



SASSPA

**School Administrative
and Support Staff
Professional Association**

NETLINK

SASSPA Update

Membership

At the time of publication the School Administrative Support Staff Professional Association has 762 members. Thank you to everyone who has joined us – if you find our Association beneficial to your professional development please encourage other SASS to join or participate in one of our events.

Professional Development

During Terms 1 and 2, SASSPA provided professional development to approximately 290 DoE staff by presenting at 4 professional development events via seminars face to face.

Chairperson's Address - Rozanne Patane

Dear Colleagues,

Welcome to this edition of Netlink. I hope you have started your term well without too much chaos.

To Groups 5 and 6 who have just deployed – WELCOME TO LMBR! I hope you are finding your way around the new system. Whilst challenging, because all new things are, let me assure you that you will find sense in the systems and gain confidence as you move forward. My school deployed in September last year, and while it has been a huge learning curve for us, certainly taxing at times as it has tested every ounce of our patience, we have survived. We are still learning something new everyday and will continue to do so for a while yet.

As Groups 7 and 8 start their LMBR journey it will, I am sure, be another exciting term as more schools continue to come on board. It won't be without its difficulties, 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.

SASSPA ANNUAL CONFERENCE

Registrations for the Annual Conference on 17-18 August have now closed. As always, I was surprised and overwhelmed, at the immediate response when registrations were sent out. Thank you to all of you who will be joining us at the Shangri-La.

As always, leadership continues to be SASSPA's focus as determined by the conference program. Growth Coaching will present on day 1, with DoE and DEAKIN University on Day 2. We are very excited to end our conference with a presentation by Ahn Do.

If you are joining us I hope that you have also registered for the cocktail party and dinner. These are wonderful opportunities not only to network and also let your hair down.

SASSPA PROFESSIONAL LEARNING

Thank you to all of you who attended our seminars in Term 1 and 2. Feedback has been nothing but positive. As planning for 2018 will commence soon, the feedback from these days will provide a great platform from which we can build and grow.

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

Jennifer Sullivan at jennifer.sullivan@det.nsw.edu.au

Gail Thorley at gail.thorley@det.nsw.edu.au

T4L Newsletter

The T4L Newsletter is distributed regularly and contains exceptional information regarding technology and learning opportunities. The last newsletter included a wonderfully informative article on Lynda.com as I have copied below.

Lynda.com for all DoE staff!

The workplace is constantly changing. New digital tools are regularly added to the DoE staff portal and appear online. All staff have access to comprehensive software suites like Office 365, G Suite and Creative Cloud - but how do staff learn how these tools can be used if formal training is not readily available? The dynamic nature of cloud-based services means changes occur more rapidly as new features are added and old functions are revised. Face-to-face training is far less effective and viable as course material struggles to keep up with system changes. More and more, individuals have been taking control of their required professional development, with just-in-time, self-paced learning via educational YouTube channels. But from Tuesday 1 August all DoE staff have a work-funded subscription to Lynda.com.

How to access Lynda.com

All department employees in both school and non-school locations now have access to the entire range of Lynda.com courses via the DoE staff portal. Open the My Training tab in your browser then click the link to Lynda.com. You can also add the link to My Essentials for quicker access. In addition, staff can access Lynda.com on their preferred mobile devices, with dedicated apps available for both Apple iOS and Android. Just sign in with your

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department email address and you'll be directed to the DoE portal for authentication. This is a great professional resource for the department's workforce to cater for the same lifelong learning that we strive daily to instil in our students. With Lynda.com, staff will be able to take better control of their professional development plans through easy access to relevant and quality courseware. To further promote this, each future issue of news.T4L will highlight a practical Lynda course and ongoing discussions of Lynda courses will be in the Online Learning in DOE Yammer group.

Please take the time to view the T4L link at <http://tinyurl.com/newsT4L>. It is a brilliant source of helpful information that is pertinent to all staff. Can I recommend that you subscribe to the newsletter via the link on the side of the homepage if you don't already receive it.

EDConnect Service Catalogue

If you haven't already done so, please take the time to view the new service catalogue found on the EdConnect website.

The service catalogue provides a complete list of EDConnect services. It includes a description of each service offered to customers and the agreed service level.

To ensure that EdConnect are providing a great customer experience, the service levels will be used to measure the service delivery and performance.

SASSPA's COMMITMENT

We will continue to be a voice for SASS through our participation as a stakeholder with DoE. 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.

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 email one of the committee.

Treasurers Report – Tracy Tzanopoulos

Wow what a response! We have been receiving registrations for our State Conference thick and fast, with a lot more payments coming through EdConnect now that many more schools are in the new world. Thank you for bearing with the convoluted process of registering with MyPL, sending registration forms and processing payments. We are looking at simplifying the process in the future with enhancement of MyPL, and anticipate a smoother registration process.

