



# New South Wales Secondary Deputy Principals Association Inc.

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

## Term 2 Minutes of meeting 13 June 2003

1. *Apologies:* Stuart Pearsall (Balranald), Tracy Provest (promotion to Principal), Ted Noon (promotion to Principal), Andrew Eastcott.

2. *Minutes from previous* read and accepted.

3. *Correspondence*

*In:*

*Out:*

- Letter to Principals Council expressing vote of thanks and indicating positive outlook toward future working relationships.
- Letter to Director VET Mr Bob Smith thanking him for contribution to today's meeting.
- Letter to IT branch requesting list of DPs grouped by Districts.  
**Action: B Tapp to identify the IT contact and obtain a copy of Groupwise application proforma.**
- State DP Exec email addresses sent to Ms Causey so that emails from Principals Council meetings will be sent to DP Assoc executive members
- Letter P Manwarring inviting him to address welfare needs of DPs at a future meeting

4. *Financial Report:* Report tabled.

*Motion: That financial report be accepted. Moved: M Wride. Seconded: S Ramsey. Carried.*

5. *VET Issues*

M Wride tabled VET Director Mr Bob Smith's response to areas of concern identified by NSW SSDPA Inc.

Director's response to issues outlined as follows:

- *Workload:*

Not all DOs have a Workplace coordinator. Directorate currently looking at an electronic mode of tracking competencies which would be downloaded to BOS and aimed at addressing workload of teachers. Log book maintenance has been positively received, difficulties in storage of logbook recognised and the updating of log book.

Period allowances for teachers will not be considered in the short term due to funding availability through tied funding. VET allowances will only be considered as part of the general salary campaign.

VETAB mandates all VET deliverers must have Certificate 4. The VET system dictates that RPL will continue to be examined closely.

- *Cost of courses:*

1995-2003 budget has increased from \$12 million to \$40 million spread across a range of programs. Since 1998, student growth increased from 48 000 to 68 000 along with complexity

of courses. Districts given significant funding to support VET in schools. \$3 million a year allocated to Districts which is also to be used for many other areas of support as well as VET resources. Properties Directorate have responsibilities for replacement of infrastructure (kitchens etc.). A different approach will be applied by Properties Directorate in the future to provide *commercial bays* over a period of time. RTO registration requirements will ensure that Properties will reprioritise their delivery to schools.

*- Training of staff*

Increasing number of teachers have retrained for VET but there are fewer teachers in the system who are training. The universities are now providing training and picking up people from industry as they lose their jobs. Many of the targeted graduates are not permanent teachers and their training is lost. Replacing people while they are being trained and going on leave is a significant and expensive problem.

*- Workplacement of students*

VET Board is keen to maintain workplace management. A booklet to provide best practice in work placement will be soon available. A significant 1.9 million hours spent in workplacement. VET Directorate structures aim to understand the issues that VET offerings in schools provide eg cognisance of the organisational and workload issues which are threatening the future of VET.

*-Coordinator of VET*

No future DET plans to provide an allowance for Head Teacher VET in addition to present staffing formulas. Govt funding of \$700 per head for training and development is designed to incorporate VET requirements. Substantive VET positions cannot be created from these funds.

*- Relief Days*

No pool of funds for relief days targeting VET. Future t&d funds will come directly to schools and need to be prioritised.

*-Funding Model*

DET is reviewing the current funding model. Final report on review due end of June '03. Type of findings reveal apparent confusion about what the model is. Advice from the Board of Management will determine what is done with the model. TAFE program costs \$20 million, shortfall poses an issue. Management of students off site is another concern; Year 10 students retained at school at the end of the year represents a personnel concern.

6. *Role of Deputy Principal – Identifying changes in value of work performed since 1991.*

The following changes were identified:

- *Loaded curriculum:* new HSC and Sch Cert; assessment incorporating additional work on standards and marking guidelines; reporting including outcomes based reporting; changes in BOS operation eg student data entry; training and development support; aging teaching force and their ability to adapt to changes, breadth of curriculum and rigour demanded in senior years; incorporation of mandatory policies impacting on school; tracking for CSA in Year 10; VET and school to work competencies; the new productive pedagogy.
- *Special needs students and integration:* increasing administration of funds, learning programs; time involved in special provisions relating to Sch Cert and HSC; reporting on special needs students; changing funding; reverse integration where students are integrated into mainstream; need to prioritise the support; expectation that these students be targeted for work placements; out of quota VET students; liaising with itinerant support teachers.
- *Child protection:* support for staff under investigation; training development requirements.

- *Increased accountabilities:* compliance, OH&S, critical incidents, annual report, targets for school enrolments; TARS, breach of security on-line reporting.
- *Technological changes:* computing studies; BOS compliance; technology theft and maintenance of equipment; lack of adequate DET administration software; security.
- *Teacher shortages:* casual relief; increased in-house training; difficulties HSC day marking imposes on schools; reduced counsellor allocation.
- *Conditions under which teachers work:* continual increase in bureaucratic paperwork; recording incidents and accidents; demands for demonstrations of value added data of school performance; DPs being accessed out of hours for school property maintenance to be completed; burden of relieving Principal whilst needing to carry out DP tasks concurrently.

#### 7. Report on Secondary Principals Council

B Tapp

-Aim to develop closer relationships between DPs and Principals. View to look at Victorian model with a joint DP/Principal Council. Members met to establish protocols for further consideration. Outcome of meeting suggested a need to develop a closer liaison at school level and at State Assoc level.

