



New South Wales Secondary Deputy Principals Association Inc.

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



Minutes of State Meeting 25th November 2005

1. **Apologies:** Mark Christison, Chris tome, Linda Smith, Stephen Barnett, Sue Francisco
2. **Minutes of Previous Meeting:**
 - Correction on page 4 "Returning Officer Report" – should read Col Ekert not Kerrie Wratten as nomination for Secretary.
 - Motion: "Minutes of previous meeting (with correction) be accepted as a true and accurate record." Moved Miriam Wride, seconded Noel Heaps. Carried.
3. **Correspondence:**
 - Nil
4. **Treasurer's Report:** Presented by Andy Mojsiewzc – Treasurer
 - Bank Balance tabled - \$120,007.20
 - Reminders have been sent to schools who have not yet paid their membership fees.
 - Our budget is based on 450 financial members – presently have 408 financial members.
 - Lists of financial members were issued to regional delegates.
 - Motion: "Treasurer's report be accepted." Moved Bruce Tapp, seconded Bill Campbell. Carried.
 - Motion: "The term deposit due on 8th December be reinvested for 6 months." Moved Andy Mojsiewzc, seconded Frank Land. Carried.
5. **2005 Conference Report:** tabled by Debbie Roberts
 - Evaluation report submitted to meeting.
 - Basically all evaluation was positive.
 - A financial statement was tabled at the meeting.
 - Sponsorship helped make the Conference a financial success.
 - Four recommendations from the organising committee:-
 1. The Association have a sponsorship co-ordinator from year to year to help with continuity.
 2. The Association create a Conference account with its own cheque book.
 3. Request that the profits or parts there of, from the Conference to go towards the next conference to subsidise members.

4. The next year organising committee invite a representative from the Taxation Department to talk to them about GST.

- Motion: We establish a State Sponsorship co-ordinator to work with the sponsorship officer from the organising committee each year. Moved Debbie Roberts, seconded Bruce Tapp. Carried.
- Motion: "We send letters of congratulations and thanks to all members of the 2005 organising committee." Moved Bruce Tapp, seconded Ken Duryea. Carried.

6. **2006 Conference:** Report by Don Wilkinson

- Meet at Kiama Golf Club – Elected two Co-ordinators
- Teams have been organised to co-ordinate the different aspects of the Conference.
- Possible venues: - Should be run in Wollongong – Venues being either Novotel and/or Entertainment Centre.
- Accommodation: - Possibly the Novotel and Rydges – will need to be split between at least two sites.
- Proposed dates: - 6th, 7th and 8th September 2006.
- Plan to involve the University.

7. **Events WA – Ralph Gurr**

- Welcome and thank you for letting him address the meeting
- Vladamir from Academy Photography introduced Ralph, who runs Events WA.
- Ralph tabled a company profile document.
- Events WA is ten year old
- A small company of 4 staff.
- No commissions from conference providers.
- A fixed fee for the event.
- Ten years hosting and organising Educational events.
- The company handles the whole organisation.
- Reduces the cost by buying at corporate rates and passing this on to the association.
- Professional service with personal touch.
- Meeting Recommendation: "To leave the organisation to a regional association for the next year."

8. **2005 DP Welfare Survey Report** – Report by Dave Smith

- Preliminary report tabled by Dave.
- 186 surveys were analysed in the report.
- Dave questioned was this a representative sample? He is not sure at this stage.
- Collation was very labour intensive.
- Needs to be set out differently to make collation easier and quicker.
- If run again need to set up protocols to guarantee a representative sample.
- Dave then talked through the results with the meeting.
- Dave believes the survey may have been too long as some people did not complete all questions.

- Motion: "We authorise the payment of up to \$9,000 to Dave for his work." Moved Kerri Wratten, seconded Andy Mojiewicz. Carried
- Survey Report and recommendations to be emailed to committee members for comment.
- Final copy and recommendations to be sent to the Director General as soon as can be organised.

