



New South Wales Secondary Deputy Principals Association Inc.

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



Minutes of State Meeting 17th March 2006

1. Attendance:

NAME	SCHOOL	EMAIL ADDRESS
Mark Christison	Lucas Heights Community School	mark.christison@det.nsw.edu.au
Linda Smith	James Meehan H S	linda.smith@det.nsw.edu.au
Mark Dehn	Tuggerah Lakes Secondary College, Berkeley Vale Campus	mark.dehn@det.nsw.edu.au
Steve Harvey	Canowindra H S	steven.harvey@det.nsw.edu.au
Sandra Parker	Parkes H S	sandra.parker@det.nsw.edu.au
Scott Leavers	Willoughby Girls H S	scottleavers@yahoo.com
Mary Ann Das Neves	Hornsby Girls H S	dneves@optusnet.com.au
Gail Ross	Orange H S	gail.ross@det.nsw.edu.au
Graham Eather	Newcastle H S	graham.eather@det.nsw.edu.au
Bob Pratt	Camden Haven H S	robert.pratt@det.nsw.edu.au
Ken Duryea	Coffs Harbour H S	camp1955@tpg.com.au
Andy Mojsiewicz	James Fallon H S	andy.mojsiewicz@det.nsw.edu.au
Bill Campbell	Peel H S	william.campbell@det.nsw.edu.au
Margaret McLellan	Georges River College, Penshurst Girls H S	margaret.mclelland@det.nsw.edu.au
Sue Francisco	Cobar H S	sue.francisco@det.nsw.edu.au
Bruce Tapp	Warilla H S	tappies@austarnet.com.au
Stephen Barnett	Staff Efficiency and Conduct Unit	jsbarnett@optusnet.com.au
Steve Ramsey	Ryde Secondary College	stephen.ramsey@det.nsw.edu.au
Colin Ekert	Kotara H S	colekert@hotmail.com
Rob Cheadle	Illawarra Senior College	r_theadle@yahoo.com.au
Ray Linabury	Mullumbimby H S	raylinabury@yahoo.com
Don Wilkinson	Lake Illawarra H S	wilko98@ozemail.com.au
Connie Alves	Dulwich Hills H S	connie.alves@det.nsw.edu.au
Barry Lovegrove	Executive Office	bjlove@zeta.org.au

2. Apologies:

NAME	SCHOOL	EMAIL ADDRESS
Frank Land	Cranebrook H S	francis.land@det.nsw.edu.au
Debbie Roberts	Leumeah H S	debbie.h.roberts@det.nsw.edu.au
Bruce Collins	Asquith Boys H S	bruce.collins@det.nsw.edu.au

3. Minutes of Previous Meeting:

- Motion: "Minutes of previous meeting be accepted as a true and accurate record". Moved Bill Campbell, seconded Bill Duryea. Carried.

4. Financial Report: Andy Mojsiewzc

- Andy tabled his financial report.
- Expenses have been considerable this term.
- Current membership of 458.
- We have registered with the Taxation Office for GST from the 1st March 2006.
- Balance at 28/02/06 of \$184,589.85
- **Motions:**
 - 1) "That the Treasurer's report be accepted. Moved Andy Mojsiewzc, seconded Bruce Tapp. Carried.
 - 2) "That the Executive's decision to register for GST be endorsed". Moved Andy Mojsiewzc, seconded Bruce Tapp. Carried.
 - 3) "That the Association's membership fees be adjusted to cover the additional GST component i.e. \$55.00/year". Moved Andy Mojsiewzc, seconded Bruce Tapp. Carried.
 - 4) "That the Executive's decision to allocate up to \$1000.00 for the purchase of an accounting system be ratified". Moved Andy Mojsiewzc, seconded Bruce Tapp. Carried.
 - 5) "A further \$200.00 be allocated to the Treasurer to cover stationery and postage costs". Moved Andy Mojsiewzc, seconded Bruce Tapp. Carried.

5. Presidents Report: Steve Ramsey

- Steve addressed the congress and indicated he would be reporting various information to the delegates throughout the meeting.

6. Professional Learning Plan - 2006: Margaret McLellan

- Margaret tabled a professional learning plan for 2006.
- The congress discussed the plan and its application for Deputy Principals.
- The plan would form a framework for regional associations.
- It was envisaged that the plan would be used over a longer period than 1 year.

