

# Independent Primary School Heads of Australia Ltd

## Queensland Branch

### Handbook for Members



ipsha

Updated February 2014

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# **IPSHA PRAYER**

*Written by the Reverend Geoffrey Grimes*

God of all wisdom, we acknowledge your presence with us today.

We seek inspiration of your spirit and light of your understanding to guide us.

We thank you for those who have contributed and will contribute to the fellowship and the vision of this Association, in times past, at present and in the future.

We bring before you the deliberations of our meeting that we might be attentive to your leading and courageous in our following.

Young minds are so innocent; give us the wisdom to meet their needs.

Young hearts are so vulnerable; give us the love to embrace their uncertainties.

Young lives are so precious; give us the patience to treasure them.

Young spirits are so fragile; give us the joy of seeing them grow.

May we, and all who serve you in the calling of education, bring to this great challenge the resources that only you can provide.

We ask in your name,

AMEN.

## **Acknowledgement of Country**

An acknowledgement of Country is to be included in the proceedings of all Federal and State Branch meetings and formal functions, at the discretion of the respective President. This is a way to demonstrate respect for Aboriginal and Torres Strait Islander heritage and the ongoing relationship of traditional owners with the land. The following are examples of acceptable words to be used when giving an Acknowledgement of Country:

We would like to acknowledge that this meeting/function is being held on the traditional lands of the (appropriate group if known) people.

or

We would like to acknowledge the traditional custodians of this land and pay our respects to the Elders both past, present and future for they hold the memories, the traditions, the culture and hopes of Indigenous Australia.

# SECTION 1

## IPSHA GOALS and OBJECTIVES



## **INTRODUCTION**

The purpose of this handbook is to introduce the Queensland Branch of the Independent Primary School Heads of Australia (IPSHA) to new members and provide a reference document for all members.

The Independent Primary School Heads of Australia Ltd is an incorporated body of Heads of Independent Schools throughout Australia and currently the National membership is over 300 of which approximately 80 are from Queensland.

## **Goals and Objectives**

Independent Primary School Heads of Australia:

- Is an incorporated body of Heads of independent middle and primary schools throughout Australia, comprised of members whose schools educate over 110,000 children, from early learning to 14 years of age;
- Currently has a membership of over 330 full members, over 60 Associate and Life members and over 20 Overseas members;
- Has a Federal Board of management with representation from each state;
- Provides professional support for its members and their staff through national and state conferences and ongoing professional development activities;
- Organises numerous events for the children in its schools including music festivals, sporting competitions, gifted and talented camps, ecumenical services, public speaking, chess competitions and art festivals;
- Through its representation on the National Executive Council of the Australian Primary Principals' Association it has direct access to the Federal Minister of Education to influence the direction of primary education in Australia;
- Produces a regular newsletter, 'Federal Link';
- Fosters close links with other Australian educational associations and equivalent associations in New Zealand, United Kingdom and the United States.

### **GOAL ONE**

To maintain the Independent Primary School Heads of Australia as a significant influence in primary education.

#### *Objectives*

- To foster the cause of independent primary education in Australia;
- To maintain links with other associations and official bodies involved in primary education.

### **GOAL TWO**

To promote the unique nature of independent primary education

#### *Objectives*

- To embrace and nurture the diversity of educational philosophy among member schools;
- To inform the wider community of the Association's activities.

### **GOAL THREE**

To provide collegial and professional support for members and their schools

#### *Objectives*

- To promote quality leadership through professional development and interaction with other educators;
- To create avenues to recognise and acknowledge the valuable contribution of members during their membership;
- To seek to provide pastoral care for members;
- To provide opportunities for professional development and networking for staff.

### **GOAL FOUR**

To foster quality educational opportunities for children

#### *Objectives*

- To encourage diversity of educational experience, within a values framework, that recognises children's individual differences in a caring environment;
- To provide opportunities for the participation of children in educational, spiritual, sporting and cultural activities.
- The Goals of the Association are supported by the International, National and Local Key Targets which are reviewed by the outgoing Federal Board prior to the biennial IPSHA Conference.
- The Key Targets can be viewed on-line at:  
<http://ipsha.org.au/publications/general-publications/>

# SECTION 2

## The Federal Board





# INDEPENDENT PRIMARY SCHOOL HEADS OF AUSTRALIA LTD (IPSHA LTD)

## The Federal Board

### THE FEDERAL BOARD OF THE INDEPENDENT PRIMARY SCHOOL HEADS OF AUSTRALIA LTD

The Independent Primary School Heads of Australia Ltd (IPSHA) has branches in all states which have their own Executive and the ability to organise their own programme and activities in line with the *Memorandum and Articles of Association* and *The Principles and Practices* documents. Each state branch has representation on the Federal Board of the Association through its state president.

This Board meets twice a year and the Federal Executive meets each term, usually to review policy for consideration of the Board. Each state is encouraged to have an input to federal issues through its President.

The Federal Executive is elected every two years at the Biennial General Meeting and nominations are called for from all state branches.

The Federal Board produces the publication *Federal eLink* twice a year. This publication keeps members up to date with federal and state news. All members receive this publication electronically.

<http://ipsha.org.au/publications/federal-link/>

A report of Federal matters is presented at each Queensland Branch meeting.

The most up to date *Memorandum and Articles of Association* and the *Principles and Practices* documents can be found on the IPSHA website.

<http://ipsha.org.au/publications/general-publications/>

These are the operational guidelines of the National body of IPSHA overseen by the Federal Board.

