



NSW INSTITUTE OF SENIOR EDUCATIONAL ADMINISTRATORS

3/74 Wrights Rd Drummoyne 2047 Phone and Fax (02) 9181 5879 Email: ron.ikin@bigpond.com

NEWSLETTER JULY 2007

Contents this Edition

- *Meeting with Director-General*
- *Draft Annual General Meeting Minutes*
- *President's Annual Report*
- *Executive Officer's Annual Report*
- *The ISEA's Award for Excellence in the Administration of Public Education*
- *A Report from the Sooke District, British Columbia.*

Frank and Constructive Meeting with Director-General:

Juho Looweer, the newly elected President of the ISEA and Ron Ikin, Executive Officer recently met with the newly appointed Director-General, Michael Coutts-Trotter over a wide-ranging agenda. The meeting was frank, open and constructive with the ISEA being able to discuss a range of topics including:

- The ISEA and its membership
- The relationship between the ISEA and the DET
- Educational leadership and management within the DET
- Industrial issues, including the next salaries and conditions award for CEOs
- The Director-General's vision for the future of the DET.

The ISEA was able to explain its stance on such matters as the need for school experience and formal educational qualifications for key DET positions; the professional development opportunities for senior officers, the determination of the "temporary" or "permanent" status of senior officer positions, the need for a review of the current "Merit selection" policy and procedures in the DET and the proposed ISEA Award for Excellence in the Administration of Public Education.

The Director-General expressed an interest in meeting with the ISEA members who took part in the 2005 study-tour to the UK and Germany and the 2006 tour to the USA and Canada. He also expressed a willingness to consider the endorsement by the DET of the ISEA's Award for Excellence in the Administration of Public Education.

In conclusion the ISEA delegation sought the following commitments from the DET:

- 1) Regular scheduled meetings with the ISEA around matters of mutual interest.
- 2) Consultation with the ISEA about CEO positions.
 - eg Before they are disestablished
 - Before school experience and education qualifications are deleted from a position.
 - Before a position is declared "Temporary" or "Permanent"
 - Before a school placement is determined prior to a CEO returning to school.
- 3) An independent review of the merit selection policy and procedures within the DET and in particular those that apply to NSBTS positions.
- 4) A small financial grant to support **DET approved** PD programs conducted by the ISEA.
- 5) DET recognition of the ISEA's Award for "Excellence in the Administration of Public Education"

Members will be informed of the DET's response to the ISEA's request for these commitments when it is received.

Annual General Meeting: Thursday 24 May 200: DRAFT MINUTES

Agenda:	Minutes:
1 Welcome and Apologies	President McCulla welcomed members to the AGM. Attendance: Roll circulated. Eighteen ISEA members attended the AGM. Apologies: Michael Murray, Lois Diamond, Laurie Murphy, Robyn Prowse, Helen Barnes, Rani Lava Lewis Jones Doug Cole, Steve Galbraith, Brian Davies.
2 Minutes of 2006 AGM	Were tabled at the meeting and discussed. Motion: That the minutes of the 2006 AGM be adopted. Moved: J Looveer, Seconded: B Jarman Passed unanimously.
3 Matters arising from 2006 AGM	No matters were raised
4 President's Report	Copies of the President's Report were tabled and circulated. Dr McCulla commented on the impact of the last restructure and the CEO salaries impasse. He said that the ISEA provided an independent voice for senior officers on professional matters and industrial issues. He congratulated the new president Dr Looveer on his appointment and thanked the Executive Officer Dr Ikin for his outstanding work including representing members in industrial matters, organising the highly successful overseas study tour and for producing the newsletter. The President moved a motion of thanks to the Executive Officer and this was carried by acclaim. The ISEA had maintained its CEO salary nexus with Principals in the last award negotiations. Dr McCulla commented on the development of the ISEA website and thanked Brian Powyer for his dedicated work. He thanked Kerrie Ikin for her work in relation to producing the electronic newsletter. He said that the ISEA was in a good financial situation and that the ISEA was now taking a more active role in commenting on educational issues in the media. Dr McCulla concluded his address commenting on the need for greater educational leadership and vision in the DET.
5 Executive Officer's Report	Copies of the Executive Officer's Report were tabled and circulated. Dr Ikin said that the ISEA has completed a successful and active year with a wide range of activities on the professional, personal and industrial fronts. Membership levels have been maintained and the finances of the organisation continue to be healthy. On the professional front a highly successful study tour was conducted to the USA and Canada. A detailed illustrated report of the tour was compiled. Professional lunches and dinners were organised at which international educators spoke including; Ms Judy O'Brien, Dr Melinda Mangin and Professor Brent Davis. These speakers had been organised in conjunction with the Australian Principal's Centre with which the ISEA had a co-operative relationship. In co-operation with Chifley Financial Services two seminars were held on changes to the superannuation laws. Dr Ikin said that services to members included; appeals against non-appointment to advertised positions, representations over non-payment of anticipated salary increments, identification of position advertisement errors as they applied to the temporary/permanent status of positions, legal advice to a

