



# New South Wales Secondary Deputy Principals Association Inc.

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



Term 2 Meeting  
Friday 13<sup>th</sup> June 2008  
Minutes of Meeting

Agenda Detail	Action Required
<p><b>1. Attendance / Apologies:</b> see attached attendance / contact list.</p> <p><b>2. Minutes from previous meeting</b> Motion: That the minutes be endorsed. Moved: M. McLelland Seconded: K. Duryea - Carried</p> <p><b>3. Correspondence</b></p> <ul style="list-style-type: none"> <li>• Nil</li> </ul> <p><b>4. Treasurers Report – Noel Morris</b></p> <ul style="list-style-type: none"> <li>• Financial statement tabled and discussed</li> <li>• Discussion invited travel &amp; meal allowance – Congress asked to consider adopting the ATO ‘Reasonable Travel &amp; Meal Allowance Schedule’ as a basis for our congress delegates travel claims.</li> </ul> <p>Motion: That the treasurer’s report be accepted. Moved: N. Morris Seconded: F. Land - Carried</p> <p>Motion: That NSWDPA State Congress adopt The ATO ‘Reasonable Travel &amp; Meal Allowance Schedule’ as the upper limit for future travel claims &amp; that we tie our rates to the ATO published rate each year Moved: N. Morris Seconded: A. Gill</p> <p><b>5. Presidents Report – Steve Ramsey</b></p> <ul style="list-style-type: none"> <li>• Report tabled and discussed (White)</li> <li>• Met with Chief Procurement Officer ( Paul Hopkins) followed by a meeting with successful procurement contractors. N. Morris, S. Ramsey &amp; M. Wride met with H.P., Ricoh, &amp; F. Xerox, HP were very keen to work with NSWDPA on the terms of a \$20,000 / yr 3 yr Gold sponsorship. Other sponsors were positive and keen to work with us to determine appropriate sponsorship opportunities. Such opportunities would probably involve some form of ‘in kind’ benefit rather than direct monetary sponsorship.</li> <li>• Induction conference went well – positive evaluations though the experience still seems to miss the ‘nuts &amp; bolts’ of the DP’s role. Discussion held re: the Regions role in providing PL in this area for new &amp; aspiring DP’s. West &amp; South West Regions spoke of the high numbers of new DP’s in these regions and of the programs provided and supported in their areas. Steve Barnett also did a great job as ‘After Dinner Speaker’.</li> </ul>	<ul style="list-style-type: none"> <li>• Congress delegates to refer to the ATO published rates referred to in this terms treasurers report.</li> <li>• Congress exec to discuss the impact of such sponsorship deals on conference finances &amp; determine the nature of a grant to upcoming conferences.</li> <li>• Reps from Regions that offer PL opportunities for new DP’s agreed to forward programs to Evelyn for distribution, as a resource, to congress members.</li> </ul>

- Miriam reminded reps that scenarios developed through the AGQTP are now available via the association's web site & encouraged all congress members to make good use of them as a PL resource.
- Academy Fellowship closes on the 30/6.
- Discussion re: distribution of news letter. A variety of email distribution lists used across the state. Miriam invited all reps to make use of the state-wide distribution list she has built. This can be accessed via [dpcontactlist@yahoo.com.au](mailto:dpcontactlist@yahoo.com.au)

Motion: That congress accept the Presidents Report

Moved: S. Ramsey Seconded: E. Hazzard - Carried

#### 6. 2008 Annual Conference Report – Miriam Wride / Margaret McLelland

- Close to 300 delegates already registered. This is break even point so with nearly a term to go registrations should reach the 400 mark.
- Some glitches re: invoices as a result of the DET server – These have been sorted and all is moving along well.
- Program is taking shape and will be available on the website.
- Discussion re: parking & accommodation – details to go out to delegates as they become available.

