

CATHOLIC PRIMARY PRINCIPALS' ASSOCIATION  
(CPPA)

*The Voice of Principals  
in Catholic Primary Schools in Western Australia*

DIRECTIONS 2011-2014

## Our Vision

Excellence in Catholic Primary Education in Western Australia

## Our Purpose

Providing a voice for Primary Principals in Catholic Schools throughout  
Western Australia

## Our Values include

- Justice
- Respect
- Integrity
- Diversity
- Catholicity
- Collaboration

## Key focus areas for 2011-2014

CPPA will:

1. Provide support and representation\* for Catholic Primary Principals throughout Western Australia.
2. Communicate effectively within the Association and with the Catholic Education Office (CEO) and external stakeholders in Western Australia and nationally.
3. Influence decisions on educational issues from a position of knowledge and understanding.
4. Operate as an efficient, professional organisation.

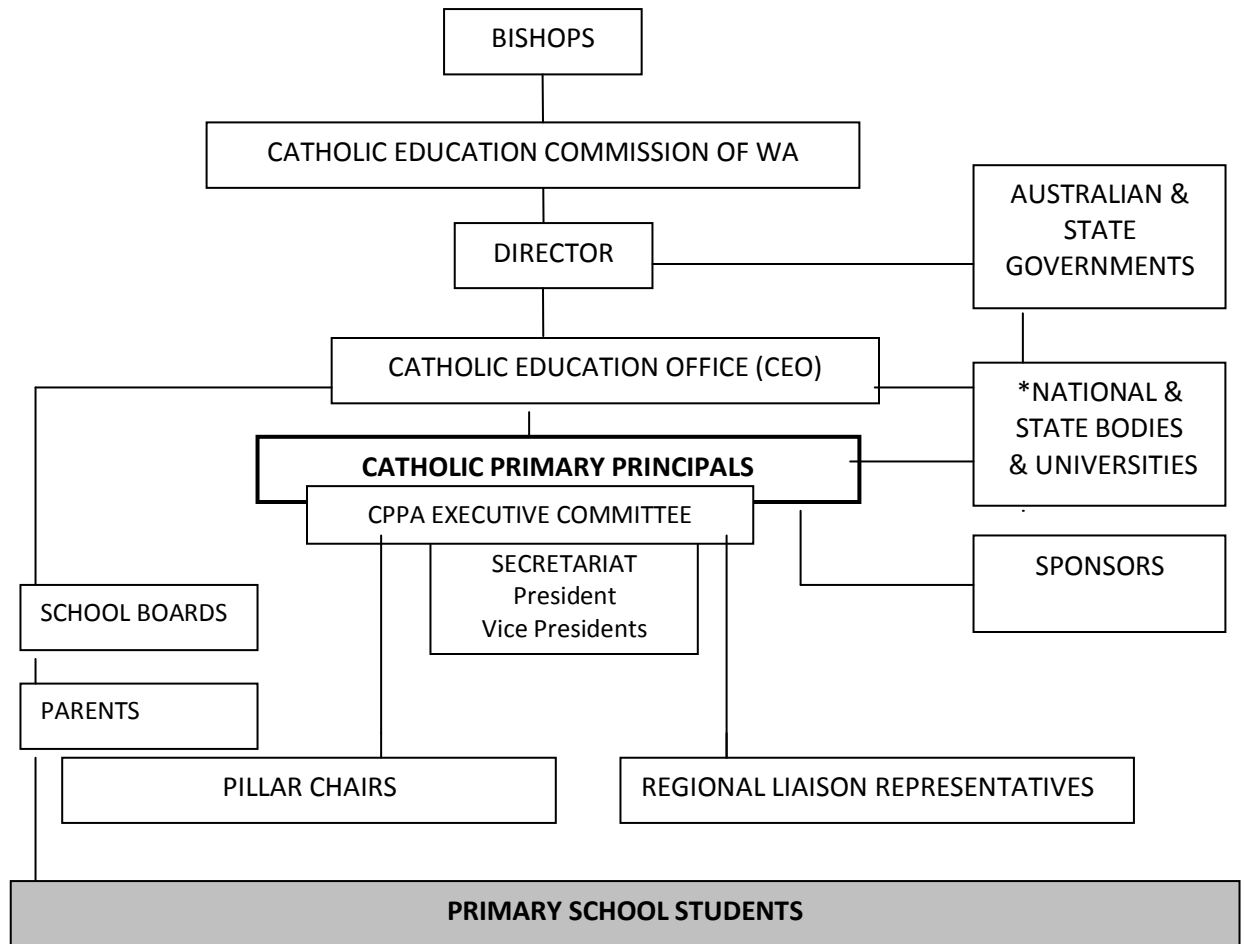
\*Note that CPPA is not an industrial organisation and does not have a mandate to represent Principals in industrial matters. CPPA provides representation for Principals in relation to educational and professional matters.

