

Catholic Assistant Principal's Association



STRATEGIC PLAN 2016-2018

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VISION & MISSION

MISSION

As a professional and representative body, The Catholic Assistant Principal's Association of WA, serves and supports members in their religious, spiritual, pastoral and educational leadership.

VISION

"One cohesive voice building agile leaders who advocate for and champion excellence in our Catholic school communities"

STRATEGIC STATEMENTS

- **To provide every student with a quality Catholic School education** through the improvement of self as demonstrated through ongoing professional development.
[Learning & Discipleship]
- **To develop Future Leaders** by acknowledging and nurturing talent, providing mentoring and networking opportunities and creating an association inclusive of emerging leaders
[Learning]
- **Facilitate a high level of professional Networking**, through the promotion of the association's and the system's professional learning events, through our regional networking models and for wider, education system collaborations.
[Engagement]
- **To actively promote and encourage Christian Service** by widely communicating the needs, requests and spiritual and religious learning opportunities available to our members via various Christian organisations
[Engagement & Discipleship]
- **Provide a cohesive, representative voice** to express the opinion of members and campaign for issues that promote professionalism, equality, excellence and the Christian ethos
[Accountability]
- **Promote and protect the association**, striving for professional excellence by maintaining clear and sustainable protocols with strategic intent and by maintaining vigorous & transparent communication with members seeking their counsel and support.
[Accountability]
- **Promote and develop the spirit of cooperation and consultation** that presently exists within the Catholic Education System
[Discipleship]

Annual Plan 2016

STRATEGIC STATEMENTS OF INTENT

Strategic Statements						
<p>To provide every student with a quality Catholic School education through the improvement of self as demonstrated through ongoing professional development.</p> <p>[Learning & Discipleship]</p>	<p>To develop Future Leaders by acknowledging and nurturing talent, providing mentoring and networking opportunities and creating an association inclusive of emerging leaders</p> <p>[Learning]</p>	<p>Facilitate a high level of professional Networking, through the promotion of the association's and the system's professional learning events, through our regional networking models and for wider, education system collaborations.</p> <p>[Engagement]</p>	<p>To actively promote and encourage Christian Service by widely communicating the needs, requests and spiritual and religious learning opportunities available to our members via various Christian organisations</p> <p>[Engagement & Discipleship]</p>	<p>Provide a cohesive, representative voice to express the opinion of members and campaign for issues that promote professionalism, equality, excellence and the Christian ethos</p> <p>[Accountability]</p>	<p>Promote and protect the association, striving for professional excellence by maintaining clear and sustainable protocols with strategic intent and by maintaining vigorous & transparent communication with members seeking their counsel and support.</p> <p>[Accountability]</p>	<p>Promote and develop the spirit of cooperation and consultation that presently exists within the Catholic Education System</p> <p>[Discipleship]</p>
Key Goals 2016						
	<ol style="list-style-type: none"> Explore opportunities to develop and induct future leaders into CAPAWA, e.g. "Future Leaders" Policy which also includes opportunities for mentorship Review CAPA Professional Development initiatives & introduce new protocol for Member support for professional learning and accountability for professional learning 	<ol style="list-style-type: none"> Initiation of networking links with other Catholic School Associations, such as CPPA & CSDPA and provide an annual calendar of networking meetings Co-host a one day CAPA & CSDPA Conference Research ways to further communicate with members via 21st Century technologies and social media and system initiatives such as Yammer Invite CAPA members to participate in working parties in order to encourage an active membership 		<ol style="list-style-type: none"> Work with CEWA, CPPA & CAPA Members to create an Assistant Principal Appraisal framework aligned to AITSL Teacher and Leadership Profiles Investigate rebranding of CAPA: Through consultation with members, prepare for a relaunch and rebranding of CAPA in 2017 	<ol style="list-style-type: none"> Development of a new system and clear protocols established for member registration and financial record keeping Create a three-year strategic plan for the association Create a vision and mission statement 	<ol style="list-style-type: none"> Invite individual members of CEWA to attend CAPA meetings, reporting back on their directorate and other current affairs matters