	<p>member experiencing unwarranted harassment etc. The ISEA provided welfare support for members with personal difficulties. Membership has been maintained and the ISEA's investments re-arranged to maximise returns. 35 CEO positions had been reclassified to senior officer positions and membership of the ISEA was currently around 200 members. The ISEA spent in the vicinity of \$85 000 on legal costs in the period 2004-2006. Dr Ikin said that future activities include; launch of the ISEA's Award For Excellence, enhanced representations for SES and Senior Officer members, the status and right-of-return conditions for all long term temporary senior officers, an improved professional development program, and wider ISEA representation on DET committees and forums.</p> <p>Motion: That the Executive Officer's Report be received was carried.</p> <p>Moved: B Laing</p> <p>Seconded: B Powyer Passed unanimously</p>
6 Treasurer's and Auditor's Report	<p>The Auditor's Report was tabled, circulated and discussed. Treasurer Looveer and Executive Officer Ikin presented the report. Total assets in 2007 increased by \$26 855.49 during the year. The ISEA's investments were successfully reorganised in the 2006/07 year.</p> <p>Motion: That the Treasurer's report and accompanying documentation be accepted.</p> <p>Moved: S Thorley-Smith,</p> <p>Seconded: B Jarman</p>
St George Bank Signatories	<p>That the St George Bank signatories be:</p> <p>Juho Looveer Brian Jarman Kerrie Ikin Barry Laing Norman McCulla</p> <p>Moved K.Ikin, Seconded. J Looveer</p>
7 Office Bearers (Election results announced)	<p>A list of the new office bearers was circulated. President McCulla announced them and congratulated the new executive on its appointment. He welcomed Dr Looveer to the presidency.</p> <p>President: Dr Juho Looveer Immediate Past President: Dr Norman McCulla Vice-President: Ms Kerrie Ikin Secretary: Mr Brian Jarman Treasurer: Mr Barry Laing Committee: Mr Rob Asser Committee: Dr Brian Davies Committee: Mr Brian Powyer Executive Officer: Dr Ron Ikin</p>
8 General Business	<p>President Dr Looveer took the chair.</p>
1) ISEA Award for Excellence in the Administration of Public Education.	<p>B Powyer spoke and distributed the draft 'ISEA Award `for Excellence In The Administration Of Public Education Guidelines'. Brian Powyer guided members through this document. Application of 700 words, interview by a selection committee of three peers, application must relate to improving student outcomes, addressing a DET priority, can be an individual or a group application, value of the award \$5000.</p> <p>Motion:The AGM approve the establishment of an ISEA Award For Excellence in The Administration of public</p>

	<p>Education. Moved: B Powyer Seconded: B Laing The motion was carried unanimously.</p>
2) Professional Training	<p>Members discussed concerns about getting accepted for DET professional training publicised over the DET intranet. Members recited their different experiences when they immediately hit the acceptance button when these courses were first advertised over the intranet. Some were accepted, some were rejected. The Executive Officer will discuss the matter with the appropriate managers and/or directors</p>
3) Member Survey on ISEA Website.	<p>Members' attention was drawn to this survey and were requested to complete it online.</p>
4) Comment on Educational Issues in The Media by ISEA.	<p>This was discussed in detail. Members were told that processes were in place to manage media comment. The Executive Officer gave an undertaking to examine the processes used by the Primary and Secondary Principal's Associations.</p>
5) Flexitime.	<p>The difference in relation to the coverage of flexitime in the PSA/Senior Officers Award and the DET/Chief Education Officers Award was raised and discussed in detail. The latter was based on the former when it was negotiated in 2004/5. It appears that the PSA/Senior Officers Award has won further betterments. The Executive gave an undertaking to investigate this issue in preparation for the next award negotiations.</p>
Professional Dinner.	<p>Members and friends adjourned for dinner at the Selah Restaurant.</p>

Papers Circulated At the Annual General Meeting included:

- Agenda For The meeting
- Minutes of the 2006 Annual General Meeting
- Presidents Report
- Executive Officers Report
- Auditors Report and Supplementary Reports
- List of the New Executive Members
- ISEA Award For Excellence In The Administration Of Public Education.

