

NEW ZEALAND PRINCIPALS' FEDERATION

ANNUAL MEETING 2007

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MISSION STATEMENT

New Zealand Principals' Federation will provide leadership, advocacy and support for principals in their professional role.

VISION

New Zealand Principals' Federation to be the preferred professional organisation for all Principals.

NEW ZEALAND PRINCIPALS' FEDERATION

NATIONAL EXECUTIVE 2007

President	Judy Hanna	Auckland
Past President	Pat Newman	Whangarei
Vice President	Paddy Ford	Balclutha
National Secretary	Colleen Murray	Auckland
Treasurer	Geoff Lovegrove	Feilding
Executive	Ernie Buutveld	Marlborough
	Paul Drummond	Nelson
	Jacqui Duncan	Christchurch
	David Ellery	Auckland
	Marion Fitchett	Wellington
	Barry Hambleton	Auckland
	Julie Hepburn	Levin
	Liz Millar	Wellington
	Peter Simpson	Christchurch
	Peter Witana	Kawakawa

LIFE MEMBERS

Don Le Prou	(deceased)
Tom Brown MBE	1987
Ian Payne	1988
Con Coffey	1990
Ken Morris	1990
John Boyens	1994
Ross Whimp	1994
Jean Packman	1996
David Stewart	2001
John Cunningham	2001
Dick Connolly	2002
Tauri Morgan	2004
Marilyn Yeoman	2005
Lester Flockton	2005

SERVICE WITH DISTINCTION

Ken Morris	1989
Joan Scanlan	1990
Alan Bond	1990
John Cornish	1990
Carl Olivercrona	1991
Grahame Smith	1993
Colin McCormack	1993
Kelvin Bennett	1993
Peter D'Ath	1994
Lorraine Nikora	1994
Christine Gardner	1995
John Cunningham	1996
Alan Upston	1996

ASSOCIATES OF NZPF

John Fleming	1999
Marilyn Yeoman	1999
Nola Hambleton	2001
Peter Whatt	2003
Ian Fox	2004

Geoff Lovegrove	2004
Gavin Price	2004
Russ Young	2005
Jenny Earle	2005
Laurie Thew	2005

KAUMATUA

Tauri Morgan

PAST PRESIDENTS

Tom Brown MBE	1982-84
Don Le Prou	1984-87
Con Coffey	1987-89
John Boyens	1989-91
Jean Packman	1991-93
John Fleming	1993-95
Marilyn Yeoman	1995-97
Nola Hambleton	1997-99
Geoff Lovegrove	1999-2001
Jenny Earle	2001-2003
Kelvin Squire	2003-2004
Pat Newman	2005-2006

SECRETARIES

Grahame Smith	1982-84
Colin McCormack	1984-87
Bevyn Gibson	1987-87
John Fleming	1989-91
Marilyn Yeoman	1991-93
Dave Winefield	1993-95
Judy Hanna	1996-2004
Colleen Murray	2005-

TREASURERS

Ross Agnew	1982-85
Monty Morrison	1985-86
Russ Young	1986-02
Geoff Lovegrove	2002-

EXECUTIVE MEMBERS 1982 - 2007

Ron McDonald	1982-83	Geoff Lovegrove	1989-
David Peterson	1982-83	<i>(Editor 89-97)</i>	
Bruce Adin	1982-84	Marilyn Yeoman	1990-99
Jack Archibald	1982-84	Renetta Dennis	1991-94
Jock Spence	1982-85	Nola Hambleton	1991-2001
Grahame Smith	1982-86	Dave Winefield	1991-95
<i>(Membership Registrar 84-86)</i>		Tony Rzoska	1992-95
Ross Agnew	1982-87	Muriwai Jones	1993-94
<i>(Treasurer 82-85)</i>		Tauri Morgan	1993-97
Ian Payne	1982-87	Pererika Twist	1993-95
Tom Brown	1982-88	Judy Hanna	1994-
Don Le Prou	1982-89	Peter Whatt	1994-2000
Joan Scanlan	1982-89	Jenny Earle	1995-2004
Ross Whimp	1982-93	Alistair Kay	1995-96
<i>(Membership Registrar 86-93)</i>		Pat Newman	1995-
Sister M Monaghan]	1983-84	<i>(Membership Registrar 97-04)</i>	
Sister Anne Warren]		Colleen Murray	1996-
Ken Morris	1983-89	Gavin Price	1996-2004
<i>(Editor 84-89)</i>		Bruce Robertson	1996-98
Monty Morrison	1984-86	Iain Taylor	1996-97
<i>(Treasurer 85-86)</i>		Martin Bate	1997-99
Colin McCormack	1984-87	<i>(Editor 98-99)</i>	
John Newman	1984-87	Liz Sissons	1997-2000
Kelvin Bennett	1984-92	Kelvin Squire	1997-2006
June Scott	1985-86	Madeleine East	1998-2006
Peter Corrigan	1985-88	Marion Fitchett	1999-
John Cornish	1985-90	<i>(Editor 99-)</i>	
Russ Young	1985 -02	Barry Hambleton	1999-
<i>(Treasurer 86-2002)</i>		Paddy Ford	2000-
Con Coffey	1985-90	Julie Hepburn	2000-2003
Robin Clegg	1986-87	Peter Simpson	2000-
Hettie Tapsell	1986-89	Peter Gunn	2001-2002
Alan Bond	1987-90	Ernie Buutveld	2002-
Jean Packman	1987-95	<i>(Membership Registrar 04-)</i>	
Christine Gardiner	1987-92	Linda Woon	2002-2005
John Boyens	1987-93	Liz Millar	2003-
John Cunningham	1987-96	Mark Ellis	2005-2006
Carl Olivercrona	1987-90	Julie Hepburn	2005
Robin Penman	1989-90	Jacqui Duncan	2006
Dick Connolly	1989-2000	Paul Drummond	2007
Tony Draaijer	1989-96	David Ellery	2007
<i>(Membership Registrar 94-96)</i>		Peter Witana	2007
John Fleming	1989-97		
Bevyn Gibson	1989-91		

