



**WELLINGTON**  
Conference 2018



## *Creative Leaders, Flourishing Futures*

*Ko te ahurei o te tamaiti arahia o tatou mahi*



**ANNUAL GENERAL MEETING 2018**  
Thursday, 25 October 2018 at 3.20pm  
TSB Auditorium (Shed 6), Wellington

# Mission Statement

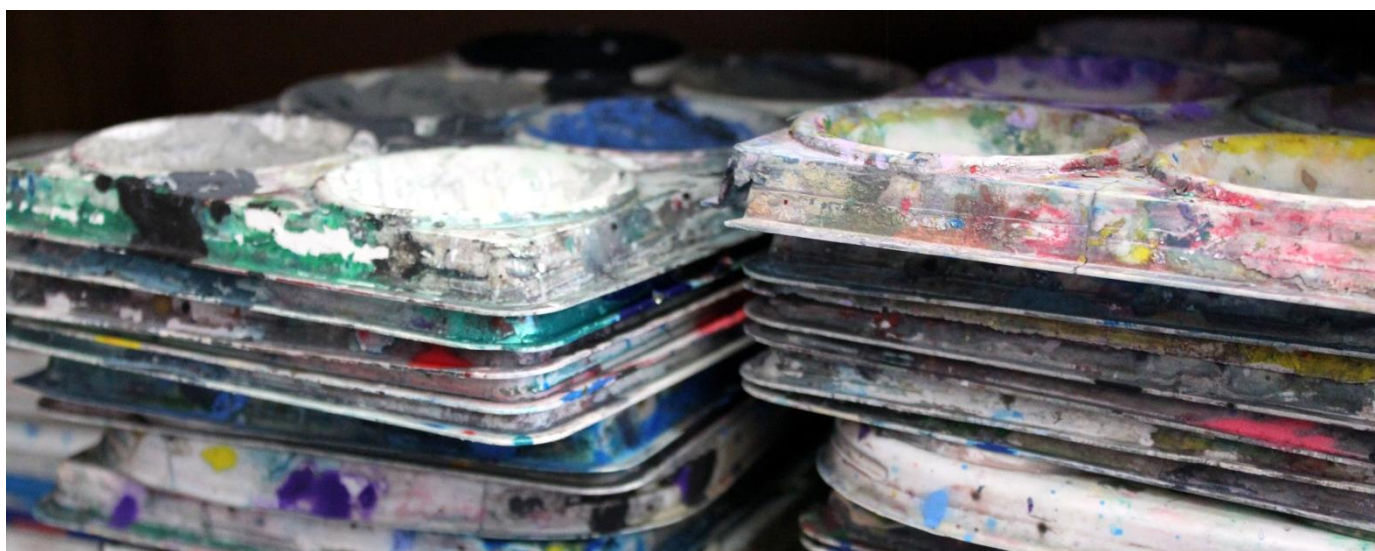
To provide a professional voice and support for principals as they lead New Zealand schools

# Vision

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

# Contents

SECTION A	
Mission Statement and Vision	1
Directory	2
National Executive	3
Life Members & Associates of NZPF	4
Service with Distinction Awards, Past Presidents Secretaries, Treasurers and Kaumatua	5
Executive Members 1982 – 2018	6
NZPF Business Partners	7
SECTION B	
Agenda	10
Standing Rules	11
Minutes of Previous Annual General Meeting	18
President's Report	20
Membership Statistics	34
Financial Report and Statement of Accounts	36
Membership Subscription Proposal	53
SECTION C	
New Zealand Principals' Federation Constitution	54



# Directory

---

## National Executive

### President

Whetu Cormick

### Vice President

Cherie Taylor-Patel

### Secretary

Julie Hepburn

### Finance Convener

Debra Peck

### Executive Members

Deidre Alderson

John Bangma

Gavin Beere

Karen Brisco

Sandy Hastings

Jason Miles

Malcolm Milner

Leanne Otene

Debbie Smith

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

---



National President

**Whetu Cormick**

NZPF  
National Office  
Wellington

Ph 04 471 2338  
[whetu@nzpf.ac.nz](mailto:whetu@nzpf.ac.nz)



Vice President

**Cherie Taylor-Patel**

Principal  
Flanshaw Road  
School  
Auckland

Ph 09 834 7224  
[cherie.taylor-patel@nzpf.ac.nz](mailto:cherie.taylor-patel@nzpf.ac.nz)



Secretary

**Julie Hepburn**

Principal  
Red Beach School  
Auckland

Ph 09 426 8915  
[julieh@nzpf.ac.nz](mailto:julieh@nzpf.ac.nz)



Finance Convener

**Debra Peck**

Principal  
Riverdale School  
Palmerston North

Ph 06 354 2416  
[debrap@nzpf.ac.nz](mailto:debrap@nzpf.ac.nz)



Business Partner  
Convener

**Gavin Beere**

Principal  
Hillpark School  
Auckland

Ph 09 267 6252  
[gavinb@nzpf.ac.nz](mailto:gavinb@nzpf.ac.nz)



Executive

**Deidre Alderson**

Principal  
Willowbank Primary  
School, Auckland

Ph 09 271 1077  
[deidre.alderson@nzpf.ac.nz](mailto:deidre.alderson@nzpf.ac.nz)



Executive

**John Bangma**

Principal  
Mairehau Primary  
School, Christchurch

Ph 03 385 3796  
[john.bangma@nzpf.ac.nz](mailto:john.bangma@nzpf.ac.nz)



Executive

**Karen Brisco**

Principal  
Omata School  
New Plymouth

Ph 06 751 2308  
[karenb@nzpf.ac.nz](mailto:karenb@nzpf.ac.nz)



Executive

**Sandy Hastings**

Principal  
Beckenham Te Kura  
o Pūroto,  
Christchurch

Ph 03 337 1404  
[sandy.hastings@nzpf.ac.nz](mailto:sandy.hastings@nzpf.ac.nz)



Executive

**Jason Miles**

Principal  
Kaiapoi North  
School,  
Christchurch

Ph 03 327 8803  
[jason.miles@nzpf.ac.nz](mailto:jason.miles@nzpf.ac.nz)



Executive

**Malcolm Milner**

Principal  
Balmoral School  
Auckland

Ph 09 638 7960  
[malcolm.milner@nzpf.ac.nz](mailto:malcolm.milner@nzpf.ac.nz)



Executive

**Leanne Otene**

Principal  
Manaia View School  
Whangarei

Ph 09 438 9041  
[leanne.otene@nzpf.ac.nz](mailto:leanne.otene@nzpf.ac.nz)



Executive

**Debbie Smith**

Principal  
Musselburgh School  
Dunedin

Ph 03 455 4586  
[debbie.smith@nzpf.ac.nz](mailto:debbie.smith@nzpf.ac.nz)



Executive

**Kay Tester**

Principal  
Ss Peter & Paul School  
Lower Hutt

Ph 04 569 5759  
[kay.teste@nzpf.ac.nz](mailto:kay.teste@nzpf.ac.nz)

# Life & Associate Members

## Life Members

Tom Brown MBE (dec)	1987
Ian Payne MNZM	1988
Don Le Prou (dec)	1989
Con Coffey (dec)	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
Peter Simpson	2017

## 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	Shona Oliver	2018
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
Debra Peck	2017-

## 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 – 2018

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	2008-2017
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	2013-2017
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	2014-2017
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	2015-2017
Nola Hambleton	1991-2001	Perry Rush	2015-2017
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>		John Bangma	2018-
Pererika Twist	1993-1995	Sandy Hastings	2018-
Judy Hanna	1994-2008	Jason Miles	2018-
Peter Whatt	1994-2000	Malcolm Milner	2018-
Jenny Earle	1995-2004	Leanne Otene	2018-

# Business Partners

---

## GOLD



**ASB Bank Limited**  
PO Box 35  
Shortland Street  
Auckland 1140  
Phone: 0800 803 804  
[www.asb.co.nz](http://www.asb.co.nz)



**Crest Commercial Cleaning Ltd**  
PO Box 740  
Dunedin 9054  
Phone: 0800 273 780  
[www.crestclean.co.nz](http://www.crestclean.co.nz)



Business Technology Made Easy

**CSG New Zealand Limited**  
Private Bag 92 635  
Symonds Street  
Auckland 1150  
Phone: 0800 933 008  
[www.csg.co.nz](http://www.csg.co.nz)



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



**Mitre 10 New Zealand Ltd**  
Private Bag 102 925  
North Shore  
Auckland 0745  
Phone: 0800 4648 7130  
[www.mitre10.co.nz](http://www.mitre10.co.nz)



**OfficeMax New Zealand Limited**  
PO Box 5024  
Wellesley Street  
Auckland 1141  
Phone: 0800 577 700  
[www.officemax.co.nz](http://www.officemax.co.nz)



**PhotoLife Studios Limited**  
PO Box 97 399  
Manukau  
Auckland 2241  
Phone: 0800 501 040  
[www.photolife.co.nz](http://www.photolife.co.nz)



**Scholastic New Zealand Limited**  
Private Bag 94407  
Botany  
Manukau 2163  
Phone: 09 274 8112  
[www.scholastic.co.nz](http://www.scholastic.co.nz)



## SILVER



**ALSCO**  
PO Box 74450  
Greenlane  
Auckland 1546  
Phone: 09 524 3252  
[www.alsco.co.nz](http://www.alsco.co.nz)



Educating through movement

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



the paint the professionals use

**Resene Paints Limited**  
PO Box 62126  
Mt Wellington  
Auckland 1641  
Phone: 0800 737 363  
[www.resene.co.nz](http://www.resene.co.nz)



**The Resilience Institute International Ltd**  
PO Box 28-123  
Remuera  
Auckland  
Phone: 09 889 5955  
[www.resiliencei.com](http://www.resiliencei.com)



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



**Programmed Property Services**  
PO Box 12620  
Penrose  
Auckland 1642  
Phone: 0800 620 911  
[www.programmed.co.nz](http://www.programmed.co.nz)



**Safe Kids in Daily Supervision Ltd**  
PO Box 40739  
Glenfield  
Auckland 0747  
Phone: 0800 274 172  
[www.skids.co.nz](http://www.skids.co.nz)



**YMCA Auckland, Waikato & Tauranga**  
Private Bag 92150  
Victoria Street West  
Auckland 1142  
Phone: 09 303 2068  
[www.ymcauckland.org.nz/programmes/before-and-after-school-care/](http://www.ymcauckland.org.nz/programmes/before-and-after-school-care/)

## BRONZE



**Accounting for Schools Ltd**  
Ground Floor  
271-277 Willis Street  
Te Aro  
Wellington 6011  
Phone: 04 909 7729  
[www.accountingforschools.co.nz](http://www.accountingforschools.co.nz)



**Crombie Lockwood (NZ) Ltd**  
PO Box 91747  
Victoria Street West  
Auckland 1142  
Phone: 09 357 4876  
[www.crombielockwood.co.nz](http://www.crombielockwood.co.nz)



**InterLEAD – Appraisal Connector**  
PO Box 24027  
Wellington 6140  
Phone: 03 420 2800  
[www.interlead.co.nz/appraisal-connector](http://www.interlead.co.nz/appraisal-connector)



**Linewize Services Ltd**  
Level 1  
192 St Asaph Street  
Christchurch 8011  
Phone: 03 668 1218  
[www.linewize.com/familyzone](http://www.linewize.com/familyzone)

# Agenda

---

## AGENDA FOR 37<sup>th</sup> ANNUAL GENERAL MEETING

Thursday, 25 October 2018 at 3.20 pm  
TSB Auditorium (Shed 6), Wellington

**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 36<sup>th</sup> 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 2019**

Motion that the NZPF subscription fees for 2019 be increased by the CPI of 1.5%.

