

 **NEW ZEALAND PRINCIPALS' FEDERATION**
Ngā Tumūaki o Aotearoa



AUCKLAND

Conference
3 – 5 July 2019



 **NEW ZEALAND
PRINCIPALS'
FEDERATION**
Ngā Tumūaki o Aotearoa

ANNUAL GENERAL MEETING 2019

Thursday, 4 July 2019

NZ Room 3-4, SkyCity Convention Centre, Auckland

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Mission Statement

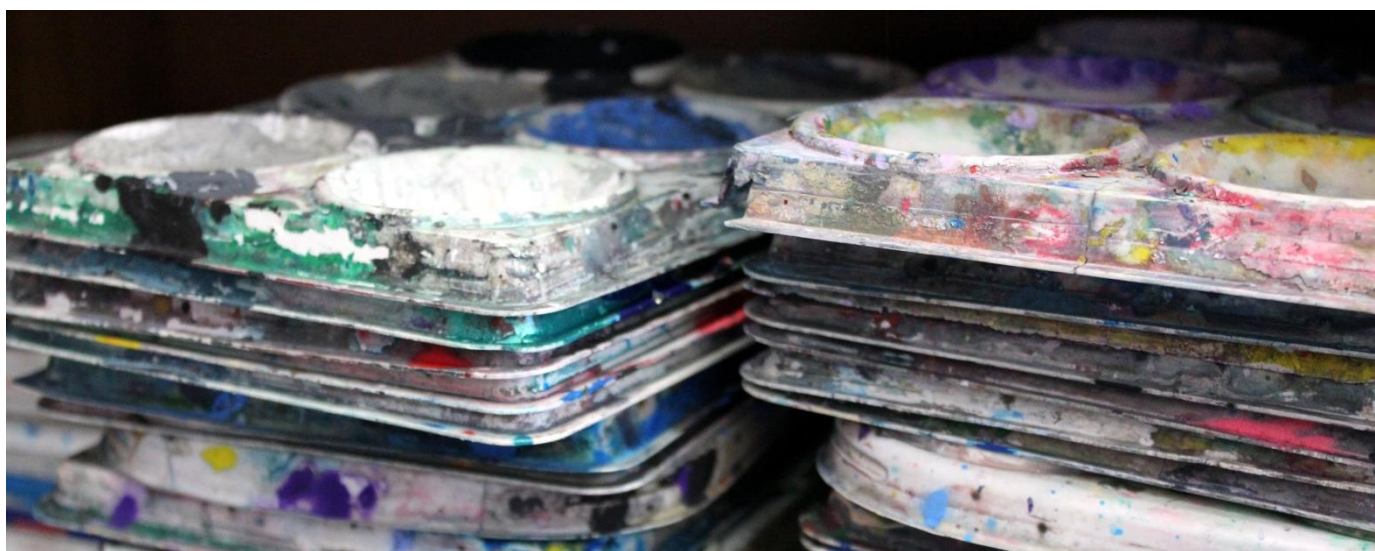
To provide a professional voice and support for principals as they lead New Zealand schools

Vision

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

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Directory

National Executive

President

Whetu Cormick

Vice President

Perry Rush

Secretary

Julie Hepburn

Finance Convener

Karen Brisco

Executive Members

John Bangma

Gavin Beere

Sandy Hastings

Jason Miles

Malcolm Milner

Leanne Otene

Jen Rodgers

Debbie Smith

Kay Tester

Stephanie Thompson

Kaumatua

Hatarei Temo

Auditors

Kendons

69 Rutherford Street

PO Box 31045

Lower Hutt 5040

National Office

Level 8 Bayleys Building

36 Brandon Street

PO Box 25380

Wellington 6140



National Executive



National President

Whetu Cormick

NZPF
National Office
Wellington

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Vice President

Perry Rush

Principal
Hastings Intermediate School
Hastings

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Secretary

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Principal
Red Beach School
Auckland

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Finance Convener

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Principal
Omata School
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Business Partner Convener

Gavin Beere

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Executive

John Bangma

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Executive

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Beckenham Te Kura o
Pūroto, Christchurch

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Executive

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Executive

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Executive

Kay Tester

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Ss Peter & Paul School
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Executive

Stephanie Thompson

Principal
Beach Haven Primary School
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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	Alan Straker	2007
Joan Scanlan	1990	Harvey Porteous	2007
Alan Bond	1990	Murray Burton	2008
John Cornish	1990	Bruce Robertson	2010
Carl Olivercrona (dec)	1991	Paul Kennedy	2012
Grahame Smith	1993	Perry Rush	2012
Colin McCormack	1993	John Bangma	2012
Kelvin Bennett	1993	Denise Torrey	2012
Peter D'Ath	1994	Philip Harding	2012
Lorraine Nikera	1994	Dr Ann Milne	2015
Christine Gardiner	1995	Shona Oliver	2018
John Cunningham QSM	1996		
Alan Upston	1996		
Brian Davidson	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	2017-2018
Karen Brisco	2019-

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 – 2019

Ron McDonald	1982-1983	Gavin Price	1996-2004
David Peterson	1982-1983	Bruce Robertson	1996-1998
Bruce Adin	1982-1984	Iain Taylor	1996-1997
Jack Archibald	1982-1984	Martin Bate	1997-1999
Jock Spence	1982-1985	<i>(Editor 1998-1999)</i>	
Grahame Smith	1982-1986	Liz Sissons	1997-2000
<i>(Membership Registrar 1984-1986)</i>		Kelvin Squire	1997-2006
Ross Agnew	1982-1987	Madeleine East	1998-2006
Ian Payne	1982-1987	Marion Fitchett	1999-2007
Tom Brown	1982-1987	<i>(Editor 1999-2007)</i>	
Don Le Prou	1982-1989	Barry Hambleton	1999-2009
Joan Scanlan	1982-1989	Paddy Ford	2000-2009
Ross Whimp	1982-1993	Julie Hepburn	2000-2003
<i>(Membership Registrar 1986-1993)</i>		Peter Simpson	2000-2013
Sister M Monaghan	} 1983-1984	Peter Gunn	2001-2002
Sister Anne Warren		Ernie Buutveld	2002-2013
Ken Morris	1983-1989	<i>(Membership Registrar 2005-2007)</i>	
<i>(Editor 1984-1989)</i>		Linda Woon	2002-2005
Monty Morrison	1984-1986	Liz Millar	2003-2011
Colin McCormack	1984-1987	Mark Ellis	2005-2006
John Newman	1984-1987	Julie Hepburn	2005-
Kelvin Bennett	1984-1992	Jacqui Duncan	2006-2010
June Scott	1985-1986	Paul Drummond	2007-2014
Peter Corrigan	1985-1988	David Ellery	2007-2013
John Cornish	1985-1990	Peter Witana	2007-2014
Russell Young	1985-2002	Sally Direen	2008-2013
Con Coffey	1985-1990	Phil Palfrey	2008-2017
Robin Clegg	1986-1987	Philip Harding	2009-2015
Hettie Tapsell	1986-1989	Gavin Beere	2010-
Alan Bond	1987-1990	Kevin Bush	2010-2015
Jean Packman	1987-1995	Wayne Facer	2010-2010
Christine Gardiner	1987-1992	Marlene Campbell	2011-2012
John Boyens	1987-1993	Keri-Milne Ihimaera	2011-2014
John Cunningham	1987-1996	Whetu Cormick	2011-
Carl Olivercrona	1987-1990	Denise Torrey	2012-2016
Bevyn Gibson	1987-1991	Iain Taylor	2013-2017
Robin Penman	1989-1990	Enosa Auva'a	2014-2017
Dick Connolly	1989-2000	Graeme Barber	2014-2017
Tony Draaijer	1989-1996	Karen Brisco	2014-
<i>(Membership Registrar 1994-1996)</i>		Debra Peck	2014-2018
John Fleming	1989-1997	Barbara Bowen	2015-2017
Geoff Lovegrove	1989-2010	Perry Rush	2015-2017
<i>(Editor 1989-97,2008-10)</i>			2019-
Marilyn Yeoman	1990-1999	Cherie Taylor-Patel	2015-2018
Renetta Dennis	1991-1994	Debbie Smith	2016-
Nola Hambleton	1991-2001	Kay Tester	2016-
Dave Winefield	1991-1995	Deidre Alderson	2017-2019
Tony Rzoska	1992-1995	John Bangma	2018-
Muriwai Jones	1993-1994	Sandy Hastings	2018-
Tauri Morgan	1993-1997	Jason Miles	2018-
Pererika Twist	1993-1995	Malcolm Milner	2018-
Judy Hanna	1994-2008	Leanne Otene	2018-
Peter Whatt	1994-2000	Stephanie Thompson	2019-
Jenny Earle	1995-2004	Jen Rogers	2019-
Alistair Kay	1995-1996		
Pat Newman	1995-2007		
<i>(Membership Registrar 1997-2004)</i>			
Colleen Murray/Gray	1996-2009		