## Indicators of performance

*(or how CPPA will measure progress - the indicators include qualitative and quantitative measures)*

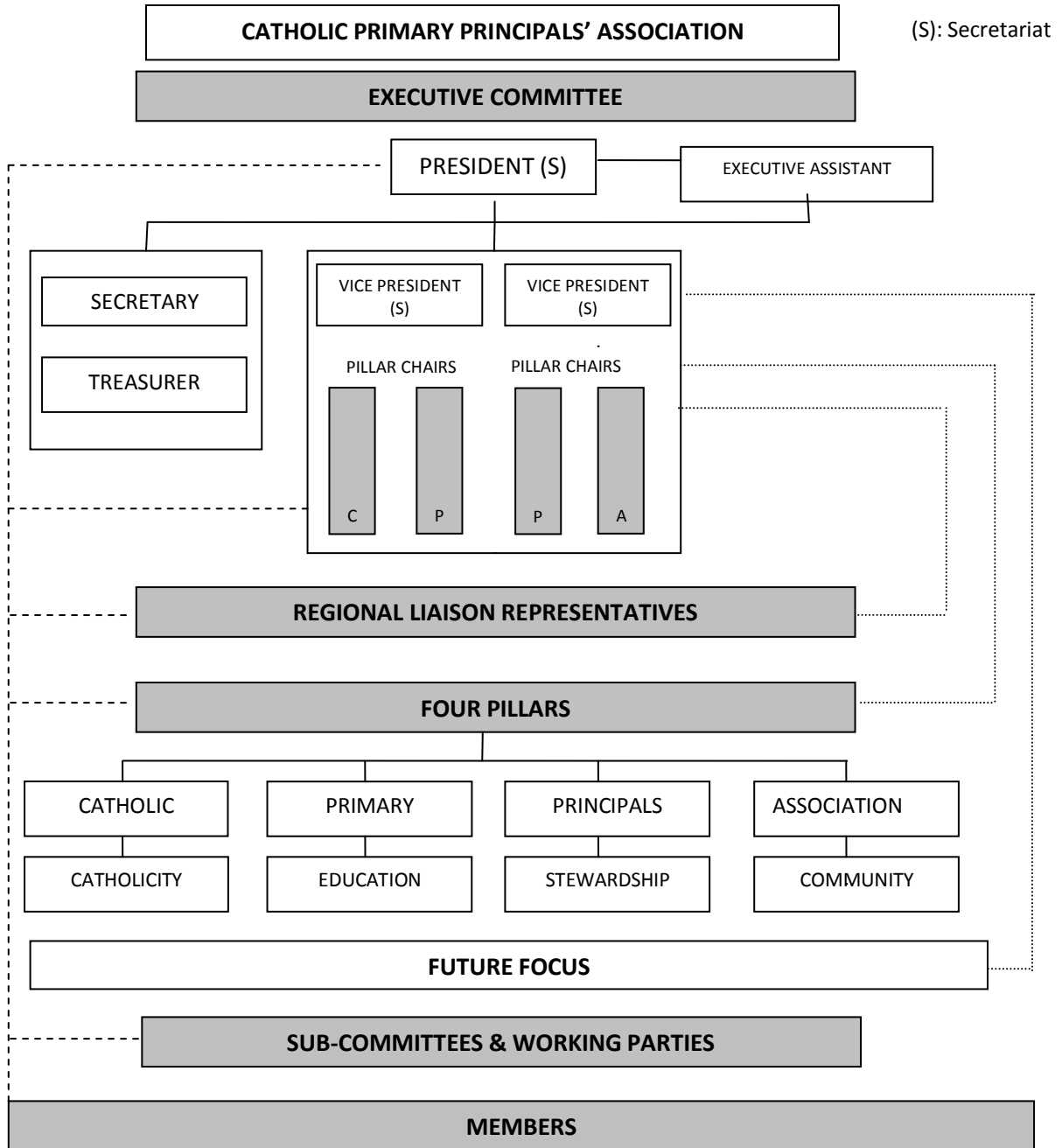
1. Number of members prepared to stand on the Executive
2. Number of members prepared to represent the Association on work parties
3. Number of members attending Members' Day
4. Annual review of CPPA actions in relation to strategic plan

