
EXECUTIVE MEETING MINUTES 4/21

SATURDAY 4 DECEMBER 2021

ACKNOWLEDGEMENT OF COUNTRY

President Tabby Fudge opened the meeting with an acknowledgment of the Traditional Owners, the Larrakia people, past and present, and extended that respect to other indigenous people who were present.

President formally welcomed members and staff and introduced new members.

MEETING OPENED: 9:17AM

ATTENDEES

Tabby Fudge	President
Sarah Rheinberger	Vice President (joined 11:45am)
Richelle Kent	Treasurer
Wayne Green	Barkly Regional Representative
Natasha O'Keefe	Big Rivers Regional Representative
Lauren Winter	Central Regional Representative
Tabetha Bakunowicz	Darwin Regional Representative
Noel Carpenter	East Arnhem Regional Representative
Naomi Hunter	Top End Regional Representative
Fred Richardson	Invited Member
Gavin Morris	Invited Member
Michelle Parker	Executive Officer
Annabel Fletcher	Executive Coordinator

APOLOGIES

Noela Anderson	Big Rivers Regional Representative
----------------	------------------------------------

1. MINUTES

Motion: That the minutes of the 5 June 2021 Executive meeting are accepted as true and correct.

Moved: Richelle Kent

Seconded: Lauren Winter

CARRIED

2. BUSINESS ARISING

Action 1: Executive to review the Code of Conduct. Next Teleconference to amend or accept.	Tabled on 9 Aug teleconference agenda – carried over. Tabled and carried on 15 September 2021 teleconference.
Action 2: President to send letter to East Arnhem Regional Representative regarding role.	Letter sent 07/06/2021. Karyn advised regretful resignation from role due to personal reasons.
Action 3: Executive Coordinator to email Executive with link to complete or renew Ochre card	Email sent 07/06/2021. Card image received from Gavin, Noela, Tash, Richelle, Tabby, Fred and Lauren. Awaiting Wayne.
Motion 1: THAT NT COGSO to write to Minister for Education and Chief Executive to follow up on the progress of school transport funding for Barkly Region that is equitable to other regional towns, as discussed at the March NT COGSO Executive Meeting.	Letter sent 09/08/2021.
Motion 2: THAT NT COGSO to write to Chief Executive to follow up on the postponed Tennant Creek Boarding facility presentation.	Letter sent 09/06/2021. Response received and emailed to Wayne – Barkly Representative.
Action 4: NT COGSO to write to Chief Executive seeking the status of Principal appointment at Tennant Creek High School, including information on mentoring and support provided.	EO discussed with Barkly Representative, decision to hold off on formal communication.
Motion 3: THAT NT COGSO request the Chief Executive to provide information on the Department’s induction process for persons new to the Principal role, including Acting Principals. Specifically, NT COGSO requests that the induction information cover (but not limited to); - Parent community involvement under the education act and regulations - School Representative Body purpose, SRB roles and partnership with Principal - Governance requirements - School Constitution	Letter sent 07/06/2021. Response received. Michelle and Tabby meeting with Jenna Smith, Director - School Leadership Development to further discuss the ‘Orientation Program’.
Action 5: NT COGSO to share Borroloola success story of school Family Days increasing family engagement, with the DoE, potential for eNews, a weekly summary of Department News and the Principals' Weekly Update.	Email sent 09/06/2021. Story included in 18 June DoE e-news.
Action 6: NT COGSO to design and print Big Rivers Regional Representative contact poster for remote schools and mail to schools in region.	Completed and mailed to schools in Big Rivers region 10/09/2021.
Action 7: Executive to extend thanks for Marisa Boscato for the valuable, extensive and regular TRB reports.	Letter sent 09/06/2021
Motion 4: THAT NTCOGSO write to the Minster for Police and Chief Minister, to request continuity of the existing officers in all Middle and Senior Schools. In addition, request the implementation of the remaining seven Officers from the commencement of Term 3.	Letter sent 21/06/2021

Action 8: NTCOGSO to promote Curriculum feedback website link via E-Newsletter, NTCOGSO website, Regional Meetings and Facebook.