Business Partners

GOLD



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



Crest Commercial Cleaning Ltd
PO Box 740
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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



Furnware Ltd
PO Box 1
Hastings 4156
Hawke's Bay
Phone: 0800 655 155
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



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



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



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

SILVER



ALSCO

PO Box 74450
Greenlane
Auckland 1546
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Family Zone

PO Box 241
Christchurch 8011
Phone: 03 668 1218
www.linewize.com/familyzone



the paint the professionals use

Resene Paints Limited

PO Box 62126
Mt Wellington
Auckland 1641
Phone: 0800 737 363
www.resene.co.nz



Safe Kids in Daily Supervision Ltd

PO Box 40739
Glenfield
Auckland 0747
Phone: 0800 274 172
www.skids.co.nz



The Resilience Institute International Ltd

PO Box 28-123
Remuera
Auckland
Phone: 09 889 5955
www.resiliencei.com



YMCA Auckland, Waikato & Tauranga

Private Bag 92150
Victoria Street West
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BRONZE



Accounting for Schools Ltd
Ground Floor
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InterLEAD – Appraisal Connector
PO Box 24027
Wellington 6140
Phone: 03 420 2800
www.interlead.co.nz/appraisal-connector



Educating through movement

Footsteps Dance Company
PO Box 521
Stirling
South Australia 5152
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Programmed Property Services
PO Box 12620
Penrose
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Agenda

AGENDA FOR 38th ANNUAL GENERAL MEETING

Thursday, 4 July 2019 at 4.00 pm
NZ Room 3-4, SkyCity Convention Centre, Auckland

Karakia

Taipari Munro

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 37th Annual General Meeting

Corrections to Minutes
Matters arising

Correspondence

Matters arising

President's Report

Whetu Cormick

Membership Statistics

Financial Report and Statement of Accounts

Karen Brisco

Membership Subscription Proposal
Appointment of Auditor

NZPF Membership Subscription 2020

Motion that the NZPF subscription fees for 2020 be increased by the CPI of 1.5%.

General Business

Next Annual General Meeting

Thursday, 17 September 2020
Melbourne Convention and Exhibition Centre

Poroporoaki

Taipari Munro

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 37th Annual General Meeting held in Wellington on 25 October 2018
TSB Auditorium (Shed 6), Queen's Wharf, Wellington

STARTING TIME:	3.20 pm
PRESIDENT:	W. Cormick
IDENTIFICATION OF MEMBERS:	President W Cormick declared that we had a quorum
ACKNOWLEDGEMENT:	President W Cormick welcomed life member, Lester Flockton, and the Past Presidents and made special mention of the beginning principals in attendance
APOLOGIES:	Judy Hanna; Heather Atkinson; David Prchal; AGREED Chair
CONFIRMATION OF STANDING ORDERS:	MOVED "That the standing orders are adopted" AGREED Chair
ADOPTION OF AGENDA:	MOVED "That the agenda be adopted" AGREED J Hepburn/K Brisco
MINUTES:	MOVED "That the minutes of the 36th Annual General Meeting be confirmed" AGREED P.Newman/I. Unasa
MATTERS ARISING:	Nil
CORRESPONDENCE:	Nil
PRESIDENT'S REPORT:	<p>President W Cormick delivered his report highlighting key issues including:</p> <p>That days in advance of last year's AGM there was a general election after which a new Labour-led Government was announced. He noted that NZPF welcomes the new Government and its new direction for education</p> <p>Cormick acknowledged the inaugural NZPF Queenstown conference organising committee, led by Convenor J Corkin and the conference company.</p> <p>Cormick thanked the regional presidents, who attended the 2017 Moot, for their sound thinking and for helping NZPF set the agenda for the year</p>

Cormick noted that NZPF had now acquired 100% of the shares in the Principals' [legal] Advice and Support Scheme (PAS) which had previously been equally owned by NZPF and Anderson Lloyd Lawyers. He acknowledged Alan and Janine Race who had been parties to the establishment of the scheme thirty years ago. He noted that over 1100 principals have contracts with the scheme

He drew attention to the strong relationships that NZPF now has with peak body partners. These relationships facilitate stronger lobbying powers for NZPF

He acknowledged the work of his Executive Committee and extended a warm welcome to the new executive members who were elected to serve their colleagues for the 2018 and 2019

He also extended his thanks to Jan Franklin, former Office Manager and Patrick Purcell, former Communications Assistant, for their service to NZPF and welcomed new staff members Lorraine Biggs and Nina Netherclift

MOVED "That the President's report be adopted"
AGREED Chair

MEMBERSHIP STATISTICS:

W. Cormick explained that membership decreased from the 2016 level of 2,009 to 1,949 in 2017

He noted that the decrease is due to earlier inaccuracies in the NZPF membership database rather than a real reduction in membership numbers

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

FINANCIAL REPORT:

The 2017 year ended with a \$28,923 surplus

Items of significant impact included:

The acquiring of the remaining shares in PAS (16 August 2017)

A change to the treatment of conference accounts with revenue and expenses presented separately

The remainder of the Māori Achievement Collaborations (MAC) spending. Due to required reporting changes in 2016 the Federation took the MAC surplus/deficit into the statement of Financial Performance in the year in which it occurred

The conference yielded a surplus of \$144,128

There was a reduction in Business Partnerships revenue of \$20,000

Question:

Which level of Business Partnerships benefit from exclusivity?

Answer:

Gold level only

Question:

If a silver partner wishes to move to Gold level what is the process?

Answer:

Gavin B was invited by W. Cormick to explain the process including that in the event of more than one silver partner with similar products and services wishing to move to Gold level, the partner with the longest years of service would have priority

Thanks were extended to D. Peck the 2017 NZPF Finance Convener for her diligent work

MOVED “That the audited financial report, year ended 2017 be adopted”

AGREED D. Peck/C.Taylor-Patel

MOVED “That NZPF completes a competitive tender process for the appointment of an external auditor for the 2018 financial year”

AGREED D. Peck/D. Alderson

NZPF SUBSCRIPTION RATE 2018

MOVED “That the NZPF subscription rates be increased by CPI of 1.5% for the 2019 year

AGREED D. Peck/G. Beere

GENERAL BUSINESS:

Conference Surplus

W. Cormick explained that the executive has developed two new awards for the redistribution of surpluses from conferences now that NZPF has brought the organisation of conference in-house He explained the establishment of the Tauri Morgan Memorial Conference award and acknowledged Tauri’s whānau in the room for this announcement

He also noted there will be additional Don Le Prou awards available for U 1-3 school principals

He also noted a new award that will be available for PLD for principals’ associations

MAC

P. Rush noted that although the executive had rejected the proposal for NZPF to become an accredited PLD provider [and seek the approval of the MAC Board to continue delivery of the MAC PLD], the executive remained committed to and supportive of the MAC

P. Rush questioned whether Te Akatea agreeing to apply for accreditation in the wake of the NZPF decision, saved the MAC from extinction

P. Newman confirmed that Te Akatea did save the MAC from extinction because subsequent to the NZPF decision there were just two days before the Ministry application deadline and no

other organisation had applied for accreditation to deliver the MAC PLD

P. Newman confirmed that for those two days he supported Hoana Pearson, the co-ordinator of the MAC, to complete the application for Te Akatea to become an accredited provider for the MAC PLD

NEXT ANNUAL GENERAL MEETING

President W Cormick invited all members to meet in Auckland on 4 July 2019 at 3:20pm for the next Annual General Meeting

CLOSURE:

The President closed the 37th Annual General Meeting at 3.51pm

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:

With a new Government in power, NZPF looked forward to positive change and engagement in 2018. Very quickly plans were underway to remove national standards and charter schools from legislation and to alter the election process for the Teaching Council so that teachers could democratically elect their own members. These changes all came to pass throughout the year.

The new Government was clear at the outset that it would not be operating a ‘top-down’ mode of governance. The Ministers wanted the new system of education to be created in partnership with the sector, students and the public. Policies would be co-constructed.

The year began with the announcement of several education reviews, the most important being the *Tomorrow's Schools* Review. Two summits were called, one in Christchurch and one in Auckland. Some 800 people attended each. These included members of the public, students, academics, sector group members and other interested parties. The aim of the summits was to capture a general shape for the future education system. The outcome was that it would be based on a philosophy of providing high quality public education for every young New Zealander, in an inclusive environment, where we celebrate diversity and aspire to excellence and equity of learning outcomes.

