
EXECUTIVE MEETING MINUTES 4/22

SUNDAY 3 DECEMBER 2022

ACKNOWLEDGEMENT OF COUNTRY

President Tabby Fudge opened the meeting with an acknowledgment and respect of the Traditional Owners, the Larrakia people, past and present, and extended that acknowledgement and respect to the Traditional Owners of the lands on which each member is meeting from.

President formally welcomed members and staff.

MEETING OPENED: 9:17AM

ATTENDEES

Tabby Fudge	President
Richelle Kent	Treasurer
Wayne Green	Barkly Regional Representative
Natasha O'Keefe	Big Rivers Regional Representative
Noel Carpenter	East Arnhem Regional Representative
Fred Richardson	Invited Member
Tanya McKenna	Vice President & Top End Representative
Michelle Parker	Executive Officer
Annabel Fletcher	Executive Coordinator

APOLOGIES

Noela Anderson	Big Rivers Regional Representative
Tabetha Bakunowicz	Darwin Regional Representative
Lauren Winter	Central Regional Representative

1. MINUTES

Motion: That the minutes of 30 October 2022 Executive meeting are accepted as true and correct.

Moved: Richelle Kent

Seconded: Wayne Green

CARRIED

2. BUSINESS ARISING

1. Action Items from Executive Meeting June 2022 (UPDATE)

ACTION 1: SET UP MEETING WITH PRESIDENT AND DR DAMIEN HOWARD PLANNING NDIS ADVOCACY & MEET WITH AUSTRALIAN EDUCATION UNION NT PRESIDENT MICHELLE AYERS	Actioned – Phone calls to Dr Damien Howard and request for availability on 24/06/2022 & 13/07/2022
ACTION 2: PRESIDENT TO MEET WITH MEMBER FOR LINGIARI, MARION SCRYMGOUR FOR NDIS ADVOCACY - DR DAMIEN HOWARD AVAILABLE TO JOIN THIS MEETING	Completed – Letter sent to Member for Lingiari 11/10/2022
ACTION 3: DR DAMIEN HOWARD TO SEND THROUGH MORE INFORMATION AROUND AUDITORY PROCESSING TO BE DISTRIBUTED TO EXECUTIVE TEAM	Actioned – Phone calls to Dr Damien Howard and request for information to be emailed 24/06/2022 & 13/07/2022 awaiting response
ACTION 4: GAVIN MORRIS TO SEND THROUGH CATHOLIC HANDBOOK FOR REFERENCE OF STUDENT INCLUSION	Completed - Emailed to Executive Team 05/06/2022
ACTION 5: SET UP MEETING WITH MINISTER FOR HEALTH TO DISCUSS HEARING LOSS IN STUDENTS	Completed – Letter sent to Minister for Health 11 Oct. <i>Dec Update: Meeting held 24 November. Minister for Education attended also.</i>
ACTION 6: EO TO LIAISE WITH NOELA ANDERSON TO ORGANISE MICROSOFT TEAMS REGIONAL COUNCIL MEETING FOR BIG RIVERS	Actioned and ongoing support for Teams meetings. AGM and General Meeting 4 will be face to face in Katherine on 26 Oct. <i>Dec Update: Completed</i> <i>Teams meeting held term 4 – 16 Nov.</i> <i>Ongoing support will be provided.</i>
ACTION 7: EO TO PRODUCE ‘MEET YOUR REGIONAL REPRESENTATIVE’ POSTERS FOR DISTRIBUTION TO REGIONAL REPRESENTATIVE’S REMOTE SCHOOLS	Big Rivers completed (this was commenced earlier in the year). All other remote regions to be actioned following Regional AGM’s in Sep/Oct 2022. <i>Dec Update: Completed</i> <i>All other remote regions were actioned following Regional AGM’s in Sep/Oct 2022.</i>
ACTION 8: EO TO WRITE TO THE EO OF NTBOS TO ASCERTAIN WHAT INFORMATION MAY BE MADE AVAILABLE TO NTCOGSO EXECUTIVE MEETINGS OTHER THAN THE PUBLISHED MINUTES	Actioned – Awaiting response. <i>Dec Update: Completed</i> <i>Consultant Marzia Haidar confirmed published information is available.</i> <i>All other information, including meeting minutes require member and Minister sign off prior to publication.</i>

