

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



ROTORUA

CONFERENCE
2-4 August 2021

POWER ▸ PASSION ▸ PACE

Pai tū Pai hingā Whakamaua kia tina!



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

ANNUAL GENERAL MEETING 2021

Tuesday, 3 August 2021

Rotorua Energy Events Centre, Queen's Drive



Mission Statement

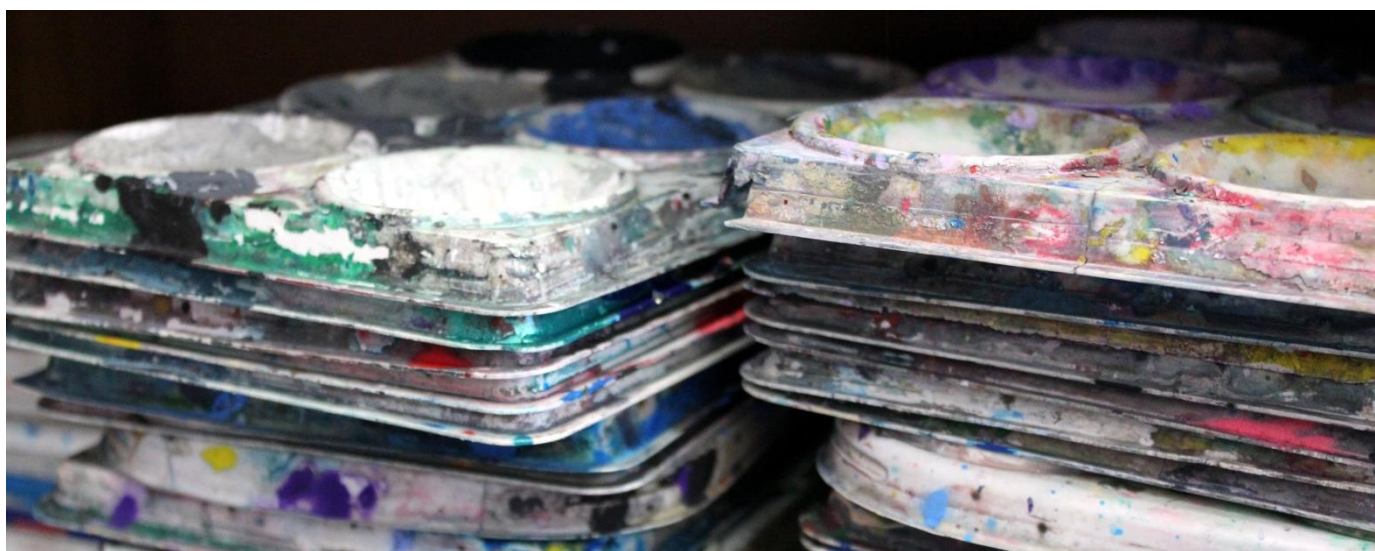
To provide a professional voice and support for principals as they lead New Zealand schools

Vision

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

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Directory

National Executive

President

Perry Rush

Vice President

Cherie Taylor-Patel

Secretary

Julie Hepburn

Finance Convener

Karen Brisco

Executive Members

John Bangma

Gavin Beere

Sandy Hastings

Bruce Jepsen

Jason Miles

Leanne Otene

Phil Palfrey

Jen Rodgers

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

Perry Rush

NZPF
National Office
Wellington

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Vice President

Cherie Taylor-Patel

Principal
Flanshaw Road School
Auckland

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Secretary

Julie Hepburn

Principal
Red Beach School
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Finance Convener

Karen Brisco

Principal
Omata School
New Plymouth

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Business Partner Convener

Gavin Beere

Principal
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Executive

John Bangma

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Executive

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Pūroto, Christchurch

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Executive

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Executive

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Principal
Manaia View School
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Executive

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Executive

Jen Rodgers

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Executive

Kay Tester

Principal
Ss Peter & Paul School
Lower Hutt

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Executive

Stephanie Thompson

Principal
Beach Haven Primary School,
Auckland

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stephanie.thompson@nzpf.ac.nz

Life & Associate Members

Life Members

Tom Brown MBE (dec)	1987
Ian Payne MNZM	1988
Don Le Prou (dec)	1989
Con Coffey (dec)	1990
Ken Morris	1990
John Boyens	1994
Ross Whimp (dec)	1994
Jean Packman	1996
Dr David Stewart (dec)	2001
John Cunningham QSM	2001
Dick Connolly (dec)	2002
Tauri Morgan (dec)	2004
Marilyn Yeoman	2005
Lester Flockton MNZM	2005
Gavin Price	2009
Russell Young	2009
Nola Hambleton MNZM	2012
Barry Hambleton	2012
Madeleine East MNZM	2012
Kelvin Squire	2014
Geoff Lovegrove QSM	2014
Judy Hanna	2015
Paul Drummond	2015
John Fleming	2016
Philip Harding	2016
Peter Simpson	2017
Liz Millar	2019
Ernie Buutveld	2019

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 (dec)	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
Whetu Cormick	2017-2019

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 (dec)	1999-2014
Hatarei Temo	2016-

Executive Members

1982 – 2021

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		2020-
Hettie Tapsell	1986-1989	Philip Harding	2009-2015
Alan Bond	1987-1990	Gavin Beere	2010-
Jean Packman	1987-1995	Kevin Bush	2010-2015
Christine Gardiner	1987-1992	Wayne Facer	2010-2010
John Boyens	1987-1993	Marlene Campbell	2011-2012
John Cunningham	1987-1996	Keri-Milne Ihimaera	2011-2014
Carl Olivercrona	1987-1990	Whetu Cormick	2011-2019
Bevyn Gibson	1987-1991	Denise Torrey	2012-2016
Robin Penman	1989-1990	Iain Taylor	2013-2017
Dick Connolly	1989-2000	Enosa Auva'a	2014-2017
Tony Draaijer	1989-1996	Graeme Barber	2014-2017
<i>(Membership Registrar 1994-1996)</i>		Karen Brisco	2014-
John Fleming	1989-1997	Debra Peck	2014-2018
Geoff Lovegrove	1989-2010	Barbara Bowen	2015-2017
<i>(Editor 1989-97,2008-10)</i>		Perry Rush	2015-2017
Marilyn Yeoman	1990-1999		2019-
Renetta Dennis	1991-1994	Cherie Taylor-Patel	2015-2018
Nola Hambleton	1991-2001		2020-
Dave Winefield	1991-1995	Debbie Smith	2016-2019
Tony Rzoska	1992-1995	Kay Tester	2016-
Muriwai Jones	1993-1994	Deidre Alderson	2017-2019
Tauri Morgan	1993-1997	John Bangma	2018-
Pererika Twist	1993-1995	Sandy Hastings	2018-
Judy Hanna	1994-2008	Jason Miles	2018-
Peter Whatt	1994-2000	Malcolm Milner	2018-2020
Jenny Earle	1995-2004	Leanne Otene	2018-
Alistair Kay	1995-1996	Stephanie Thompson	2019-
Pat Newman	1995-2007	Jen Rogers	2019, 2021-
<i>(Membership Registrar 1997-2004)</i>		Bruce Jepsen	2020-
Colleen Murray/Gray	1996-2009	Martyn Weatherill	2020-2021

Business Partners

GOLD



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



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



Fujifilm Business Innovation
PO Box 5948
Victoria Street West
Auckland 1142
Phone: 0800 493 769
www-fbnz.fujifilm.com



Furnware Ltd
PO Box 1
Hastings 4156
Hawke's Bay
Phone: 0800 655 155
www.furnware.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
Phone: 09 524 3252
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Linewize by Family Zone
Level 3
45 St Georges Terrace
Perth WA 6000
Australia
Phone: 0800 445 206
www.linewize.io/anz



pcMedia
PO Box 82
Blenheim 7201
Phone: 0800 578 1100
www.pcmmedia.co.nz



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



Education Perfect Ltd
PO Box 6552
North Dunedin
Otago 9059
Phone: 03 699 00311
www.educationperfect.com



NZ Uniforms
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Porirua 5240
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www.nzuniforms.com



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Phone: 0800 737 363
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BRONZE



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271-277 Willis Street
Te Aro
Wellington 6011
Phone: 04 909 7729
www.accountingforschools.co.nz



InterLEAD
PO Box 24027
Wellington 6140
Phone: 03 420 2800
www.interlead.co.nz/interlead-connector



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



Educating through movement

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



Learning Architects
163A Innes Road
St Albans
Christchurch 8052
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Safe Kids in Daily Supervision Ltd
PO Box 40739
Glenfield
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www.skids.co.nz

Agenda

AGENDA FOR 40th ANNUAL GENERAL MEETING

Tuesday, 3 August 2021 at 12.15 pm
Rotorua Energy Events Centre, Queen's Drive, Rotorua

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 39th Annual General Meeting

Corrections to Minutes
Matters arising

Correspondence

Matters arising

Constitutional Changes (requiring two-thirds majority to pass)

MOTION (1)

That amendments be made to the constitution (Rules) of the New Zealand Principals' Federation | Ngā Tumuaki o Aotearoa (NZPF) to ensure the overall document is consistent with the amendments made in 2020 to clauses 10.2 and 10.3 which alter the NZPF executive committee membership to (11) members plus one (1) Tumuaki Māori member endorsed by Te Akatea Incorporated Executive (the New Zealand Māori Principals' Association Executive)

MOTION (2)

That an amendment be made to **MOTION (1) at 10.2** to alter: *The following shall be elected biennially* to read:

10.2 The following shall be elected, or endorsed, biennially from the Members of the Federation

- (a) One (1) Executive member Tumuaki Māori, endorsed by the Te Akatea Incorporated Executive (the New Zealand Māori Principals' Association Executive)
- (b) Eleven (11) Executive Members, elected biennially

MOTION (3)

That an amendment be made to clause 3.1 of the Constitution (Rules) of the New Zealand Principals' Federation | Ngā Tumuaki o Aotearoa to reorder the primary objects of the Federation by placing the principle to respect and recognise Te Tiriti o Waitangi as the first and most important object of the Federation.