Included in Term 2 e-Newsletter and Regional Meeting agendas and Facebook post.

Executive noted the Business Arising with the following action in response:

ACTION 1: PRESIDENT TO WRITE TO MINISTER FOR INFRASTRUCTURE, PLANNING AND LOGISTICS, EVA LAWLER, TO FOLLOW UP ON SCHOOL BUS STUDENT TRANSPORT OUTSTANDING ITEM.

3. REPORTS

3.1 PRESIDENT REPORT

Executive noted the President's report.

Moved: Tabby Fudge

Seconded: Gavin Morris

CARRIED

3.2 TREASURER REPORT

3.2.1 BALANCE SHEET – TO 30 NOVEMBER 2021

3.2.2 PROFIT AND LOSS – TO 30 NOVEMBER 2021

Treasurer Richelle Kent presented a report and financial statements.

Executive noted the Treasurer report.

Moved: Richelle Kent

Seconded: Tabby Fudge

CARRIED

3.3 CORPORATE REPORT

3.3.1 MEETINGS

Executive Officer noted meetings and events attended in addition to the meetings listed under the President's Report.

23SEP21	Business Managers Conference
19-20OCT21	DoE Leaders' Summit
21OCT21	DoE Meeting Governance Training Funding
27-28OCT21	4th Annual Indigenous Education Summit 2021
16NOV21	COGSO Funding Agreement Meeting

3.3.2 CHRISTMAS CLOSURE

NTCOGSO Office standdown period is 22 December – 7 January. Staff will be taking annual leave to 21 January 2022 and the team will resume on Monday 24 January 2021. The Executive Office is on call throughout January.

3.3.3 STAFFING

Executive Coordinator Annabel Fletcher is on annual and maternity leave from Tuesday 7 December 2021.

3.3.4 NTCOGSO NEW OFFICE PREMISES

Written confirmation received from the CE of funding for commercial rent of \$48k pa +. This currently sits with Susan Considine for final processing. Susan is also responsible for finalising our one-off grant for office equipment and furniture of \$120k.

The lease for Level 1, 2/3 Mansfield Street, Palmerston has been signed for 1 February 2021 commencement, however, we have requested early access from 24 January 2022.

3.3.5 FEDERAL FUNDING SCHOOL PROJECT PROPOSALS

23 proposals have been received for Solomon schools and 39 for Lingiari schools. A total of \$2.29M has been requested for federal funding. A variety of projects were proposed with several requesting acoustic upgrades, playground upgrades, sports oval resurfacing, new STEM and sensory equipment and outdoor classroom spaces.

NTCOGSO met this week with the Solomon electorate office to discuss the project and individual school proposals which was a successful meeting as some of the electorate team were not a part of the 2019 school projects.

A link to view the school project proposals was provided as part of the meeting papers.

3.3.6 SCHOOLS ASSISTANCE AND TRAINING UPDATE

The Executive Officer shared the draft report of schools' assistance and training conducted which was provided in the meeting papers. These papers constitute the reporting provided to the Department of Education for acquittal. Executive Officer made special mention of Alice Gawler who has undertaken the training and managed this workload exceptionally well.

3.3.7 NTCOGSO FUNDING

NTCOGSO has successfully negotiated the following funding grants:

1. Equipment & Furniture
2. Governance Training
3. Commercial Rent (lease following)
4. Operational Funding

Executive noted the Corporate report.

Moved: Tabby Fudge

Seconded: Richelle Kent

CARRIED

3.4 CORRESPONDENCE WORTH NOTING

Correspondence noted by Executive.

3.5 REGIONAL REPORTS

3.5.1 BARKLY

ACTION 2: PRESIDENT TO WRITE TO CHIEF EXECUTIVE, DOE TO FOLLOW UP ON THE BARKLY BOARDING FACILITY.