**General Business**

Conference Profit Awards

**Next Annual General Meeting**

Thursday, 4 July 2019  
Sky City Convention Centre, Auckland  
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 36th Annual General Meeting held in Queenstown on 21 September 2017  
Queenstown Events' Centre, Frankton, Queenstown

<b>STARTING TIME:</b>	4.00 pm
<b>PRESIDENT:</b>	W. Cormick
<b>IDENTIFICATION OF MEMBERS:</b>	President W Cormick declared that we had a quorum
<b>ACKNOWLEDGEMENT:</b>	President W Cormick welcomed the members attending including two new Life Members, Peter Simpson and Philip Harding and made special mention of beginning principals in attendance
<b>APOLOGIES:</b>	Mark Richardson; Dr Laurie Thew; Brent Jenkin; Cherie Taylor-Patel; Debbie Smith;
	<b>AGREED</b> <b>Chair</b>
<b>CONFIRMATION OF STANDING ORDERS:</b>	<b>MOVED "That the standing orders are adopted"</b> <b>AGREED</b> <b>Chair</b>
<b>ADOPTION OF AGENDA:</b>	<b>MOVED "That the agenda be adopted"</b> <b>AGREED</b> <b>G Barber/D Torrey</b>
<b>MINUTES:</b>	<b>MOVED "That the minutes of the 35th Annual General Meeting be confirmed"</b> <b>AGREED</b> <b>P Newman/K Brisco</b>
<b>MATTERS ARISING:</b>	Nil
<b>CORRESPONDENCE:</b>	Nil
<b>PRESIDENT'S REPORT:</b>	President W Cormick delivered his report highlighting key issues including the development of the NZPF Charter and strategic plans. Whetu acknowledged the passing of Tauri Morgan our former Kaumatua  <b>MOVED "That the President's report be adopted"</b> <b>AGREED</b> <b>Chair</b>
<b>MEMBERSHIP STATISTICS:</b>	As recorded in the AGM Booklet. Noted that membership has dropped from the 2015 level of 2,161 to 2,009 in 2016.  Noted that there had been a substantial increase in secondary school membership from approximately 25% to 62% but a drop in

membership by primary, intermediate and middle schools' membership which now all sit below 90%

**MOVED "That the membership statistics report be received"**  
**AGREED Chair**

**FINANCIAL REPORT:**

Noted that the 2016 year ended successfully with the Federation in a sound financial position and able to respond to challenges should they arise

The year ended with a \$30,000 deficit

Revenue from subscriptions reduced by \$30,000

Business Partnerships revenue decreased by \$20,000

Membership support expenditure rose by \$90,000

Executive expenditure reduced by \$25,000

A question from the floor addressed the issue of protection of contingency funds. The Finance Convenor agreed to check out options

Thanks were extended to Karen Brisco the 2016 NZPF Finance Convenor for her diligent work

**MOVED "That the audited financial report, year ended 2016 be adopted"**  
**AGREED D Peck/A Lyte**

**MOVED "That the firm of Grant Thornton be re-appointed as auditors for the 2017 financial year"**

**AGREED D Peck/D Alderson**

**NZPF SUBSCRIPTION RATE 2018**

**MOVED "That the NZPF subscription rates be increased by CPI of 1.7% for the 2018 year"**

**AGREED D Peck/G Barber**

**GENERAL BUSINESS:**

Nil

**NEXT ANNUAL GENERAL MEETING**

President W Cormick invited all members to meet in Wellington on 25 October 2018 at 3:45pm for the next Annual General Meeting

**CLOSURE:**

The President closed the 36th Annual General Meeting at 4.14 pm NZPF Kaumatua, Hatarei Temo led the members in a concluding Karakia

# President's Report

---

“Te amorangi ki mua, te hapai o ki muri”

Ngā hau e wha, Ngā iwi e tau nei  
Tēnā koutou katoa



## **INTRODUCTION:**

To be elected NZPF President in a general election year, creates feelings of both excitement and apprehension. After almost a decade of National Standards, the Global Education Reform Movement (GERM) and a Government that valued education predominantly for its ability to drive economic prosperity, the profession was battle weary.

NZPF has never considered the purpose of education to be solely to create economic benefits. Education has always been viewed as the gateway to social, emotional, intellectual and economic growth, and none is considered more or less important than the other. As leaders of learning in our schools we believe education is about introducing young people to a broad curriculum of subject areas including the Arts, Humanities, Civics Education, Science and Physical Education, which all sit equally alongside basic tools like reading, writing and maths. We believe education is about young people having competency in team work, critical thinking, communication and creativity and that they adopt a set of values to live by. Education is about educating the whole student.

For most of the previous decade, the profession had been in political fight mode. Teachers across the country never embraced the GERM agenda, as the Government did and never accepted standardisation as a legitimate system for measuring student progress or achievement. Opposition parties, Labour, the Greens and NZ First all firmly opposed National Standards and GERM, but they were not the Government.

National Standards became the lynchpin of every subsequent education policy from 2008 to 2017. As it became clearer that National Standards had failed to achieve their stated goal of raising student achievement, the Government announced a new policy called ‘National Standards Plus’.

What was now clear to the sector was that if there was to be any change in direction for education, there had to be a change of Government.

By October 2017, we learned that the outcome of the general election was that a coalition of Labour, NZ First and the Green Parties would form a new Government for the next three years. The earlier battles for education could now subside. As promised, the new Minister of Education, Hon Chris Hipkins, scrapped National Standards, scrapped charter schools and proposed changes to the Education Council to allow democratic elections for professional representation. This would all happen before Christmas 2017.

A new public education agenda had been set. With National Standards gone, so much more that depended on them would in due course also go. The new progressive Government would be reshaping the education system and they made it very clear, they would be wanting all sector groups at the table to help them. There would be reviews of all major aspects of the existing system, including *Tomorrow's Schools*, and the Minister was determined that the workload for principals would be reduced.

It was a great way to end 2017.

I acknowledge the executive committee and thank them for their dedication, service and commitment on behalf of the membership. The job of school principal has become increasingly complex. Despite the demands of running their schools, NZPF executive members have allocated additional time and energy to serve their colleagues. I thank them sincerely for this extra work.

My thanks also extend to the regional association presidents. They are our ‘consultation group’ and we are grateful for their feedback which forms the basis of developing our executive focus areas. We also thank the NZPF Moot participants and the political panel of Catherine Delahunty (Greens Party), David Seymour (ACT Party), Chris Hipkins (Labour Party), and Tracey Martin (NZ First Party) for their energetic contributions to our Moot and their generosity in being open to questions from the floor.

The Moot theme was “Change and how to navigate it”. With a profession much wearied from continual change during the past decade, the regional presidents welcomed hearing the politicians’ plans and learning what they could expect from each of them, should they be elected to power later in the year.

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 has been a component of each presidential report to the executive throughout the year. The NZPF goals for 2017 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 recognises that rural and sole charge principals experience distinct challenges, especially if they are isolated from their peers; have limited opportunities to engage in PLD or to network with colleagues because of limits to funding and travel costs; and if they lack experience. We also note that rural principals can enjoy an excellent lifestyle as active members of their rural communities. The school is frequently the heart and centre of the community and rural communities tend to have a strong vested interest in their local school.

To support rural colleagues, NZPF developed a publication *Rural Matters*, designed to share real life rural principal experiences and provide information and tips for rural principals to help them get through their considerable administrative and teaching work-loads. The publication also includes tips and guidance on how to remain connected with peers and to seek additional funding, awards and grants to assist with travel and registration fees for conferences.

NZPF also offers 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.

The Editor of *NZ Principal* magazine has also covered the Rural Education Reference group (see *NZ Principal September 2012, Volume 27 (3)* ) and rural school stories which you can find in the following issues:

*NZ Principal June 2017, Volume 32 (2) (South Taranaki Schools exploring new technologies)*

*NZ Principal November 2015, Volume 30 (4) (Patoka School, Hawkes Bay)*

*NZ Principal June 2015, Volume 30 (2) (Halfmoon Bay School, Stewart Island)*

*NZ Principal March 2015, Volume 30 (1) (Wakefield School, Nelson)*

*NZ Principal June 2014, Volume 29 (2) (Toko School, Taranaki)*

*NZ Principal September 2012, Volume 27 (3) (Te Kowhai School, Waikato)*

*NZ Principal September 2012, Volume 27 (3) (Raglan Area School, Waikato)*

*NZ Principal December 2010, Volume 25 (4) (Waituna West School, Manawatu)*

#### **NZPF Queenstown Conference**

Our thanks to Jill Corkin, conference convener, Theresa Managh who led the events’ company, and the group of Otago principals who together, produced another outstanding conference this year in Queenstown.

We thank the 500+ principals, our own Business Partners and the external exhibitors who supported this conference. Titled '*Remarkably Different*' the conference had a focus on 'Principal Hauora', a very popular choice. It was an inspired move of the conference committee to include free activity treats for one entire afternoon so that principals could immerse themselves in their chosen recreational activity. These ranged from a gentle massage at the spa to a glide across to Walter Peak Station on the TSS Earnslaw, to high action 4WD mountain motoring and planting trees on hillsides. There was something for everyone and the delegates loved it. It was 'hauora in action'.

I also acknowledge the Hon Nikki Kaye, who just 48 hours out from the general election, joined us at the conference to speak to conference delegates and to answer questions from the delegates.

Keynote speakers empathised and provoked in about equal measure with Dr John Edwards falling on the provocative side and describing 'learning pits' which children must navigate. Children's Commissioner Andrew Beecroft was similarly hard-hitting, describing teachers as 'the merchants of hope' for the 10% of vulnerable children in Aotearoa New Zealand. Mike King, of 'Nutters' Club' fame brought the stark reality of youth suicide to the stage, whilst Steve Francis talked about work-life satisfaction and Sven Hansen of the Resilience Institute shared his notion of hauora saying that resilience is a methodology to extend hauora through teachers, students, parents and community. Hoana Pearson and Dr Melinda Webber teamed up to provide a comprehensive picture of the MAC PLD and PAS lawyer, Fiona McMillan, presented a strong case for the legal protection of principals.

We were also delighted to welcome two new members to our Life Membership fold, former NZPF Presidents Peter Simpson and Philip Harding.

A more comprehensive report appears in *NZ Principal November 2017, Volume 32 (4)*.

### **Moot 2017**

This year, the NZPF Moot was held in March and being a general election year, we invited a panel of political party spokespeople on education to address the Moot and take questions. The session was chaired by our very popular MC, Jehan Casinader.

We acknowledge and thank the political panel of Catherine Delahunty (Green Party), David Seymour (ACT Party), Chris Hipkins (Labour Party), and Tracey Martin (NZ First Party) for their energetic contributions to our Moot and their generosity in being open to answer questions from the floor.

The Moot theme was "Change and how to navigate it". A profession much wearied from continual change during the past decade, the regional presidents welcomed hearing the politicians' plans and learning what they could expect from each of them, should they be elected to power in the general election later in the year.