The Federal Board Executive comprises:

**IPSHA LTD FEDERAL BOARD: 2012 – 2014**

**FEDERAL EXECUTIVE**

**PRESIDENT:** Ms Sally Ruston

**SCHOOL:** Abbotsleigh

**SCHOOL ADDRESS:** 22 Woonona Avenue  
Wahroonga, NSW, 2076

**POSTAL ADDRESS:** Locked Bag 1666,  
Wahroonga, NSW, 2076

**PHONE NO:** (02) 9473 7610      **FAX:** (02) 9473 7690

**E-MAIL:** rustons@abbotsleigh.nsw.edu.au



**PRESIDENT ELECT:** Ms Deb Dalwood

**SCHOOL:** St Andrew's School

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Walkerville SA 5081

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Walkerville, South Australia 5081

**PHONE NO:** 08 8168 5555

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**IMMEDIATE PAST PRESIDENT:** Mr Keith Dalleywater


**SCHOOL:** The King's School

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**FEDERAL EXECUTIVE**

**SECRETARY:**

Ms Jill Bosanquet



**SCHOOL:**

Caulfield Grammar School  
– Malvern

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5 Willoby Avenue,  
Glen Iris, VIC, 3146

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**TREASURER:**

Mr Carl Salt



**SCHOOL:**

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342 The Parade  
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## **STATE REPRESENTATIVES**

### **NEW SOUTH WALES:**

SCHOOL:

Mr Andrew McPhail

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### **QUEENSLAND:**

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### **SOUTH AUSTRALIA:**

SCHOOL:

Ms Julie Hann

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TASMANIA:

SCHOOL:

SCHOOL ADDRESS:

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VICTORIA:

SCHOOL:

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WESTERN AUSTRALIA:

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# SECTION 3

## QUEENSLAND BRANCH BY-LAWS



# INDEPENDENT PRIMARY SCHOOL HEADS OF AUSTRALIA LTD

## QUEENSLAND BRANCH BY-LAWS

### 1 NAME

The name of the Branch shall be the “Independent Primary School Heads of Australia Ltd (Queensland)”, hereinafter referred to as “the Branch”.

### 2 MEMORANDUM OF ASSOCIATION

The Branch is bound by the Memorandum and Articles of Association of the Independent Primary School Heads of Australia Ltd (A.C.N. 059 221 877) and its “Principles and Practices” document.

### 3 MEMBERSHIP

Membership of the Branch shall be open to Members of the IPSHA Ltd. who reside within the State of Queensland (and Northern NSW where federal executive so allow).

### 4 OFFICE BEARERS

4.1 Management of the Branch shall be vested in an Executive. The duties of the Executive shall be conducted on behalf of the Members of the Branch, and be as directed from time to time by a majority of voting Members. The duties shall include, inter alia, the maintenance of the records of the proceedings of the Branch; the management of the assets of the Branch and the maintenance of the records thereof; and the preparation of Agenda for Branch Annual, General and Extraordinary Meetings.

4.2 The Branch Executive shall consist of the following:

- (a) President
- (b) President Elect
- (c) Secretary
- (d) Treasurer

4.3 Elections for Executive positions shall be held biennially, at the Annual General Meeting. Nominations for the positions of President Elect, Secretary and Treasurer on the IPSHA Executive may be forwarded to the State Secretary following the Term 1 meeting in each biennial year. The position of Treasurer and Secretary may be renewed up to a maximum of three biennial periods (six consecutive years).

4.4 The Executive shall have the power to co-opt additional Members to the Executive Committee for the duration of the specific purpose for which they were co-opted., to be known as the Executive Committee.

- 4.5** The **President's duties** shall be, inter alia:
- To preside at all Branch, Executive and Extraordinary meetings; To be, ex-officio, a Member of all Sub-Committees;
  - To act as State Representative on the Federal Board, attend Board meetings and liaise with the Federal Executive on all matters concerning the State Branch;
  - To liaise with other members of the State Executive on setting Agendas for such meetings with responsibility for carrying out the members' requests;
  - To act as a public relations identity on behalf of the Association
  - The President or the Executive's nominee may represent IPSHA on other educational forums, councils or committees as opportunities arise from time to time. These educational authorities may include AHISA and AIS Sub-Committees and Board of Studies Committees. Representation shall be reviewed at the end of each biennial, when a vacancy occurs or as opportunity arises at the discretion of the President. The recommended tenure for these positions is two biennial periods.
- 4.6** The **President Elect's duties** shall be, inter alia:
- Membership Secretary;
    - To liaise with new members of the Branch, to make them feel welcome to the Association and ensure all necessary introductions to IPSHA Ltd (QLD) and its functions are made.
    - Ensure that experienced Heads are assigned to a newly appointed IPSHA member to become a mentor who is available for assistance when required. The role of the mentor lasts for at least one year and involves meeting the new member, accompanying and introducing them at their first IPSHA meeting and generally assisting with problem-solving or active listening.
  - To oversee involvement and activities of North Queensland members, including the Refresher Weekend - State conference.
  - To attend Federal Board meetings in the absence of the President. To act in the position of President when the chairman is not present.
- 4.7** The **Secretary's duties** shall be, inter alia:
- To maintain necessary correspondence and reply where appropriate;
  - To publish due notice of meetings;
  - To circulate minutes from meetings;
  - To prepare Agendas with President;
  - To produce mailing labels;
  - To assist sub-groups with distribution of information;
  - To keep archival records.
- 4.8** The **Treasurer's duties** shall be, inter alia:
- To receive all monies paid to the Branch, including annual subscriptions, issuing receipts where required;
  - To deposit the same in secure interest bearing or cheque accounts in the name of the Branch;
  - To make all payments on behalf of IPSHA Ltd (QLD);
  - To prepare appropriate statements this, after due audit, shall be presented to the Annual General Meeting for adoption and approval;



- To prepare appropriate statements this shall be presented to each General Meeting for adoption and approval;
- To keep accounts and records of all transactions;
- To liaise with the Professional Development Committee, Sporting and other groups regarding receipts and payments;
- To liaise with the Professional Development Committee regarding receipts and payments for the 'Refresher Weekend'

**4.9** The Executive shall endeavour to meet within fourteen days of each General Meeting. In special circumstances the President shall have the authority to make alternative meeting arrangements. Three Members of the Executive shall be deemed to constitute a quorum at Meetings of the Executive.

## **5 MEETINGS**

**5.1** The Annual General Meeting of the Branch shall be held as soon as is practicable after the end of the Association's financial year (currently 30 June) but not later than the third week of August.

**5.2** Nominations for election of Office-Bearers at this Meeting shall be as follows:

**5.2.1** Nominees and their supporters shall be full members of the Association.

**5.2.2** All nominations for Election as Members of the Executive shall be in writing, on the approved form provided, duly Proposed and Seconded by members and shall be in the hands of the Secretary, by a date to be made known, no later than two weeks prior to the meeting.

**5.2.3** A Member unable to be present at an Annual General Meeting may appoint for that meeting a proxy, being a full member of the Association, who may vote on his or her behalf for the purpose of election to Executive positions.

