

# Memorandum of understanding between the NSW Secondary Principals' Council and the Director-General of School Education

1. Role
2. Structures
3. Meetings
4. Time Out of School
5. Costs – School Funds
6. Training & Development
7. Annual Resource Agreement
8. Annual Review and Audit
9. Resource Agreement for 1996-1997

## 1. Role

- 1.1 The Council's role is to enhance the effectiveness of Principals through advocacy, support, professional development and collegiality for Principals. This role will lead to improved learning outcomes for students.
- 1.2 The Council is an organisation integral to the Department of School Education which recognises its Constitution. Principals engaged in the business of the Council are Departmental officers on duty.
- 1.3 Within the Department of School Education the role will involve:
  - 1.3.1 improving the effectiveness of Principals and the Department of School Education
  - 1.3.2 providing a forum for professional discussion and debate
  - 1.3.3 representing the views of principals to the Director-General on policy and procedures
  - 1.3.4 co-ordinating meetings and development activities to assist principals to be informed and empowered school leaders in learning communities
  - 1.3.5 effectively participating in local and state level decision making
  - 1.3.6 providing advice and welfare support for principals
  - 1.3.7 producing and distributing newsletters, bulletins and publications to principals
  - 1.3.8 in collaboration with the Training & Development Directorate, preparing and delivering programs to meet the needs of principals within the framework of Departmental priorities.
- 1.4 Complementary to the Department of School Education, the role will involve:
  - 1.4.1 representing the views of principals to relevant interest groups and all stakeholders
  - 1.4.2 affiliation with and involvement in activities of the Australian Secondary Principals' Association (ASPA) and the International Confederation of Principals (ICP)
  - 1.4.3 affiliation with and involvement in the activities of the Australian Principals' Associations Professional Development Council (APAPDC).

- 1.5 Public comment by authorised representatives of the Council will enhance the quality and standing of the public education system and the professional standing of principals in the community.

## **2. Structures**

- 2.1 The structures, processes and Constitution of the council will be subject to the endorsement of the Director General.
- 2.2 Secondary principals in each District may form a District Council. In specific cases a council may be formed by the secondary principals of two adjacent districts.
- 2.3 Details of office bearers, delegates to other meetings and processes will be set out in the Constitution.
- 2.4 District Councils will each be eligible to send one delegate to meetings of the State Assembly.
- 2.5 The State Assembly of the Council will consist of the District Council Delegates, the elected and appointed Executive of the council, the Board of Studies Representative and a representative of the principals of Central Schools. Details will be set out in the Constitution.
- 2.6 The Executive of the Council will consist of a President elected by postal ballot, a number of office bearers elected at the Annual General Meeting and a number of co-opted principals. Details will be set out in the Constitution.
- 2.7 The Council will establish a number of Reference Groups to relate to State Office Directorates of the Department of School Education.
- 2.8 The council will establish a number of standing committees and fixed-term working parties to meet specific needs.

## **3. Meetings**

### **3.1 *Meetings of District Branches of the Council***

- 3.1.1 District Councils may meet up to twice per term. Usually these meetings will occur before and after the State Assembly meeting held each term.
- 3.1.2 District Council meetings could be organised to coincide with other meetings or Training & Development activities in order to make effective use of school time.

### **3.2 *State Assembly Meetings***

- 3.2.1 These meetings will be held on one day per term in State Office, Bridge Street, Sydney.
- 3.2.2 The agenda for these meetings will be prepared by the Executive of the Council.
- 3.2.3 Costs associated with travel and accommodation for these meetings will be met by the Department through State funds.

### **3.3 *Executive Meetings***

- 3.3.1 Executive meetings of the Council will be held before State Assembly meetings and at other times as determined by the President.
- 3.3.2 Costs associated with Executive meetings will be met by the Council supported by State funds provided by the Department.

### **3.4 *Meetings of Reference Groups and Standing Committees***

- 3.4.1 Most business will be transacted by phone, fax or teleconference. Occasional meetings of Principals called by a co-ordinator in consultation with the relevant Director will be held.
- 3.4.2 Meetings of the co-ordinators of Reference Groups with the appropriate Directors and Deputy Director-General will occur once or twice a semester.
- 3.4.3 Costs associated with meetings in 3.4.2 will be met by the Department through State funds and also by the Council.

### **3.5 Occasional Meetings for Consultations**

- 3.5.1 The Council is often asked to call principals together to provide policy advice and feedback as well as to respond to current issues. The Council will co-ordinate such consultations which will be funded by the Council supported by the Department through State Funds.
- 3.5.2 As a professional association, the Council is often asked to respond to current issues and consult with other bodies and stakeholders. The Council will co-ordinate such consultations which will be funded by the Council.

### **3.6 Meetings related to 1.4 above**

As at June 1996 this should involve:

- 3.6.1 One principal as a member of the ASPA Executive. This involves three days of meetings in Canberra and up to two other school days. The ASPA and National Principals' Conference is usually held in school holidays.
- 3.6.2 A total of about seven school days shared between two principals to co-ordinate Training & Development funded programs through the APAPDC.
- 3.6.3 Meetings of the Editorial Board for the journal PRINCIPAL MATTERS are held in Melbourne on one day per term. One principal attends.
- 3.6.4 Other meetings will be subject to consultation with the Director-General or nominee.

### **3.7 Annual Conference**

- 3.7.1 The Council will hold an Annual Conference for 2½ days each year. All secondary principals will have the opportunity to attend.
- 3.7.2 The program for the Conference will be determined by the Council in consultation with the Training & Development Directorate and the Director-General.
- 3.7.3 Some administrative support for the Conference may be negotiated to be supplied by the Department.
- 3.7.4 The Department will provide financial support for the conference through State funds.