The aspirations were high and the determination to work towards them was equally committed. Beyond the summits, Task Forces and advisory groups were formed and NZPF was represented on all of them.

The *Tomorrow's Schools* Review was the key to much else that would follow, so took priority. NZPF was invited to participate in an advisory capacity as a member of the Ministerial Advisory Group (MAG) to the Task Force. The Task Force, appointed by the Minister of Education, Hon Chris Hipkins, was chaired by Dr Bali Haque and comprised Dr Cathy Wylie, Professor John O'Neill, Professor Mere Berryman and Barbara Ala'alatoa.

Further meetings and focus groups were held in the regions before the Task Force began its work. The work culminated in a report encompassing 31 substantive recommendations, released in December 2018. The report was sent out for further consultation with final recommendations due to the Minister in April 2019.

Of significance was the recommendation to insert new Crown Entities called ‘hubs’ into the governance mix for education which would replace the Ministry's regional offices. These hubs would serve to reduce the responsibilities currently held by Boards of Trustees. They were also intended to encourage collaboration amongst the schools each hub served and help break down the competitive culture of ‘one board, one school.’

The recommendations included that hubs would employ principals (who would be on five-year contracts) and teachers; they would service a teaching and learning unit (to provide curriculum, learning and assessment advice), a business support services unit (for 5YA property funding, advice and support on HR and Health & Safety, digital technology support, property maintenance, accounting services, financial reporting); employ leadership advisors who would support school leaders and evaluate schools. An independent Education Evaluation Office, replacing ERO, would evaluate hubs and provide regular reports about education and hub performance; the hubs would monitor, support and report on schools regarding

student success, well-being and achievement; they would employ specialist learning support staff, RTLB, RT Lit, Teacher Aides and every school would have a SENCO with a FTTE role; They would review enrolment schemes and manage the school network.

Hubs, would therefore have considerable responsibilities, requiring a whole new work force, many of whom would be professional practitioners. Questions remained about how we would acquire these staff given the teaching shortage.

A Māori language plan would be developed; 4 – year Middle schools rather than 2 – year intermediate schools were proposed; newly trained teachers meeting the standards, would be guaranteed employment for the first two years; A national Leadership Centre would be established within the Teaching Council and would create criteria for eligibility to apply for a principal’s position, conduct leadership research and appoint leadership advisors; a minimum 6% of total resourcing would be applied to schools through an equity index; NZQA would be disestablished and replaced with an examinations business unit;

NZPF ran its own independent survey on these recommendations. The membership did not find favour with all the recommendations (see NZPF website for our submission) but what they did welcome was the shift in attitude by the government. The government wanted co-construction of policies and a process of consultation that meant the sector’s views were welcome, valued and would result in meaningful changes where appropriate.

Other reviews included the Education Work Force Strategy; Curriculum, Progress & Achievement; Education Council Leadership Strategy; Education Payroll; The NCEA Review and prohibiting off-shore awarding of NCEA; Reform of school property and how it is organised; Reform of vocational education and polytechnics; Pacific Education; National Education Learning Priorities; International Education; Early Learning Strategy; Māori Education.

The work agenda to cover these additional review groups has been demanding and this is reflected in increased responsibilities for many NZPF executive committee members. I thank them for their generosity in responding to the challenges of this extra workload and for their commitment to serve their colleagues in this way.

My thanks also extend to the regional association presidents. We are grateful for their feedback which forms the basis of developing our executive focus areas. There was a wide ranging turn out of regional presidents at our 2018 Moot, the theme of which was ‘*Our Voices*’. Buoyed by the scrapping of national standards and charter schools, the presidents came out in numbers to welcome Ministers Chris Hipkins, Tracey Martin and Kelvin Davis. With reviews recently announced, the Ministers took time to participate in lengthy Q&A sessions which participants found very helpful. A full report on the Moot, including the Q&A sessions is published in *NZ Principal* magazine v. 33 (2). You can find back copies of the magazine on the magazine website: www.nzprincipal.co.nz

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 2018 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

NZPF Wellington Conference

Our thanks to Jill Corkin, conference convener, Donna Hitchings who led the events' company, and the group of Wellington principals who together, produced a well-attended conference in the Capital City of Wellington.

We thank the principals and their senior management teams, our own Business Partners and the external exhibitors who supported the conference. Titled '*Creative Leaders, Flourishing Futures*'. The conference had a focus on creativity and intellectual freedom, in the new era post standardisation. The creativity theme permeated the conference with speakers exploring creativity of thought, of endeavour, the arts, sport and leadership.

The Minister opened with the promise that under the new Government, ideology would be cast aside and replaced with genuine co-construction of a new education system, in partnership with the profession. He called for creativity together. Dr Tony Wagner talked about the future of work and effects of Artificial intelligence and in a later session outlined the seven elements of effective change; Sylvia Martinez talked about 'The Maker Movement' and how kids express their creativity through making things and invent to learn; Kaila Colbin addressed 'riding the exponential wave of change' including the rate of technological progression, how artificial intelligence can get predictions right while humans get them wrong and why that is; Joanne McEachen talked about measuring human return and how the measurement of deep learning drives students and the world; Professor Peter O'Connor spoke on the arts and reminded us that we are human: "we do not have to die in the world that we were born into" and that we can use the arts to include everyone, to build playfulness and use all the senses. Those who play music, for example, are better at maths; those who do drama are better writers. The arts, he said, are the tools by which we train the imagination. To be rich in the arts is to be rich in possibilities.

Rural Principals' Support

The executive committee recognises that rural and sole charge principals experience distinct challenges including isolation and limited opportunities for PLD and networking. NZPF appoints a representative each year to the Rural Education Reference Group. The representative reports to the Executive and a record of activities can be accessed through the executive meeting minutes, available through the NZPF national office.

To support rural colleagues, the NZPF executive has assigned a sub-group to focus on rural issues and has developed a publication *Rural Matters*, designed to provide information and tips for rural principals to help them get through their considerable administrative and teaching work-loads. The publication also includes guidance on how to remain connected with peers and to seek additional funding, awards and grants to assist with travel and registration fees to attend conferences. The publication is disseminated through a link in the *Principal Matters* publication about once a term.

NZPF also offers Don Le Prou awards to assist more small school and rural principals to attend NZPF Conference and has established a dedicated luncheon session at NZPF Conference to discuss rural issues.

Rural school life is also celebrated through stories in *NZ Principal* magazine. These can be accessed through the magazine's website www.nzprincipal.co.nz

Moot 2018

This year, Minister Hipkins, Minister Davis and Minister Martin were invited to the Moot to outline their plans for the next three years and to answer questions from the regional presidents. The day was chaired by our MC, Jehan Casinader.

We acknowledge and thank the Ministers for giving us their time and being so generous in answering our questions. A full report appears in *NZ Principal*, June 2018, volume 33, (2).

The Moot theme was "*Our Voices*". The presidents welcomed the Ministers' invitation to co-construct the future education system with them as active participants, not passive recipients of change.

The 2018 year promised exciting debate and although keen to see some immediate changes to legislation, as Minister Hipkins said, we will not rush anything. He said, we want everyone to be on board with any changes that occur, and we want everyone to feel they are a participant in that change. Some things were clear though including legislation changes to remove charter schools and national standards and COOLS would also be under the spotlight for possible removal. A school focus on the broad curriculum, and especially the front end of the curriculum was guaranteed and there would be debate about how to evaluate learning across the whole curriculum, how to update parents on children's progress and how to obtain a national picture of education's progress across the country. These were all issues the Minister expected the profession to feed into. On Communities of Learning (CoL) the Minister was clear that he did not support all the funding being tied up in salaries, but that would be an issue to follow the Tomorrow's Schools Review. He agreed that the restraint guidelines were not right, and that ERO had to change to an improvement focus. He also indicated that there would be a workforce strategy for future planning and this would include initial teacher training. He signalled a Leadership Centre would also be established.

Minister Martin repeated her vision for special education and learning support, 'Every child gets the support they need to do their best'. She outlined the pilot learning support model running in Tauranga where a 'super' SENCO supports the school. Before any roll out, she wants to be assured that the system works for schools. She signalled the importance of collecting data on learning support to share with the professionals so that there were no gaps in children's support as they transitioned through the system. On transience, she positioned the issue outside the school gates emphasising that the drivers included social housing and economic factors, which need addressing so that children can attend school regularly. She also gave assurance that alternative education including residential options would be included as future options.

Minister Davis talked about the integration of Te Reo into the curriculum and his bold target of achieving that by 2025. The stumbling block would be the shortage of Māori teachers and especially Te Reo teachers, he said. He promised that resource would be made available for this work.

