

Australian Principals Federation



President's Message – Tina King

A few weeks into the new school year and it seems that it is all systems go in our schools. We are hearing of lots of great happenings and for the most part, it seems to have been a smooth start. We are however cognisant of the fact that some schools continue to face staffing challenges thus putting additional pressure on programs, operations and current workforce.

The Department's response and initiatives to the workforce pressures have been well received with many schools expressing gratitude for the individualised and ongoing support. If you continue to face teacher shortages, please relay this to your SEIL or don't hesitate to contact us and we will advise the Schools Workforce Initiatives team at the Department.

Earlier this week, I had the pleasure of attending the Year 12 graduation ceremony at Cobram Secondary College. It was truly an honour to be invited and celebrate this wonderful ceremony with the students, staff and parents given the significance of the event for the Cobram school community. It is easy to get caught up in the happenings of our day to day work, however events such as this provide a key reminder of the core and significant work schools undertake relating to students. Congratulations to principal Kimberley Tempest and the staff at Cobram SC for hosting such a wonderful celebratory event but especially for the key work they and other educators carry out each and every day across our wonderful system.

It has certainly been a week of celebrations as we also celebrated the nuptials of our Executive Officer Jenna Benison to her sweetheart David. It was truly a magical day, filled with love and the bridal couple looking absolutely stunning. We wish Jenna and Dave the very best as they embark upon this new and exciting chapter of their lives.

T. King



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In this issue:

Wedding photos of APF EO, Jenna Benison, P1 and P4

APF membership Drive. P1. Can you assist in boosting membership?

Hours of duty and attendance – Teacher Class, P2

Acquittal of Time in Lieu - Reminder, P2

Annual leave and Common Start Date, P3

Respectful Relationships Early Childhood Professional Learning Workshops 2023

APF Website

<https://apf.net.au>

APF Membership Drive

One of the questions we are regularly asked is how is the APF different to other organisations and unions?

The APF is the *only union exclusively* for the Victorian principal class.

As a registered industrial body with the Fair Work Commission, we exist to protect and support our members in employment related matters. Much of our activity relates to industrial representation, advocacy, advice and support when dealing with a vast range of issues.

We are solely funded by our membership base and completely uncompromised in our representation and advocacy. If you have a colleague/s who are not members, please reach out to Jenna Benison via email jbenison@apf.net.au who can forward to you brochures and materials for distribution, encouraging them to join.

The Union exclusively for the Principal Class

Hours of duty and attendance – Teacher Class

With the implementation of The Agreement (VGSA 2022) and the required need to determine the distribution of the 38 hours across the week, we are receiving lots of member contact seeking support and clarification.

The Department's guidance and resources found [here](#) provide explanation and elaboration regarding the organisation of teacher attendance each week.

Specifically, the DE policy and guidelines in relation to teacher class, stipulate:

A full-time teacher will be in attendance for a minimum of 7 hours daily commencing no less than 10 minutes before the morning pupil instructional session, unless otherwise agreed between the principal and a teacher.

In addition to the attendance requirements above, teachers may be required to undertake other duties for up to 3 hours, including attendance at meetings provided that not more than 2 hours of the 3 hours can be used for meetings. Any meetings held beyond the 7 hours of daily attendance will be adjacent to the 7 hours of daily attendance and not exceed 1 hour unless otherwise agreed using the consultative arrangements.

When scheduling meetings and other duties, the principal should be cognisant of the workload implications. Parent-teacher meetings should be scheduled in a manner that not only provides the maximum opportunity for all parents to attend, but also takes into account the needs of the teachers concerned, especially those teachers employed on a part-time basis.

A teacher is entitled to a paid lunch break of not less than 30 minutes free from assigned duties between the hours 11:30am to 2:30pm.

Given the above and in order to ensure compliance with The Agreement, it is important to identify which three days across the week constitute the 8 hour day and which are the two 7 hour days. This is particularly important in identifying a teacher's ordinary time and determining normal hours for the purposes of camp planning and the attraction of time in lieu.

The DE has developed a spreadsheet to assist in the planning of time in lieu for camps or other school activities that require employees to work in excess of the 38 hours. Some principals and assistant principals have found the spreadsheet helpful and you can access the information [here](#).

Acquittal of Time in Lieu - Reminder

We remind our members that with only a few weeks to go, if a staff members accrued time in lieu has not been acquitted by 1 March of the following school year, **the time in lieu must be granted immediately or payment made for the time owed at 150% of the employee's normal hourly rate of pay.** This date is fast approaching and we strongly suggest you review any outstanding time in lieu accruals as a matter of urgency.



"A leader's job is less about control and more about the ability to influence, motivate, and enable others to contribute toward organisational success. This requires establishing and effectively communicating a vision and inspiring trust in those they lead. They are non-linear in their thinking, making connections and drawing conclusions from unrelated concepts or ideas, which helps them innovate and develop. A leader focuses on people."

Rod Kefford

Accountability: Giving and Receiving Feedback

Holding people accountable can be challenging. When you hold someone accountable, you are giving them uncomfortable feedback about their behaviour. All too often, no matter how well the feedback is delivered, it still leaves a painful and lasting impression. It is still hard to hear. It is important to remember that just because feedback can sting, doesn't mean it's a form of bullying.

Part of an article from Hippocampus, an email publication from

www.principalsdigests.com

PRINCIPALS' digests

Annual leave and Common Start Date

The release of information recently from the Department in relation to annual leave and common start date for education class employees has caused some confusion amongst several members who have sought clarity and advice. This information was released in the DE School Update of 31 January, with sample text about annual leave changes and common start date for ES made available. The Department has received feedback in relation to confusion around the annual leave changes and will put out clarification statements shortly, however please note that this will not entail changes to the policy.