NEW ZEALAND PRINCIPALS' FEDERATION

BUSINESS PARTNERS

PLATINUM

Konica Minolta Business Solutions New Zealand Limited

Private Bag 92 635
Symonds Street
Auckland
Phone: 09 356 6000

GOLD

Furnware New Zealand

P O Box 1
Hastings
Phone: 06 879 9170

Multi Serve Education Trust

Private Bag 92 617
Symonds Street
Auckland
Phone: 09 638 4750

Programmed Maintenance Services Ltd

P O Box 12 742
Penrose
Auckland
Phone: 09 571 0610

Scholastic New Zealand Limited

Private Bag 94 407
Greenmount
Auckland
Phone: 09 274 8112

SILVER

Cavalier Bremworth Limited

P O Box 97 040
Papatoetoe
Auckland
Phone: 09 277 6000

Lundia Shelving Limited

P O Box 14 216
Panmure
Auckland
Phone: 09 528 5304

ALSCO

P O Box 74 450
Market Road
Auckland
Phone: 09 520 4569

Sitech Systems Limited

P O Box 5551
Frankton
Hamilton
Phone: 07 846 0060

BRONZE

MUSAC

Massey University
Private Bag 11 222
Palmerston North
Phone: 06 350 9254

Postie Plus Group Limited

P O Box 4525
Christchurch
Phone: 03 339 5700

School Supplies

P O Box 58 004
Greenmount
Auckland
Phone: 09 273 9883

Smith and Smith

P O Box 17307
Greenlane
Auckland
Phone: 09 526 9065

NEW ZEALAND PRINCIPALS' FEDERATION

AGENDA FOR 26th ANNUAL GENERAL MEETING

1.30 pm Sunday, 1 April 2007
Aotea Centre, Auckland

Karakia

Tauri Morgan

Identification of Members

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

Apologies

Confirmation of Standing Orders

Adoption of Agenda

Minutes of 25th Annual General Meeting

Corrections to Minutes
Matters arising

Correspondence

Matters arising

President's Report

Judy Hanna

Financial Report and Statement of Accounts

Geoff Lovegrove

Appointment of Auditor

General Business

Announcements

1 Future NZPF Conferences

2 Awards

Next Annual General Meeting: Wednesday, 2 July 2008
Town Hall, Christchurch

Closure

Tauri Morgan

**NEW ZEALAND PRINCIPALS' FEDERATION
(INCORPORATED)**

STANDING ORDERS

1. GENERAL

1.1 INTERPRETATION

1.1.1 In these Standing Orders unless inconsistent with the context:

FEDERATION means for the purposes of these Standing Orders, the New Zealand Principals' Federation (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 Orders 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 ORDERS

1.2.1 These Standing Orders 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 Orders.

1.3 NATIONAL PRESIDENT'S RULING FINAL

1.3.1 The National President shall decide all questions where these Standing Orders 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 ORDERS

1.4.1 After the adoption of the first Standing Orders, amendment of the Standing Orders shall require in every case a vote of three quarters of the members present and voting at an Annual General 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 give the notice required to members of the time and place appointed for holding each ordinary meeting and any special meetings.

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 15 (c) 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 Orders, 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 10.30pm.

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 order 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 Orders 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 Chairperson 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 Rule 1 of the Federation, and shall be recorded in the Minutes at the meeting authorising the sealing.

NEW ZEALAND PRINCIPALS' FEDERATION

ANNUAL GENERAL MEETING

Minutes of the 25th Annual General Meeting held on 28 June 2006
at the Pettigrew Green Arena, Taradale, Hawke's Bay

Starting time:	1.30pm		
PRESIDENT:	President P. Newman in the chair		
KARAKIA:	Tauri Morgan		
IDENTIFICATION OF MEMBERS:	All members indicated same by show of hands		
ESTABLISHMENT OF QUORUM:	President indicated that those present exceeded the quorum required (50).		
ACKNOWLEDGEMENT:	Life members present: Tauri Morgan, Tom Brown. President P. Newman acknowledged and welcomed Ian Sloane, Nola Hambleton, Greg Day and Ann Glover.		
APOLOGIES:	P. Simpson, M. Fitchett, J. Earle, L. Bonallack, A. Blair, J. Le Sueur,		
	MOVED "That the apologies be accepted".		
	J. Hepburn/M. East	AGREED	
CONFIRMATION OF STANDING ORDERS:	MOVED "That the standing orders be accepted"		
	P. Ford/N. Hambleton	AGREED	
ADOPTION OF AGENDA:	MOVED: "That the agenda, as amended with the deletion of General Business, be adopted"		
	B. Hambleton/J. Hanna	AGREED	
MINUTES:	MOVED: That the minutes of the 24th Annual General Meeting be confirmed."		
	J. Lightfoot/P. Ford	AGREED	
MATTERS ARISING:	Nil		
CORRESPONDENCE:	Nil		
PRESIDENT'S REPORT:	President P. Newman As presented.		
	MOVED: "That the President's report be adopted"		
	President P. Newman	AGREED	
FINANCIAL REPORT:	Treasurer G. Lovegrove As presented.		

MOVED: "That the audited Financial Report, year ending 2005, be adopted."

G. Lovegrove/ K. Macleay AGREED

MOVED: "That the firm of Grant Thornton be re-appointed as auditors for the 2006 financial year"

G. Lovegrove/B. Hambleton AGREED

MEMBERSHIP SUBSCRIPTION PROPOSAL:

Moved "That the annual subscription be raised by 7.1% - 11.1%, as follows:-

**U1 to increase to \$150
U2 to increase to \$190
U3 to increase to \$230
U4 to increase to \$270
U5 to increase to \$310
U6 to increase to \$350
U7+ to remain at \$350"**

G. Lovegrove/E. Buutveld CARRIED

Discussion points and questions included increased services, increased staffing, research facilities/personnel.

ACKNOWLEDGEMENT OF RETIRING EXECUTIVE MEMBERS:

President, P. Newman paid tribute to the work of Kelvin Squire and Madeleine East.

ANNOUNCEMENTS:

AWARDS

Don Le Prou: Recipients for 2006 are Ian Burnell, Sharon Campbell, Carmel Casey, Eden Chapman, Jillian Gallagher, Laura Hawksworth, Pravin Maharaj, Mike Malcolm, Para Meha, Jon Mokotupu, Fiona Morice, Michelle North, Ngaire Paki, Stephen Soutar, Meredith Sutherland, Tony White, Kelvin Woodley.

Selection of venue for Conference 2009

That NZPF Conference 2009 be held in Palmerston North and organised by the Manawatu Principals' Association.

G. Lovegrove/J. Hepburn AGREED

NEXT ANNUAL GENERAL MEETING:

President, P. Newman invited all members to meet in Auckland at the Aotea Centre on Sunday, 1 April 2007 for the next Annual General Meeting.

CLOSURE:

Tauri Morgan closed with a prayer.

The President closed the 25th Annual General Meeting at 2.35 pm.



NEW ZEALAND PRINCIPALS' FEDERATION

PRESIDENT'S REPORT

I am delighted to present the President's report for the Annual General Meeting of the New Zealand Principals' Federation.

We remain a strong advocate for principals, schools and the education of our young people.

Our Mission Statement

The Federation will provide leadership, advocacy and support for principals in their professional role.

We are now the first call when the media wants a response from the education sector.

NZPF meets regularly with the Minister of Education, the Secretary for Education, the Chief Review Officer, the Leader of the Opposition and the Opposition Spokesperson for Education. We also represent principals on every reference group to do with education. The priorities, concerns and opinions of you, our members, inform our actions at these forums.

