**NASDAP**

**Minutes of the Skype Meeting held on Friday, 25th November 2016**

The meeting commenced at 1.30 p.m.

**Present:** Campbell Howlett (President and Chair), Annette Taylor [Executive Assistant], Kevin Dean, Karen Stimson, Sharon Kiely, Stella Bond, Warren Henderson, Steve Read, Graeme Smith [part]

**Apologies:** Penny Prestidge, Pip Woodward, Jocelyn Hale

1. **WELCOME**

The Chair welcomed everyone to the meeting.

1. **APOLOGIES**

Apologies were received from Penny Prestidge and Pip Woodward

1. **MINUTES OF PREVIOUS MEETING**

 The minutes of the meeting held on 9th September 2016 had been circulated.

 **Motion:**

 That the minutes of the meeting held on 9th September be confirmed as a true and correct record of the meeting.

*Woodward/Dean – Carried*

1. **MATTERS ARISING FROM THE MINUTES**
	1. **New Executive Members in Auckland/Counties Manukau and Top of the South**

Campbell welcomed Karen, Sharon and Graeme to the meeting and to Executive. When Graeme Smith was able to connect [sadly we could not hear him or him us], Campbell also welcomed him.

1. **TREASURER’S REPORT**
Annette Taylor presented the Treasurer’s Report. Annette circulated the Treasurer’s report earlier in the day via email.

**Treasurers Report**

25 October 2016

|  |  |
| --- | --- |
|  | **Amount** **$** |
| Cheque Account | Balance as at 24/02/2016 | 14,602.91 |
| Term Deposit | Balance as at 01/09/2016 | 20,000.00 |
| **TOTAL FUNDS HELD** | **34,602.91** |

**Requests for Payments – over and above reimbursements to Executive:**

Funds to be released at the conclusion of the meeting for approved expenditure over and above Executive Claims for reimbursement:

|  |  |  |
| --- | --- | --- |
| **Payee** | **For** | **Amount****$** |
| JOANNE BARNES | Continuation of work to help NASDAP Database and Annette Taylor as per agreement | $400 |
| INBOX DESIGN | Internet Hosting at $51.75 per month from October – December 2016 | $155.25 |
| NELSON COLLEGE | Postage from October – November | $21.20 |

Annette M Taylor

Treasurer

*Taylor/Howlett – Carried*

 Discussion ensued about Annette’s resignation from Executive as the Top of the South Executive Member. Annette has offered to take over the role of Executive Assistant for NASDAP. Debate occurred about the benefits of this and a recommendation was made to accept this offer.

 **Motion: That Annette Taylor be appointed as the Executive Assistant to NASDAP Executive forthwith.**

 ***Moved – Howlett; Seconded – Henderson***

 ***Put to the vote, unanimous decision.***

1. **CORRESPONDENCE**

 **Inwards**

Email from Gerald Atkins re Manawatu Association

 Email from Annette re the results of the Auckland election and the unopposed seat for Top of the South

Email from Chris Norris, regional manager of Norcom

**Outwards**

Emails from Campbell to new Executive Members

Email to Chris Norris

1. **REGIONAL LEARNING TOUR – UPDATE**

Annette was waiting to receive by 4pm on 25th November 2016 the names of the successful candidates. At the end of the meeting, decisions were passed to Annette and she contacted all of those who applied; successful and non-successful.

Annette has liaised with Elizabeth Craker from CORE Education over the successful candidates and all Executive members have also been advised of the recipients for their region.

This will also be posted onto the website.

1. **Workload and time management**

Steve had sent to Executive earlier in the week a draft set of questions to be read and then discussed at this meeting.

There was discussion about wording, intent, when to ask Assistant and Deputy Principals to complete this.

It was agreed that this survey would provide NASDAP with baseline data on the diverse roles of senior managers and senior leaders in schools.

Steve would send this out to all members in term four.

1. **Review of Geographical Regions that NASDAP Executive Cover**

Jocelyn had discussed this with Campbell prior to the meeting. Jocelyn will share a paper [via Annette] for discussion and tabling at the first Executive Meeting in 2017.

 **Action: Taylor**

1. **Website**

Annette to liaise with Inbox Design to see if:

* All of Executive photographs can be placed on opening web page as opposed to only having three at a time and
* Is it possible to have an “embedded Twitter feed” on the website. Karen Stimson from Auckland has skills in this area.

 **Action: Taylor**

1. **REGIONAL REPORTS**

Please email your regional reports to Annette so that these can be put on the website

**Action: Taylor**

1. **LEGISLATION**
	1. **Vulnerable Children’s Act**Campbell offered to share his experience and notes having recently attending a four day course. While the course was highly valuable, it was very worrying to hear of the horrific issues that many of our young people are being exposed too.

**Action: Howlett**

1. **CONFERENCE**

**2017 National Conference – Taranaki**

Stella Bond spoke about the progress and arrangements for the 2017 national conference and pointed out that everything was on track and on budget.

Stella to use the database that Annette has to share information on the conference with every Assistant and Deputy Principal in NZ.

**Action: Bond/Taylor**

We still need to identify a region to host and run the 2019 National Conference and it was mooted that perhaps a combined Top Half of the South Island could joint host the 2019 event?
Annette to moot this to Graeme and Penny.

 **Action: Taylor**

1. **COMMITTEE REPORTS**
	1. **SPAC Report – Steve Read**
* Rob Willetts presented a paper on Global Bulk-Funding and other Funding Mechanisms
* Conference Paper was discussed about raising the Senior Management Allowance from $1000 pa. This paper was supported by PPTA National Executive and did get presented at conference.
* Talk of preparation of a “Leadership Guide” for new Assistant and Deputy Principals for their first 12 months in a new position.
* University Literacy Concerns – the Universities are concerned that there has been a decline in literacy since NCEA has allowed literacy to be obtained from subjects other than English.
* Hybrid Courses – many schools are creating courses to meet the unique needs of students. However, many of these courses do not have University Entrance status.
	1. **SQAG Report – Stella Bond**
* Steve Barge spoke about an international conference on the movement towards digital assessment
* Ron Mill from the Ministry of Education spoke about Curriculum Design
* Feedback on MCAT – largely the key concerns were that it was not what HOD’s/Teachers/Students had expected
* NZQA are redesigning their website
1. **GENERAL BUSINESS**

There was no other general business.

1. **MEETINGS for 2017**

 In Wellington on Friday 24th February and Friday 15th September.

 Via SKYPE on Friday 9th June and Friday 24th November

 Annette to book Wellington Conference Centre and Executive to book air fares as soon as possible. Annette to re-email Air NZ Travel Card details

 **Action: Taylor**

The meeting concluded at 3.15 p.m.

Minutes confirmed as a true and correct record:

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(Chair) (Date)