MOTION (4)

That amendments be made to clause 10.4 and 10.5 of the Constitution (Rules) of the New Zealand Principals' Federation | Ngā Tumuaki o Aotearoa to correct the grammar in 10.4 and to split 10.5

into 10.5 (a) and 10.5 (b) to include the new responsibilities of the NZPF President, Vice-President and Secretary to fulfil a governance role on the executive committee of the separate union organisation, PPCB (Primary Principals' Collective Bargaining).

President's Annual Report

Perry Rush

Membership Statistics

Financial Report and Statement of Accounts

Karen Brisco

Membership Subscription Proposal

Appointment of Auditor

NZPF Membership Subscription 2022

Motion that the NZPF subscription fees for 2022 be increased by the CPI of 3.3%.

General Business

Next Annual General Meeting

Thursday, 15 September 2022

Te Pae Christchurch 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 39th Annual General Meeting held in Christchurch on 17 September 2020
Savoy East Meeting Room, Rydges Latimer, Christchurch

STARTING TIME:	4.30 pm
PRESIDENT:	Perry Rush
IDENTIFICATION OF MEMBERS:	NZPF Kaumatua opened the meeting with a karakia and President Perry Rush declared quorum had been met
ACKNOWLEDGEMENT:	President Perry Rush welcomed Te Akatea whānau, acknowledged life members, Peter Simpson and Phil Harding, who are also NZPF Past Presidents and acknowledged Denise Torrey, an NZPF Past President. He extended a special welcome to Shane Buckner, CPPA President, and the two Waikato principals, who had travelled to attend. Finally, he thanked the many Canterbury principals in attendance
APOLOGIES:	Pat Newman, Gregg Lewis, Hayley Milne, George Ihimaera, Denise Marshall, Kay Tester, Phil Palfrey, Julie Hepburn, Cherie T-P, Gavin Beere, Martyn Weatherill, Stephanie Thompson
	MOVED "That the apologies be accepted" AGREED Chair
CONFIRMATION OF STANDING ORDERS:	MOVED "That the standing orders be adopted" AGREED Chair
ADOPTION OF AGENDA:	MOVED "That the agenda be adopted" AGREED Chair
MINUTES:	MOVED "That the minutes of the 38th Annual General Meeting be confirmed" AGREED Chair
MATTERS ARISING:	Nil
CORRESPONDENCE:	Nil
PRESIDENT'S REPORT:	President Perry Rush delivered his report. Highlights included acknowledging the committed and diligent work of Whetu Cormick, 2019 President.

He highlighted the Tomorrow's Schools Task Force Report and the consultation phase of providing feedback to the Task Force, who submitted their final report to the Minister.

He also noted the Industrial pay negotiations for both teachers and principals, with the Accord being attached to the principals' agreement.

He noted the Learning support issues that still persist, and highlighted the visits to all residential schools, which gave broader understanding of their role in both developing comprehensive learning and behaviour plans, and in potentially training other teachers at their facilities.

The compulsory teaching of Aotearoa NZ history in schools, he noted, was a very important achievement for the sector

He noted the 2019 conference opening at Orakei Marae Bastion Point and how powerful that experience was for principals.

The President noted that Whetu Cormick did a super job making himself accessible to media with 313 interviews across all media during the 2019 year

He noted the latest history of NZPF 2000 – 2012, a book authored by Geoff Lovegrove, a former NZPF president

MOVED "That the President's report be adopted"

AGREED Chair

ELECTRONIC BALLOT RESULT:

The president explained the notice of motion received from Te Akatea, to alter the constitution allowing a dedicated Māori principal position on the NZPF National Executive, who will be endorsed by Te Akatea. He explained that this constitutional change went to an electronic ballot of members. Over 900 members responded and the motion was supported by almost 90% of the voters. The 2021 elections will be held under the new regulations. The change alters the make-up of the national executive to be eleven, instead of twelve, elected members and one Māori representative endorsed by Te Akatea

NZPF is incredibly proud of this result, seeing it as a mark of a maturing organisation deeply committed to te Tiriti o Waitangi and our Te Akatea whānau

MEMBERSHIP STATISTICS:

The president explained that membership increased from the 2018 level of 2,012 to 2049 in 2019

He noted that the most significant member increases were from composite schools and U7+ schools.

MOVED "That the membership statistics report be received"

AGREED Chair

FINANCIAL REPORT:

Karen Brisco spoke to the audited accounts

Noted that the income from business partners increased in 2019 by \$27,000 and the net conference income reduced to \$15,000

NZPF concluded the 2019 financial year with a surplus of \$60,839 and began the 2020 year on a strong financial base with the capability to respond to future challenges.

The surplus comprises a \$90,514 profit from the 100% owned subsidiary, Principals' Advice & Support Ltd and a Federation deficit of \$29,675

It was noted that we must expect a less healthy balance sheet for the 2020 year due to COVID. It was expected that revenue from business partnerships may be heavily impacted

A member from the floor asked about the awards and how they were dispersed

MOVED "That the audited financial report, year ended 2019 be adopted"

AGREED K Brisco /J Miles

MOVED "That the firm of Kendons be appointed as auditors for 2020"

AGREED K Brisco/J Bangma

NZPF SUBSCRIPTION RATE 2021

MOVED "That the NZPF subscription rates be increased by the CPI of 1.5% for the 2021 year

AGREED K Brisco/S Hastings

GENERAL BUSINESS:

Myles Ferris, President of Te Akatea, spoke on the outcome of the electronic ballot vote. He acknowledged those who have long been working towards educational biculturalism and eliminating racism, including Pem Bird, Keri Ihimaera, and many others. He made special mention of Pat Newman, former President of NZPF, a tireless advocate for acknowledging Māori world views and fighting for better opportunities for our tamariki. He expressed how very proud he is to see this vote pass with such an overwhelming majority.

He expressed how Te Akatea does not need to be at the NZPF table but wants to be. He also described the role that Te Akatea will fulfil for NZPF into the future.

He then unveiled a beautiful taonga, a carved patu and gift for NZPF, in acknowledgement of this auspicious occasion.

The presentation was followed by a rousing Haka performed by the Te Akatea executive members.

NEXT ANNUAL GENERAL MEETING President Perry Rush invited all members to meet in Melbourne, July 2021 for the next Annual General Meeting

CLOSURE: The President closed the 39th Annual General Meeting at 4.30pm
NZPF Kaumatua, Hata Temo led the members in a concluding Karakia



Constitutional Changes

MOTION (1)

That amendments be made to the constitution (Rules) of the New Zealand Principals' Federation | Ngā Tumuaki o Aotearoa (NZPF) to ensure the overall document is consistent with the amendments made in 2020 to clauses 10.2 and 10.3 which alter the NZPF executive committee membership to (11) members plus one (1) Tumuaki Māori member endorsed by Te Akatea Incorporated Executive (the New Zealand Māori Principals' Association Executive)

The specific changes are;

1. That the heading of Section 10 which currently reads;

Election of Officers and National Executive

Be amended to read;

Composition of the National Executive

2. That the first bullet point in Clause 10.4 which currently reads;

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

Be amended to read;

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 and the endorsement of the Tumuaki Māori Executive Member.

3. That Clause 10.6(e) which currently reads;

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.

Be amended to read;

Results, following processing by the independent contractor appointed under the authority of the National Secretary, including the name of the Member endorsed by the Te Akatea Incorporated Executive (the New Zealand Māori Principals' Association Executive), shall be forwarded to the current President via the National Office who will declare the results no later than 24 September.

4. That Clause 10.8 which currently reads;

If a vacancy occurs within the elected positions on 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.

Be amended to read;

10.8 Other vacancies

- (a) If a vacancy occurs within the elected positions on the National Executive, outside those positions contained in Clause 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.
- (b) If a vacancy occurs in the position of Tumuaki Māori, the National Executive shall request that the Te Akatea Incorporated Executive (the New Zealand Māori Principals' Association Executive) endorse a replacement for the Tumuaki Māori position on the National Executive.

5. **That Clause 11.7 which currently reads;**

Only National Executive members elected under Rule 10.1-10.4 or appointed under Clause 10.7 or co-opted under Clause 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.

Be amended to read;

Only National Executive members elected under Clause 10.1 or 10.2(b), endorsed under Clause 10.2(a) or appointed under Clause 10.7 or co-opted under Clause 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.