**5.2.4** A proxy, declared in writing and signed by the appointing member on the appropriate form provided by the Branch, must be in the hands of the Secretary prior to the commencement of the meeting.

**5.2.5** Such nominations shall be published to all members with the Agenda, prior to the Annual General Meeting.

**5.2.6** Should there be insufficient nominations for any position; nominations shall be taken from the floor of the Annual General Meeting.

**5.3** Procedures for Election of Office Bearers shall be as follows:

**5.3.1** All positions shall be declared vacant and the outgoing President shall appoint two scrutinizers, and preside, with the majority of members' approval. Only full Members may vote. Honorary Life Members are full Members.

**5.3.2** Should there be one nomination only, the member shall be declared elected unopposed. and the nominee with a simple majority shall be declared elected. In the event of a tied vote, voting will again take place, by Secret Ballot, between those nominees who tied, and the simple majority rule shall apply. In the event of a second tied ballot, the result shall be determined by lot.

**5.4** The Annual General Meeting of the Branch must be held as soon as is practicable after the end of the Association's financial year (currently 30 June) but not later than the third week of August. At this Meeting the business shall include:

- \* The presentation of the President's Annual Report;
- \* The presentation by the Treasurer of a statement of receipts and payments for the previous year and a current balance sheet of the Branch, both duly audited.

**5.5** A General Meeting shall be held in the First, Second and Fourth Terms of the school year. Extraordinary Meetings shall be held as the Executive directs.

**5.6** A quorum at all Biennial, Annual, General and Extraordinary Meetings shall consist of not fewer than a third of the Membership eligible to vote.

**5.6.1** A member unable to be present at an Annual General Meeting, may appoint for that meeting a proxy, being a full member of the Association, who may vote on his or her behalf on any motion being put forward at that meeting.

**5.6.2** A proxy, declared in writing and signed by the appointing member on the appropriate form provided by the Branch, must be in the hands of the Secretary prior to the commencement of the meeting for which it is declared.

## **6 SUB COMMITTEES**

IPSHA Queensland may, from time to time form, Sub Committees. Sub-Committees are made up of Members, Honorary Life Members and Associate Members working in specific areas which, year by year, are the concerns of the Branch. Their purpose is twofold:

- \* To propose ideas of common interest to members of the Association;
- \* To carry out the practical work in bringing these ideas to fruition.

**6.1** Their work shall include liaison with individual members of School staffs in their designated role within the school; e.g. sport, deputies, library, etc. ex-officio to the following groups to act as Liaison Heads

This may include:

- Art
- Gifted and Talented
- Teacher-Librarians
- Deputies
- ICT
- Resource Teachers

- Infant Coordinators
- Music Teachers
- Curriculum Co-ordinators
- Early Childhood
- PDHPE

**6.3** Nominations for the position of Chairman of the various Sub-Committees shall be sought from the general membership at the Term 1 meeting (in the year of the biennium), these will be given to the sub-committee chairman and/or members of the State Executive. These will then be considered at the Term 2 Executive Committee meeting and announced at the AGM. These positions may be renewed up to a maximum of three biennial periods (six consecutive years).

**6.4** The Sub-Committees are directly responsible to and under the authority of the Executive and the General Meeting. No Sub-Committee shall enter into any arrangements in the name of the Association without prior reference to, and the approval of, the Executive. Written reports for inclusion in the papers presented at the General Meeting should be submitted to the Secretary twenty one days prior to the date of the General Meeting.

**6.5** APPA/APAPDEC Representation: IPSHA is presented on various other national bodies, namely the Australian Primary Principals Association (APPA) and the Australian Principals Association Professional Development Council (APAPDC). Expressions of interest in representing IPSHA at APPA Qld Inc (5 representatives) should be directed to the Secretary at the end of each biennial period. These positions may be renewed. Criteria for representation is set out in the “Principals and Practices” – see Qld Branch Handbook.

## **7 BRANCH FUNDS**

**7.1** The funds of the Branch will be controlled in trust for the Branch by the Executive.

**7.2** The signatories of the funds shall be two members of the State Executive

**7.3** Special purpose accounts may be opened specifically on behalf of the Executive and shall be operated for the purpose and under the terms determined by the Executive. Full and accurate records of such an account shall be provided to the Treasurer upon the closure of the account, and any balance outstanding shall be transferred to the General Accounts of the Branch.

**7.4** The funds of the Branch shall be disbursed by the Executive or as directed, by a majority of Members voting at a General Meeting.

## **8 DISSOLUTION**

The Branch may be dissolved by a two-thirds majority of its current financial members. In the event of such dissolution, all assets of the Branch shall pass to the Independent Primary School Heads of Australia Ltd through the Federal Board.

## **9 ALTERATION TO BY-LAWS**

The By-Laws of the Branch shall be altered only by a majority vote of the financial members of the Branch present and voting at a meeting of the Branch called for the purpose, at least fourteen days’ notice being given.

# SECTION 4

## HISTORY OF JSHAA and IPSHA



## HIGHLIGHTS OF THE ASSOCIATION

*(From the Foreword to Lighting the Flame – Junior School Heads' Association 1952 – 2000)*

- The First Conference at Cranbrook School in Sydney in **1952**, with the biennial conference continuing to be a feature of our Association.
- The first meeting of the Executive Committee held in Melbourne on 15 May **1953** recommended that we call ourselves 'The Junior Schools' Association of Australia'.
- The commencement of the Grants-in-Aid scheme in **1958**.
- The introduction at the **1968** Conference at Newington College, Sydney, NSW, of the Wells Oration (a memorial to Edward Adrian Wells, BA, Dip Ed. who was known affectionately to his colleagues as Eddie. Wells died on 7 February, 1967 during his Morning Assembly at Wesley, Syndal).
- The Introduction in **1972** of Awards to recognise outstanding contribution to the Association, namely Honorary Life Membership.
- The adoption in **1982** of the current name 'Junior School Heads' Association of Australia'.
- The resolution in **1984** at the Perth Conference, to extend membership to Heads of girls' and co-educational schools.
- The Incorporation of the Association in **1994** and the accompanying legal framework.
- The decision in **1996**, for JSHAA Ltd to join with our government and Catholic school colleagues to have equal representation on the National Executive Council of the Australian Primary Principals' Association.

This history of the JSHAA Ltd makes lively and interesting reading and introduces you to all those members whose contribution to independent primary education have made the Association the vital and growing organization that it is today.