2. Action Items from Executive Meeting 30 October 2022

ACTION 1: STRATEGIC PLAN - EXECUTIVE MEMBERS TO CONSIDER FOCUS POINTS FOR EACH GOAL IN PREPARATION FOR DECEMBER MEETING.	
ACTION 2: PRESIDENT TO CONTACT MARISA BOSCATO TO DISCUSS PROVISION OF: - SUMMARY OF THE WORK OF THE TRB – BY DATES TO BE PROVIDED - A SCHEDULE OF MEETINGS WITH THE PRESIDENT PRIOR TO TRB MEETINGS	Completed 30 November.
ACTION 3: PRESIDENT TO WRITE TO CHIEF EXECUTIVE REQUESTING INFORMATION ON WHY CENTRAL BUDGET IS NOT FUNDING RELIEF STAFF, INCLUDING THEIR ON COSTS.	In progress.
ACTION 4: EXECUTIVE OFFICER TO ARRANGE ONLINE (MICROSOFT TEAMS) MEETING WITH PRESIDENT AND POWER & WATER TO DISCUSS OPTIONS.	In progress.
ACTION 5: MOTION 1.10/2021 ROAD SAFETY; 1. NTCOGSO TO OBTAIN ANY NATIONAL GUIDELINES FOR SCHOOL ROAD SAFETY TO DISCUSS AT DECEMBER EXECUTIVE MEETING. 2. NORTHERN TERRITORY ROAD SAFETY GUIDELINES – FOLLOW UP WITH DOE ON WHERE THE DEVELOPMENT OF THESE IS UP TO. 3. NOELA AND NATASHA TO PROVIDE PHOTOS OF THE SPEED MITIGATION AROUND BORROLOOLA SCHOOL.	DoE advise DIPL is working on the Road Safety Guidelines and anticipate that they should be completed and approved by the end of Term 1, 2023. Road Safety Resources: A. https://austroads.com.au/publications/road-safety/ap-r612-20 B. National Road Safety Strategy 2021-30: https://www.roadsafety.gov.au/nrss 3. Noela/Tash advised the issue at Borroloola School has been resolved.
ACTION 6: MOTION 2.2/2021 FEMALE TO FEMALE AGGRESSION; 1. PRESIDENT TO WRITE TO NOELENE ARMSTRONG AND PROVIDE A COPY OF THE RESPONSE FROM THE DEPARTMENT WHICH IS CONSIDERED COMPLETED. REQUEST ANY FEEDBACK FROM NOELENE. 2. PRESIDENT TO WRITE TO CHIEF EXECUTIVE REQUESTING DATA FOR PROGRAMS, SCHOOL SURVEY OUTCOMES	In progress.
ACTION 7: MOTION 2.6/2021 EDUCATION INFRASTRUCTURE BUDGET 1. WAYNE GREEN REQUESTED FOLLOW UP FOR THE BUILDING BETTER SCHOOLS UPDATE. 2. WAS AIR QUALITY TESTING COMPLETED IN NT SCHOOLS AND WHAT WERE THE RESULTS?	Announcement 28 November: https://www.education.gov.au/schools-upgrade-fund Following: • Schools Upgrade Fund Guideline • Schools Upgrade Fund Fact Sheet
ACTION 8: EXECUTIVE OFFICER TO FOLLOW UP AND ADVISE ON GUIDELINES FOR THE PROPOSED FEDERAL CAPITAL FUNDING.	Guidelines: https://www.education.gov.au/schools-upgrade-fund
ACTION 9: 1. PRESIDENT TO ADVISE ON THE 2022 MOTION DISCUSSIONS WITH CE AND MINISTER MEETINGS 2. MEMBERS TO PLAN NEXT STEPS AT DEC 2022 MEETING.	For December Exec meeting.

ACTION 1: EXECUTIVE OFFICER TO SEND FRED RICHARDSON NTCOGSO'S ADVOCACY WORK ON HEARING LOSS TO ASSIST FRED IN A CONVERSATION WITH A LOCAL AUDIOLOGT. PARTICULARLY, REGARDING DATA ON UNILATERAL LOSS AND AIHW'S DEFINITIONS FOR HEARING LOSS.

Moved: Fred Richardson

Seconded: Noel Carpenter

CARRIED

3. REPORTS

3.1 PRESIDENT REPORT

Executive received the President's report.

Moved: Tabby Fudge

Seconded: Fred Richardson

CARRIED

3.2 TREASURER REPORT

3.2.1 BALANCE SHEET – TO 30 NOVEMBER 2022

3.2.2 PROFIT AND LOSS – TO 30 NOVEMBER 2022

Treasurer Richelle Kent presented the financial statements.

Executive received the Treasurer report.

