

**Minutes of the 20th AGM
of
The New Zealand Association of Private Education Providers**

Held at the Amora Hotel, Wellington
on Wednesday 31 August 2011

The Meeting commenced at 4.30 pm. There were 59 members in attendance.

Welcome:

The President, Edwige Fava, formally welcomed members to the meeting, and thanked them for attending. She outlined the Agenda and advised that all papers had been sent to all members, in accordance with the Rules of the Association, 21 days prior to the date of the meeting.

Apologies:

Apologies were received from:

Denva Stevens	Premier Hairdressing College
Hamish McKay	Premier Hairdressing College
Margaret Yates	Avonmore Tertiary Academy
Sandra McKersey	People Potential Group
Marty Pilott	ETC Learning, Wellington

**Moved that apologies be accepted
Alastair Melvin/Kevin Smith
Carried**

Minutes of the AGM Held on 28 September 2010

The Minutes of the 2010 AGM held on 28 September 2010, having been previously available on the NZAPEP Website since October 2010, and also distributed with the AGM papers, were taken as read.

The Minutes were opened for discussion.

**Moved that the minutes of the AGM held at AMES, Auckland on 28 September 2010 be
adopted as a true and correct record of the meeting.
Margie Sorensen/Karl Yates
Carried**

Annual Report 2010

Edwige Fava said that as the Annual Report was printed in the AGM Booklet she did not intend to read it out. She did however highlight a few issues such as the work by the Board over the year and the many achievements by the Board. She also noted that members of the Board would talk to their reports at the Members' Only Session to be held on 1 September.

Annual Report and Financial Statements

**Moved that the Annual Report and Financial Statements be received.
Edwige Fava/Malcolm Russell
Carried**

The Financial Statements were then opened for discussion.

The amount for legal expenses was questioned. It was explained that this was for a legal opinion and Aide Memoir which had formed the basis of a document to the Minister regarding fees and expenditure.

There being no further discussion the Annual Plan and Budget were then opened for discussion

Annual Plan

No discussion

Budget

A question was asked on how realistic is the figure for budgeted income was. It was explained that it was based on the income from last year with a conservative increase.

It was also noted that expenditure as a result of the Christchurch Earthquake and cancellation of the Conference in Christchurch accounted for around \$16,000 with the additional GST increase also occurring at the same time.

It was asked if the Roadshows were still bringing in new members and the response was that they were with a new member from almost each Roadshow.

The number of PTE closures was discussed and it was asked if there are any common factors. As far as NZAPEP are there were no closures of NZAPEP members but there were mergers although there was not a common factor.

It was noted that in 2009 the Conference contributed significantly to the income with less for 2010 although this is still significant. The reasons for the lesser amount received were outlined but it was noted that NZAPEP is still on target in relation to conference income. Conference is a major income stream for the association.

A further question was asked about the number of paying delegates who are not members. It was noted that it was approximately 15% at Conference but at Roadshows it was closer to 50%.

Other discussion related to an analysis of the PTE sector to see what others we can target for membership, the fact that membership of the Quality Commission membership is no longer voluntary and if any increase in room hire is included under the Roadshows.

There being no further discussion it was moved:

**That the Annual Plan and Budget be received.
George Marr/Mike Hadley
Carried**

Setting of Membership Rates for 2012

The Board recommended that Membership rates for 2012 be set at \$13.00 per equivalent full time student plus GST with a minimum subscription of \$390.00 plus GST and a maximum subscription of \$3,900.00 plus GST.

The reasoning for this small increase was explained including the need as was the fact that NZAPEP had looked at ways to generate other revenue but that apart from Conference and the Roadshows there was no chance of doing this.

It was suggested from the floor that the subscription amount was quite reasonable and also that NZAPEP needs to move subscription costs three or four percent each year to keep up with annual movements rather than on off large increases.