MOTION (2)

That an amendment be made to MOTION (1) at 10.2 to alter: *The following shall be elected biennially* to read:

10.2 The following shall be elected, or endorsed, biennially from the Members of the Federation

- (a) One (1) Executive member Tumuaki Māori, endorsed by the Te Akatea Incorporated Executive (the New Zealand Māori Principals' Association Executive)
- (b) Eleven (11) Executive Members, elected biennially

MOTION (3)

That an amendment be made to clause 3.1 of the Constitution (Rules) of the New Zealand Principals' Federation | Ngā Tumuaki o Aotearoa to reorder the primary objects of the Federation by placing the principle to respect and recognise Te Tiriti o Waitangi as the first and most important object of the Federation.

The specific change would amend Clause 3.1 which currently reads;

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.

To read;

3.1 The primary objects of the Federation are to:

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

MOTION (4)

That amendments be made to clause 10.4 and 10.5 of the Constitution (Rules) of the New Zealand Principals' Federation | Ngā Tumuaki o Aotearoa to correct the grammar in 10.4 and to split 10.5 into 10.5 (a) and 10.5 (b) to include the new responsibilities of the NZPF President, Vice-President and Secretary to fulfil a governance role on the executive committee of the separate union organisation, PPCB (Primary Principals' Collective Bargaining).

To read:

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

- National Secretary - who will oversee 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 and the endorsement of the Tumuaki Māori Executive Member.
- 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, pay all expenses as approved by the National Executive; ensure that each year a Budget for the Income and Expenditure of the funds of the Federation is introduced, discussed and accepted; ensure that accurate records of the financial transactions of the Federation are kept and arrange for final accounts to be prepared for presentation to the Annual Meeting.

10.5 Responsibilities

- (a) The President and the Vice President and the National Secretary shall fulfil a governance role on the Board of the PPCB (Primary Principals' Collective Bargaining).
- (b) 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.

President's Annual Report



INTRODUCTION

The sector had just witnessed two years of extensive consultation on a new direction for education followed by a year of carefully examining and debating the thirty-year-old *Tomorrow's Schools* Policy, with a view to reforming it. Increasingly, school principals reported the *Tomorrow's Schools* self-managing school model, with its associated Boards of Trustees, had created unwelcome competition between schools inhibiting collaboration and had contributed to principals feeling vulnerable in their employment situation, with Boards being the employer of principals. Boards were variable in their governance skills capability and every three years, membership could change. Many felt isolated, and lacking curriculum, administrative and leadership support. They especially lacked professional leadership development. Schools, like wider society, were also experiencing unprecedented inequity, with some schools thriving whilst others languished. The job of leading schools had become intolerably complex.

The 2020 year dawned with the promise of implementing the first of the much-anticipated recommendations of the *Tomorrow's Schools Review*. NZPF had been an active participant in the Review process being represented at the highest level on the Ministerial Advisory Group (MAG). There had been many opportunities to contribute through surveys and submissions and NZPF had participated fully.

Little did anyone imagine that by March 2020, the country would be in hard lockdown, fighting for its life against a raging global pandemic, the novel coronavirus COVID-19.

All New Zealanders overseas were urged to come home and on February 28 we recorded our first case. By March 19 our borders were closed except for returning New Zealanders, who before long would be spending two weeks in Government directed quarantine. On March 21 the Prime Minister, Jacinda Ardern, outlined the four-tier strategy of alert levels to fight the virus. By March 25 the Prime Minister declared we were in a State of Emergency and the entire country was sent into level 4 lockdown.

The pandemic would soon reveal the extent and stark realities of societal inequities that had developed, as schooling was sent home.

The health crisis escalated and schools, in partnership with the Ministry of Education, immediately made plans for home schooling whilst other Ministry workstreams were put on hold. Schools responded enthusiastically, developing online learning modules, supported by the Ministry delivering thousands of internet connections and devices to homes with limited or no connectivity. Two television channels were quickly launched for children to access learning and thousands of boxes of resources were delivered to children at home.

Schools swung into action to support their most vulnerable families not only with learning and teaching support, but with care packs for the families, especially those where children had been accessing breakfast and lunch programmes at school.

The goal of wellbeing was by now firmly cemented into all public services, including education, and was uppermost for schools as the coronavirus continued to spread. Holding meetings using the 'zoom' internet platform quickly became normal communication, and the hui equivalent became a 'zui'. Schools used the zoom facility to keep in touch with teachers and to connect with families, school classes and individual children. If internet wasn't available, then teachers kept in touch through phone calls.

The last time schools had been closed for health reasons was in 1947 during the polio epidemic. There was no blueprint to follow, and no handbook to consult. Schools and the Ministry of Education were creating plans for home schooling as fast as the virus was proliferating.

I want to record here the outstanding leadership shown by principals across the country. Not only did they lead their teachers and children with care, humanity, empathy and generosity, they also led their communities and ensured they were well supported. It was a demonstration of ethical leadership at its best, and principals from one end of the country to the other can feel justly proud of their efforts.

With country borders closed, the much-anticipated Trans-Tasman (APPA/NZPF) conference, to be hosted in Melbourne, was postponed to 2021 and even as COVID-19 alert levels eventually dropped, the borders remained a threat and ours remained closed.

COVID-19 dominated the landscape for the rest of the year and beyond. Thousands found themselves unemployed as jobs, particularly in the international tourism industry, collapsed. Once it was safe to come out of lockdown, the Government focused its attention on economic recovery, with record high borrowing to support wage subsidies, and 'shovel ready' jobs to prevent further collapse of small businesses. Ideas of \$millions of new money being poured into implementing the *Tomorrow's Schools* recommendations, quickly faded.

What was assured however was that the Ministry would be funded to change its structure of services delivery from ten regional offices to three Education Service Agencies (ESAs), there would be funds to re-examine and refresh the New Zealand Curriculum and responsibility to establish a Leadership Centre would be entrusted to the Teaching Council, with its operations funded by the Ministry. Also, of great interest, was that a minimum 6% of total resourcing would be applied to schools through an equity index, replacing the decile system of funding.

I had conducted a road show beginning early June which took me to 17 different regions from one end of the country to the other. Members' feedback was hugely helpful in setting the NZPF agenda for the rest of the year. They brought pressing issues to these meetings, most notably problems related to accessing appropriate learning support expertise and resourcing. The same story was told repeatedly that the Ministry was not supporting directed enrolments of severely traumatised, disregulated and disruptive young people who had often been excluded from other schools and had no therapeutic or educational plan. Members reported that for these severely traumatised young people mainstream schooling was not necessarily the most suitable option, especially without intensive support. Many other issues were raised, many of which became a focus for NZPF.

These included leadership support for both beginning and experienced principals, PLD for all principals, professional supervision for principals, principal appraisal, principal workload and staffing resources, school counsellors for primary and intermediate schools, alternative pathways for severely violent and traumatised children including easier access to residential schools, mathematics teaching and learning, curriculum advisory and support, compulsory Te Reo Māori, ERO's new partnership and improvement model, school streaming, Pasifika education, practise-based teaching, the decline in the Arts, managing social media that is harmful for young people, ITE and the unpreparedness of beginning teachers, especially to deliver an Arts curriculum, the future of Kahui Ako, the lack of progress on *Accord* issues emanating from the principals' collective bargaining process, and exploring the idea of establishing a bespoke primary principals' union.

Despite having nearly two months in COVID lock-down or COVID alert level 3, NZPF continued its forward momentum. I extend my thanks to the regional presidents and principals who helped guide the work of NZPF throughout the year and to the NZPF executive for their dedication and hard work.

The next part of the Annual Report outlines in more detail some of the highlights, issues and progress on these throughout the most extraordinary of years.

NZPF Internal activities, initiatives, staffing and services

NZPF Executive Committee membership to include a dedicated Māori seat

Whilst the NZPF membership has elected several Māori members over the years, including two who became president, there has never been guarantee of a Māori voice at the NZPF table. Due to COVID and the unlikelihood of many principals being able to attend the NZPF AGM, a clause in the constitution to allow an electronic ballot of members to make a constitutional change was activated, resulting in an overwhelming response to change the executive committee membership from twelve (12) elected members to eleven (11) elected members and one (1) member endorsed by Te Akatea (Māori Principals' Association). This is an achievement we are justly, most proud of.

The effects of this change are that there are several more changes to make to our constitution, to ensure it is consistent with this change. These are before the AGM this year.

Rural and Sole Charge 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 (REREG). The representative reports to the national executive.

To support rural colleagues, the NZPF executive has assigned a sub-committee to focus on rural issues and has developed a publication *Rural Matters*, designed to celebrate the achievements of rural schools, share their stories and 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.

NZPF also offers Don Le Prou awards to assist more small school and rural principals to attend NZPF Conference and has doubled the number of awards this year. There is also a dedicated luncheon session at NZPF Conference to discuss rural issues, although there was no conference this year.

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 2020

In my opening speech, I emphasized the importance of a return to practice-based leadership and training and a revival of Arts in schools which also address wellbeing issues. I also called time on Government's inaction to address mental health and violent behaviour issues for our most challenged students and floated some solutions to address these.

