

SECONDARY SCHOOL PRINCIPALS GROUP

Terms of Reference 2016

1. PURPOSE/BACKGROUND

The Secondary School Principals Groups (SSPG) purpose is to oversee secondary school sport and act in an advisory capacity to support the Secondary School Sport Advisor (SSSA). Along with other funding partners, the SSPG will establish the strategic outcomes for secondary school sport and the SSSA. The achievement of the outcomes is the responsibility of the employer.

The SSPG consists of principals who meet six-weekly to share information and support the SSSA, who works directly with the secondary schools in the region. Financially, the schools contribute at varying levels to this position (and this is reflected in the service they receive), Sport NZ contributes per head (based on enrolments) and Sport Manawatu funds the remainder.

When the secondary schools position was first established it was a separate entity housed at Sports House. The SSPG met to oversee finances and the work being carried out by the role. In 1999 Sport Manawatu took over the management of the SSSA with the financial and human resource aspects no longer the responsibility of the SSPG. This enabled the committee to focus on external matters, for example, monitoring the value students receive from associations charging affiliations, identify issues that need addressing (inter-school through to national) and provide regular interface with the SSSA who puts ideas to the group.

Sport Manawatu's role, through the SSSA, is to provide quality sport opportunities in the secondary school context for secondary school age students resulting in more kids playing sport, and developing an attitude/love of sport that will ensure they play it for life. Secondary schools are the recipients of various programmes and the SSSA will encourage discussion on, or disseminate, how these "fit" in the current school environment. The expectations of providers must also be understood to ensure there is a coordinated approach.

2. EXPECTED OUTCOMES

- Increased participation in secondary school sport in the region. (NZSSSC annual census measure).
- A unified approach to secondary school sport and active recreation in the region. (Member satisfaction measured through continued support of the role).

3. MEMBERSHIP

The membership consists of organisations that financially contribute to the Secondary School Sports Advisor's position. This shall consist of:

- Principals of contributing secondary schools from the Horowhenua, Tararua and Manawatu districts and Palmerston North City
- A Sports Coordinator from a contributing secondary school as determined by the SSSA and approved by the Secondary School Principals Group on an annual basis.
- Nominees from Sport Manawatu (Chief Executive, Community Sport Manager, Secondary School Sport Advisor)
- Sport NZ

4. COMMITTEE MEMBER RESPONSIBILITIES

- Members are invited to attend all meetings where possible, or send a delegated representative.
- Members will contribute to discussion and decision making, acting at all times in the best interests of secondary school sport in the region.
- Members will communicate in a clear and open manner and be open to the suggestions of others through providing positive and constructive contributions to meetings.
- Members will respect the right of participants to express their views.
- The Chair will be determined annually by the committee at the last meeting of the calendar year for the forthcoming year.
- In the absence of the Chair an interim substitute will be nominated and elected.

5. DECISION MAKING

The Secondary School Principals Group will be called on to make decisions regarding secondary school sport and recreation. However, where there are implications for other members, like Sport Manawatu, a formal recommendation will be put to the Sport Manawatu Board along with a request to speak to the recommendation. The Sport Manawatu CEO is the conduit between the Secondary School Principals Group and the Sport Manawatu Board. The CEO will be represented at these meetings by either the Community Sport Manager or Secondary School Sport Advisor if unable to attend, who will have a subsequent meeting within five working days with the CEO.

Within the Secondary School Principals Group, decision making will occur by consensus but in the event this is not possible a majority vote will stand. All members will respect the decision of the majority and maintain confidentiality where appropriate.

6. MEETING

- Six-weekly, with dates agreed on at the start of each school year.
- The meeting quorum is 30% of the Secondary School Principals Group.
- The Secondary School Principals Group will meet with the Sport Manawatu Board as and when required.
- The SSSA will compile the agenda in consultation with the Chair.
- The SSSA will circulate meeting minutes and other papers five working days prior to each meeting.
- Members are **expected** to attend a minimum of 4 out of 6 meetings annually.

7. REPORTING

The SSSA will:

- Circulate meeting minutes to secondary schools and relevant Sport Manawatu staff.
- Provide updates to Sport NZ where necessary.

8. REVIEW / AMENDMENTS

The Terms of Reference will be reviewed each year following the annual meeting.

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