## Organisational Relationships



\*ACPPA (Australian Catholic Primary Principals' Association), APPA (Australian Primary Principals' Association), Principals Australia, NCEC (National Catholic Education Commission), CSPA (Catholic Secondary Principals' Association), CAPA (Catholic Assistant Principals' Association)

# Organisational Structure



**KEY FOCUS AREA 1: Provide support and representation for Catholic Primary Principals throughout Western Australia**

<i>TASK</i>	<i>*RESPONSIBILITY</i>	<i>TIMEFRAME</i>
1.1 Provide peer support and representation for Principals.	<i>Vice President &amp; Chair Association Pillar</i>	<i>Ongoing</i>
1.2 Maintain contact with Principals.	<i>Regional Liaison Representatives</i>	<i>Ongoing</i>

**\* The term 'Responsibility' refers to the person or persons responsible for ensuring that an activity is undertaken and completed. Tasks associated with the activity may be delegated.**

**KEY FOCUS AREA 2: Communicate effectively within the Association, with the CEO and external stakeholders in Western Australia and nationally.**

<i>TASK</i>	<i>RESPONSIBILITY</i>	<i>TIMEFRAME</i>
2.1 Maintain and continuously improve communication with CPPA members.	<i>Vice President &amp; Chair Association Pillar</i>	<i>Ongoing</i>
2.2 Maintain and continuously improve communication with the CEO.	<i>Secretariat</i>	<i>Ongoing</i>
2.3 Maintain and continuously improve communication with external stakeholders.	<i>Secretariat</i>	<i>Ongoing</i>

**KEY FOCUS AREA 3: Influence decisions on educational issues from a position of knowledge and understanding**

<i>TASK</i>	<i>RESPONSIBILITY</i>	<i>TIMEFRAME</i>
3.1 Identify issues that impact on Catholic Primary Education and provide up-to-date information to members.	<i>Executive</i>	<i>Ongoing</i>
3.2 Prepare and /or critique discussion papers and position statements on issues that impact on Catholic Primary Education.	<i>Executive &amp; Chair Primary Pillar</i>	<i>Ongoing</i>

**KEY FOCUS AREA 4: Operate as an efficient, professional organisation**

<i>TASK</i>	<i>RESPONSIBILITY</i>	<i>TIMEFRAME</i>
4.1 Monitor financial performance.	<i>Treasurer</i>	<i>Ongoing</i>
4.2 Review the Constitution and By-laws	<i>President &amp; Secretary</i>	<i>Ongoing</i>
4.3 Review and update CPPA policies and procedures	<i>Chair Association Pillar &amp; Secretary</i>	<i>Ongoing</i>

**ONGOING ACTIVITIES - UPDATED FEBRUARY 2011**

<i>Activity/task</i>	<i>Responsibility</i>	<i>Timeframe</i>
Regional liaison & attendance at Members' meetings in the 12 Regions	<i>Executive &amp; Regional Liaison Representatives</i>	<i>Week 4 in each Term</i>
Members Meeting	<i>Secretariat</i>	<i>Annually</i>
Catholic Primary Principals' Conference	<i>Executive &amp; Conference Sub Committee</i>	<i>Annually</i>
Presentation of the history and roles of the CPPA for new Principals	<i>President</i>	<i>Induction Week</i>
Succession planning	<i>Association Pillar &amp; Secretariat</i>	<i>Ongoing</i>
Sponsorship Package	<i>Sponsorship Sub Committee</i>	<i>Annually</i>
Maintenance of relationships with Sponsors	<i>Sponsorship Sub Committee</i>	<i>Ongoing</i>
Monitoring of the Constitution and By-Laws	<i>Association Pillar</i>	<i>Ongoing</i>
E-communication	<i>Secretariat &amp; Executive Assistant</i>	<i>Ongoing</i>
Website maintenance	<i>Association Pillar</i>	<i>Ongoing</i>
Discussion papers and position statements	<i>Executive</i>	<i>Ongoing</i>
Pastoral care	<i>Association Pillar</i>	<i>Ongoing</i>
Monitoring of Performance Pay Model	<i>Principals' Pillar &amp; Working Party</i>	<i>Ongoing</i>
Review of CEO Policies	<i>Relevant Pillar</i>	<i>Ongoing</i>

