

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
NSW SECONDARY DEPUTY PRINCIPALS ASSOCIATION
AND THE
DIRECTOR-GENERAL OF EDUCATION AND TRAINING
2005-06**

1. ROLE

- 1.1 The role of the New South Wales Secondary Deputy Principals Association (the Association) is to enhance the effectiveness of deputy principals through advocacy, support, professional development and collegiality for deputy principals. This role will lead to improved learning outcomes for students.
- 1.2 The Association is an organisation integral to the Department of Education and Training which recognises its Constitution. Deputy principals engaged in the business of the Association are Departmental officers on duty.
- 1.3 Within the Department of Education and Training the role will involve:
 - 1.3.1 Improving the effectiveness of deputy principals and the Department of Education and Training;
 - 1.3.2 providing a forum for professional discussion and debate;
 - 1.3.3 representing the views of deputy principals to the Director-General on policy and procedures;
 - 1.3.4 coordinating meetings and professional learning activities to assist deputy principals to be informed and empowered school leaders in learning communities;
 - 1.3.5 effectively participating in local and state level decision making;
 - 1.3.6 providing advice and welfare support for deputy principals;
 - 1.3.7 producing and distributing newsletters, bulletins and publications to deputy principals (particularly using email and internet); and
 - 1.3.8 in collaboration with the Professional Learning Directorate, preparing and delivering programs to meet the needs of deputy principals within the framework of Departmental priorities.

- 1.4 Complementary to the Department of Education and Training, the role will involve:
 - 1.4.1 representing the views of deputy principals to relevant interest groups and all stakeholders;
 - 1.4.2 affiliation with and involvement in activities of the NSW Secondary Principals' Council (SPC); and
 - 1.4.3 affiliation with and involvement in the activities of other Deputy Principals' Associations (in Australia and internationally).
- 1.5 Public comment by authorised representatives of the Association will enhance the quality and standing of the public education system and the professional standing of deputy principals in the community.

2. STRUCTURES

- 2.1 The structures, processes and Constitution of the Association will be subject to the endorsement of the Director-General.
- 2.2 Secondary deputy principals in each Region may form Regional Associations.
- 2.3 Details of office bearers, delegates to other meetings and processes will be set out in the Constitution.
- 2.4 Each Region will be eligible to send up to three delegates to meetings of the State Congress.
- 2.5 The State Congress of the Association will consist of the delegates from each Region (as in 2.4), the elected and appointed executive of the Association, and the Executive Officer. Details will be set out in the Constitution.
- 2.6 The Executive of the Association will consist of an elected President, Vice President, Secretary and Treasurer. Details are set out in the Constitution.
- 2.7 The Association will establish a number of standing committees and fixed-term working parties to meet specific needs.

3. MEETINGS

3.1 *Meetings of Regional Branches of the Association*

3.1.1 Regional Associations may meet up to twice per term. Usually these meetings will occur before and after the State Congress meeting held each term.

3.1.2 Regional Association meetings could be organised to coincide with other meetings or Professional Learning activities in order to make effective use of school time.

3.2 *State Congress Meetings*

3.2.1 These meetings will be held on one day per term in State Office, Bridge Street, Sydney (Friday of Week 7, each term).

3.2.2 The agenda for these meetings will be prepared by the Executive of the Association.

3.2.3 Costs associated with travel and accommodation for these meetings will be met by the Department through State funds.

3.3 *Executive Meetings*

3.3.1 Executive meetings of the Association will be held before State Congress meetings and at other times as determined by the President.

3.3.2 Costs associated with Executive meetings will be met by the Association supported by State funds provided by the Department.

3.4 *Meetings of Standing Committees*

3.4.1 Standing committees will be coordinated by a delegate to State Congress.

3.4.2 Most committee business will be transacted by telephone, facsimile, email or teleconference. Occasional meetings of deputy principals may be called by a co-ordinator.

3.4.3 Meetings of the co-ordinators of standing committees with the appropriate Directors and Deputy Director-General will occur on a needs basis.

3.4.4 Costs associated with meetings in 3.4.3 will be met by the Department through State funds and also by the Association.

3.5 Occasional Meetings for Consultations

- 3.5.1 The Association is often asked to call deputy principals together to provide policy advice and feedback as well as to respond to current issues. The Association will co-ordinate such consultations which will be funded by the Association supported by the Department through State funds.
- 3.5.2 As a professional association, the Association is often asked to respond to current issues and consult with other bodies and stakeholders. The Association will co-ordinate such consultations which will be funded by the Association.

3.6 Annual Conference

- 3.6.1 The Association will hold an Annual Conference for 2 days each year. All secondary deputy principals will have the opportunity to attend.
- 3.6.2 The program for the Conference will be determined by the Association in consultation with the Professional Learning Directorate and the Director-General.
- 3.6.3 Some administrative support for the Conference may be negotiated to be supplied by the Department.
- 3.6.4 The Department will provide financial support for the Conference through State funds.