***Lighting the Flame***, edited by Mr Kelvin Emmett was published in 2000 by Open Book Publishers and launched at the 2000 Biennial Conference.

The history contains details of the development of the Association, the amalgamation of the boys, girls and co-educational schools in the 1980's and the Constitution. It also contains information about features such as Grants-in-Aide, the Well's Oration, publications and histories of the Branches. Details of personalities, anecdotes, details of conferences in the past, records such as officers, schools and members, the honour roll and some details of member activities over the years are also included. A copy of "*Lighting the Flame*" will be presented to each new member (while existing stocks last).

## Queensland Branch Chairpersons Roll of Honour

Roy Zimmerman	Scots, Warwick	1965
Bro John Regan	Nudgee Junior	1973 – 1974
Bro Dennis McLaughlin	Gregory Terrace	1974 – 1976
Peter Rogers	The Southport School	1976 – 1988
Leita Boswell	Moreton Bay College	1988 – 1989
Brian Rowe	Somerset College	1989 – 1995
Max Brand	Brisbane Boys College	1995 – 1998
Debi Howarth	Coomera Anglican College	1998 – 2000
Glenda Seawright	Ormiston College	2000 – 2002
Roderick Crouch	Anglican Church Grammar	2002 – 2004
Rod Case	All Saints Anglican School	2002 – 2006
Stuart Marquardt	The Sunshine Coast Grammar	2006 – 2007
Steve Warren	The Glennie School	2008 – 2010
Arna Bennett	Somerville House	2010 – 2012
Sue Hendriks	Clayfield College	2012 -- 2014

## THE EARLY DAYS OF THE QUEENSLAND BRANCH

Perhaps nothing encapsulates more nicely the formation and development of our Association than the titles it has borne over the years. These ranged from the original "Junior Schools Conference of New South Wales" formed in September 1948 during the course of a gathering of Preparatory School Masters at Tudor House, Moss Vale. Among the forty or so in attendance were two from Queensland, Cyril Connal, Bob Smith and Bill Jordan, all from Toowoomba Church of England Boys' School (Toowoomba Prep). Even then a National Association seems to have been envisaged. This developed further when in 1952 invitations were sent by the Junior Schools' Conference of NSW inviting masters from all States and some from New Zealand to join a Refresher School at the Cranbrook Junior School. It was then that the Constitution of the Junior Schools Conference of Australia was drawn up in at least preliminary form with the main guidelines designed to indicate that membership of the Conference "shall consist of Headmasters and/or Housemasters of Junior or Preparatory Schools whose Senior Schools are affiliated to the Headmasters' Conference of Australia" with the added proviso that "Headmasters of other Independent Junior or Preparatory Schools may be associates". It is interesting that the first Chairman elected at that Refresher School was our very own Mr N.S.C. ("Boss") Connal who clearly had gained the respect by that time of his southern colleagues. The Association soon after adopted the title of "Junior Schools Association of Australia" at the instigation of the HMCA, which saw problems in the term "Conference" used in this context. Into the 80's with relaxed rules for membership the title was changed again, this time to "Junior School Heads Association of Australia" - this despite a few ribald jokes about the naval use of the term "heads".

Queensland interest continued from the start and, for instance, the figure of Roy Hoskins from the then Church of England Grammar School Prep, attending in his then position of Housemaster, is prominent in the photograph of those in attendance at the Wadhurst Conference in 1954. It is likely the influence of "Boss", and his invitation, that saw F.J. Lendrum (CEGS), join the Conference in that same year to be followed by Roy Hoskins in 1958, Alan Cornes (Brisbane Boys College), Roy Zimmerman (The Scots College, Warwick) and Ron Pearson (The Southport School) in 1956, Edgar "Bluey" White who succeeded Norman Connell in 1959 and Brother Edgar Castle (St Barnabas School, Ravenshoe) in 1960.

Finally in 1964 a meeting was convened to explore the formation of the Queensland Branch. This was held at C.E.G.S. under the watchful eye of Mr H.E. (Harry) Roberts, the then Headmaster. He would have been in attendance as a member of the Headmasters Conference of Australia. It is very likely that in attendance at this meeting would have been Roy Hoskins, Roy Zimmerman (elected to be the first Queensland Chairman), Alan Cornes, Edgar White and Bill Jordan (The Southport School). Membership remained small, as indeed was the number of men in charge of eligible schools at that time. In fact, even by 1980, the year of the first Conference to be hosted in Queensland and held at The Southport School, there were only seven members, these being Bro Robin Warsop (All Souls and St Gabriel's, Charters Towers), the last of the Bush Brothers, Roy Hoskins, Alan Bradley (BBC), Brother Peter Harney (Nudgee Junior School) Brother John Regan (St Joseph's College, Brisbane), Bob Brewster (Toowoomba Prep) and Peter Rogers (TSS). This Conference was long remembered as the first to employ lecturers from tertiary institutions, in this case the then Kelvin Grove and Mt Gravatt Colleges of Advanced Education. Keith Tronc ("Schools & the Law") filled the role of "agent provocateur" introducing the Conference and summing it up at the end after roaming around throughout, watching and challenging. Also

remarkable was the attendance of the State Governor, Sir James Ramsay, who attended the Conference Dinner, the Conference Church Service and delivered the Watts Memorial Address. Queensland does keep very quiet about the quality of the wine obtained from the Stanthorpe area, however – even if the other States have never forgotten it. Another integral feature of that Conference was the separate programme for Deputies Heads, traditionally part of JSHAA Conferences but led this time in a very inspirational way by Bruce Howden, now Head of Toowoomba Prep but at that time a Deputy Head at Canberra Grammar School.

Meetings in the late 60's and 70's were almost invariably Dinner Meetings held in the evenings and marked by the cordial relationships. It had been decided by the mid 70's, because of the scattered locations of the schools and the fact that each had by that time established arrangements in their own areas for the normally accepted sporting and related programmes, with the Junior GPS Swimming and Athletics well to the fore, that programmes would be explored and developed to include activities not catered for in that way. It was thus that a programme of Debating, Public Speaking, Chess, even Table Tennis was organised. The main spirit to be encouraged was to be social and cultural mingling of the students and it is significant that the original Annual Music Concert lasted for only two or three years before being quietly dropped because it was felt that it was starting to be regarded by at least one school in an overly competitive spirit! This did not prevent a very successful and competitive Public Speaking Competition being held annually; the first winner of this was a diminutive Bill O'Chee (later Senator) who was in Year 6 at the time. Another very successful annual initiative of these years was the Ecumenical Church Service, which grew so quickly that it had to become a regional celebration rather than the originally envisioned unified gathering such as that held in Toowoomba and at The Albert Street Methodist (now Uniting) Church in Ann Street, Brisbane.