Our new office in Brandon Street has now been in operation for over a year and is ideally placed for meetings with principals and education sector leaders.

Our priorities for 2007 include:

- Focus on Leadership Developments
- Recognition that school leaders do make a difference in creating effective schools
- Principal Wellbeing
- Increase in the operations grant that recognises the real cost of running a school
- Recognition that all schools need competent office managers
- Reduction in compliances
- Help with behaviourally disturbed children

NZPF Core Beliefs

- Advocacy for principals should always be consistent with the best interests of all children.
- Empowering principals in their leadership role is critical to the quality of education in New Zealand.
- Maintaining a professional organisation is important for advancing educational aims in New Zealand schools.
- There should be equity of access to quality lifelong learning for all students and teachers.

This requires adequate State funded resourcing, co-ordinated social policy, and highly skilled professionals.

You have elected fifteen principals to represent you on the Executive. These people are professional, passionate about education, hardworking and always go beyond what is asked of them. They are a wonderful team of people and I am privileged to work with them, as we are a team in the true sense of the word. As well as serving as a principal of a school and a member of the full executive these people have committee responsibilities. These committees have an action plan for the year and represent you on reference groups to do with their committee responsibilities.

I have listed the committees and their functions for this year.

Current & Future Directions/Policy & Constitution Team

- **Paddy Ford**
- **Geoff Lovegrove**
- **Barry Hambleton**

To develop and review NZPF policies and to formulate and advocate amendments intended to improve or update the constitution.

To develop relationships with political parties and politicians.

Develop new initiatives to generate debate on the future direction for NZPF as a professional organisation.

School Management Team

- **Julie Hepburn**
- **Jacqui Duncan**
- **Paul Drummond**

To develop, progress and monitor issues/initiatives

- Curriculum
- Assessment
- Student Management Systems
- NEMP
- SPARC (sport & recreation)
- Education Outside The Classroom
- Literacy
- Numeracy
- Financial Planning & Resourcing

Professional Leadership Team

- **Liz Millar**
- **Marion Fitchett**
- **Peter Simpson**
- **David Ellery**

To develop, progress and monitor issues/initiatives to do with professional leadership including:

- Professional Development
- Leadspace – PEN
- Appointments/Appraisals
- Professional Standards for Principals
- Career Pathways
- Aspiring Leaders – AP/DP
- Kiwi Leadership Framework
- Leadership knowledge, skills and attributes

New Initiatives/Issues/Principal Support/Hauora Team

- **Ernie Buutveld**
- **Pat Newman**
- **Colleen Murray**
- **Peter Witana**

To filter new/emerging issues as they arise that do not necessarily fit one of the other teams, or can be handled quickly.

To develop, progress and monitor issues/initiatives to do with Principal Support/Hauora including:

- Helpline
- Legal Benefits
- Special Needs
- Students at Risk
- Rural/Remote
- Workload
- Compliance Reduction

Business Partners Team

- **Barry Hambleton**
- **Colleen Murray**
- **Peter Simpson**
- **David Ellery**

Special thanks must go to Pat Newman, Past President; Paddy Ford, Vice President; Geoff Lovegrove, Treasurer (*and treasure*); Colleen Murray, National Secretary; Marion Fitchett, Editor of our magazine *New Zealand Principal* and Ernie Buutveld, Membership Convenor.

Thanks also to retiring Past President, Kelvin Squire who has contributed greatly to NZPF and New Zealand education; Madeleine East, Executive member, currently ICP/NZPF Conference Convenor and Mark Ellis, Executive member.

Highlights for the year have been:

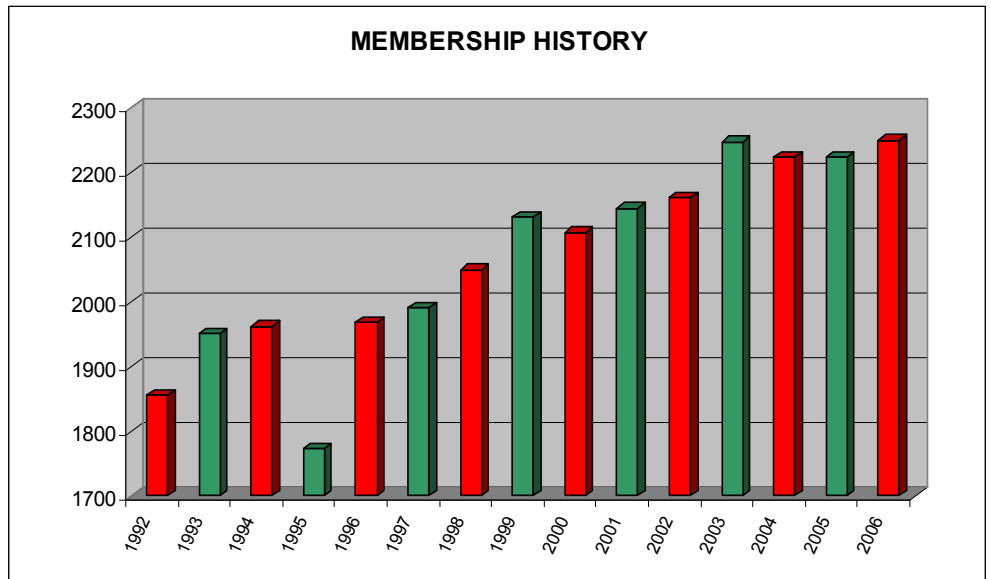
- National Conference 2006 held in Napier, excellent speakers, professional programme, well organised and a wonderful opportunity for professional development as well as networking amongst our members.
- Moot 2007 held on 23 February. This was a very professional day for presidents of local principals' associations. Members welcomed the positive speeches made by the Minister of Education, Hon Steve Maharey and the Secretary for Education, Karen Sewell.

The Moot also provided the chance for participants to have an in-depth discussion at each table led by our Professional Leadership team.