- Suggested that regional associations could supply the opportunities or setting for DET delivery of professional learning for Deputy Principals.
- Deputy Principals need to access their school's professional learning funds to attend the necessary training.
- **Motion:**
 - "With the addition of DET to the delivery section of the phase section that we approve the plan". Moved Margaret McLellan, seconded Linda Smith. Approved

7. **Report on Executive meeting with Trevor Fletcher:**

- Steve Ramsey, Steve Barnett and Andy Mojsiewicz met with Trevor Fletcher on Thursday 16th March 2006.
- Trevor also had a support team at the meeting.
- Steve Barnett read out a report to the congress of the meeting.
- Results of the meeting:
 - 1) A commitment of Tom Urry as our DET liaison person.
 - 2) Trevor as offered to meet with the association executive twice a year.
 - 3) Tom Urry is available for regional association meetings.
 - 4) Memorandum of Understanding is not possible due to financial constraints and that the professional learning money is already in the schools.
 - 5) Welfare recommendations were discussed:
 1. R1: Networks - Tom to meet with Regional Directors to facilitate the networking processes.
 2. R2: Communication (email etc) – Trevor is in favour of all Deputy Principals having access to a DET email account. Still not sure how to put this in place.
 3. R3: Teaching role and DPs: Association to set up a working party to develop a position paper on this issue and present it to Trish Kelly.
 4. R4: Professional Learning – Induction course to still run. Local associations need to approach Regional Directors for support in compliance training at regional level. Chris Presland and Chris Simmons (Principal support officers) are good contacts in this area.
 5. R5: Relationships between DET and Deputy Principals – Tom Urry will suggest to Regional Directors to look at these issues in their own regions.
 6. R6: OH&S – Tom suggested training five Deputy Principals in a region to be Welfare support persons for that region.

- 8. Conference Report 2006:** (Update Report)
- Cocktail part will be held at Five Island Brewery.
 - Theme for Conference: - "Deputies have Principles".
 - Agenda and keynote speakers are being organised.
 - Draft program has been completed.
 - There is a large number of workshop applications.
 - Dinner organisation is nearly completed.
 - Registration packages will be sent from Narooma High School.
 - A paper flyer should be sent next week.
 - Registration packages should be our early next term.
- 9. Academy Photography:** Vladimir
- Vladimir presented his company's sponsorship cheque to the meeting.
 - Vladimir gave a brief outline to congress of the services Academy Photography can offer our schools:
 - School photographs
 - SMS messages for absentees.
 - Attendance system.
 - Year book production.
- 10. 2005 Deputy Principal's Welfare Survey report:**
- The survey report and executive report was tabled.
 - Congress discussed the report and recommendations.
 - Recommendation 6 – OH&S – was discussed by the delegates.
 - **Motions:**
 - "Steve Ramsey and Steve Barnett to work with Tom Urry, Chris Presland and Chris Simmons to develop a Deputy Principal's Welfare support proposal to bring to the next state congress". Moved Steve Barnett, seconded Bob Pratt. Carried.
 - "We establish a working party to look at Deputy Principal's roles and teaching loads. The working party will develop a position paper to submit to Trish Kelly". Moved Steve Barnett, seconded Sandra Parker. Carried.
 - Working Party: Sandra Parker (Parkes H S), Steve Barnett (SECU), Connie Alves (Dulwich Hill H S), Richard Heazlewood-Ross (Mullumbimby H S). The working party needs a proposal for the next congress.
 - "Recommend that representative from each region to meet with regional director and report back to the next congress". Moved Steve Barnett, seconded Ray Linabury. Carried.
- 11. Life Membership:** Steve Ramsey
- Steve Ramsey read out the relevant section from the constitution.

- Steve tabled a nomination form developed at the Term1 Executive Planning Meeting.
- **Motion:**
 - **Notice of Motion for AGM:** "The constitution of the association include and addition to item 4.4 to include the criteria for horary life membership" Moved Steve Ramsey, seconded Bill Campbell. Approved.

12. Professional Learning support for Regional Associations:

- **Motion:** "NSW Secondary Deputy Principals Association support the development of Regional Associations by funding their annual professional learning program up to a sum of \$2000.00. To access such funds, each Regional Association needs to apply to the State Association by submitting their professional learning program and projected (or incurred) costs". Moved Col Ekert, seconded Ray Linabury. Approved.