#### 7. Vladimir – Academy Photography

- Unable to attend

#### 8. Greg Prior

- Current staffing issues outlined- All positions vacant prior to the end of term 1 will be filled under the old staffing agreement. At present Federation will not engage in talks unless staffing procedures are returned to the previous agreement.
- QTP Working Party (Chairperson) – In the process of putting forward a report to recommend where future work should be focussed. The working party is considering all teacher and executive performance management procedures in terms of changes that better reflect the roles of staff in schools – in particular executive staff. Also recommending role statements & applicable standards for all executive staff in schools.
- New Staffing Codes proposal on agenda.
- Consideration of further appropriate incentives is being looked at in terms of filling particular positions.
- Trade Training Centre Initiative outlined.
- New selective class places for W / SW / Hunter & New England. Regions have identified schools and invited discussion about the allocation of places.
- Connected Classrooms – round 1 rolling out at present
- Digital Revolution – Allocated laptops to be delivered to schools in 2009, Conversations in the centre re: infrastructure requirements. Schools to be notified of details later in 2008. The conversation at present is that students will be allocated notebook computers and that storage and charging will happen off school grounds.
- **Question:** A. Gill. What possibility is there of having DP Liaison Officer appointed to support DP's in the same way Principals are supported by PLO's?  
**Answer:** The need is recognised but no funding is available to support the institution of such a position.
- **Question:** P. Shellard. Considering the issue of 'length of time a staff member is expected to remain in one school'. Would it be appropriate to review processes that exist to help staff move and avoid 'stuck' school environments or cultures?  
**Answer:** Not in the foreseeable future.

- Congress members to encouraged colleagues to apply.

- Greg made the invitation to all Congress members to pass any thoughts or positions on these issues through to him via email. This would need to be done over the next week.

- Greg to explore the possibility of PLO support being extended to DP's relieving in Principals positions.

- **Question:** A. McInnes. Potential increase of the school leaving age and its impact on curriculum development.  
**Answer:** Paper prepared to encourage BOS to reinstate an additional English course that better suits the needs of a broader number of students.
- **Question:** A. McInnes. Undersupply of positions for students with emotional / behavioural issues, What schools do with Yr10 after the School Certificate?, Truancy - New procedures for contacting the HSLO. Problems with contacting them directly  
**Answer:** Will take both issues on notice for the next meeting.
- **Question:** Glen Yates. ERN – issues with uploading student data from Oasis into welfare tracking system – SWAT. Is there a future possibility of a generic tracking system?  
**Answer:** The LMBR working party are developing SALM which has a welfare arm – very long term solution. Should be a quicker local solution to the specific SWAT problem.

#### **9 Lothar Bujtor & Michelle Howland - NAPLAN**

- Presentation re: first NAPLAN testing – administration and analysis.
- Provided opportunity to discuss administrative / implementation issues.
- Gave an insight into marking admin & reporting processes.
- Discussed how SMART package will be updated but will provide the same opportunities for analysis as it does currently. Trend data will go back for 3 years.
- Outlined the State / National reporting scales. – NSW will provide: National Mean, School Mean, Middle 60%, Common reporting Scale, Item map of student responses, Description of what was tested. All States will use bands from 1-10 ( Yr 7: 4-9 & Yr9: 5-10)
- Reporting Sub-Scales: National: Reading, Writing, Punctuation & Grammar, Spelling & Numeracy. NSW to include 'overall literacy' and a breakdown into the areas of learning for Numeracy.

#### **12. Reports**

##### **Executive Officer – Barry Lovegrove**

- DP Induction report.
- Nth Coast visit both positive & productive. Going to Inverell.
- Ongoing work with 2008 Conference Committee
- Welfare work continues to centre on Snr Exec relationships though time management strategies is a common issue particularly for DP's new to the position.
- Thanks to Steve Barnett for his assistance with a recent welfare issue.
- Have had interest from retired DP's who would like to know how to join the association.

##### **Secondary Principals Council – Steve Ramsey**

- Unable to attend meeting due to another commitment.

##### **Website Update - Miriam Wride**

- New term dates up to 2010 are now available on the website.
- Looking at new forms of communication for the website including the introduction of a 'wiki' and a possible VOD cast to allow video footage from the conference.
- New surveys on the website soon
- Life Membership applications raised

- If congress members have questions they would like included in a survey they should forward them to Miriam.
- Steve Ramsey to check constitution re: requirements for Life Membership.

**School Leadership Reference Group – Margaret McLelland**

- Meeting moved to week 8 so nothing to report at this time.

**13. General Business**

**Welfare Survey – Steve Barnett**

- Report tabled and discussed
- Report passed over to a small working party to continue working on the recommendations.

**Executive Position Elections**

- Volunteer for Returning Officer called for. Glen Yates to take on the position
- Nomination form to be placed on website & nominations for Executive positions to be in by Friday August 1<sup>st</sup> 2008.

**Hunter/ Central Coast Conference 2009**

- Committee meeting & looking at possible conference sites.

- Steve Barnett to contact M. McLelland, Sue Fransisco & E. Hazzard re: welfare survey recommendations.
- Evelyn to freshen the nomination form and pass onto Miriam for the website. Copies also to be forwarded to Glen Yates & Steve Ramsey.

Meeting closed 3.00pm

**Evelyn Hazzard**  
**Secretary.**  
**16/06/08**