**NSW PRIMARY PRINCIPALS’ ASSOCIATION Inc**

**DELEGATE / PRESIDENT CHECKLIST STATE COUNCIL TERM 3 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) |
| **Stewart House** - encourage staff to support Stewart House through salary deduction. |  |  |
| Aboriginal Education RG   * New partnership agreement to be formally signed later in the year. It was originally due to be done in Term 1 before COVID-19. Date has been set for October 23rd. * Encourage staff members to join the Statewide Team for Aboriginal Education to share and access resources. This is continually updated. The AECD have also created an Aboriginal Education Hub to be accessed initially for remote learning however this will be maintained and will continue to build a bank of resources for Principals, schools and parents to access. It can be found at: * <https://education.nsw.gov.au/teaching-and-learning/learning-from-home/learning-at-home/support-your-childs-learning/student-support/resources-for-parents-of-aboriginal-students#More10> * Support is available for Principals with Beginning Teachers (Aboriginal) – 8 days plus 2 to participate in professional learning. Discuss with your DEL and/or HR. A plan needs to be |  | Chairperson: Paul Byrne  [paul.byrne@det.nsw.edu.au](mailto:paul.byrne@det.nsw.edu.au)  Executive Liaison: Trish Peters |
| Assessment, Planning & Accountability   * **SCOUT**: New App in development to support the triangulation of school based data. Check in Assessments - experimental report for student differentiation will be available coon. Very interested in feedback, especially around item analysis. * **School Excellence in Action**: 2021 EV dates will be released to schools by end of Term 3. * **Curriculum Monitoring / School Registration:** Planning started for 2021 with early notification to selected schools in Term 4, 2020. * **Primary Curriculum Self-assessment Survey (PCSaS**): Trials to be completed in Term 4 and Term 1 (2021). Focus areas to follow NESA’s 5-year plan. * **Reporting to Parents**: Early Learning & Primary team are interested in what schools did in Semester 1 and what we can learn from this. Catalyst Lab work looking to re-start their reporting piece. |  | Chairperson: Scott Sanford  [scott.sanford@det.nsw.edu.au](mailto:scott.sanford@det.nsw.edu.au)  Executive Liaison: Bob Willetts |
| Assets RG   * New leases & licencing agreement * CUA – AMU collection |  | Chairperson: Brent Kunkler  [brent.kunkler@det.nsw.edu.au](mailto:brent.kunkler@det.nsw.edu.au)  Executive Liaison: Jude Hayman |
| Curriculum RG   * Teachers still need to engage in the professional learning on offer by the DoE even though changes will be occurring. Current support for English eg conceptual contexts is still available. Current resources and support are still relevant. There will be work on conceptual programming K-6 and how teachers engage with syllabuses will continue to be the focus. * DoE Child Protection Resources: * Updated resources to reflect the new PDHPE syllabus incorporating contemporary content. * Units of Learning from ES1 to S5. Teaching and learning activities, formative assessment, teacher notes and support resources. Available in PDF and Word Doc format to allow schools to adjust to fit their context. * Website and support resources available on DoE site – Curriculum – Key Learning Areas – PDHPE – Child Protection. * Draft timeline – on track to release for implementation Term 1 2021. * Parent information resources will be available for schools to use. * In Conversation: The New Curriculum – email from Mark Scott 17/08/20. Mark Scott, Jane Simmons (A/Deputy Secretary, Learning and Improvement) and Paul Martin (Chief Executive Officer, NESA) discuss the NSW Curriculum Reform. Please encourage your principals to watch the discussion that goes for approximately 35 minutes. |  | Chairperson: Norma Petrocco  [norma.petrocco1@det.nsw.edu.au](mailto:norma.petrocco1@det.nsw.edu.au)  Executive Liaison: Bob Willetts |
| Disability Programs RG   * **Early Intervention Policy** This is being revised to reflect current practices. We do believe that this resource needs to be expanded to further assist students prepare for school. * **Trauma Informed Practice Course** This course has had over 1000 participants across the state and the feedback is very positive. Hopefully this will be offered to all next year but limitations may be based on number of facilitators. * **Royal Commission-** We don’t know when the Royal Commission will be in NSW and how we will be impacted. The team in state office we believe are ready to support schools when this does and have developed a range of resources to assist. It is important that schools don’t destroy any records related to students with a Disability until the Royal Commission has concluded (and after that follow normal record keeping guidelines) |  | Chairperson: Graeme McLeod  [Graeme.n.mcleod@det.nsw.edu.au](mailto:Graeme.n.mcleod@det.nsw.edu.au)  Executive Liaison: Rob Walker |
