**NSW PRIMARY PRINCIPALS’ ASSOCIATION Inc**

**DELEGATE / PRESIDENT CHECKLIST STATE COUNCIL TERM 2 2020**

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| **ACTION REQUIRED** | **DATE DUE** | **TO WHOM** |
| Ensure that PPC members are aware of the [Professional Learning tab](https://nswppa.org.au/professional-learning) on the NSWPPA website including course registration (PCard or credit card only) | Term 2 PPC meeting | Contact Professional Learning Officer Margaret Charlton [mcharlton@nswppa.org.au](mailto:mcharlton@nswppa.org.au) |
| Thanks to local area treasurers for their ongoing work.  Treasurers should have provided BAS details for March already. Please remind treasurers to submit their information via the website. They can do this early once they have finished transactions for the period. This is important as we need to compete our financial year obligations.  <https://nswppa.schoolzineplus.com/form/7> | The next BAS information is due by 10 July. | Michael Burgess State Treasurer  [michael.burgess@det.nsw.edu.au](mailto:michael.burgess@det.nsw.edu.au) |
| PPA Awards  Please discuss at your next PPC meeting  Link to nomination forms was in What’s Hot | Nominations are due by Friday 17 July | Vice President Lyn Davis  [Lyn.davis@det.nsw.edu.au](mailto:Lyn.davis@det.nsw.edu.au) |
| Remind Area Council executive of the need to have Principal Wellbeing time at all meetings | Term 2 PPC meeting | Area Council executive |
| Delivery Unit and Finance would appreciate some feedback from PPCs. Complete the following survey at your next meeting, if possible. See Finance & Administration Report. | Collate & submit PPC feedback by end of Term 2 | Responses will accumulate in one space and will be forwarded to Kelly Edmunds and Gerard Giesekam by the end of Term 2. <https://forms.gle/VFi8Qs46prj1tg6g8> |
| Remind members the Professional Support Officers Wendy Buckley & Geoff Scott are available for Principal Support. | Ensure all members are aware of this support and how to access. Phone advice and support are available including evenings and weekends. When you need support please reach out.  Ensure your PPC contacts all members especially those who are not regular attendees. These are often the colleagues who appear to “trip” up. | Wendy Buckley  **Mob:** 0403 560 814  [wbuckley@nswppa.org.au](mailto:wbuckley@nswppa.org.au)  Geoff Scott  **Tel:** 0427 451 359  [gscott@nswppa.org.au](mailto:gscott@nswppa.org.au)  Also contact any member of the State Executive. See Website for contact details @ <https://www.nswppa.org.au/state-executives> |
| Invite NSWPPA Executive to Area Council online meetings in Term 2, 2020 | Ongoing  Please provide plenty of notice! | [pseymour@nswppa.org.au](mailto:pseymour@nswppa.org.au) |
| Using the PowerPoints available on the [NSWPPA website](https://nswppa.schoolzineplus.com/state-council-documents) and Microsoft Teams @ [NSWPPA - State Council Delegate Information for PPC](https://teams.microsoft.com/_#/school/files/Delegate%20Information%20for%20PPC?threadId=19%3Ac1ce486f5a244bdbb0eea9ca0881484b%40thread.skype&ctx=channel&context=Term%25202&rootfolder=%252Fsites%252FNSWPPA-StateCouncil%252FShared%2520Documents%252FArea%2520Council%2520Information%252F2020%252FTerm%25202) to provide current and accurate information. | Term 2 Area Council meeting | All Area Council Members |
| 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 | Term 2 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 2 Area Council meeting | All Area Council members |
| 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 |