



New South Wales Secondary Deputy Principals Association Inc.

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

Minutes of Term 1 Meeting Friday 12th March 2004

1. Apologies: C Tome, P Shellard, F Land,

- Welcome Elizabeth Murray and Charles Stivala

- Issues put to John Deeble and Trevor Wootten read by B Tapp

2. a. Minutes of November 2003 meeting read

Motion: That minutes of meeting be accepted

Moved: S Ramsey Seconded: C Del Gallo Carried

b. Matters arising from minutes

- DP Survey: Andy Mojsiewicz

3. Correspondence read

In: Nil

Out: Letters to Federation and DET expressing concern about the use of the word *expertise* as contained in teaching positions advertised.

4. Financial Report tabled (A Mojsiewicz)

Conference funding \$15000 distributed for Conference organization.

Motion That the financial report be accepted

Moved: Andy Mojsiewicz Seconded: C Del Gallo Carried

Motion: That \$5000 be made available for immediate use and raise conference float to \$20 00.00

Moved Andy Mojsiewicz Seconded: E Murray Carried

Action: B Tapp to meet with A Lachlan and T Wootten to clarify the range of issues concerning liability and DET's coverage

5. 2004 Conference (N Howard)

Key organizing committee includes N Howard (Chair), I Willis, S Cutcher, R Linabury, A Bell and J Maniatis.

Program organization outlined; workshop focus on professional and personal skills.

Thanks to Christine Del Gallo for her assistance in organizing the conference.

Issues relating to costing discussed.

6. Guest speaker presentation: *J Deeble (Special Projects Officer, Properties Directorate).*

Package Introduction Program for Newly appointed Principals in 2004 tabled.

Summary of issues raised includes:

- Ian Hudson leader of Secondary Principals Association / Council Reference group, represents systemic issues to the Directorate.

- Properties restructure involves a name change to Asset Management with Mike Cush Director. 10 regional asset management units to form.
- Properties intranet site available and incorporates information within *Principals Properties Management Package* tabled.
- Schools Safety and Security directorate now manages some roles previously assigned to Properties Directorate.
- Fencing is determined on a risk assessment; reporting of incidents is important in determining risk assessment.
- For standards and guidelines refer web site; primary and secondary standards.
- EUR service has not changed; no current conditioned based maintenance as part of interim contract, no annual assessment with defined response times.
- In future, a DET directed maintenance will be based on a 2 year condition assessment to determine school priorities based on what you are using (Refer option 3 of 36 recommendations on web site).
- Air cooling 1996 policy restricted to 33-30C isotherms, in 1997 hottest permanent class spaces were cooled (hot spots program), now hottest spots in hottest schools considering humidity. In the past demountables were provided with air con 22.85 C. In 2005, all demountables will have air conditioning; to date 3500 demountables have been fitted.
- Administrative Services (Ian Gillespie) now managing school cleaning.

7. Guest speaker presentations: *Trevor Wootten, Jan Whyte, Jim Ironside*

- *Jan Whyte Director Professional Learning* which includes:
School planning & improvement unit (Norm McCulloch)
Quality Teaching Unit (Bill Spence) to do with discussion and roll out to support schools
Leadership Unit (D Hocking).

What is the nature and accountability of the PLM? Refer to professional learning policy seven priority areas. Each school to have a school management plan which incorporates a professional learning policy. Expectation that each school has a professional learning committee. Accountability will be through the school OASIS finances. Consideration needed for whole school and individual teacher needs. Provision of funding for SASS will need to be allocated from global budgeting.

Regional support funding in unknown at this point.

Money now in schools, originally maintained by DET, gives schools greater flexibility of choice.

Funding for a four year plan depending on FTE; accounting of unspent funds can be rolled over into next plan. Each school education director is accountable for this spending.

Reference to the link to *curriculum support* for updated resources on DET web site.

Action: Question on notice to Jan Whyte - compliance funding.

- *Jim Ironside (Senior Officer Industrial Relations, Staff Efficiency and Conduct Unit)*

Timing of inefficiency process related to industrial relations process, leave etc; average timing is 6 months.

Guidelines, training manual, T&D support material and impending resources including CD rom available.

Code of conduct and *Responding to suggestions, complaints and allegations* document, and the *Teaching Service Regulation* (section 6), important documents.

Immediate assistance available from legal services, staff efficiency and conduct and school, safety and security units.

Use of OH&S requires a safe workplace; the act requires employees to behave in a safe manner; if behaviour causes stress, behaviour must be managed (code of conduct tells us how we should behave), a breach of discipline must be managed immediately.

As long as actions are not *willfull and capricious* a school leader's actions may be deemed safe.

Application of Workcover, OH&S and provisional liability. DET manages its own risk.