A full report on the Moot appears in *NZ Principal June 2017, Volume 32 (2)*.

### **Principals' Legal Advice Scheme (PASL)**

Membership of our legal scheme has grown again this year to 1,063 members. This 100% 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.

The scheme includes a Hotline, which subscribers can call to get legal advice on any school related issue.

The Financial Report shows that the PASL scheme is a self-sustaining scheme with a healthy level of funds. The scheme is not intended as a profit-making business but as a service to members.

### **NZPF Membership Services**

Services are wide-ranging and include legal, advisory, grants and awards, advocacy work through representation on various sector groups, including Ministry and political and advocating for principal support such as the Principal Leadership Advisory Service, leadership initiatives through the Education Council, administrative support, communications through our weekly newsletter, *Principal Matters* and the quarterly magazine *NZ Principal*, regional support, networking and other 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. Geoff will continue where Tom left off and we look forward to reading his insightful and I'm sure at times humorous, account in due course.

### **NZPF Helpline**

One of NZPF's most popular services, the NZPF Helpline has been particularly busy this past year and as was the case in 2016, there is 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.

### **Connecting with the Regions**

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. I thank the very many association presidents who hosted me in their regions this year and invited me to their local events and celebrations.

It is always a privilege to be invited to a regional meeting or event. There are a number of reasons for this, including keeping NZPF connected to its membership and making NZPF relevant. It is also an opportunity to harvest views on issues that the executive is debating and to float new ideas.

### **NZPF Staff**

This year we bid farewell to Patrick Purcell, our Communications and Administration Assistant and Jan Franklin, our Office Manager for the past seven years. Jan was offered a position in Auckland, where she could be close to her daughter, son-in-law and two baby grandsons. We were very sorry to say good-bye to Jan who was a most popular staff member. Kind and generous in every way, nothing was ever too much for Jan who served us all so well. Our thanks and very best wishes for a bright and successful future go with Jan.

Earlier in the year we welcomed Nina Netherclift, as our new part-time Administration Assistant and later Lorraine Biggs, as our new Office Manager. Both have settled very well into the national office culture and work tirelessly to ensure all our office systems enable us to serve you well.

I extend my thanks to Nina, Lorraine and Liz, our Executive Officer, for the work they do to enable me to be the best advocate and supporter that I possibly can be.

### **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, 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**

NZPF conducted another survey in April 2017 to see how the results would compare with previous surveys. Principals indicated that there had been an increase in those joining CoL with 48% reporting they were in a CoL, 52% saying they were either not joining a CoL (30%) or were only at the stage of forming a CoL (22%). The previous survey in 2016 had only 7% in a fully functioning CoL.

The most positive features included collaboration (51%) and sharing aspects (15%). 9% liked the additional funding for resources, staffing and PLD and 4% liked having a shared vision. 3% thought there was potential for innovation.

On the negative side, 37% expressed distrust in the real intent of CoL, 26% reported there is limited flexibility for CoL roles, 21% reported a lack of research evidence to show CoL will improve learning outcomes for children, 20% reported there is no time to perform CoL leadership roles, 14% said the investment in CoL is a waste of money.

The most overwhelmingly definitive result was that 79% of you believe too much is expected of CoL!

We do not expect the new Minister to make any decisions about the future of CoL until after the conclusion of the *Tomorrow's Schools* review in 2018.

#### **Progress and Consistency Tool (PaCT)**

With the departure of National Standards, we will be revisiting our position on PaCT in 2018. Our work will include a re-examination of the tool, which was built to ensure higher reliability of National Standards' OTJs. It remains to be seen whether PaCT will have relevance in a post National Standards environment.

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

I am pleased to report that we have maintained healthy relationships with all sector heads in the past year including with the Ministry, Education Council, NZSTA, ERO and with NZEI, PPTA, NZAIMS, SPANZ, SEPANZ, Te Akatea, The Māori Principals' Association and NZPPA, the New Zealand Pasifika Principals' Association. Without these strong relationships it would have been difficult to continue the MACs PLD programme, which is now led by Te Akatea and advocate for the expansion of the Principal Leadership Advisory (PLA), currently contracted to Evaluation Associates. I am pleased to report that there are now 32 PLAs working with principals across the country.

We value the relationships we have with 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 and built across the year. There were 304 interviews or re-reporting of interviews on 148 topics. Interviews covered all media outlets including television, radio, magazines, newspapers and media online. Here is a list of topics covered this year.

#### **1 January – 6 February 2017**

#### **55 Interviews/citings/quotes across all media for this period**

#### **Topics for interview include:**

1. School Donations (7)
2. Election Year Special – What do we want NZ education to look like? (4)
3. Calling out dodgy teachers and mandatory reporting (3)
4. Cohort entry and starting school at 4 years old (8)
5. Teaching profession – stress and over-work suicide, depression (2)

6. New Year's Honours for educators (2)
7. Jill Corkin New Year's Honours
8. New President at NZPF (6)
9. School holidays move to February? (6)
10. Special Needs funding insufficient (5)
11. Transition to secondary school
12. Oral Submission on Update to Education Act and absence of children's voice (2)
13. Compulsory Te Reo in Schools (6)
14. Dental Hub scare in South Auckland – 2,500 kids at risk of Hepatitis A/C or HIV
15. Teacher shortages

### **1 February – 28 February 2017**

#### **44 Interviews/citings/quotes across all media for this period**

##### **Topics for interview include:**

16. PB4L Conference (2)
17. Principals and mandatory reporting
18. Teacher shortage (3)
19. Cutting back National Standards assessments and delaying NCERA exams
20. Adjusting the Curriculum
21. Performance Pay – NZ Initiative (2)
22. NZPF Special Needs survey
23. PaCT waste of resource
24. Maori history in schools
25. NZPF Media release on PaCT (2)
26. School donations and funding (4)
27. Transition to secondary school
28. Update Education Act (2)
29. Te reo in schools (7)
30. Safety for children attending Dental hubs
31. Communities of Learning (rigidity of achievement challenges)

### **1 April – 30 April 2017**

#### **34 Interviews/citings/quotes across all media**

32. Communities of Learning
33. Tests in listening and writing
34. Support for music and drama
35. Support for disabled or violent kids
36. Special education and teachers at breaking point
37. Pathways to school leadership
38. New support for beginning principals
39. MACs improving opportunities for Maori leaders
40. Teachers kicked punched stabbed by 'P' kids
41. Children out of control – conservative party
42. New teacher guidelines prevent them taking on parental role
43. Children out of control
44. Special funds for special ed needed now
45. Lack of democracy undermines education council
46. Increase in fees will make life difficult for ECE workers
47. Porirua kids swapping schools more and living in overcrowded houses

## **1 May – 31 May 2017**

### **25 Interviews/citings/quotes across all media**

48. School starting age (2)
49. Inclusive schools and acceptance of diversity
50. Gender neutral uniforms (3)
51. Principals sign open letter for higher pay for teacher aides
52. Government's Budget for Education
53. Lead in school soil in 5 Dunedin schools (4)
54. Cohort entry and high behaviour needs
55. New toy distractor/focus mechanism for kids in class (2)
56. Announcing new Minister of Education, Hon Nikki Kaye (2)
57. Education Amendment Bill
58. New additional support for schools expected
59. Year 8 target for National Standards is 80% (3)
60. Out of Zone enrolment fees (2)
61. Especially high number of graduate students from Waikato School return to the school as teachers
62. Special Ed funding urgently needed
63. Homework – Useless or useful? (4)

## **1 June – 30 June 2017**

### **26 Interviews/citings/quotes across all media**

64. Water policies for schools (2)
65. Digital Curriculum (4)
66. National Standards Rethink
67. Prime Minister's supreme award for former NZPF President's (Iain Taylor) school (2)
68. Maori history in schools
69. Serious assaults on teachers in schools
70. Serious Behaviour issues on the rise (2)
71. Fees for NCEA
72. Parent donations
73. Response to Labour's education manifesto scrapping National Standards
74. Student Summoning ghosts
75. Holidays out of school time
76. Te Reo in schools
77. Schools nervous about CoL (2)
78. Fidget spinners
79. Sanitary bins (3)
80. Working visa changes and effects on rural schools

## **1 August – 31 August 2017**

### **29 Interviews/citings/quotes across all media**

81. National Standards Plus – Do parents want this? (4)
82. Review of Tomorrows Schools' Model (2)
83. Equity in Education
84. Principals don't want National's plan to extend National Standards, and teach primary students about 10 languages when there is a teacher shortage (3)
85. Government out of touch with reality (7)
86. Teacher supply issue (2)
87. Growing behavioural issues means national's announcement out of left field

- 88. Need to tackle big issues in education
- 89. Digital Technology
- 90. Special Education in need of support (2)
- 91. National Standards failed and arrowing curriculum (5)
- 92. Teacher salaries too low
- 93. Luring ex-pat teachers back to NZ not long term answer to teacher shortages (3)
- 94. Maori Achievement (2)
- 95. Labour's tool kit (2)
- 96. Minister gets it wrong for learning support
- 97. Delivering Learning Support through CoL
- 98. Decline of Decile system but what follows? (2)
- 99. Targeted funding instead of decile funding – will it work?

### **1 September – 30 September 2017**

#### **31 Interviews/citings/quotes across all media**

- 100. Satisfaction with special education plunges
- 101. National Standards failed experiment
- 102. Teacher shortage
- 103. Luring expat teachers a short-term solution
- 104. Second language teaching in primary schools
- 105. Digital Curriculum
- 106. Prime Minister out of touch with education policies and won't tackle the big issues like severe behaviour issues
- 107. National standards Plus
- 108. Review of Tomorrow's Schools
- 109. Parents don't want National Standards plus
- 110. Cohort entry (2)
- 111. Inglewood tragedy 8 year old killed by truck
- 112. Education a winner in General Election
- 113. Principals pin hopes on NZ First education policies (3)
- 114. Role models and mentors for children
- 115. Ten-point plan for teacher shortage (8)
- 116. AUT language scholarships
- 117. Queenstown Conference
- 118. Cash grant for teachers returning to NZ from overseas
- 119. Maori party says Labour's Te Reo plan nor ambitious enough
- 120. Teacher shortage (Cherie T-P)
- 121. Crisis Teacher shortage
- 122. Prefab classroom claim trashed by principals

### **1 October – 31 October 2017**

#### **37 Interviews citings/quotes across all media**

- 123. Labour led coalition welcomed (9)
- 124. Testing regime stressing students
- 125. Government to act on teacher shortage (8)
- 126. Principals back Te Reo in schools
- 127. Growing moustaches at school for Movember
- 128. Principals happy with ministerial line-up (3)
- 129. Solar panel roll-out for schools (2)
- 130. Northland principals want National Standards gone by lunch time. Expand curriculum
- 131. Digital technology and Lack of trained teachers (5)
- 132. school curriculum now has narrow focus
- 133. Retaining teachers and lifting status of profession (2)
- 134. Teacher shortage
- 135. Cohort entry (2)

## 1 November – 21 November 2017

### 23 interviews/citings/quotes across all media for the date range

136. School pranks getting out of hand
137. Labour led coalition welcomed by principals
- 138 Lower decile schools have double trouble hiring quality teaching staff
139. stress on principals
140. New charter schools
141. Mark up on uniform prices (3)
142. Fairer Funding and super-sized support needed (2)
143. Charter schools and how to care for the 1,000 students enrolled in them
144. NZCER research report on principals' stress (2)
145. Restraint rules (7)
146. Oral Question on National Standards from NZPF PM in House
147. Free schooling
148. Digital Curriculum for 2018

This year I stood unopposed as the Presidential candidate for the NZPF elections. I feel honoured that I will be leading NZPF for a second year. With a new Government in power, we can realistically heighten our aspirations for education. Minister Hipkins has been clear that he will be seeking our advice on all aspects, as together, we begin the reshaping of education for the future. The opportunity ahead is unique. We will be co-constructing, alongside politicians and Ministry officials, a new era of schooling for our young people. It will be a system without emphasis on data, without National Standards and without the levels of compliance and accountability that collectively distract us from high quality teaching. I thank you for your continued support throughout the year and look forward to working with you and for you next year.