Coming into the 80's the number of potentially eligible Heads of schools was growing rapidly and work went ahead to explore the possibilities of an enlarged membership. From the start it was stressed that, following the guidelines of the Association it was the person who was the member not the school. The possibility of membership was discussed with the overall Head and an undertaking sought that the school would encourage and support attendance by his Junior Head at State Branch meetings and at the National Conference. The one thing that was missing was the presence and influence of Heads of Girls Schools. For the first thirty years of its life the Conference, later Association, was definitely a male bastion. The Queensland Branch found a loophole in 1981 in that St Peter's Lutheran College Junior School had an enrolment of boys which was larger than of girls – Wendy Grubb could be invited to be a member on that basis – and her then Headmaster gave the matter his blessing “providing that it did not serve to bring discredit to the school!”

At the Perth Conference in 1984 moves were taken to enable State Branches to invite heads of all boy's schools, girls' schools and coeducational schools to become members. The reaction of the Executive of the time was an interesting one stating in no uncertain terms that the move had their blessing – the JSAA were big boys now and should follow their own judgement in such matters. Equally interesting is the fact that it took the HMC some further years to move in a similar direction. Victorian Girls Junior Schools had formed their own Association and so the terms of their marriage took a while to promulgate. The other States did not have this problem and here in Queensland an invitation sent to selected Junior Heads of Girls Schools to consider joining the by this time JSHAA and to discuss the implications with the Heads of their Senior Schools was quickly and happily accepted. Original members in this move included Leita Boswell (Moreton Bay College), Aileen Godfrey (Somerville House), Margaret Duggan (St Aidan's AGS), and Meg Sanders (St Hilda's), Wendy Grubb



(Fairholme), Isabelle Lascelles (St Margaret's AGS, Cheryl Franklin (Clayfield College) who came to join Wendy Roehrs. Others were not far behind. This was a move that revolutionised the Queensland Branch in so many ways, particularly as it was associated with invitations to other schools to join. From the very limited numbers of the 1980 Conference numbers grew in a very pleasing and beneficial way. Branch meetings were never the same again, neither were the Conferences, even down to the fact that the showers offered at the first conference after the juncture at Melbourne Grammar were in one open line drew the comment from one Queensland lady "that that may be all right for footballers, but for middle aged ladies...?"

The development of and caring for colleagues both professionally and socially had always been regarded as being of keynote importance by the Branch and this continued to be even more relevant with the greater numbers. The Branch found itself recognised and consulted more widely by the various State educational bodies. It was no coincidence that at about this time the Branch took moves, without immediate success to invite membership from schools in the Northern Territory, and New Guinea. The 'tyranny of distance' experienced here in Queensland also saw, with the acknowledgement of the Federal body, the creation of a North Queensland Sub-Branch with a convenor being appointed in 1989. Similar motives saw the holding of a joint NSW/Qld Conference at The Armidale School in 1994.

All in all, perhaps the history of the Branch and the Federal body as a whole may be best summed up in the words of various members such as those of Leita Boswell who remembered the first joint meeting "for the sense of camaraderie not previously encountered in professional circles", or those of Alan Campbell (Trinity Anglican School), who wrote: "My experiences in the JSHAA have been professionally rewarding and have been characterised by a strong sense of fellowship, warmth and collegiality

Peter Rogers

# SECTION 5

## WHO'S WHO IN THE QUEENSLAND BRANCH



## WHO'S WHO IN IPSHA (QLD)

### **PRESIDENT**

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### **PRESIDENT ELECT**

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### **SECRETARY**

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### **IMMEDIATE PAST PRESIDENT**

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**IPSHA FEDERAL DIRECTORY**

The Directory of members' names, school and contact details is now published electronically and posted on the IPSHA Website. Go to <http://ipsha.org.au> and the password is **ipsha2008**.

# SECTION 6

## QUEENSLAND BRANCH ACTIVITIES



# BRANCH ACTIVITIES

The Queensland Branch holds a meeting each term and the dates are set down for the coming year in Term 3.

## **TERMS 1, 2 AND 4**

Brisbane, Toowoomba, Gold and Sunshine Coast schools take it in turns to host these meetings.

The General Meeting normally begins at 9.00am and contains a Professional Development Session as well as the General Meeting.

The papers for the Meeting as well as information about the meeting venue and any meal arrangements at a nearby restaurant or at the school, for interested members, are sent out two weeks prior to each meeting.

## **RESPONSIBILITY OF THE HOST SCHOOL**

- The host school provides a venue for the meeting which needs to be large enough to seat 30 – 60 people and area for serving of food for Morning Tea and Lunch either at the back of the meeting venue or a nearby area.
- Parking either on site or in nearby streets/car parks.
- Students on duty from 8.30am to greet members as they arrive and guide them to the meeting venue.
- Provision of a light morning tea and the organization of lunch either at the school or at a nearby restaurant.
- The professional development is the responsibility of the host school together with the IPSHA QLD Professional Development Committee in consultation with the Branch Executive.

## **THE ANNUAL GENERAL MEETING**

This is held in Term 3 and elections occur biannually in accordance with the Memorandum and Articles of Association. The Annual General Meeting may be followed by the Annual Lunch/Dinner of the Association to which State and Federal Life Members, Members in Association and the partners of current members are invited.

Hosting the Annual Lunch/ Dinner (when held) is an added responsibility of the school which is hosting the Term 3 Meeting.

## **REFRESHER CONFERENCE WEEKEND**

On alternate years to the IPSHA National Conference, in Term 3, a North Queensland school/s host the Refresher Conference weekend. The Professional Development Committee, in consultation with the Branch Executive to develops the program for the weekend. This includes keynote speaker/s which is followed by recreational activities, including a conference dinner. The weekend includes a church service and school tours, where appropriate.

Members are encouraged to bring partners and families to these Refresher Conference weekends.