President's Report 2006-2007:

As a team over the last two years, the ISEA has achieved a number of things including:

- 1) Substantial salary increases for Chief Education Officers as an outcome of an extended case before the Industrial Relations Commission of NSW so as to maintain a positive nexus with the salary of Principals of the largest high schools
- 2) Enhanced communication with our membership through a fine website initiated and maintained by Brian Powyer, through print and electronic newsletters, and by email
- 3) An increase in the overall membership and a strengthening of the ISEA's financial structure and position despite extensive legal costs incurred in the CEO salaries case
- 4) International study tours to England and Germany (2005) and the USA and Canada (2006)
- 5) Enhanced services to members including legal, industrial, financial and personal support.

I would like to extend therefore, on the membership's behalf, my personal appreciation to Kerrie Ikin, Dr Juho Looever, Brian Jarman, Dr Brian Davies, Barry Laing and Brian Powyer as well as to the Immediate Past President Janina Sulikowski for the contributions that each has made to the ISEA, not only in their respective roles but in their capacity to work together as a mutually supportive team. I thank them for their personal support and encouragement. I would also like to extend my appreciation to the members who have taken the time to make their views known to the executive on a variety of topics. My very best wishes go with Juho as he takes over the President's role.

We have been blessed by having someone with the calibre and experience of Dr Ron Ikin as our ISEA Executive Officer. He has fulfilled the role with dedication, skill, insight and innovation. His output on behalf of the members has been, quite simply, prodigious. While there has been a public aspect to his work in areas such as the production of newsletters and the organization of our international study tours, and an in-house role in keeping the administrative detail of the ISEA ticking over, his most valuable work has been behind the scenes as an advocate for a number of our members who have suffered disadvantage or injustice in their work with the Department as their employing authority. On behalf of the executive and the membership, I would like to extend our sincerest appreciation to you Ron for what you have achieved for the members both personally and collectively.

It has been a privilege to serve as ISEA President over these last two years.

Norman McCulla PhD FACE, President

Executive Officer's Report 2006-2007

The ISEA has completed a successful and active year with a wide range of activities on the professional, personnel and industrial fronts. Membership levels have been maintained, despite large numbers of retirements and reclassifications and the finances of the organisation continue to be very healthy, Credit is due to the President and State Council for their leadership and diligence on behalf of members.

1.0 Professional Activities.

A highly successful Study Tour was conducted to the USA and Canada. A comprehensive program of visits to educational institutions and meetings with educators in these two countries was completed to the lasting benefit of the participants and the DET. A detailed, illustrated report of the Tour was compiled and distributed to all members and other interested parties. Materials gathered in the course of the Tour were made available to members and to appropriate directorates and units in the DET. It was encouraging to receive requests for these materials and for the members of the Tour to be invited to relate their experiences to colleagues at State and Regional levels.

In cooperation with the Australian Council for Educational Research (ACER) a breakfast session was held featuring Dr Ken Rowe, who had recently chaired the national enquiry into the teaching of reading.

Professional dinners were held during the year featuring international speakers Dr Melinda Mangin (Michigan State University) and Professor Brent Davies of the University of Hull.

A lunch time session was a well attended with Ms Judy O'Brien of the Michigan State University, an expert in the teaching of reading.

The DET conducted an Induction meeting for 19 newly appointed CEOs. It is expected that this program will be developed in the future so as to extend the range of support available over a longer period of time.

In cooperation with Chifley Financial Services two information sessions were held to provide members and colleagues with advice regarding changed superannuation legislation and retirement plans.

In cooperation with the Australian Principals Centre at Macquarie University two workshops were held featuring Professor Brent Davies, Director of International Leadership at the University of Hull. The topic, "School Leadership Must be Strategically Driven" proved to be particularly relevant and of a considerable interest to the members and colleagues who attended. Materials from Professor Davies' workshops were made available to members who were unable to attend.

The ISEA Website continued to provide news and information to members and colleagues. The inclusion of media reports, provided by the Australian Council for Educational Leaders (ACEL), has been welcomed by members. The contribution of Brian Powyer in the management of the Website is hereby acknowledged.

2.0 Industrial Activity

There has been no necessity for the ISEA to be engaged in industrial activity during the year given that the current Award for Chief Education Officers was signed off for the 2006-2008 period. Although this Award was negotiated with a far greater degree of cooperation from the DET, than that of 2004-2005, the accumulated legal costs to the ISEA of the two awards were considerable.

With yet another award due to be negotiated the ISEA has begun preparations to ensure that proper recognition is given to the specialised and essential nature of the work of CEOs. Awards or schedules of payments and conditions for other categories of senior staff will also come up for governmental consideration in the near future. The ISEA will support other organisations (the Teachers Federation and the Public Service Association) in their endeavours to protect and enhance the salaries and conditions of all "Out of School" staff.

