



# SASSPA

**School Administrative  
and Support Staff  
Professional Association**

## NETLINK

### **Chairperson's Address - Rozanne Patane**

Dear Colleagues,

Welcome to SASSPA's first Netlink issue for 2017.

I hope that you have started the year well. I wish to extend a special welcome to the new School Administrative Managers and Business Managers appointed in 2017. I hope that you are finding your feet amongst your new environment.

To the schools whom deployed in 2016, we hope that your year in the new environment started without too much of a problem. As Groups 5-8 start their LMBR journey it will, I am sure, be another exciting year as all schools come on board. It won't be without its challenges, as all new things are, but I'm sure that it will be a smooth transition. Remember - no process is so urgent that it can't wait for another day. Our students remain our first priority.

### **Professional Development**

Leadership will continue to be our future focus and planning for 2017 started off with a bang. We have already had two Seminars in Penrith & Kingscliff where Allan Parker presented on *Turning Around with Ease the Difficult Conversation*. There has excellent feedback and I have never seen delegates so engaged as they were at these Seminars.

Thank you for your attendance so early in the year. I realise it is always difficult to have time off so early. I am convinced however from your comments that you took back many strategies that you can implement.

Our Seminars will continue in Term 2 as follows:

**Lynne Schinella will present at three seminars on 'Finding your Voice'**

Monday 22 May – Sydney at the Department of Education, William Wilkins Gallery

Monday 29 May – Tamworth at Tamworth Wests

Monday 5 June – Wagga Wagga at The International Hotel

**Allan Parker will also present one seminar on 'Turning Around with Ease the Difficult Conversation'.**

Monday 19 June – Sydney at the Department of Education, William Wilkins Gallery

DEVELOPING DYNAMIC LEADERS ... *with a little bit of SASS*

Planning for the August Conference on Thursday 17 August and Friday 18 August at the Shangri-la Hotel, Sydney is nearly complete with the main focus being the development of leadership capacity within our School Administrative Leaders. Registrations will come out in early Term 2, so please make sure you keep an eye out.

### **Study Scholarship Program**

In 2017 SASSPA continues our partnership with the Teachers Mutual Bank (TMB) as a corporate sponsor of the Study Scholarship Program.

Members still have the opportunity to apply for financial assistance for additional study up to \$2500.00, critical to the effectiveness of school leadership.

For further details do not hesitate to contact:

Helen Ross at [helen.m.ross@det.nsw.edu.au](mailto:helen.m.ross@det.nsw.edu.au)

Jennifer Sullivan at [Jennifer.sullivan@det.nsw.edu.au](mailto:Jennifer.sullivan@det.nsw.edu.au)

Gail Thorley at [gail.thorley@det.nsw.edu.au](mailto:gail.thorley@det.nsw.edu.au)

### **Performance & Development Plans for Non-Teaching Staff**

SASSPA continue to be a vital partner in the delivery of performance and development for non-teaching staff. As you may be aware PDPs will be released in 2017 but we recognise that this is the start of a very long journey of change.

As you may be aware, dates for training days have been released. I encourage all School Administrative Managers and Business Managers to attend one of the training days.

The workshop can assist to build the capabilities and confidence of our staff to have meaningful conversations, give feedback, support goal setting and understand the relevance of the GROW model. The workshop is not designed to educate you on how to complete the PDP template, but rather how to use the performance and development process to engage staff and facilitate meaningful conversations regarding work and career goals. No fee or cost is payable to HR for attendance at this workshop.

Available sessions Sydney (Level 7, William Wilkinson Gallery, 35 Bridge St, Sydney):

6 April - 12.30pm – 3.30pm

7 April - 8.30am – 11.30am

7 April - 12.30pm – 3.30pm

Available sessions Parramatta RSL (Cnr O'Connell Street & Macquarie Street):

7 April – 8:30 to 11:30

7 April – 12.30pm – 3.30pm

SASSPA will continue to be a voice for SASS at this very crucial time. Please do not hesitate to forward your feedback to me or any of the SASSPA team. Your voice is important in getting the message to the department. Please also see the attached flyer for additional information.

### **SASSPA Survey**

Each year SASSPA strives to deliver relevant and timely professional learning for our school administrative leaders and aspiring leaders. The focus group is all administrative staff as we believe that each of us play an important role in the outcomes of our students.