The Minister, Hon Chris Hipkins said pillars of his Government's education manifesto include child centred, inclusive, quality public education and teaching that is relevant to our future. He agreed the emphasis on wellbeing is critical. In terms of the 2020 Budget, he made no promises for education given the escalating COVID-19 crisis but reported priority would be the early childhood sector.

The regional presidents concluded their day's debate identifying five priority areas for the NZPF 2020 manifesto including wellbeing, leadership, learning support, Māori education and curriculum.

I acknowledge and thank the Minister for giving us his time and being so generous in answering our questions. A full report appears in *NZ Principal*, June 20, volume 38, (2).

Principals' Legal Advice Scheme (PASL)

Membership of our legal scheme has grown again this year to 1,200 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.

Bespoke Principals' Voice in Bargaining Process

Representations were made by members on the road trip about the idea of a bespoke Principals' voice in the bargaining process. In October, NZPF surveyed members and 91% of respondents supported NZPF exploring this idea further.

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 Centre 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, executive regional liaison, the annual Moot and the annual conference.

Issues covered in the *Principal Matters* 2020 include:

- A list of wonderings to principals on a range of current issues
- Teaching Council fees increase
- Trans-Tasman Conference promotion
- Equity of school resourcing
- Violent students in schools
- NZPF Awards promotions
- Curriculum & Assessment
- Revitalising FaceBook
- ERO
- Australian Bush Fires fundraising
- Mental Health Practices
- The Arts in Schools
- Coping with COVID -19 pandemic
- Home-learning under lockdown
- Wellbeing and mental health in lockdown
- Reopening schools at level 3
- The purpose of Education
- Ethical leadership
- Te Rito Toi Arts programme (Prof Peter O'Connor)
- Nominations for NZPF elections
- Child protection issues
- Principal wellbeing
- Relationships between Ministry of Education and Principals
- Learning support
- Counsellors in Schools
- Managed Moves
- Practice-based teacher training
- Refocus of ERO
- Developing the ESA
- Trans-Tasman conference postponement
- Teacher Aide pay increase
- The Accord
- President's Road Show
- The Teaching Council and the Leadership Centre
- Kahui Ako and the future
- Queens' Birthday Honours congratulations to Dr Ann Milne
- Managing and leading in a global crisis and collaborating to share good home learning practice

- The Road Show – leadership, Kahui Ako, growing number of students demonstrating extreme violence in schools, well-being and work-load
- Arts in schools
- NZCER survey results shows mental health needs of schools increasing and 72% of principals say too much is being asked of schools
- Ministry and Government should trust profession more, reduce compliance and partner with profession for better policies and resources
- The Road Show reveals need for focus on violent and extreme behaviours in school
- Otago research and NZCER study show extent of violent and abusive behaviours in schools
- Residential school access freed up through new RSS pathway to enrolment
- Road Show feedback
- The Accord
- Kahui Ako strengths and weaknesses
- Re-emergence of COVID-19, Auckland level 3, COVID funds
- Leading in crisis and looking after ourselves
- Green Party promises \$11.7million investment in private Green school
- Student wellbeing in the digital world
- The value of the Arts being central to our curriculum
- TAPEC and miscommunication by NZEI and MOE
- Maori language week and holiday reading
- A new model for ERO
- Schedule an event to connect yourself to your inspiring colleagues
- History of PASL and NZPF Union Arm
- Visiting the regions including Aotea Great Barrier Island
- Creative Schools Index Launch
- NZPF investigating union arm idea

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 eleven years of our history from 2001 to 2012. Many of you will be aware that Tom Brown, who passed away in 2016 had compiled a book on NZPF history from its beginnings up to the end of 2000. Geoff continued where Tom left off and completed the publication in September 2020. The book is to be launched at the 2021 NZPF Conference, in Rotorua.

NZPF Helpline

One of NZPF's most popular services, the NZPF Helpline has been popular again this past year. Consistent with a growing trend, there is a notable 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 organised meetings and hosted me in their regions this year and I especially thank those of you who both helped organise and hosted me on the road show in June. As your president, I consider it a privilege to attend regional meetings or events. 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 and prioritise your issues when discussing these 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 congratulate them for the way they responded during lockdown and continued to do their normal work whilst in lockdown.

I extend my thanks to all three staff for enabling NZPF to be a professional, credible and influential organisation making a positive difference for members.

NZPF External activities, relationships and media

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, working parties and forums include:

Education Workforce Strategy – English, Education Workforce Strategy – Māori, Joint Taskforce on Reducing Compliance, PLAs Advisory Service Reference Group, Evaluation Associates National Advisory Group, Sector Leaders Group, Leadership Centre Advisory, National Education Leaders' Partnership (NELP), Tautai o le moana – Pasifika, Te Hurihanganui, Teacher Registration and Appraisal, Integrated Education Data Sector Advisory Group Te Rito, Equity Index Reference Group, Wellbeing Sector Advisory, Effective management of the Schooling Network, Vulnerable Children Advisory Group, Regional Infrastructure Forum, Property Forums, Te Arika Trust, DT & HM Change and Enablement Sector Working Group, ERO External Advisory Group, 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, Health and Safety, Learning Support & Alternative Education, Police & Education Partnership, Quarterly Education Discussion (Auckland - APPA), Rural Education Reference Group, ICSEI Steering Group, Sector Group Payroll, Online Safety, Bullying prevention Advisory Group (BPAG), Sector group peak bodies meetings with the Secretary for Education.

Relationships with other sector groups

I am pleased to report that we have maintained healthy relationships with all peak bodies in the past year including with the Ministry, Teaching Council, NZSTA, ERO and with NZEI, PPTA, NZAIMS, SPANZ, SEPANZ, Te Akatea Māori Principals' Association and NZPPA 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.

Leadership Centre work led by NZPF Vice President Cherie Taylor-Patel

The *Tomorrow's Schools* reviewers had heard the pleas of principals seeking embedded leadership PLD, reduced compliance and more support. The report recommended establishing a national Leadership Centre within the Teaching Council which would create criteria for eligibility to apply for a principal's position, conduct leadership research and appoint leadership advisors. The Leadership Centre would be the 'brains' for leadership initiatives would develop the strategies and thinking for leadership whilst the Ministry would fund and do the work and be the 'brawn' of the relationship.

NZPF envisaged having its own part to play especially in designing the work of the Leadership Centre. Led by Vice-President Cherie Taylor-Patel, the executive committee developed its own vision of what the Leadership Centre might provide and how it might support school leadership for high performance, success and sustainability.

This vision, linked to the existing Leadership Strategy was communicated to the CEO of the Teaching Council, together with a proposal to second two principals to do the initial ground work and consultation with principals across the country. The proposal was accepted and will be implemented in 2021. With COVID impacting on available funds for the Centre's development, it may take longer to see results emerge.

Education Review Office (ERO)

NZPF welcomes the new approach to school reviews with an emphasis on partnering with schools with a view to improvement rather than accountability. Seventy-five schools have been identified to trial the new structure and NZPF looks forward to seeing the partnership model in action.

National Education Leadership Partnership (NELP)

This group comprising all sector heads continued to meet and come to agreed positions on common issues such as the new direction for leadership and contributed to NZPF's own vision for the future of the Leadership Centre. They also agreed on the urgency required to address extreme behaviour with specialist support and resources to prevent Boards making the decision to exclude young people from school.

Learning Support for extreme behaviour

A number of options were put to Ministers to address extreme behaviour including changing the enrolment requirements for entry to residential options and extending the pilot Te Tupu Managed Moves which has shown success in the Hawke's Bay region. Ministers have addressed the enrolment requirements for residential options and whilst they recognise the success of Te Tupu Managed Moves, are reluctant to fund the programme further because it is heavily reliant on community resources being available.

Funding was made available however in the 2020 Budget as follows:

COVID Student Counselling Services \$75.8million over 4 years for student counselling services made up of \$31.8million to increase large secondary schools' guidance staffing entitlement to employ guidance counsellors and other pastoral care staff, and \$44million to contract local community organisations to provide guidance counselling to primary and intermediate school students. These services will be available in 2021.

COVID Curriculum Advisors \$32.8million for 40 advisors over 3 years to support the Health and Physical Education and Hauora curriculum, including the Relationship and Sexuality Education Guidelines and the Wellbeing and Mental Health Guidelines. This will have a focus on supporting schools to develop curriculum that responds to the mental health and wellbeing of young people.

COVID Urgent Response Fund \$50million to help respond to students that require additional support for learning, social, emotional, mental health, or wellbeing needs. This could be more teacher-aide hours to work with students at risk, targeted programmes to address inequity, funding for home-visits including for people with a history of poor attendance, and social workers to work with at-risk young people.

Many schools availed themselves of the COVID response fund resources which were quickly deployed and provided the additional support schools needed in the wake of the global pandemic.

The Teaching of *Aotearoa New Zealand History*

Much progress was made on the teaching of *Aotearoa New Zealand History* which will be compulsory in our schools from 2022. The expectation is that the teaching of our own history will result in young people having a balanced, not biased view of our own history. This in turn will help break down the ingrained racial prejudices that exist in our society. The framework for this new curriculum subject has been completed and takes a structure of "Understand Know Do" for the different levels of content. This is likely to become a template for future curriculum review due next year.

