**NSW PRIMARY PRINCIPALS’ ASSOCIATION Inc**

**DELEGATE / PRESIDENT CHECKLIST STATE COUNCIL TERM 4 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 1 2021 schedule in SC kit | Term 1 2021 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 2020 to state treasurer | GST BAS information for Oct – Dec 2020 quarter by 11th Jan  2021. 2020 Audit report as soon as possible | Gregory Grinham State Treasurer  [gregory.grinham@det.nsw.edu.au](mailto:michael.burgess@det.nsw.edu.au) |
| Alert colleagues to the new Student Administration Panel process that will be available late term 2 2021. This will provide better deals around 3rd Party software for schools. Schools shouldn’t sign up for long term 3rd Party contracts. If you already use a 3rd Party provider continue as normal. | For 2021 |  |
| Voluntary Contributions (School fees) for 2021 will be capped at 2020 levels. | Term 4 PPC Meeting |  |
| Provide names of local PPC executive teams as soon as possible after local AGMs | By 19th Dec 2020 | [lbeare@nswppa.org.au](mailto: lisa.beare@nswppa.org.au) |
| 2021 NSWPPA Conference – dates 20,21,22 October 2021  “Time to Star Together” | Term 4 PPC meeting |  |
| Invite NSWPPA Executive to PPC meetings in Term 1, 2021 | Ongoing  Please provide plenty of notice! | revans[@nswppa.org.au](mailto:pseymour@nswppa.org.au) |
| COVID Update for term 1 2021 is interim advice – confirmation will come towards the end of January | T4 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 | T4 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 4 PPC meetings |  |
| Information about SDD 1 short videos |  |  |
| Encourage retiring members to join the Retired Principals’ Association. (ARPP) | Ongoing | Contact Tom Croker ARPP President: 0409 926 826 |
| Carry Forward Policy – will be applied to 2021 funds. 2020 carry forward separated out in to 6101 so schools can track – 4 years to spend down. | Term 4 PPC |  |