Moved: Richelle Kent

Seconded: Tabby Fudge

CARRIED

3.3 CORPORATE REPORT

3.3.1 NT COGSO Strategic Plan FOCUS GOALS 2023

3.3.2 EBA

3.3.3 Naming of 'NTG Schools and Places in Schools' Feedback

3.3.4 ICAC update

3.3.5 Office Premises

3.3.6 Staff Update

3.3.7 Effective Enrolment (EE)

3.3.8 Deloitte –Children with Disability Funding Model

3.3.9 Road Safety (2021 Motion) Department of Education Comms

Executive Officer listed the extensive representation completed since the last Executive Meeting and requested Executive note the high amount of DoE representation on top of the Executive Officer role, is not manageable on an ongoing basis.

Executive received the Corporate report.

Moved: Tabby Fudge

Seconded: Natasha O'Keefe

CARRIED

3.4 CORRESPONDENCE WORTH NOTING

Correction noted on letter to Minister for Education on 29 November 2021 regarding the Infrastructure Budget should read "Dear Minister Lawler" not "Minister Moss".

Correspondence noted by Executive.

3.5 REGIONAL REPORTS

3.5.1 BARKLY

Barkly Regional Representative provided a verbal update and summary of the recent Barkly Regional General Meeting.

- Ageing infrastructure in schools remains of concern.
- No response has been received from the Department of Transport (DIPL) regarding the Tennant Creek Schools Bus Transport since following up two months ago.

ACTION 2: PRESIDENT TO WRITE TO MINISTER FOR INFRASTRUCTURE REQUESTING THE DEPARTMENT PLACE A LEVEL OF URGENCY ON FINALISING THE PROVISION OF SCHOOL TRANSPORT FOR STUDENTS AT TENNANT CREEK PRIMARY AND HIGH SCHOOLS.

Executive noted the verbal report for Barkly Region.

Moved: Wayne Green **Seconded:** Tabby Fudge **CARRIED**

3.5.2 BIG RIVERS

Executive received the report tabled for Big Rivers Region.

Moved: Natasha O’Keefe **Seconded:** Tabby Fudge **CARRIED**

3.5.3 CENTRAL

Executive received the report tabled for Central Region.

Moved: Tabby Fudge **Seconded:** Fred Richardson **CARRIED**

3.5.4 DARWIN

Executive noted nil report for Darwin Region.

3.5.5 EAST ARNHEM

Executive noted the verbal report for East Arnhem Region.

3.5.6 TOP END

Executive received the report tabled for Top End Region.

Moved: Tanya McKenna **Seconded:** Tabby Fudge **CARRIED**

3.6 TEACHER REGISTRATION BOARD REPORT

Marisa Boscato joined the meeting and presented a verbal TRB update.

As the nominee of NTCOGSO on the Teacher Registration Board, Marisa outlined the role of the TRB and listed the current work regarding registrations, mutual recognition, and harmonisation of legislation in jurisdictions.

Marisa recommended to Members the TRB Annual Report 2021 – 2022

https://www.trb.nt.gov.au/system/files/uploads/files/2022/Annual%20Report%202021-22_FINAL.pdf

Of note, the Highly Accomplished and Lead Teacher (HALT) program with the NT as the jurisdiction with the highest number of HALT teachers.

Executive noted the report for Teacher Registration Board.

ACTION 3: PRESIDENT TO DISCUSS NATIONAL HARMONISATION OF TEACHER REGISTRATIONS WITH MINISTER AT NEXT MEETING.

3.7 NT BOARD OF STUDIES REPORT

Executive noted the NTBOS Strategic Plan 2022-27.

3.8 NT COGSO/DOE REPORT

The following information was provided in the meeting papers:

3.8.1 SCHOOL EDUCATION ADVISORY GROUP (SEAG)

2023 MEETING SCHEDULE:
TBC

3.8.2 NTCOGSO / CHIEF EXECUTIVE

NT COGSO / CE

11 NOVEMBER 2022

3.8.2.1 DoE AGENDA

3.8.2.2 NTCOGSO PRESIDENT UPDATE

3.8.2.3 MEETING MINUTES

2023 MEETING SCHEDULE:

22 MAR; 18 MAY; 17 AUG; 09 NOV

Executive noted the NT COGSO/DoE Report.

3.9 NT COGSO/MINISTER REPORT

The following schedule was provided in the meeting papers:

1. MEETING SCHEDULE:

7 DECEMBER 2022

2023 MEETING SCHEDULE:

25 JAN; 22 FEB; 13 MAR; 26 APR; 31 MAY; 28 JUN; 02 AUG; 23 AUG, 20 SEP; 01 NOV; 06 DEC

Executive noted the NT COGSO/Minister meeting dates.