13. Constitution Review: Steve Ramsey

- Constitution to be placed on Webpage.
- It needs to be reviewed and updated.
- Steve Ramsey would like to form a working party to review and update the constitution. Working Party: Steve Ramsey, Mary Ann Das Neves, Bruce Tapp and Andy Mojsiewicz.

14. Reports

- 1) **Webpage:** Linda Smith
 - Linda has just taken over the running of the webpage.
 - Any advice or ideas to be sent to Linda.
 - We need a link to our site from the Det portal.
 - Minutes of the congress meetings need to be easily found and identified.
 - Contact list to be updated.
 - Webpage will be update on Friday of Week 8 of each term.
- 2) **Secondary Principal State Assembly Report:**
 - Steve Ramsey tabled the report and led general discussion on the report.
- 3) **Leadership reference Group:**
 - Margaret gave report on the groups' progress.
 - The directorate is now a RTO.
 - Self diagnostic tool has proved to be very successful.
- 4) **Executive Officer's Report:**
 - Barry has a current database of all Deputy Principals.
 - He has sent out nearly 50 letters to newly appointed Deputy Principals.
 - Barry will notify each region of newly appointed Deputy Principals each month.

- Barry sends out a letter and association badge to all new members.
- Visits this year – Western City, Sydney Region, Port Hacking and Woronora District.
- Planned visits – Yamba (Nth Coast Region) and Tamworth.
- Barry distributed his business card.
- Newsletter was sent out in term 4 2005.
- The new newsletter will placed on the webpage.
- Barry attended the 2006 Conference organising committee meeting.
- Welfare contacts from last year were mainly males from country areas. This year more females have made contact. Most incidents are concerning relationships.
- Barry is concerned that he does not always hear about all incidents involving Deputy Principals. Please use our networks to let Barry know of any Deputy Principal in need.

15. Region/District Reports:

1. South Coast – Bruce Tapp – Main issue is the organisation of the 2006 State Conference.
2. Nth Wester Region – Sue Francisco – Main issue is dealing with staff.
3. Sydney Region – Margaret McLellan – Have created a network structure to support their members. Created a mentoring process.
4. New England Region – Bill Campbell – Strong support by Region and SEDs. Suspensions were a major issue. Also issues with support structures in the region.
5. Riverina Region – Andy Mojsiewicz – Association in the region starting to redevelop. A SED is now allocated to assist the association. Mainly new DPs from the smaller isolated schools.
6. Mid Nth Coast – Bob Pratt – Next meeting is on next week. Have a good network. Issues include school reports, beginning teachers, risk assessments, suspension register and CPR on-line.
7. Hunter Region – Graham Eather – Good support of new Deputies. First meeting was in week 4. David Wasson explained using EDOD and “plus2/plus4” programs.
8. Central Coast Region – Mark Dehn – Marie Roberts and David Callum addresses their last meeting. Focus on learning, aboriginal education and student outcomes. David spoke on reporting. Both very supportive of deputy Principals.
9. North Sydney region – Mary Ann Das Neves – Held a planning meeting to develop professional learning plan for the year. First meeting to focus on “smart data package” and how to handle

critical incidences. Network meeting looked at career paths for DPs.

10. Far North Coast – Ray Linabury – Concern of inequity in technology, particularly size of band width in different schools.
11. Lachlan District – Sandra Parker – Meeting week 5 each term (except term 3). Individual learning plans and finance were addressed at last meeting. The new SED will address the next meeting. They will look at risk assessment on violence led by District Student Welfare Officer.
12. South Western Sydney – Linda Smith – Has held DP Conference this term. Due to meet next Tuesday. SEDs have been supportive.
13. The Shire – Mark Christison – Looking at promoting public education as they are under attack from private schools. Mark raised their district concern about the appointment procedure of a PH2 in their district. Their association to write a letter of concern which the state congress will support.

16. General Business:

- Bruce Tapp – concern about a suspension centre proposed for Albion Park H S. Protocols exist and these should be established off site. Not yet established
- Steve Ramsey – Nominations for State Executive – Nomination forms will be placed on website with closing dates.

Col Ekert
Kotara High School
Secretary