ANNUAL GENERAL MEETING 2015

Thursday 2 July 2015  4.00 pm
Conference Room, Shed 6, Queen’s Wharf, Wellington
Mission Statement

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

Vision

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

National Executive
President
Denise Torrey
Vice President
Iain Taylor
Past President
Philip Harding
Secretary
Julie Hepburn
Finance Convener
Karen Brisco
Executive Members
Enosa Auva’a
Graeme Barber
Gavin Beere
Barbara Bowen
Kevin Bush
Whetu Cormick
Phil Palfrey
Debra Peck
Perry Rush
Cherie Taylor-Patel

Auditors
Grant Thornton
Level 15 Grant Thornton House
215 Lambton Quay
PO Box 10712
Wellington 6143

National Office
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PO Box 25380
Wellington 6146
National Executive

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Denise Torrey
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National Office
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Vice President
Iain Taylor
Principal
Manurewa Int
Auckland
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Past President
Philip Harding
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Executive
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Principal
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Executive
Kevin Bush
Principal
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Executive
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Principal
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Dunedin
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Executive
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Principal
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Auckland
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Executive
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Palmerston North
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Executive
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Principal
Island Bay School
Wellington
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Executive
Cherie Taylor-Patel
Principal
Flanshaw Rd School
Auckland
Ph 09 834 7224
cherie.taylor-patel@nzpf.ac.nz
# Life & Associate Members

## Life Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Year</th>
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<tbody>
<tr>
<td>Tom Brown MBE</td>
<td>1987</td>
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<tr>
<td>Ian Payne MNZM</td>
<td>1988</td>
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<tr>
<td>Don Le Prou (dec)</td>
<td>1989</td>
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<tr>
<td>Con Coffey</td>
<td>1990</td>
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<tr>
<td>Ken Morris</td>
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<td>John Boyens</td>
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<td>Ross Whimp (dec)</td>
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<td>Jean Packman</td>
<td>1995</td>
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<td>Dr David Stewart (dec)</td>
<td>2001</td>
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<td>John Cunningham QSM</td>
<td>2001</td>
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<td>Dick Connolly (dec)</td>
<td>2002</td>
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<td>Tauri Morgan</td>
<td>2004</td>
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<td>Marilyn Yeoman</td>
<td>2005</td>
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<td>Lester Flockton MNZM</td>
<td>2005</td>
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<td>Gavin Price</td>
<td>2009</td>
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<tr>
<td>Russell Young</td>
<td>2009</td>
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<td>Nola Hambleton MNZM</td>
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<td>Barry Hambleton</td>
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<td>Madeleine East MNZM</td>
<td>2012</td>
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<tr>
<td>Kelvin Squire</td>
<td>2014</td>
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<td>Geoff Lovegrove QSM</td>
<td>2014</td>
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## Associate Members

<table>
<thead>
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<th>Year</th>
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<tbody>
<tr>
<td>John Fleming</td>
<td>1999</td>
</tr>
<tr>
<td>Marilyn Yeoman</td>
<td>1999</td>
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<tr>
<td>Nola Hambleton MNZM</td>
<td>2001</td>
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<tr>
<td>Peter Whatt</td>
<td>2003</td>
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<tr>
<td>Ian Fox QSM</td>
<td>2004</td>
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<td>Geoff Lovegrove QSM</td>
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<td>Gavin Price</td>
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<td>Russell Young</td>
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<td>Jenny Earle</td>
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<td>Laurie Thew</td>
<td>2005</td>
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<tr>
<td>Madeleine East MNZM</td>
<td>2007</td>
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<tr>
<td>Kelvin Squire</td>
<td>2007</td>
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<td>Pat Newman</td>
<td>2009</td>
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<td>Judy Hanna</td>
<td>2009</td>
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<td>Paddy Ford</td>
<td>2012</td>
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<tr>
<td>Liz Millar</td>
<td>2013</td>
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<tr>
<td>Marion Fitchett</td>
<td>2014</td>
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<tr>
<td>Ernie Buutveld</td>
<td>2014</td>
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<tr>
<td>Peter Simpson</td>
<td>2014</td>
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</tbody>
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Service with Distinction

Ken Morris 1989
Joan Scanlan 1990
Alan Bond 1990
John Cornish 1990
Carl Olivercrona (dec) 1991
Grahame Smith 1993
Colin McCormack 1993
Kelvin Bennett 1993
Peter D’Ath 1994
Lorraine Nikera 1994
Christine Gardiner 1995
John Cunningham QSM 1996
Alan Upston 1996
Brian Davidson 2007
Alan Straker 2007
Harvey Porteous 2007

Murray Burton 2008
Bruce Robertson 2010
Paul Kennedy 2012
Perry Rush 2012
John Bangma 2012
Denise Torrey 2012
Philip Harding 2012

Past Presidents

Tom Brown MBE 1982-1984
Don Le Prou (dec) 1984-1987
Con Coffey 1987-1989
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

Secretaries

Grahame Smith 1982-1984
Colin McCormack 1984-1987
Bevyn Gibson 1987-1989
Marilyn Yeoman 1991-1993
Dave Winefield 1993-1995
Judy Hanna 1996-2004
Colleen Gray 2005-2009
Paul Drummond 2010
Julie Hepburn 2011-

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-

Kaumatua

Tauri Morgan 1999-2014
Executive Members

Ron McDonald 1982-1983
David Peterson 1982-1983
Bruce Adin 1982-1984
Jack Archibald 1982-1984
Jock Spence 1982-1985
Grahame Smith 1982-1986
(Remember Registrar 1984-1986)
Ross Agnew 1982-1987
(Ian Payne 1982-1985)
Tom Brown 1982-1987
Don Le Prou 1982-1989
Joan Scanlan 1982-1989
Ross Whimp 1982-1993
(Membership Registrar 1986-1993)
Sister M Monaghan 1983-1984
Sister Anne Warren 1983-1984
Ken Morris 1983-1989
(Membership Registrar 1984-1989)
Monty Morrison 1984-1986
(Treasurer 1985-1986)
Colin McCormack 1984-1987
John Newman 1984-1987
Kelvin Bennett 1984-1992
June Scott 1985-1986
Peter Corrigan 1985-1988
John Cornish 1985-1990
Russell Young 1985-2002
(Treasurer 1986-2002)
Con Coffey 1985-1990
Robin Clegg 1986-1987
Hettie Tapsell 1986-1989
Alan Bond 1987-1990
Jean Packman 1987-1995
Christine Gardiner 1987-1992
John Boyens 1987-1993
John Cunningham 1987-1996
Carl Olivercrona 1987-1990
Beyn Gibson 1987-1991
Robin Penman 1989-1990
Dick Connolly 1989-2000
Tony Draaier 1989-1996
(Membership Registrar 1994-1996)
John Fleming 1989-1997
Geoff Lovegrove 1989-2010
(Editing Registrar 1989-97, 2008-10) (Tres 2002-08)
Marilyn Yeoman 1990-1999
Renetta Dennis 1991-1994
Nola Hambleton 1991-2001
Dave Winefield 1991-1995
Tony Rzoska 1992-1995
Muriwai Jones 1993-1994
Tauri Morgan 1993-1997
(Kaumatua 1999-2014)