## **SAMPLE MEETING AGENDA**

1. IPSHA Prayer and Acknowledgement of Country
2. Welcome
3. Attendance and Apologies
4. Acceptance of Minutes of Previous Meeting
5. Business Arising from Minutes
6. Correspondence
7. Reports
  - 7.1 President
  - 7.2 Treasurer
  - 7.3 Federal Matters
  - 7.4 APPA/NEC
  - 7.5 QSA Reference Group
  - 7.6 Principals Australia
  - 7.8 Professional Development Group
  - 7.9 ISQ Liaison

7. General Business

8. Housekeeping

9. Close

General Meetings usually close by 2.00pm and are followed by an optional tour of the host school.

## **OTHER MEETINGS**

- The Executive Committee communicates at least once a term prior to the General Meeting.
- Special meetings are occasionally called at other times if there are special matters that need to be dealt with before a term Branch meeting is scheduled. Prior notice is given to members of any special meetings.

## **SPECIAL INFORMATION FOR NORTH QUEENSLAND MEMBERS**

- A travel subsidy is available for our North Queensland members to facilitate their attendance at one meeting per year. Members requesting airfares amounting higher than \$350 need flight approval by President.
- Accommodation is/has also been offered by some of the city members for any North Queensland member needing to stay overnight before and/or after the meeting. Details are available from the Secretary.
- A provision of up to \$2000 is available for Heads of School to visit North Queensland members each year.

## CONFERENCES

Until 2002, the Independent Primary Schools Heads of Australia Ltd held a national conference for its members biennially and the venue moved from state to state on a rotation basis. After IPSHA Ltd became an affiliate of the Australian Primary Principals' Association (APPA), the Federal Board of the IPSHA Ltd, after consultation with each State Branch, agreed that the IPSHA Ltd Conference become part of the APPA Conference each biennium.

Following the 2004 APPA conference, with small numbers of IPSHA in attendance, the Federal Board has decided to re-introduce the biennial IPSHA conference and allow members to attend both APPA and / or the IPSHA conference.

Details of these conferences are sent out to members both electronically and by mail. The Federal eLink also contains information about forthcoming Conferences. Members are encouraged, where possible to attend the National Conferences as part of their active membership. These conferences always have high profile presenters in attendance and offer excellent professional development as well as offering a great opportunity to network with other colleagues, both from IPSHA schools and from the wider primary school sectors.

## GUIDELINES FOR GIFTS TO RESIGNING/ RETIRING IPSHA MEMBERS AND BRANCH EXECUTIVES PAs

Background: A number of active members leave the Association each year and are farewelled at an appropriate meeting. Generally a member is farewelled by an IPSHA colleague who presents a gift on behalf of the Association.

Rationale: To provide the member purchasing the gifts appropriate guidelines to ensure consistency with respect to value of gifts.

IPSHA membership	Gift/ Voucher
0-2 year membership	\$25.00
2-5 year membership	\$50.00
5-10 year membership	\$75.00
10+ years membership	\$100 plus \$10 for each additional year beyond 10years

In addition, the Branch Executive is able to increase the value of the gift as a way of recognising a member's contribution to Branch/ Association activities.

The Branch Executives' Personal Assistants (PAs) support the work of IPSHA administratively during the year. Depending on the time spent on this administration the PA could receive \$50- \$200 voucher and flowers. This is a guideline and any changes would need to be ratified through the Branch Executive.



# SECTION 7

## MEMBERSHIP



# MEMBERSHIP

The Queensland Branch of IPSHA consists of approximately 80 members and its composition includes a variety of schools from regional country areas to the city, from small to large with an emphasis on broadening the range of membership.

Many individual Heads have developed a long-standing close association with their colleagues over many years and these bonds strengthen relationships making meeting and socialising a rewarding and sustaining experience.

## *Associate Membership*

Members who retire after 5 years of membership are invited to take up Associate Membership to continue their involvement.

## *State and Federal Life Membership*

Members who have contributed in an exceptional way are honoured by Life Membership at a State or Federal level.

Complete procedures can be found in the IPSHA Principles and Practices, and Memorandum and Articles document, a copy of which can be accessed via the IPSHA webpage: <http://ipsha.org.au>

The Independent Primary School Heads of Australia Ltd (Qld) is a unique professional organisation in that it not only provides benefits for its members, the Heads of Junior Schools, and some Middle Schools, but also provides benefits for the staff and students of the members' schools.

The organisation is a very strong and growing one because members become involved.

Members are urged to set aside the full day for the Branch Meeting each term and make this a time when you get out of your own school environment, meet other members for collegiality and networking which is so important in our profession. Share ideas and even stresses with other colleagues who will be only too willing to support you and will be able to share similar experiences. Take your mind off school for the day and benefit from the professional development session and enjoy the fellowship of your colleagues.

The IPSHA (Ltd) has affiliation or association with a number of educational organisations and involvement in their activities is also encouraged. Many of our members have taken active roles in these organisations which have been beneficial to the other organisation and the knowledge gained by members has also benefited our Association, keeping us up to date with the area of education at both state and national level.

## **PLEASE NOTE**

It is the normal practice for schools to pay for the Independent Primary School Head's membership of the Association and for Conference Registration. If you have difficulty with this, please talk to the Branch President.

# SECTION 8

## OTHER EDUCATIONAL ORGANISATIONS



# OTHER EDUCATIONAL ORGANISATIONS

## AUSTRALIAN PRIMARY PRINCIPALS' ASSOCIATION (APPA)

APPA website: <http://www.appa.asn.au/>

The Australian Primary Principals Association (APPA) is the national professional association for primary school principals in Australia. APPA represents affiliated state and territory Government, Catholic and Independent primary schools across the nation with over 7,000 members. It is the national voice on national issues and speaks directly to the Federal Government on matters that concern school principals and their school communities. The purpose for APPA is to be the national voice for all primary school principals.

The IPSHA Ltd in each state is an affiliate of the APPA and each state branch representative holds the independent schools place on the National Executive Council (NEC) of APPA. The other two affiliates are Catholic Primary Principals' Association and the Government Primary Principals' Association.

Through this affiliation, IPSHA Ltd has a voice at a national level in primary education. Each year the APPA NEC has a meeting with the Federal Minister for Education and his staff at which the NEC is briefed on federal government initiatives in primary education and is given an opportunity to exchange views on these initiatives. APPA also tenders for federal government funding to carry out projects at a national level. Projects such as Indigenous Education, Literacy and Numeracy and Resourcing Australian Primary Schools have been undertaken in recent years.