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 is the lawyer advising and supporting principals through their legal issues. Fiona is experienced in employment law for educators and has 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 (PASL), advisory (NZPF helpline), 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 Teaching Council, administrative support, school enrolment forms, communications through our weekly newsletter, *Principal Matters*, the *Rural Matters* and the quarterly magazine *NZ Principal*, regional support, networking and other publications, executive regional liaison, the annual Moot and the annual conference.

Principal Matters

Issues covered in the *Principal Matters* for 2018 include:

- School donations
- Advice on charters, national standards and NAG2A
- Assessment after national standards

- Leadership Strategy Submission
- Restraint
- Quality Teaching & Well-being
- Minister's three-year work plan
- Tomorrow's Schools
- PaCT
- CoL
- NZPF Moot
- Digital Technology Curriculum
- Minister's speech and Q&A at Moot
- The International Summit of the Teaching Profession (ISTP) in Lisbon, Portugal
- The country goals set at the ISTP
- Reporting on the March executive meeting discussions
- Survey for participating in national conversation and contributing to the Minister's summit
- Tomorrow's Schools review
- Curriculum co-construction
- Statutory Interventions
- Professional Supervision
- Restraint training
- The Summits on the Education System
- Executive Meeting highlights
- Tomorrow's Schools Survey
- Rural and teaching Principals' Conference
- Workforce strategy
- Meeting with Tomorrow's Schools Task Force
- Results of Tomorrow's Schools survey
- Meeting of NZSTA and NZPF PAS lawyer
- Connecting with the regions
- PAS
- Rural issues – Mycoplasma Bovis advice from MPI
- NZ Catholic Schools Convention
- Meeting with Secretary for Education – collaboration and partnership
- ICP
- Rural Matters
- Tomorrow's Schools review
- NZSTA conference
- Culturally responsive schools
- ICP Ireland
- Industrial Action – NZEI and NZSTA conflicting information
- NZPF elections
- Meeting Minister Hipkins and College of Educational Leadership
- Teacher Shortage
- Leadership Advisors
- Waikato Principals Association meeting
- NZPPF, Minister Salesa and PAC
- Wellbeing Survey
- Education Payroll

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 is continuing 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, well-balanced 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 what the membership wants. I thank the very many association presidents who hosted me in their regions this year and invited me to their local events and celebrations.

As your president, I consider it a privilege to be invited to a regional meeting or event. I enjoy connecting with you and updating you on events in Wellington. At the same time, hearing your feedback allows me to modify the NZPF stance when discussing issues with Ministers and the Ministry.

NZPF Staff

Nina Netherclift, our Administration Assistant and Lorraine Biggs, our Office Manager and PA to the President continue to work tirelessly to ensure all our office systems enable us to serve you well.

Liz Hawes, the President's media and political advisor, edits all NZPF publications, oversees all research activities and prepares all position papers and submissions.

I extend my thanks to all three staff for the work they do to enable NZPF to be a professional, credible and influential organisation making a positive difference for members.

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, Teaching Council Code of Responsibility, Teaching Council Registration and Standards, the MACs, Curriculum, Progress & Achievement, NZ Sign Language, NZEI Principals' Council, 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, SISI, Sector Group Payroll, Special Education, Online Safety, Bullying prevention, Sector group peak bodies meetings with the Secretary for Education.

iii. Other Issues

Communities of Learning (CoL)

Repeated membership surveys in 2016 and 2017 indicated that principals did not support the CoL model. They did not agree that paying the funding out in salaries was the way to foster collaboration. The majority of members supported using CoL for collaboration and wanted funding applied to appropriate PLD.

Minister Chris Hipkins has said there will be no decisions about the future of CoL until after the conclusion of the *Tomorrow's Schools* review.

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, Teaching 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 advocate for many of the changes that have occurred both legislatively, in policy and funding areas. 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 357 interviews, citings, quotes or re-reporting of interviews with the NZPF spokesperson, Whetu Cormick, on 135 topics. Interviews covered all media outlets including television, radio, magazines, newspapers and media online. Here is a list of topics covered this year and corresponding number of reports in media.

1 January – 31 January 2018

43 Interviews/citings/quotes across all media for this period

Topics for interview include:

1. Racism in schools
2. 800 Vacancies in schools
3. Teacher shortage crisis
4. Māori seat for Teaching Council
5. Assessment after national standards
6. Ownership of Teaching Council
7. Overseas teacher recruitment short term fix
8. Curriculum focus after national standards
9. Teacher retirees filling teacher vacancies
10. School donations
11. Restraint legislation
12. Te Reo in Schools and Te Reo teachers

1 February – 28 February 2018

26 Interviews/citings/quotes across all media for this period

Topics for interview include:

13. Suicide and bullying
14. Michael Laws promoting rodeo in schools
15. Tomorrow's Schools review driven by needs of children
16. Lack of male teachers
17. MACs facilitator Damon Ritai
18. No more reporting on national standards
19. Inclusive education
20. Learning support in crisis
21. Māori student underachievement and the MACs
22. Charter schools
23. Racism disturbing
24. Truancy
25. Back to school
26. Teachers can now teach free of national standards
27. Māori educators now in Board Rooms
28. Changes to Teaching Council
29. Principals pick curriculum over tests

1 March – 1 April 2018

22 Interviews/citings/quotes across all media

30. COOLS to be removed
31. Improving reporting post national standards
32. Restraint rules
33. Growing number of unsupported disturbed children in schools

- 34. Roll growth and property not keeping pace
- 35. Getting game plan right after national standards
- 36. On-line real-time technology
- 37. Ditching reports
- 38. MLEs and play
- 39. Firearms policies
- 40. School closures and effects on community
- 41. Hours of work

1 April – 1 May 2018

36 Interviews/citings/quotes across all media

- 42. 'P' babies at school
- 43. Anti-bullying programmes
- 44. Violent attacks on teachers
- 45. Closing charter schools
- 46. Scale of transience
- 47. Enrolments in ITE
- 48. School Zoning
- 49. Lockdown training
- 50. Underfunding
- 51. Teacher status
- 52. Taskforce for Tomorrow's Schools named

1 May – 1 June 2017

49 Interviews/citings/quotes across all media

- 53. NCEA level one changes
- 54. Homework
- 55. School donations
- 56. Q&A Panel TV One
- 57. Stressed school principals
- 58. Decile funding to continue meanwhile
- 59. School resources
- 60. Operations Grants disappoint
- 61. More funding for SENCOS
- 62. Budget only a start
- 63. Teachers need salary increase
- 64. Novopay to be replaced
- 65. Don't want education a political football
- 66. MACs to address racism
- 67. Workforce strategy
- 68. Transient children cannot learn
- 69. Charter schools unnecessary drain
- 70. Bullying

1 June – 1 July 2018

15 Interviews/citings/quotes across all media

- 71. Rural School to close
- 72. Children staying up late
- 73. Dumping principals from school Boards suggested by NZSTA
- 74. Discrimination of Māori and Pacific Island teachers
- 75. Pay increase for teachers insufficient

76. Children's Commissioner wants bullying statistics recorded

1 July – 1 August 2018

19 Interviews/citings/quotes across all media

77. Violent assaults on principals and teachers
78. Makeovers for run-down schools
79. Consistently absent students
80. Parent found guilty over failure to get kids to class
81. One third of school buildings short on health and hygiene
82. Teacher's strike

1 August – 1 September 2018

17 Interviews/citings/quotes across all media

83. International search for specialist psychologists
84. Stand downs for assault
85. Lack of male teachers
86. Truancy
87. Teaching Council amendment bill
88. Issues of pay and working conditions worldwide
89. World watching teacher strike in NZ
90. What are teachers really worth?
91. Firearms policy guidelines
92. Principals' suspension unjustified

1 September – 1 October 2018

17 Interviews/citings/quotes across all media

93. Physical restraint advisory group and restraint guidelines
94. Teachers pay dispute
95. Recruiting overseas teachers
96. Second language learning
97. Principals showing PTSD symptoms
98. Smart phone banning in NSW and implications for NZ
99. Expelling students

1 October – 1 November 2018

52 Interviews/citings/quotes across all media

100. Australian Primary School leader says teacher supply not be-all and end-all.
101. Teachers want long-term solutions
102. Can't attract teachers to profession
103. Decision to strike
104. Schools not recruiting new teachers because they need support
105. New plan for teacher shortage
106. Principals concerned as teacher shortage bites
107. Anxious times for late developers
108. Lack of STEM teachers
109. Principals sceptical Government can fix teacher shortfall
110. More to do despite funding boost
111. Why overseas teachers will help but not fix shortage
112. Joint primary/secondary strike not ruled out

1 November – 1 December 2018

22 Interviews/citings/quotes across all media

113. Schools seek crowdfunding for playgrounds
114. Secondary schools find recruiting challenging
115. Other factors in overseas recruiting like housing
116. Risks of hiring overseas teachers

- 117. Cultural issues with overseas teachers
- 118. Principals warn against foreign teacher dumping ground
- 119. Overseas teacher drive short term fix
- 120. Two-week window for \$10,000 grants for beginner teachers

1 December – 1 January 2019

39 Interviews/citings/quotes across all media

- 121. Restraint guidelines
- 122. Censure of teachers – restraint guidelines out of line
- 123. Overseas teacher training minimal
- 124. Teachers’ mental health suffering
- 125. One in 6 Auckland schools has teacher shortage
- 126. Disruption expected due to staff shortages
- 127. Conversation on curriculum
- 128. NZ schools need 376 teachers
- 129. 600 vacancies for start of year
- 130. Boost to teacher pay and better working conditions needed
- 131. End of ERO and NZQA
- 132. School Governance and education hubs
- 133. End to two-year Intermediate Schools
- 134. Disability and learning support in spotlight
- 135. Call for restraint when students damaging school property

This year I stood as the NZPF Presidential candidate against Karen Brisco. My thanks go to all those members who participated in the vote and returned me to the President’s seat. I feel honoured that I will be leading NZPF for a third term in 2019. I am also excited that I will provide continuity of the work already begun in reshaping our future education system.