Pererika Twist 1993-1995
Judy Hanna 1994-2008
Peter Whatt 1994-2000
Jenny Earle 1995-2004
Alistair Kay 1995-1996
Colleen Murray/Gray 1996-2009
Gavin Price 1996-2004
Bruce Robertson 1996-1998
Iain Taylor 1996-1997
Martin Bate 1997-1999
(Editor 1998-1999)
Liz Sissons 1997-2000
Kelvin Squire 1997-2006
Madeleine East 1998-2006
Marion Fitchett 1999-2007
(Editor 1999-2007)
Barry Hambleton 1999-2009
Paddy Ford 2000-2009
Julie Hepburn 2000-2003
Peter Simpson 2000-2013
Peter Gunn 2001-2002
Ernie Buutveld 2002-2013
(Membership Registrar 2005-2007)
Linda Woon 2002-2005
Liz Millar 2003-2011
Mark Ellis 2005-2006
Julie Hepburn 2005-
Jacqui Duncan 2006-2010
Paul Drummond 2007-2014
David Ellery 2007-2013
(Tresurer 2008-2013)
Peter Witana 2007-2014
Sally Direen 2008-2013
Phil Palfrey 2008-
Philip Harding 2009-
Gavin Beere 2010-
Kevin Bush 2010-
Wayne Facer 2010-2010
Marlene Campbell 2011-2012
Keri-Milne Ihimaera 2011-2014
Whetu Cormick 2011-
Denise Torrey 2012-
Iain Taylor 2013-
(Editors 2014)
Enosa Auva’a 2014-
Graeme Barber 2014-
Karen Brisco 2014-
Debra Peck 2014-
Barbara Bowen 2015-
Perry Rush 2015-
Cherie Taylor-Patel 2015-
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

Education Services Ltd  
PO Box 46  
New Plymouth 4340  
Phone: 06 757 5489  
www.educationservices.co.nz

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PO Box 1  
Hastings 4156  
Hawke’s Bay  
Phone: 0800 655 155  
www.furnware.co.nz

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Private Bag 92 635  
Symonds Street  
Auckland 1150  
Phone: 0800 933 008  
www.konicaminolta.co.nz

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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 3222
www.alsco.co.nz

DanceFever Multisport
PO Box 402
Banyo
Queensland 4014
Phone: 0061 7 3267 7885
www.dancefever.net

Equico (Flexigroup)
PO Box 90935
Victoria Street West
Auckland 1142
Phone: 0800 378 426
www.equico.co.nz

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

Lundia Shelving Limited
PO Box 14216
Panmure
Auckland 1741
Phone: 09 528 5304
www.lundia.co.nz

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

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

TRL Leasing
PO Box 293
Wellington 6140
Phone: 0800 875 690
www.trlleasing.co.nz
Crombie Lockwood (NZ) Ltd
PO Box 91747
Victoria Street West
Auckland 1142
Phone: 09 357 4876
www.crombielockwood.co.nz

E-Reliever
26 Millington Place
Huntington Park
Auckland 2013
Phone: 09 281 2889
www.ereliever.co.nz

Fundraise Mall Limited
169A Beach Road
Castor Bay
Auckland 0620
Phone: 09 410 2838 or 021 934 446
www.nzpfonlinemall.co.nz

InterLEAD – Appraisal Connector
PO Box 24027
Wellington 6140
Phone: 03 420 2800
www.interlead.co.nz

MUSAC Ltd
Massey University
Private Bag 11222
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AGENDA FOR 34th ANNUAL GENERAL MEETING

Thursday, 2 July 2015 at 4.00 pm
Conference Room, Shed 6, Queen’s Wharf, Wellington

Karakia
Whetu Cormick

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 33rd Annual General Meeting
Corrections to Minutes
Matters arising

Correspondence
Matters arising

President’s Report
Denise Torrey

Membership Statistics

Financial Report and Statement of Accounts
Karen Brisco
Membership Subscription Proposal
Appointment of Auditor

General Business

NZPF Awards Ceremony
Life Members: Judy Hanna, Paul Drummond
Service with Distinction: Dr Ann Milne

Next Annual General Meeting
Thursday, 2 June 2016
Marlborough Rooms, Sky City Convention Centre, Auckland
4.30 pm

Poroporoaki
Whetu Cormick
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 Tumuaki 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.
ANNUAL GENERAL MEETING
Minutes of the 33rd Annual General Meeting held in Invercargill on 25 September 2014
Legends Lounge 1, ILT Stadium Southland, Invercargill

STARTING TIME: 4.45 pm
PRESIDENT: P Harding
KARAKIA: T Morgan

IDENTIFICATION OF MEMBERS: President P Harding declared that we had a quorum

ACKNOWLEDGEMENT: President P Harding welcomed the 52 members attending including Life Members Nola and Barry Hambleton and made special mention of the new principals in attendance

APOLOGIES: Anne Pratt

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 32nd Annual General Meeting be confirmed”
AGREED Chair

MATTERS ARISING: Nil

CORRESPONDENCE: Nil

PRESIDENT’S REPORT: President P Harding delivered his report highlighting key issues

MOVED “That the President’s report be adopted”
AGREED Chair

MEMBERSHIP STATISTICS: As recorded in the AGM Booklet. Noted that reduction in membership relates to closures and mergers and that membership remains high

MOVED “That the membership statistics report be received”
AGREED Chair
FINANCIAL REPORT:
• Noted that the 2013 year ended successfully with the Federation in a sound financial position
• The Finance Convener reported that the issue of tax on business partnership income has now been resolved
• Thanks were extended to David Ellery the 2013 NZPF Finance Convener for his diligent work

MOVED “That the audited financial report, year ended 2013 be adopted”
AGREED I Taylor/G Barber

MOVED “That the firm of Grant Thornton be re-appointed as auditors for the 2014 financial year”
AGREED I Taylor/K Bush

CHANGE TO NZPF CONSTITUTION:
MOVED “That the election of the NZPF executive members be altered from an annual to biennial term and that the appropriate section 10 of the NZPF constitution be altered accordingly”
Chair

Discussion Points:
• Suggestion that the executive members be elected on a split cycle
• It was argued that the current term of one year has served the Federation well and the vast majority of executive members are elected for a second term
• The annual election allows for a poor performing member to be replaced at end of one year
• If environment changes rapidly may need rapid change of personnel to match
• Biennial election creates more certainty and saves money

MOVED “That the Election of the NZPF executive members be altered from an annual to biennial term”
AGREED Chair

MOVED “That section 10 of the constitution be rescinded and rewritten to read”:

10 Election of Officers and National Executive

10.1 The following shall be elected annually:
(a) A President
(b) A Vice-President

Two new clauses will be inserted to read:

10.2 The following shall be elected biennially:
(a) 12 executive members

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

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

The current 10.2 would be renumbered 10.5 and subsequent clauses renumbered accordingly

AGREED Chair

NZPF Subscription Rate to take effect 2015

MOVED “That the NZPF subscription rate for 2015 be increased by 2% or the current CPI”

I Taylor/P Drummond

Discussion Points:
- The Finance Convener outlined the rationale for indexing the subscription rate to the CPI for 2015
- Noted importance of including an ‘escape clause’
- Federation financially comfortable at present because a property fund has been established
- Agreed to invest funds prudently and use interest for increased services to members
- Noted review of NZPF conference procedure underway which includes how conference profits can better be distributed to benefit colleagues in the regions
- Noted that NZPF has other significant sources of income such as through its business partnerships