The current IPSHA (QLD) representative on **APPA National Executive Council** is:

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The current IPSHA (QLD) representative on the **APPA QLD CHAPTER** is:

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Reports on APPA NEC and the APPA Queensland Chapter are presented at each Queensland Branch meeting.

**ASSOCIATION OF HEADS OF INDEPENDENT SCHOOLS OF AUSTRALIA**  
**(AHISA) <http://www.ahisa.edu.au>**

The Association of Heads of Independent Schools of Australia is a peak educational organization which actively contributes to educational debate at both State and National levels. Founded on 26 August 1985, when the Head Masters' Conference (HMCISA) amalgamated with The Association of Heads of Independent Girls' Schools (AHIGSA), the Association has over two hundred and eighty members throughout Australia and overseas. The AHISA Secretariat is located in Melbourne.

Members' schools are located in city and country areas. One hundred and seventy schools have boarding facilities catering to the needs of over 9,000 boarders. Some schools are high fee-paying well established schools, while others are fairly new with lower fee structures. The majority of schools have a Christian foundation but all can be said to have unique characteristics and provide an opportunity for parents to exercise their right of choice in determining the kind of school they want their children to attend.

As a professional body for Heads of Independent Schools, the Association is concerned with the holistic education of young people. Some of its schools have students enrolled from Early Learning or Prep to Year 12, while others have a variety of entry points.

The history of JSHAA is a long and interesting one. From 1948 to 1950 the NSW Junior Schools Conferences were held at Tudor House and the King's School, Parramatta. In 1952 at a conference at Cranbrook School, a decision was taken to form the Junior School's Association of Australia. In 1954 at Melbourne Grammar it was evidence that HMCISA was very interested in the Association, its membership and its policy regarding publicity. During the 1970's the title was changed to the Junior School Head Masters' Association of Australia, and it was not until 1982 that it became the Junior Schools Heads Association of Australia, as by then some HMCISA schools had appointed women to take charge of their Junior Schools.

On 25 July, 1984, Mr Max Howell, then President of HMCISA and members of the HMC Standing Committee met with members of the Federal Executive of the Junior Schools Heads Association. It was noted that as HMCISA and AHIGSA were to be amalgamated to form AHISA in 1985, it was necessary for JSHAA to establish a working relationship with the new Association. One of the outcomes of the formation of AHISA was the need to alter the Constitution of JSHAA to allow the admission of Heads of Junior Schools of both girls' and co-educational schools.

Up until 1984, HMCISA was the patron of JSHAA and it is interesting to note that at the November 1984 meeting of HMCISA a motion was passed that JSHAA exist as an autonomous body, under the patronage of the HMC until August 1985, and thereafter of AHISA.

In November 1995, Standing Committee of AHISA reconfirmed its support for the role of JSHAA in the professional development and professional support of Heads of Junior Schools. The Association extends all good wishes to JSHAA (now IPSHA) for the future.

Many IPSHA Ltd members work at K-12 schools and the Principals of these schools are usually members of AHISA. The IPSHA Ltd (Queensland) President, may when invited to, attend the General Meetings of AHISA which are held each term and gives a report on behalf of the IPSHA. The Federal President of IPSHA Ltd is invited to attend the AHISA Federal Conference which is held biennially.

## PRINCIPALS AUSTRALIA INSTITUTE

<http://www.pai.edu.au>

Principals Australia Institute (PAI) provides quality professional learning, leadership development and support to principals and school leaders. PAI delivers programs and services to principals, education leaders and schools around the country. PAI supports primary and secondary schools across all schooling sectors (government, Catholic and independent).

Our Vision: Exemplary school leadership for student success.

Our Mission: To ensure all current and aspiring principals have access to quality professional learning, leadership development and the support required to achieve the best possible outcomes for their students, schools and communities.

Our Values: We are committed to:

- The power of school principals to transform schools and improve outcomes for students and young people
- The empowerment and education of all young Australians
- Acting ethically and behaving with integrity
- Embracing diversity and celebrating difference through equitable treatment of all
- Building a culture of collective professional and social responsibility
- The provision of positive and supportive work and service environment and
- Working towards a reconciled nation.

All primary and secondary school principals from all educational sectors are members of Principals Australia Institute and have access to the professional development that the federal government funding offers through this organization which has a branch in each state and territory. Principals Australia also makes available special kits that it has designed to support targeted areas such as Civics and Citizenship, Building Leadership in Your School: Succession, Planning, Indigenous Education, and Leaders Lead.

The Principal Australia representative for IPSHA QLD is:

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A report on the current projects of Principals Australia, future seminars and conferences is presented at each Queensland Branch meeting.

**THE QUEENSLAND STUDIES AUTHORITY (QSA)  
PRIMARY PRINCIPALS' REFERENCE GROUP**

<http://www.qsa.qld.edu.au/>

The QSA provides a range of educational services to QLD schools and the community.

1. Syllabuses

The QSA develops, approves and revises syllabuses for the Preparatory Year to Year 12, and accredits syllabuses prepared outside of the QSA. It also offers services and resources to help teachers implement QSA syllabuses.

2. Assessment and moderation

It is the QSA's role to determine procedures and implement quality assurance for Queensland's system of continuous school-based assessment in the senior phase of learning. The QSA advises schools about administering assessment, and coordinates the national NAPLAN — Literacy and Numeracy tests in Queensland.

3. Certification

The QSA issues certificates of achievement, and certified copies of certificates, such as the Senior Certificate and the Queensland Certificate of Education. The QSA is responsible for deciding equivalency for school qualifications obtained at educational institutions outside Queensland. The QSA also records achievements in QSA-approved areas of learning, and reports data on Year 12 outcomes to the public.

4. Tertiary entrance

The QSA develops tertiary entrance procedures, issues tertiary statements and provides information to the public about tertiary entrance procedures and requirements.

5. Research

The QSA conducts and commissions research and undertakes policy analyses in areas such as syllabus development and evaluation, assessment, testing and certification.

The **QSA Primary Principals' Reference Group** has three representatives from each of Education Queensland State Schools, Queensland Catholic Schools and IPSHA (Ltd) Queensland Branch.

