



ST PIUS X COLLEGE

CHATSWOOD

EDUCATIONAL AND FINANCIAL REPORTING POLICY

Introduction and Purpose

The College understands the need to participate in the annual reporting to the Government, BOSTES and the local community, to publicly disclose the educational and financial reporting measures and policies of the school as identified by the Minister.

This policy is designed to

1. provide reports to BOSTES as required by the relevant legislation in a timely fashion ensuring compliance with Government requirements.
2. provide reports to EREA meeting their expectations.
3. provide data to the Minister that is relevant to the Ministers annual report to Parliament on the effectiveness of schooling in the State.

Responsibility

It is the responsibility of the Principal to ensure compliance with this policy.

The Principal delegates the task of compiling the mandated Annual Report or other appropriate information required by the Minister to a member of the Leadership Team; usually the Deputy Principal is the editor and uploader of the Annual Report.

Implementation

Each member of the Leadership Team has the responsibility for compiling sections of the Report as shown in the table below, which are then submitted to the delegated person:

Catholic Life and Mission	Principal Assistant Principal Mission and Identity
Pastoral Care for Students and Families	Deputy Principal Head of Student Services Head of Junior School
Teaching and Learning } Student Outcomes } Institute of Teachers }	Assistant Principal Teaching and Learning Head of Junior School Head of Staff Services
Strategic Planning	Deputy Principal
Financial Review	Business Manager
College Facilities	Resources Coordinator

Further details

The delegated person:-

- raises the matter of the required mandated Annual Report at a Leadership Team meeting in February or the requirements of the Minister at a Leadership Team meeting at the relevant time.
- contacts each member of the Leadership Team or relevant compiler with a copy of the current mandated Annual Report requesting an update from each member on the previous year's activities by the end of the First Term or contacts them with a request for the data as required by the Minister.
- organises for the Report to be compiled ensuring that all reporting requirements as identified by the Minister are met by referring to the on-line Manual, or at other times, furnish the Minister with the information as required.
- arranges for the report to be sent to EREA for their information by the beginning of May or at the appropriate time of lodgment requested.
- ensures the mandated Annual Report for the preceding year is submitted in an appropriate electronic form to the Board of Studies no later than 30th June each year.
- The report will be available on the College website from the 30th June upload and in hard copy upon application to the College's Front Office.
- See also LEGAL RESPONSIBILITIES POLICY for details about timely response to BOSTES and Minister of Education requests for information.

Policy Review

Last Reviewed 28 May 2015

Approved by College Leadership Team

Renewal Date 2017