We will continue to co-construct, alongside politicians and Ministry officials, a new era of schooling for our young people. It will be a system that will emphasise curriculum and learning over assessment and accountability. It will support collaboration over competition and without emphasis on data, without National Standards and without the levels of compliance and accountability that collectively has distracted 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 in 2019.

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 provision of a broad curriculum.

NZPF welcomes the scrapping of national standards and the return to focusing on the rich NZ Curriculum as the pathway for children to experience depth in their learning and gain the competencies for a successful and fulfilling life.

We are pleased to be represented on the curriculum, progress and achievement advisory group which has the task of placing curriculum at the centre of learning, devising ways to update parents on their children’s progress and creating a system of reporting on the learning achievements of our children at a national level.

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 for Māori student education, Pasifika student education, principal hauora and special education. These were established through surveys of the membership and consultation with the regional presidents.

In addition to pursuing plans for these areas, the NZPF President and national executive members act as representatives for principals on a range of sector and Ministerial advisory groups and meet regularly with the education spokespeople from each of the political parties. NZPF also has its own political manifesto which is shared with the membership and distributed to all political parties. The manifesto outlines the position that NZPF takes on a wide range of issues from the vision it has for education, the values and how these apply to specific issues, functions and activities.

Advocacy work this year has resulted in the successful continuation and expansion of the Māori Achievement Collaborations (MACs), now led by Te Akatea Māori Principals' Association as the PLD provider; the expansion of the NZPF initiated Principal Leadership Advisory (PLA) service (with 32 PLAs across the country) to support, advise, coach and mentor principals beginning and experienced principals.

Our on-going advocacy with the main political parties, over many years, to remove national standards, has been rewarded by the current Coalition Government. We are now moving into a phase of advocating for the type of education system we want to see for the next thirty years.

We promote high quality public education for all and believe that every child should be able to attend their local school, with appropriately funded support as needed. We believe in and advocate for collaboration both within and between schools.

Externally we advocate through meetings with MPs, the Education Minister(s) and sector heads from ERO, the Ministry and the Teaching Council. Our advocacy work includes portfolios such as the Education Act Update, ITE, Education payroll (Novopay), property and infrastructure, teacher shortage, education workforce strategy, EOTC guidelines, Restraint Guidelines, Bullying Prevention, Schooling network, closures and mergers, Special Education and Learning Support, PB4L, Police & Education Partnership, Health & Safety & PCBU (Person Conducting a Business or Undertaking, and generally considered to employ workers) and sports events, Teaching Council & PLD accreditation, ESOL, Truancy, Principal Leadership Advisory, Rural Matters, digital technologies,

We have participated in the submission process on Digital Technologies/Hangarau Matihiko and submitted to the Teaching Council on the Code of Professional Responsibility and Proposed Changes to Fees; The Draft Disability and Learning Support Plan; Vetting changes for schools; the repeal of COOLS; the establishment of a college of leadership; changing the name of the Education Council to Teaching Council; the Leadership strategy; the Education Amendment Bill; cohort entry.

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

With National Standards gone, there is a strong focus on the curriculum. The Minister has stated that he wants to see a broad curriculum taught in schools and for schools to show parents the progress their children are making in every subject area, not just reading writing and maths.

There is now a Curriculum Progress and Achievement reference group to work on ways to do this as well as to provide a national report on how we are doing in education right across the country.

NZPF is involved in this work with representation from our national executive.

Special education and learning support has become particularly high profile this year. Minister Martin has produced a Learning Support Plan which was co-constructed with the sector. This plan promises to fund 600 Learning Support Coordinators to take on the role of liaising with agencies outside of the school and developing learning plans for each child identified as needing additional learning support. These LSCs will reduce the time principals and teachers spend coordinating services for children with learning support needs.

Whilst many schools already pay for their own Special Education Needs Coordinators (SENCOs) and can continue to do so if they wish, LSCs will eventually be appointed in every school or in the case of smaller schools, a cluster of schools.

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*

I am delighted to report that the Māori Achievement Collaborations (MACs) continue to thrive and expand under the leadership of Te Akatea, the Māori Principals' Association and stewardship of Hoana Pearson and are now able to employ full time extra facilitators to deliver this highly successful PLD to 156 schools. The PLD, which leads principals, through a process of conscientisation, to accept and validate a Māori world view in addition to their own, helps participating principals to change the culture of their schools to become truly bi-cultural. The change has repeatedly shown that schools embracing biculturalism produce tamariki Māori with higher levels of engagement with their learning and higher achievement levels.

We have now turned our attention to our Pasifika young people, who similarly have not been achieving at the same rates as their peers. The appointment of Associate Minister Jenny Salesa, to take responsibility for Pasifika Education has been a bonus as Minister Salesa has shown strong support for the development of a similar PLD for enhancing our Pasifika children's learning.

Minister Salesa has pledged funding to design and run a pilot PLD for Pasifika children's achievement and work is already underway with our Pasifika colleagues through the New Zealand Pasifika Principals' Association (NZPPA) to achieve this goal.

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 in whom other principals can trust and confide. 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 to make the service sustainable into the future.

NZPF hosts an annual conference which this year had a focus on 'creativity'. The conference is an excellent way for principals to immerse themselves in PLD at many levels from exposure to world class academics and more localised practitioners. At a different level the conference offers extensive opportunities, through social activities for delegates to network.

We are looking forward to the establishment of a new College of Leadership, through which we expect future PLD will be delivered.

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

With the many reviews underway, the Minister has announced that at least in the mean-time, the decile system of funding will continue.

That said the Government still favours an equity index to fund children at risk and both systems may operate in the future.

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 and agrees that every child's learning and behavioural needs must be met. The difficulties lie with processes outside of education, namely the Government's Budget appropriation process. We will have to wait for next year's Budget to fund special education more appropriately and begin the process of funding inclusion so that there are more options for alternative education.

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 is 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. Once this initiative is revived, we believe it will be funded and reintroduced to schools.

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 Teaching 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 a 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, perhaps through a qualification or at least a programme in leadership skills and welcome an investigation into ways that the stresses and workloads of both teachers and principals can be reduced.

RECOMMENDATIONS:

A. That this Annual Report be accepted.

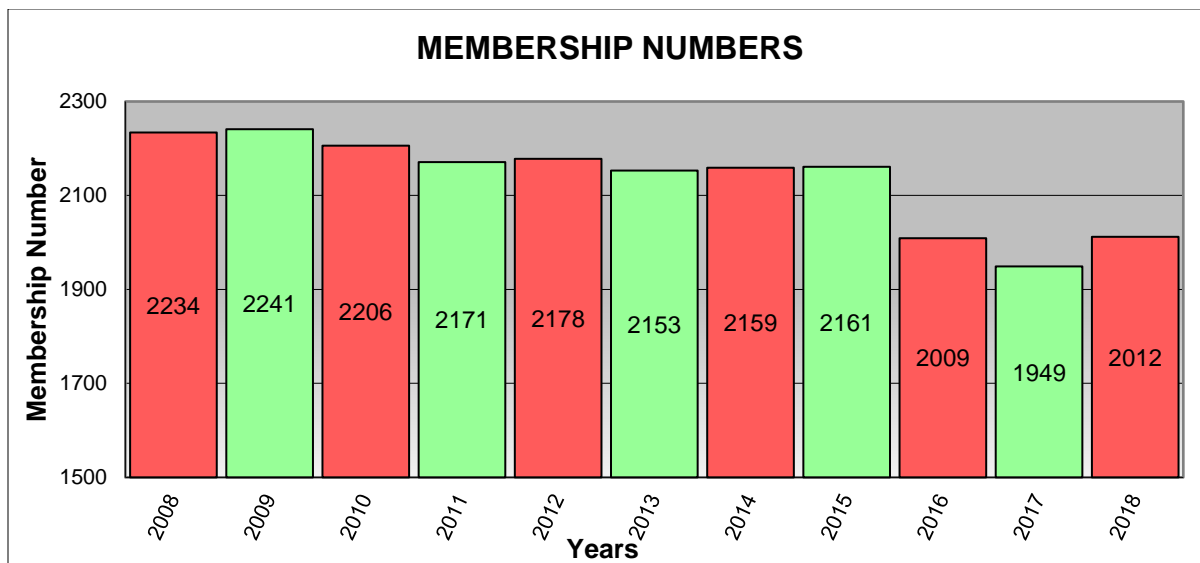
“Te amorangi ki mua, te hapai o ki muri”