MOVED “That the NZPF subscription rate for 2015 be increased by 2% or the current CPI”

AGREED I Taylor/P Drummond

GENERAL BUSINESS: Nil

NEXT ANNUAL GENERAL MEETING:
President P Harding invited all members to meet in Wellington in July 2015 for the next Annual General Meeting

CLOSURE: T Morgan

The President closed the 33rd Annual General Meeting at 5.15 pm
Tena koutou katoa

This report encapsulates the activities of NZPF from January to December 2014. I salute president Philip Harding for his sterling work and courageous leadership throughout the 2014 year. Advocating for a collective position when representing a group of principals who hold diverse views is a task which requires mature political sense, sound knowledge of the sector and profound wisdom and Philip represented all of these qualities. His sharp intelligence and indisputable eloquence meant that NZPF’s public influence grew as our media profile lifted. I also acknowledge the work of the executive committee, and thank the regional association presidents who gave us invaluable feedback through the annual Moot to help us plan the year’s work. Knowing that regional presidents support the national executive gives us confidence and assurance that we speak for the wider membership.

Below are some of the major issues, events and activities from 2014:

1 Investing in Educational Success (IES)
The year began with the announcement from the Prime Minister that the Government was investing $359m in educational leadership through its *Investing in Educational Success (IES)* initiative. This single policy was to dominate the educational landscape for the entire 2014 year and beyond. For a Government to assign $359m to educational leadership was a welcome gesture. The model was to dominate the educational landscape for the entire 2014 year and beyond. For a Government to assign $359m to educational leadership was a welcome gesture. The model presented placed collaboration at the heart of the initiative which also struck a chord with principals. Closer examination of the policy showed the model’s intent was to raise student achievement. It sought geographically located schools, to form clusters of all school levels (primary and secondary) to work together on agreed challenges, under the leadership of one principal chosen for their expertise. This principal would be paid an extra allowance on top of their ordinary salary. The model also included expert and lead teachers and change principals who would similarly be paid extra out of the IES fund. NZPF quickly pointed out that this was not a model for effective collaboration and sought changes which would allow clusters to select their own leader who would not necessarily be paid extra. This way the funds could be applied to professional development programmes appropriate to meeting agreed cluster targets. A working group from the sector, including NZPF, debated how to advance the detail of the policy but it became quickly apparent that critical changes to the structure, which were identified to make the initiative work effectively, would not be accepted. NZPF surveyed its own members and hosted a hui with NZEI to debate the issues. Across the country, principals discussed the implications of the policy in their own local associations. The NZEI followed up with a survey of teachers resulting in 93% rejecting the policy as it stood. Secondary principals embraced the initiative and advanced the policy through bargaining. NZEI meanwhile approached the Ministry to reconsider the initiative which was deemed unworkable for the primary sector. They embarked on an alternative solution labelled ‘The Joint Initiative’ NZPF advised its members to await the outcome of *The Joint Initiative* before making any further commitments.

2 Special Education
NZPF continued to lobby the Ministry to host a joint discussion with disability groups about how to create a more responsive Special Education system. The Ministry has deflected the discussion to the IECB.

3 Professional Learning and Development (PLD)
The working party for PLD continued throughout 2014 and released a pedagogical document for consideration. A plan for future PLD remained with the Minister at the end of 2014.

4 Progress & Consistency Tool (PaCT)
NZPF continued to boycott PaCT throughout 2014. Only 19 schools were involved in the PaCT trial by the end of 2014.

5 Property
Concerns about the variability between regions in the interpretation of policy and rules, and the differences in self-management practices were the issues NZPF represented to the Ministry in 2014 and that work will continue.
6 The Review of the Teachers Council
NZPF made its submission to the Teachers Council review panel in 2013, and continued to voice its concerns throughout 2014. These included changing the emphasis from ‘teachers’ to ‘educators’; auditing 3,500 appraisal documents annually; and the Minister controlling the appointment of members to the Council’s governing board.

7 Statutory Intervention
The review of Statutory Intervention, instigated by NZPF, concluded with a number of recommendations. NZPF has been invited to participate in the writing groups for some of these recommendations and will participate as a member of the advisory group in 2015.

8 Novopay
NZPF officially complained to the Ministry about the unacceptable level of staff and resources schools were applying to administer the Novopay payroll system. In July 2014 it was announced that a Government owned company would manage payroll replacing the Australian provider Talent2. Problems have eased in the wake of this decision.

9 Relationships with the Ministry
Relationships with the Ministry strengthened throughout 2014 with NZPF attracting a greater number of consultation opportunities.

10 Principals’ Advice & Support Ltd (PASL)
The purchase of a 50% share in the PASL by NZPF was completed in mid-2014. NZPF now has representation on the PASL board and thus an increased awareness of issues facing principals. The scheme continues to grow.

11 Accreditation of Appraisers
Accreditation of principal appraisers was a discussion item for the Minister’s Cross Sector Forum throughout 2014. Without consulting NZPF or SPANZ, NZSTA independently sought accreditation personnel for its own system. NZPF expressed its objections in a 2014 letter to NZSTA.

12 NZPF Conference – Invercargill
NZPF held its annual conference in Invercargill in 2014. Feedback from the conference highlighted the importance of showcasing regional strengths, particularly through social events, presenting a relevant, vital, high quality conference programme and keeping the costs of attendance affordable. This feedback prompted a review of future NZPF conferences which will continue into 2015.

13 Principal Support
Concerned with the number of Statutory Inventions and the actions of one of NZSTA’s field officers, NZPF successfully lobbied for a Rural Advisor to be appointed to support principals in Northland. An appointment is scheduled for 2015.

14 Māori Achievement Collaboratives (MACs)
This joint partnership between NZPF, Te Akatea and the Ministry was launched in 2014 with six collaborative of approximately sixty schools. A successful first hui was held at Kia Aroha College in Auckland in May. The collaboratives are intended to support principals to change their school cultures to facilitate Māori students achieving as Māori.

NZPF Services and Communications
Alongside the representational and advocacy work NZPF continued to offer services to members including the legal support scheme, the helpline, various awards schemes, including the Don Le Prou and Rural Teaching Principals’ Awards, support for the Te Arikı Trust, the provision of enrolment forms, communications channels, including NZPF National Office, the weekly Federation Flyer, the quarterly magazine NZ Principal, and the NZPF website. Special thanks are extended to all those involved in the administration and execution of these NZPF services.

Staff
Our small staff of Executive Officer, Liz Hawes, Office Manager, Jan Franklin and Information Manager, Susan Veldhuizen form a highly conscientious and effective team supporting the work of the president and the executive. I extend my thanks to them all.

Conclusion
2014 was another year in which NZPF endeavoured to respond to the expressed concerns of the sector by lobbying politicians, commenting to media on matters affecting the sector, attending Ministry work-streams, and contributing in good faith to the development of policy.