Te Hurihanganui

Te Hurihanganui was established by Minister Kelvin Davis and funded by Government. Te Hurihanganui supports educational achievement for Māori learners by addressing cultural bias and racism in the education system. It is a blueprint for transformative system shift. It helps us understand how teaching and learning are culturally situated activities; that parents and whānau are partners in their children's education; and how important it is to include resources that reflect Te Ao Māori perspectives.

Maori Achievement Collaborations (MACs)

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 more than 200 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 achievement levels.

Tautai o le Moana

Tautai o le Moana is an initiative which mentors school principals in being confident and competent in Pasifika spaces. This initiative came from the New Zealand Pasifika Principals' Association (NZPPA), led by Jason Swann, principal of Otahuhu Primary School. It supports principals with understanding a Pasifika worldview to create successful outcomes for Pasifika learners.

In this way, it has similar aspirations as the MAC has for Māori students. We are pleased to note that this programme is now underway and showing positive results.

Media Relations

The NZPF 'media year' began very strongly and built across the year. There were 513 interviews, citings, quotes or re-reporting of interviews with the NZPF spokesperson, Perry Rush. 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.

Media

Media Coverage for NZPF

The media coverage for the year 2020 has picked up pace again with 513 media reports across all media types for the year. Topics are mixed.

Topics for NZPF for January include:

1. Donations Policy (2)
2. Coronavirus (3)
3. Teacher Shortage (6)
4. Climate Change

Total of 17 NZPF mentions 01 – 31 January

Topics for NZPF for February include:

1. Singing of national anthem with God referral (2)
2. School lunches and school attendance
3. should we have violent kids in schools? (5)
4. More options needed for violent kids
5. Kids failed by clunky bureaucracy (2)
6. Need to train more teachers
7. Filipino children sent home in wake of coronavirus fear
8. Schooling for disabled (2)
9. Restraint

Total of 31 NZPF mentions 01 – 29 February

Topics for NZPF for March include

1. School holidays brought forward to prepare for distance learning (2)
2. Lock down imminent
3. Lessons online for lockdown (4)
4. Keeping home-learning non-stressful for families (2)
5. Principals rise to COVID-19 challenge (2)
6. Schools stay open for essential workers' children (3)
7. Challenges of teaching in lockdown
8. Lockdown valuable bonding time for parents and children
9. Schools well prepared for remote learning (2)
10. Short notice for schools before lockdown (2)

11. Teaching Council calls for immediate closure of schools
12. NZPF says schools will shut when community transmission has occurred and as the Ministry of Health and Ministry of Education direct (5)
13. Ministry commended for clear guidance to schools on preparing for lockdown
14. As families start withdrawing children for fear of COVID, NZPF assures them school is safe, despite first case associated with a school (9)
15. 100,000 homes without internet access (12% of all school students)
16. Schools halt group activity to avoid spreading COVID
17. Collecting donations for school camps getting difficult (2)
18. Parents seek tax rebates for school camp fees (2)
19. Parents prepare for children's home learning
20. Ministry survey shows schools' preparedness for closure
21. Bullying
22. Schools' pandemic plans and processes in place after the measles epidemic
23. Schools taking measured approach to lockdown
24. Principals are well supported for the health crisis
25. Halt on recruiting overseas teachers because of COVID risks

Total of 60 NZPF mentions 01 – 31 March

Topics for NZPF for April include:

1. Abused and neglected children vulnerable in lockdown (2)
2. Warning to keep children at home under level 3 except essential workers and those who need to be at school
3. Very low attendance at level 3 (14)
4. 16% of schools have no students at level 3 (3)
5. Parents as teachers in lockdown
6. Special Arts programme, Teritotoi for schools on reopening (2)
7. Teachers are essential workers and ready to play their part
8. Petition to reduce NCEA credit requirements under COVID lockdown
9. Schools up to challenge of reopening at level 3 (14)
10. School Boards encouraged to keep COVID health messaging consistent
11. ECE wary of level 3 opening (5)
12. School safety at level 3 and social distancing (14)
13. Principals keen to get NZ back on its feet after school opening at level 3
14. Level 3 return to school will not be voluntary (3)
15. Conditions and bubbles of 10 for level 3 (3)
16. Shamolic opening for schools if voluntary (11)
17. Managing dual mode as schools re-open (2)
18. Maori education may get boost from lockdown
19. Kids enjoy home learning and zoom meetings
20. Vital for kids to attend school once fully opened
21. Call for compassion, wellbeing and good pedagogy in lockdown
22. Schools to be deep cleaned before reopening
23. Schools were expecting longer time in remote learning
24. Schools will have gap to prepare for full opening of schools
25. Overcrowded homes struggling with lockdown (2)

Total of 60 NZPF mentions 01 – 30 April

Topics for NZPF for May include:

1. Schools new normal
2. School rugby training
3. Return of the Arts – response to human crisis (3)
4. 84% return to school at level 2 (3)
5. Deciles, zoning skewed by choice of richer parents (4)

6. COVID opportunity to revise schooling
7. Hawkes Bay schools have high attendance after lockdown (4)
8. Schools and ECEs reopen after 8 weeks (2)
9. Some schools have only 30% returning to school
10. Whangarei rumour scares parents to keep children at home
11. Vans sent as back up to school bus service
12. Concerns re students' mental health (5)
13. Government's Budget small pickings for education (3)
14. Praise for free school lunch scheme funding boost
15. Accept Budget priorities about economic recovery
16. Arts and critical thinking important in world where fake news abounds (2)
17. Mixed reactions to level 2
18. Schools learn from lockdown
19. Vital students re-engage in learning after lockdown
20. Schools open for business (42)
21. How schools coped with lockdown (3)
22. More handwashing in schools as students return to school
23. No touching or breathing on each other as social distancing at level 2
24. Parents wary of children returning to school (2)
25. Education reinvents itself
26. Hawkes Bay schools welcome reopening of schools
27. Schools ready to open at level 3 (3)
28. Roopu and Kura Kaupapa not consulted on reopening
29. Parliamentary Epidemic Committee presentations from education leaders (12)
30. Ministry nimble in responding to COVID (9)
31. Māori voice not invited to Parliamentary Epidemic Committee
32. Combatting fear from COVID
33. Safety & Health of staff and students paramount in schools

Total of 110 NZPF mentions 01 – 31 May

Topics for NZPF for June include:

1. Mandatory Police vetting for those working with children including in TV
2. Helping teachers teach the Arts – Te Rito Toi
3. NZers quarantined in Hotel opposite school arriving at school home time
4. NZPF findings match NZCER research that one in four teachers are not safe in classrooms
5. Increase in student violence towards teachers and principals (6)
6. Quarantined student arrives at school untested
7. Not all kids have returned to school at level 1 COVID (2)
8. Economic downturn and effects on donations scheme (2)
9. NCEA and COVID response

Total of 35 NZPF mentions 01 – 30 June

Topics for NZPF for July include:

1. Protecting teachers – restraint
2. Violent students, restraint, new guidelines (8)
3. Students not returning to school after lockdown
4. Normalising te reo
5. Creatives in schools – teaching the Arts
6. International students in time of COVID
7. One in 8 principals change schools or retire every year
8. Truancy and how to fund it (4)

Total of 37 NZPF mentions 01 – 31 July

Topics for NZPF for August include:

1. Free school lunches
2. Green Party backs private Green school in Taranaki with \$11.7 million
3. Auckland returns to COVID level 3 (3)
4. Netsafe policies
5. Attendance affected by COVID
6. South Canterbury principals back NZPF stance on Kahui Ako
7. Children spend too much time on screens – affects literacy (2)
8. Children turned off reading (2)
9. Camps and outdoor experiences
10. Very few students - .89% - at school in Auckland level 3 (9)
11. COVID relief fund for schools (2)
12. Kahui Ako money better spent on more urgent issues (11)
13. Better mental health support (2)
14. Inequalities shown up by COVID

Total of 58 NZPF mentions 01 – 31 August

Topics for NZPF for September include:

1. Supporting Mental Health
2. Mana Ake programme to be rolled out across all schools (2)
3. New system of school audits won't be successful without complete change of culture (3)
4. Legalising Cannabis (4)
5. Child Welfare central to election
6. What National and Labour offer for schools
7. Paddy Ford (NZPF former president) retires as principal
8. New teacher graduates
9. Kids literacy failure and causes (2)
10. More to come after Labour's education manifesto
11. NZPF opposes National party policy to bring back charter schools
12. Overwhelmed mental health services
13. Matariki as a public holiday
14. Racism and education

Total of 36 NZPF mentions 01 – 30 September

Topics for NZPF for October include:

1. Supporting Te Tupu Managed Moves
2. UNESCO examines Te Rito Toi
3. Reducing violence in schools a priority (3)
4. NZ Initiative criticising education system and NZPF for not teaching kids basic history and geography and how to name the seven continents
5. Paedophile housed near school (2)
6. NZPF discussing formation of break-away union (6)
7. COVID money from Ministry (2)
8. Questioning child-centred approach to learning (4)
9. Nelson creating high interest for teachers applying for jobs
10. Labour/NZ First/Green Govt shied away from some reforms which is a shame
11. ECE and School sector have different experiences from Labour led government
12. National's education policies out of date

Total of 33 NZPF mentions 01 – 31 October

Topics for NZPF for November include:

1. Attendance in freefall
2. Racism in schools

3. Meeting needs despite Teacher Aide pay rise (2)
4. Effects of COVID on inequities
5. Drop in Boys Writing performance (3)
6. Teens leaving school without qualifications to support families
7. Concerns children will lose love of reading books
8. Phonics and reading recovery
9. Education system stifling children's curiosity (2)
10. Teaching Council and racism (2)
11. NZPF welcomes Chris Hipkins and his Associates as Education Ministers in new Government (3)
12. School principals question setting up new union
13. NZ Initiative on school curriculum
14. Schools killing creativity

Total of 28 NZPF mentions 01 – 30 November

Topics for NZPF for December include:

1. Aspirations for 2021
2. Maths & Science decline (2)
3. Separate union for primary principals
4. Regional PLD a concern

Total of 8 NZPF mentions 01 – 31 December

In total there were 513 mentions of NZPF in the media, to the end of December 2020.

