniture Fittings & Equipment	41,706	-		5,652	36,054
Chattles	360	-		131	229
Office Equipment	8,925	-		2,894	6,031
Leasehold Improvements	67,573			10,797	56,776
Total	320,132	-	-	23,913	296,219



New Zealand Principals' Federation
Notes to the Performance Report
For the year ended
31 December 2016

Note 5: Accumulated Funds

This Year				
Description	Capital Contributed by Owners or Members	Accumulated Surpluses or Deficits	Reserves	Total
Opening Balance		1,311,614	-	1,311,614
Surplus/(Deficit)		62,442	-	62,442
Closing Balance	-	1,374,056	-	1,374,056

Last Year				
Description	Capital Contributed by Owners or Members	Accumulated Surpluses or Deficits	Reserves	Total
Opening Balance		1,241,882		1,241,882
Surplus/(Deficit)		69,732		69,732
Closing Balance	-	1,311,614	-	1,311,614



New Zealand Principals' Federation
Notes to the Performance Report
For the year ended
31 December 2016

Note 6 : Commitments and Contingencies

Commitment	Explanation and Timing	At balance date	
		This Year	Last Year
		\$	\$
		2016	2015
Wellington Office Lease signed May 2014	Less than one year	85,254	85,254
	More than two years less than five years	255,762	341,016
	Total Commitments	341,016	426,270



New Zealand Principals' Federation
Notes to the Performance Report

For the year ended
31 December 2016

Notes 7-10

Note 7: Taxation

	2016	2015
Assessable Income	(25,227)	(5,308)
Taxation at 28%	7,064	1,486
Losses not recognised	(7,064)	(1,486)
Tax Expense	-	-
Unrecognised tax losses total \$102217 (2015: \$97595)		
Opening Taxation Asset/(Liability)	7,122	3,420
Tax Paid/(Refund received during the year)	(7,122)	-
Less RWT	920	3,702
Closing Taxation Asset/(Liability)	920	7,122

Note 8: Investment in Principals Advice and Support Ltd

The Federation signed an agreement on 1 April 2014 to purchase 500 of the 1000 shares in Principals Advice and Support Limited, a company incorporated in New Zealand, providing legal support to principals. The purchase price of \$76,000 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 does not have control over Principals Advice and Support Ltd., it has been treated as an associated in the financial statements using the equity method in accordance with NZ IPSAS 7. Tier 2 has been used instead of Tier 3 to recognise the profit.

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

	2016	2015
Share of operating surplus	12,844	11,123
Opening carrying amount of investment	23,111	11,988
Share of operating surplus / deficit	12,844	11,123
	35,955	23,111



New Zealand Principals' Federation
Notes to the Performance Report

For the year ended
31 December 2016

Notes 7-10

Note 9: Related Party transactions

	2016	2015
Description of Related Party Relationship	Value of Transactions	Value of Transactions
Honarium payments made to Executive Committee members each year	30,817	24,790

Note 10: Events After Balance Date

There were no events that have occurred after the balance date that would have a material impact on the Performance Report. (Last Year Nil)



Proposal to Increase 2018 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 1.7 percent from the June 2016 quarter to the June 2017 quarter. That translates to an average increase of \$5.34 across all grades. The proposed fees have been rounded to the nearest dollar.

MOTION

That the NZPF subscription fees for 2018 be increased by the CPI of 1.7%. The fees for the different U grades would apply as per the table below:

No at Dec 2016	U Grade	Current 2017	Proposed 2018	% Increase	\$ Increase	Total Extra
291	1	\$174.10	\$177.00	1.7%	2.90	\$843.90
259	2	\$225.30	\$229.00	1.7%	3.70	\$958.30
256	3	\$271.40	\$276.00	1.7%	4.60	\$1,177.60
541	4	\$322.60	\$328.00	1.7%	5.40	\$2,921.40
409	5	\$373.80	\$380.00	1.7%	6.20	\$2,535.80
172	6	\$414.80	\$422.00	1.7%	7.20	\$1,238.40
81	7 ⁺ incl other	\$450.60	\$458.00	1.7%	7.40	\$599.40
						\$10,274.80



(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 1st day of January to the 31st day of December the Federation shall be administered, managed and controlled by the National Executive, which shall be accountable to the members for the implementation of the policies of the Federation as approved by any General Meeting.
- 11.2** Subject to these Rules and the resolution of any General Meeting, the National Executive may exercise all the Federation's powers, other than those required by statute or by these Rules to be exercised by the Federation in General Meeting.
- 11.3** The National Executive shall meet at least eight times a year (but need only meet once in the December/January period) at such times and places and in such manner (including by telephone or video conference) as it may determine and otherwise where and as convened by the President or National Secretary.
- 11.4** All National Executive meetings shall be chaired by the President or in the President's absence by the Vice-President or Immediate Past President or in the absence of all three of them by some other National Executive Member elected for the purpose by the meeting and any such chairperson shall have a deliberative and casting vote.
- 11.5** The National Executive may co-opt any 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 31 October 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
New Zealand education provided by our Business Partners

GOLD



SILVER



BRONZE