**Whetu Cormick
NZPF President**



Membership Statistics



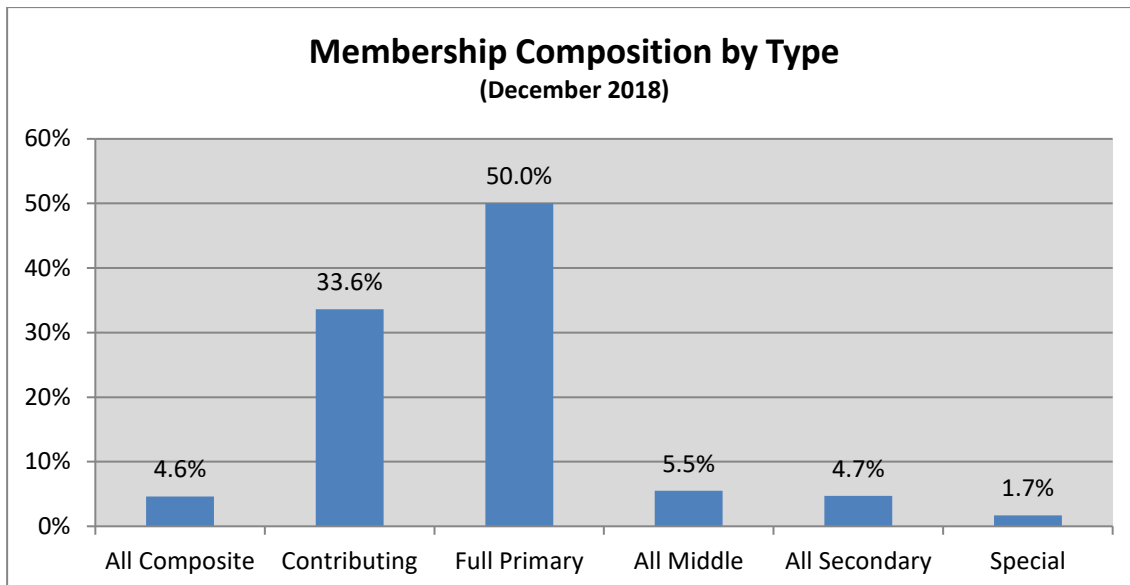
Graph 1

Comparison 2008 – 2018 Membership Composition by Grade									
Grade	U 1	U 2	U 3	U 4	U 5	U 6	U 7+	Other	Totals
2008	15%	14%	12%	26%	19%	9%	4%	1%	100%
2009	16%	14%	11%	26%	19%	8%	5%	1%	100%
2010	16%	14%	12%	26%	19%	8%	4%	1%	100%
2011	16%	14%	12%	26%	20%	8%	4%	0%	100%
2012	16%	14%	12%	27%	19%	8%	4%	0%	100%
2013	16%	14%	12%	27%	19%	8%	4%	0%	100%
2014	16%	13%	12%	27%	19%	9%	4%	0%	100%
2015	15%	13%	12%	27%	20%	8%	4%	1%	100%
2016	14%	13%	13%	27%	20%	9%	4%	0%	100%
2017	13%	12%	13%	26%	21%	10%	4%	1%	100%
2018	13%	11%	13%	26%	21%	10%	4%	1%	100%
Members	267	231	265	514	421	209	85	20	2012
Possible	351	288	298	578	490	290	194	31	2520
% of Grade	76%	80%	89%	89%	86%	72%	44%	65%	80%
Non Members	84	57	33	64	69	81	109	11	508

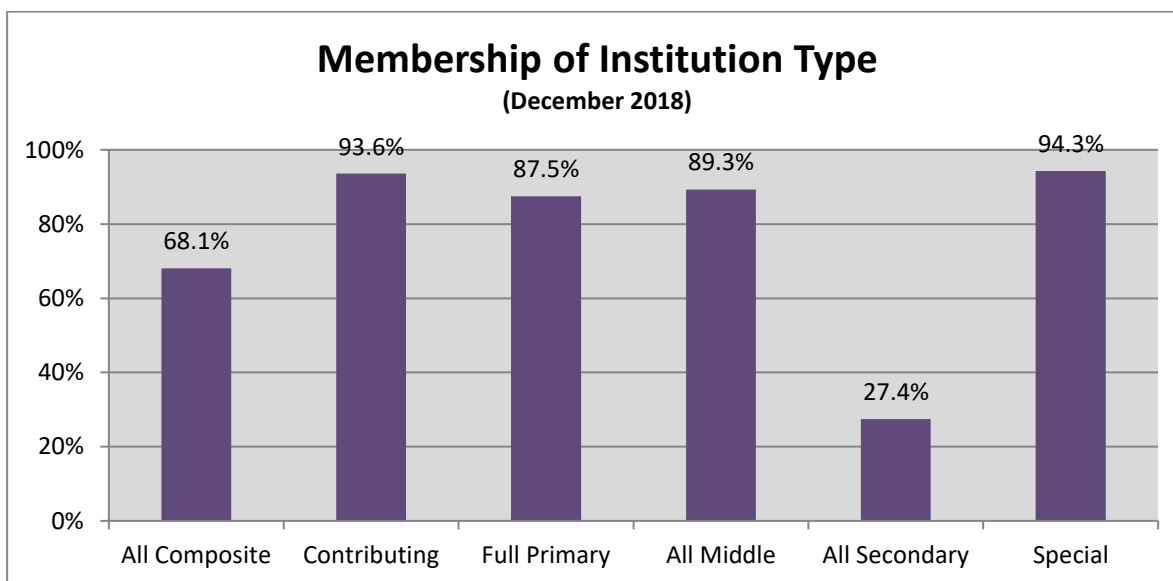
Table 1

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. The graph above illustrates that the overall membership has increased in 2018, bringing it back up to the 2016 level.



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.



All types of schools except Special schools, have increased their membership levels from 2017, with the most significant increases evident for Composite and Secondary schools.

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 2018

Commentary on 'The 2018 audited accounts of the New Zealand Principals' Federation'

The 2018 financial report reflects the final major change in reporting for its newly 100% owned subsidiary, Principals' Advice and Support Ltd. This is the first year that the subsidiary is completely incorporated into the accounts. Some narrative around that is included here.

The audited accounts show a surplus of \$119,311. This consists of:

Subsidiary profit after tax:	\$53,717 (Last year \$24,989, with our reported share being \$8,203)
Federation Surplus	\$65,594 (Last year \$28,923)

The result for 2018 includes a full trading year for the subsidiary, which showed a 5% increase in premiums.

The association improved its return predominantly because of a strong result from conference, a trend which started in 2017. The 2018 Conference surplus was \$222,778 less related expenses of \$59,218 leaving a total surplus to NZPF of \$163,560 (Last year \$69,176). These promising returns prompted new awards with the Tauri Morgan and NZ Principals' Association grants being created, and the Don Le Prou Award being supplemented further. The amounts made available are based around the annual conference surplus. The awards per annum are \$34k and \$82k respectively - these accounts reflect the two years of grant allocations.

Both membership and business partnership income increased in 2018.

Significant aspects in 2018:

- Business partnerships increased by \$25k
- Conferences income Increased by \$79k
- Insurance services revenue (PASL) is included at \$271k (Last year \$78k). This is included in provision of goods and services.
- Insurance services expenditure (PASL) is included at 196k, (Last year \$68k). This is included in Infrastructure/Operations
- A focus on membership support shows an increase in expenditure over last year of \$119k. The majority of this is from the allocation to grants of \$116k.

Conclusion

2018 has been a positive year financially, and we are delighted with the decision to reseed part of this surplus back to the members in the form of grants, and equally delighted with the decision to absorb our insurance subsidiary.