I thank my national executive members and regional presidents for their support and guidance over the past year of my presidency.

It has been an honour and a privilege to serve my colleagues through the very challenging global pandemic which called on principals' ethic and moral leadership and adaptability to the new environment. I could not be more proud of the way my colleagues responded to the challenges. I value the new emphasis on the broad curriculum and the shift away from accountability and data.

Whilst the necessary support for young people with serious trauma and extreme behaviour needs more work, I am pleased with the progress and that Ministers recognise more is required if schools are to provide an inclusive education for all young people.

With the good will of my Hastings Intermediate School Board of Trustees and the NZPF membership, I intend to stand for a further year as NZPF President.

RECOMMENDATIONS:

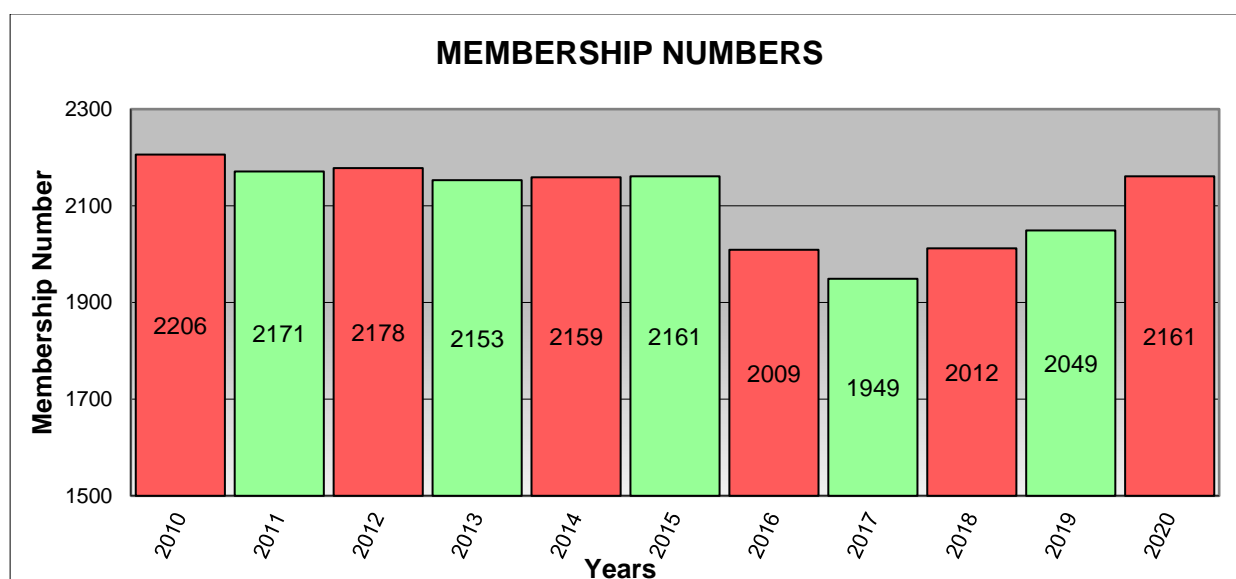
- A. That this Annual Report be accepted.**



**Perry Rush
NZPF President**



Membership Statistics



Graph 1

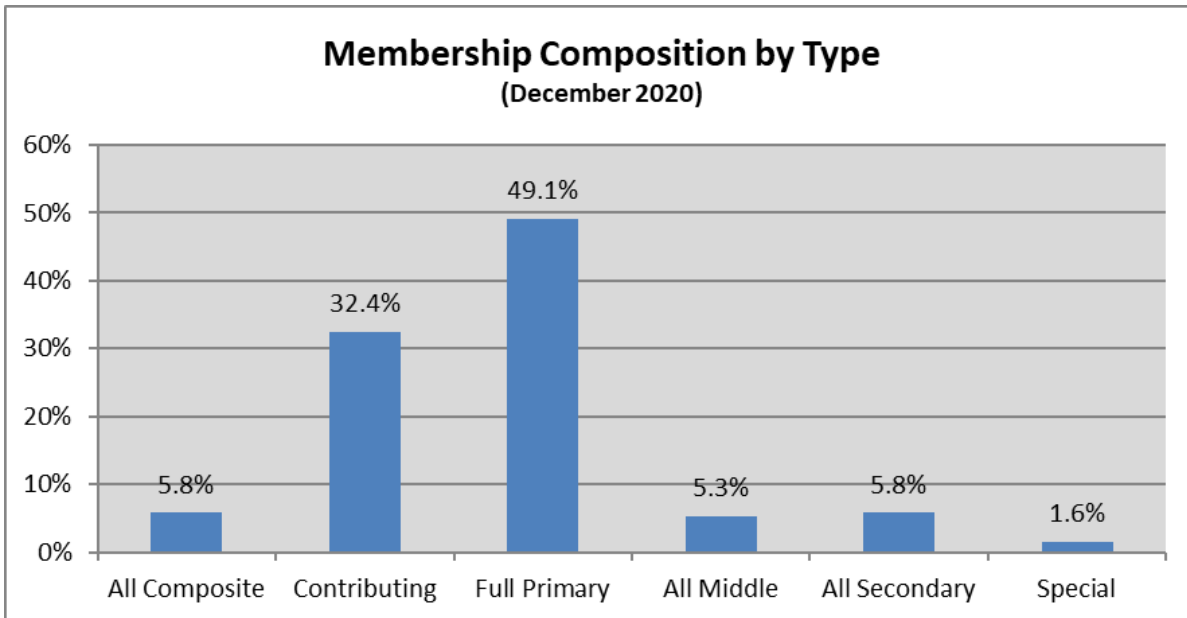
Comparison 2010 – 2020 Membership Composition by Grade									
Grade	U 1	U 2	U 3	U 4	U 5	U 6	U 7+	Other	Totals
2010	16%	14%	12%	26%	19%	8%	4%	1%	100%
2011	16%	14%	12%	26%	20%	8%	4%	0%	100%
2012	16%	14%	12%	27%	19%	8%	4%	0%	100%
2013	16%	14%	12%	27%	19%	8%	4%	0%	100%
2014	16%	13%	12%	27%	19%	9%	4%	0%	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%
2019	13%	12%	13%	25%	22%	9%	6%	1%	100%
2020	13%	12%	12%	25%	21%	9%	7%	1%	100%
Members	287	257	263	535	446	195	156	22	2161
Possible	341	289	292	577	491	261	252	22	2525
% of Grade	84%	89%	90%	93%	91%	75%	62%	100%	86%
Non Members	54	32	29	42	45	66	96	0	364

Table 1

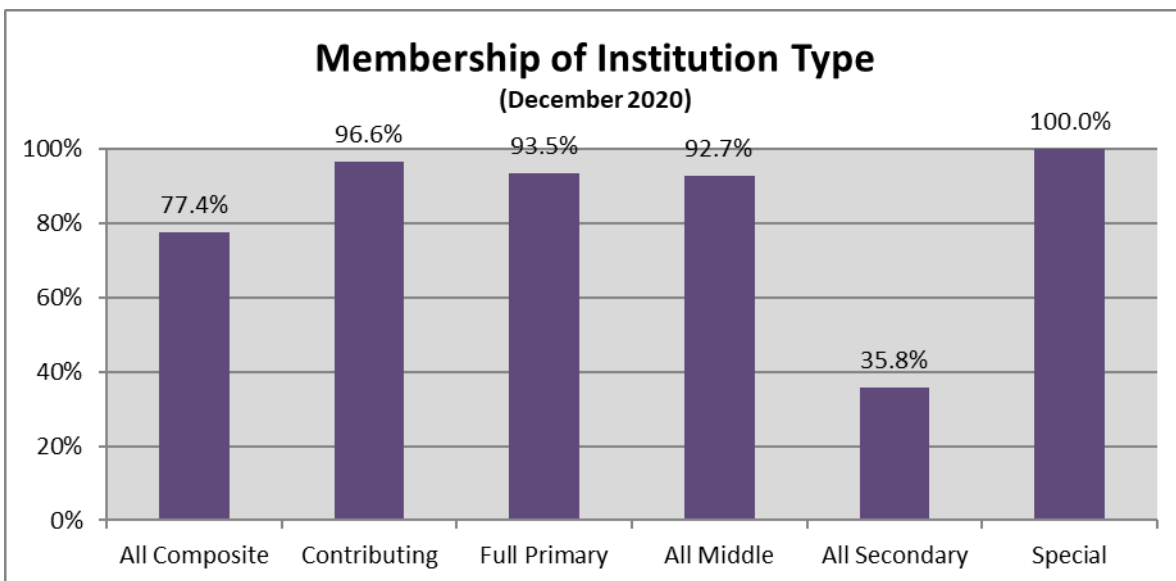
Membership

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 percentage of possible members has increased across all grades, with the most significant change for U7+, which increased from 53% in 2019 to 62% in 2020.