### **PART TWO:**

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

NZPF believes that principals are responsible for setting the direction for learning in their schools and, together with their curriculum leaders, develop the pedagogical approach which best suits the school's context and community aspirations. We believe that it is possible to respond to the individual learning needs of each child and to strive for continuous improvement through a broad curriculum.

NZPF has never supported the idea that National Standards will raise the achievement of any student especially those struggling with learning. We have therefore advocated against the continuation of National Standards and do not support the idea that National Standards Plus would in any way be helpful to learning.

We celebrate that the new Minister of Education has agreed to scrap National Standards, discontinue [private] charter schools and put democracy back into the Education Council.

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

Advocacy work operates at political and Ministry levels and at times within sector groups. It involves meetings with decision makers and policy makers and sometimes submissions, both written and oral.

NZPF has its own strategic priorities of Māori student education, Pacific Island student education, principal hauora and special education. These were established through surveys of the membership and consultation with the regional presidents. They are due to be reviewed next year.

In addition to pursuing plans for these areas, the NZPF President acts as a representative and voice for principals on a range of sector and Ministerial advisory groups and meets regularly with the education spokespeople from each of the political parties. In election years, such as this, NZPF creates its own political manifesto which is shared with the membership and distributed to all political parties.

Advocacy work this year has resulted in the continuation of our Māori Achievement Collaborations (MACs), now to be led by Te Akatea Māori Principals' Association as the PLD provider, and the expansion of our Principal Leadership Advisory (PLA) service to support, advise, coach and mentor principals. We have continued to oppose National Standards, 'National Standards Plus' and any other form of standardised assessment to measure school performance and we celebrate the new Government's decision to scrap them. We promote high quality public education for all and believe that every child should be able to attend their local school. We believe every school should be a great school. We oppose competition between schools and do not believe schools should be 'poaching' students from outside their area to push the roll size of their school. Currently roll growth is viewed as a positive marker for the quality of the school which NZPF believes is a misplaced value. We believe in promoting collaboration both within and between schools.

Externally we advocate through meetings with MPs, the Education Minister and sector heads from ERO, the Ministry and the Education Council. Our advocacy work includes portfolios such as the Education Act Update, ITE, Novopay and payroll related, the funding review, property and infrastructure, school/staffing shortage, health & safety, international students' code of conduct, EOTC guidelines, Restraint Guidelines, Bullying Prevention, Special Education and Learning Support, PB4L, Police & Education Partnership, PCBU and sports events, Gateway programmes, Education Council & PLD accreditation, closures and mergers, ESOL, Truancy, Principal Leadership Advisory, Rural Matters.

We have participated in the submission process on Digital Technologies/Hangarau Matihiko and submitted to the Education Council on the Code of Professional Responsibility and Proposed Changes to Fees.

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

With National Standards no longer a feature of the future education landscape, there will be an even stronger focus on the curriculum. This is a welcome change.

We recognise that it will however make for a difficult transition for some who will be grappling with reporting to parents and alternative assessment practices for their schools. With a new emphasis on the broad curriculum, some will be challenged about how to assess across all subject areas. We will be seeking ways to communicate alternative options for assessment and will be working alongside the Ministry and the Ministers about ways to measure progress at a national level without National Standards.

Special education and learning support has become particularly high profile this year as we have experienced an increase of children with severe behaviour challenges and children suffering a range of mental disorders coming into our schools. The biggest problems have been identified as lack of teacher support both in resources, such as Teacher Aides and specialists and funding; lack of expert services to call on; lack of access to specialists to diagnose challenged children. Schools have also reported that many lack the resources to appoint SENCOs in their schools to help alleviate some of the burden on principals and teachers.

We look forward to Associate Education Minister Tracey Martin picking up this portfolio next year.

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

NZPF strongly believes that principals should be guided by a clear moral compass and the value of their decisions be measured on how much children's learning and wellbeing has been advantaged by the decision. It is on ethical grounds that NZPF first opposed the introduction of National Standards because there was no evidence that they would enhance any student's learning and indeed could be detrimental to many through negative labelling.

We are proud of our NZPF Kawa, our values and beliefs which are encapsulated in our NZPF Charter (see NZPF website). As an executive, we frequently return to them to guide us in the way we conduct ourselves and make our decisions.

We support and endorse the key competencies of thinking, relating to others, using language, symbols and texts, managing self and participating and contributing, as outlined in the NZ Curriculum. We view these as important skills for young people to develop and to continue developing throughout life. They apply equally to us as professional educators and leaders and it is critical that we are seen as role models for these competencies.

NZPF promotes equity and excellence, justice and fairness as qualities for all education decision making.

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

This year the contract for the Māori Achievement Collaborations (MACs) terminated in December. In the interim the provision of PLD has changed with the Education Council now providing all PLD through accredited providers. That meant that if NZPF was to continue leading the MAC PLD, it would have to become an accredited PLD provider.

Ministry Officials, from the Secretary for Education down and Education Council officials offered their support for this to happen. The MAC also had strong support from the Minister for Education, Hon Nikki Kaye. A group of independent researchers from the University of Auckland had appraised the MAC and provided evidence of the positive difference it was making for Māori learners.

When the proposal for NZPF to become an accredited PLD provider was presented to the executive committee, however, it was voted down. Fortunately, Te Akatea, the Māori Principals' Association, agreed to apply for accreditation, to save the MAC from extinction. The MAC Board approved the application and it was successful.

I am delighted to report that the MAC continues to thrive under the leadership of Te Akatea and is now able to employ full time facilitators to deliver this highly successful PLD to 140 schools.

We have now developed a strategy for Pacific Island student education and with the appointment of Associate Minister Jenny Salesa, to take responsibility for Pacific Island Education, we are looking forward to engaging Minister Salesa in discussions about a PLD, structurally based on the MAC, which we can develop in partnership with the New Zealand Pasifika Principals' Association in due course.

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

Aside from the MAC and future PLD to improve the learning outcomes for Pacific Island students, NZPF has also been advocating for professional advice and support for principals through the establishment of the Principal Leadership Advisory (PLAs).

We now have 32 PLAs across the country and the service is contracted to Evaluation Associates to provide the administrative support and coordination of the service. 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, 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. These are some of the conditions of appointment that NZPF recommended in developing the Service.

PLAs currently prioritise the 400 beginning principals but more recently have been able to extend their services to more experienced principals. We expect in the future that the new Ministers will incorporate the PLA Service in the wider education system and in partnership with us, find a way of making the service sustainable into the future.

NZPF hosts an annual conference which this year had a focus on 'hauora' or wellbeing. The conference is an excellent way for principals to immerse themselves in PLD at many levels from exposure to world class academics such as Dr John Edwards from Australia, who spoke on learning and creativity at this year's conference, to Judge Andrew Beecroft, the hard-hitting Children's Commissioner to Mental Health advocate, Mike King and many others. At a different level the conference offers extensive opportunities, through social activities for delegates to network.

We are aware that there will be further changes to the provision of PLD in the future and that the current system of using accredited providers through the Education Council is unlikely to continue. We expect it is more likely that the new Minister will establish a College of Leadership through which all future PLD will be accessed.

I extend my personal thanks to Cherie Taylor-Patel and Kay Tester for leading our PLD this year and for sharing their insights into this very important area of work.

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

In the past year, the funding mechanism has been under the microscope as the Minister, Ministry staff and sector groups have grappled with the dilemma of replacing the decile system. All agree on some mechanism for ensuring equitable access to funding to meet the needs of all students.

The Government has favoured developing an index of (16) risk factors to identify children at risk and who therefore would qualify for additional funding. An independent 'technical' group has worked on developing the risk factors this year. Schools are not yet convinced that this is the best way to allocate funding for special needs, given that children identifying with the risk factors may not necessarily require additional help whilst some who do not identify with the risk factors may need extra help.

After a year of lobbying hard for increased resourcing for Special Education, we are no further ahead. We do recognise that the new Associate Minister for Education Tracey Martin, is sympathetic to our call and agrees that every child's learning and behavioural needs must be met.



**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, emotional and survival needs as well as educational needs. Many schools are responding to children's survival and emotional needs for food, clothing, sleep and emotional support, even though these responsibilities are outside of our brief and we are not resourced to respond to these needs.

We are grateful to Judge Andrew Beecroft who, since his appointment as the Children's Commissioner, has become a relentless advocate for children and having their voice heard.

The Government now recognises child poverty and the newly elected Government has made some very strong policy commitments to eradicating child poverty within the next decade. The new Prime Minister, Jacinda Ardern, has appointed herself Minister for Children in a symbolic gesture to emphasise the importance of improving the health and wellbeing of our youngest citizens.

NZPF will continue to be vocal on child poverty in New Zealand, until it is finally eradicated.

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

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

NZPF will continue to promote this transforming PLD for principals and support any other initiatives that can help schools to develop biculturalism in their schools. We are heartened that the new Government has already shown an interest in re-examining Te Kotahitanga. Te Kotahitanga is a PLD programme which supports teachers to create a culturally responsive context for learning and enables school leaders to change school structures to more effectively support teachers to develop more culturally responsive learning environments. Based on the work of Russel Bishop, Te Kotahitanga showed positive learning outcomes for students in secondary schools but funding was discontinued.

NZPF would support the Te Kotahitanga PLD being re-instated and extended to primary as well as secondary 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***

The status of the teaching profession has been a strong focus this year as more and more areas of the country are experiencing shortages of high-quality teachers to fill vacancies. Whilst it is claimed that Auckland has reached crisis point, Auckland is not alone in struggling to fill vacancies.

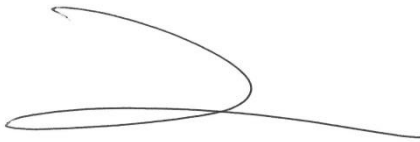
Pay rates are one factor that deter school graduates from entering teacher training and conditions are another. NZPF recognises that the lack of support for students with high end behavioural needs is further deterrent.

NZPF advocates for greater status for the teaching profession and higher levels of support for both leadership and for teachers. We also support investigating ways that principals can be better prepared for their role in leading schools and welcome an investigation into ways that the workload of both teachers and principals can be reduced.

