



New South Wales Secondary Deputy Principals Association Inc.

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

*Term 4 Meeting,
Friday 26 November, 2004.
Minutes of meeting.*

Attendance: B Tapp, A Mojsiewicz, Bob Pratt, Ian Willis, Frank Land, Noel Heaps, Debbie Roberts, Linda Smith, Peter Shellard, Denise Burke, Miriam Wride, Steve Ramsey, Barry Lovegrove, Charles Stivala, Kerrie Wratten, Narelle Howard, welcome to Denise Bourke (Dubbo).

1. Apologies: Stuart Pearsell, Mark Christison, Margaret McClelland,
2. Minutes of last meeting reviewed.

Motion: That minutes be accepted. Moved: M Wride Secoded: S Ramsey Carried

3. Correspondence: *Motion: That correspondence be accepted:*

Moved: I Willis Secoded: N Heaps. Carried.

In: Letter from Trish Kelly re Executive Officers position.

Out:

- Letter of thanks to Ian Willis and members of the North Coast organising committee for conference organisation.
- Letter to Narelle Howell for her conference organisation efforts and congratulations on promotion to principal.
- Letter to Director General of Education requesting on-going financial support for DP Induction program.
- Letter to Principals' Council requesting support for DP Induction course.
- Letter to Michelle Bruniges requesting continued support for DP Induction course
- Letter to Trish Kelly re thanks for assistance in supporting Exec Officer.
- Letter to Director of Technology, Trevor Wootten, and Secondary Principals Council re request for statewide DP email facility.

4. Financial Report

- Treasurer's report November 2004 tabled.

Motion: That \$50 000 be moved into higher interest account, a three month term deposit.

Moved: A Mojsiewicz Secoded: M Wride. Carried.

- Updated membership list tabled. Request that changes and alterations be conveyed to A. Mojsiewicz and promotion of Association be sought.
- Proposed *Rules of Audit tabled- draft*. Request to adopt rules of audit to demonstrate accountability.

Motion: That we adopt a., b., and c. of the Rules of Audit and that car expenses reimbursed shall be at a rate of 25 cents per kilometre regardless of the size or type of vehicle.

Moved: A Mojsiewicz Secoded: F Land Carried

Motion: That Rules of Audit for d.. and e. (base rate of hotel accommodation be up to \$120 per room per night and meals including \$8 breakfast, \$12 lunch and dinner) be accepted.

Moved A Mojsiewicz Secoded: C Stivala Carried

Amendment: That Rules of Audit for d. and e. (base rate of hotel accommodation be up to \$120 per room per night and meals including \$8 breakfast, \$12 lunch and dinner) be accepted. That further, all members are advised if using their motor vehicles they should have comprehensive insurance

Moved: M. Wride Secoded: S. Ramsey Carried

- Note: As a general principle and where possible, NSW SDP Assoc Inc. meetings in 2005 will be held in Week 7; all District meetings will be held in Week 5.

5. 2004 Conference Report

- Evaluation survey results tabled.
- Budget summary tabled. Thanks to Narelle Howell and Ian Willis for their work in 2004 Conference Planning. Thirty days relief provided by DET saved our Association large expenses.
- Conference report from N Howell. Issues and questions raised.

Motion: That thanks be communicated to N Coast for an excellent DP conference.

Moved: Debbie Secoded: Miriam Carried

Action: Letter of thanks to North Coast Districts for conference organisation

Action: Letter to Narelle Howell and Ian Willis for their efforts and congratulations on Narelle's promotion to Principal of Tweed River HS.

Motion: That reports be sent to DG with covering letter.

Moved: M Wride Secoded: S Ramsey Carried

6. 2005 Conference – Debbie Roberts

Venue for 2005 is Canberra at the Canberra Convention Centre 2005, using *Discovery Australia* as organisational support at no charge. Move to confirm for Week 7, 1-2 September preferred. Barry Lovegrove to assist in liaising between conference organisers and Assoc Executive.

Motion: That the organisational committee be given \$5000 as an establishment fee .

Moved: D Roberts Secoded: S. Ramsey Carried

7. DP Induction Course – 2005

M.Wride provided evaluation of 2004 program. Very limited follow-up on this course. Will there be a conference in 2005? Leadership Unit and Director General saw this as valuable despite no follow-up to date. How do we ensure continuation in 2005?

Motion That Association supports DP Induction in 2004/5 and we request that DET officers put into train measures of support for conducting that conference. We require on-going support for leadership of new DsP which is reinforced by the conference evaluation.