If you have missed the advice and sample text provided, please refer below:

Sample text about annual leave changes for principals to share with all staff

A full-time teaching service employee (principal class, teacher class, education support class and paraprofessional), is entitled to 152 hours (20 days) annual leave for each 12 months of service (pro rata for part-time employees).

Annual leave accrues progressively during a year of service, according to the employee's ordinary hours of work. Employees are expected to use annual leave during school holiday periods, unless otherwise approved.

EduPay has been configured to formally display the 4-week annual leave accrual for principals and teacher class employees, consistent with all other teaching service employees.

For your information and consideration/action, here are some of the key changes to annual leave that will apply from Wednesday 1 February 2023:

- all principal, teacher and education support class employees' annual leave entitlements will accrue for every hour worked
- all principal, teacher and education support class employees will have annual leave automatically deducted through eduPay during school holiday periods
- for the first time, teachers and principal class employees will be able to view their annual leave entitlements through Employee Self Service in eduPay.

The new arrangements for the acquittal of annual leave credits will be a change to the previous practice for education support class employees who attend for duty during the school holiday periods and receive leave purchase allowance. Education support class employees will now need to enter the days they will work during the school holidays in eduPay to ensure annual leave is not acquitted on the days the employee works.

Employees can check their leave balances by accessing the self-service functionality in eduPay.

For further information, refer to [Annual Leave – Teaching Service](#).

Sample text about the common date start for principals to share with education support class employees and their managers

The department has committed to giving education support staff the same start date as teachers each school year. In 2023, the start date for teachers and education support staff was Friday 27 January.



Support for members

We are here to support and offer advice to all members at any time.

However, from time to time you may be concerned about a colleague. Please do not hesitate in making contact with us so we can offer them appropriate support.

Tina - 0418 478 807



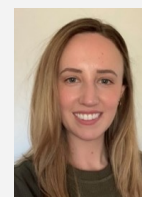
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There are a number of options available to you if at any stage during any holiday period if you exhaust your additional paid leave days. You can:

- apply for paid or unpaid leave (such as long service leave or leave without pay)
- request access to any accrued time in lieu
- request to return to work during that holiday period. Please note, your circumstances and the operational needs of the school will be considered in determining the request. Attendance during a holiday period on any day where you exhausted your additional paid leave credits available will be considered an ordinary day of attendance for remuneration purposes and will not attract a leave purchase allowance.

In addition to the above, eduPay has maintained existing arrangements if you have exhausted your additional paid leave and are not required or are unable to attend work during a holiday period. On these occasions, you may access further additional paid leave credits, up to 38 hours for full time employees (pro rata for part time employees). In other words, you can go into a negative additional leave balance of up to 38 hours (pro rata). Once you have reached 38 hours in the negative, from Wednesday 1 February 2023, eduPay has been configured as a default to apply leave without pay to cover any remaining days in a holiday period, unless other arrangements are approved by the principal and recorded in eduPay.

For further information, refer to [Attendance and Working Hours — Teaching Service](#).

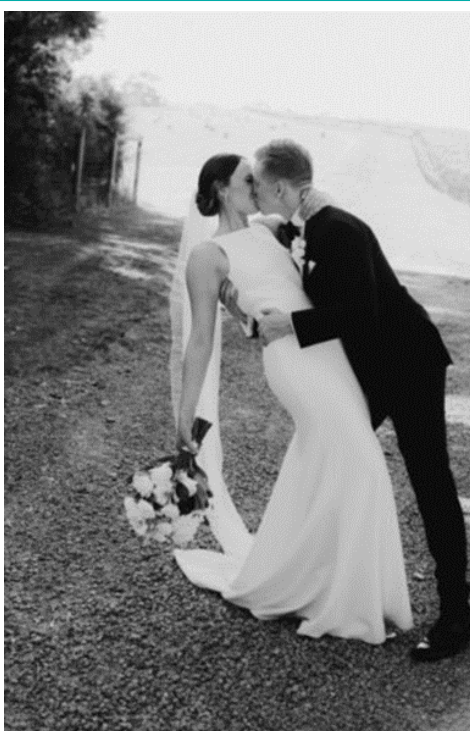
Respectful Relationships Early Childhood Professional Learning Workshops

Free professional learning is now available to support Victoria’s early childhood educators to promote respectful relationships, positive attitudes and behaviours within their integrated teaching approach, to enable children to build healthy relationships, resilience and confidence. Educators will also be trained in strengthening their capabilities on family violence response and referral.

Respectful Relationships professional learning is available to up to 1,120 educators in Victorian government funded kindergarten programs state-wide, from March through to May 2023. A financial contribution towards backfill is available for those attending.

Participants will receive a certificate of completion for the training, to contribute towards professional learning requirements.

Registrations for 2023 workshops are now open and you can find out more, including dates, [here](#).



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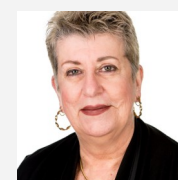
Taking bookings now for T4 2023 and 2024



David Finnerty



Julie Podbury



Loretta Piazza

DAFIN Consulting can devise outstanding programs to deliver leadership training and coaching to your staff.

Contact:

David 0412 927 007,
Julie 0419 103 664, or

Loretta 0418 597 069
to discuss how we can assist you