The graph above illustrates that the overall membership is trending back upwards, reaching the level of membership in 2015.



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 2019. The most significant increase in membership was for Secondary schools from 26.1% in 2019 to 35.8% 2020.

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 2020

Commentary on 'The 2020 audited accounts of the New Zealand Principals' Federation'

The 2020 financial report incorporates our 100% owned subsidiary, Principals' Advice and Support Ltd. For transparency it is useful to include some narrative around that.

The audited accounts show a surplus of \$91,736. This consists of:

Subsidiary profit after tax:\$38,556 (Last year \$90,514)
Federation Surplus:\$53,180 (Last year \$29,675 deficit)

After consolidating expenses in the 2019 year, in 2020 the subsidiary spent funds on updating policy and increasing support staff wages. A change in board structure saw an increase in directors' fees, which directly benefitted NZPF.

After an awareness drive around the services offered, there was a significant increase in support provision in the 2020 financial year. (147k cf 106k)

In 2020 the NZ Principals' Federation increased membership income by 7.3%. The Trans-Tasman conference was unable to be held as the world locked down. We assisted our business partners by reducing their fees over this time, and continued to support principals' remotely until New Zealand was able to meet face to face again. We were in turn supported by our landlord and our National Office staff who continued to work remotely.

Conclusion

2020 was positive financially, despite the challenge of the year. During COVID, some of our income reduced although this was offset by a reduction of expenses.

We acknowledge and appreciate the significant contribution to the Federation's income that members and business partners provide. We appreciate their 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.

Motion: That the audited financial report be adopted

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

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

Karen Brisco
Finance Convener

New Zealand Principals' Federation Inc Consolidated Accounts

Performance Report

For the year ended
31 December 2020

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New Zealand Principals' Federation Inc Consolidated Accounts

Entity Information

For the year ended 31 December 2020

Legal Name of Entity: New Zealand Principals' Federation Inc

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, conference profit and business partners sponsorship. (However, no conference was held in 2020 due to COVID)

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. (However, no conference was held in 2020 due to COVID)

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: 04 471 2338

Email/Website: www.nzpf.ac.nz

New Zealand Principals' Federation Inc Consolidated Accounts
Statement of Service Performance
For the Year Ended 31 December 2020

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	7	8
Awards:		
Don Le Prou Award (35 Approved, 4 paid)		
Rural Award Seminars & Conferences for Rural/Teaching Principals (3 approved, 1 paid)		
Tauri Morgan (24 Approved, 4 paid)	16	23
NZ Principals' Association Grants (10 approved, 7 paid) In 2020 many of the approved grants couldn't be used due to Covid. Most have been carried over to 2021.		
Magazine - Quarterly publication	4	4


New Zealand Principals' Federation Inc Consolidated Accounts
Statement of Financial Performance
For the Year Ended 31 December 2020


	Note	2020 \$	2019 \$
Revenue			
Fees, subscriptions and revenue from members		610,198	569,067
Revenue from providing goods and services	1	598,883	1,445,683
Interest, dividends and other investment revenue		33,776	28,701
Other Income	1	-	4,125
Operating Revenues		1,242,857	2,047,576
Total Revenue		1,242,857	2,047,576
Expenses			
Provision of goods and services	2	1,120,017	1,948,698
Other expenses	2	16,110	14,974
Grant Expenses (MAC Project)		-	-
Total Expenses		1,136,127	1,963,672
Surplus/(Deficit) before Tax and Other Comprehensive Income		106,730	83,904
Surplus/(Deficit) Before Tax		106,730	83,904
Income Tax Expense	6	14,994	23,065
Surplus/(Deficit) for the Period after tax		91,736	60,839

New Zealand Principals' Federation Inc Consolidated Accounts
Statement of Financial Position
As at 31 December 2020

	Note	2020 \$	2019 \$
Assets			
Current Assets			
Bank accounts and cash		285,867	197,147
Investments		1,237,729	1,280,962
Debtors		7,347	31,847
Prepayments		108,533	99,437
Conference Seeding Grant		16,880	-
Inventory		22,074	7,835
Provision for Taxation	6	20,342	4,746
GST Receivable		8,801	33,293
Total Current Assets		1,707,571	1,655,267
Non-Current Assets			
Property, plant and equipment	3	227,447	236,045
Total Non-Current Assets		227,447	236,045
Total Assets		1,935,018	1,891,312
Liabilities			
Current Liabilities			
Creditors and accrued expenses		58,645	100,358
Accruals for Grants from Conference Profits		76,729	97,238
Employee costs payable		48,523	34,332
Total Current Liabilities		183,897	231,927
Total Liabilities		183,897	231,927
Total Assets less Total Liabilities (Net Assets)		1,751,121	1,659,385
Accumulated Funds			
Opening Accumulated funds	4	1,659,385	1,598,546
Accumulated surpluses or (deficits)	4	91,736	60,839
Total Accumulated Funds		1,751,121	1,659,385

For and on Behalf of New Zealand Principals' Federation Inc:


 Perry Rosh
 President NZPF


 Karen Brisco
 NZPF
 Finance Convener
 24-05-21

24 May 2021
 Date Authorised for Issue

New Zealand Principals' Federation Inc Consolidated Accounts
Statement of Cash Flows

For the Year Ended 31 December 2020

	2020	2018
	\$	\$
Cash Flows from Operating Activities		
Cash was received from:		
Fee, subscriptions	610,403	269,067
Revenue from providing goods and services	652,327	1,609,081
Interest, dividends and other investment revenue	34,946	28,745
Other income	-	5,848
Net Taxation	5,998	357
Net GST	147,661	722
Cash was applied to:		
Payments to suppliers and employees	1,239,330	1,490,027
Net Taxation	36,587	17,811
Net GST	122,181	21,040
Net Cash Flows from Operating Activities	53,237	384,942
Cash flows from Investing and Financing Activities		
Cash was received from:		
Receipts from investments	43,233	134,072
Cash was applied to:		
Payments to acquire property, plant and equipment	7,750	5,631
Payments to purchase investments	-	721,525
Net Cash Flows from Investing and Financing Activities	35,483	(593,084)
Net Increase / (Decrease) in Cash	88,720	(208,142)
Opening Cash	197,147	405,289
Closing Cash	285,867	197,147
This is represented by:		
Bank Accounts and Cash	285,867	197,147

New Zealand Principals' Federation Inc Consolidated Accounts
Statement of Accounting Policies
For the Year Ended 31 December 2020

Basis of Preparation

New Zealand Principals' 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.

Basis of Consolidation

The group performance report is prepared by adding together like items of assets, liabilities, equity, revenue expenses and cash flows on a line by line basis. All intra-group balances and transactions are eliminated on consolidation. See also Note 7.

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 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.

Revenue

Revenue is accounted for as follows:

Fees, subscriptions and revenue from 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.

Insurance services income

Insurance services income is recorded as revenue by PASL when funds are received from Crombie Lockwood.

Other Revenue

All other revenue 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 revenue 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.

New Zealand Principals' Federation Inc Consolidated Accounts
Statement of Accounting Policies
For the Year Ended 31 December 2020

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. Net realisable value is the estimated selling price in the ordinary course of activities less the estimated costs necessary to make the sale. The write down from cost to net realisable value is recorded as an expense in the Statement of Financial Performance in the period of the write down.

Investments

Investments are held with registered trading bank and are classified as current assets if they have maturities of less than 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 if 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.

Changes in Accounting Policies

All policies have been applied on bases consistent with those used in the prior year.

Tier 2 PBE Accounting Standards Applied

The group has applied PBE IPSAS 35 "Consolidated Financial Statements" and PBE IPSAS 38 "Disclosure of Interests in Other entities", from 1 January 2019. See also note 7.