It has been a busy few weeks in Treasurer land. End of financial year on 30 June signals meetings with the auditor and sending him off with boxes of paperwork. Who said we would have less paperwork with electronic systems?

Thank you to those who responded to our survey, we have gathered relevant data on over 600 non teaching staff that is incredibly useful in planning future professional development. The responses highlighted the professionalism

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within our schools, and the desire to reach our full potential through relevant and timely professional development. This has been a very useful project, and your participation is appreciated.

Due to feedback from the survey, the committee are discussing options for membership next year, and our ideas will be presented on Day 2 of our Conference.

Sue Williams, Assistant Treasurer, and myself have recently rolled over from Oasis to LMBR on Monday 24 July. At this stage we are still smiling ... I have mentioned this to a couple of members in emails, and really appreciate the support and positive comments I am receiving. Thank you, what a great support network we have.

Looking forward to seeing you at the conference. Please feel free to contact me at any time via Treasurer@SASSPA.org.au if you have any questions.

Secretary's Report – Fiona Hood

Business Managers

SASSPA Committee have recently discussed the creation of a permanent Business Manager position within the NSW Department of Education to bring the State in alignment with other States and Territories across Australia. SASSPA team invites members to provide feedback on the following proposal, prior to presentation to the Department of Education:

In support of the increased workload of both principals, deputy and assistant principals and the increase in the percentage of the school's total budget to be managed by the principal under Local Schools, Local Decisions from 10% to 70%, the provision of a Business Manager position, additional to current staffing levels, is an essential requirement for every school.

It is imperative that school principals are given adequate school-based support and expertise to effectively manage the increased opportunities and expectations for local decision making.

The allocation of an additional Business Manager position needs to be made as soon as possible and in advance of the changes being progressively rolled out across the system over the next year to enable individual schools to be proactive in establishing suitable systems and structures to simplify and support increased local decision making.

The Business Manager role would support the efficient management of a school's business functions, including administration, WHS, assets management, finance and other compliance areas.

- *Every high school and central school (or secondary campus) with an enrolment over 250 students should have a Business Manager position established at clerk grade 7/8. Secondary schools with an enrolment below 250 students should receive a pro rata entitlement across S1 – S4?*
- *Every primary school receive a Business Manager position pro rata entitlement across P6 – P4.*
- *Employment of a Business Manager above and beyond this allocation is to be met by the school funds.*

Staff appointed to Business Manager positions will be suitably qualified to carry out the role of the BM; and be granted the appropriate delegations to enable them to perform their duties in supporting the principal to lead and manage the school.

This position should be additional to the budget allocated in RAM.

The appointment of a Business Manager within a school would not impact on the valuable role of the SAM and SAO.

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Please forward your feedback and thoughts to Fiona.hood@det.nsw.edu.au

Term 2 Seminar – Find Your Voice with Lynne Schinella

This Seminar was held at William Wilkins, Bridge Street with the objective of increasing both skills and confidence when talking to your team, your principal, parents or a large group at a conference.

As SASS we play a critical role in so many aspects of school life. We are involved with both the academic and emotional welfare of our students and, if we fail to speak up or take a secondary role to teachers and other staff, we are not truly fulfilling our responsibility.

Lynne gave us real strategies to overcome fear and “Find our Voice”; for example:

- Know your audience
- Decide on your purpose
- Create relevant content using ethos, pathos and logos
- Structure your opinion
- Always provide an Open and Close.

The SASS who attended Lynne’s seminar were able to practice a nominated/personal story with a buddy and obtain feedback in order to review, restructure and re-present, leaving a favourable impression and building confidence.

I special mention goes to Kylie Van Blerk for her exceptional speech presented at the end of the day.

MyPL

The Evaluation team in School Policy and Information Management is conducting a survey of MyPL as part of an evaluation of the system. The survey will be available until 31 August, and takes approximately 15 minutes to complete. The survey can be saved and continued at a later time.

If you have stakeholders who use MyPL, or you use MyPL yourself, this is your opportunity to have your say. I know they would value your input. Please access the survey at <http://surveys.education.nsw.gov.au/s3/MyPL>.

Fiona Hood,
Secretary

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, feedback or queries to: admin@sasspa.org.au

SASSPA Team

Rozanne Patane Chairperson	Jennifer Sullivan Vice-Chairperson	Fiona Hood Secretary	Tracy Tzanopoulos Treasurer
Committee:			
Helen Ross	Gail Thorley	Christina Argyri	Sue Williams