-Discussion of fees. Significant funding issues have emerged with Principal Council eg this lead to possibility of DET withdrawing grant to Principals Council of \$250 000. This grant incorporates employment of two positions eg futures position. Principal membership fees could rise to \$400. Growing strength of NSWSDPA Inc.could be seen as an organization independent from DET in the future.

#### 8. Elections

C Del Gallo

Insufficient nominations for positions cancel the need for elections or postal ballots. Results were as follows and will be announced at Annual General Meeting.

President: B Tapp

V President: S Ramsey

Secretary: K Wratten

Treasurer: A Mojsiewicz

Returning Officer: C Del Gallo

#### 9. DPs Induction Program

M Wride / N Howard

- *The DP's Welcome Package* has been well received. Documents and links will be loaded up to Web site. Hard copy only available to new DPs appointed from January 03.

- *Working Papers Only* document has guided much work coming out of the Leadership Unit in area of leadership development. The new *Leadership capability framework draft* document will be the foundation for a leadership strategy within and across all schools.

- *The Proposed Professional Development Plan for DPs (overview 6/12/03)* represents the base document from which the framework developed.

- *The Draft Program* document represents what the package will look like.

**Action: State executive representatives are to make recommendations for workshop leaders or suggestions for presenters to [miriam.wride@det.nsw.edu.au](mailto:miriam.wride@det.nsw.edu.au).**

**Action: State executive representatives are invited to attend the July 17-18 Conference and/or to recommend suitable personnel to participate and advise [narelle.howell@det.nsw.edu.au](mailto:narelle.howell@det.nsw.edu.au).**

**Action: M Wride to send copy of working documents to Christine Causey.**

- Vote of thanks to Miriam Wride for her contribution and work completed on the DP Induction Program.

- M Wride and N Howell shared their experiences of the project.

*10. 2004 Conference*

*I Willis / N Howell*

708 DP members to date.

North Coast report on the limitations of local venues and issues highlighted.

*Motion: That 2004 two day DP Conference be based in the greater Sydney area. Moved. C Tome. Seconded: F Land. Carried.*

*Motion: That a coordinator be identified for conference organization to be considered at next meeting. Moved: M Wride. Seconded: F Land. Carried.*

*Motion: That mid term 3 be considered as the date for 2004 Conference. Moved N Howell. Seconded: I Willis. Carried.*

**Action: M Wride to pass on DET information to C Del Gallo regarding possible conference contacts and resources.**

*11. NSW Secondary Principals Council*

*Christine Causey*

Focus: Relationship with NSWSDPA Inc.

- By mid Term 3 the Principals Council will have developed a position on the areas to define the relationship. Areas may include: professional development of DPs at a district level and support eg compliance training (corporate services) for DPs. Issues related to quality of training.

Principals Council made the following requests of NSWSDPA Inc:

- DPs to identify other needs for training and be prepared to provide good school models
- A DP State Exec representative invited to the Principals Council meetings. Costs to be met by Council
- Keen to have an article from NSWSDPA Inc in Principals newsletter in addition to linkages on DP / Principal websites.
- Principals' Council prepared to investigate mentoring and issues.
- Invitation to DP State Exec representative to attend principals t&d days.

Feedback from NSWSDPA Inc executive included the following: addressing welfare needs of DPs and the induction of DPs to Principals role.

Ms Causey emphasised importance of the newly developing *leadership capabilities framework* document.

**Action: B Tapp to approach Peter Manwarring to address future DPs meeting, re welfare needs of DPs.**

**Action: K Wratten to send email addresses to C Causey so that emails from Principals Council meetings will be sent to DP Assoc executive members.**

*Motion: That for 2003 DP State Executive will coordinate representation on the above reference groups and Council meetings.. Moved: C Tome. Seconded: F Land. Carried.*

*Motion: That for 2004 the DP State Exec committee elect reps at the last meeting of the year. Call for Nominations for positions to be via email to executive. Moved: C Tome. Seconded: F Land*

*Related Issues:*

- Need to ensure appropriate representation from rural isolated areas
- Organisation of NSWSSDPA Inc. succession planning
- May involve constitutional reform entailing a more representative group over the long term.

- Costs of representation on reference groups and impacts on Assoc funds.

*12. Web site M Wride*

May need more funds for web site maintenance.

**Action: K Wratten to send State Association representatives email lists to M Wride.**

**Action: State Assoc representatives asked to email all District reports to M Wride. These are uploaded on the first of each month.**

*13. Professional Assistant*

**Action: F Land to approach B Lovegrove re professional assistants position.**

*14. Term 3 activities*

Need for a meeting in Term 3.

Principals' Council meeting Week 7 Term 3.

Next meeting: Proposed 12 September 2003. This date to be confirmed.

*15. 2003 Joint October Conference going ahead.*

*16. District Issues*

- Establishment of ED issues, no guidelines, poor set up and introduction, lack of funding, security for schools.  
**Action: State Association representatives to continue to monitor ED issue and consider the need raise the matter with T Wootten in the future.**
- *Aspiring Principals Project*. More information to arrive in future. Need to contact all DPs in District.
- Encourage membership to apply to *Groupwise*.
- Vote of thanks to C Del Gallo & S Ramsey for organization of Northern Districts Conference.
- Salary's campaign.

*17. Items for next meeting:*

- A session to design structure and planning for conference 2004
- Nominate a 2004 conference organiser
- Representatives for Principals reference groups

Meeting closed: 3:00pm