Denise Torrey
NZPF President
Membership Statistics

Comparison 2004 – 2014 ~ Grades as % of Total Membership

<table>
<thead>
<tr>
<th>Grade</th>
<th>U 1</th>
<th>U 2</th>
<th>U 3</th>
<th>U 4</th>
<th>U 5</th>
<th>U 6</th>
<th>U 7+</th>
<th>Other</th>
<th>Totals</th>
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<tr>
<td>2004</td>
<td>16%</td>
<td>15%</td>
<td>12%</td>
<td>26%</td>
<td>19%</td>
<td>9%</td>
<td>3%</td>
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<td>100%</td>
</tr>
<tr>
<td>2005</td>
<td>15%</td>
<td>15%</td>
<td>12%</td>
<td>26%</td>
<td>20%</td>
<td>9%</td>
<td>3%</td>
<td>0%</td>
<td>100%</td>
</tr>
<tr>
<td>2006</td>
<td>15%</td>
<td>15%</td>
<td>11%</td>
<td>26%</td>
<td>20%</td>
<td>9%</td>
<td>4%</td>
<td>0%</td>
<td>100%</td>
</tr>
<tr>
<td>2007</td>
<td>15%</td>
<td>14%</td>
<td>12%</td>
<td>26%</td>
<td>19%</td>
<td>9%</td>
<td>4%</td>
<td>1%</td>
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<tr>
<td>2008</td>
<td>15%</td>
<td>14%</td>
<td>12%</td>
<td>26%</td>
<td>19%</td>
<td>9%</td>
<td>4%</td>
<td>1%</td>
<td>100%</td>
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<tr>
<td>2009</td>
<td>16%</td>
<td>14%</td>
<td>11%</td>
<td>26%</td>
<td>19%</td>
<td>8%</td>
<td>5%</td>
<td>1%</td>
<td>100%</td>
</tr>
<tr>
<td>2010</td>
<td>16%</td>
<td>14%</td>
<td>12%</td>
<td>26%</td>
<td>19%</td>
<td>8%</td>
<td>4%</td>
<td>1%</td>
<td>100%</td>
</tr>
<tr>
<td>2011</td>
<td>16%</td>
<td>14%</td>
<td>12%</td>
<td>26%</td>
<td>20%</td>
<td>8%</td>
<td>4%</td>
<td>0%</td>
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<tr>
<td>2012</td>
<td>16%</td>
<td>14%</td>
<td>12%</td>
<td>27%</td>
<td>19%</td>
<td>8%</td>
<td>4%</td>
<td>0%</td>
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<tr>
<td>2013</td>
<td>16%</td>
<td>14%</td>
<td>12%</td>
<td>27%</td>
<td>19%</td>
<td>8%</td>
<td>4%</td>
<td>0%</td>
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<td>2014</td>
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<td>13%</td>
<td>12%</td>
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<td>19%</td>
<td>9%</td>
<td>4%</td>
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<td>Members</td>
<td>341</td>
<td>286</td>
<td>260</td>
<td>571</td>
<td>408</td>
<td>186</td>
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<td>277</td>
<td>614</td>
<td>464</td>
<td>261</td>
<td>179</td>
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<tr>
<td>Percentage</td>
<td>87%</td>
<td>90%</td>
<td>94%</td>
<td>93%</td>
<td>88%</td>
<td>71%</td>
<td>45%</td>
<td>84%</td>
<td>85%</td>
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<tr>
<td>Non Members</td>
<td>53</td>
<td>32</td>
<td>17</td>
<td>43</td>
<td>56</td>
<td>75</td>
<td>98</td>
<td>5</td>
<td>379</td>
</tr>
</tbody>
</table>

Membership

The table above shows all types of schools have been included across all U grades. Percentages of schools within each U grade, that choose to be members, have remained relatively stable for the last ten years. Variations can usually be explained by fluctuations in secondary school membership which oscillates between 25% and 35%. Secondary schools also have the option of belonging to their own Secondary Principals’ Association of New Zealand (SPANZ) and usually do.

The bulk of the membership comes from contributing and full primary schools (82%). Middle (5%), composite (5%) and secondary schools (5%) make up the remainder alongside special schools (2%). These figures representing the NZPF membership base remain stable as they have done for the past decade (see graph 2).

As expected, the greatest proportion of the membership are schools with gradings between U1 and U5 (87%), with 9% at U6 and 4% U7+ (see graph 3).
All major institution types have maintained their membership at identical levels to 2013, including contributing (97%), intermediate/middle (94%) and full primary (93%) schools.

Other variations between 2013 and 2014 are minor with a 1% increase in secondary school membership (31%) and a 3% increase in special school membership (98%). Area/composite schools have increased membership by 1% to 73%.

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.

Table 2 below shows the membership subscription income from 2003 to 2014 inclusive. Increases from 2006 to 2007 and 2011 to 2012 represent increases in the level of subscription fees for 2007 and 2012.

<table>
<thead>
<tr>
<th>Subscription Income (GST Inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$455,021</td>
</tr>
</tbody>
</table>

Table 2
Financial Report

Year Ending 31 December 2014

Commentary on the ‘2014 audited accounts of the New Zealand Principals’ Federation’

Thanks to prudent management we have come through the 2014 year with a positive financial result. The Statement of Financial Performance gives an overview of our financial situation compared with 2013. Our net worth at year end was $1,241,882. Income over expenditure resulted in a net surplus after tax of $92,080. Our working capital of $611,767 is at a very satisfactory level. In April, the Federation purchased 500 shares in Principals’ Advice and Support Ltd for $26,000 with a further five annual instalments of $10,000.

With the support of business partnerships, the Federation has been able to respond to the membership and provide a professional voice for Principals as they lead New Zealand schools.

Significant aspects in 2014

• Revenue from subscriptions increased slightly after decreasing in 2013
• Trading surplus decreased slightly due to reduced surplus from conference
• Business partnerships increased by 18% ($63,000)
• Working capital plus term investments increased by 3%
• Membership support increased
• Infrastructure/Operations expenditure increased due to a one off IT setup cost
• Lease of Wellington office was renewed for a further six years

Conclusion

Business partners make a significant contribution to the Federation’s income. We appreciate our partners’ on-going commitment to education and to the work of New Zealand principals, particularly those businesses who have had a long-term loyalty to the Federation. Our business partnership executive team makes every effort to maintain and grow positive, mutually beneficial, relationships with our corporate partners. Our appreciation goes to convener, Gavin Beere, and his subcommittee for their efforts in securing new partnerships and extending relationships with long term partners. Also we acknowledge Education Services Ltd and Office Manager, Jan Franklin, for their management of our accounts and for ensuring executive members are kept fully informed and up to date with our financial position.

We enter 2015 on a sound financial footing and have the capacity to respond to future challenges in education as we continue to provide advocacy and support for New Zealand Principals.

Motion: That the audited financial report be adopted
Motion: That the firm of Grant Thornton be re-appointed as auditors of NZPF finances

Iain Taylor
Finance Convener 2014
Independent Auditor’s Report

To the Members of New Zealand Principals Federation

Report on the financial statements
We have audited the financial statements of New Zealand Principals Federation on pages 2 to 7, which comprise the statement of financial position as at 31 December 2014, and the statement of financial performance, statement of changes in equity for the year then ended, and a summary of significant accounting policies and other explanatory information.

Executive Committee Members’ responsibilities
The executive members are responsible for the preparation of financial statements in accordance with generally accepted accounting practice in New Zealand and for such internal control as the executive committee members determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor’s responsibilities
Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with International Standards on Auditing (New Zealand). Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor’s judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity’s preparation of financial statements that present fairly the matters to which they relate in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity’s internal control.

