



DIOCESE OF TOOWOOMBA
CATHOLIC EDUCATION OFFICE
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A G E N D A

Primary and Secondary Principals' Induction Meeting

8.30 – 2.30 Friday January 17, 2014

Board Room, 73 Margaret Street, Toowoomba

Time	Agenda Item
8.30am	Welcome and Prayer
8.45am	Introductions: Principals each have 5 minutes to introduce themselves to the group
9.10am	Address by Mrs Margaret Hendriks: Assistant Director: School Improvement Services
	<i>Australian Professional Standard for Teachers 4: Create and maintain safe and supportive learning environments</i>
9.20am	<ul style="list-style-type: none"> • Context of the Diocese of Toowoomba: 'you are part of a system': contact information • Handing Over to the New Principal; Leadership Tips; CEO Documents • Navigating the Intranet: Compass • Questions
	<i>Australian Professional Standard 6: Engage in professional learning</i>
9.50am	Meet and Greet our Office Personnel
	<i>Australian Professional Standard for Teachers 7: Engage professionally with colleagues, parents/carers and the community</i>
10.10am	Morning Tea
10.40am	<ul style="list-style-type: none"> • Student Protection
10.55am	<ul style="list-style-type: none"> • Mentoring
11.10am	<ul style="list-style-type: none"> • What Underpins the role of Principal in the Diocese of Toowoomba
11.40am	<ul style="list-style-type: none"> • Implementing the School Improvement Framework: Excellence in Catholic Education (EiCE): Session 1
12.30pm	<ul style="list-style-type: none"> • Five Year Plans
	<i>Australian Professional Standard for Teachers 6: Engage in professional learning</i>
12.45pm	Lunch
1.15pm	<ul style="list-style-type: none"> • Annual Action Plans for 2014/Principal Goal Setting for 2014
2.15pm	<ul style="list-style-type: none"> • Invictus
	<i>Australian Professional Standard for Teachers 6: Engage in professional learning</i>
2.30pm	Finish
	Induction Days for 2014: <ul style="list-style-type: none"> • Term 1: Wednesday, 12th February, 2014 • Term 2: Wednesday, 28th May, 2014 • Term 3: Wednesday, 20th August, 2014

Attendee Name: «Attendee»

School: «School»

Duration in hours: Five hours

Margaret Hendriks

Arranged by: Margaret Hendriks, Assistant Director: School Improvement Services