**NSW PRIMARY PRINCIPALS’ ASSOCIATION Inc**

**DELEGATE / PRESIDENT CHECKLIST STATE COUNCIL TERM 1 2020**

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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 1 PPC meeting | Contact Professional Learning Officer Margaret Charlton [mcharlton@nswppa.org.au](mailto:mcharlton@nswppa.org.au) |
| Remind Local Area Council Treasurers to complete GST information and send audit report for 2019 to state treasurer | GST BAS information for Jan – March quarter by 11th April  2019 Audit report as soon as possible | Michael Burgess State Treasurer  [michael.burgess@det.nsw.edu.au](mailto:michael.burgess@det.nsw.edu.au) |
| Remind Principals about Legal Issues bulletins | Term 1 PPC meeting |  |
| Remind Area Council executive of the need to have Principal Wellbeing time at all meetings | Term 1 PPC meeting |  |
| Mark Scott COVID-19 update | Communicate information and future updates to Area Council members |  |
| Curriculum Self-Assessment and the Annual Report | Share the presentation and impress the actual expectation about a sample of 1 KLA etc. |  |
| Invite NSWPPA Executive to Area Council meetings in Term 1, 2020 | Ongoing  Please provide plenty of notice! | [pseymour@nswppa.org.au](mailto:pseymour@nswppa.org.au) |
| Using the PowerPoints available on the NSWPPA website and State Council 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 Team – Delegate Information for PPC) |
| 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 | T1 Area Council meeting – Area Contacts to present  where possible | Reports were provided in Council Kit Speaker summaries have been distributed to Delegates |
| Share discussion on AGPPA and APPA reports at next Area Council meetings. | Term 1 PPC meetings |  |
| Ensure that PPC Presidents and delegates update the database to ensure that members can communicate effectively with contacts, reference groups etc. | Ongoing | Local presidents and delegates |
| Encourage retiring members to join the Retired Principals’ Association. (ARPP) | Ongoing | Contact Tom Croker ARPP President: 0409 926 826 |