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1 Heading not required if “Report on Other Legal and Regulatory matters” paragraph is not required
An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates, as well as evaluating the presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Our firm carries out other assignments for New Zealand Principals Federation in the area of taxation. Advice was sought from corporate finance during the year, as a once off fee, in relation to the purchase of Principals Advice and Support Ltd. The firm has no other interest in New Zealand Principals Federation.

Opinion
In our opinion, the financial statements on pages 2 to 7 present fairly, in all material respects, the financial position of New Zealand Principals Federation as at 31 December 2014, and its financial performance, for the year then ended in accordance with generally accepted accounting practice in New Zealand.

Grant Thornton
Grant Thornton New Zealand Audit Partnership
Wellington, New Zealand
19 May 2015
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New Zealand Principals Federation
Financial Statements
For the year ended 31 December 2014

1  Statement of Financial Responsibility
2  Statement of Financial Performance
3  Statement of Movements in Equity
4  Statement of Financial Position
5-7 Notes to the Financial Statements
New Zealand Principals Federation
Statement of Financial Responsibility
For the year ended 31 December 2014

Statement of Financial Responsibility

The Society accepts responsibility for the preparation of these annual financial statements and the
judgements used within.

The Board accepts responsibility for establishing and maintaining a system of internal control
designed to provide reasonable assurances as to the integrity and reliability of financial reporting.

In our opinion the annual financial statements for the financial year fairly reflect the financial position
and operations of the Society.

President

Treasurer

Dated: 19/5/2015
New Zealand Principals Federation  
Statement of Financial Performance  
For the year ended 31 December 2014

<table>
<thead>
<tr>
<th></th>
<th>2014 Actual</th>
<th>2013 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
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<tr>
<td>Membership</td>
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<td>545,605</td>
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<tr>
<td>Trading Income</td>
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<td>72,767</td>
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<tr>
<td>Business Partnerships</td>
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<td>341,667</td>
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<tr>
<td>Interest</td>
<td>34,659</td>
<td>27,633</td>
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<td>Other Income</td>
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<td>Forms</td>
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<td>25,148</td>
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<tr>
<td><strong>Total Income</strong></td>
<td><strong>1,051,325</strong></td>
<td><strong>1,013,254</strong></td>
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<table>
<thead>
<tr>
<th><strong>Expenditure</strong></th>
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<tr>
<td>Trading Expenditure</td>
<td>12,962</td>
<td>36,767</td>
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<td>Business Partnerships</td>
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<td>96,338</td>
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<td>Infrastructure/operations</td>
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<td>337,147</td>
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<td>Audit Fees</td>
<td>10,197</td>
<td>6,300</td>
</tr>
<tr>
<td>Leadership</td>
<td>179,012</td>
<td>163,691</td>
</tr>
<tr>
<td>Executive</td>
<td>160,324</td>
<td>200,705</td>
</tr>
<tr>
<td>Sector Liason</td>
<td>0</td>
<td>17,271</td>
</tr>
<tr>
<td>International Relations</td>
<td>28,710</td>
<td>9,217</td>
</tr>
<tr>
<td>Membership Support</td>
<td>55,608</td>
<td>20,240</td>
</tr>
<tr>
<td><strong>Total Expenditure</strong></td>
<td><strong>945,233</strong></td>
<td><strong>911,072</strong></td>
</tr>
</tbody>
</table>

**Net surplus for year before tax and associate**

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>50% share of associate loss</td>
<td>14,012</td>
<td>0</td>
</tr>
<tr>
<td>Tax Expense</td>
<td>0</td>
<td>-39,150</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>92,080</strong></td>
<td><strong>141,332</strong></td>
</tr>
</tbody>
</table>

The notes and statements of accounting policies form part of and are to be read in conjunction with this financial statement.
New Zealand Principals Federation  
Statement of Movements in Equity  
For the year ended 31 December 2014

<table>
<thead>
<tr>
<th></th>
<th>2014 Actual</th>
<th>2013 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equity at the start of the year</td>
<td>1,149,802</td>
<td>1,008,470</td>
</tr>
<tr>
<td>Net surplus (deficit) for the year</td>
<td>92,080</td>
<td>141,332</td>
</tr>
<tr>
<td>Total recognised revenues and expenses for the year</td>
<td>92,080</td>
<td>141,332</td>
</tr>
<tr>
<td>Equity at the end of the year</td>
<td>1,241,882</td>
<td>1,149,802</td>
</tr>
</tbody>
</table>

The notes and statements of accounting polices form part of and are to be read in conjunction with this financial statement.
New Zealand Principals Federation  
Statement of Financial Position  
As at 31 December 2014

<table>
<thead>
<tr>
<th>NOTES</th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>EQUITY</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1,241,882</td>
<td>1,149,802</td>
</tr>
</tbody>
</table>

PRESENTED BY:
CURRENT ASSETS
Cash and Deposits  
Investments  
Accounts Receivable  
Prepayments  
Conference Seeding Grant  
Stock  
Provision for Taxation  

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>279,939</td>
<td>384,184</td>
</tr>
<tr>
<td></td>
<td>356,188</td>
<td>521,136</td>
</tr>
<tr>
<td></td>
<td>37,235</td>
<td>18,245</td>
</tr>
<tr>
<td></td>
<td>12,862</td>
<td>3,024</td>
</tr>
<tr>
<td></td>
<td>15,000</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>7,887</td>
<td>9,095</td>
</tr>
<tr>
<td></td>
<td>3,420</td>
<td>2,597</td>
</tr>
<tr>
<td></td>
<td>712,131</td>
<td>946,281</td>
</tr>
</tbody>
</table>

CURRENT LIABILITIES
GST Payable  
Accounts Payable  
Income In Advance  
Annual Leave Accural  
Payable to Principals Advice and Support Ltd  

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9,621</td>
<td>2,620</td>
</tr>
<tr>
<td></td>
<td>59,900</td>
<td>51,193</td>
</tr>
<tr>
<td></td>
<td>12,498</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>8,345</td>
<td>6,844</td>
</tr>
<tr>
<td></td>
<td>10,000</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>100,364</td>
<td>60,657</td>
</tr>
</tbody>
</table>

WORKING CAPITAL  

|       | 611,767    | 887,624    |

NON-CURRENT ASSETS
Fixed Assets  
Conference Seeding Grant  
Investments  
Principals Advice & Support Ltd  
Advance to Principals Advice and Support Ltd  

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>298,127</td>
<td>262,178</td>
</tr>
<tr>
<td></td>
<td>20,000</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>300,000</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>11,988</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>55,176</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>685,281</td>
<td>262,176</td>
</tr>
</tbody>
</table>

NON-CURRENT LIABILITIES
Payable to AJR Trust  

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>55,176</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>55,176</td>
<td>0</td>
</tr>
</tbody>
</table>

NET ASSETS

|       | 1,241,882  | 1,149,802  |

The notes and statements of accounting policies form part of and are to be read with conjunction with this financial statement.
New Zealand Principals Federation
Statements of Accounting Policies
For the year ended 31 December 2014

The New Zealand Principals’ Federation is an incorporated society registered under the Incorporated Societies Act 1908 whose membership is comprised of subscribing schools and whose mission is to provide a professional voice and support for Principals as they lead New Zealand Schools.