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 2019 on a positive financial footing, and have the capacity to respond to future challenges in education as we continue to provide advocacy and support for New Zealand Principals.

Motion: That the audited financial report be adopted

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



Karen Brisco
Finance Convener

New Zealand Principals' Federation Inc Consolidated Accounts

Performance Report

For the year ended
31 December 2018

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New Zealand Principals' Federation Inc Consolidated Accounts

Entity Information

For the year ended 31 December 2018

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 income 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 2018

Description of the Entity's Outcomes:

To provide a professional voice and support for Principals as they lead New Zealand Schools.

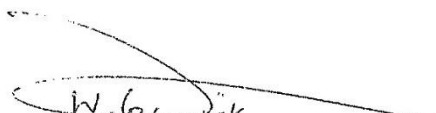
Description and Quantification (to the extent practicable) of the Entity's Outputs:	Actual This Year	Actual Last Year
Conference - Trans Tasman	0	0
AGM / Fellowship	1	1
Executive Meetings	8	8
Awards:		
Don Le Prou Award (10 offered)		
Rural Award Seminars & Conferences for Rural/Teaching Principals (10 Offered)		
In 2018 two new awards have been put in place using a portion of conference profits. The accounts reflect the value of these, but the awards will not be granted until 2019.	9	12
Magazine - Quarterly publication	4	4

New Zealand Principals' Federation Inc Consolidated Accounts
Statement of Financial Performance
For the Year Ended 31 December 2018


	Note	2018 \$	2017 \$
Revenue			
Grants, donations, fundraising and similar revenue	3	-	253,178
Fees, subscriptions and revenue for other members		549,343	524,400
Revenue from providing goods and services	1	1,648,515	1,331,900
Interest, dividends and other investment revenue		52,023	30,266
Other Income		15,250	12,130
Operating Revenues		2,265,131	2,151,874
Other Revenue			
Gain on Equity Interest	8	-	55,449
Gain on Bargain	8	-	99,797
Total Other Revenue		-	155,246
Total Revenue		2,265,131	2,307,120
Expenses			
Provision of goods and services	2	2,101,748	1,841,516
Grant expenditure	2,3	6,657	340,371
Other expenses	2	16,525	25,257
Total Expenses		2,124,930	2,207,144
Surplus/(Deficit) before Tax and Other Comprehensive Income		140,201	99,976
50% share of associate profit/loss	8	-	8,393
Surplus/(Deficit) Before Tax		140,201	108,369
Income Tax Expense	7	20,890	3,190
Surplus/(Deficit) for the Period after tax		119,311	105,179

New Zealand Principals' Federation Inc Consolidated Accounts
Statement of Financial Position
As at 31 December 2018

	Note	2018 \$	2017 \$
Assets			
Current Assets			
Bank accounts and cash		405,289	391,717
Investments		699,000	590,216
Debtors		226,665	153,726
Prepayments		98,177	68,633
Conference Seeding Grant		76,948	83,560
Inventory		6,051	3,165
Provision for Taxation	7	10,272	2,774
GST Receivable		52,845	36,321
Total Current Assets		1,575,247	1,330,112
Non-Current Assets			
Property, plant and equipment	4	243,411	257,224
Principals Advice & Support	8	-	-
Advance to Principals Advice & Support		-	-
Total Non-Current Assets		243,411	257,224
Total Assets		1,818,658	1,587,336
Liabilities			
Current Liabilities			
Payable to AJR Trust		-	10,000
Creditors and accrued expenses		90,760	90,947
Accruals for Grants from Conference Profits		116,343	-
Employee costs payable		13,009	7,154
Total Current Liabilities		220,112	108,101
Non-Current Liabilities			
Payable to AJR Trust		-	-
Total Non-Current liabilities		-	-
Total Liabilities		220,112	108,101
Total Assets less Total Liabilities (Net Assets)		1,598,546	1,479,235
Accumulated Funds			
Opening Accumulated funds	5	1,479,235	1,374,056
Share of Associate profit	5	-	8,393
Accumulated surpluses or (deficits)	5	119,311	96,786
Total Accumulated Funds		1,598,546	1,479,235


W. Gormick
President 11/6/19

5

 Finance Convenor
12/6/19

New Zealand Principals' Federation Inc Consolidated Accounts
Statement of Cash Flows
For the Year Ended 31 December 2018

	2018	2017
	\$	\$
Cash Flows from Operating Activities		
Cash was received from:		
Grants,donations,fundraising and similar revenue	49,829	201,209
Fee, subscriptions	549,305	598,607
Revenue from providing goods and services	783,901	1,146,842
Interest, dividends and other investment revenue	27,294	29,372
Other income	9,902	-
Net Taxation	-	13,812
Net GST	-	1,949
Cash was applied to:		
Payments to suppliers and employees	1,277,024	2,160,108
Net Taxation	7,299	-
Net GST	7,136	-
Net Cash Flows from Operating Activities	128,772	(168,317)
Cash flows from Investing and Financing Activities		
Cash was received from:		
Receipts from investments	343,804	125,150
Opening Cash on acquisition of Subsidiary	-	215,665
Cash was applied to:		
Payments to acquire property, plant and equipment	1,024	2,955
Payments to purchase investments	457,980	1
Loan repayments	-	10,000
Net Cash Flows from Investing and Financing Activities	(115,200)	327,859
Net Increase / (Decrease) in Cash	13,572	159,542
Opening Cash	391,717	232,175
Closing Cash	405,289	391,717
This is represented by:		
Bank Accounts and Cash	405,289	391,717

New Zealand Principals' Federation Inc Consolidated Accounts
Statement of Accounting Policies
For the Year Ended 31 December 2018

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 than \$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 2018

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 2018

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.

Change in Accounting Treatment

The conference accounts were previously recognised as surplus from the conference. In the 2017 year it had 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.

New Zealand Principals' Federation Consolidated Accounts
Notes to the Performance Report
For the Year Ended 31 December 2018

Notes 1-3

Note 1: Analysis of Revenue

Revenue from providing goods and services	2018	2017
Conferences	953,895	853,408
Magazine	11,626	11,696
Legal Benefit Scheme	11,082	11,821
Business Partnerships	385,625	361,250
Forms	16,457	15,197
Insurance Services	269,830	78,528
Total	1,648,515	1,331,900
Other Income	2018	2017
Directors Fees	10,000	130
Contracts	5,250	
MAC Reimbursements	-	12,000
Total	15,250	12,130

Note 2: Analysis of Expenses

Provision of goods and services	2018	2017
Conferences	787,463	778,431
Magazine	7,553	6,468
Business Partnerships	113,213	110,325
Infrastructure/Operations	583,789	458,844
Leadership	176,387	179,437
Executive	174,453	172,795
International Relations	22,059	17,206
Membership Support	236,831	118,010
Total	2,101,748	1,841,516
Grant Expenditure	2018	2017
MAC Project	6,657	340,371
Total	6,657	340,371
Other Expenses	2018	2017
Depreciation	16,525	25,257
Total	16,525	25,257

Note 3: MAC Project

	2018	2017
Grant Income (MOE)	-	253,178
Grant Expenditure	6,657	340,371
	(6,657)	(87,193)

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. Final payments were made at the beginning of 2018. 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.

New Zealand Principals' Federation Consolidated Accounts
Notes to the Performance Report
For the Year Ended 31 December 2018

Notes 4-7

Note 4: Property, Plant and Equipment

This Year	Opening Carrying Amount	Purchases	Sales/Disposals	Depreciation/Impairment
Asset Class				
Buildings	189,208	-	-	3,900
Furniture Fittings & Equipment	30,655	-	-	4,603
Chattels	-	-	-	-
Office Equipment	5,128	2,712	-	2,704
Leasehold Improvements	32,233	-	-	5,318
Total This Year	257,224	2,712	-	16,525
Last Year				
Asset Class				
Buildings	193,108	-	-	3,900
Furniture Fittings & Equipment	36,770	-	-	6,115
Chattels	97	-	-	97
Office Equipment	5,046	2,955	-	2,873
Leasehold Improvements	44,505	-	-	12,272
Total Last Year	279,526	2,955	-	25,257

Note 5: Accumulated Funds

	2018	2017
	Accum Surplus/(Deficit)	Accum Surplus/(Deficit)
Opening Balance	1,479,235	1,374,056
Current Year Surplus/(Deficit)	119,311	96,786
Current Year Share of Associate Profit	-	8,393
Closing Balance	1,598,546	1,479,235

Note 6 : Commitments and Contingencies

Commitment	Explanation and Timing	2018	2017
		At balance date	At balance date
Wellington Office Lease signed May 2014	Less than one year	88,098	86,465
	Two to Five Years	88,098	172,930
	Total Commitments	176,196	259,395