Bullying and harassment policy currently sits with PSA for review and input.

- Trevor Wootten
- Statistics not retained by DET on violence.
 - Conference funding support has been forwarded.
 - Performing Arts unit (now Arts Unit incorporating Visual arts) will be continuing at Westmead. Rehearsal space may remain at ATP.
 - Insurance: PSA has a Memorandum of Understanding. A similar structure for DP Association would be beneficial.

9. Executive meeting report

- Minutes from Executive Planning meeting 18 February read and recommendations discussed.
Motion: That at the 2004 AGM delegates are asked to approve an increase in membership to \$75.

Moved: Andy Mojsiewicz Seconded: S Ramsey Carried

- Public liability: working de facto for DET therefore covered by DET.
Action: B Tapp and S Ramsey to pursue the public liability matter to a conclusion.
Action: K Wratten to update Management plan and email to members. Andy Mojsiewicz to attach a budget.
Action: District reports to be sent to K Wratten or B Tapp or tabled prior to meeting, or have them put on web site. Reports required Week 4.

- Increasing District representation (C Del Gallo).

2004 Executive Committee document tabled.

Action: C Del Gallo to contact North Coast, Western NSW and New England re delegates.

Motion: That the tabled structure be accepted for 2004, with the amendment of extra delegates from North Coast (Pt Macquarie) and Western NSW (Broken Hill / Bourke) and New England.

Moved: C Del Gallo Seconded: M Wride Carried

- Roles of Secondary Principals Council – Office bearers roles tabled by C Del Gallo.
- Flier for District Representatives tabled **Action: KW to email flier to Exec Committee.**
- Executive information to be put on web site. **Action: M Wride to investigate.**
- Welfare survey: Information continues to be gathered. Principals survey tabled.
Motion That Association supports a major welfare survey be undertaken in 2004 and Elizabeth Murray to coordinate development of that survey.
Moved: B Campbell Seconded: C Del Gallo Carried.
Action: D Roberts to assist E Murray in these tasks.

- Elections 2004 (C Del Gallo)

Timeline and nomination forms tabled.

Closing date for nominations 21 May Week 4 Term 2.

Action: C Del Gallo to organize note on web site so that financial members who cannot attend Annual Conference email C Del Gallo for a voting form.

- Professional development plan. **Action: update to be completed by K Wratten.**

- Executive Officer. Negotiated role and details outlined and tabled by S Ramsey.

Motion: That Committee accept the recommendation of B Lovegrove to be appointed to the position of Executive Officer subject to employment conditions satisfactory to the DET and a review of the position to be held the first meeting 2005.

Moved M Wride Seconded: S Barnett Carried

- Web site (M Wride)
Much material for the conference is being sorted and will be put on web site.
- Secondary Principals report tabled (S Ramsey)
- Federation Report nil.
- School reference group to report next meeting.
- District reports.
Reminder to email reports to M Wride for web site. Issues can be emailed to K Wratten / B Tapp for future meetings.
 - Hunter: (S Barnett) includes risk assessment, staff issues, to be emailed to KWratten.
 - Sydney: (C Stivala) Learning materials for distance education for Stage 4&% students have not been produced to fit in with the requirements of the new syllabuses. The learning materials production unit has now been replaced by the centre for learning innovation but we do not have any idea of what materials will be produced and when for distance education students.
 - Sutherland: tabled Aust Govt Quality teacher program – the case for using cases.
 - South Coast: future directions of region, VET approval to travel pro forma implications requires clarification, position criteria – need to question staffing on validity of the criteria and use of the word “expertise”.
Motion: That letters be sent to federation and DET expressing concern about the wording of expertise in position criteria.
Moved: N Howard Seconded: S Ramsey Carried
- Parramatta: (K Wratten) Meeting to be organized with Superintendent and DPs to discuss support for DPs.
- North Sydney (C Del Gallo) no report
- Selective schools (S Ramsey). Next meeting Thursday 18th March.
- Far North Coast (N Howell) tabled including:
 - *Issues:* loss of staff when Year 11 and 12 students only required to do 10 units; clarification of T&D funds; work placement.
 - *Collegiate meetings:* difficulty in getting people to attend, no term 4 meeting, Term 1 meeting 14 participants planned 2004 activities, DET restructure examined, professional development monitoring and support and school reports.
 - *Conferences:* Term 2 North Coast DPs conference at Yamba end of May; Term 3 organisation for state conference underway.

General Business

- AGQ Web site (M Wride)
- Professional development (BTapp) reiterated the need to value the DPs job and position and emphasize the need and importance of professional learning.
- Suggestion to go the District Superintendent with DP colleagues and promote support for DPs.

Next meeting W7 Term 2.

Meeting closed: 3:02pm