The financial statements of the New Zealand Principals’ Federation are a general purpose report of the Boards activities only and have been prepared in accordance with generally accepted accounting practice and the Financial Reporting Act 1993.

i) Statement of Compliance
The financial statements comply with Financial Reporting Standards (FRS’s) and Statement of Standard Accounting Practice (SSAP’s) as appropriate for entities that qualify for, and apply differential reporting concessions.

ii) Differential Reporting
The New Zealand Principals’ Federation qualifies for differential reporting under the External Reporting Board’s Framework, as it is not publicly accountable and is not large in terms of the criteria. All of the reporting exemptions available under the Framework have been applied, except for NZFRS 19 Account for Goods and Services Tax, with which it has fully complied.

iii) 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.

iv) Specific Account 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. Where an asset is disposed of, the gain or loss is recognised in the Statement of Financial Performance, and is calculated as the difference between the sale price and the carrying amount of the asset.

The estimated useful lives of the assets are:
- Apartment Building: 33 years
- Computer Equipment: 2 - 4 years
- Office Equipment: 4 - 10 years
- Office Furniture: 4 - 10 years

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, after providing for doubtful debts. Bad debts are written off in the year in which they are identified.

Membership
Membership revenue is recognised when the money is received in bank. This is a voluntary membership.

Revenue
All other revenue is recognised in the financial period to which it relates. Revenue received in advance is held in the Statement of Financial Position.
Goods and 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.

Leases
Leases in which a significant portion of the risks and rewards of ownership are retained by the Lessor are classified as operating leases. Payments made under operating leases (net of any incentive received from the lessor) are charged to the Statement of Financial Performance on a straight line basis over the period of the lease.

Changes In Accounting Policy
There have been no changes in accounting policies since the date of the last financial report.
New Zealand Principals Federation  
Notes to the Financial Statements  
For the year ended 31 December 2014

1 Capital Commitments

There are no capital commitments as at 31 December 2014 (2013 Nil).

2 Contingencies

There are no contingent liabilities as at 31 December 2014 (2013 Nil).

3 Leasehold Commitments

In May 2014 the Federation signed an agreement for the lease of their Wellington office space. The amounts outstanding on the agreement as at balance date are as follows:

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due &lt; 1 year</td>
<td>71,045</td>
<td>55,743</td>
</tr>
<tr>
<td>Due 2-5 years</td>
<td>426,270</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>497,315</td>
<td>55,743</td>
</tr>
</tbody>
</table>

4 Fixed Assets

<table>
<thead>
<tr>
<th></th>
<th>31 December 2014</th>
<th>31 December 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cost</td>
<td>Accum Depn</td>
</tr>
<tr>
<td>Land and buildings</td>
<td>250,388</td>
<td>48,820</td>
</tr>
<tr>
<td>Chattels</td>
<td>1,317</td>
<td>956</td>
</tr>
<tr>
<td>Furniture and fittings</td>
<td>58,461</td>
<td>20,693</td>
</tr>
<tr>
<td>Office equipment</td>
<td>19,312</td>
<td>11,052</td>
</tr>
<tr>
<td>Leasehold improvements</td>
<td>111,769</td>
<td>61,599</td>
</tr>
<tr>
<td>Computer hardware</td>
<td>27,727</td>
<td>27,727</td>
</tr>
<tr>
<td>Computer software</td>
<td>3,938</td>
<td>3,938</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>472,912</td>
<td>174,785</td>
</tr>
</tbody>
</table>

5 Taxation

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessable Income</td>
<td>12,161</td>
<td>-13,229</td>
</tr>
<tr>
<td>Taxation at 20%</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Prior Year Adjustment</td>
<td>-92,287</td>
<td>-39,150</td>
</tr>
<tr>
<td>Opening Taxation Asset/(Liability)</td>
<td>2,597</td>
<td>17,563</td>
</tr>
<tr>
<td>Tax Paid/(Refund received during year)</td>
<td>-2,597</td>
<td>21,587</td>
</tr>
<tr>
<td>Current years taxation</td>
<td>0</td>
<td>-39,150</td>
</tr>
<tr>
<td>Less RWT</td>
<td>3,420</td>
<td>2,597</td>
</tr>
<tr>
<td>Closing Taxation Asset/(Liability)</td>
<td>3,420</td>
<td>2,597</td>
</tr>
</tbody>
</table>

6 Related Party Transactions

Members of the Executive are also paying members of the Federation. All transactions are on an arms length basis. Director fees received from Principals Advice and Support Ltd (an associate company) $4,600 (2013 Nil)

7 Investment in Principals Advice and Support Ltd

The Federation signed an agreement on 1 April 2014 to purchase 500 shares in Principals Advise & Support Limited. The purchase price of $76,000 is payable by an original payment of $26,000 plus 5 annual instalments of $10,000. This gives New Zealand Principals Federation 50% ownership with Anderson Lloyd Lawyers owning the other 50%. As New Zealand Principals Federation does not have control over Principals Advice and Support Ltd., it has been treated as an associate in the financial statements using the equity method in accordance with FRS 38.

8 Subsequent Events

There have been no subsequent events that affect the financial statements. (2013 Nil)
Subscription Proposal

Proposal to Maintain NZPF 2016 Subscription at current levels

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 0.1 percent in the year to the March 2015 quarter. That translates to an increase of a few cents for each U level of membership. For example, U1 would be increased by 17 cents to $173.57 and U7+ would be increased by 45 cents to $449.25. On the basis of this information, the NZPF proposes to maintain subscription fee levels for 2016 at the same levels as subscription fees for 2015.

MOTION
That the NZPF subscription fees for 2016 remain the same as 2015. The fee for the different U grades would be as per the table below:

<table>
<thead>
<tr>
<th>U Grade</th>
<th>Current 2015</th>
<th>Proposed 2016</th>
<th>% Increase</th>
<th>$ Increase</th>
<th>Total Extra</th>
</tr>
</thead>
<tbody>
<tr>
<td>341</td>
<td>$173.40</td>
<td>$173.40</td>
<td>Nil</td>
<td>Nil</td>
<td>Nil</td>
</tr>
<tr>
<td>286</td>
<td>$224.40</td>
<td>$224.40</td>
<td>Nil</td>
<td>Nil</td>
<td>Nil</td>
</tr>
<tr>
<td>260</td>
<td>$270.30</td>
<td>$270.30</td>
<td>Nil</td>
<td>Nil</td>
<td>Nil</td>
</tr>
<tr>
<td>571</td>
<td>$321.30</td>
<td>$321.30</td>
<td>Nil</td>
<td>Nil</td>
<td>Nil</td>
</tr>
<tr>
<td>408</td>
<td>$372.30</td>
<td>$372.30</td>
<td>Nil</td>
<td>Nil</td>
<td>Nil</td>
</tr>
<tr>
<td>186</td>
<td>$413.10</td>
<td>$413.10</td>
<td>Nil</td>
<td>Nil</td>
<td>Nil</td>
</tr>
<tr>
<td>88</td>
<td>$448.80</td>
<td>$448.80</td>
<td>Nil</td>
<td>Nil</td>
<td>Nil</td>
</tr>
</tbody>
</table>
CONSTITUTION and RULES
(These rules rescind all previous rules)

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

1 Constitution
1.1 The Federation was incorporated at Wellington on 28 August 1992.
1.2 These rules were adopted by way of amendment on 11 July 2013.