**RECOMMENDATIONS:**

**A. That this Annual Report be accepted.**

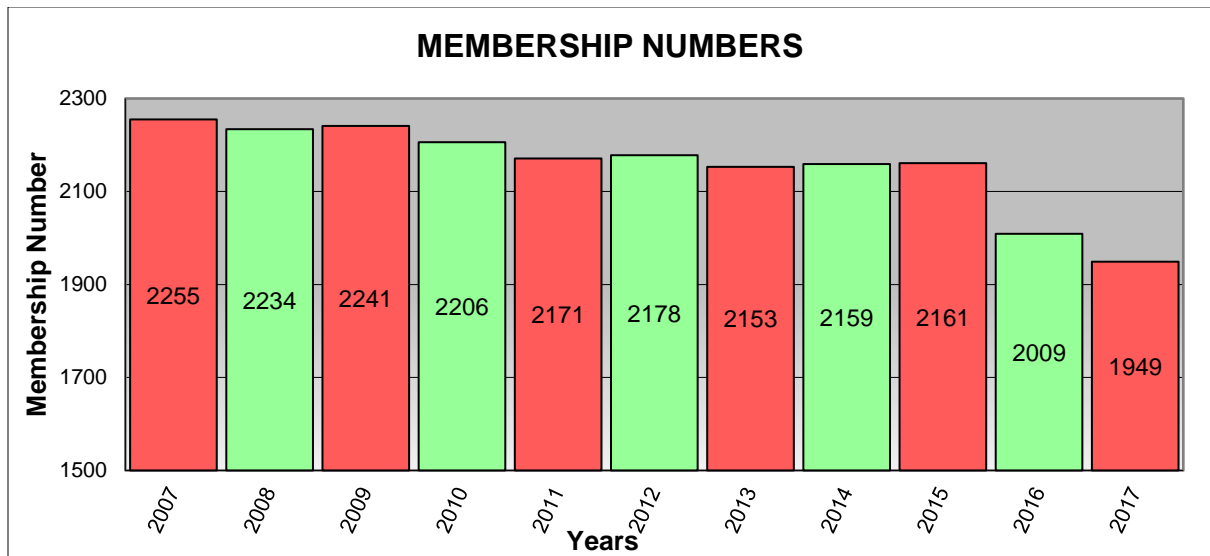
**“Te amorangi ki mua, te hapai o ki muri”**



**Whetu Cormick  
NZPF President**



# Membership Statistics



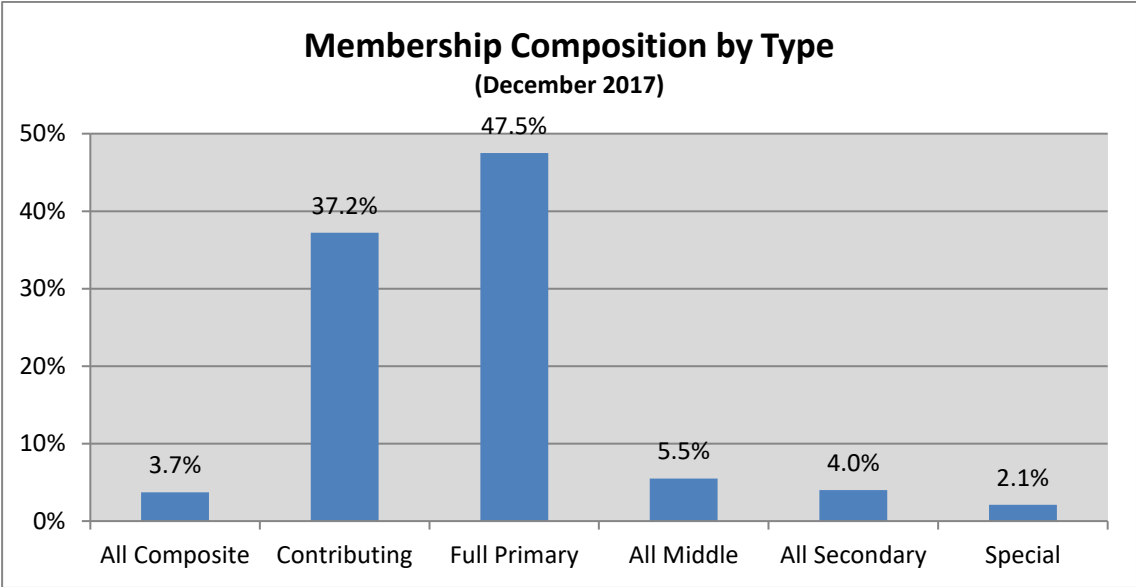
Graph 1

Comparison 2007 – 2017 Membership Composition by Grade									
Grade	U 1	U 2	U 3	U 4	U 5	U 6	U 7+	Other	Totals
<b>2007</b>	15%	14%	12%	26%	19%	9%	4%	1%	100%
<b>2008</b>	15%	14%	12%	26%	19%	9%	4%	1%	100%
<b>2009</b>	16%	14%	11%	26%	19%	8%	5%	1%	100%
<b>2010</b>	16%	14%	12%	26%	19%	8%	4%	1%	100%
<b>2011</b>	16%	14%	12%	26%	20%	8%	4%	0%	100%
<b>2012</b>	16%	14%	12%	27%	19%	8%	4%	0%	100%
<b>2013</b>	16%	14%	12%	27%	19%	8%	4%	0%	100%
<b>2014</b>	16%	13%	12%	27%	19%	9%	4%	0%	100%
<b>2015</b>	15%	13%	12%	27%	20%	8%	4%	1%	100%
<b>2016</b>	14%	13%	13%	27%	20%	9%	4%	0%	100%
<b>2017</b>	13%	12%	13%	26%	21%	10%	4%	1%	100%
<b>Members</b>	<b>248</b>	<b>235</b>	<b>254</b>	<b>505</b>	<b>413</b>	<b>191</b>	<b>84</b>	<b>19</b>	<b>1949</b>
<b>Possible</b>	<b>361</b>	<b>290</b>	<b>285</b>	<b>583</b>	<b>493</b>	<b>283</b>	<b>194</b>	<b>31</b>	<b>2520</b>
<b>% of Grade</b>	<b>69%</b>	<b>81%</b>	<b>89%</b>	<b>87%</b>	<b>84%</b>	<b>67%</b>	<b>43%</b>	<b>61%</b>	<b>77%</b>
<b>Non Members</b>	<b>113</b>	<b>55</b>	<b>31</b>	<b>78</b>	<b>80</b>	<b>92</b>	<b>110</b>	<b>12</b>	<b>571</b>

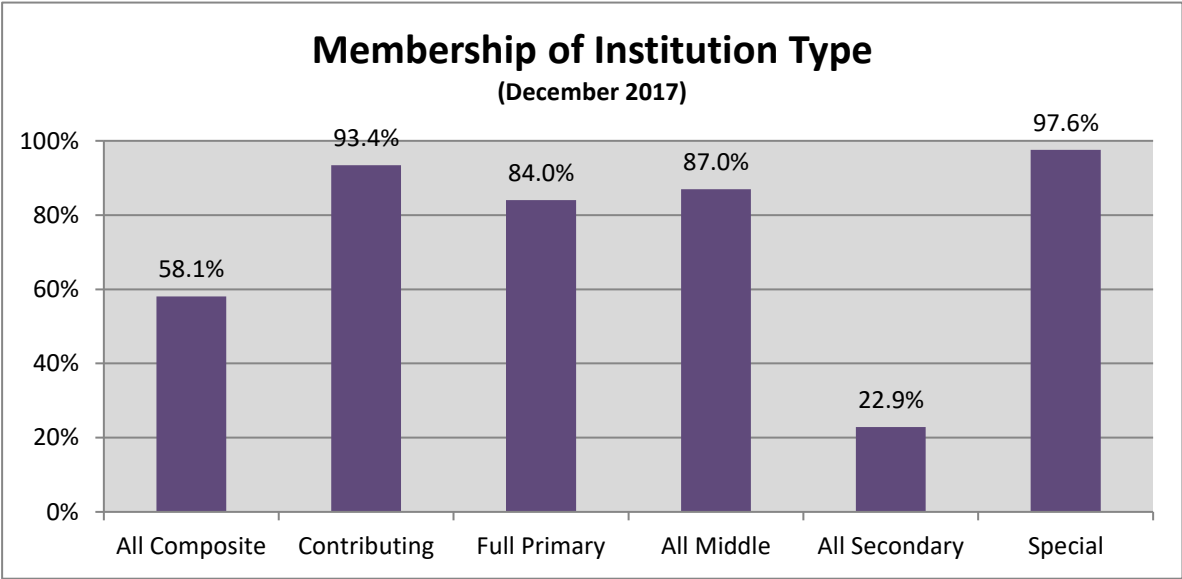
Table 1

## Membership

In the table above, all types of schools have been included across U grades. The membership percentages across these U grades have remained relatively stable for the last ten years. As expected, the greatest proportion of the membership are schools with gradings between U1 and U5 (85%) with 10% at U6 and 4% U7+. The graph above illustrates that the overall membership has dropped again in 2017 but not by as much as the decrease between 2015 and 2016.



The bulk of the membership comes from contributing and full primary schools. Middle, composite, and secondary schools make up the remainder alongside special schools. It should be noted that secondary schools also have the option of belonging to the Secondary Principals’ Association of New Zealand (SPANZ) and usually do.



Full primary, contributing, middle and special schools have increased their membership levels from 2016, whilst secondary and composite/area schools have shown a reduction in membership.

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 2017

### Commentary on 'The 2017 audited accounts of the New Zealand Principals' Federation'

During the 2017 year, there were items of significant impact on the financial reporting of the Federation.

These were:

1. The purchase of the remaining shares in Principals' Advice and Support Ltd (16<sup>th</sup> August 2017). The accounts are consolidated from that date.
2. A change in treatment of the conference accounts, in that the revenue earned and expenses paid have been shown separately. Last year they were shown at net profit.
3. The remainder of the Maori Achievement Collaborative (MAC) spending. Due to required reporting changes in 2016, the Federation was required to take up the MAC surplus or deficit into the Statement of Financial Performance in the year it was incurred.

The audited accounts show a surplus of \$105,179. This consists of:

Gain on acquisition	\$155,246
Deficit of MAC	\$(87,193) (Last year Surplus of \$93,849)
Subsidiary profit after tax:	\$8,203
Federation Surplus	\$28,923 (Last year deficit of \$31,407)

This year, the result from conference was positive – a surplus of \$144,128. This is shown in the accounts as revenue of \$853,408 less expenses of \$709,280, a change in presentation from last year. In 2016 the conference surplus was \$41,317 net.

The result for 2017 is a major improvement over 2016 and shows a strong recovery versus budget. The organization position remains hearty with accumulated funds of \$1,479,235 and working capital of \$1,222,011.

2017 saw a small reduction in memberships, and business partners, but the work done over the 2016 and 2017 years begins to bear fruit in the 2018 year, showing increases in both.

The acquisition of the remaining shares in Principals' Advice and Support is a very positive step in the provision of support for Principals. It means that the Federation has 100% control over a company that was set up expressly to provide financial support to Principals when they require assistance with issues around their own employment.

Significant aspects in 2017:

- Business partnerships decreased by \$20k
- Conferences income Increased by \$103k
- Insurance services revenue (PASL) is newly included at 78k (Provision of goods and services)
- Insurance services expenditure is newly included at 68k (Infrastructure/Operations)
- Executive expenses dropped \$15k

## Conclusion

We believe that the total acquisition of Principals' and Support Legal Ltd safeguards an important service that we offer to our members.

