



New South Wales Secondary Deputy Principals Association Inc.

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

Term 4 Minutes of meeting 28 November 2003

Welcome Mark Christison (Lucas Heights HS), Noel Heaps (Narara Valley HS)

1. *Apologies:* S Barnett (Swansea), D Roberts (Airds), Ian Willis (Dorrigo), C Petersen (Dubbo)

2.a. *Minutes from previous meeting* read and accepted.

Moved: S Ramsey Seconded: C Del Gallo Carried

b. *Motion: That A Mojsiewicz and B Tapp be authorised as signatory officers for the Association.*

Moved: S Ramsey Seconded: C Del Gall Carried

3. *Correspondence*

In: - G Horton (Dubbo) requesting Minutes of AGM and Term 3 DPs meeting
- T Noon nominated D Roberts (Airds) as Association representative

Out: - Letter of congratulations to Ted Noon appointed Principal Ashcroft HS
- Letter of congratulations to Andy Eastcott congratulations appointed to Principal Narara HS
- Letter to Properties Directorate and T Wootten seeking clarification of cleaning and maintenance under new structure and expressing the Association's dissatisfaction with current system provision.

Motion: That correspondence be accepted

Moved: S Ramsey Seconded: C Del Gallo Carried

4. *Financial Report:* Report tabled.

Motion: That financial report be accepted.

Moved: Andy M Seconded: M Wride Carried

5. *Reports*

Web site (M Wride)

Action: M Wride to upload AGM minutes.

Action: C Del Gallo to send photo of Manly Pacific re conference to M Wride.

Motion: That \$1000 be allocated for operation of web site

Moved: C del Gallo Seconded: B Campbell Carried

6. *2003 Combined Conference Update (S Ramsey /B Tapp)*

Positive responses in relation to location and some speakers. A good international conference. NSW State DPs Association conference funding has been maintained. Conference papers available from State DPs website.

7. 2004 Conference (C Del Gallo / N Howard)

- Venue Manly Pacific Hotel booked and deposit paid. Date: 26-27 August 2004 set date with accommodation for 25th available.
- Cost of rooms and conference room hire similar to 2002 costs and set up. Shuttle bus available from airport. Sponsors already keen to get involved. Advertising options include web site and pamphlet Term

Action: N Howard to send any conference information to M Wride for web site.

Motion: That a \$15000 float for 2004 conference be made available for running costs.

Moved: N Howard

Seconded: P Shellard

Carried

Action: B Tapp to contact T Wootten for advice on where to send applications for DET assistance for Conference and an updated Directorate / DET staffing list.

- Ideas for key note speakers and workshops discussed.

8. Secondary Principals' Council Report (B Tapp/ S Ramsey)

- Official State DPs representative to Principals' Council is Steve Ramsey; Bruce Stavert (Mosman HS) Principals' Council will be the formal link to State DPs Association.
- Principals keen to engage the relationship with DPs.
- NSW SPC State Assembly report tabled.
- Development of questions/ issues for future discussion with Trevor Wootten: What is the nature of accountability regarding the future Professional Learning model and how will it impact on the DPs role?, what support will be provided in relation to in-school evaluation of the training and development model?, to what extent will schools have to pay for regional support? What is going to happen to the resources associated with the Performing Arts Unit? Does DET keep statistics on violent / serious incidents? Issue of bullying and harassment of teachers and the need for policies relating to the control of electronic media in schools. Issues relating to the maintenance of schools including cleaning; legal compliance issues.

9. Issues

- Guidelines for Professional Officer.
- Welfare survey for 2004.
- Violence in schools (Federation audit on August 2002). Violence and serious incidents not clearly defined. Implications and issues for DPs. Issue of under reporting incidents.
Action: C Tome to develop proforma for executive members to monitor violent incidents Term 1 2004 and send to K Wratten to distribute to Executive members.
Follow-up action: All Executive representatives to monitor and report incidents of violence for first 8 weeks Term 1 2004.
- 2004 Training & Development Plan.
- School leadership reference group (M Wride), represented by staffing, leadership unit, principals. Consulted about targeted principals program. Leadership capability framework development to be published soon.

10. 2004 Planning

- *Motion: That the Association Executive meetings for 2004 will be Week 7 for Terms 1, 2 and 4 plus AGM at Term 3 Conference.*
Moved: S Ramsey *Seconded: F Land* *Carried*
- Training & Development (M Wride)
Discussion identifying our professional learning needs:
 1. *Compliance training* including child protection, OH&S, finance, teachers experiencing difficulties, TARS, legal issues.
 2. *Leadership* including leadership capability framework (LCF); student leadership and behaviour management and systems, supervision of head teachers and staff, technology

whole school, pedagogy, training and development, leading in the position and for the position, DP welfare and support network, audit of welfare needs for DPs, DP induction program, leadership for changing or realigning school culture.

Action: M Wride to inquire who would be available to develop and conduct DP welfare survey 2004.

Action: B Tapp to incorporate legal compliance issues as an item on the agenda for Term 1 meeting 2004 and invite T Wootten to address this issue.

- *Executive Officer (B Tapp)*

Ideas on job specification described in Executive Officer's role outlined in *Secondary Principals Council Roles* document tabled.

Additional criteria for the role will include:

1. Attend Executive Association meetings
2. Be conversant with DET policies and procedures
3. Provide assistance in planning and organising State meetings and Conferences
4. Maintaining membership data base
5. Maintaining storage of Association records
6. Welfare issues initially as a contact officer and provider of immediate support where required and provide on-going welfare plan for DPs
7. Liaising with DET directorates.

Action: Further negotiation and definition of Executive Officer's role Term 1 meeting 2004. B Tapp to advertise role again in term 1 2004.

11. Australian Centre for Educational Leadership

A number of different areas competing for leadership funding. B Tapp to attend next meeting and report back.

12. DP Induction Course

Action / Motion: M Wride to send a letter to the Director General of Education outlining success of Induction course and the need for continuation of program; further that consideration and commitment be given for future provision of program in Term 1 2004.

Moved: C Del Gallo Seconded: B Campbell Carried

13. General Business

- Adherence to outcomes reporting implementation
- Bullying and harassment of teachers and the need for policies relating to the control of electronic media in schools
- The new educational support centre boundaries and the placement of primary students therein.
- Maintenance of schools compared to other systems.

Motion: That a letter be sent to Properties Directorate and to T Wootten seeking clarification of cleaning and maintenance under new structure and expressing our dissatisfaction with current system provision.

Moved: B Campbell Seconded: P Shellard Carried

Next Meeting : Friday Week 7 Term 1 2004

Meeting closed: 3:00pm