To enable us to direct future professional learning the SASSPA team invite you to complete a short survey through the link below.

<https://goo.gl/forms/C81U6gzyw6cnnz5z2>

Thank you for taking the time out of your busy day to answer these questions. We would greatly appreciate you completing this survey by the end of Term 1.

As the end of Term 1 approaches make sure you take some time for yourself and your families. Enjoy the break and I hope some of you get to enjoy the Easter Show.

Best wishes  
*Rozanne Patane*  
Chairperson

As your professional association, one of critical roles is to provide support, assistance and advice to school administrative leaders and aspiring leaders.

Should we be able to assist you, please do not hesitate to contact us through our website or ring one of the committee.

## **Treasurers Report – Tracy Tzanopoulos**

It has been wonderful to see the support of our members in renewing membership, and welcome to the new members of SASSPA. Our membership is growing with some late payments still being received.

The voyage into the uncharted waters of **Prepayments** was a success with our recent seminars. EdConnect processed these efficiently and payments came through to us in a timely manner. Please remember this step when enrolling in seminars and the conference, in order to secure your position. The completion of the registration form was accepted by EdConnect as a tax invoice, and they provided me with the name and school on the remittance advice. Joy to the Treasurer who was able to reconcile the payments! Many thanks to Sue Williams who assisted with this process.

Membership for 2017 is \$110.00.

Membership is open all year, however payments received now will incur a late payment fee of \$33.00 (inc GST) and will only be applicable to 2017. Please don't forget the GST, we have received a few cheques for \$100.00.

If you would like to pay by Direct Deposit, our details are:

Westpac: SASSPA  
BSB: 032 – 024  
Account: 280875

Please ensure your surname and invoice name are in the reference field.

Please feel free to contact me at any time via [Treasurer@SASSPA.org.au](mailto:Treasurer@SASSPA.org.au) if you have any questions.

## Secretary's Report – Fiona Hood

I rolled over into LMBR mid-Term 4 2016 and feel as though I am only now just getting my head around the many and varied software applications of Student Wellbeing, SAP and ebs4.

Yesterday, feeling as though I had almost caught up with my workload, I decided to watch a recorded Adobe Session on Journaling Salaries to ensure all the temporary engagements were applied against the correct Fund Codes. Ian Reeves walked me through an Introduction to Staffing in LMBR and generating Employee Salary Reports.

I picked up many incorrect charges and incorrect codes that had been entered on the temporary appointments at my school. The following forms are used to initiate a CEPS change:

Request Change to Casual Employee Costing:

[https://detwww.det.nsw.edu.au/finance/schools/els\\_229\\_schools/ceps/SAP\\_Schools\\_Request\\_Change\\_to\\_Casual\\_Employee\\_Costing.pdf](https://detwww.det.nsw.edu.au/finance/schools/els_229_schools/ceps/SAP_Schools_Request_Change_to_Casual_Employee_Costing.pdf)

Request Change to Temporary Employee Costing:

[https://detwww.det.nsw.edu.au/finance/schools/els\\_229\\_schools/ceps/SAP\\_Schools\\_Request\\_Change\\_to\\_Temporary\\_Employee\\_Costing.pdf](https://detwww.det.nsw.edu.au/finance/schools/els_229_schools/ceps/SAP_Schools_Request_Change_to_Temporary_Employee_Costing.pdf)

### **Please note:**

It is vital to read the SALM/Finance Schools Support newsletter that comes out fortnightly from LMBR Support. Currently only 33% of School Administrative Managers are reading this newsletter. I also encourage you to watch the recorded Adobe sessions when time permits. To access these, go to LMBR QRG's, Existing Schools, Instructional Clips – then you have the option of SALM, SAP, BPC or Other.

## MyPL

The SASSPA Committee met with Dominic Bova at our last meeting to discuss the updates to the new MyPL software. To access QRG's on "how to ..." please go to the MyPL site and scroll down the bottom to click on the Help button. This will provide users with many steps from Introduction MyPL to Learning Authors and Session Support Offices (used when creating a course/event).

Under the Help button is the Department and legislative requirements that provides a list of mandatory courses to be undertaken by all staff eg e-Administration of prescribed medication; CPR and anaphylaxis training; e-Emergency Care.