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 2018 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 Federation completes a competitive tender process for the *appointment* of an external auditor for the 2018 financial year.



Debra Peck  
Finance Convener

# New Zealand Principals' Federation Inc Consolidated Accounts

## Performance Report

For the year ended  
31 December 2017

### Contents

	Page
<b>Non-Financial Information:</b>	
Entity Information	2
Consolidated Statement of Service Performance	3
<b>Financial Information:</b>	
Consolidated Statement of Financial Performance	4
Consolidated Statement of Financial Position	5
Consolidated Statement of Cash Flows	6
Consolidated Statement of Accounting Policies	7-9
Notes to the Performance Report	10-12
Independent Auditors Report	13-15

## New Zealand Principals' Federation Inc Consolidated Accounts

### Entity Information

For the year ended  
31 December 2017

Legal Name of Entity:	New Zealand Principals' Federation Inc
Other Name of Entity (if any):	
Type of Entity and Legal Basis (if any):	Incorporated Society
Registration Number:	564634
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.	
The accounts also incorporate the wholly owned subsidiary - Principals' Advice and Support Ltd. This was fully acquired from 16/08/2017. These financial statements treat the earnings prior to this date as equity.	
Main Sources of the Entity's Cash and Resources:	
Subscriptions and Conference Profit. Principals' Advice and Support Ltd (PASL) earns through the sale of insurance premiums.	
Main Methods Used by the Entity to Raise Funds:	
Subscriptions, Business Partners, Insurance Premiums and Conference Profit	
Entity's Reliance on Volunteers and Donated Goods or Services:	
Not applicable	
Contact details	
Physical Address:	Level 8, Bayleys Building, Cnr Brandon St & Lambton Quay, Wellington
Postal Address:	P O Box 25380, Wellington 6146
Phone/Fax:	Phone / Fax: 04 471 2338
Email/Website:	office@nzpf.ac.nz



**New Zealand Principals' Federation Inc Consolidated Accounts**  
**Statement of Service Performance**  
**For the Year Ended 31 December 2017**

**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 This Year	Actual Last Year
Conference - Trans Tasman	0	1
AGM / Fellowship	1	1
Executive Meetings	8	8
Awards:		
Don Le Prou Award (10 offered)		
Rural Award Seminars & Conferences for Rural/Teaching Principals (10 Offered)	12	14
Magazine - Quarterly publication	4	4

**New Zealand Principals' Federation Inc Consolidated Accounts**  
**Statement of Financial Performance**  
**For the Year Ended 31 December 2017**

	Note	This Year Consolidated \$	Last Year \$
<b>Revenue</b>			
Grants, donations, fundraising and similar revenue	3	253,178	359,519
Fees, subscriptions and revenue for other members		524,400	533,938
Revenue from providing goods and services	1	1,331,900	475,457
Interest, dividends and other investment revenue		30,266	20,957
Other Income		12,130	16,949
<b>Operating Revenues</b>		<b>2,151,874</b>	<b>1,406,820</b>
<b>Other Revenue</b>			
Gain on Equity Interest	8	55,449	-
Gain on Bargain	8	99,797	-
<b>Total Other Revenue</b>		<b>155,246</b>	<b>-</b>
<b>Total Revenue</b>		<b>2,307,120</b>	<b>1,406,820</b>
<b>Expenses</b>			
Fundraising Expenses			
Provision of goods and services	2	1,841,516	1,065,886
Grant expenditure	2,3	340,371	265,670
Other expenses	2	25,257	25,666
<b>Total Expenses</b>		<b>2,207,144</b>	<b>1,357,222</b>
<b>Surplus/(Deficit) before Tax and Other Comprehensive Income</b>		<b>99,976</b>	<b>49,598</b>
50% share of associate profit/loss	8	8,393	12,844
<b>Surplus/(Deficit) Before Tax</b>		<b>108,369</b>	<b>62,442</b>
Income Tax Expense	7	3,190	-
<b>Surplus/(Deficit) for the Period after tax</b>		<b>105,179</b>	<b>62,442</b>

**New Zealand Principals' Federation Inc Consolidated Accounts**  
**Statement of Financial Position**  
**As at 31 December 2017**

	Note	This Year Consolidated \$	Last Year \$
<b>Assets</b>			
<b>Current Assets</b>			
Bank accounts and cash		391,717	232,175
Investments		590,216	714,742
Debtors		153,726	21,213
Prepayments		68,633	13,002
Conference Seeding Grant		83,560	112,128
Inventory		3,165	11,830
Provision for Taxation	7	2,774	920
GST Receivable		36,321	-
<b>Total Current Assets</b>		<b>1,330,112</b>	<b>1,106,010</b>
<b>Non-Current Assets</b>			
Property, plant and equipment	4	257,224	279,526
Principals Advice & Support	8	-	35,955
Advance to Principals Advice & Support		-	30,000
Conference Seeding Grant		-	19,200
<b>Total Non-Current Assets</b>		<b>257,224</b>	<b>364,681</b>
<b>Total Assets</b>		<b>1,587,336</b>	<b>1,470,691</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Payable to AJR Trust		10,000	10,000
GST Payable		-	2,893
Creditors and accrued expenses		90,947	53,517
Employee costs payable		7,154	20,225
<b>Total Current Liabilities</b>		<b>108,101</b>	<b>86,635</b>
<b>Non-Current Liabilities</b>			
Payable to AJR Trust		-	10,000
<b>Total Non-Current liabilities</b>		<b>-</b>	<b>10,000</b>
<b>Total Liabilities</b>		<b>108,101</b>	<b>96,635</b>
<b>Total Assets less Total Liabilities (Net Assets)</b>		<b>1,479,235</b>	<b>1,374,056</b>
<b>Accumulated Funds</b>			
Opening Accumulated funds	5	1,374,056	1,311,614
Share of Associate profit	5	8,393	12,844
Accumulated surpluses or (deficits)	5	96,786	49,598
<b>Total Accumulated Funds</b>		<b>1,479,235</b>	<b>1,374,056</b>

**New Zealand Principals' Federation Inc Consolidated Accounts**  
**Statement of Cash Flows**  
**For the Year Ended 31 December 2017**

	This Year Consolidated \$	Last Year \$
<b>Cash Flows from Operating Activities</b>		
<b>Cash was received from:</b>		
Grants, donations, fundraising and similar revenue	201,209	413,446
Fee, subscriptions and revenue for other members	598,607	614,029
Revenue from providing goods and services	1,146,842	548,006
Interest, dividends and other investment revenue	29,372	20,957
Other income	-	12,052
Net Taxation	13,812	-
Net GST	1,949	-
<b>Cash was applied to:</b>		
Payments to suppliers and employees	2,160,108	1,426,663
Net GST	-	75,249
<b>Net Cash Flows from Operating Activities</b>	<b>(168,317)</b>	<b>106,578</b>
<b>Cash flows from Investing and Financing Activities</b>		
<b>Cash was received from:</b>		
Receipts from investments	125,150	-
Opening Cash on acquisition of Subsidiary	215,665	-
<b>Cash was applied to:</b>		
Payments to acquire property, plant and equipment	2,955	8,973
Payments to purchase investments	1	65,561
Loan repayments	10,000	10,000
<b>Net Cash Flows from Investing and Financing Activities</b>	<b>327,859</b>	<b>(84,534)</b>
<b>Net Increase / (Decrease) in Cash</b>	<b>159,542</b>	<b>22,044</b>
<b>Opening Cash</b>	<b>232,175</b>	<b>210,131</b>
<b>Closing Cash</b>	<b>391,717</b>	<b>232,175</b>
<b>This is represented by:</b>		
Bank Accounts and Cash	391,717	232,175

**New Zealand Principals' Federation Inc Consolidated Accounts**  
**Statement of Accounting Policies**  
**For the Year Ended 31 December 2017**

**Basis of Preparation**

New Zealand Principal's Federation (The "Federation") and its' subsidiary Principals' and Legal Support Ltd, (together the group) 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 that \$2,000,000 for the last two annual reporting periods. All transactions in the performance report are reported using the accrual basis of accounting.

The Performance Report is prepared under the assumption that the group 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 group is GST registered. All amounts are recorded exclusive of GST, except for Debtors and Creditors which are stated inclusive of GST.

**Income Tax**

The Federation is a Not For Profit organisation - all applicable exemptions are utilised.

The subsidiary (Principals' Advice and Support Ltd) is subject to income tax and the consolidated liability or asset is reported on the balance sheet.

**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 group 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.

**Accounts Receivable**

Accounts Receivable are initially recorded at fair value and subsequently recorded at the amount that the group 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.

**New Zealand Principals' Federation Inc Consolidated Accounts**  
**Statement of Accounting Policies**  
**For the Year Ended 31 December 2017**

**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 are recorded at cost or, in the case of donated assets, fair value at the date of receipt, less accumulated depreciation and impairment losses. Cost of fair value as the case may be, includes those costs that relate directly to bringing the asset to the location where it will be used and making sure it is in appropriate conditions for its intended use.

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.

Fixed Assets are included at cost. 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	33 years
Furniture, Fittings, and Equipment	4 - 10 years
Office Equipment	2 - 4 years
Playground and Ground Improvements	18 years
Leasehold Improvements	10.5 years
Chattels	10 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.

**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.

**Income Received in Advance**

Income received in advance relates to funds received where there are unfulfilled obligations for the group to provide services in the future. The fees are recorded as revenue as the obligations are fulfilled and the fees earned.

**Tier 2 Standards applied: PBE IPSAS 7: Investments in Associates (until 16th August 2017)**

Prior to 2017, the Federation 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.

**New Zealand Principals' Federation Inc Consolidated Accounts**  
**Statement of Accounting Policies**  
**For the Year Ended 31 December 2017**

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.

**Accounting for the Group (PBE IPSAS 6 NFP) From 17th August 2017:**

On 16th August 2017, the Federation acquired the balance of the shares in PASL in 2017. The accounts for the 2017 financial year incorporate this investment as a consolidation. The financial statements comprise the financial statements of New Zealand Principals Federation and its controlled entities (the Group) as at 30 June 2018. Controlled entities are all those entities over which the Federation (the controlling entity) has the power to govern the financial and operating policies so as to obtain benefits from their activities. The financial statements of the controlled entities are prepared for the same reporting period as the Principal, using consistent accounting policies. In preparing the consolidated financial statements, all intercompany balances, transactions, unrealised gains and losses resulting from intra-group transactions have been eliminated in full. Controlled entities are fully consolidated from the date on which control is obtained by the Group and cease to be consolidated from the date on which control is lost.

Assets, liabilities, income and expenses of a controlled entity acquired or disposed of during the year are included in the financial statements from the date the Group gains control until the date the Group ceases to control the controlled entity.

**Business combinations**

Business combinations are accounted for using the acquisition method. The acquisition method involves recognising at acquisition date, separately from goodwill, the identifiable assets acquired, the liabilities assumed and any non-controlling interest in the acquiree. The identifiable assets acquired and the liabilities assumed are measured at their acquisition date fair values. The cost of an acquisition is measured as the aggregate of the consideration transferred (measured at acquisition date fair value) and the amount of any non-controlling interests in the acquiree. For each business combination, the Group measures the non-controlling interest in the acquiree either at fair value or at the proportionate share of the acquiree's identifiable net assets. Acquisition-related costs are expensed as incurred, and included in administrative expenses. When the Group acquires a business, it assesses the financial assets and liabilities assumed for appropriate classification and designation in accordance with the contractual terms, economic conditions, the Group's operating or accounting policies and other pertinent conditions as at the acquisition date. This includes the separation of embedded derivatives in host contracts by the acquiree.