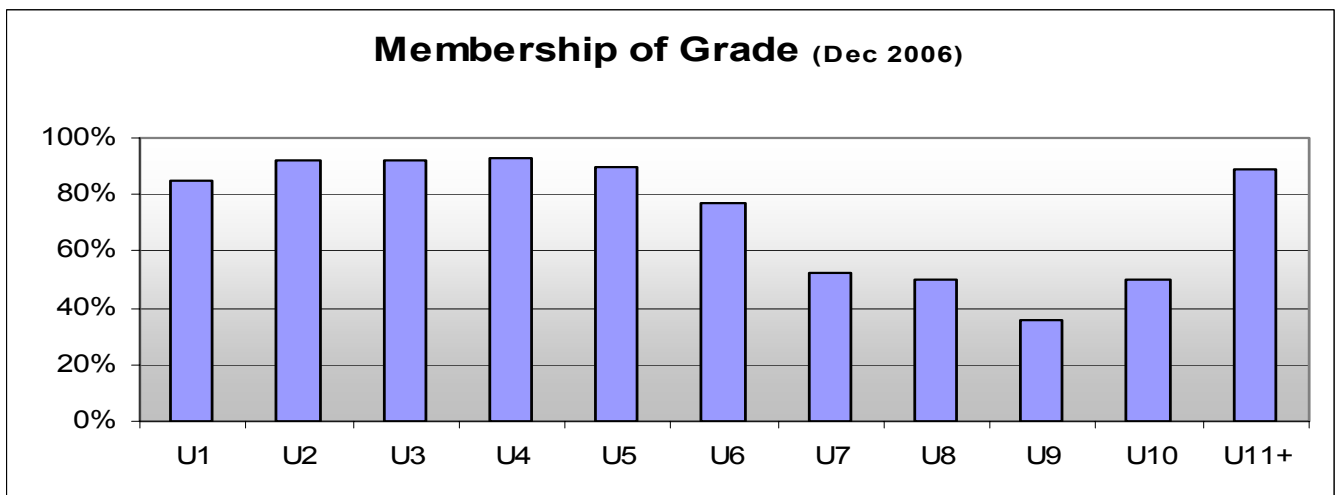
Local issues were discussed and reported on. These have been collated with the discussion findings and are available on our website www.nzpf.ac.nz

MEMBERSHIP STATISTICS

<i>Membership Data</i> (as at 31 Dec)	
1992	1856
1993	1951
1994	1962
1995	1774
1996	1969
1997	1992
1998	2050
1999	2132
2000	2108
2001	2145
2002	2162
2003	2248
2004	2224
2005	2224
2006	2250

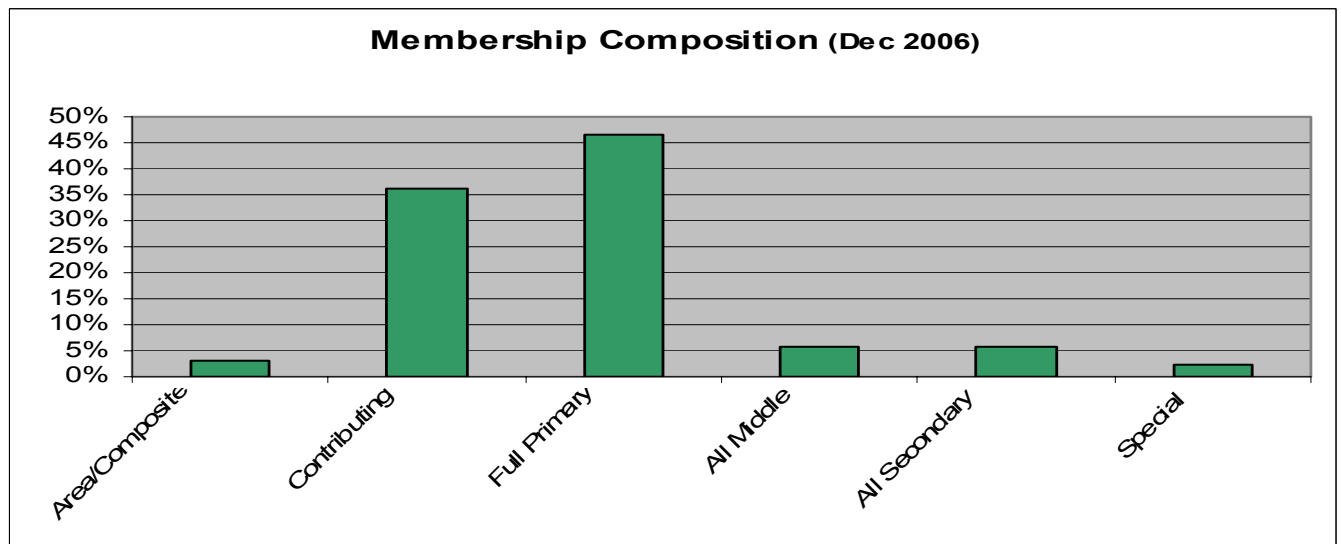
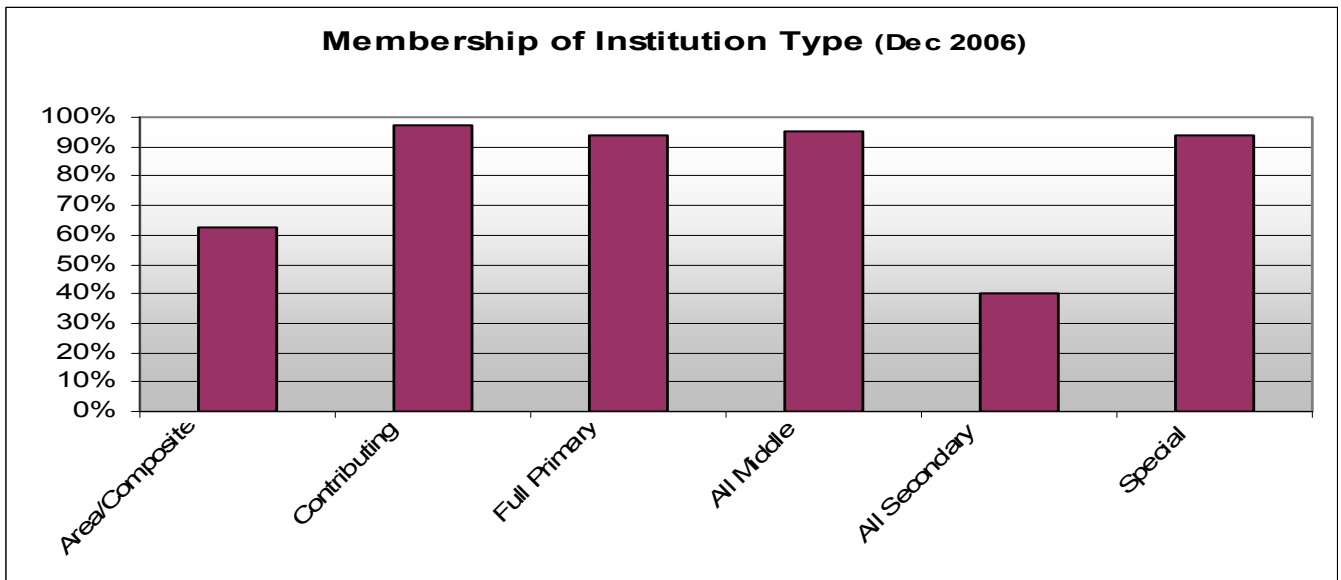