### **3. Other Meetings**

- 3.8.1 The Council may organise or assist the Department of School Education to organise a number of meetings of principals in major locations in NSW. Those meetings may be held to:
  - present reports
  - present information or hold consultations with large groups of principals as set out in 3.5.1
  - hold appropriate Training & Development activities
  - conduct Council business including District Council meetings.

3.8.2 There will be no Council organisational structure linked to these meetings.

#### **4. Time Out of School**

As the Council is an organisation integral to the Department, time spent on Council activities is time spent on duty.

- 4.1 Attendance at District Council Meetings and the Annual Conference will involve about seven days per year.
- 4.2 Attendance at other meetings, especially such as outlined in 3.8.1, may occupy up to one day per term.
- 4.3 The time needed to meet training and development needs of principals will vary according to many factors. These include Departmental priorities, the experience of the principal, individual principals' development program, isolation and the need to respond to community concerns.
- 4.4 District Council Delegates, members of the Executive, chairpersons and some members of Reference Groups and committees will be away from their schools on other occasions. These occasions will be monitored and reported annually.
- 4.5 The Council will ensure that duties associated with council activities are evenly distributed and not excessive for individual principals.

#### **5. Costs – School Funds**

Council activities are carried out by principals on duty. Public funds from State Office or school accounts will support these duties.

- 5.1 School funds shall be used to support Principal' Council activities including registration, accommodation and travel costs associated with the Annual Conference of the council.
- 5.2 Costs for Training & Development for principals will be determined by School Councils, Finance committees or Training & Development committees according to school-developed procedures. A monitoring/evaluation of this will occur in 1997.

#### **6. Training & Development**

- 6.1 Council supports the Training & Development policies and programs of the Department which are developed in consultation with the council.
- 6.2 The Training & Development Directorate and the Training & Development Reference Group of the Council will jointly prepare a program of activities for principals and other school leaders which will be based on:
  - the strategic priorities of the Department determined by the DirectorGeneral following advice from the Council; and
  - the leadership needs of principals and other school leaders as determined by Council survey and requests from principals.
- 6.3 This Training & Development Program will endeavour to ensure that no principal is disadvantaged in Training & Development because of distance or isolation factors.
- 6.4 The Training & Development programs of ASPA and APAPDC will be supported by the Council provided they are complementary to the programs of the Department.
- 6.5 In order to be efficient and cost effective, some Training & Development programs will coincide with other meetings including meetings of District councils and meetings of principals in major centres.

- 6.6 The Training & Development Program will be promoted in Council publications and subject to an evaluation by the Council which will be part of the Annual Report to members.
- 6.7 Significant components of the Training & Development Program referred to in 6.2 will be negotiated for delivery to principals by the Council.
- 6.8 The Department will provide, on a negotiated and defined basis, limited administrative and clerical support to the Training & Development Reference Group of the Council. This support could include the use of State and District Office staff, as well as financial support.
- 6.9 Department funds from the State Office and from school accounts will be used to support Training & Development programs for principals and other school leaders.

## **7. Annual Resource Agreement**

The Department will provide the following resource support for Council.

- 7.1 The financial equivalent of 0.4 staffing supplementation to the school of the President (\$16,500 in 1996-97).
- 7.2 The financial equivalent of 0.2 staffing supplementation to the school of the Board of Studies representative (\$8,300 in 1996-97).
- 7.3 The financial equivalent of 200 days casual ancillary support (\$16,400). Extra days funded by the Council will supplement these days.
- 7.4 Payment of costs for travel and accommodation associated with four, one day meetings of the State Assembly as set out in 3.2 above. This will be managed by the Executive Services Directorate (\$43,00 in 1996-97).
- 7.5 \$10,000 to support the operation of Council Reference Groups.
- 7.6 Training & Development support including:
  - \$20,000 contribution to the cost of the State conference
  - \$30,000 towards the costs of other Training & Development.
- 7.7 Department funds paid through school accounts will support the attendance of principals at District Council meetings. In 1996-97 this notional figure is set at \$40,000.
- 7.8 State funds from the Training & Development Directorate will be used to assist the Council to plan, implement and administer those Training & Development programs contracted to the Council for delivery on a cost-recovery basis. These funds will supplement Council funds used for Training & Development and will be used to support specific State or local initiatives as outlined in 6.2 above.
8. The Council will account for the use of Department funds in an Annual Report published for the members and the Department. The Resource Agreement will be subject to annual review and audit by the Audit Directorate.
9. A copy of the Resource Agreement for 1996-97 is attached to this Memorandum.

## Resources for Secondary Principals Council

### 1. Consultation, Administration and Management

a. Department funds paid through central accounts:

Staffing supplementation (0.4) to be used at the discretion of the president	\$16,500
Staffing supplementation (0.2) for Board of Studies representation	\$8,300
Casual ancillary support of 200 days, by voucher	\$16,400
Budget for operation of reference groups (teleconferencing, travel, casual relief when essential)	\$10,000
Cost of travel and accommodation relating to attendance at four one-day meetings of the State Council	\$43,000

b. Department funds paid through school accounts:

Attendance of principals at district council meetings	\$40,000
---	----------

### 2. Training and Development

a. Department funds paid through central accounts:

Contribution to cost of State Conference	\$20,000
Training and development allocation	\$30,000
<b>TOTAL</b>	<b>\$184,200</b>

Notes:

- Where Council is contracted to plan and deliver Departmental training and development programs, additional funding will be provided on a cost-recovery basis.
- Council will account for the use of Departmental funds from central and school accounts in an annual public report which shall be subject to audit.

**Agreed:**

Jan McClelland  
**Deputy Director-General (Resources)**  
23/10/96

Jim Harkin  
**President, Secondary Principals Council**  
23/10/96