If the business combination is achieved in stages any previously held equity interest is re-measured at its acquisition date fair value and any resulting gain or loss is recognised in surplus or deficit. It is then considered in the determination of goodwill. If the business combination is achieved in stages any previously held equity

Any contingent consideration to be transferred by the acquirer will be recognised at fair value at the acquisition date. Contingent consideration classified as an asset or liability that is a financial instrument and within the scope of PBE IPSAS 29 Financial Instruments: Recognition and Measurement, is measured at fair value with changes in fair value recognised either in surplus or deficit or as a change to other comprehensive revenue and expense. If the contingent consideration is not within the scope of PBE IPSAS 29, it is measured in accordance with the appropriate PBE standard. Contingent consideration that is classified as equity is not re-measured and subsequent settlement is accounted for within equity.

**Changes in Accounting Policies**

There have been no changes in accounting policies during the financial year (last year - nil with the exception of tier 3 changes)

**Change in Accounting Treatment**

The conference accounts were previously recognised as surplus from the conference. In the current year it has been determined that the group is the principal with The Conference Company acting as agent on behalf. Therefore the gross revenue and expenditure has been recognised in the Group accounts. The impact is an increase of \$709k in revenue and expenditure for the 2018 year.

**New Zealand Principals' Federation Consolidated Accounts**  
**Notes to the Performance Report**  
**For the Year Ended 31 December 2017**

**Notes 1-3**

**Note 1: Analysis of Revenue**

<b>Revenue from providing goods and services</b>	<b>Consolidated 2017</b>	<b>2016</b>
Conferences	853,408	41,317
Magazine	11,696	12,078
Legal Benefit Scheme	11,821	12,708
Business Partnerships	361,250	381,250
Forms	15,197	28,104
Insurance Services	78,528	-
<b>Total</b>	<b>1,331,900</b>	<b>475,457</b>

<b>Other Income</b>	<b>Consolidated 2017</b>	<b>2016</b>
Directors Fees	130	5,000
MAC Reimbursements	12,000	11,949
<b>Total</b>	<b>12,130</b>	<b>16,949</b>

**Note 2: Analysis of Expenses**

<b>Provision of goods and services</b>	<b>Consolidated 2017</b>	<b>2016</b>
Conferences	778,431	27,240
Magazine	6,468	6,090
Business Partnerships	110,325	112,490
Infrastructure/Operations	458,844	383,116
Leadership	179,437	180,923
Executive	172,795	187,486
International Relations	17,206	10,140
Membership Support	118,010	158,401
<b>Total</b>	<b>1,841,516</b>	<b>1,065,886</b>

<b>Grant Expenditure</b>	<b>Consolidated 2017</b>	<b>2016</b>
MAC Project	340,371	265,670
<b>Total</b>	<b>340,371</b>	<b>265,670</b>

<b>Other Expenses</b>	<b>Consolidated 2017</b>	<b>2016</b>
Depreciation	25,257	25,666
<b>Total</b>	<b>25,257</b>	<b>25,666</b>

**Note 3: MAC Project**

	<b>Consolidated 2017</b>	<b>2016</b>
Grant Income (MOE)	253,178	359,519
Grant Expenditure	340,371	265,670
	<b>(87,193)</b>	<b>93,849</b>

In 2016 NZPF and Te Akatea signed a contract to provide the Maori Achievement Collaboration Programme. This piece of work spanned 2 years and was completed in December 2017. Because of reporting rules that came into effect for the first time in 2016, we were unable to take this value into the Statement of Financial Position - the total contract of \$583,627 was utilised by the end of the contract term. Any remaining funds were tagged for continued work for Maori.



**New Zealand Principals' Federation Consolidated Accounts**  
**Notes to the Performance Report**  
**For the Year Ended 31 December 2017**

Notes 4-7

**Note 4: Property, Plant and Equipment**

<b>This Year</b>	<b>Opening Carrying Amount</b>	<b>Purchases</b>	<b>Sales/Disposals</b>	<b>Depreciation/Impairment</b>	<b>Closing Carrying Amount</b>
Buildings	193,108	-	-	3,900	189,208
Furniture Fittings & Equipment	36,770	-	-	6,115	30,655
Chattels	97	-	-	97	-
Office Equipment	5,046	2,955	-	2,873	5,128
Leasehold Improvements	44,505	-	-	12,272	32,233
<b>Total This Year</b>	<b>279,526</b>	<b>2,955</b>	<b>-</b>	<b>25,257</b>	<b>257,224</b>

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

**Note 5: Accumulated Funds**

	<b>Consolidated 2017 Accum Surplus/(Deficit)</b>	<b>2016 Accum Surplus/(Deficit)</b>
<b>Opening Balance</b>	1,374,056	1,311,614
Current Year Surplus/(Deficit)	96,786	49,598
Current Year Share of Associate Profit	8,393	12,844
<b>Closing Balance</b>	<b>1,479,235</b>	<b>1,374,056</b>

**Note 6 : Commitments and Contingencies**

<b>Commitment</b>	<b>Explanation and Timing</b>	<b>Consolidated 2017 At balance date</b>	<b>2016 At balance date</b>
Wellington Office Lease signed May 2014	Less than one year	86,465	85,254
	Two to Five Years	172,930	255,762
	<b>Total Commitments</b>	<b>259,395</b>	<b>341,016</b>

**Note 7: Taxation**

	<b>Consolidated 2017</b>	<b>2016</b>
Assessable Income	(5,464)	(25,227)
Taxation at 28%	1,530	7,064
Tax Losses	(4,720)	(7,064)
<b>Tax Expense</b>	<b>(3,190)</b>	<b>-</b>
Tax losses total \$138,875 (2016:\$122,018)		
Opening Taxation Asset/(Liability)	920	7,122
Liability carried forward from Associate August 2017	(3,123)	-
Tax Paid/(Refund received during the year)	-	(7,122)
Less RWT	8,167	920
<b>Closing Taxation Asset/(Liability)</b>	<b>2,774</b>	<b>920</b>

**New Zealand Principals' Federation Consolidated Accounts**  
**Notes to the Performance Report**  
**For the Year Ended 31 December 2017**

**Notes 8-12**

**Note 8: Investment in Principals Advice and Support Ltd**

Until mid 2017, New Zealand Principals' owned 50% of this entity. As it did not have control over Principals Advice and Support Ltd., it has been treated as an associate in the financial statements using the equity method in accordance with NZ IPSAS 7. Tier 2 has been used instead of Tier 3 to recognise the profit.

In 2017, New Zealand Principals' acquired the final 50% of PASL for \$0 consideration. It is now a wholly owned subsidiary - and the accounts for 2017 include consolidation for the period 17th August to 31st December. January 1st to 16th August has been accounted for (as in prior years) by share of operating surplus. Revenue and Expenses have been transacted as they have occurred. No adjustment has been made for the annualised nature of the revenue. All of the balance sheet items are quantifiable and do not change in value on acquisition.

The PASL Statement of Financial Position at 16th August 2017 consisted of :

Bank accounts and Cash	215,665
GST Receivable	4,099
RWT Paid	96
Income Tax Asset	10,485
	230,345
Less Liabilities	
Accounts Payable	750
Advance from NZ Principals Federation (Eliminated on consolidation)	30,000
	30,750
	199,595
Accumulated Funds	
Earnings to 16 August 2017	16,786
Retained Earnings	182,809
<b>Fair Value of 100% of identifiable net assets</b>	<b>199,595</b>
Fair Value of 100% of identifiable net assets	199,595
Cash Consideration	1
Less fair value of previously held equity interest	(99,798)
<b>Gain on Bargain Purchase</b>	<b>99,797</b>

The carrying amount of the investment and the share of operating surplus/(deficit) is as follows:

	<b>Consolidated 2017</b>	<b>2016</b>
Opening carrying amount of investment	35,955	23,111
Share of operating surplus (2017 to 16th August)	8,393	12,844
Reversal of previously held equity interest in Associate	(44,348)	-
<b>Investment in Associate</b>	<b>-</b>	<b>35,955</b>

**Note 9: Related Party transactions**

	<b>2017</b>	<b>2016</b>
<b>Description of Related Party Relationship</b>	<b>Value of Transactions</b>	<b>Value of Transactions</b>
Honorarium payments made to Executive Committee members	35,000	30,817
	35,000	30,817

**Note 10: Events After the 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)

**Note 11: Subsidiary**

NZ Principals' Federation owns Principals' Advice and Support Ltd

The nature of the subsidiary is to provide financial support to Principals when they require assistance with issues around their own employment.

	<b>2017</b>	<b>2016</b>
Percentage of shares held in Principals Advice and Support Ltd	100%	50%

## Independent Auditor's Report

**Grant Thornton New Zealand Audit Partnership**  
L15, Grant Thornton House  
215 Lambton Quay  
P O Box 10712  
Wellington 6143  
T +64 4 474 8500  
F +64 4 474 8509  
www.grantthornton.co.nz

To the Members of the New Zealand Principals' Federation Inc

### Report on the Performance Report

#### Opinion

We have audited the consolidated performance report of New Zealand Principals' Federation Inc on pages 2 to 12, which comprises the entity information, the consolidated statement of service performance, the consolidated statement of financial performance and consolidated statement of cash flows for the year ended 31 December 2017, and the consolidated statement of financial position as at 31 December 2017, and notes to the consolidated performance report, 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 the Group as at 31 December 2017 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 consolidated statement of financial performance, consolidated statement of financial position, consolidated statement of cash flows, statement of accounting policies and notes to the consolidated 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 the Group 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.

Other than in our capacity as auditor we have no relationship with, or interests in, the Group.

## Responsibilities of the Executive Committee for the Performance Report

The Executive Committee is 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 consolidated statement of service performance; and
  - the consolidated statement of financial performance, consolidated statement of financial position, consolidated statement of cash flows, statement of accounting policies and notes to the consolidated 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 Executive Committee 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 members are responsible on behalf of Group for assessing the Group'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 members either intend to liquidate the Group 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 Executive Committee 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.

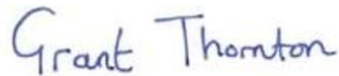
- Evaluate the overall presentation, structure and content of the performance report, including the disclosures, and whether the performance report represents the underlying transactions and events in a manner that achieves fair presentation.
- Perform procedures to obtain evidence about and evaluate 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 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 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 Group and its Members for our audit work, for this report or for the opinion we have formed.

**Grant Thornton New Zealand Audit Partnership**



**N Keddie**  
Associate Director  
Wellington

**12 October 2018**

# Subscription Proposal

## Proposal to Increase 2019 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 1.5 percent from the June 2017 quarter to the June 2018 quarter. That translates to an average increase of \$4.86 across all grades. The proposed fees have been rounded to the nearest dollar.