| Finance & Administration RG   * OOSCH license fee discussions – please discuss implications for your local schools as an agenda item and ensure your delegate is sent any information. * School and Business Systems advice: Pupil Record Card (PRC) update – the print folder version of the PRC remains, and in Week 8 there will be an official decision shared about its status and best practice for Principals. ATM the card remains, does not need to be used, so what you put in it is at the Principal’s discretion. It is relatively obsolete. * Thank you for completing the survey questions from Delivery Unit and Finance. Responses have been sent to them. Our summary so far indicates that the most administration burden is in the finance, budget, training and administration systems areas. Finance concerns we are continuing to raise are the concerns you raised. Delivery Unit information is available through your Regional and Area contacts. |  | Chairperson: Karen Mortimer  [karen.mortimer@det.nsw.edu.au](mailto:karen.mortimer@det.nsw.edu.au) Executive Liaison: Michael Burgess |
| Human Resources RG   * Principal contracts is NOT an avenue being considered. * HR Chair Position. Glenn Walker will be stepping down from the HR Chair position effective Term 4. Thanks to Glenn for his outstanding leadership of the RG and welcome to Skye Seymour as incoming Chairperson. |  | Chairperson: Skye Seymour [Skye.Hayward1@det.nsw.edu.au](mailto:Skye.Hayward1@det.nsw.edu.au)Executive Liaison: Michael Trist |
| Principals Support   * Participation in PPA State Conference can be off site. DEL’s not to plan or host PL or meetings during this time. * School Community Charter. PPC’s to discuss and collate any feedback, concerns, areas requiring amendments and forward responses to reference group regional representatives. * Encourage Principals to raise issues through their PPC and to the regional reps. * Professional Support Officers-Wendy Buckley and Geoff Scott provide valuable support to colleagues. There can be ongoing support for colleagues if they leave the service. |  | Chairperson: Grace Palamara (Rel) [grace.palamara@det.nsw.edu.au](mailto:grace.palamara@det.nsw.edu.au)  Executive Liaison: Lyn Davis |
| SSP RG   * Correspondence regarding the 2021 SSP Supplementary funding is expected shortly. Schools with any concerns or queries about this issue, especially considering Situational Analysis for School Improvement Planning, should contact their DEL. |  | Chairperson: Mark Gosbell  [mark.gosbell@det.nsw.edu.au](mailto:mark.gosbell@det.nsw.edu.au)  Executive Liaison: Stuart Wiley |
| Student Wellbeing RG   * Correspondence regarding the 2021 SSP Supplementary funding is expected shortly. Schools with any concerns or queries about this issue, especially considering Situational Analysis for School Improvement Planning, should contact their DEL. |  | Chairperson: Helen Craigie  [helen.craigie@det.nsw.edu.au](mailto:helen.craigie@det.nsw.edu.au)  Executive Liaison: Trish Peters |
| Teaching Principals’ RG   * School Leadership Institute have offered 5 fully funded places to TPs in the Rural and Remote Leadership Development Program after meeting with the TPRG. * Angelo confirmed NSWTF do not support the hub and spoke model |  | Chairperson: Bek Zadow  [rebekah.zadow@det.nsw.edu.au](mailto:rebekah.zadow@det.nsw.edu.au) Executive Liaison: Stuart Wylie |
| Technology RG   * **T4L devices** - Potential delay to early 2021 Cyber Awareness - Phishing -Cyber Awareness - Password Security-Information Security Awareness * Report any event to abuse@det.nsw.edu.au   **ICT Learning Opportunities**   * Microsoft Schools transformation program * Semester long PL program, every semester * Free PL to help schools digitally transform * Not limited to Windows devices- can include eg Microsoft apps on iPad * MIE trainer- certification and they deliver PL throughout the semester * Currently delivered remotely, but this is the preference moving forward. * Public team- Microsoft Community - Bit.ly/nswdoemstp * Next semester rego will open soon, suggestion for schools to factor into planning * All NESA registered PL * Apple PL updates: * **Apple Education**: New Ways to Lead and Connect Leadership Series * <https://books.apple.com/au/book/elements-of-leadership/id1267616976> * Google PL updates: Google Education Framework * <https://edu.google.com/training-support/professional-development/?modal_active=none> |  | Chairperson: Drew Janetzki  [drew.janetzki@det.nsw.edu.au](mailto:drew.janetzki@det.nsw.edu.au)  Exec Liaison: Ian Reeson |
| Annual Conference SC  Display and share registration process. Refer to optional ordering of the fabulous pack of goodies and deadlines. |  | Chairperson: Kylie Donovan  [kylie.donovan@det.nsw.edu.au](mailto:kylie.donovan@det.nsw.edu.au)  Executive Liaison: Rob Walker |
| Communication & Engagement SC  A survey has been developed to ask principals about what communication platforms and strategies they use. We will use that to provide input into the new YAMMER strategy and provide a response to the WEHMALLA internal NSWPPA solution. It is on hold just waiting for gap in the program to send out, please encourage members to complete. |  | Chairperson: David Munday  [david.munday@det.nsw.edu.au](mailto:david.munday@det.nsw.edu.au)  Executive Liaison: Jude Hayman |
