

# P12 Alliance



# P12 Alliance

## P12 ALLIANCE EXECUTIVE:

**Brian Humphries: Apollo Bay**

**Andrew Sayle: Birchip**

**Carly Stafford: Lorne**

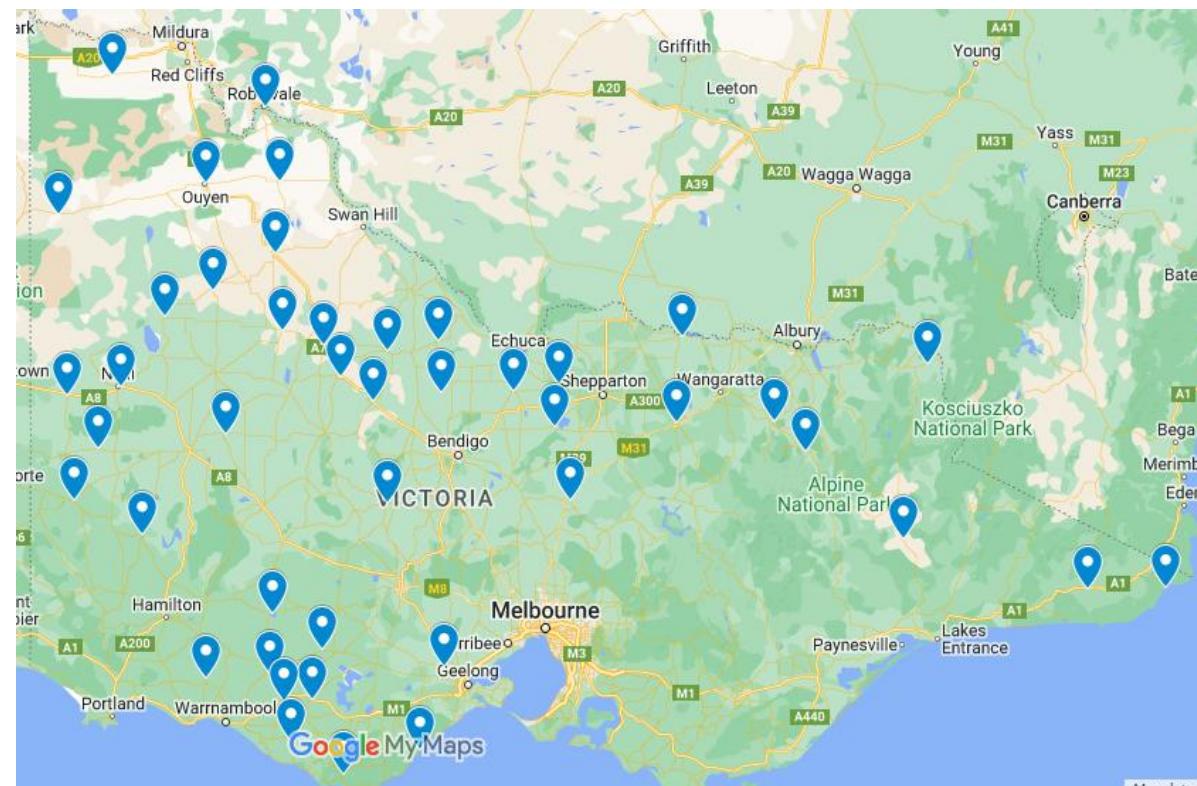
**Linda Connell: Manangatang**

**Natasha Mudie: Murrayville**

**Rob Boucher: Swifts Creek**

**Danny Forrest: Wedderburn**

**Damien Keel: Yarrawonga**



# P12 Alliance



**A year of growth, connection & engagement**

- **Department of Education engagement**
- **AEU representation**
- **Mentor program**
- **P12 Handbook**
- **Resource Hub**



# P12 Alliance

## P12 principal snapshots



**Brian Humphries - Principal Planner**

**Natasha Mudie - Whole school initiative implementation**

**Ben Nicholson - School Logo development**



# Principal planner

Education and Training

## SCHOOL OPERATIONS FORWARD PLANNER

Are you a <sup>KW</sup> first time user? A new or acting principal? Click here to visit the 'Tips and Help' tab at the bottom of this spreadsheet

