



2024 PNZ BOARD WORK PLAN *July 2024*

Vision:

Through Para sport, lives will be transformed

Values:

Leadership: Strategic leadership and collaboration with members, partners and Para athletes, building a strong and sustainable Para sport pathway.

Excellence: Demonstrate excellence at all levels of the Para sport pathway, ensuring quality experiences for all.

Advocacy: Champion equity, accessibility and inclusion for all New Zealanders to be involved in sport

Strategic Outcomes

1. Equity is achieved when Para sport is recognised at all levels of sport in New Zealand.
2. A strong and sustainable pathway to the Paralympic Games.
3. New Zealand is diverse and fully inclusive.

Documents to align to support the delivery of this:

- Strategic Plan
- Strategic Outcomes Short/ Med/ Long Term
- Annual Plan/Road Map
- Annual Budget
- Long Term Forecasts
- CEO and Team KPI's
- Annual Board Work Plan
- Agendas and Board Reporting

Board Strategic Priorities for 2024

- The Board making the agreed changes post the review to ensure it is operating in the most effective manner to support delivery of the Strategic Plan.
- Provide the required oversight in regard to Paris specifically in relation to health, safety and wellbeing of the Team, environment and culture, and resources to support these and performances.
- Completing the work to ensure strategic focus and alignment across the Board and organisation via Strategic Plan, 4-year cycle plans, annual plan, budget, CEO performance plan/KPIs, Board Workplan, agendas and CEO and Financial Reporting.
- The development of a sustainable revenue model to deliver our Strategic Plan.
- Supporting the CEO to lead delivery of the strategic plan and settle into the role at PNZ.

JANUARY

Date	Time	Meeting	Agenda Items	Other Board Events/Activity
		Governance Committee	<ul style="list-style-type: none"> • New Annual Report and AGM Format • Progress Athlete Representation on Board • Board Review Process • Inc Societies Act/Constitutional Changes 	<ul style="list-style-type: none"> • 23/24 Board Review Process Jan- March • AC Consultation Re Representative on Board
23/1	7-8:30pm	Audit & Risk Committee	<ul style="list-style-type: none"> • PNZ Audit Process • Alignment model of Risk Register/Framework to Strategic Plan 	<ul style="list-style-type: none"> • CEO/Organisation /Board Align Strategic Plan/Strategic Outcomes/Annual plan documents and templates for internal use and presentation to stakeholders - WIP
		P&P Committee	<ul style="list-style-type: none"> • Progress on P&P Priorities • Emerging Issues • Remuneration Approach Recommendations • Prep for 6 Monthly CEO Review • Approach to Engagement Surveys for 2024 • CEO Update on People/Health, Safety and Wellbeing 	

FEBRUARY

Date	Time	Meeting	Location	Agenda Items	Other Board Events/Activity
14/2	8:30-10:30	Audit & Risk KPMG Risk Session – All Board	Auckland		
14/2	11 – 4:30	Board Meeting	Auckland	<ul style="list-style-type: none"> • Deep Dive Paris • Alignment of Risk Register to Strategic Plan • Alignment of all Board Reporting to Strategic Plan/Annual Plan • Revenue Workgroup Update • Annual Report/AGM Changes • NZOC/PNZ – Next Steps 	<ul style="list-style-type: none"> • Halberg Awards, Auckland (14/2) • Board Stakeholder Engagement • SNZ Chairs Forum - PNZ 2032 Strategy and NSO Engagement
15/2	9am-1pm	Te Kahikatea part 2	Auckland		
15/2	1:30-3pm	CEO Regular mid-term review	Auckland	Chair and PPC Chair	
TBC		Athletes' Council Meeting			

MARCH

Date	Time	Meeting	Location	Agenda Items	Other Board Events/Activity
5/3	7-8:30pm	Audit and Risk Committee	Zoom	<ul style="list-style-type: none">• Audit and Annual Report	
12/3	9-10am	Cyril Smith Legacy Fund Committee			
16-24/3		Other			International Wheelchair Rugby Event, Wellington
21-27/3		Other			PNZ Chair at IBS Conference London Meeting with C4 and Paralympics GB re Broadcast Partner Models. ONOC/OPC General Assembly – Fiji Jana and Greg (plus Duane IPC) attending