<i>Comparison 1999 – 2006 ~ Grades as % of Total Membership</i>								
Grade	U 1	U 2	U 3	U 4	U 5	U 6	U 7+	Totals
1999	15%	15%	11%	27%	22%	9%	1%	100%
2000	14%	15%	11%	27%	24%	9%	1%	100%
2001	14%	15%	12%	27%	22%	9%	1%	100%
2002	16%	16%	11%	27%	19%	9%	2%	100%
2003	16%	16%	11%	27%	19%	9%	2%	100%
2004	16%	15%	12%	26%	19%	9%	3%	100%
2005	15%	15%	12%	26%	20%	9%	3%	100%
2006	15%	15%	11%	26%	20%	9%	4%	100%
Members	334	336	249	581	443	200	93	2236
Possible	394	366	271	625	495	259	173	2583
Percentage	85%	92%	92%	93%	89%	77%	54%	87%
Non Members	60	30	22	43	52	59	80	346



Sector representation as at 31 December 2006... (May 2006 comparison)

- 88% of all state/integrated New Zealand schools are members (+10%)
- 97% of contributing schools (+7%)
- 96% of intermediate/middle schools (+10%)
- 94% of special schools (+14%)
- 94% of full primary schools (+10%)
- 62% of area/composite schools (+5%)
- 40% of secondary schools (+11%)



<i>Subscription Income (GST Inclusive)</i>									
1997	1998	1999	2000	2001	2002	2003	2004	2005	2006
\$270 680	\$279 312	\$401 784	\$433 819	\$439 255	\$440 133	\$455 021	\$451 021	\$456 579	\$461 332

This year we are looking forward to:

- The International Confederation of Principals' (ICP) Conference hosted by NZPF and run by NZPF and the Auckland Primary Principals' Association (APPA) assisted by the Secondary Principals' Association of New Zealand (SPANZ). This is a unique opportunity for principals to hear international speakers of the highest calibre, to celebrate New Zealand education and to network with over 1600 colleagues from around the world.
- Celebrating Education Week May 21 – 25
- Acknowledgement of the importance of the work done by principals in lifting student achievement
- Positive media statements about education
- An improvement in the health and wellbeing of principals
- A significant increase in our operating grant
- Reduction and removal of compliances that have nothing to do with the education, health and safety of our young people


I am enjoying the chance to meet with principals and to discuss their challenges and successes.

To be a principal is a wonderful job, the best in the world.....

I like this quote that sums up principalship and the New Zealand Principals' Federation:

“Our schools can be wonderful places of enchantment and creativity, opening doorways to new ways of perceiving, new ways of being; but they are most of all places of exquisite hope in the possibility of the future, in the possibility of people ... this means we have to choose what is seen to matter and then go out and collectively begin to move towards achieving it.”

(Clarke, 2000)

A handwritten signature in cursive script that reads "Judy Hanna". The signature is written in black ink on a light-colored background.

Judy Hanna
National President

NEW ZEALAND PRINCIPALS' FEDERATION

FINANCE REPORT Year Ending 31 December 2006

The NZPF can report another successful financial year for 2006. The following pages give an overview of the financial performance of the organisation including trading activities, financial position and audited accounts.

SUMMARY: We carried forward a surplus, and 2006 has again produced a moderate surplus for the Federation. This leaves us with a good result for the year. Our reserves total approx \$250,000, (equating to approx 4 months operating costs; considered a satisfactory minimum).

<u>INCOME</u>	(Rounded figures):	<u>% of total</u>
	Trading Operations (Net)	26,300 2.7%
	Business Partnerships	268,000 27.8%
	Membership Subscriptions	461,300 47.8%
	Schooling Strategy Contract	52,900 5.5%
	ICP Conference Income	77,800 8.1%
	Returned Seeding Grant	15,000 1.6%
	Interest	26,700 2.8%
	Spec Projects Income	28,900 3.0%
	Sundry	7,800 0.8%
	TOTAL	964,800

<u>EXPENDITURE</u>	(Grouped, Rounded figures):	
	National Office (inc salaries)	349,200 39.7%
	Membership Services	89,300 10.2%
	Executive Management	249,300 28.4%
	Conference (incl Stands)	89,200 10.1%
	International (Inc ICP Conf)	101,700 11.5%
	TOTAL	878,700
	Net Surplus Before Tax	\$86,170
	Net Surplus After Tax	\$77,122

WHAT WAS DIFFERENT IN 2006?

- **Net profit from Printed Forms down \$6,000**
- **Business Partnership income up \$20,000**
- **Income from Anne Davies Speaking Tour (\$52,000 in 2005) *balanced* by income from Schooling Strategy Project (\$53,000 in 2006)**

CONCLUSION: NZPF continues to receive nearly 30% of its revenue from Business Partnerships, and this makes a significant contribution to the range of services available to members. We appreciate our business partners' ongoing commitment to education, and to the work of New Zealand Principals. Our Business Partnership Team works hard to maintain an excellent relationship with our corporate partners and I thank them for their efforts.

My special thanks to Office Manager Nelda Hotop for her excellent management of our accounts, and for ensuring executive members are kept fully informed and up to date with our financial position. We enter 2007 with confidence and optimism.

Motion: That the audited financial report be adopted

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

Geoff Lovegrove
Treasurer

NEW ZEALAND PRINCIPALS' FEDERATION (INC)

FINANCIAL REPORT

For the Year Ended 31st December 2006

CONTENTS

1	Auditors Report
2	Trading Account
3	Statement of Financial Performance
4	Statement of Movement in Equity
5	Statement of Financial Position
6-7	Notes to the Financial Statements

NEW ZEALAND PRINCIPALS' FEDERATION (INC)

**TRADING ACCOUNT
For The Year Ended 31st December 2006**

	2006	2005
	\$	\$
Sales	41,004	50,021
Less: COST OF GOODS SOLD		
Opening Stock	9,112	23,139
Cost of Printing	21,554	3,711
Stock Write Down	-	-
	<u>30,666</u>	<u>26,850</u>
Closing Stock	<u>(16,006)</u>	<u>(9,112)</u>
TOTAL COST OF SALES	<u>14,661</u>	<u>17,738</u>
GROSS PROFIT FROM TRADING	<u><u>\$26,343</u></u>	<u><u>\$32,283</u></u>

The notes form part of and are to be read in conjunction with these financial statements.