### MOTION

That the NZPF subscription fees for 2019 be increased by the CPI of 1.5%. The fees for the different U grades would apply as per the table below:

No at Dec 2017	U Grade	Current 2018	Proposed 2019	% Increase	\$ Increase	Total Extra
248	1	\$177.00	\$180.00	1.5%	3.00	\$744.00
235	2	\$229.00	\$232.00	1.5%	3.00	\$705.00
254	3	\$276.00	\$280.00	1.5%	4.00	\$1,016.00
505	4	\$328.00	\$333.00	1.5%	5.00	\$2,525.00
413	5	\$380.00	\$386.00	1.5%	6.00	\$2,478.00
191	6	\$422.00	\$428.00	1.5%	6.00	\$1,146.00
84	7+ incl other	\$458.00	\$465.00	1.5%	7.00	\$588.00
						<b>\$9,202.00</b>



(INCORPORATED)

# CONSTITUTION and RULES

(These rules rescind all previous rules)

## TABLE OF CONTENTS

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

### 1 Constitution

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

1.2 These rules were adopted by way of amendment on 11 July 2013.

### 2 Name

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

### 3 Objects

3.1 The primary objects of the Federation are to:

- (a) Uphold the status of the principal as the school leader;
- (b) Examine the developing needs of its members individually and collectively, and respond appropriately;
- (c) Promote the development of its members' professional leadership and management skills;
- (d) Ensure recognition as a professional organisation actively representing the special interests of its members;
- (e) Maintain a liaison with kindred organisations and stakeholders;
- (f) Respect and recognise the principles of the Treaty of Waitangi in the context of the objects of the Federation;
- (g) Represent and promote the interests of members of the Federation, and

(h) Do any act or thing incidental or conducive to the attainment of any of the above objects.

## **4 Powers**

**4.1** In addition to its statutory powers, the Federation:

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

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

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

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

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

## **5 Membership**

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

**(a) Full Member**

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

**(b) Life Member**

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

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

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

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



- 5.3** The National Secretary shall keep a membership register recording members' names, addresses and other salient details as determined from time to time by the National Executive.
- 5.4** All members (and National Executive members) shall promote the interests and the objects of the Federation and shall do nothing to bring the Federation into disrepute.
- 5.5** A copy of this constitution shall be provided (at no cost) to any Member on request.
- 5.6** The following awards may be conferred on members according to the policies and procedures of the Federation: Life Membership, Associate of the Federation and Service with Distinction.

## **6 Admission of Members**

- 6.1** Applicants for membership as Full Members shall complete any application form provided by the National Executive and supply such information as may be required by the National Executive.
- 6.2** Membership applications may be considered by the National Executive who may interview representatives of an applicant Full Member.
- (a) The National Executive shall have discretion whether or not to admit a membership applicant, and shall advise the applicant of its decision.
- 6.3** Only principals of schools and educational institutions shall be eligible for membership under section 5.1(a).

## **7 Subscriptions and Levies**

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

## **8 Cessation of Membership**

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

## **9 Re-admission of Former Members**

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

## **10 Election of Officers and National Executive**

**10.1** The following shall be elected annually:

- (a) A President
- (b) A Vice-President

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

- (a) 12 executive members

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

**10.4** The newly elected National Executive shall appoint members from amongst their number to positions of responsibility including:

- National Secretary - who will be overseeing the recording and keeping of all minutes of all annual, general and other meetings and proceedings as directed by policies and procedures of the Federation and shall oversee the process for the election of the National Executive.
- Finance Convener - who will be responsible for ensuring that systems are in place for the receiving, recording and banking of all monies received by the Federation, paying all amounts as approved by the National Executive; ensuring that each year a Budget for the Income and Expenditure of the funds of the Federation is introduced, discussed and accepted; ensuring that accurate records of the financial transactions of the Federation are kept and arranging for final accounts to be prepared for presentation to the Annual Meeting.

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

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

- (a) Written nominations for nominees under Rule 10.1-10.4, accompanied by the written consent of each nominee, shall be received by the National Secretary from 1 May and up to and including 5 August.
- (b) The National Secretary shall be responsible for establishing an Electoral Roll of financial members and sending electronically to those on the Electoral Roll by or on 1 September, electronic ballot material listing all Officer and National Executive nominees alphabetically including such information as may be supplied to the National Secretary by or on behalf of each nominee in support of the nomination including a digital passport-type photograph and a statement not exceeding 200 words.
  - (i) To be eligible to be on the Electoral Roll, members of the Federation must have paid all fees due Week 1 for the current year, and such dues having been received by 25 August.
- (c) During September three email reminders will be sent to members reminding them to complete e-voting.
- (d) No e-voting return will be accepted after noon 20 September.
- (e) Results, following processing by the independent contractor appointed under the authority of the National Secretary shall be forwarded to the current President via the National Office who will declare the results no later than 24 September.
- (f) In the event of any vote being tied the tie shall be resolved by the current National Executive.

- (g) If there are insufficient valid nominations received under sub rule (a) above, but not otherwise, the National Executive may co-opt from its membership.
  - (h) Any complaint concerning the election process or results must be received in writing by the National Secretary no later than 10 October.
  - (i) At the last National Executive meeting of the year, the National Secretary shall table an election report.
- 10.7** If a vacancy in the position of President, Vice-President, Past President, National Secretary, or Finance Convener occurs, that vacancy shall be filled by the National Executive from within the National Executive.
- 10.8** If a vacancy occurs within the National Executive outside those positions contained in 10.7, the Executive shall appoint the next Highest Polling Candidate at the last Election or where there is no next highest polling candidate, the Executive may at its discretion co-opt a member for the remainder of the term.
- 10.9** Any officer or other Member of the National Executive may be removed by a resolution of a General Meeting of which prior notice was given in the notice of meeting and which is passed by a two thirds majority of those present and voting.
- 10.10** Any Member of the National Executive who:
- (a) Gives notice of resignation in writing; or
  - (b) Absents him/herself from three (3) consecutive meetings of the National Executive without leave or sufficient reason; or
  - (c) Dies, or ceases to be a Member of the Federation as defined in this constitution; or
  - (d) Becomes bankrupt or is convicted of any indictable offence as defined by the Crimes Act 1961 and its subsequent amendments; or
  - (e) Becomes mentally disordered or a protected person in terms of the Personal and Property Rights Act 1988;
- Shall ipso facto cease to be a Member of the National Executive and his/her position for the balance of her/his term shall be filled by the National Executive in the manner herein provided.

## **11 Management by the National Executive**

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

- 11.7** Only National Executive members elected under Rule 10.1-10.4 or appointed under Rule 10.7 or 10.6 (g) or 11.5 who are present in person or by telephone or video link shall be counted in the quorum and entitled to vote.
- 11.8** The National Executive may appoint subcommittees consisting of such persons (whether or not members of the Federation) and for such purposes as it thinks fit. Unless otherwise resolved by the National Executive:
- (a) The quorum of every subcommittee is half the members of the subcommittee,
  - (b) No subcommittee shall have power to co-opt additional members,
  - (c) No subcommittee may commit the Federation to any financial expenditure without express authority, and
  - (d) No subcommittee may delegate any of its powers.
- 11.9** The National Executive and any subcommittee may act by resolution approved by a simple majority of the members of the National Executive or subcommittee in the course of a telephone conference call or through a written ballot conducted by mail, facsimile or email.
- 11.10** The National Executive from time to time may make and amend Standing Rules, regulations, bylaws and policies for the conduct and control of Federation activities, but no such regulations, bylaws and policies shall be inconsistent with these Rules. These Rules, and such regulations, bylaws and policies shall be available at all reasonable times for inspection by members, and copies shall be provided (at cost) to any Member on request.
- 11.11** The President (and in the absence of the President the Vice-President) shall, in addition to all other duties described in these rules, generally supervise and direct the affairs and business of the Federation.
- 11.12** Other than as prescribed by statute or these Rules, the National Executive may regulate its proceedings as it thinks fit.
- 11.13** Members:
- (a) Of the National Executive excepting the President shall receive such honoraria as may from time to time be set by resolution of the National Executive.
  - (b) Of the National Executive and of subcommittees shall be entitled to be reimbursed by the Federation for any reasonable actual expenses incurred by them on behalf of the Federation as approved by resolution of the National Executive.
- 11.14** Subject to statute, these Rules and the resolutions of General Meetings, the decisions of the National Executive on the interpretation of these Rules and all matters dealt with by it in accordance with these Rules and on matters not provided for in these Rules shall be final and binding on all members.
- 11.15** Each officer shall within one calendar month of submitting a resignation or ceasing to hold office deliver to that officer's successor all books, papers and other property of the Federation possessed by such former officer.
- 11.16** The National Executive may employ any person or company to administer or manage the affairs of the Federation.
- 11.17** Indemnity for National Executive:
- (a) No Officer or Member of the National Executive shall be liable for the acts or defaults of any other Officer or Member of the National Executive or any loss occasioned thereby, unless occasioned by their wilful default or by their wilful acquiescence.
  - (b) The Officers, National Executive and each of its members shall be indemnified by the Federation for all liabilities and costs incurred by them in the proper performance of the functions and duties, other than as a result of their wilful default.

## **12 National Secretary**

- 12.1** The National Secretary shall ensure that minutes are recorded for all General meetings and National Executive meetings including teleconferences constituted as formal meetings and all such minutes when confirmed by the next such meeting and signed by the chairperson of that meeting shall be prima facie evidence that that meeting was duly called and shall prima facie be a true and correct record of what occurred at that meeting.
- 12.2** The National Secretary shall ensure the Federation's records, documents and books are held at the Federation's National Office.
- 12.3** Further to 10.4 the National Secretary shall perform such duties as directed by the National Executive.

## **13 Registered Office**

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

## **14 Finance**

- 14.1** The Finance Convener shall keep such books of account as may be necessary to provide a true record of the Federation's financial position, report on the Federation's financial position to each National Executive meeting, and present an annual Statement of Accounts (Income and Expenditure Account and Balance Sheet) to the Annual Meeting together with a budget for the next financial year.
- 14.2** The National Executive shall maintain bank accounts in the name of the Federation and all transactions electronic or in manual form shall be authorised by at least two members of the National Executive or, the Executive Officer/National Office Manager with one Member of the National Executive.
- 14.3** All money received on account of the Federation shall be banked within seven days of it being received.
- 14.4** All accounts paid or for payment shall be submitted to the National Executive for approval of payment.
- 14.5** The Federation's financial year shall commence on 1 January of each year and end on 31 December of the same year.
- 14.6** The Annual Meeting each year shall appoint an auditor (who is a Member of the New Zealand Institute of Chartered Accountants and not a Member of the Federation) to audit the annual accounts of the Federation and provide a certificate of correctness of the same, and if any such auditor is unable to act the National Executive shall appoint a replacement auditor.

## **15 Execution of Documents**

- 15.1** The Common Seal of the Federation shall be retained by the President at the National Office of the Federation.
- 15.2** Documents shall be executed for the Federation pursuant to a resolution of the National Executive:
- (a) By affixing the Common Seal witnessed by the President or Vice-President and countersigned by some other Member of the National Executive, or
  - (b) Where the document is not required by statute to be executed under common seal, by the President or Vice-President and some other Member of the National Executive signing on behalf of the Federation.

## **16 General Meetings**

- 16.1** The Annual Meeting shall be held in conjunction with the Annual Conference and no later than 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.

Printed and Published by Order of the National Executive.

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

## GOLD



Business Technology Made Easy



## SILVER



## BRONZE

