

DIOCESE OF TOOWOOMBA

**CATHOLIC EDUCATION OFFICE
INDUCTION DAY FOR NEW PRINCIPALS**



VENUE: TCEO Charnley Street Education Centre
18 –24 Charnley Street Toowoomba

DATE: Wednesday 11 February 2009

TIME: 8.30am – 2.00pm

8.30am Welcome and Prayer
Check-in on “To Do List” from last meeting (16.1.09)
Tabling of any In-tray items from Principals

9.00am Local Indigenous Community interaction (Phillip Dreise)

9.30am FISA Training Program (SEO)
Working with school staff & CEO consultants (SEO)
Employment Guidelines and staffing (SEO)

10.30am MORNING TEA (meet Charnley St staff)

11.00am 2009 Goal Setting, spirituality, PD and supervision (Ian Hunter)

11.30am Management Items:
○ school files, information storage & retrieval (Julie Willett)
○ suspension & expulsion, visitors to school premises (SEO)

12.30pm LUNCH

1.15pm Scenarios, supervision of staff, staff duties and procedures, intranet,
Student Protection (Ian Hunter)
Check-in, Questions and discussion (Ian Hunter)
Topics for future meetings

2.00pm Conclusion

Please bring resources such as:

- **Principal Induction Folder**
- **Employment Procedures Booklet,**
- **The Teacher in the Catholic School**
- **Catholic Education Board Policy Manual**
- **Staff Handbook**
- **To Do List (from 16.1.09)**

N.B. The Primary Principals Association Meeting begins at 2.15pm