2 Name
2.1 The name of the Federation is New Zealand Principals’ Federation Incorporated - Ngā Tumuaki 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 conductive to the attainment of any of the above objects.
4 Powers

4.1 In addition to its statutory powers, the Federation:

(a) May use such of its funds to pay the costs and expenses of furthering or carrying out its objects, and for that purpose may employ such people as may seem expedient;

(b) May purchase, lease, hire or otherwise acquire, may exchange, and may sell, lease or otherwise dispose of property, rights or privileges to further or carry out its objects as may seem expedient;

(c) May invest in any investment in which a trustee might invest;

(d) Shall have the power to borrow or raise money by debenture, bonds, mortgage and other means, with or without security, but such borrowing powers shall not be exercised other than by the specific resolution of the National Executive, and

(e) Subject to these rules and to the Act, shall have the rights powers and privileges of a natural person.

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

(a) Other than to further purposes recognised by law, nor

(b) For the sole personal or individual benefit of any Member.

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

(a) A fair and reasonable reward for services performed;

(b) Reimbursement of expenses properly incurred;

(c) Usual professional, business or trade charges, and

(d) Interest at no more than current commercial rates.

5 Membership

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

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

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

   A Life Member shall have all the rights and privileges of a Full Member and shall be subject to all the duties of a Full Member except:
   • may not stand for Election to the National Executive, or nominate and second a candidate for election to the National Executive;
   • the paying of subscriptions and levies and all clauses under sections 8 & 9 herein.

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

5.3 The National Secretary shall keep a membership register recording members’ names, addresses and other salient details as determined from time to time by the National Executive.
5.4 All members (and National Executive members) shall promote the interests and the objects of the Federation and shall do nothing to bring the Federation into disrepute.

5.5 A copy of this constitution shall be provided (at no cost) to any Member on request.

5.6 The following awards may be conferred on members according to the policies and procedures of the Federation: Life Membership, Associate of the Federation and Service with Distinction.

6 Admission of Members

6.1 Applicants for membership as Full Members shall complete any application form provided by the National Executive and supply such information as may be required by the National Executive.

6.2 Membership applications may be considered by the National Executive who may interview representatives of an applicant Full Member.

(a) The National Executive shall have discretion whether or not to admit a membership applicant, and shall advise the applicant of its decision.

6.3 Only principals of schools and educational institutions shall be eligible for membership under section 5.1(a).

7 Subscriptions and Levies

7.1 The annual subscription to the Federation shall be calculated on a differential basis (or the amount of any periodic payments if the Annual Meeting decides that it is payable by instalments) and shall be set by resolution of the Annual Meeting.

7.2 Any Member failing to pay the annual subscription (including any periodic payment) or any levy by 25 August in the year to which the annual subscription or levy relates, shall be considered as unfinancial and shall (without being released from the obligation of payment) have no membership rights and shall not be entitled to participate in any Federation activity until all the arrears are paid. If such arrears are not paid within six months of the date the subscription or levy became due or such later date as the National Executive may determine the Member’s membership shall be deemed to have lapsed and the Member shall cease to hold himself or herself out as a Member of the Federation, and shall return to the Federation all material produced by the Federation (including any Membership certificate, handbooks and manuals).

8 Cessation of Membership

8.1 Any Member may resign from membership by written or electronic notice to the National Secretary, and each such resignation shall take effect immediately but, the Member resigning shall remain liable to pay all subscriptions for the period from 1 January of that year to the date of resignation on a pro-rata basis and any/all outstanding levies, and shall cease to hold himself or herself out as a Member of the Federation, and shall return to the Federation all material produced by the Federation (including any Membership certificate, handbooks and manuals).

8.2 The National Executive may declare that a Member is no longer a Member (from the date of that declaration or such date as may be specified) if that Member ceases to be qualified to be a Member or is convicted of any indictable offence or offence for which a convicted person may be imprisoned, is adjudged bankrupt or reaching a compromise with creditors pursuant to Part 14 of the Companies Act 1993.

8.3 A Member whose membership is terminated under these rules shall remain liable to pay all subscriptions for the period from 1 January of that year to the date of termination on a pro-rata basis and any/all outstanding levies, and shall cease to hold himself or herself out as a Member of the Federation, and shall return to the Federation all material produced by the Federation (including any Membership certificate, handbooks and manuals).
9 Re-admission of Former Members

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

10 Election of Officers and National Executive

10.1 The following shall be elected annually:
(a) A President
(b) A Vice-President

10.2 The following shall be elected biennially:
(a) 12 executive members

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

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

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

10.6 The election of Officers and the National Executive shall be conducted as follows:
(a) Written nominations for nominees under Rule 10.1-10.4, accompanied by the written consent of each nominee, shall be received by the National Secretary from 1 May and up to and including 5 August.

(b) The National Secretary shall be responsible for establishing an Electoral Roll of financial members and sending electronically to those on the Electoral Roll by or on 1 September, electronic ballot material listing all Officer and National Executive nominees alphabetically including such information as may be supplied to the National Secretary by or on behalf of each nominee in support of the nomination including a digital passport-type photograph and a statement not exceeding 200 words.

(i) To be eligible to be on the Electoral Roll, members of the Federation must have paid all fees due Week 1 for the current year, and such dues having been received by 25 August.

(c) During September three email reminders will be sent to members reminding them to complete e-voting.

(d) No e-voting return will be accepted after noon 20 September.

(e) Results, following processing by the independent contractor appointed under the authority of the National Secretary shall be forwarded to the current President via the National Office who will declare the results no later than 24 September.

(f) In the event of any vote being tied the tie shall be resolved by the current National Executive.
(g) If there are insufficient valid nominations received under sub rule (a) above, but not otherwise, the National Executive may co-opt from its membership.

(h) Any complaint concerning the election process or results must be received in writing by the National Secretary no later than 10 October.

(i) At the last National Executive meeting of the year, the National Secretary shall table an election report.

10.7 If a vacancy in the position of President, Vice-President, Past President, National Secretary, or Finance Convener occurs, that vacancy shall be filled by the National Executive from within the National Executive.

10.8 If a vacancy occurs within the National Executive outside those positions contained in 10.7, the Executive shall appoint the next Highest Polling Candidate at the last Election or where there is no next highest polling candidate, the Executive may at its discretion co-opt a member for the remainder of the term.

10.9 Any officer or other Member of the National Executive may be removed by a resolution of a General Meeting of which prior notice was given in the notice of meeting and which is passed by a two thirds majority of those present and voting.

10.10 Any Member of the National Executive who:

(a) Gives notice of resignation in writing; or

(b) Absents him/herself from three (3) consecutive meetings of the National Executive without leave or sufficient reason; or

(c) Dies, or ceases to be a Member of the Federation as defined in this constitution; or

(d) Becomes bankrupt or is convicted of any indictable offence as defined by the Crimes Act 1961 and its subsequent amendments; or

(e) Becomes mentally disordered or a protected person in terms of the Personal and Property Rights Act 1988;

Shall ipso facto cease to be a Member of the National Executive and his/her position for the balance of her/his term shall be filled by the National Executive in the manner herein provided.

11 Management by the National Executive

11.1 From the 1st day of January to the 31st day of December the Federation shall be administered, managed and controlled by the National Executive, which shall be accountable to the members for the implementation of the policies of the Federation as approved by any General Meeting.