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NEW ZEALAND PRINCIPALS' FEDERATION (INC)
STATEMENT OF FINANCIAL PERFORMANCE
For The Year Ended 31st December 2006

	2006	2005
	\$	\$
GROSS PROFIT FROM TRADING	26,343	32,283
OTHER INCOME		
Boardroom Rental	756	-
Interest Received	26,713	20,453
Legal Benefits	2,982	2,820
MOE Contract	52,914	-
National Conference	-	55,956
National Conference Seeding Grant	15,000	-
PLC Seeding Funding	-	10,000
Speakers Tours	-	52,420
Sponsorship	265,000	244,501
Subscriptions	461,333	456,579
ICP Conference Income	77,778	124,445
Special Projects Income	28,913	-
Sundry Income	7,073	4,922
TOTAL INCOME	964,805	1,004,378
Less: EXPENSES		
ACC Levy	254	207
Accounting Fees	2,295	2,460
Audit Fee	4,112	4,000
Awards	11,454	20,000
Bank Charges	843	803
Depreciation	21,163	13,577
Executive Expenses	12,050	13,856
Head Office Expenses	158,468	108,325
Honoraria	37,500	37,500
ICP Conference	62,222	-
Insurance	4,529	4,719
Interest	506	-
International Relationships	17,132	13,716
Legal Expenses	4,236	2,385
Loss on Sale or Disposal	-	13,003
Meeting Expenses	42,816	60,908
Membership Support	39,908	66,860
Miscellaneous	3,488	107
Moot	8,419	6,641
National Conference	38,651	151,208
National Conference Seeding Grant	5,000	10,000
Overseas Conferences	22,350	13,284
Professional Development	161	-
Presidential Support	123,941	120,187
Principals Learning Centre	-	10,000
Relief Reimbursement	14,285	14,222
Research	7,492	-
Special Projects	17,757	10,500
Sponsorship	45,500	36,000
Stationery, Stamps, Telephone & Tolls	29,410	24,982
Travel & Reimbursements	142,693	112,870
TOTAL EXPENDITURE	878,635	872,320
NET SURPLUS/(DEFICIT) BEFORE TAX	86,170	132,058
Less Tax Expense	9,048	7,092
NET SURPLUS/(DEFICIT) AFTER TAX	77,122	124,966

The notes form part of and are to be read in conjunction with these financial statements.

NEW ZEALAND PRINCIPALS' FEDERATION (INC)
STATEMENT OF MOVEMENTS IN EQUITY
For The Year Ended 31st December 2006

	2006	2005
	\$	\$
Net Surplus/(Deficit) for period	77,122	124,966
Accumulated Funds at 1 January	<u>661,279</u>	<u>536,313</u>
Accumulated Funds at 31 December 2006	<u><u>\$738,402</u></u>	<u><u>\$661,279</u></u>

The notes form part of and are to be read in conjunction with these financial statements.

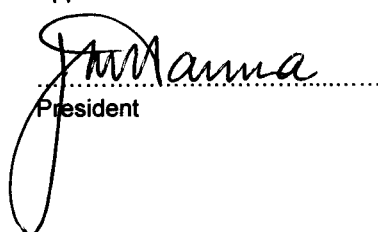
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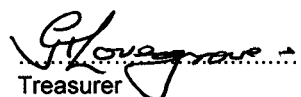
NEW ZEALAND PRINCIPALS' FEDERATION (INC)
STATEMENT OF FINANCIAL POSITION
As at 31st December 2006

	2006	2005
	\$	\$
CURRENT ASSETS		
Head Office Imprest Account	200	200
Expenses Float	600	600
Accounts Receivable	51,209	17,119
Westpac main account	85,376	48,164
Westpac Term Deposits	250,000	251,360
GST Receivable	-	8,011
Accrued Income	7,365	12,137
Prepayments	29,274	28,131
Provision for Taxation	6,733	-
Stock on Hand	16,006	9,112
TOTAL CURRENT ASSETS	<u>446,763</u>	<u>374,834</u>
Less: CURRENT LIABILITIES		
Accounts Payable	56,072	42,875
Provision for Taxation	0	3,345
Gst Payable	10,520	0
Funds Held in Trust	6 0	13,333
TOTAL CURRENT LIABILITIES	<u>66,592</u>	<u>59,553</u>
WORKING CAPITAL	380,171	315,281
NON-CURRENT ASSETS		
Fixed Assets (as per schedule)	4 <u>358,231</u>	<u>345,998</u>
TOTAL NON-CURRENT ASSETS	<u>358,231</u>	<u>345,998</u>
NET ASSETS	<u><u>\$ 738,402</u></u>	<u><u>\$ 661,279</u></u>
 REPRESENTED BY:		
 ACCUMULATED FUNDS	 <u><u>\$738,402</u></u>	 <u><u>\$661,279</u></u>

Approved



 President



 Treasurer

The notes form part of and are to be read in conjunction with these financial statements.

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NEW ZEALAND PRINCIPALS' FEDERATION (INC)
NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended 31st December 2006

1) STATEMENT OF ACCOUNTING POLICIES

These are the financial statements of New Zealand Principals' Federation.
This is an incorporated society registered under the Incorporated Societies Act 1908.

1.1 Measurement System

The accounting principles recognised as appropriate for the measurement and reporting of earnings and financial position on a historical cost basis are followed by this entity.

1.2 Specific Accounting Policies

The following specific accounting policies which materially affect the measurement of financial performance and financial position have been applied:

Fixed Assets and Depreciation

Fixed assets are stated at cost less aggregate depreciation.
Depreciation has been charged on a Diminishing Value basis over the useful life of the assets.

Asset	Rate
Apartment Building	3%
Computer equipment	25 - 48%
Office Equipment	10-25%
Office Furniture	10 - 25%

Stock on Hand

Stock has been valued at the lower of cost, determined on a first-in first-out basis, and net realisable value, after making due allowance for obsolete or damaged stock. Stock has been valued on a basis consistent to last year.

Accounts Receivable

Accounts receivable is stated at estimated net realisable value.

Grants Received

Grants are matched by accruals basis to the period in which they were accrued.

Goods & Services Tax

New Zealand Principals' Federation is registered for GST and the accounts have been prepared on a GST exclusive basis, except for accounts receivable and accounts payable which are GST inclusive.

Differential Reporting

New Zealand Principals' Federation qualifies for differential reporting by virtue of its size and lack of public accountability.

New Zealand Principals' Federation has taken advantage of all available differential reporting exemptions.



NEW ZEALAND PRINCIPALS' FEDERATION (INC)
NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended 31st December 2006

1.3 Changes in Accounting Policies

There have been no changes in accounting policies. All policies have been applied on bases consistent with those used in previous years.

2) CAPITAL COMMITMENTS AND CONTINGENT LIABILITIES

There are no capital commitments as at 31 December 2006 (2005: Nil).

There are no contingent liabilities as at 31 December 2006 (2005: Nil).