| Leadership SC   * Awareness of HIPL draft and current consultation process |  | Chairperson: Cath Larkman  [catherine.larkman@det.nsw.edu.au](mailto:catherine.larkman@det.nsw.edu.au)  Executive Liaison: Lyn Davis |
| Legal Issues SC   * Legal Services Directorate * New ‘online advice request form’ feedback to PPA Legal Issues SC is encouraged. Legal Directorate survey revealed 96% schools satisfied with service. Reminder Legal Services is still committed to phone responses. * Education Act changes: "parent" includes a guardian or other person having the custody or care of a child. * Ombo suggesting all warnings should be in writing prior to Principals applying a banning or conditions letter (Inclosed Lands Act). DoE Legal Services & PPA Legal Issues SC disagree with Ombo and will look at options. * Employee Performance and Conduct Directorate (EPaC) * EPaC is changing its name to Professional & Ethical Standards directorate under realignment. * Whole Code of Conduct currently under review. Release proposed for term 1, 2021 with interactive PL. * EPaC website has been updated since week 5 with worthwhile reads on eg conduct information/resources. * Fair Work, Fair Action to be removed . Replaced by Direct Management Action for minor misconduct. * Lawful directions given by Principals will be greater supported by EPaC. Resources being developed. * New procedures for managing employee misconduct & unsatisfactory performance where an ‘impairment’. * Complaints & Feedback Yammer page to be set up offering Principals effective PL for complaints handling. * Health & Safety Directorate (H&SD) * Directorate handed a significant funding cut even after bushfires, floods, drought & COVID management. * During pandemic no face to face training for first aid, anaphylaxis and CPR - only remote learning. * New bushfire resources released on H&SD website, Emergency management: Bushfire planning & response. * Resources for Respectful Workplaces to be launched on 14 September, updating jargon and expectations. * Updated information on H&SD website about employee induction and key steps for Principals. H&SD site: * <https://education.nsw.gov.au/inside-the-department/health-and-safety/training-and-induction/induction/induction-for-employees>   *\*Principals are encouraged to talk to PPA colleagues if they have an issue they cannot resolve. If you or your Principal colleague cannot arrive at a satisfactory solution call a member of PPA State Executive, PPA Professional Support Officers Geoff Scott or Wendy Buckley, or Greg McLaren 04088 15 210.* |  | Chairperson: Greg McLaren  [greg.mclaren@det.nsw.edu.au](mailto:greg.mclaren@det.nsw.edu.au)  Executive Liaison: Robyn Evans |
| Rural Education SC   * Get in touch with Cynthia Wearne if you can offer positions to Pre-Service Teachers. * Additional matters you want Laurie Campbell to put into his key areas. |  | Chairperson: Stephen de Roos  [Stephen.deroos@det.nsw.edu.au](mailto:Stephen.deroos@det.nsw.edu.au)  Executive Liaison: Michael Trist |
| School Viability WP   * PPC Presidents please let me know of any schools in your council areas that may be even rumoured to be talked about to with respect to entering the process of assessing a schools viability and educational provision. Please notify PPC Presidents of any schools that are having discussions with Directors Educational Leadership around any areas of current or future School Viability. I can be contacted on the above email address, at Lakelands Public School on 4261 1540 or on my mobile 0420 499 895. |  | Chairperson: Grant Schaefer  [Grant.Schaefer@det.nsw.edu.au](mailto:Grant.Schaefer@det.nsw.edu.au)  Executive Liaison: Robyn Evans |
| Environmental Education Centres – Observer   * Open for business. Principal encouraged to contact local EEC with a view to arranging school visit and learning support programs on offer. | In readiness for Term 4 2020 and 2021 school year | Observer: Peter Jones  [peter.j.jones@det.nsw.edu.au](mailto:peter.j.jones@det.nsw.edu.au) Contact Number: 02 4955 8673  Or your nearest EEC |
| Latham  Share PowerPoint and discuss, fwd PPC response to Phil Seymour | Following Term 3 PPC meeting | [pseymour@nswppa.org.au](mailto:pseymour@nswppa.org.au) |
| Remind Area Council executive of the need to have Principal Wellbeing time at all meetings | Term 2 PPC meeting | Area Council executive |
| 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 October for the July, August and September quarter. | Treasurer  [michael.burgess@det.nsw.edu.au](mailto:michael.burgess@det.nsw.edu.au) |
| 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 3 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 3 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 3 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.  Email changes to:  Lisa Beare  Executive Assistant to Phil Seymour  President NSWPPA  [lisa.beare@det.nsw.edu.au](mailto:lisa.beare@det.nsw.edu.au)  Or  Ian Reeson  [ian.reeson@det.nsw.edu.au](mailto:ian.reeson@det.nsw.edu.au) |
| Encourage retiring members to join the Retired Principals’ Association. (ARPP) | Ongoing | Contact Tom Croker ARPP President: 0409 926 826 |