## Communication & Engagement

The SASSPA Committee also met with Marianne Taylor of Schools Communication & Engagement, located in Bridge Street Sydney. Marianne discussed with us the communication activities available including developing high level initiatives, school websites and the 360 reflection tool to promote our schools. The benefits of planned communication and engagement are numerous. Planned, positive and considered communication improves parental engagement, morale and community perceptions.

A one day course for Principals and Aspiring Schools Leaders is attached for your information. Please direct all enquiries to Schools Communication and Engagement Ph: 9561 8873.

## **Term 1 Seminar – Turning Around with Ease the Difficult Conversation – Penrith & Kingscliff**

This new and exciting program, Turning Around with Ease the Difficult Conversation, designed and presented by Allan Parker, author of the bestselling books, “Switch On Your Brain” and “ The Negotiators Toolkit “ has truly turned around the way things happen in schools in many parts of Australia.

Every minute of every day you and I, WE are involved in interactions whether we are aware of it or not. And the most common WE all do as the number one activity is **have conversations**. Have you noticed how well they go often determines how well that interaction, relationship and even your whole day unfolds? Have you noticed that most of those interactions are less than you or the other person would like them to be?

That early conversation that went so off track, so quickly continues to run inside of your head for the rest of the day? It steals your attention from what you wanted to focus on for much of the day and adds unnecessarily to your stress levels?

Attending the Seminar gave us tools to be the person who just easily, simply and effortlessly removes the tension, calms the waters, captures the others attention and in turn, magically has that other person, teacher, parent or the “difficult kid” calm, attentive and listening?

**BY POPULAR DEMAND**, we will be running an additional Seminar in **Sydney on Monday 19<sup>th</sup> June 2017**.

What you will learn:

- how to change the thinking inside of your own head
- how to influence and change the thinking of others
- how to turn around hostility and aggression in a calm and composed way
- how to melt unproductive emotions, yours and other’s
- how to be responsible “to” not “for”
- how to change behaviours, yours first and influence others
- how to make bullying a thing in your world that gets less every day
- how to be the silent change agent in your environment
- how to go home pleased with your day rather than exhausted
- how to change the way teachers, principals, parents and students think about each other.

Feedback:

*“In writing this email, I am not really sure how to put into words the impact that Wednesday’s seminar had on me. Powerful, life changing and insanely fabulous just don’t seem to be “sparkly” enough. So I would like to thank you. Thank you for altering my course in a profoundly positive direction when life was throwing more than a few curve balls in my direction”.*

For further information, please contact [Fiona.hood@det.nsw.edu.au](mailto:Fiona.hood@det.nsw.edu.au) or check out website for a Registration Form.

**Fiona Hood**

## Professional Development of SASSPA – Jennifer Sullivan

SASSPA has worked hard during 2016 and early 2017 to develop a document that will allow us to share our vision, purpose, identity and values with our members.

SASSPA engaged Allan Parker, a Behavioural Scientist and the Managing Director of Peak Performance, to facilitate a number of workshops to allow us to develop our Strategic Document. Allan's areas of expertise in training include Facilitation, Negotiation, Presentation Skills, Dispute Management as well as Management and Leadership Development.

Allan came highly recommended, as you can see by this testament:

*"As an experienced educator who has recently moved into leadership of multiple local and international partnerships I had high hopes for the Negotiation program and it most definitely delivered. Allan Parker had me critically reflecting and reassessing my views on myself and the world within the first few minutes of meeting him. He provided multiple tips and tools, and context related tasks that allowed me to develop a deep understanding of negotiation in my work (and personal) lives. I feel I have not only become a better negotiator in my workplace, but also a better person overall! Thank you Allan for mentoring me through my transformations."*

Dr Amanda Gutierrez (BA, Grad Dip Ed, MEd, PhD, GCHE)

Senior Lecturer in Education (research and teaching areas: English/literacy, professional becoming, partnerships and professional experience programs)

Teaching Academies of Professional Practice Coordinator, Cluster Partnership Manager, Myanmar Partnership Manager

National Professional Experience Secondary Postgraduate Coordinator | Faculty of Education and Arts

*"Allan is the consummate educational professional. He is meticulous and fastidious in his preparation – no detail is omitted or goes unchecked. His lessons are planned carefully in terms of pedagogic processes and outcomes, though because he is the supreme master of his subject-matter he is able to flexibly adapt "on the spot" to exigencies and unexpected situations which inevitably arise from time to time in the classroom."*

Prof. Robin Woellner Pro-Vice-Chancellor Law, Business and the Creative Arts James Cook University

Our workshops have allowed us to explore and develop our priorities for 2017 and beyond. We are committed to raising the bar for SAS professional learning opportunities.