A security of \$30,000 is held over the rental agreement

3) LEASEHOLD COMMITMENTS	2006	2005
Due < 1 year	60,115	60,115
Due 2-5 years	225,432	240,460
Due > 5 years	-	45,087
Total Lease Commitments	<u>\$285,547</u>	<u>\$345,662</u>

4) FIXED ASSETS

31/12/2006	Cost	Accumulated Depreciation	Book Value	Current Year Depreciation
Land and Buildings	250,388	19,619	230,769	3,842
Chattels	1,317	142	1,175	131
Furniture and Fittings	32,134	7,883	24,251	2,398
Office Equipment	22,109	12,662	9,447	2,551
Leasehold Improvements	87,210	9,515	77,695	8,022
Computer Hardware	53,804	39,465	14,339	3,723
Computer Software	4,400	3,845	555	496
	<u>451,362</u>	<u>93,131</u>	<u>358,231</u>	<u>21,163</u>

31/12/2005	Cost	Accumulated Depreciation	Book Value	Current Year Depreciation
Land and Buildings	250,388	15,777	234,611	3,991
Chattels	1,317	11	1,306	11
Furniture and Fittings	18,987	5,485	13,502	587
Office Equipment	15,797	10,111	5,686	1,899
Leasehold Improvements	84,070	1,493	82,577	1,493
Computer Hardware	43,007	35,742	7,265	4,885
Computer Software	4,400	3,349	1,051	669
	<u>417,966</u>	<u>71,968</u>	<u>345,998</u>	<u>13,535</u>

5)

	2006	2005
Assessable Income from Activities	1,704	2,037
Interest Received	26,713	20,453
Less Deduction for Non Profit Status	1,000	1,000
Taxable Income Before Non Profit Deduction	<u>27,416</u>	<u>21,491</u>
Taxation at 33%	-9,047	-7,092
Opening Taxation Asset/(Liability)	-3,345	250
Refund received/Taxation Paid	3,855	261
Provisional Tax paid	4,042	-
Resident Withholding Tax	11,228	3,236
Closing Taxation Asset	<u>6,733</u>	<u>-3,345</u>

6) Funds Held In Trust

In 2005 NZ Principals Federation has set aside funds for financing the UNESCO Values Project to the value of \$15,000 inclusive GST. This project was completed in 2006.



**AUDIT REPORT
TO THE MEMBERS OF THE
THE NEW ZEALAND PRINCIPALS FEDERATION INC**

We have audited the financial report on pages 2 to 7. The financial report provides information about the past financial performance of the New Zealand Principals Federation Inc and its financial position as at 31 December 2006. This information is stated in accordance with the accounting policies set out on page 6.

Executives' Responsibilities

The Executive is responsible for the preparation of a financial report which fairly reflects the financial position of the New Zealand Principals Federation Inc as at 31 December 2006 and the results of operations for the year ended on that date.

Auditors' Responsibilities

It is our responsibility to express to you an independent opinion on the financial report presented by the Executive.

Basis of Opinion

An audit includes examining, on a test basis, evidence relevant to the amounts and disclosures in the financial report. It also includes assessing:

- the significant estimates and judgements made by the Executive in the preparation of the financial report, and
- whether the accounting policies are appropriate to the Federation's circumstances, consistently applied and adequately disclosed.

We conducted our audit in accordance with New Zealand Auditing Standards. We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to obtain reasonable assurance that the financial report is free from material misstatements, whether caused by fraud or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial report.

Grant Thornton provides taxation advice to the New Zealand Principals Federation. Other than in our capacity as auditor we have no other relationship with, or interests in, the New Zealand Principals Federation Inc.

Unqualified Opinion

We have obtained all the information and explanations we have required.

In our opinion the financial report on pages 2 to 7 fairly reflects the financial position of the New Zealand Principals Federation Inc as at 31 December 2006 and the results of its operations for the year ended on that date.

Our audit was completed on 7 March 2007 and our unqualified opinion is expressed as at that date.



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NEW ZEALAND PRINCIPALS' FEDERATION (INCORPORATED)

Constitution and Rules

(These rules rescind all previous rules)

1 NAME:

The name of the Society shall be '*The New Zealand Principals' Federation Incorporated*'

2 INTERPRETATION:

In these rules, except when a contrary intention appears;

'Federation' means the New Zealand Principals' Federation Incorporated

'AGM' means the Annual General Meeting

'Act' means the Incorporated Societies Act 1908

3 OBJECTS:

The 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
- f) Respect and recognise the Principles of the Treaty of Waitangi in the context of the objects of the Federation

Subject to these rules and to the Act the Federation shall have the rights powers and privileges of a natural person

4 Registered Office:

The Registered Office shall be at such a place in New Zealand as the Executive may from time to time decide.

5 Common Seal:

- a) The Common Seal of the Federation shall be that adopted by the Executive who shall be responsible for its safe custody and control.
- b) Whenever the Common Seal of the Federation is required to be affixed to any deed, document or other instrument, the seal shall be affixed pursuant to a resolution of the Executive or of a General Meeting of the Federation, by any two members of the Executive.

6 Winding Up:

- a) If New Zealand Principals' Federation shall be dissolved or shall resolve to cease to exist then, notwithstanding any other provision contained within these Rules or Constitution, the residue of any funds, assets, investments or other property vested in the Trustees of the Federation as may remain after payment of all liabilities, costs and expenses shall be disposed of in such a manner and at such time as the National Executive, or such of them as shall remain, may determine after taking into consideration and having regard to any special directions of the Federation, provided however neither the Trustees of the Federation, any member of the Federation, nor any member of an Association directly or indirectly affiliated with the Federation shall benefit directly or indirectly by the disposal of the residue of the aforementioned property but those funds shall be applied to a purpose that is in law a public charitable purpose in New Zealand, and has as its object the improvement of the leadership of Schools in New Zealand.
- b) No benefit or advantage whether or not convertible into money or any income of any kind shall be afforded to, or received, gained, achieved or derived by any of the persons specified in paragraphs (i) to (iv) of the second proviso to section C B 4 (i) (e) of the Income Tax Act 1994, or any enactment in amendment therefore in substitution therefore, where that person is able, by virtue of that capacity as such a person specified therein, in any way (whether directly or indirectly) to determine or to materially influence in any way the determination of, the nature or the amount of that benefit or advantage or that income or the circumstances in which it is or is to be so received, gained, achieved, afforded or derived, except as specifically exempted by that section and save reasonable remuneration for services performed.
- c) Notwithstanding anything in these Rules, no proposed amendment shall be entertained, and no amendment that may be adopted shall have any force or effect, if and in so far as it purports to amend this Rule or to authorise the application to any purpose that is not in law a public charitable purpose in New Zealand of the New Zealand Principals' Federation, or other property that may at any time be vested in the Federation in Trust for a public charitable purpose.

7 Alteration of Constitution:

- a) This constitution may be altered, added to, rescinded or otherwise at an Annual General Meeting provided that 14 days notice, in writing, has been given to all members, of the proposed changes.
- b) Alterations, additions or decisions shall require a resolution passed by a two thirds majority of those present and voting at the Annual General Meeting of the Federation.
- c) 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.

8 Notices to Members:

Every notice required to be given to members (including members of the Executive) or any one of them shall be deemed to have been delivered if posted in a pre-paid letter addressed to the member at his/her last home address known to the Federation, or if sent

by facsimile transmission or email or other technological means to the member's school or last home/email address known to the Federation.

9 Standing Rules:

- a) Standing Rules shall be published annually in any AGM 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 National Executive.