2. GENERAL BUSINESS

4.1 FULL COUNCIL MOTIONS 2022 – NEXT ACTIONS

Executive discussed the 2022 motions and agreed on the following actions:

Motion 1.1/2022 - Larrakeyah Preschool Stage 1

“THAT NTCOGSO advocate to the Minister for Education and the Department of Education for Stage 1 of the Larrakeyah Master Plan to be constructed in the immediate future to enable all children that reside in the Primary Catchment Area for the Larrakeyah Primary School to be able to attend their local Pre School.”

Executive determined this motion closed as the Department of Education is in direct discussion with the school, the school rep body, particularly, the Chair.

DECISION: EXECUTIVE TO FORMALLY WRITE TO DEPARTMENT OF EDUCATION TO REQUEST WITH A TIMEFRAME FOR COMPLETION

Motion 1.2/2022 - Department of Education – Communications on Corporate staff and programs

“THAT NTCOGSO requests from the Department of Education (DoE) and Minister for Education, Eva Lawler, a commitment to communicate online via a live website to all Principals and School Representative Bodies, the designated DoE staff contacts for all roles and responsibilities of DoE corporate and associated programs.”

ACTION 4: EXECUTIVE TO FORMALLY WRITE TO DEPARTMENT OF EDUCATION TO REQUEST COMMUNICATIONS ONLINE FOR PRINCIPALS AND SRB’S - DOE STAFF CONTACTS FOR ALL ROLES AND RESPONSIBILITIES OF DOE CORPORATE AND ASSOCIATED PROGRAMS.

Motion 2.1/2022 - Remote Teacher Housing – Review of Domestic Furniture Standard

“THAT NTCOGSO advocate for a review of the Domestic Furniture Standard for DoE Government Employee Housing (GEH) for remote teacher housing by the Department of Education to support the purchase of adequate furnishings for the wellbeing and safety of remote staff. The Policy and Guidelines must include a review cycle to reflect current market values”.

ACTION 5: EXECUTIVE TO FORMALLY WRITE TO AUSTRALIAN EDUCATION UNION (NT) TO DISCUSS WITH THE VIEW OF WORKING WITH THEM ON ADVOCACY.

Motion 2.2/2022 - Information for Families on Electronic Smoking and e-cigarettes

“THAT NTCOGSO advocate that the Northern Territory Government provide information to families and the community on the dangers of electronic smoking and e-cigarettes (vaping). That the Department of Education corporate staff provide support to schools in managing the use of e-cigarettes by students at school.”

ACTION 6: PRESIDENT TO DISCUSS AT MINISTER FOR EDUCATION MEETING 7 DEC. EXECUTIVE TO FORMALLY WRITE TO MINISTER FOR HEALTH AND MINISTER FOR EDUCATION.

Motion 2.3/2022 - Provision of Financial Governance Training

“THAT NTCOGSO request the Department have available, sufficient and trained staff to provide Financial Governance training across all regions.

- *Contextualised (suitable for all members)*
- *Ongoing (based on need)*
- *On the ground (in the school community)*
- *Delivered to school representative body members, with their Principal and Business Manager.*

This is in addition to the "mandatory training for all school leaders (principals, assistant principals, business managers), those with delegation, and school representative bodies on declaring and managing conflicts of interest" as recommended by the NT Independent Commission Against Corruption (ICAC)."

ACTION 7: EXECUTIVE TO FORMALLY WRITE TO DEPUTY CHIEF EXECUTIVE OF FINANCE, SUSAN BOWDEN TO REQUEST THE PROVISION OF FINANCIAL TRAINING TO SCHOOL REPRESENTATIVE BODIES.

Motion 2.4/2022 - NTCOGSO Operational Funding Agreement

“THAT the Northern Territory Government through its agency, provide additional appropriate Operational funding to NTCOGSO for the period of 2024 to 2029 to enable the staffing of two (2) full-time positions in addition to the running costs of an office and operational expenditure. That the Northern Territory Government through its agency, commence negotiations with NTCOGSO early in Semester 2, 2023.

ACTION 8: EXECUTIVE OFFICER WILL PREPARE DATA AND ORGANISATIONAL POSITION WITH NEGOTIATIONS TO COMMENCE EARLY SEMESTER 2, 2023.

Motion 2.5/2022 - Ministerial Guidelines – Amend Teacher Member Definition

“THAT NTCOGSO requests the DoE CE publish guidelines to amend the ‘teacher member’ in all School Representative Body Guidelines to state a classroom teacher includes an Assistant Teacher who teaches at the school. Further, the Guidelines should also include that a teacher member must not be an Assistant Principal. Recommendation: “the school representative body membership must include at least one assistant teacher or teacher (other than the principal or assistant principal) who teaches at the school or preschool.”