CPPA WORKPLAN (UPDATED FEBRUARY 2011)

KEY FOCUS AREAS	TASK	OPERATIONAL ACTIVITIES	PROJECTS
1,2,3,4	1.1	Peer support and representation for Principals	<ul style="list-style-type: none"> <li>i. Induction of new Principals</li> <li>ii. Pastoral care</li> <li>iii. Meetings &amp; Professional Development</li> <li>iv. Annual Conference</li> <li>v. e-communication</li> <li>vi. Seek feedback for CPPA at regional meetings</li> </ul> <ul style="list-style-type: none"> <li>i. Clarify responsibilities of regional representatives</li> <li>ii. Develop protocols for Retiring Principals</li> </ul>
	1.2	Maintain contact with Principals	
2,1,3,4	2.1	Maintain and continuously improve communication with CPPA members	<ul style="list-style-type: none"> <li>i. Annual online survey</li> <li>ii. Update Associate Members data base</li> <li>iii. Maintain and continuously strengthen relationships with influential national bodies eg APPA, NECEC</li> </ul> <ul style="list-style-type: none"> <li>i. Portal</li> </ul>
	2.2	Maintain and continuously improve communication with the CEO	
	2.3	Maintain and continuously improve communication with external stakeholders	
3,1,2	3.1	Identify issues that impact on Catholic Primary Education	<ul style="list-style-type: none"> <li>i. Consultation with Principals</li> <li>ii. Monitor Performance Pay Model issues</li> <li>iii. Commissioning of papers</li> <li>iv. Meetings with Director and CEO</li> <li>v. Consultation with CEO and presentation of papers</li> <li>vi. Adoption of relevant APPA Position Statements</li> </ul> <ul style="list-style-type: none"> <li>i. Primary school funding – quadrennial funding</li> <li>ii. School reporting</li> <li>iii. NPP</li> <li>iv. QCS</li> <li>v. Early Years Learning Framework</li> <li>vi. National Quality Standards for ECEC</li> <li>vii. OSHC programs in schools</li> <li>viii. Australian Curriculum</li> <li>ix. Professional support services</li> <li>x. EBA for teachers</li> <li>xi. EBA for non-teaching staff</li> <li>xii. Professional Standards</li> <li>xiii. Performance pay</li> </ul>
	3.2	Prepare Discussion and/or Position papers on issues that impact on Catholic Primary Education	
4	4.1	Monitor financial performance	<ul style="list-style-type: none"> <li>i. Financial reports</li> <li>ii. Succession planning</li> <li>iii. Continuously update Operational Procedures</li> <li>iv. Review Sponsorship Package</li> <li>v. Maintain relationships with sponsors</li> <li>vi. Pillar reporting using template</li> </ul>
	4.2	Review the Constitution	
	4.3	Review and update policies and procedures	

M: Monitor

**PROJECT WORKPLAN**

2011	Years	President	Secretary	Treasurer	Vice President		Vice President		Regional Liaison Representatives	Working Party	Conference Sub Committee
					Catholic Pillar	Primary Pillar	Principals Pillar	Association Pillar			
1. Clarify responsibilities of Regional Representatives	2011										
2. Develop protocols for Retiring Principals	2011										
3. Pastoral Care	Ongoing										
4. Working Parties procedures	2011										
5. Professional Standards	2011										
6. Performance Pay	2011										
7. Portal	2011										
8. Quadrennial funding	Ongoing										
9. EBA for teachers	2011										
10. EBA for non-teaching staff	2011										
11. QCS	Ongoing										
12. NPP	Ongoing										
13. Australian Curriculum	Ongoing										
14. School Reporting	Ongoing										
15. NQS ECEC	Ongoing										
16. EYLF	Ongoing										
17. OSHC	Ongoing										
18. Professional Support Services	2011										