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### **IPSHA Federal eLink**

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## INDEPENDENT SCHOOLS QUEENSLAND (ISQ)

<http://www.aisq.qld.edu.au>

**Vision** - *A strong and vibrant independent school sector offering choice, diversity and excellent educational outcomes.*

**Mission** - *To serve, strengthen and represent independent schools*

**Our Promise** - to act in the best interests of Queensland independent schools; to assist, strengthen, represent and promote the interests of independent schools in Queensland; to protect the autonomy of member schools including the right of a school community to decide its form of governance and school policies including enrolments, staffing, curriculum and co-curricular activities.

We are committed to:

- The highest possible professional standards
- A culture of support, respect and encouragement
- Respect for the individual views and needs of member schools
- Discretion and confidentiality in dealings with schools
- Innovation and teamwork
- Open and accountable practices and a spirit of mutual trust

**Membership** - Membership of Independent Schools Queensland is voluntary, and is open to any accredited Non-State School in Queensland. Schools pay an annual per-capita subscription. This subscription amount is set by the members each March at Independent Schools Queensland's Annual General Meeting.

There are currently 180 independent schools in Queensland that are members of Independent Schools Queensland, with over 105,600 students.

Most independent schools are members of ISQ but not all members of ISQ are members of IPSHA. The ISQ provides professional development for teachers and principals throughout the year. The ISQ also provides consultants in Key Learning Areas to assist school communities who want to improve or develop particular curriculum areas. The ISQ has an industrial arm that provides advice to teachers and principals on industrial matters.

The IPSHA Ltd Queensland often uses ISQ consultants to provide professional development.

Many members of the IPSHA Ltd (QLD) belong to other educational organisations such as:

- **Australian Council for Educational Leadership – ACEL**

<http://www.ancel.org.au/>

As Australia's peak professional organisation ACEL is a forward thinking, relevant and responsive agent of change and innovation. ACEL is a not-for-profit company and a 21st Century learning organisation that is continuously improving its practices to harness national and global opportunities. As the premier provider of resources and experiences for educational leaders, ACEL's membership continues to grow with over 6500 members actively connecting and participating in regular professional learning opportunities.

ACEL actively supports the development of leadership capabilities across Australia through its national and Branch initiated professional learning activities, international conferences, publications, online programs, and other partnership initiatives in leadership development. Access to these leadership-focused opportunities is available for classroom to system leaders.

ACEL's highly regarded reputation makes it an ideal and attractive partner both locally and internationally, and is sought after by other organisations seeking to value-add and optimise their products, events and activities. Through the benefits of collaboration, these partnerships create significant efficiencies and generate opportunities for the greater good of education including the sustainability of effective educational leadership in the 21st Century.

- **Australian College of Educators – ACE**

<http://austcolled.com.au/>

The Australian College of Educators (ACE) is the only national professional association which represents educators across all sectors and systems.

#### **Our Members**

Our more than 5,500 members from preschool to tertiary have made a commitment to the profession and to their own professional growth and development by coming together with their colleagues to engage in a range of professional activities which centre on both the enduring educational issues and the hot topics of the day.

#### **Our Activities**

Within the College we stimulate and support communities of practice, develop national, regional and local networks, provide high quality publications (hard copy and electronic), strongly support Branches and Regional Groups with their activities, and conduct and circulate research via our Foundation. Outstanding educators are recognized annually by the award of Fellow and the College Medal.

#### **Our Role**

ACE was founded to provide an independent voice for educators and advance the education profession. Now, half a century later and in an increasingly complex educational environment, it is even more important that the voices of those who educate our nation are heard and that they have a forum in which to inform themselves; discuss and debate issues; and seek to find shared solutions to current educational questions.

# SECTION 9

## UMBRELLA GROUPS

### Professional Development for Staff



# UMBRELLA GROUPS

## Professional Development for Staff

There are various umbrella groups that meet which either come under the umbrella of IPSHA or have strong ties to the Association.

- a. The **Sunshine Coast** has a regional group –the Sunshine Coast Independent Heads Association, which is linked to IPSHA (QLD) and provides professional development and networking opportunities for members and staff of IPSHA schools.
- b. The **Gold Coast** also has a regional group –the Associated Private Schools (APS), which is linked to IPSHA (QLD) and provides professional development and networking opportunities for members and staff of IPSHA schools.
- c. **Toowoomba** has a regional group which is linked to IPSHA (QLD) and provides professional development and networking opportunities for members and staff of IPSHA schools.
- d. The **Deputies' Collegiate** for Middle Management Group is a group for Deputies and other teachers with added responsibility from IPSHA schools. It meets once a term and is currently chaired by:

*Convenor*  
Mrs Nicole Devlin  
*Assistant Head of Junior School*  
*St. Margaret's Anglican Girls' school*  
*11 Petrie St*  
*ASCOT QLD 4007*  
Telephone: 07 3862 0777  
Fax: 07 3862 0701  
Email: [ndevlin@stmargarets.qld.edu.au](mailto:ndevlin@stmargarets.qld.edu.au)  
Website: [www.stmargarets.qld.edu.au](http://www.stmargarets.qld.edu.au)

*Secretary*  
*Mrs Nicole Eldridge*  
*Deputy Junior School*  
*Somerville House*  
*17 Graham St*  
*STH BRISBANE QLD 4101*  
Telephone: 07 3248 9200  
Fax: 07 3255 1430  
Email: [neldridge@somerville.qld.edu.au](mailto:neldridge@somerville.qld.edu.au)  
Website: [www.somerville.qld.edu.au](http://www.somerville.qld.edu.au)

This group is subsidised by IPSHA Ltd (QLD). A current list of members may be obtained from the Secretary of the Deputies' Collegiate.

# Nomination Form IPSHA (QLD Branch) Executive From Term ? 201?

## EXECUTIVE

PRESIDENT	
PRESIDENT-ELECT	
SECRETARY	
TREASURER	
IMMEDIATE PAST PRESIDENT	

NAME	
SCHOOL	
I wish to nominate for the position of <input type="checkbox"/> President Elect <input type="checkbox"/> Secretary <input type="checkbox"/> Treasurer	
My nomination has been seconded by	
Signed (Nominee)	Dated
Signed (Nominator)	Dated

**TO BE RETURNED TO the Secretary by one week before the AGM in Term 3**