ACTION 9: EXECUTIVE REQUESTED THIS MOTION FORM PART OF NTCOGSO’S FEEDBACK TO THE DEPARTMENT’S ICAC COMMITTEE. THIS WILL BE IN ADDITION TO OTHER NT EDUCATION ACT (2015), PART 6 ‘PARENT AND COMMUNITY INVOLVEMENT IN GOVERNMENT SCHOOLS’ AMENDMENT RECOMMENDATIONS.

Motion 2.6/2022 – Taminmin College – Business Plan Development

“THAT NTCOGSO request the Department of Education ‘provide Central staffing resources’ to complete a ‘business plan’ and ‘capital works application’ for new VET infrastructure, fit out and resources to ‘meet and’ deliver the VET course needs in the community.”

ACTION 10: EXECUTIVE OFFICER TO CONTACT HAYLEY GREEN, DIRECTOR, OFFICE OF THE CHIEF EXECUTIVE, AGENCY SERVICES IN FOLLOW UP TO THE MOTION BEING DISCUSSED AT CE MEETING 11 NOVEMBER.

Motion 2.7/2022 – Amendments to the Department of Education Complaints Management Policy and Guidelines

“THAT NTCOGSO advocate to the Department of Education to change their current complaints policy, processes, and practices to provide better support to parents. This is to include:

- a. a monthly report provided to NTCOGSO of the number of parent complaints, by region, including the number of parents who have children experiencing vulnerability.*
- b. NTCOGSO’s contact details and information be provided to every parent who lodges a complaint be written into the Department guidelines.*
- c. the offer / provision of an independent support person or advocate for every parent who makes a complaint.*

ACTION 11: PRESIDENT TO PLACE THIS ON NEXT CHIEF EXECUTIVE MEETING AGENDA FOR DISCUSSION.

4.2 AUSTRALIAN BUDGET OCTOBER 2022/23 SCHOOLS UPGRADE FUND

Executive Officer outlined the funding available and eligibility for NT Government Schools to apply for the Open Round, maximum of \$25 000 per school. Two rounds available under the Schools Upgrade Fund – Targeted Round and Open Round. The Targeted Round are those commitments made to schools during the election campaign by federal Labor.

ACTION 12: EXECUTIVE OFFICER TO ENQUIRE ON NT SCHOOLS INCLUDED IN THE TARGETED ROUND.

4.3 YOUTH PEAK VOICE GROUP

Executive noted this item which was tabled at several Regional Meetings. Submissions closed 30 November 2022.

4.4 FEDERAL MINISTER FEEDBACK ON NATIONAL TEACHER WORKFORCE PLAN

Executive noted this item and the link to provide feedback.

4.5 SCHOOL BUDGETS 2023

Each Regional Representative discussed finance reporting or lack of at their own School Council/Boards.

Executive Officer recommended this item be placed on all Regional Meetings moving forward as a reminder for schools to ensure financial reporting is being presented at each meeting and cash reserves are presented and considered for allocation. It is also important schools are recording cash reserve allocations into their school council/board minutes.

4.6 NAMING OF NTG SCHOOLS AND PLACES IN SCHOOLS

Executive discussed and provided feedback on the DoE School Names and Places in Schools Policy document. The general feedback was for School Representative Bodies to be consulted as an initial step when school leadership are considering any changes and this should be represented throughout the policy.

ACTION 13: EXECUTIVE OFFICER TO SUBMIT FEEDBACK TO THE DEPARTMENT BY MONDAY 5 DECEMBER.

4.7 ROAD SAFETY MOTION 2021 – DEPARTMENT OF EDUCATION COMMS
Executive noted the resources provided by the Department of Education as follow up to the 2021 Road Safety motion.

ACTION 14: EXECUTIVE OFFICER TO CLARIFY LIST OF SCHOOL ROADS PROVIDED BY DOE ARE NTG ROADS ONLY. ALL OTHER ROADS WOULD BE LOCAL GOVERNMENT RESPONSIBILITY.

ACTION 15: EXECUTIVE OFFICER TO REQUEST FROM DOE THE INSTRUCTIONS FOR REPORTING ROAD MAINTENANCE FOR EACH LOCAL GOVERNMENT.

4.8 STRATEGIC PLAN – REVIEW FOCUS AREAS
General discussion by Executive increasing social media comms and highlighted progress on motions.

Meeting Closed: 2:38 PM
