



# New South Wales Secondary Deputy Principals Association Inc.

Website: <http://www.nswsdpa.asn.au>

## *Executive Planning Meeting 18 February 2005*

Present:: B Tapp, A Mojsiewicz, M Wride, B Lovegrove, S Ramsey, K Wratten

### **1. Correspondence**

In

- Steve Barnett (Kotara HS) response to Principals' proposal regarding transfer procedures Head Teachers' and DPs (9/12/04)
- Gary Stoneham Human Edge Software Corporation re web site.
- Paul Edgecumbe (Chief Information Officer) 21/2/05 creation of a secondary deputy principals' email group to be created in Web Services.

Out:

- As per minutes of 26 November 2004 read.
- Letters to DDG of Schools - Trevor Fletcher, Learning Directorate - Ann McIntyre, John Walker - Leadership Unit, Professional Learning -replacement Michelle Bruniges. All letters requesting support for Induction Program 2005.

**2. Treasurer's Report** as tabled. Rules of Audit to be moved as policy next meeting.

**3. 2005 Annual Conference:** B Lovegrove provided updates from organising committee. Dinner to be held at War Museum (function centre) 1-2 September. Issues raised: Length of sponsorship from Academy Photography – contact Ian Willis Dorrigo HS. Technology rights have not been negotiated with any organisation. Mark Tischler coordinating conference Macquarie Fields HS. Crown Plaza and Waldorf accommodation.

**4. Web site issues:** Minutes of last meeting will be uploaded on website before next meeting.

**5. Welfare Survey :** Discussion and changes to welfare survey. Survey will be trialed at next DPs meeting. Additional trialing and feedback to BL Survey to be mailed out to Executive members for completion and discussion at next meeting. For implementation Terms 2 & 3. Analysis Term 4. Bronwyn Stafford (DET) may assist in Survey analysis and present at next meeting.

**6. Memorandum of Understanding:** Outline of changes. To be ratified at next meeting. Then present at the meeting with Cappie-Wood.

**7. Role of Executive members for 2005.** K Wratten to contact C Del Gallo for copy of Office Bearers' Roles including Exec Officer. Update and present at next meeting.

**8. Discussion of sponsorship request from Human Edge Software.** BL to formulate response outlining a preferred option in sponsoring web site. Letter to

**9. Induction Program.** This issue needs to be raised again with Cappie-Wood.

KW to send letters to DDG Schools Trevor Fletcher, Learning Directorate Ann McIntyre, John Walker Leadership Unit, Professional Learning replacing Michelle Bruniges. Support for Induction Program 2005 requested

10. **Professional learning Plan** updated and published.

11. **Discussion of agenda for next meeting:** guests, documents to be tabled and reports to be given.

12. **General Business**

**Actions for next meeting**

1. State Email addresses. BL and MW to investigate further.
2. Conference organisers to put email address on registration slip.
3. Rules of Audit to be ratified as policy next meeting.
4. Confirmation of conference venue (Canberra) required and liability status - BT to investigate.  
Investigate Issues regarding technology and liability (BL). Request 2005 Conference website flyer to be retained for 2005.
5. SR and BL to complete survey design for distribution to executive before next meeting.
6. SR to update MOU and take to Kathy Wood.
7. KW to update Office Bearer's Roles document including Executive Officer.
8. Professional assistant investigated by BL.
8. BL to report to Exec meeting on Human Edge's Software sponsoring web site.
9. KW to email BL the Assoc letterhead.
9. BL to obtain a DET Directory and a School Directory.
10. KW to Update Professional Learning Plan and add to it *The Role of the DP in leadership of Secondary Education in NSW Public Schools* (2 pages)
11. KW to send letters to DDG of Schools Trevor Fletcher, Learning Directorate Ann McIntyre, John Walker Leadership Unit, Professional Learning replacement Michelle Bruniges. All letters to request support for Induction Program 2005.

**Next meeting: 11 March 2005.**