Last updated by Operational Policy, School Engag 2024

Type of item	Item name	Mandatory Optional / As Applicable	Primary/ Secondary	Term	Week (indicative only - see School Update for specific date)	Frequency	Fixed / Non Fixed (see School Update for specific Fixed dates)	Further information	Policy and Advisory Libra (PAL) policy	Other relevant Departmen policy or guidance	Other relevant Depar policy or guidance
Facilities Management	Structures Inspection Checklist (including shade sails, netball/basketball rings and soft-fall materials)	Mandatory	Primary Secondary	Term 1	1	Every term	Fixed	checks are scheduled and completed on a quarterly basis, as per their workplace inspection program.	<a href="#">Workplace Inspections</a>	<a href="#">Playground Equipment and Structures Inspection Checklist (download)</a>	
Student/Family communications	Advertise Camps, Sports and Excursions Fund (CSEF) Application process for eligible families	Mandatory	Primary Secondary	Term 1	1	At least annually	Fixed (see School Update)	Schools are responsible for communicating to families the availability of CSEF to eligible students and for accepting application forms from families.	<a href="#">Camps, Sports and Excursions Fund (CSEF)</a>		
Staff administration & communication	Update new teacher details in eduPay	Mandatory	Primary Secondary	Term 1	1	Annual	Fixed (see School Update)	To ensure all eligible staff are included in the nomination process for the Teacher and Principal Notebook Program, schools must update the details of new teaching staff in eduPay.	<a href="#">Notebooks for School Staff Program</a>		
Student Admin & Enrolment	Out-of-Home Care Snapshot Reporting Survey	As Applicable	Primary Secondary	Term 1	2	Per semester	Fixed (see School Update)	Under the Partnering Agreement, schools must meet certain obligations to students in out-of-home care. The English Online Interview (EOI) is an online tool to assess the speaking and listening, reading and writing capabilities of students in Foundation to Year 2. EOI is mandatory in Victorian government schools for Foundation and Grade 1 students and needs to be conducted during the first six weeks of Term 1.	<a href="#">Supporting Students in Out-of-Home Care</a>		
Student Assessment / Performance	Complete English Online Interview mandatory assessment for all Foundation and Grade 1 students	Mandatory	Primary	Term 1	2	Annual	Fixed		<a href="#">Assessment of Student Achievement and Progress Foundation to 10</a>		
Information Technology	Nominate for next Notebook Allocation - Term 1 tranche	Mandatory	Primary Secondary	Term 1	2	Annual	Fixed (see School Update)	Schools are responsible for submitting nominations for a notebook provision for their staff under each program tranche. The Department will advise eligible schools when the nomination period commences and closes. Schools must submit their nominations by the deadline specified.	<a href="#">Notebooks for School Staff Program</a>		