9. Reports:

➤ **Executive Officer:** Barry Lovegrove

1. Meeting attended:
 - All Conference Organising Committee Meetings
 - Hunter Association Meeting - twice
 - Central Coast Association Meeting
 - State Conference
 - Western NSW Association Meeting
 - South Coast Association Meeting
2. Issues:
 - Lack of Compliance training
 - Managing difficult staff members
 - Email addresses for all Deputy Principals
 - Property matters
3. Newly Appointed Deputy Principal Lists
 - Received a new list each term.
 - Sent out more than 100 letters to newly appointed Deputies in 2005.
4. Letters and Membership Badges
 - Are being forwarded to new members as the information is received from Andy (Treasurer)
5. Welfare Contacts
 - No. of referrals have dropped considerably this term.
 - Have made contact with school with particular incidences eg Kelso High
 - Forwarded sympathy cards to family of DP from Menai High and Bob Pratt – Camden High- who lost his son.
6. Received many phone calls, acting more as a conduit role, referring members on to appropriate areas for assistance.
7. Newsletter
 - Barry needs information for a newsletter.

➤ **Webpage:** Miriam Wride

1. Website has been adjusted with new Executive members on contact list
2. Motion: "Authorise the transfer of \$1,000 to Moorefield High School for webpage funding". Moved Miriam Wride, seconded Kerri Wratten. Carried

- **Life Membership:** Steve Ramsey
 1. Steve presented Bruce Tapp with his Life Membership badge
 2. Life Membership criteria to be discussed at next meeting.
- **School Leadership Reference Group:** Steve Ramsey
 1. Report tabled by Steve
 2. DP Induction program is an integral part of this program.
- **Regional Reports:** Delegates
 1. **South Coast:**
 - Meeting last Friday
 - Barry Lovegrove attended last meeting
 - Looked at structure of local association and Conference 2006
 2. **Western Sydney:**
 - Professional development plan for next year, combining with the Primary association.
 3. **Mid North Coast:**
 - Next conference organised for Yamba
 - Need information regarding attendance systems
 4. **Sydney:**
 - Meeting was held week 5
 5. **North West:**
 - Issue over DP shadowing program.
 - Risk assessment in schools still is a major issue.
 6. **Far North Coast:**
 - Compliance training that Principals get for new DET policies should also be made available for DP's. Perhaps not at the same time.
 - The detail required for VET, HSC and SC online is too time consuming, need to look at cutting this back.
 - Training for new reporting system should come from a different fund, not TPL. This simply reduces the options that would otherwise be available.
 - OH&S issues and Workcover training. Not enough DP's on the Far North Coast have done the OH&S training and we often have the responsibility of overseeing the process.
 - Recommendation: Funds raised from state conference be used to subsidise regional association meeting costs. This is to be discussed at next meeting.
 7. **North Sydney:**
 - Issue - Professional teaching standards.

- 8. Greater Western Association:**
 - Changed name from Dubbo Association
 - Focus on support of colleagues
 - Excellent support from local SED
- 9. South Western Sydney:**
 - They have five districts in region and not all are meeting regularly.
 - Region will run differently next year.
- 10. Lachlan Area:**
 - Meet week 5 each term – half day meeting at Parks or Forbes
 - Next meeting main focus on Finance
 - Recommend DP teaching load be reduced from .5 to either .3 or .2
- 11. Hunter:**
 - Meet Thursday week 4 each term
 - Executive met with Regional Director re
 - i. Professional development for DPs
 - ii. Emails for DPs
 - Meeting are held in different SEAs each term

10. General Business:

1. Agenda Item for next Meeting – Secretarial help for Deputy Principals – from Bruce Tapp
2. Same venue for next meeting
3. Next meeting Friday week 7 term 1 2006
4. Vote of thanks to Miriam Wride for all her work with the DP Association and work on the Webpage.

Col Ekert
Kotara High School
Secretary