

Report of the Executive Officer - Louise Gunther

3 March 2021 - Executive Committee Meeting No. 1

The following report use the six Key Results Areas as headings.

1. Member/school engagement

- 1.1. Sent out end-term four NEAA newsletter in new format and included some resources as attachments
- 1.2. Sent out resources for Presentation Day 2020 (#PresDay2020 was trending at number one on Twitter in Ireland last year!!)
- 1.3. NEAA Student Leaders Zoom Webinar - held Wednesday 24 November 2020. Was a great success with 12 schools in attendance from WA, QLD, NSW, VIC and TAS. Feedback was very positive and students would like to engage in another activity in 2021.
- 1.4. EO delivering one-day PL to Sacred Heart Launceston on 20 July 2021 (was postponed last year due to COVID-19)
- 1.5. Various meetings (via Zoom) with D Morrow

2. Initiatives, resources, programs and conferences

2.1. 2021 NEAA Virtual Staff Conference – May 7 2021

- 2.1.1. Please support this event
- 2.1.2. Need to lock-in dates for a Webinar in Term three and four – please suggest dates to avoid in various states.

2.2. 2021 Nagle Prize

- 2.2.1. Will seek input from Executive committee as to what we could do this year.
- 2.2.2. Important to keep in mind that we need to engage with our members and give them something small especially as we may not sadly have any face-to-face events this year.

2.3. New NEAA Website

- 2.3.1. EO working extensively with John Taylor and Nathan Wood from JWAM in the development of the new NEAA website. Happy to receive any new / updated photos from your school and still needing to source resources both primary and secondary.
- 2.3.2. Have used the new website as a 'hook' in conversations with people re continuing membership or joining NEAA

2.4. Phone discussion with Gerard Moore, CEO BBI – 16 February 2021

- 2.4.1. BBI is still keen to work with NEAA on future collaborations. Mentioned about our upcoming Virtual conference on 7 May and happy to help out. Also discussed the idea of maybe them presenting at one of our Zoom meetings during the year. This could be excellent PL for staff in schools. Spoke about women theologians presenting workshops to senior secondary students. -

2.5. Marie-Therese Kilmartin (Ireland)

- 2.5.1. Zoom meeting that had been planned for late last year was postponed due to COVID lockdown in Ireland. Still working on building a connection with NEAA and Irish Presentation schools. Meeting to include EO, Marie-Therese Kilmartin and Clare Ryan CEO of CEIST (Catholic Education – an Irish School's Trust)

3. Policy and planning

- 3.1. Completed final amendments made to NEAA Executive Committee Induction document. Sent to D Ryan (new principal of St Ursula's, QLD) who is joining Executive Committee as of March 2021.
- 3.2. Spoke with Denys Correll (Associations Forum) re what this year has been like for NEAA. Has offered to work with us again in the future – part of our Bronze membership – he suggested maybe another update of Governance training. Suggest we build this into one of our Executive Committee meetings this year.

4. Executive Committee Operations

- 4.1. Completed and distributed minutes from 4 November executive committee meeting
- 4.2. Liaised with executive committee members, as required

5. Financial Management

- 5.1. Completed bank and credit card reconciliations
- 5.2. Paid JWAM progress payment for new website design, paid Bronze Membership to Associations Forum for 2021. Updated various contacts in Xero for 2021 Membership Invoices
- 5.3. Will present Membership update at Committee meeting No. 2
- 5.4. Contacted Auditor re completing Audited Accounts for year ending 2020

6. Administration and Compliance

- 6.1. Social media: Twitter