DE  
TEMPLATE

# Principal planner

SCHOOL OPERATIONS FORWARD PLANNER									
TERM	FREQ	ADMIN	FACILITIES & ESM	FINANCE	OH&S / EMP / MEDICAL NEEDS	IT	STUDENT ASSESSMENT	LINKS	NOTES
TERM 1	Annual	Student Admin & Enrolment: Finalise enrolment process for new students and provide new families with an enrolment privacy collection						<a href="#">Enrolment</a>	Schools must maintain and update student details obtained on enrolment, provide new families with a privacy collection notice and keep all information confidential and managed in accordance with the Department's privacy policy and Victorian privacy law.
	On enrolment (as a requirement since T4 last year)	Provide Photographing, Filming and Recording Students consent form						<a href="#">Photographing, Filming and Recording Students</a>	Schools must ensure that parents or carers are provided with a Template consent form – photographing, filming and recording students during the enrolment process and that specific consent is sought for photographing, filming or recording students when required under this policy, and in accordance with their own local school policy.
	Annual	Complete Annual Risk Management Checklist for Anaphylaxis						<a href="#">Anaphylaxis</a>	Schools must complete an annual anaphylaxis risk management checklist.
	Ongoing				Use the Department's Risk Management Process for Schools when assessing and documenting risks			<a href="#">Risk Management – Schools</a>	"All schools must use the Department's Risk Management Process for Schools when assessing and documenting the risk(s) associated with: Emergency and Critical Incident Management Planning, Child Safe Standards, OHS Management System (OHSMS) Employee Health Safety and Wellbeing, Excursions, Vehicles (including buses) – Owned or Hired by a School."
			Complete the Playground Equipment and Structures Inspection Checklist (including shade sails, netball/basketball rings and soft-fall materials)						
				Advertise Camps, Sports and Excursions Fund (CSEF) Application process for eligible families				<a href="#">Camps, Sports and Excursions Fund (CSEF)</a>	
				Update new teacher details in eduPay				<a href="#">Notebooks for School Staff Program</a>	
		Out-of-Home Care Snapshot Reporting Survey						<a href="#">Supporting Students in Out-of-Home Care</a>	
						Nominate for next Notebook Allocation - Term 1 tranche		<a href="#">Notebooks for School Staff Program</a>	
						Complete English Online Interview mandatory assessment for all Foundation and Grade 1 students		<a href="#">Assessment of Student Achievement and Progress Foundation to 10</a>	
						Complete Census of Computers in Schools		<a href="#">Computer Census in Schools</a>	
		Open School Council Elections						<a href="#">School Council – Elections</a>	
				School Council must complete start of year financial activities: At the start of the year and whenever subsequently necessary, school council must complete start of year financial activities, as listed in the				<a href="#">Finance Manual – Financial Management for Schools</a>	
				Submit Finance related policies for School Council approval at first				<a href="#">Finance Manual – Financial Management for Schools</a>	

**AB College  
Adapted  
Planner**

# Principal planner

## P-12 COLLEGE PRINCIPAL PLANNING DOCUMENT



### PRINCIPAL PLANNER

This document has been created by the P-12 Alliance (a group of experienced P-12 College Principals) creating this document was to give new Principals a simple starting point when planning their work for experienced Principals a document to support them in scheduling all the tasks they do.

The document is not intended to be a definitive list and is easily edited so that Principals can add their own school specific tasks. The departments 'school operations forward planner' was referenced when creating this document and is included in the resources on the P-12 Alliance hub.

The P-12 Alliance hopes that this document is a living one and as more Principals use the document it can be updated annually to continue to be a valuable resource for all P-12 Principals.

	ADMIN	FACILITIES	FINANCE	OH&S
BEGINNING OF YEAR	<ul style="list-style-type: none"> <li>Review AIP / Strat. plan</li> <li>Create Calendar</li> <li>Induction/ Day 1 pres. (include AIP/ child safe standards/conflict of interest)</li> <li>Check POR list – role statements</li> <li>Review staff handbook</li> <li>Check EMP</li> <li>Review list of policies that need to be updated during the year</li> </ul>	<ul style="list-style-type: none"> <li>Review maintenance schedule.</li> <li>Update AIMS</li> </ul>	<ul style="list-style-type: none"> <li>Check SRP</li> <li>Review cash budget</li> </ul>	<ul style="list-style-type: none"> <li>Check OH&amp;S Calander</li> <li>Ensure chemical register is in place</li> </ul>
TERM 1	<ul style="list-style-type: none"> <li>Meet with all leaders to clarify role / budgets</li> <li>Send out acceptable IT use agreement</li> <li>Set up PDP / Statement of expectations process</li> <li>Complete Principal survey</li> <li>SC election process</li> <li>PD days for the year</li> </ul>	<ul style="list-style-type: none"> <li>Building inspections</li> <li>Room inspections (OH&amp;S)</li> <li>Complete items on maintenance schedule</li> <li>Book playground inspection (annually)</li> <li>Book arborist (annual report)</li> </ul>	<ul style="list-style-type: none"> <li>Confirmed SRP at end of term.</li> <li>Adjust budgets accordingly.</li> <li>Table all mandatory policies at first school council meeting</li> <li>Advertise CSEF</li> </ul>	<ul style="list-style-type: none"> <li>Election of HSR</li> <li>Evacuation drill</li> <li>Check asbestos</li> <li>Create PD calendar</li> <li>Staff induction / online training</li> <li>Contractor induction</li> <li>Parent/volunteer induction</li> <li>Meeting - minuted</li> </ul>