There being no further discussion it was moved:

It was moved that the Annual Subscription for membership of the New Zealand Association of Private Education Providers (including the Quality Commission) for 2012, be set at \$13.00 per equivalent full time student plus GST, with a minimum subscription of \$390.00 plus GST and a maximum of \$3,900.00 plus GST
Mike Hadley/Val Marshall-Smith
Carried

Constitutional Changes & General Meeting Motions

It was pointed out that in terms of Rule 23 (d) of the Constitution any other appropriate business must be submitted in writing and received by the Board at the Association's office no later than 28 (twenty eight) days prior to the holding of the Annual General Meeting.

As at the appointed date there was only one motion to be put to the meeting. Every member had received copies of this motion with their Formal Notice of the Meeting and they were printed in the AGM Booklet.

The motion from the NZAPEP Board was that the Rules of the New Zealand Association of private Education Providers be amended as follows:

Rule 7

- ~~(a) If an application for membership is not approved by the Board, the applicant must be advised in writing of the Board's decision, and the reasons for the decision, within 10 working days from the date of that decision. The decision of the Board shall be final. The unsuccessful applicant shall have the right to address the reasons for the decision at the next meeting of the Board.~~
- ~~(b) Following such a meeting, the Board in its discretion may reconsider its original decision. The Board shall notify the applicant of the result of any such reconsideration within 10 working days from the date of the meeting.~~

11. Quality Commission Scheme.

- ~~(b) NZQA registered PTEs may join the Quality Commission Scheme, and are encouraged to do so.~~
- (a) All members of the Association, other than Affiliate members, will also be members of the Quality Commission.
- (b) Any member who in accord with Rule 9 (a) resigns from the Association or has its membership terminated in accord with Rule 9 (c) will no longer be a member of the Quality Commission.

- (c) All members of the Quality Commission Scheme must comply with any decisions of the Quality Commission which relate to them.

23. Annual General Meeting

The Annual General Meeting of the Association shall be held ~~no later than the 30th day of September~~ in conjunction with the annual conference of the Association or no later than the 1st day of December each year at a time and place determined by the Board for the following purposes:-

29. Voting Classes of Members

Voting shall be in accordance with the membership categories explained below, with membership category 1 having one vote and membership category 2 having two votes.

For the purposes of this Rule, the membership categories are:

- (a) Membership category 1 – PTEs whose ~~courses~~ number of students in the previous calendar year equated to less than 200 EFTS
- (b) Membership category 2 – PTEs whose ~~courses~~ number of students in the previous calendar year equated to 200 or more EFTS

It was asked if these Rules aligned with the Quality Commission Rules and the answer was yes.

The question of Affiliate members of NZAPEP belonging to the Quality Commission was also raised and the question was asked if it would be reasonable for ITPs to be members of the Quality Commission. This will be looked at in conjunction with the revision of the QC Rules

Some supported the proposal as it would enhance collaboration and quality while others suggested the idea be researched and brought back to the next AGM. It was noted that one of the biggest problems is that Peak Bodies cannot go into and audit “dodgy” providers but again this is a matter for the Quality Commission.

It was agreed that to make a decision at the meeting would be too quick and it perhaps could be discussed at the Members’ Only Session, however this really is a matter for NZQA and needs discussion by the members.

Any suggested changes could be brought to an SGM if necessary but procedure needs to be followed and it was agreed that the matter would be looked at by the Board and brought to the next AGM

It was also noted that the Quality Commission will be looking at their rules and NZAPEP should wait till that process is complete and then bring the matter to a General Meeting as necessary.

It was moved:

That the changes to the Rules of the New Zealand Association of Private Education Providers, as outlined, be approved

**Kevin Smith/Val Marshall-Smith
Carried**

Outgoing Executive

It was noted that Christine Clark, Edwige Fava, John Fiso and Margie Sorensen would all be retiring from the Board with effect from 31 December 2011.

A Vote of Thanks was proposed to all the retiring members of the Board for their work in the time as members of the Executive.

The meeting showed its appreciation in the usual way.

Other Appropriate Business

In terms of Rule 23 (d) of the Rules any Other Appropriate Business must be submitted in writing and received by the Board at the Association's office no later than 28 (twenty eight) days prior to the holding of the Annual General Meeting.

No items of Other Appropriate Business had been received by 5 pm Wednesday 3 August 2011 and the meeting was therefore declared closed at 5.23 pm.