



## TAPP Project | Phase 2

### Reference Group Meeting

#### AGENDA

Wednesday 21 March, 2018  
1.00pm – 2.00pm  
Melbourne High School

**In Attendance:** Teresa Angelico (MGSE), Daniela Acquaro (MGSE), Melody Anderson (MGSE), Jim Tangas (MGSE), Jeremy Ludowyke (Melb High), Kerry Smyth (Melb High), Joanne Higginson (Albert Park), Tasha Brown-Paquier (Albert Park), Toni Meath (Mac.Rob), Robert Corr (Mac.Rob), Linda McLeod (Eltham), Philip Edwards (Kambrya), Davide Lombardi (Footscray North), Mary Dowling (Footscray North), Gemma Barry (MGSE)

#### Agenda items

##### **1. Welcome and Introduction to Committee of Management Meeting**

- Staff were welcomed and introduced themselves.
- Apologies from Parade College and St Albans East Primary.

##### **2. Overview of TAPP Phase 2 and 2017 progress report provided by Jeremy and Teresa**

- TAPP Phase 2 is the continuation of a common approach to support teacher development.
- The implementation plan addresses 10 objectives that need to be addressed in Phase 2.
- The budget allocation for Phase 2 is \$50,000 representing a lower amount than Phase 1.
- Most of these objectives are being met through MGSE's delivery of the professional experience partnership strategy.
- The funded activities support a number of key areas of priority: provision of professional development support to mentor teachers; provision of opportunities for school based teacher education staff to provide feedback to MGSE re perception of the effectiveness of the Master of Teaching program; and development of a common understanding regarding the selection of Mentor Teachers.
- The key funded activity is the provision of CRT to Mentor Teachers completing the professional development program. This program was developed by MGSE staff and supported by a Learning and Teaching initiative grant from the University of Melbourne.
- Some background information was provided to explain the delay between Phase 1 and Phase 2. Key factors included the impact of administrative changes within the DET regarding re-establishment of a cluster and procedures for allocating funding.

### 3. Implementation plan 2018

- The implementation plan includes: actions associated with the delivery of the professional experience subjects; delivery of an online Professional Learning program for Mentor Teachers; and the delivery of four workshop sessions.

**Action: Gemma Barry to email the updated TAPP Implementation Plan.**

#### a. Online Professional Learning program

- Mentor Teachers are invited to complete five online professional development modules which take approximately 10-12 hours to complete. The advantage of online learning is that you can engage in online professional learning at any time enabling flexible learning
- The hours spent undertaking professional learning can contribute to the hours needed for VIT registration. Evidence for professional learning is provided via a certificate that is emailed to Mentor Teachers after completing the program
- All Mentor Teachers working in Melbourne TAPP school, mentoring one for more Teacher Candidates are eligible for a one-day CRT payment
- The online Professional Learning program for Mentor Teachers is designed to support Mentor Teachers to supervise Teacher Candidates. The modules are designed to develop knowledge and skills related to mentoring (e.g. in relation to provision of feedback via interview with John Hattie)
- There was agreement that Mentor Teachers would be encouraged to complete the online professional development program prior to professional experience placements
- Mentor Teachers who participated in the trial are not expected to undertake the professional learning program
- There was also discussion about the importance of this initiative given the notion promoted by AITSL and the Commonwealth Government to require Mentor Teachers to be accredited to do mentoring.

#### b. Committee of Management Meetings

- There will be four meetings throughout 2018, duration of one hour, scheduled prior to each of the 4 workshops
- TAPP representatives of each school are members of the Committee of Management and invited to attend and participate.

**Action: Gemma Barry send out meeting invitations to all members.**

#### c. Workshops session, 2-hour duration

- **Workshop 1:** Next steps from Phase 1 & introduction to the AfGT
- **Workshop 2:** Importance of developing a shared understanding about the impact of the academic curriculum on Teacher Candidates. The benefit of this workshop is to promote the contribution of schools as partners in program development, implementation and review
- **Workshop 3:** Ongoing monitoring and evaluation of the Mentor Teacher online professional learning program
- **Workshop 4:** Creating an opportunity for school and MGSE to reflect on the question of how best to select Mentor Teachers, in particular, identification of key competencies and characteristics

**Action: Gemma Barry to send out workshop invitations to all members.**

### 4. Administrative Matters

- The process for accessing CRT payment and school coordination grant will be outlined. The School Coordination Grant is allocated to each school and calculated on the basis of

the number of Mentor Teachers undertaking the professional learning (i.e. *Less than 5 mentor teachers \$700; 5-10 mentor teachers \$1200; and 10+ mentor teachers \$1700.*

- This grant is designed to assist schools to facilitate the sharing of workshop learning /information using the existing school organisational structures and processes.

**Action: Gemma Barry to send an email detailing instructions for claiming payments (CRT funding and school coordination grant).**

- TAPP Communication structures: The LMS will be established to support communication and provide a location for posting key documents and information. *Members discussed during workshop session the importance of establishing a more user-friendly platform*

**Action: Gemma Barry to establish communication mechanism and inform TAPP school of instructions for joining TAPP community site.**

## 5. Other Matters

- Structure of TAPP network: It was resolved that there was no need for a Cluster Coordinator as per TAPP Phase 1.
- Venue for each of the Management Group Committee meeting (1 hour) and Workshop Sessions (2 hours) will alternate.  
**Action: Gemma Barry to confirm venue for Workshop 2 and 4.**
- Members of Management Group Committee: Principals are invited to represent their school and/or may nominate their Teaching Fellow to attend.
- Teaching Fellows were invited to complete the online professional learning program but would not be eligible for CRT payment.
- Teacher candidate placement: Eltham College requested more teacher candidates for next Semester.
- **Action: Daniela Acquaro to follow up with Placement Team.**