3.7 Other Meetings

- 3.7.1 The Association may organise or assist the Department of Education and Training to organise a number of meetings of deputy principals in major locations in NSW. Those meetings may be held to:
- present reports;
 - present information or hold consultations with large groups of deputy principals;
 - hold appropriate Professional Learning activities; and
 - conduct Association business including Regional Association meetings.
- 3.7.2 There will be no Association organisational structure linked to these meetings.

4. TIME OUT OF SCHOOL

As the Association is an organisation integral to the Department, time spent on Association activities is time spent on duty.

- 4.1 Attendance at Regional Association meetings and the Annual Conference will involve about five days per year.
- 4.2 Attendance at other meetings, especially such as outlined in 3.7.1, may require more time.
- 4.3 The time needed to meet professional learning needs of deputy principals will vary according to many factors. These include Departmental priorities, the experience of the deputy principal, individual deputy principals' development program, isolation and the need to respond to community concerns.
- 4.4 Regional Association delegates, members of the Executive, chairpersons of standing committees and some co-opted members may be away from their schools on other occasions. These occasions will be monitored and reported annually.
- 4.5 The Association will ensure that duties associated with Association activities are evenly distributed and not excessive for individual deputy principals.

5. COSTS – SCHOOL FUNDS

Association activities are carried out by deputy principals on duty. Public funds from State Office or school accounts will support these duties.

- 5.1 School funds shall be used to support Deputy Principals' Association activities including registration, accommodation and travel costs associated with the Annual Conference of the Association.
- 5.2 Costs for professional learning for deputy principals will be determined by school professional learning teams according to school-developed procedures.

6. PROFESSIONAL LEARNING

- 6.1 The Association supports the Professional Learning policies and programs of the Department which are developed in consultation with the Association.
- 6.2 The Professional Learning Directorate and the Professional Learning Standing Committee of the Association will jointly prepare a program of activities for deputy principals and other school leaders which will be based on:
- the strategic priorities of the Department determined by the Director-General following advice from the Association; and
 - the leadership needs of deputy principals and other school leaders as determined by Association survey and requests from deputy principals.
- 6.3 This Professional Learning program will endeavour to ensure that no deputy principal is disadvantaged in professional learning because of distance or isolation factors.
- 6.4 In order to be efficient and cost effective, some professional learning programs will coincide with other meetings including meetings of Regional Associations.
- 6.5 The Professional Learning Program will be promoted in Association publications and subject to an evaluation by the Association which will be part of the Annual Report to members.
- 6.6 Significant components of the Professional Learning Program referred to in 6.2 will be negotiated for delivery to deputy principals by the Association.
- 6.7 The Department will provide, on a negotiated and defined basis, limited administrative and clerical support to the Professional Learning Standing Committee of the Association. This support could include the use of State and District Office staff, as well as financial support.
- 6.8 Department funds from the State Office and from school accounts will be used to support professional learning programs for deputy principals and other school leaders.

7. ANNUAL RESOURCE AGREEMENT

The Department will provide the following resource support for Association.

- 7.1 The financial equivalent of 0.2 staffing supplementation to the school of the President (\$13,300 in 2005-06).
- 7.2 The financial equivalent of 20 days SASS support (\$2,500 in 2005-06). Extra days funded by the Association will supplement these days.
- 7.3 Payment of costs for travel and accommodation associated with four, one-day meetings of the State Congress as set out in 3.2 above (\$22,400 in 2005-06).
- 7.4 \$5,000 to support the operation of Association standing committees.
- 7.5 Professional learning support, including:
 - \$10,000 contribution to the cost of the State Conference; and
 - \$10,000 towards the costs of other professional learning.
- 7.6 Department funds paid through school accounts will support the attendance of deputy principals at Regional Association meetings. In 2005-06 this notional figure is set at \$10,000.
- 7.7 State funds from the Professional Learning Directorate will be used to assist the Association to plan, implement and administer those Professional Learning programs contracted to the Association for delivery on a cost-recovery basis.

These funds will supplement Association funds used for Professional Learning and will be used to support specific State or local initiatives as outlined in 6.2 above.

8. The Association will account for the use of Department funds in an Annual Report published for the members and the Department. The Resource Agreement will be subject to annual review and audit by the Audit Directorate.
9. A copy of the Resource Agreement for 2005-06 is attached to this Memorandum.

**RESOURCE AGREEMENT
to support
MEMORANDUM OF UNDERSTANDING
between the
NSW SECONDARY DEPUTY PRINCIPALS ASSOCIATION
and the
DIRECTOR-GENERAL OF EDUCATION AND TRAINING
2005-06**

The Department of Education and Training will support the NSW Secondary Deputy Principals Association by providing the following resource support:

Item	Resource Support	Rate	Cost
1	President	0.2 staffing supp'n	13,300
2	Admin/Support	20 days @ \$125	2,500
3	State Congress		22,400
4	Standing Committees		5,000
5	Professional Learning (Annual Conference)		10,000
6	Professional Learning (state & regional)		10,000
7	Regional Associations		10,000
Total			\$ 73,200

Andrew Cappie-Wood
Director General
DET

Bruce Tapp
President
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