**Principal  
planning  
document**

# Whole school writing program



## The writing revolution P-12 @ Murrayville CC

- AIP Key Improvement Strategy
- Is being implemented from Prep all the way through to Year 12, however main focus is P-10
- Applicable to every subject area in some way
- Gives a common vocabulary, common strategies, that allows the students to focus on (think about the content
- As a small school we have been able to do the professional learning altogether and share strategies, successes and work through issues
- Hopefully we will soon see the benefits to all students across the school and this will begin to show in our data

# School logo development



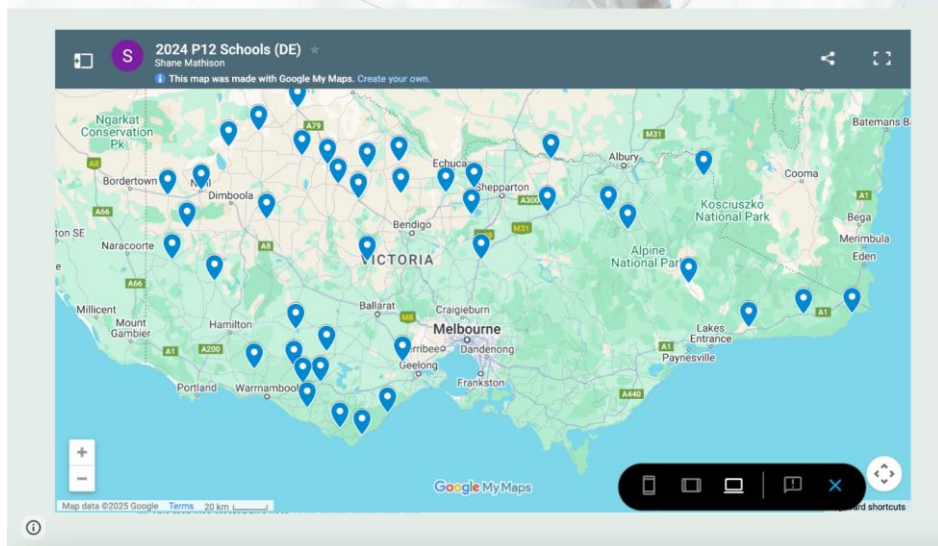
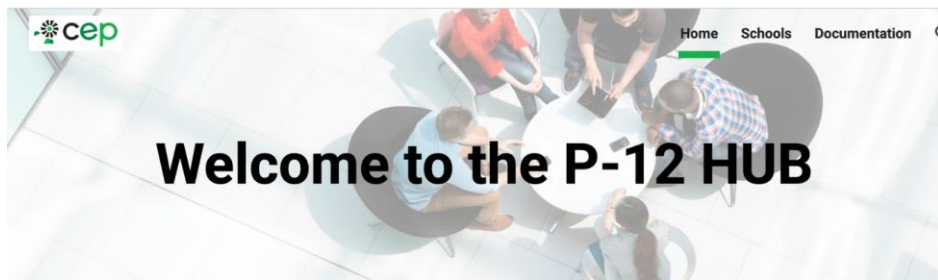
# P12 Alliance

**Table sharing:** What is your P12 story to share?



# P12 Alliance

## P12 Hub - resource sharing



# P12 Alliance

**P12 Executive: The role, the opportunities.**



# P12 Alliance

- **Networking**  
430pm - 600pm  
Melbourne Public Bar
- **P12 clothing**  
Opportunity for  
schools to purchase

**Thank you**