ACTION 3: EXECUTIVE OFFICER WILL PROVIDE BARKLY REPRESENTATIVE WITH THE BARKLY ITEMS DISCUSSED AT CHIEF EXECUTIVE MEETING 2 DECEMBER.

Executive noted the Barkly Regional report.

Moved: Wayne Green

Seconded: Tabby Fudge

CARRIED

APOLOGIES AT 10:15AM

Natasha O'Keefe

Big Rivers Regional Representative

3.5.2 BIG RIVERS

Big Rivers Regional report was provided in the meeting papers.

3.5.3 CENTRAL

Executive noted the Central Regional report.

Moved: Lauren Winter

Seconded: Richelle Kent

CARRIED

3.5.4 DARWIN

Executive noted the Darwin Regional report.

Moved: Tabetha Bakunowicz

Seconded: Richelle Kent

CARRIED

3.5.5 EAST ARNHEM

Noel Carpenter was nominated and elected to the role of Regional Representative at the East Arnhem General Meeting held via Zoom on 25 November. Noel provided a verbal report from that meeting.

The President welcomed Noel to the Executive and members noted the East Arnhem Regional verbal report.

3.5.6 TOP END

ACTION 4: EXECUTIVE OFFICER TO SEND EXECUTIVE MEMBERS WITH COPY OF BUILDING BETTER SCHOOLS UPDATE FROM MINISTER FOR EDUCATION RECEIVED IN APRIL 2021.

ACTION 5: EXECUTIVE OFFICER TO PROVIDE TO TOP END REGIONAL REP, COPY OF CORRESPONDENCE SENT TO THE MINISTER FOR INFRASTRUCTURE ON FUNDING, BBS AND MIDDLE POINT SCHOOL.

Executive noted the Top End Regional report.

Moved: Naomi Hunter

Seconded: Noel Carpenter

CARRIED

3.6 NT BOARD OF STUDIES REPORT

3.6.1 NTBOS MEETING AGENDA

NTBOS member Fred Richardson explained the background and purpose of NTBOS for new Executive Members.

The following reports were provided in the meeting papers:

NTBOS Meeting Minutes | 28 May 2021

NTBOS Meeting Minutes | 6 August 2021

NTBOS Meeting Agenda | 12 November 2021

Executive noted the Northern Territory Board of Studies Report.

ATTENDANCE AT 11:45AM

Moved: Sarah Rheinberger

Seconded: Naomi Hunter

3.7 NT COGSO/DOE REPORT

Executive Officer explained the background of NTCOGSO/DOE Meetings and advised the Chief Executive has agreed to consider to return to monthly meetings with NTCOGSO from 2022.

The President highlighted agenda items from the 2 December meeting including ventilation in schools concern as COVID which NTCOGSO has been raising for some time. The Department advised they're working on the issue.

Executive Officer is planning an engagement session in early 2022 to connect families of children with additional needs with the Minister for Education and Chief Executive.

The following reports were provided in the meeting papers:

3.7.1 School Education Advisory Group (SEAG)

27 July 2021 | SEAG Agenda

21 October 2021 | SEAG Agenda

3.7.2 NTCOGSO / Chief Executive

4 June 2021
27 August 2021
2 December 2021

ACTION 6: EXECUTIVE OFFICER TO EMAIL GAVIN, SARAH, TABETHA AND NOEL INFORMATION REGARDING NTCOGSO'S ADVOCACY IN THE PAST FOR STUDENTS WITH DISABILITY.

ACTION 7: EXECUTIVE OFFICER TO PLACE THE ITEM 'STUDENTS WITH DISABILITY AND SCHOOL SUSPENSIONS' ON THE AGENDA FOR MARCH EXECUTIVE MEETING.

Executive noted the NT COGSO/DoE report.

3.8 TEACHER REGISTRATION BOARD REPORT

3.8.1 NT TEACHER REGISTRATION BOARD REPORT

Marisa Boscato, nominee of NTCOGSO for the TRB provided a verbal report. Marisa explained the purpose and processes of the TRB and answered questions from members.

