



Draft 2025 PNZ BOARD WORK PLAN *January 2025*

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 2025 – To Be agreed Feb 2025

- *Completing the work to ensure strategic focus and alignment across the Board and organisation via Strategic Plan and Outcomes,, 4-year cycle plan , annual plan, budget, CEO performance plan/KPIs, Board Workplan, Agendas and CEO and Financial Reporting.*
- *Oversee the development of a sustainable LT revenue model to deliver our Strategic Plan.*
- *Governance Mark Renewal*
- *Provide the required oversight in regard to Milano Cortina specifically in relation to health, safety and wellbeing of the Team, environment and culture, and resources to support these and performances.*

JANUARY

Date	Time	Meeting	Location	Agenda Items	Other Board Events/Activity
29/1	1400hr	Governance Committee		<ul style="list-style-type: none"> Annual Report and AGM Final Constitution Changes Athlete Representation and Inc Societies Governance Mark Renewal Plan for 25 	New Board Member Induction if Required.
30/1	1630hr	P&P Committee	Teams	<ul style="list-style-type: none"> Remuneration Approach Recommendations Prep for 6 Monthly CEO Review Approach to Engagement Surveys for 2025 CEO Update on People/Health, Safety and Wellbeing Salary review Framework and consideration of role sizing against pay bands Review Inclusion Statement and determine program to embed within culture 	
		Other Activity			<ul style="list-style-type: none"> Chair Catchup with Hilary Poole pre Gov Mark BAP Election Process

FEBRUARY

Date	Time	Meeting	Location	Agenda Items	Other Board Events/Activity
4/2	1500hr	Audit & Risk Committee	Zoom	<ul style="list-style-type: none"> PNZ Audit Process Risk Management Policy Review 	
TBC		Governance Committee			
11/2		Athletes' Council Meeting	Auckland		
18/2	1000 – 1600hr	Board Meeting	Auckland (overnight)	<ul style="list-style-type: none"> Deep Dive Paris - Final Review Games Selector Policy Review post Paris Q4 Reports Business Case – Update Commercial Revenue and Philanthropy Business Continuity Plan BAU Annual Board Stakeholder Plan Update? Annual Report/AGM Format Agreed Governance Mark Renewal and Annual Board Development Needs International Representation – IPC Governing Board, IPC Athletes' Council Final sign off 2025 Annual Plan and Budget (unless done prior via email) 	<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 Halberg Awards 18/2 SNZ Chairs Forum TBC
TBC		NZOC/PNZ Board 2 Board			

TBC		CEO Regular mid-term review	Auckland	Chair and PPC Chair	
TBC		Other Activity			<ul style="list-style-type: none"> • Sport NZ/HPSNZ /PNZ Chair/CEO connect • Schedule Stakeholder Discussions: PNZ/Halberg/Special Olympics, CEO/Chairs – Dates TBC • 6 Monthly Chair One on Ones

MARCH

Date	Time	Meeting	Location	Agenda Items	Other Board Events/Activity
6/3	1800-2000	Board Call	Zoom	Constitutional Changes	
7/3	TBC	Cyril Smith Legacy Fund Committee	Zoom	Applications close 28/2	
					QTRLY Board Meeting Review Email
21-27/3		Other			ONOC/OPC TBC
27/3 TBC	1700-1830	Governance Committee	Teams	<ul style="list-style-type: none"> • Final Constitution Changes, Athlete Representation and Inc Societies • Board Committee Review Process • International and Domestic Governance Representation 	

APRIL

Date	Time	Meeting	Location	Agenda Items	Other Board Events/Activity
		Other			PNZ's 57 th Anniversary
		Te Kahikatea	Auckland TBC		
8/4	1400	Audit & Risk Committee		<ul style="list-style-type: none"> • Audit and Annual Report • Strategic Risk Management processes • Review Audit Recommendations • Audit Tender Process approval • Investment Annual Review – Forsyth Barr • Annual Risk Register and Framework Review 	
24/4 TBC	1700-1830	Governance Committee	Teams	<ul style="list-style-type: none"> • Board Committee Review Process • International and Domestic Governance Representation • Annual Board Succession Planning 	
24-26/4		Other			Halberg Games
30/4	0830 - 1530	Board Meeting	Virtual/hybrid	<ul style="list-style-type: none"> • Strategic Reporting • Q1 Reporting • Agree motions for IPC GA if Required • Annual Strategy and Risk Framework Review • Business Case – Update Commercial Revenue and Philanthropy 	
30/4	1600 - 1730	AGM	Virtual/hybrid	<ul style="list-style-type: none"> • Annual Report • PNZ Strategic Plan 2032 • Paris 2024, Milano 2026 • Constitution Changes • BAP: Member Appointment 	<i>If not in person agree other B2B engagement with Parafed and NSO Boards.</i>
		Honours Committee			
		Athletes' Council	Virtual		