2016 CAPA ANNUAL PLAN

Key Goals	Actions & Decisions	To be actioned by... / committee members working on this project	Timeline / to be action on or before..
Investigate rebranding of CAPA: Through consultation with members, prepare for a relaunch and rebranding of CAPA in 2017	Executive Team committed to contracting Slick Designs for our new CAPA logo. We have two rounds of refinement, this is first being sent to those members who nominated to be on the CAPA Branding & Marketing working party.	CAPA Executive + Marketing Committee (Dee Johnston, Joe Musitano, Tiffany Johnston, Luke Sirolli)	To be completed by December 2016.
Co-host a one day CAPA & CSDPA Conference	John Pollaers from AIMWA facilitated a one day Professional Learning Event combined with the CSDPA.	CAPA Executive + CSDPA Exec Members; Nancy Bonfiglio + Peter Hawke	26 th August 2016
Invite CAPA members to participate in working parties in order to encourage an active membership	Two working parties were established, plus one at the request of CPPA.	<ol style="list-style-type: none"> CAPA Re-branding working party (Dee Johnston, Joe Musitano, Tiffany Johnston, Luke Sirolli) Assistant Principal Appraisal Working Party (Catharine Hughes, Warren Smith, Lisa Brooks, Lisa Harrison, Jacque Fox, Bernadette Higgins, Julie Kay, Brett Wilkie, Russell Wylie, Evelyn Temmen & Angie Letizia). Social Media Policy Working Party (members requested to be a part of this on behalf of CPPA) Names & Contacts forwarded to CPPA by CAPA Secretary (Ben Will, Ondine Komnick & Luke Sirolli)	<ul style="list-style-type: none"> Actioned September 2016 No actions in 2016 Actioned: See minutes 17 March 2016 (Email sent 1 March 2016)
Development of a new system and clear protocols established for member registration and financial record	Treasurer, Andy Dalton in consultation with CAPA Executive CAPA Executive with support of Catholic Primary Principal's Association	Treasurer, Andy Dalton, set up databases and mail out lists of all CAPA members with associated school data and financial information All Assistant Principal's to be invoiced for a CAPA membership, regardless of their level of participation in the association. CPPA President sent a letter of endorsement to all principals.	<ul style="list-style-type: none"> Ongoing throughout the year See minutes 11 August 2016
Create a three-year strategic plan for the association AND Create a vision and mission statement	The CAPA Executive in consultation with CAPA Members	CAPA Executive sent the draft Strategic Plan to the CAPA Branding working party for first round consultation, then this was sent to regional leaders for an extensive round of consultation. Draft was finalised in September 2016.	September 2016
Research ways to further communicate with members via 21st Century technologies and social media and system initiatives such as Yammer [continues as a focus for 2017]	The CAPA Executive	Tania James- widely promoting CAPA on Twitter Andy to investigate use of School Bag, App for events and promotions	Ongoing

TO BE ACTIONED IN 2017 as committee was unable to execute these in 2016 due to time restraints

Explore opportunities to develop and induct future leaders into CAPAWA, e.g. "Future Leaders" Policy which also includes opportunities for mentorship

Review CAPA Professional Development initiatives & introduce new protocol for Member support for professional learning and accountability for professional learning

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Annual Plan 2017

STRATEGIC STATEMENTS OF INTENT

<i>Strategic Statements</i>						
<p>To provide every student with a quality Catholic School education through the improvement of self as demonstrated through ongoing professional development.</p> <p>[Learning & Discipleship]</p>	<p>To develop Future Leaders by acknowledging and nurturing talent, providing mentoring and networking opportunities and creating an association inclusive of emerging leaders</p> <p>[Learning]</p>	<p>Facilitate a high level of professional Networking, through the promotion of the association's and the system's professional learning events, through our regional networking models and for wider, education system collaborations.</p> <p>[Engagement]</p>	<p>To actively promote and encourage Christian Service by widely communicating the needs, requests and spiritual and religious learning opportunities available to our members via various Christian organisations</p> <p>[Engagement & Discipleship]</p>	<p>Provide a cohesive, representative voice to express the opinion of members and campaign for issues that promote professionalism, equality, excellence and the Christian ethos</p> <p>[Accountability]</p>	<p>Protect and promote the association, striving for professional excellence by maintaining clear and sustainable protocols with strategic intent and by maintaining vigorous & transparent communication with members seeking their counsel and support.</p> <p>[Accountability]</p>	<p>Promote and develop the spirit of cooperation and consultation that presently exists within the Catholic Education System</p> <p>[Discipleship]</p>
<i>Key Goals 2017</i>						
	<ol style="list-style-type: none"> Explore opportunities to develop and induct future leaders into CAPAWA, e.g. "Future Leaders" Policy which also includes opportunities for mentorship Review CAPA Professional Development initiatives & introduce new protocol for Member support for professional learning and accountability for professional learning 	<ol style="list-style-type: none"> Research ways to further communicate with members via 21st Century technologies and social media and system initiatives such as Yammer and the development of a CAPA App. 		<ol style="list-style-type: none"> Work with CEWA, CPPA & CAPA Members to create an Assistant Principal Appraisal framework aligned to AITSL Teacher and Leadership Profiles 	<ol style="list-style-type: none"> The development of a CAPA Executive "Handbook" Conduct a review of CAPA Sponsorship strategy & establish clear and transparent protocols. 	<ol style="list-style-type: none"> Invite individual members of CEWA to attend CAPA meetings, reporting back on their directorate and other current affairs matters