APRIL

Date	Time	Meeting	Location	Agenda Items	Other Board Events/Activity
2/4	6-9pm	Board Meeting	Zoom	<ul style="list-style-type: none"> • Audit/ Annual Report Sign Off • Stakeholder Engagement Report Findings and Recommendations • Gov Committee Update pre AGM Consultation Process on Constitution Changes • Parafed network update (if required) 	
4/4	7:30-8:30pm	Governance Committee	Teams	<ul style="list-style-type: none"> • Progress Athlete Representation on Board • Board Committee Review Process • Inc Societies Act/Constitutional Changes 	
13/4		Other			PNZ's 56 th Anniversary
17/4	1-5pm	Te Kahikatea part 3	Auckland TBC		
18/4	8:30-3:30	Board Meeting	Auckland	<ul style="list-style-type: none"> • Deep Dive <ul style="list-style-type: none"> ○ Parafed – Network and Membership Engagement ○ NSO's - General NSO Monitoring (how to evolve coming out of the Games), Cycling NSO Transition timeline • Draft Long Term Operational Model/ Revenue Plan • Board Review Presentation • Board Member Succession Planning and BAP Timeline • Agree motions for IPC GA 	
18/4	4-5:30	AGM	Virtual	<ul style="list-style-type: none"> • Annual Report • PNZ Strategic Plan 2032 • Paris 2024, Milano 2026 • Consultation Process on Constitution Changes • BAP: Reappointment of SM as representative on the BAP 	
19-21/4		Other			Halberg Games
22/4		Honours Committee			
24/4		Athletes' Council	Virtual		
30/4	7-8:30	Audit & Risk Committee	Zoom	<ul style="list-style-type: none"> • Review Audit Recommendations • Risk Register 	

MAY

Date	Time	Meeting	Location	Agenda Items	Other Board Events/Activity
TBC		Actions to be scheduled			BAP process to recruit and appoint new Board Member
1/5	7-8:30	P&P Committee	Teams	<ul style="list-style-type: none"> • D and I Policy Integration/Embedding Requirement changes across other Policies. • Progress on P&P Workplan Priorities and High Level Workplan • Actions from Annual Engagement Surveys • P&P Related Risk Reviews. • People Policy Annual Review • CEO Update on People Health, Safety and Wellbeing 	
2/5	7:30-8:30pm	Governance Committee	Teams	<ul style="list-style-type: none"> • Member Consultation on Constitution Changes May – October • BAP and Chair Appointment Process 	
1-2/5		Other Governance Activity			6 monthly Board/Chair one-on-ones
8/5	1-5pm	Other			NZOC GA Member’s forum 1-2:45, GA 3-5pm
17/5	9pm	Other			IPC EGA
20/5		Other		Paris 2024 - 100 Days to go	Stakeholder Engagement CEO/Chair Sport/Disability Ministers Meeting Chair OP-Ed piece for Herald/Stuff
21/5	12-4:30	Board	Hybrid Wellington/ Teams	<ul style="list-style-type: none"> • Chair Election • Draft Long Term Operational Model/Revised Forecasts Feedback • Business Continuity Plan • Paris Update • Annual Report 2024 Process 	

JUNE

Date	Time	Meeting	Location	Agenda Items	Other Board Events/Activity
6/6	7:30-8:30	Governance Committee	Teams	<ul style="list-style-type: none"> Member Consultation on Constitution Changes May – October 	BAP Process- continue
13/6	7-8:30	Audit & Risk Committee	Zoom	<ul style="list-style-type: none"> Annual Policy Reviews 	
13/6	10am – 1pm	Board Meeting – Board Only Time	Christchurch	<ul style="list-style-type: none"> Board review actions – discussion and finalise Board Succession/Strategic Plan Alignment 24/25/26 and ahead Future International Representation SNZ/HPSNZ and Minister Annual Engagement 	PNZ and NZOC Team Pounamu Presentations - Christchurch
14/6	8:30-2:30 TBC	Board Meeting		<ul style="list-style-type: none"> Draft Long Term Operational Model Plan Annual Strategic Plan/Outcomes Review Session Annual Risk and Strategic Plan alignment review Annual Policy Review/Change Sign offs Annual Compliance and Obligations Review Progress Athlete Representation on Board Inc Societies Act/Constitutional Change Timeline Paris update – H&S, Risk, Budget, Crisis Management Plan (Raylene and Lynette) 	20/6 DPMC Desktop exercise- Paris

JULY

Date	Time	Meeting	Location	Agenda Items	Other Board Events/Activity
4/7	7-9pm	Board Meeting	Zoom	<ul style="list-style-type: none"> Paris specific – if required Annual Board Committee Review – Review TORs Finalise Last 2 Strategic Outcomes- Narrative and Te Ao Māori 	Chair/Chair Catchups Swimming, Cycling, Athletics and NZOC New Board Member Induction BAP- Current Board Skills Matrix and Review for Governance Committee to draft BAP Docs for Oct/Nov.
4/7	7:30-8:30	Governance Committee	Teams	<ul style="list-style-type: none"> Member Consultation on Constitution Changes May – October 	
18/7	6:30-7:30	Board Meeting if required	Zoom	<ul style="list-style-type: none"> Paris specific – if required Business Continuity Plan/Paris Business Case Short Term Partner Revenue (tbc) 	
24/7		Other			Team Farewell

