



**DIOCESE OF TOOWOOMBA**  
**CATHOLIC EDUCATION OFFICE**  
 P O Box 756, TOOWOOMBA QLD 4350  
 Phone: (07) 4637 1400 Fax: (07) 4637 1499

## **Agenda Primary and Secondary Principals' Meeting**

**FRIDAY 10<sup>th</sup> February 2012**

**Venue: Highfields Cultural Centre**  
 O'Brien Road, Highfields

### **Theme: Inclusive and Outreaching Culture**

- 8.30 am: RE Curriculum. The new Religion Curriculum – to familiarize Principals with the new curriculum and how it aligns with other Australian curriculum areas. (John Meneely and Sr Sue Flood)
- 9.00 am: Student Protection – an update from Peter Simpson with regard to changes to legislation taking effect from July this year. Peter will explain what the changes are and how we can adjust our processes and procedures to be compliant with the new legislation. Relevant to all Primary and Secondary Principals. Action to follow in schools.
- QCT S7: Create and maintain safe and supportive learning environments.**
- 9.30 am: Staffing – John Coman will issue the staffing overviews and go through aspects of staffing for 2012. The 10+ year relocation of teachers – discussion from 1<sup>st</sup> February meeting. This session will assist with preparing for staffing in semester 2 for 2013.
- 10.00 am: Mentoring – what is happening for teachers under the National Partnership in 2012. Suzanne Cavanagh and Janine Butlin will give an update. This session is for information and action where graduate teachers are employed in our schools.
- 10.30 am: Morning tea.
- 11.00 am: Coaching – John Coman will lead this session to refresh what was learnt in 2011. For those new Principals it will give an opportunity to learn how we are using the coaching process to improve school and system outcomes. It is anticipated that goal setting with staff will be assisted by this technique.
- 12.00 pm: School Improvement – Paul Murphy will facilitate discussion and reflection regarding what is planned so far and how the development of a School Improvement Framework will align a variety of documents and activity. Principal input and commitment to this development is crucial to the successful implementation of this project. (There is also a national agenda developing which will see a document in this area)
- QCT S9: Contribute effectively to professional teams.**
- 12.30 pm: Lunch.
- 1.00 pm: Attraction and retention of staff – Tracey Flint and Neil Rickleman will facilitate this session. This project emanates from the strategic plan and is of particular relevance to us in an era when it is not always easy to appoint quality staff to the variety of

locations and positions available in a rural diocese. This workshop will be of interest to all Principals.

Meeting close: 3.00pm.

**Name:** Margaret Hendriks

**chool:** Catholic Education Office

*Margaret Hendriks*

**Arranged by:** Margaret Hendriks,

Assistant Director: Staff & School Development