2017 CAPA ANNUAL PLAN

Key Goals	Actions & Decisions	To be actioned by... / committee members working on this project	Timeline / to be action or reported on or before..
Explore opportunities to develop and induct future leaders into CAPAWA, e.g. "Future Leaders" Policy which also includes opportunities for mentorship		<ul style="list-style-type: none"> ○ Andy Dalton ○ Lisa Deans 	<ul style="list-style-type: none"> ○ 9 February 2017
Review CAPA Professional Development initiatives & introduce new protocol for Member support for professional learning and accountability for professional learning		<ul style="list-style-type: none"> ○ Andy Dalton ○ Nik Hofmeester 	<ul style="list-style-type: none"> ○ 9 February 2017
Research ways to further communicate with members via 21st Century technologies and social media and system initiatives such as Yammer and the development of a CAPA App.		<ul style="list-style-type: none"> ○ Frank Colangelo ○ Rosemary Paparella ○ Anne Aquino 	<ul style="list-style-type: none"> ○ 30 March 2017
Work with CEWA, CPPA & CAPA Members to create an Assistant Principal Appraisal framework aligned to AITSL Teacher and Leadership Profiles		<ul style="list-style-type: none"> ○ Tania James ○ Jacinta Petersen ○ Catharine Hughes ○ Warren Smith ○ Brett Wilkie ○ Angie Letizia ○ Russell Wylie ○ Lisa Brooks ○ Lisa Harrison ○ Jacquie Fox ○ Bernadette Higgins ○ Evelyn Temmen 	<ul style="list-style-type: none"> ○ 4 May 2017
The development of a CAPA Executive "Handbook" – to assist in succession planning		<ul style="list-style-type: none"> ○ Di Scoble ○ Tania James 	<ul style="list-style-type: none"> ○ 30 March 2017
Develop a CAPA Sponsorship strategy & establish clear and transparent protocols.		<ul style="list-style-type: none"> ○ Nik Hofmeester ○ Julie Kay 	<ul style="list-style-type: none"> ○ 22 June 2017
Invite individual members of CEWA to attend CAPA meetings, reporting back on their directorate and other current affairs matters		<ul style="list-style-type: none"> ○ As needed (Aiden McCarthy) 	<ul style="list-style-type: none"> ○ As needed

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<i>Key Goals 2018</i>						
<p>1. Develop a Christian Witness policy, encouraging & Promoting Christian Service opportunities</p>						<p>13.</p>

Event Planning

EVENT PLANNING - Possible Speakers, themes, venue

EVENT	2016	2017 <small>*List possibilities / not set in stone</small>	2018 <small>*List possibilities / not set in stone</small>
Member's Day (Term 1)	Venue: Rendezvous hotel, Scarborough, Perth Speakers: THRIVE Organisational Wellness, Theme: Health & Well-being	Date: 27 February 2017, Week 5, Term 2 Venue: Mandurah Speakers: Dr Kevin Runions Theme: "The Invisible Hand of the Teacher"	Date: Venue: Speakers: Theme:
CAPA Conference (Term 3)	Date: 26 August Venue: Pan Pacific Hotel Perth Speakers: John Pollaers, Australian Institute of Management Theme: Building high performing teams.	Date: 31 August & 1 September Venue: Crown Casino Speakers: Jennifer Abrams Theme: "Social and Psychological Leadership Practices: Emotional Intelligence, Resiliency, Optimism"	Date: Venue: Speakers: Theme:
AGM (Term 4)	Date: 18 November 2016 Venue: Fraser's Restaurant West Perth Speakers: Dr. Debra Sayce, Director of Religious Education W.A. Theme:	Date: 3 rd November, Term 4, Week 4?? Venue: Speakers: Theme:	Date: Venue: Speakers: Theme:
Extra / other			