New Zealand Principals' Federation Consolidated Accounts
Notes to the Performance Report
For the Year Ended 31 December 2020

Notes 1-2

Note 1: Analysis of Revenue

Revenue from providing goods and services	2020	2019
Conferences	-	728,269
Magazine	11,591	11,765
Legal Benefit Scheme	-	7,680
Business Partnerships	296,875	412,500
Forms (Net cost of sales)	8,228	10,995
Insurance Services	282,189	274,474
Total	598,883	1,445,683
Other Income	2020	2019
Contracts	-	4,125
Total	-	4,125

Note 2: Analysis of Expenses

Provision of goods and services	2020	2019
Conferences	-	709,728
Magazine	-	7,242
Business Partnerships	-	106,535
Infrastructure/Operations	635,184	579,338
Leadership	186,143	186,488
Executive	167,160	183,187
International Relations	3,890	14,623
Membership Support	127,640	161,557
Total	1,120,017	1,948,698
Other Expenses	2020	2019
Depreciation	16,110	14,974
Total	16,110	14,974

New Zealand Principals' Federation Consolidated Accounts
Notes to the Performance Report
For the Year Ended 31 December 2020

Notes 3-6

Note 3: Property, Plant and Equipment

<u>This Year</u>	Opening Carrying	Purchases	Sales/Disposals	Depreciation/ Impairment	Closing Carrying
Asset Class	Amount				Amount
Buildings	181,408	-	-	3,900	177,508
Furniture Fittings & Equipment	24,377	-	9	4,787	19,581
Chattels	1,779	1,698	-	240	3,237
Office Equipment	5,552	5,822	-	3,196	8,178
Leasehold Improvements	22,929	-	-	3,986	18,943
Total This Year	236,045	7,520	9	16,109	227,447
<u>Last Year</u>	Opening Carrying	Purchases	Sales/Disposals	Depreciation/ Impairment	Closing Carrying
Asset Class	Amount				Amount
Buildings	185,308	-	-	3,900	181,408
Furniture Fittings & Equipment	26,052	3,012	-	4,687	24,377
Chattels	-	1,977	-	198	1,779
Office Equipment	5,136	2,619	-	2,203	5,552
Leasehold Improvements	26,915	-	-	3,986	22,929
Total Last Year	243,411	7,608	-	14,974	236,045

Note 4: Accumulated Funds

	2020	2019
	Accum Surplus/(Deficit)	Accum Surplus/(Deficit)
Opening Balance	1,659,385	1,598,546
Current Year Surplus/(Deficit)	91,736	60,839
Closing Balance	1,751,121	1,659,385

Note 5 : Commitments and Contingencies

Commitment	Explanation and Timing	2020	2019
		At balance date	At balance date
Wellington Office Lease signed Dec 2020	Less than one year	78,696	88,098
	Two to Five Years	209,856	-
	Total Commitments	288,552	88,098

At balance date there were no known contingencies (2018: Nil)

Note 6: Taxation

	2020	2019
Assessable Income	110,566	125,714
Taxation at 28%	14,994	35,200
Parent Losses utilised (\$43,339 at 28%)	-	12,135
Tax Expense	14,994	23,065
Opening Taxation Asset/(Liability)	4,746	10,272
Tax Paid/(Refund received during the year)	24,903	8,992
RWT Paid	5,686	8,547
Closing Taxation Asset/(Liability)	20,340	4,746
Tax Loss brought forward	138,875	152,026
Current year taxable (surplus)/deficit	(57,016)	30,188
Available losses transferred to subsidiary	-	(43,339)
Loss to carry Forward	81,859	138,875

New Zealand Principals' Federation Consolidated Accounts
Notes to the Performance Report
For the Year Ended 31 December 2020

Notes 7-9

Note 7: Investments in Controlled Entities

Significant judgements and assumptions regarding the methodology used to determine the existence of a relationship of control

The Federation has reviewed the definitions of control set out in PBE IPSAS 35:

- * Power over the entity;
- * Exposure, or rights, to variable benefits from its involvement; and
- * The ability to use its power to affect the nature or amount of benefits received.

The Federation has concluded that it does control the subsidiary due to the 100% shareholding and its ability to appoint all directors to the company.

The consolidated performance report includes the financial statements of the Federation, the ultimate parent of the Group, and its controlled entity, Principals' and Legal Support Limited ("the subsidiary").

The Federation's interest in the subsidiary is measured at cost.

The Federation has a 100% (1000 shares) interest in the subsidiary. The nature of the subsidiary is to provide financial support to Principals when they require assistance with issues around their own employment.

Note 8: Related Party transactions

Description of Related Party Relationship	2020	2019
	Value of Transactions	Value of Transactions
Honorary payments made to Executive Committee members	34,500	34,500
	34,500	34,500

Note 9: Events After the Balance Date:

On 30 January 2020, the spread of novel coronavirus (COVID-19) was declared a public health emergency by the World Health Organisation. New Zealand has since moved to Level 1. The main impact on the Federation is that the 2020 conference has been cancelled. Should this public health emergency continue for a prolonged period of time this has the potential to have an adverse financial impact on the Federation (for example through loss of revenue, impairment of receivables). Regardless, the executive committee maintains the view that the Federation will continue to operate as a going concern.

Independent auditor's report

To the Members of New Zealand Principals' Federation Incorporated

Opinion

We have audited the accompanying performance report of New Zealand Principals' Federation Incorporated, which comprises the entity information, the statement of service performance, the statement of financial performance and statement of cash flows for the year ended 31 December 2020, the statement of financial position as at 31 December 2020, and the statement of accounting policies and notes to the performance report.

In our opinion the accompanying performance report presents fairly, in all material respects:

- the entity information as at 31 December 2020
- the financial position of New Zealand Principals' Federation Incorporated as at 31 December 2020, and its financial performance, and its cashflows for the year then ended; and
- the service performance for the year ended 31 December 2020 in accordance with the entity's service performance criteria in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) issued by the New Zealand Accounting Standards Board.

Basis for Opinion

We conducted our audit of the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)) and the audit of the entity information and service performance information in accordance with the ISAs and New Zealand Auditing Standard (NZ AS) 1 *The Audit of Service Performance Information (NZ)*. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the performance report* section of our report.

We are independent of the New Zealand Principals' Federation Incorporated in accordance with Professional and Ethical Standard 1 *International Code of Ethics for Assurance Practitioners (including International Independence Standards) (New Zealand)* 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 our capacity as auditor we have no relationship with, or interests in, New Zealand Principals' Federation Incorporated.

Responsibilities of the Executive Committee for the performance report

The Executive Committee are responsible on behalf of the entity for:

- a) the preparation and fair presentation of the entity information, the statement of service performance, the statement of financial performance and statement of cash flows in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-for-profit) issued by the New Zealand Accounting Standards Board;

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- b) service performance criteria that are suitable in order to prepare service performance information in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-for-profit); and
- c) such internal control as the Executive Committee determines is necessary to enable the preparation of a performance report that is free from material misstatement, whether due to fraud or error.

In preparing the performance report, the Executive Committee are responsible on behalf of New Zealand Principals' Federation Incorporated 's for assessing New Zealand Principals' Federation Incorporated 's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Executive Committee either intend to liquidate New Zealand Principals' Federation Incorporated or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the performance report

Our objectives are to obtain reasonable assurance about whether the performance report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (NZ) and NZ AS 1 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 or collectively, they could reasonably be expected to influence the decisions of users taken on the basis of this performance report.

A further description of the auditor's responsibilities for the audit of the performance report is located at the XRB's website at <https://www.xrb.govt.nz/assurance-standards/auditors-responsibilities/audit-report-18/>

This report is made solely to the members of New Zealand Principals' Federation Incorporated . Our audit has been undertaken so that we might state to the members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the members, for our audit work, for this report, or for the opinions we have formed.



Kendons Chartered Accountants Limited

Michael Markham • Director

Qualified Auditors • Lower Hutt • New Zealand
24 May 2021

Subscription Proposal

Proposal to Increase 2022 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 3.3 percent from the June 2020 quarter to the June 2021 quarter. That translates to an average increase of \$11.29 across all grades. The proposed fees have been rounded to the nearest dollar.

MOTION

That the NZPF subscription fees for 2022 be increased by the CPI of 3.3%. The fees for the different U grades would apply as per the table below:

No at Dec 2020	U Grade	Current 2021	Proposed 2022	% Increase	\$ Increase	Total Extra
287	1	\$186.00	\$192.00	3.3%	6.00	\$1,722.00
257	2	\$239.00	\$247.00	3.3%	8.00	\$2,056.00
263	3	\$288.00	\$298.00	3.3%	10.00	\$2,630.00
535	4	\$343.00	\$354.00	3.3%	11.00	\$5,885.00
446	5	\$398.00	\$411.00	3.3%	13.00	\$5,798.00
195	6	\$441.00	\$456.00	3.3%	15.00	\$2,925.00
156	7+	\$479.00	\$495.00	3.3%	16.00	\$2,496.00
						\$23,512.00



(INCORPORATED)

CONSTITUTION and RULES

(These rules rescind all previous rules)

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7	Subscriptions and Levies	17	Alteration of Rules
8	Cessation of Membership	18	The Annual Conference of the Federation
9	Re-admission of former Members	19	Standing Rules
10	Election of Officers and National Executive	20	Winding Up

1 Constitution

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

1.2 These rules were adopted by way of amendment on 24 August 2020.

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) One (1) executive member, Tumuaki Māori, endorsed by the Te Akatea Incorporated Executive (the New Zealand Māori Principals' Association Executive)
- (b) Eleven (11) executive members

10.3 The President, Vice President and eleven (11) executive members, together with the Immediate Past President (President prior to the current President) and the Tumuaki Māori endorsed by the Te Akatea Incorporated Executive (the New Zealand Māori Principals' Association Executive) 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 amended by electronic ballot on 24 August 2020.

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GOLD



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