AUGUST

Date	Time	Meeting	Location	Agenda Items	Other Board Events/Activity
1/8	8-9am	Board Meeting if required	Zoom	<ul style="list-style-type: none">• Paris specific – if required	
26/7 – 11/8		Other			Olympic Games
9/8		Cyril Smith Legacy Fund Committee		<ul style="list-style-type: none">• Applications close 31/7	
28-8 – 8/9		Other			Paralympic Games IPC and NPC Stakeholder Engagement Minister/HPSNZ Stakeholder Engagement

SEPTEMBER

Date	Time	Meeting	Location	Agenda Items	Other Board Events/Activity
19/9	7:30-8:30	Governance Committee	Teams	<ul style="list-style-type: none">• Member Consultation on Constitution Changes May – October	
				<ul style="list-style-type: none">•	

OCTOBER

Date	Time	Meeting	Location	Agenda Items	Other Board Events/Activity
1/10	7-8.30	Audit and Risk	Zoom	Draft Annual Plan and Budget 2025	Dates TBA: Cycling NSO Transition
7/10	7-8:30	P&P Committee	Teams	<ul style="list-style-type: none"> • Progress Updated on P&P Priorities and High-Level Work Plan • Results and Identified Actions from Annual Employee Engagement Temp Check • Draft KPI's for 2025 • Preparation/Feedback for Annual CEO Review • Strategic Pay Review • CEO Update on People Health, Safety and Wellbeing 	
3/10	7:30-8:30	Governance Committee	Teams	<ul style="list-style-type: none"> • Progress Athlete Representation on Board • Inc Societies Act/Constitutional Changes Finalised 	
22/10	6-9pm	Board Meeting	Zoom	<ul style="list-style-type: none"> • Draft 2024 Annual Plan • Draft 2024 Budget • Draft KPIs • Business Case= Philanthropy LT(tbc) • Business Case – Partner Revenue LT(tbc) • Annual Policy Review Sign off (if not done prior by email) • BAU Business continuity Plan (if not done prior) • Annual Compliance Review • Agree 2025 Workplan 	Board Appointment Process for 2025
28/10		Honours Committee		<ul style="list-style-type: none"> • Recommendations for PNZ Honours for 2025 	

NOVEMBER

Date	Time	Meeting	Location	Agenda Items	Other Board Events/Activity
		Other Activity		•	<ul style="list-style-type: none"> Schedule Stakeholder Discussions: PNZ/Halberg/Special Olympics, CEO/Chairs – Dates TBC BAP for 2025 - Continues
5/11	7-8:30	Audit & Risk Committee		• Pre-Board Final Budget Review	
7/11	7:30-8:30	Governance Committee			
21-22/11		Other Governance Activity			6 monthly Chair/Board One on Ones
28/11	9-4pm	Board Meeting	Auckland	<ul style="list-style-type: none"> Final sign off 2025 Annual Plan and Budget Agree 2025 Reporting Deep Dive Paris Review Cortina and 2028 Update 2028/2032 Sport Update and Sector Map Board Agree 2025 Constitution changes including Inc Societies Act changes and Athletes representation to take to AGM Honours Committee Recommendations 2025 	Board Dinner TBC
30/11		Other	Tauranga	•	NZ Māori sports awards
TBC		Athletes' Council			

DECEMBER

Date	Time	Meeting	Location	Agenda Items	Other Board Events/Activity
3/12	7-8:30	P&P Committee	Teams		
5/12	7:30-8:30	Governance Committee	Teams		
10/12		Cyril Smith Legacy Fund Committee		Applications close 30/11	
TBC		Athletes' Council			

2025

- NZOC/PNZ Board Hui February TBC
- Governance Mark Renewal March – Oct 2025
- Culture/Health Safety and Wellbeing 2025 (Must do every 2 years)
- Oceania 2025 - 2032
- Crisis Management - Raelene Castle BoardPro presentation was great.
- ESG Reporting and Sustainability Strategy

- Disability v Non-Disability Sport Investment Audit and Review.
 - Selector Policy Review
 - New Board Member Induction Jan
 - Annual Stakeholder Plan Review
 - Annual Board Succession Planning
 - Annual International Representation and ‘Para” Domestic Government Plans.
 - Qtrly Board Meeting Reviews /By Email post meetings.
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- Feb Notice to Members re AGM Constitution Changes
 - April AGM Constitutional Change