10 Membership:

- a) Grades of Membership

There shall be two Grades of membership

(a1) Full Membership

(a2) Life Membership

- b) Full Members are entitled to all the privileges of the Federation. Full membership is obtained by the payment of the Annual Subscription of the Federation. The due date for Subscriptions is February in each year.
- c) Full members may stand for Election to the National Executive, or nominate and second a candidate for election to National Executive.
- d) Where the subscription is paid on or before a stated day in May the member will be included on the supplementary roll and if received between May and June may claim a special vote as in the Policy and Procedures for Postal Voting.
- e) Only Principals of schools and educational institutions shall be eligible for membership.
- f) Any member wishing to resign from the Federation shall give notice in writing to the Executive to that effect.
- g) The Annual Subscription to the Federation shall be calculated on a differential basis.
- h) Members wishing to dispute the level of subscription charged, may appeal the matter to the National Executive. The decision of the National Executive in deciding the appeal shall be final.
- i) Awards to Members: Life Membership, Associate of NZPF and Service with Distinction will be conferred according to policy and procedures of NZPF.

11 Funds and Properties

- a) The funds, properties and assets of the Federation shall be under the control of the Executive.
- b) All monies received by or on behalf of the Federation shall be banked (and/or invested) to the credit of the Federation in an account with such Bank or Banks as the Executive may from time to time determine.

- c) Any two persons as determined by the Executive may sign and endorse cheques and banking instruments at the direction of the Executive and on behalf of the Federation.
- d) The Executive shall have the power to borrow or raise or give security for money by the issue of or upon bonds, debenture stock, bills of exchange, promissory notes or other obligations or securities of the Executive by mortgage or charge upon all or any part of the property of the Executive or without security and upon terms as to priority or otherwise as the Executive may think fit.
- e) The Federation shall appoint an Auditor for the ensuing year at each Annual General Meeting. Such Auditor shall be a practising member of the New Zealand Society of Accountants.
- f) The record of the accounts and reports on NZPF finance shall be available at NZPF National Office.

12 Election of National Executive:

- a) The President of the Federation shall be elected annually by a postal ballot of members. Their release from school duties for that period of time shall be negotiated with their Board of Trustees.
- b) The office of Immediate Past President shall be held by the outgoing President of the Federation. If that person shall not be available for appointment, the National Executive shall allocate the position to an otherwise qualified member of the Federation.
- c) A Vice-President shall be elected annually by a postal ballot of members.
- d) The following shall be elected annually by a Postal Ballot of members
 - Secretary
 - Treasurer
 - Ten further members to be known as National Executive members
- e) The newly elected National Executive shall appoint people to positions of responsibility to ensure that NZPF operations are carried out effectively and efficiently.
- f) Any member of the National Executive who:
 - i) Gives notice of resignation in writing; or
 - ii) Absents him/herself from three (3) consecutive meetings of the National Executive without leave or sufficient reason; or
 - iii) Dies, or ceases to be a member of the Federation as defined in this constitution
 - iv) Becomes Bankrupt or is convicted of any Indictable Offence as defined by the Crimes Act 1961 and its subsequent amendments; or
 - v) 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 hereinafter provided.

- g) Where a vacancy occurs in National Executive within a period of three calendar months from the date of calling for Nominations for the Executive Positions, the National Executive may decide whether to fill the position, or to await the next regular election.
- h) If the position to be filled is that of one of the ten Executive Members, 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 unexpired term of office.
- i) Where the position vacant is that of President, the Executive shall appoint the Immediate Past President to fill the unexpired term.
- j) Where any of the positions of Immediate Past President, Vice-President, Secretary, or Treasurer becomes vacant, the Executive may appoint from their number and then proceed to appoint a new Executive member.
- k) All newly elected National Executive will commence duties on the first day of the calendar year.

13 Duties of Elected Officers

- a) **President**
The President shall be the Chief Spokesperson and administrative leader of the Federation. She/he shall be ex officio a member of any committee or sub-committee set up by the Federation or the Executive. The President or nominee shall be entitled to represent the Federation at such conferences or meetings as directed in policy and procedures.
- b) **Immediate Past-President**
She/he shall act as an assistant to the President
- c) **Vice-President**
She/he shall act as an assistant to the President
- d) **National Secretary**
The Secretary shall keep all minutes of all General Meetings and AGM Meetings and others as directed by policy and procedures and shall oversee the process for the election of the National Executive
- e) **Treasurer**
The Treasurer shall be responsible for ensuring that systems are in place for the receiving, recording and banking of all monies received by the Federation and for paying all amounts as approved by the Executive. The Treasurer shall ensure that in each and every Calendar year, a Budget for the Income and Expenditure of the funds of the Federation is introduced, discussed and accepted. The Treasurer shall ensure that accurate records of the financial transactions of the Federation are kept and shall arrange for final accounts to be prepared for presentation to the Annual General Meeting.

14 Powers of the Executive

Except as provided by these rules the Executive may regulate its own procedures

15 Meetings

- a) Meetings shall be conducted according to Standing Rules.
- b) Eight elected members shall be a quorum at all meetings of the Executive.
- c) At all Meetings of the Executive, the President, or in her/his absence, the Vice President shall take the Chair and in the absence of both, the Immediate Past President. The Chairperson shall have one deliberative and one casting vote. Each member of the Executive present shall have one vote. Voting shall be by show of hands unless otherwise called for and agreed to by a majority at the meeting.
- d) A special meeting of the Executive shall be held within one month of the receipt by the President of a notice, signed by at least six members of the Executive, calling for such a meeting.
- e) General Meetings or Referenda may be called at any time by the Executive and shall otherwise be called by the Secretary upon the requisition in writing of one hundred (100) members of the Federation stating the purpose for which the meeting or Referendum is required and any meeting or Referendum shall be held within two months of the date of such requisition.
- f) The Secretary shall give at least twenty one (21) days notice to all members of the holding of a General Meeting or Referendum and such notice shall specify the nature of the business to be transacted or poll to be taken.

16 AGM

- a) The AGM will be held in conjunction with the Annual Conference
- b) The AGM will be conducted according to policy and procedure following a mandatory 21 days notice to members
- c) The purpose of the AGM is to be as follows:
 - i) To receive reports and audited balance sheet and statement of accounts for the preceding year
 - ii) To consider and conduct such other business as may properly be brought forward
 - iii) To consider resolutions from members

17 The Annual Conference of the Federation

- a) The NZPF Annual Conference will be organised according to policy and procedure as directed by National Executive
- b) All proposals for hosting future conferences must be submitted to the NZPF National Executive three months prior to any AGM

- c) The venue for future conferences will be approved by AGM on the recommendation of National Executive

This '**Constitution and Rules**' was adopted at the Annual General Meeting of the New Zealand Principals' Federation (Incorporated) held in Dunedin in July 2005, and has been approved and recorded by the Registrar of Incorporated Societies in Auckland.

Printed and Published by Order of the National Executive.

July 2005