11.2 Subject to these Rules and the resolution of any General Meeting, the National Executive may exercise all the Federation's powers, other than those required by statute or by these Rules to be exercised by the Federation in General Meeting.

11.3 The National Executive shall meet at least eight times a year (but need only meet once in the December/January period) at such times and places and in such manner (including by telephone or video conference) as it may determine and otherwise where and as convened by the President or National Secretary.

11.4 All National Executive meetings shall be chaired by the President or in the President's absence by the Vice-President or Immediate Past President or in the absence of all three of them by some other National Executive Member elected for the purpose by the meeting and any such chairperson shall have a deliberative and casting vote.

11.5 The National Executive may co-opt any Member to the National Executive for a specific purpose, or for a limited period, or generally until the end of the current term of the National Executive.

11.6 The quorum for National Executive meetings is half plus one.
11.7 Only National Executive members elected under Rule 10.1-10.4 or appointed under Rule 10.7 or 10.6 (g) or 11.5 who are present in person or by telephone or video link shall be counted in the quorum and entitled to vote.

11.8 The National Executive may appoint subcommittees consisting of such persons (whether or not members of the Federation) and for such purposes as it thinks fit. Unless otherwise resolved by the National Executive:

(a) The quorum of every subcommittee is half the members of the subcommittee,

(b) No subcommittee shall have power to co-opt additional members,

(c) No subcommittee may commit the Federation to any financial expenditure without express authority, and

(d) No subcommittee may delegate any of its powers.

11.9 The National Executive and any subcommittee may act by resolution approved by a simple majority of the members of the National Executive or subcommittee in the course of a telephone conference call or through a written ballot conducted by mail, facsimile or email.

11.10 The National Executive from time to time may make and amend Standing Rules, regulations, bylaws and policies for the conduct and control of Federation activities, but no such regulations, bylaws and policies shall be inconsistent with these Rules. These Rules, and such regulations, bylaws and policies shall be available at all reasonable times for inspection by members, and copies shall be provided (at cost) to any Member on request.

11.11 The President (and in the absence of the President the Vice-President) shall, in addition to all other duties described in these rules, generally supervise and direct the affairs and business of the Federation.

11.12 Other than as prescribed by statute or these Rules, the National Executive may regulate its proceedings as it thinks fit.

11.13 Members:

(a) Of the National Executive excepting the President shall receive such honoraria as may from time to time be set by resolution of the National Executive.

(b) Of the National Executive and of subcommittees shall be entitled to be reimbursed by the Federation for any reasonable actual expenses incurred by them on behalf of the Federation as approved by resolution of the National Executive.

11.14 Subject to statute, these Rules and the resolutions of General Meetings, the decisions of the National Executive on the interpretation of these Rules and all matters dealt with by it in accordance with these Rules and on matters not provided for in these Rules shall be final and binding on all members.

11.15 Each officer shall within one calendar month of submitting a resignation or ceasing to hold office deliver to that officer's successor all books, papers and other property of the Federation possessed by such former officer.

11.16 The National Executive may employ any person or company to administer or manage the affairs of the Federation.

11.17 Indemnity for National Executive:

(a) No Officer or Member of the National Executive shall be liable for the acts or defaults of any other Officer or Member of the National Executive or any loss occasioned thereby, unless occasioned by their wilful default or by their wilful acquiescence.

(b) The Officers, National Executive and each of its members shall be indemnified by the Federation for all liabilities and costs incurred by them in the proper performance of the functions and duties, other than as a result of their wilful default.
12 National Secretary

12.1 The National Secretary shall ensure that minutes are recorded for all General meetings and National Executive meetings including teleconferences constituted as formal meetings and all such minutes when confirmed by the next such meeting and signed by the chairperson of that meeting shall be prima facie evidence that that meeting was duly called and shall prima facie be a true and correct record of what occurred at that meeting.

12.2 The National Secretary shall ensure the Federation's records, documents and books are held at the Federation’s National Office.

12.3 Further to 10.4 the National Secretary shall perform such duties as directed by the National Executive.

13 Registered Office

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

14 Finance

14.1 The Finance Convener shall keep such books of account as may be necessary to provide a true record of the Federation's financial position, report on the Federation’s financial position to each National Executive meeting, and present an annual Statement of Accounts (Income and Expenditure Account and Balance Sheet) to the Annual Meeting together with a budget for the next financial year.

14.2 The National Executive shall maintain bank accounts in the name of the Federation and all transactions electronic or in manual form shall be authorised by at least two members of the National Executive or, the Executive Officer/National Office Manager with one Member of the National Executive.

14.3 All money received on account of the Federation shall be banked within seven days of it being received.

14.4 All accounts paid or for payment shall be submitted to the National Executive for approval of payment.

14.5 The Federation's financial year shall commence on 1 January of each year and end on 31 December of the same year.

14.6 The Annual Meeting each year shall appoint an auditor (who is a Member of the New Zealand Institute of Chartered Accountants and not a Member of the Federation) to audit the annual accounts of the Federation and provide a certificate of correctness of the same, and if any such auditor is unable to act the National Executive shall appoint a replacement auditor.

15 Execution of Documents

15.1 The Common Seal of the Federation shall be retained by the President at the National Office of the Federation.

15.2 Documents shall be executed for the Federation pursuant to a resolution of the National Executive:

(a) By affixing the Common Seal witnessed by the President or Vice-President and countersigned by some other Member of the National Executive, or

(b) Where the document is not required by statute to be executed under common seal, by the President or Vice-President and some other Member of the National Executive signing on behalf of the Federation.
16 General Meetings

16.1 The Annual Meeting shall be held in conjunction with the Annual Conference and no later than 30 September 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:

(ii) Unless otherwise required by these rules, all questions shall be determined by a simple majority of those present and voting at the General Meeting.

(iii) To determine any issue already lawfully before a General Meeting (including any amendment to these Rules) the meeting may resolve to hold an electronic ballot of its members.

(iv) To determine any issue (including any amendment to these Rules) the National Executive may resolve to hold an electronic ballot of its members.

(v) In respect of electronic ballots held under this Rule:

- Only financial and Life Members may vote in any ballot,
- The resolution to hold an electronic ballot shall set a closing date and time for ballots to be received by the National Secretary, but the closing date shall be no earlier than a fortnight after the date the electronic ballot material is sent out to financial and Life Members (excluding the date of sending),
- In respect of any motion to amend these Rules by electronic ballot, the motion shall be accompanied by reasons and recommendations from the National Executive and such motion must be passed by a two-thirds majority of those voting,
- The National Secretary shall declare the result of the electronic ballot, and
- The result of any electronic ballot shall be as effective and binding on Members as a resolution passed at a General Meeting.

(b) A resolution passed by the required majority at any General Meeting or by electronic ballot binds all members, irrespective of whether they were present at the General Meeting where the resolution was adopted or whether they voted in the electronic ballot.

16.8 The business of the Annual Meeting shall be:

(a) Minutes of the previous General Meeting(s),

(b) Annual Report of the National Executive, (President)
(c) Statement of Accounts,
(d) Motions of which notice has been given,
(e) General business.

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

17 Alteration of Rules

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

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

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

18 The Annual Conference of the Federation

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

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

19 Standing Rules

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

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

20 Winding up

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

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

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

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ASB

Crest Clean

Education Services

Konica Minolta

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**SILVER**

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Dance Fever Multisport

Equico

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Programmed Property Services

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