Executive Officer shared the list of professional development courses pertaining to students with disability and asked for information regarding any involvement the TRB has in evaluating courses. Marisa confirmed that the list of courses were those which are approved by the Department of Education.

Executive Officer noted an invitation for consultation from the TRB to NTCOGSO President for the Quality Teaching Philosophy and the Teacher Health and Wellbeing policy. Executive members are invited to participate. Closing date is currently 6 December, Marisa suggested requesting an extension.

ACTION 8: GAVIN MORRIS TO PREPARE AND CIRCULATE TO EXECUTIVE FOR FEEDBACK, AN INFORMATION REQUEST REGARDING TEACHER REGISTRATION.

ACTION 9: EXECUTIVE OFFICER TO PLACE REMOTE ABORIGINAL TEACHER EDUCATION (RATE) PROGRAM ON THE MARCH EXECUTIVE MEETING AGENDA FOR DISCUSSION AND UPDATE WITH MINISTER AND CHIEF EXECUTIVE.

Executive noted the Northern Territory Teacher Registration Board verbal report.

3.9 NT COGSO/MINISTER REPORT

The following reports were provided in the meeting papers:

3.9.1 Minister Meetings:

26 July 2021 | Minutes
14 September 2021 | Minutes
23 November 2021 | Agenda

Executive noted the NT COGSO/Minister report.

4. GENERAL BUSINESS

4.1 VACCINATION MANDATE AND PUBLIC SERVICE WAGES POLICY

4.2 OCHRE CARD AND COVID VACCINATION REGISTER

Ochre Cards: Awaiting Noel and Tabetha.

Vaccination Verification: All members to provide proof of verification of vaccination prior to end of year as discussed at the November Executive teleconference. President, EO and Fred Richardson have provided to date.

4.3 FULL COUNCIL MOTIONS

Executive Officer agreed to provide the Motions information from the Advocacy Master to Executive, updated from the recent CE meeting.

This will highlight the motions which require decisions from Executive on where and how Executive may decide to progress on the motions.

ACTION 10: EXECUTIVE OFFICER TO CIRCULATE FULL COUNCIL MOTIONS WITH UPDATE.

4.4 SCHOOL REPRESENTATIVE BODY AGM PREPARATIONS

Executive Officer reminded members that NTCOGSO is available to support upcoming school AGM's in 2022.

4.5 COGSO POLICY

Executive Officer noted the current COGSO Policy document was originally written in the 1990's and is in need of review. A committee of Executive members was set up in 2021 to review the policy however due to other commitments this wasn't completed. Members were again invited to provide feedback on the policy and nominate themselves to champion any sections of the policy they have an interest in.

Any proposed changes must be endorsed by the NTCOGSO Full Council.

ACTION 11: EXECUTIVE OFFICER TO CIRCULATE COPY OF COGSO POLICY TO MEMBERS.

ACTION 12: EXECUTIVE OFFICER TO PLACE 'COGSO POLICY' ON THE MARCH EXECUTIVE MEETING.

4.6 NEW ENTERPRISE FINANCIAL SYSTEM

Executive Officer requested an information sheet on the new Enterprise Financial System for School representative Bodies at CE meeting 2 December. This will be circulated when received.

ACTION 13: EXECUTIVE OFFICER TO CIRCULATE INFORMATION ON NEW ENTERPRISE FINANCIAL SYSTEM WHEN RECEIVED

4.7 TEACHER LAPTOP PROGRAM

Executive requested President to follow up with the Department on the four-year teacher laptop replacement program and whether this has been finalised. Further, does the Department have a plan to stagger replacement rather than all laptops every four years.

ACTION 14: PRESIDENT TO SEND INFORMATION REQUEST FOR NEXT CE MEETING REGARDING TEACHER LAPTOP REPLACEMENT PROGRAM.

General Business was noted.

MEETING CLOSED: 3:05PM