Moved: M. Wride Secoded B. Pratt Carried

Action: Letter to Director General, Principals' Council and Michelle Bruniges to support the Association in request for continuing support for 2005 DP induction program.

Motion: That the recommendation of a cultural perspective be included in the Induction Program .

Moved B Pratt Secoded: A Mojsiewicz Carried

Comment that ACT DPs be invited to the 2005 State Conference.

Action: More discussion on inviting ACT DPs to 2005 conference in early 2005.

8. Reports

- Executive Officer's report. Barry Lovegrove has been approved by Trish Kelly as a casual teacher. Several inquiries to B. Lovegrove from rural areas focusing on *relationships*. Aspects of his role will include refining State DP database, working with Conference planning committee, a key welfare and administration role through a welfare survey of all NSW DPs.

Action: Executive need to promote the Executive Officers existence eg, inviting him to District meetings etc.

Motion: That the executive committee for term 1, 2005 request Executive Officer to set up database, contacting new DPs; liaising with District/regional committees and formulate a welfare survey;

Moved: B Tapp Seconded: S Ramsey Carried

Action: A letter to Trish Kelly thanks for assistance in supporting Exec Officer.

- Website update (M. Wride). Improvements and ideas for web site to M.Wride.
Action: All district reports to be sent to the Secretary: kwratten@jamesruse.nsw.edu.au
Action: Letter to Director of Technology, Trevor Wootten and Secondary Principals Council requesting that all Secondary DPs be allocated a DET address across the state, other reasons include communication, welfare, leadership needs.

Motion: That all Secondary DPs be allocated a DET email address because generic ones are not consistent across the state, also other communication, welfare, leadership issues.

Moved N Heaps Seconded: I Willis Carried.

- Secondary Principals' Council report tabled (S Ramsey).
- School Leadership Reference Group (M.Wride).

9. Royal Lifesaving: Michael Ilinski

Responsible for *Emergency Care (EC)* is a 2hr face to face presentation every 3 years. EC is available and free from the DET Intranet. A new joint product puts *Resuscitation compliance training* requirement on-line. Outline of the program features.

www.elearning.royallifesaving.com.au

Cost is \$12 per teacher to be paid by the school. A purchase order may be sent by the school to Royal Lifesaving. Enrolment process will work eventually off school profile data. Currently uses DET profile data to control usage. On-line demonstration, based on dial-up system which allows you to enter and exit learning modules as desired, unlike assessment modules. Questions are randomly presented preventing prepared responses. Three months to complete assessment, 30 days to engage an examiner. Some schools are currently trialing program for 12 months. Can be accessed from home using a password given by Royal Lifesaving. In the future, students will be able to access this program.

9. Sponsorship – Human Edge: Gary Stoneham.

Motion/ (Action): That Executive Officer, Barry Lovegrove investigate the idea of building a relationship with Human Edge (Gary Stoneham) with a view to sponsoring Association web site.

Moved: B Lovegrove Seconded S Ramsey Carried

10. Memorandum of Understanding between NSW Secondary DPs Association and the Director General of DET tabled (S Ramsey).

Motion: That the Association executive accept the Memorandum of Understanding and it be presented to the DET.

Moved: P Shellard Seconded: S Ramsey Carried

Discussion of issues and changes to the detail of the Memorandum of Understanding (MOU), a one year Memorandum to be reviewed at the end of 2005.

Motion: That the MOU which would include changes to 2.2, adjustment of typo errors, 2.4, 2.5 changes identified throughout discussion and changed on the draft document including the capping of resource figures to total no more than \$80 000 will be negotiated with DET.

Moved: S Ramsey Seconded: A Mojsiewicz Carried

Action: All Executive to communicate further changes of MOU to B. Tapp or S. Ramsey.

Action: B Lovegrove to contact NW region to reinvigorate representation on the Association.

11. **Professional Learning Plan** M Wride raised key issues.
12. **District Reports:** Mid North Coast (B Pratt), North Coast (I Willis), Penrith (F Land), Sutherland (M Christison), Narara (N Heaps), D Burke (Dubbo), P Shellard (Karabar), D Roberts (Airds), S Barnett (Swansea),
13. **Federation Report.** Nil.
14. **Professional Officer.** As discussed above.
15. **General Business**
 - Professional learning documents to be uploaded on Web site.
 - Generic mobile phone policy to be released shortly.
 - Mental health issue in Distance Education Centres.

Meeting closed 3:05pm

Next meeting: Senior executive committee, early Term 1 2005.