### Vision & Strategy

SASSPA's long term strategy is to continue 'Developing Dynamic Leaders'. We are committed to exploring, inspiring and creating professional growth for SAS staff. We are in a strong position to provide members and non-members with professional development skills that will enable them to expand their capabilities and set their own goals while they continue to operate at a high and continuously improving standard of professionalism.

SASSPA has developed a Strategic Document which has enabled us to clearly articulate our:

- Ideology
- Identity
- Purpose
- Vision
- Values
- Function
- Roles

**DEVELOPING DYNAMIC LEADERS ... with a little bit of SASS**

- Behaviours
- Succession Planning.

Our Strategic Management Plan is a fluid document, changing with the directions of the DoE and the needs of SAS staff.

**Jennifer Sullivan**  
**Vice Chairperson**

## **TMBank Scholarships**

Have you applied for a Teachers Mutual Bank / SASSPA Scholarship?

As part the long standing commitment to professional learning for SAS staff, SASSPA and the Teachers Mutual Bank and are offering scholarships to the value of \$2,500 open to SASS roles in schools. The Scholarships will financially support administrative staff in their studies to develop leadership skills and meet the challenge of changing work practices in education.

SASSPA members are encouraged to give consideration to professional learning that develops their skills and complements their professional development plan. This is a great opportunity to “kick start” your learning program with financial assistance.

Members of SASSPA are invited to submit a Scholarship Application form which is available from the SASSPA website.

For more information please contact a member of the SASSPA Scholarship subcommittee.

Scholarship Committee:      Helen Ross, Mullion Creek Public School  
   Jenny Sullivan, Yeoval Central School  
   Gail Thorley, Orange High School

Congratulations to Kylie Clark ...Kylie, School Administrative Manager, Coerwull Public School, Lithgow, received a scholarship in 2016 and has undertaken study through Open Universities Australia, Melbourne. Her 2016 results are outstanding and in the 5 units she undertook. Kylie received 2 High Distinctions, 1 Distinction and 2 Credits.

Well done Kylie!!!

## **Netlink**

Please forward any NetLink articles to: [Fiona.hood@det.nsw.edu.au](mailto:Fiona.hood@det.nsw.edu.au)

## Upcoming Seminars

<b>Monday 22 May</b>	<b>Wilkins Gallery Bridge Street, Sydney</b>
<b>Monday 29 May</b>	<b>Tamworth Wests, Tamworth</b>
<b>Monday 5 June</b>	<b>Wagga International, Wagga Wagga</b>

### Find Your Voice by Lynne Schinella

Communicating effectively is a critical business skill, whether coaching one on one or talking to a team or presenting at a conference. With each conversation we are trying to get others to buy into our ideas, always persuading and influencing. And those who present with confidence in a public environment get the support and loyalty of their teams. All delegates will get the opportunity to build on new skills during this one day seminar on the following content:

- ✓ Courage – why we need to be brave
- ✓ Authenticity – your personal delivery
- ✓ Creating a purpose and a key message
- ✓ Empathy – getting inside the heads of your audience
- ✓ Impactful openings and closing on message
- ✓ Writing your talk and distilling content
- ✓ Using structure that flows.

#### Outcomes:

- ✓ Confidence to open a talk, conversation or presentation to engage
- ✓ Increased skill to structure a conversation / presentation to develop an easy to follow flow
- ✓ Increased confidence to use different techniques to improve voice and reduce anxiety.

**Monday 19 June**      **Wilkins Gallery Bridge Street, Sydney**

### Turning Around with Ease the Difficult Conversation by Allan Parker

For more information on our upcoming Seminars, please download the Registration form from our website [www.sasspa.org.au](http://www.sasspa.org.au)

## SASSPA Team

Rozanne Patane <b>Chairperson</b>	Jennifer Sullivan <b>Vice-Chairperson</b>	Fiona Hood <b>Secretary</b>	Tracy Tzanopoulos <b>Treasurer</b>
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#### Committee:

Helen Ross	Gail Thorley	Christina Argyri	Sue Williams
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