MAY

Date	Time	Meeting	Location	Agenda Items	Other Board Events/Activity
1/5	1930-2100	P&P Committee	Teams	<ul style="list-style-type: none"> • Deep Dive Culture, Health Safety and Wellbeing • Actions from Annual Engagement Surveys • P&P Related Risk Reviews. • Annual People Policy Review • CEO Update on People Health, Safety and Wellbeing • 	
1-2/5		Other Governance Activity			6 monthly Board/Chair one-on-ones to be scheduled.
20/5	1400	Audit and Risk Committee	Zoom		
					SNZ Chairs Forum TBC

JUNE

Date	Time	Meeting	Location	Agenda Items	Other Board Events/Activity
11/6		Board Meeting ½ Day with NZOC	Auckland (fly in fly out)	<ul style="list-style-type: none"> • Alignment of all Board Reporting to Strategic Plan/Annual Plan 25-28 • Health/Safety and Wellbeing Bi-Annual Review TBC • Chair Election • Committee TOR Review • Governance Mark Renewal Work • 2028/2032 Sport Update and Sector Map • Annual Compliance and Obligations Review Policy in Board Charter and Workplan • 	SNZ/HPSNZ Board Engagement Chair/CE Annual Minister Engagement Annual Patron Engagement TBC
11/6		Joint PNZ/NZOC meeting			

JULY

Date	Time	Meeting	Location	Agenda Items	Other Board Events/Activity
					Annual Chair to Chair SNZ/HPSNZ
8/7	TBC	Cyril Smith Legacy Fund Committee Meeting		<ul style="list-style-type: none"> Review of June applications 	
22/7	1400	Audit and Risk Committee	Zoom	<ul style="list-style-type: none"> Annual Policy Reviews Audit Tender Process Statement of Service Performance Reporting content review for 26 onwards 	
31/7 TBC	1700-1830	Governance Committee	Teams	<ul style="list-style-type: none"> Governance Mark Renewal 2025-2026 	
31/7	1830-2000	Board Meeting	Zoom	<ul style="list-style-type: none"> Q2 Reports 	

AUGUST

Date	Time	Meeting	Location	Agenda Items	Other Board Events/Activity
19/8	1400	Audit and Risk Committee	Zoom		
					Qtrly Board Meeting Review Email
					SNZ Chairs Forum TBC

SEPTEMBER

Date	Time	Meeting	Location	Agenda Items	Other Board Events/Activity
					IPC GA Mid-September TBC (24-27 th Sept, but still subject to possible adjustment)
		Governance Committee	Teams	Governance Mark	
11/9		Board Meeting	Wellington (fly in fly out)	<ul style="list-style-type: none"> Business Case Philanthropy and Fundraising Draft Business Plan and Budget 26 Annual Compliance and Policy review Governance Mark Renewal IPC GA Items for voting Oceania 2032 Alignment and Plans Draft Long Term Operational Model Plan 	Duane's Final Board Meeting in IPC VP Capacity

OCTOBER

Date	Time	Meeting	Location	Agenda Items	Other Board Events/Activity
		Honours Committee		<ul style="list-style-type: none"> Recommendations for PNZ Honours for 2026 	
15/10	1630-1800	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/pulse Check Draft KPI's for 2025 Strategic Pay Review CEO Update on People Health, Safety and Wellbeing 	
30/10 TBC	1700-1830	Governance Committee	Teams	<ul style="list-style-type: none"> Governance Mark Renewal 2025/2026 	
30/10	1830-2000	Board Meeting (Online)		Q3 Strategic Reporting	

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
4/11	1400	Audit & Risk Committee		<ul style="list-style-type: none"> Pre-Board Final Budget Review Reserves Policy Review Updated Annual Plan and Budget 	
7/11	TBC	Cyril Smith Legacy Fund Committee		<ul style="list-style-type: none"> Review of October applications 	
		Other Governance Activity			6 monthly Chair/Board One on Ones
25/11		Board Meeting	Auckland (fly in/flyout)	<ul style="list-style-type: none"> Final sign off 2026 Annual Plan and Budget Milano Cortina and 2028 Update 2028/2032 Sport Update and Sector Map Honours Committee Recommendations 2026 	
		Other	Tauranga		NZ Māori sports awards SNZ Chairs Forum TBC
		Athletes' Council			

DECEMBER

Date	Time	Meeting	Location	Agenda Items	Other Board Events/Activity
3/12	0800 - 0930	P&P Committee	Teams	<ul style="list-style-type: none">• Preparation/Feedback for Annual CEO Review• CEO Update on People Health, Safety and Wellbeing	
					Qtrly Board meeting Review Email

2025 Notes

- Annual Engagement Survey to include Culture Q's and Board Strategic Direction not Function Q's
- 2025 Committee Reviews to Factor in New Chair/s where required and New Board Members from 24/25

2026/27

- PNZ Standard Meeting Plan FEB Q4, April Q1 July Q2 (Online) Aug/Sept Draft Plans/Budget. Oct (online) Q3, Late Nov Final Plans/Budgets
- Culture/Health Safety and Wellbeing 2025 (Must do every 2 years). Culture to be articulated and embedded in CEO KPI and Engagement Survey
- ESG Reporting and Sustainability Strategy
- Disability v Non-Disability Sport Investment Audit and Review