NSW PRIMARY PRINCIPALS’ ASSOCIATION Inc

DELEGATE / PRESIDENT CHECKLIST STATE COUNCIL TERM 3 2019

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| **ACTION REQUIRED** | **DATE DUE** | **TO WHOM** |
| Ensure that PPC members are aware of the new [Professional Learning tab](https://nswppa.org.au/professional-learning) on the NSWPPA website including course registration (PCard or credit card only) | Term 3 PPC meeting | Contact Professional Learning Officer Margaret Charlton [mcharlton@nswppa.org.au](mailto:mcharlton@nswppa.org.au) |
| Ensure that schools that are trying to introduce Aboriginal Languages go through your Lands Council not local AECG | Term 3 PPC meeting | Refer to [Lands Council](http://alc.org.au/land-councils/lalc-boundaries--contact-details.aspx) website |
| Invite NSWPPA Executive to Area Council meetings in Term 4 | Ongoing  Please provide plenty of notice! | [pseymour@nswppa.org.au](mailto:pseymour@nswppa.org.au) |
| Double check with Area Treasurer that they have supplied BAS information [via this link](https://nswppa.schoolzineplus.com/form/7). (Needs to be supplied by 10th October)  <https://nswppa.schoolzineplus.com/form/7>. | ASAP | Michael Burgess, NSWPPA Treasurer  mburgess@nswppa.org.au |
| Using the PowerPoints available on the NSWPPA website to provide current and accurate information. These  are available from:  <https://nswppa.schoolzineplus.com/state-council-documents> | ASAP – Next Area Council meeting | Available on NSWPPA website, members dashboard Quick Links (www.nswppa.org.au)  (State Council Documents) |
| Ensure Reference Group reports from Council Kit are provided to members, or present critical points from each report at next Area Council meeting, together with speaker summaries | T3 Area Council meeting – Area Contacts to present  where possible | Reports were provided in Council Kit Speaker summaries have been distributed to Delegates |
| Share NSWPPA support flowchart with your local PPC members and make Principal Support an agenda item. Deputy President, Principal Support contact and PSLs in attendance at meetings for immediate support.  <https://www.nswppa.org.au/support-flowchart>  Have all members complete flow chart details. (Chart embedded in next column) | Term 3 PPC meetings | Principal Support Chair Judy Goodsell  [Judith.Goodsell@det.nsw.edu.au](mailto:Judith.Goodsell@det.nsw.edu.au) |
| Share discussion on AGPPA and APPA reports at next Area Council meetings. | Term 3 PPC meetings |  |
| Ensure that principals are aware of their responsibilities with regard to managing conflicts of interest and employing friends or relatives. | Term 3 PPC meetings | Legal Issues SC Chair Greg McLaren  [Greg.McLaren@det.nsw.edu.au](mailto:Greg.McLaren@det.nsw.edu.au) |
| Encourage primary principals and their teaching staff to engage with the [NSW Curriculum Review](https://nswcurriculumreview.nesa.nsw.edu.au/home/siteAreaContent/19e4f544-6d8b-4fbf-ba85-d3f9fc0b55e5) Interim Report Directions | Ongoing | During Term 4 |
| Ensure that PPC Presidents and delegates update the database to ensure that members can communicate effectively with contacts, reference groups etc | Urgent | Local presidents and delegates |
| Encourage retiring members to join the Retired Principals’ Association. (ARPP) | Ongoing | Contact Tom Croker ARPP President:  0409 926 826 |