Note 7: Taxation

	2018	2017
Assessable Income	74,607	(5,464)
Taxation at 28%	(20,890)	1,530
Tax Losses	-	(4,720)
Tax Expense	(20,890)	(3,190)
Tax losses total \$152,026 (2017:\$138,875)		
Opening Taxation Asset/(Liability)	2,774	920
Liability carried forward from Associate August 2017	-	(3,123)
Tax Paid/(Refund received during the year)	13,113	-
Less RWT	15,275	8,167
Closing Taxation Asset/(Liability)	10,272	2,774

New Zealand Principals' Federation Consolidated Accounts
Notes to the Performance Report
For the Year Ended 31 December 2018

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
Fair Value of 100% of identifiable net assets	199,595
Fair Value of 100% of identifiable net assets	199,595
Cash Consideration	1
Less fair value of previously held equity interest	(99,798)
Gain on Bargain Purchase	99,797

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

	2018	2017
Opening carrying amount of investment	-	35,955
Share of operating surplus (2017 to 16th August)	-	8,393
Reversal of previously held equity interest in Associate	-	(44,348)
Investment in Associate	-	-

Note 9: Related Party transactions

Description of Related Party Relationship	2018	2017
	Value of Transactions	Value of Transactions
Honorarium payments made to Executive Committee members	34,500	35,000
	34,500	35,000

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.

	2018	2017
Percentage of shares held in Principals Advice and Support Ltd	100%	100%



INDEPENDENT AUDITOR'S REPORT

To the Members of New Zealand Principals' Federation Incorporated

Opinion

We have audited the financial statements of New Zealand Principals' Federation Incorporated and its subsidiary Principals' and Legal Support Limited (the Group) which comprise the consolidated statement of financial position as at 31 December 2018, and the consolidated statement of financial performance and consolidated statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Group as at 31 December 2018 and its financial performance and its cash flows for the year then ended in accordance with Public Benefit Group Simple Format – Accrual (not for profit) Standards issued by the New Zealand Accounting Standards Board.

The non-financial performance of the Group complies with Public Benefit Group Simple Format – Accrual (not for profit) accounting practice in New Zealand; and fairly reflects the performance and outcomes for the year ended 31 December 2018.

Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements 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 Those Charged with Governance for the Financial Statements

Those charged with governance are responsible on behalf of the Group for the preparation and fair presentation of the financial statements in accordance with Public Benefit Group Standards and for such internal control as those charged with governance determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, those charged with governance are responsible on behalf of the 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 those charged with governance 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 Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are 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) 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 decisions of users taken on the basis of these financial statements.

A further description of the auditor's responsibilities for the audit of the financial statements is located at the XRB's website at https://xrb.govt.nz/Site/Auditing_Assurance_Standards/Current_Standards/Description_Auditors_responsibilities.aspx.

The performance report for the year ended 31 December 2017 was audited by another audit service provider who issued an unmodified audit opinion.

Kendons Chartered Accountants Limited | Michael Markham | Director
11 June 2019

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Subscription Proposal

Proposal to Increase 2020 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 March 2018 quarter to the March 2019 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 2020 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 2018	U Grade	Current 2019	Proposed 2020	% Increase	\$ Increase	Total Extra
267	1	\$180.00	\$183.00	1.5%	3.00	\$801.00
231	2	\$232.00	\$235.00	1.5%	3.00	\$693.00
265	3	\$280.00	\$284.00	1.5%	4.00	\$1,060.00
514	4	\$333.00	\$338.00	1.5%	5.00	\$2,570.00
421	5	\$386.00	\$392.00	1.5%	6.00	\$2,526.00
209	6	\$428.00	\$434.00	1.5%	6.00	\$1,254.00
85	7+	\$465.00	\$472.00	1.5%	7.00	\$595.00
						\$9,499.00



(INCORPORATED)

CONSTITUTION and RULES

(These rules rescind all previous rules)

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1 Constitution

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

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

2 Name

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

3 Objects

3.1 The primary objects of the Federation are to:

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

4 Powers

4.1 In addition to its statutory powers, the Federation:

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

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

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

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

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

5 Membership

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

(a) Full Member

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

(b) Life Member

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

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

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

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

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

- 5.4** All members (and National Executive members) shall promote the interests and the objects of the Federation and shall do nothing to bring the Federation into disrepute.
- 5.5** A copy of this constitution shall be provided (at no cost) to any Member on request.
- 5.6** The following awards may be conferred on members according to the policies and procedures of the Federation: Life Membership, Associate of the Federation and Service with Distinction.

6 Admission of Members

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

7 Subscriptions and Levies

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

8 Cessation of Membership

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

9 Re-admission of Former Members

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

10 Election of Officers and National Executive

10.1 The following shall be elected annually:

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

10.2 The following shall be elected biennially:

- (a) 12 executive members

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

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

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

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

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

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

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

11 Management by the National Executive

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

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

12 National Secretary

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

13 Registered Office

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

14 Finance

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

15 Execution of Documents

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

16 General Meetings

- 16.1** The Annual Meeting shall be held in conjunction with the Annual Conference and no later than 31 October in each year at a time and place fixed by the National Executive.
- 16.2** Special General Meetings may be called by the National Executive or by written requisition to the National Secretary signed by not less than a quarter of the financial members.
- 16.3** At least 14 clear days before any General Meeting the National Secretary shall through the National Office send electronically to all Members and Life Members, notice of the business to be conducted at the General Meeting (including in the case of Annual Meetings, copies of the Annual Report, Statement of Accounts, notice of any motions and the National Executive's recommendations in respect thereof). The failure for any reason of any Member to receive such notice shall not invalidate the meeting or its proceedings.
- 16.4** General meetings may be attended by all members of whatever class of membership, but only financial Members and Life Members are entitled to vote.
- 16.5** Proxy voting shall not be permitted at any General Meeting.
- 16.6** All General Meetings shall be chaired by the President or in the President's absence by the Vice-President or Immediate Past President or in the absence of all three by some other National Executive Member elected for the purpose by the meeting and any such chairperson shall have a deliberative and casting vote.
- 16.7** Voting
- (a) Votes shall be exercised as follows:
- (i) At General Meetings voting shall be by voices, by show of hands or, on demand of the chairperson or of any financial or Life Member present, by secret ballot, and on any secret ballot each financial or Life Member shall be entitled to one vote.
 - (ii) Unless otherwise required by these rules, all questions shall be determined by a simple majority of those present and voting at the General Meeting.
 - (iii) To determine any issue already lawfully before a General Meeting (including any amendment to these Rules) the meeting may resolve to hold an electronic ballot of its members.
 - (iv) To determine any issue (including any amendment to these Rules) the National Executive may resolve to hold an electronic ballot of its members.
 - (v) In respect of electronic ballots held under this Rule:
 - Only financial and Life Members may vote in any ballot,
 - The resolution to hold an electronic ballot shall set a closing date and time for ballots to be received by the National Secretary, but the closing date shall be no earlier than a fortnight after the date the electronic ballot material is sent out to financial and Life Members (excluding the date of sending),
 - In respect of any motion to amend these Rules by electronic ballot, the motion shall be accompanied by reasons and recommendations from the National Executive and such motion must be passed by a two-thirds majority of those voting,
 - The National Secretary shall declare the result of the electronic ballot, and
 - The result of any electronic ballot shall be as effective and binding on Members as a resolution passed at a General Meeting.
- (b) A resolution passed by the required majority at any General Meeting or by electronic ballot binds all members, irrespective of whether they were present at the General Meeting where the resolution was adopted or whether they voted in the electronic ballot.
- 16.8** The business of the Annual Meeting shall be:
- (a) Minutes of the previous General Meeting(s),
 - (b) Annual Report of the National Executive, (President)

- (c) Statement of Accounts,
- (d) Motions of which notice has been given,
- (e) General business.

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

17 Alteration of Rules

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

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

17.3 Copies of every such alteration, addition, amendment or decision shall be delivered to the Registrar of Incorporated Societies in accordance with the provisions of the Act.

18 The Annual Conference of the Federation

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

(b) All proposals for hosting future conferences must be submitted three months prior to any Annual Meeting to the National Executive, who will consider the proposals, decide on the venue/association, and announce the decision at the earliest opportunity.

19 Standing Rules

19.1 (a) Standing Rules shall be published annually in any Annual Meeting documentation and shall be altered according to the directions stated therein.

(b) Policy and Procedures shall be held at National Office for examination by members and may be altered by resolution of the National Executive.

20 Winding up

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

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

This '**Constitution and Rules**' was adopted at the Annual Meeting of the New Zealand Principals' Federation (Incorporated) held in Invercargill in September 2014.

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