3.0 Services to Members

ISEA services have been brought to the support of many ISEA members and their families over the year. Without disclosing confidentiality it can be reported that ISEA support and services have been provided in the following circumstances:

- Appeals against non-appointment to advertised positions
- Financial advice regarding the predicted changes to superannuation legislation
- Representation over non-payment of anticipated salary increments.
- Identification of advertisement errors as they applied to the temporary/permanent status of positions
- Clarification of a members' access to the Teachers Federation Health Society.
- Legal advice for a member experiencing unwarranted harassment from a member of the public
- Clarification of the provision of part-time positions for senior DET staff.
- Representation for a member seeking recognition of service prior to returning to a school position.
- Materials distributed to members seeking information arising from ISEA study-tours and professional development workshops.
- Clarification of the permanent/temporary status of a member's position.
- Representation where a member has been subject to a formally lodged grievance.
- Financial subsidies to attend professional development activities.

Members are invited to access the ISEA's legal, professional, industrial, financial and personal support services at any time. ISEA members are also entitled to access to the Teachers Federation Health fund as the ISEA is "officially" recognised by TFH as an affiliate for that purpose.

The ISEA has also had occasion to provide welfare support for members with personal difficulties.

4.0 Membership and Finances

Membership has been maintained despite several retirements and reclassifications. Membership is the key to the finances of the ISEA even allowing for the good performance of the Institute's investments.

The ISEA's finances were placed under considerable pressure due to the expense incurred during 2004-2006. Legal costs alone were in the vicinity of \$85,000.

5.0 Future Activity

The ISEA has several major items on its Agenda for 2007/8. These include:

- The launch of the ISEA Award for Excellence in the Administration of Public Education
- Enhanced representation for SES and Senior Officer members
- The status and right of return conditions for all long-term temporary senior officers
- An improved professional development program for all senior officers
- An improved induction program for newly appointed CEOs
- A study Tour to the USA and Canada in October 2007.
- Wider ISEA representation on DET committees and forums.

6.0 Appreciations

My appreciation to members and the ISEA's State Council for their cooperation and support during a particularly demanding year. Gratitude is also expressed to the ACEL and ACES (Macquarie University) for their support of ISEA ventures during the year.

The continued active involvement of members will be necessary if the ISEA is to maintain and enhance its rightful position in the affairs of the DET.

Dr Ron Ikin FACE, FACEL Executive Officer

ISEA Award for Excellence in the Administration of Public Education.

The AGM passed in principle the establishment of the *ISEA Award for Excellence in the Administration of Public Education* which will be awarded annually to a member(s) of the ISEA in recognition of their outstanding contribution to the administration and conduct of public education in NSW. The recipient(s) will receive an inscribed medallion and a payment of up to \$5000.00 to support them in undertaking a professional activity of their choice.

The award will be determined in the opinion of the selection Panel by how each of the nominations:

- a) represents best practice in any aspect of the administration of public education
- b) aligns to a Department priority
- c) demonstrate a significant outcome at the local or systems level
- d) identifies the contribution made by the individual or group in achieving the outcome
- e) shows a relationship/link to student outcomes.

Nominations:

- a) Nominations for the Award may be made by any financial member of the ISEA nominating an eligible colleague or as a self nomination.
- b) Where two or more individuals are jointly nominated for the Award a separate Nomination Form is required for each. All nominees must be financial members of the ISEA and are required to sign the Nomination Form.
- c) Nominations for the Award will be undertaken in three phases:
 - i) a Nomination Form must be completed and forwarded along with all supporting documentation to the Executive Officer of the ISEA by the advertised due date
 - ii) the Panel will meet with selected nominators/nominees to further discuss the nomination
 - iii) the recipient of the Award submits a detailed outline of their professional activity, including approximate costings, to the Panel for approval.

Full details and application forms will be distributed to all members in the near future.

Sooke School District, British Columbia, Canada Report.

In October 2006 the ISEA study-tour group visited the Sooke School District in British Columbia and were impressed by the school improvement policies, procedures and practices in place. Subsequently Professor Paul Shaw of the Victoria University, BC conducted a review of the Sooke School District's school improvement program and has provided the report to the ISEA. Professor Shaw, formerly of the University of Toronto, assisted in the planning and conduct of the ISEA tour to British Columbia.

Members and colleagues interested in Professor Shaw's report of the Sooke District's school improvement program should contact the Executive Officer on ron.ikin@bigpond.com or phone 9181 5879 or 0418 669 501.