

AAGSA Connect



Issue 3 November 2011

Newsletter Date: Term 3 2011

From the President

Term 3 has been a busy term for the AAGSA management committee. In late September representatives from each affiliated state and territory came together for our Annual General Meeting. Each year this is an opportunity for the management committee to meet face to face to discuss issues from a national perspective and also those issues that are state specific.

We were extremely fortunate to meet in South Australia this year and I thank Sue Ruciack and her state association for their hospitality. It was an enjoyable couple of days and SASSOA made us all feel very welcome. The attention to detail was a highlight. Thank you South Australia.

For the very first time we welcomed our colleagues from the ACT with Judi Anderson attending our AGM. We hope that her attendance has sparked some interest from the ACT association and we encourage them to consider affiliation to AAGSA,

Over the course of the 2 days, our management committee had various discussions and grasped the opportunity for information sharing. Many states are

implementing new systems and procedures and as the national body we can see the benefits of a national approach to the systems that we all use. If every state and territory were using the same systems, the ease of information sharing on a national level would be available if all states were using the same student management and finance systems. We would not have to rely on paper based information when students transferred interstate.

As an association we decided to gather information on what systems and procedures that each state has implemented. We will also look at salaries, responsibilities, school autonomy and staffing. This will give the association a detailed picture of what is happening across Australia. Once this information is collated, this will be shared to the states.

While in South Australia the committee had the opportunity to visit two innovative and progressive schools. Our first school visit was Golden Grove State High School. This school has shared facilities with the nearby private school and also has the opportunity to use council facilities. This is an

innovative way to utilize the surrounding facilities.

The following day we had the opportunity to visit Roma Mitchell Secondary College. This school has only been opened in 2011 and is an amalgamation of several surrounding schools, including a public girls school. The school has the capacity to offer the girls school the same standards as previously, keeping the co-education schools separate and the new facilities has enabled innovative learning environments to enhance student learning.

One of the other major topics of our meeting was the intention of the federal government to encourage schools to have more autonomy. What we have found is that many states are already heading towards school autonomy and from the feedback from the group, this could be an issue in the future. We heard that Western Australia are piloting Independent Public Schools and Victoria already has the capacity to hire their own staff and implement their own staffing model. I do worry, that depending on who the Head of School may be could have an impact on the school administration staff. As more details come to

From the President Continued

hand regarding this federal initiative we will feed this information out to members.

At this AGM the position of Vice President and Treasurer were declared open and thank you to Linda Lee—Victoria and Kerri Wright—Qld we welcomed them back to the roles for another 2 years. We also welcomed a new member from Tasmania—Jan Robertson who will officially replace Deb Chancellor. Deb will continue attending our teleconferences as she finalizes our website.

Deb Chancellor and the website committee have been working extremely hard to get our website up and running. This will be the place to view information regarding upcoming PD from all affiliated states and hopefully in the future, AAGSA will have the capacity to offer PD throughout the states also. To view our website please go to www.aagsa.net We thank Deb and the committee for their hard work!

As part of our website and also our newsletter we now have the capacity to provide sponsors a medium to advertise through our

association. We are extremely fortunate to have the support of 2 sponsors who not only sponsored our website and newsletter but also were sponsors of our AGM in South Australia. We welcome both SchoolBiz and Furnware and we thank them for their support! We would encourage you to investigate the possibility of procuring through these 2 suppliers.

Preparations are well on the way for our combined state and national conference in 2012. Next year Tasmania have volunteered to hold the conference in their state. Leonie and her team have already prepared a draft program and the agenda looks amazing. Please keep an eye out for date claimers as this conference is bound to be a popular one.

As many of us are wrapping up our BER projects and organizing our official openings, I have had the great opportunity to travel across the state of Qld and have viewed many of the states new buildings. While many of us struggled with the huge task of project managing the BER program, we are now all

reaping the rewards.

There has been a renewal in our schools that we have not seen for a very long time. We are now seeing funky furniture, bright colours and innovation that so many schools have been craving for. I hope that there will be another BER program in the future, to bring renewal to the remaining school buildings.

I hope that term 4 is a smooth one for all and that everyone has organized a well earned break over the Christmas period..

Warm regards

Sharon

Sharon Abbott

President

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State Conferences 2012 Date Claimers

Association of Business Managers in Victorian State Schools (ABMVSS)

23th-25th May 2012
<http://www.abmvss.com.au/>

South Australian State School Administration Officers Association (SASSAOA)

2nd-4th July 2012
<http://www.sassaoa.sa.edu.au/>

Tasmanian School Administrators Association (TSAA) combined AAGSA Conference

18th-20th July 2012
<http://www.tsaa.asn.au/>

School Business Managers Association Qld (SBMAQ)

15th -17th August 2012
<http://www.sbmaq.com.au>

Western Australian State School Registrars Association (WASSRA)

23rd-24th August 2012
<http://www.wassra.asn.au/>

Education Reform Agenda

To improve the quality of schooling nationally, the Australian Government is working with states, territories and non-government education providers as part of a shared commitment to achieve results.

Driving this commitment is a belief that all children deserve an education that meets their needs regardless of what school they go to or where they live.

The Education Revolution is being implemented through increased funding to government and non-government schools, an unprecedented investment in school infrastructure and a wide ranging reform agenda.

The Government is investing a record \$64.9 billion in Australian schools from 2009-2012. This almost

doubles the previous \$33.5 billion commitment to funding and infrastructure and represents an 87 per cent increase over the previous four-year period.

Ensuring that the needs of all students are catered for means providing world-class enabling infrastructure through initiatives such as the \$2.2 billion Digital Education Revolution, the \$2.5 billion Trade Training Centres Program and the \$16.2 billion Building the Education Revolution.

Quality education means starting with foundation skills such as literacy and numeracy, being taught by high-quality teachers, and supporting disadvantaged students. These three areas are being addressed through the

three Smarter Schools National Partnerships.

Students, schools and parents are being further supported by transparency in school performance data, reporting and assessment, and the development of world-class national curriculum.

The Australian Government is supporting the transition from school through a range of Youth Attainment and Transitions initiatives.

The Australian Government is also working to close the gap between the educational outcomes of Indigenous Australians and non-Indigenous Australians.



Australian Government

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Empowering Local Schools Initiative

As announced on 10 May 2011 the Australian Government is providing funding of \$69.1 million over the next four years to the Empowering Local Schools initiative.

The Empowering Local Schools initiative will enable schools to have greater autonomy and drive improved student performance and outcomes by giving principals, parents and each school community greater power to determine how their school is run – including greater responsibility for school

budgets, determining the right mixture of staff, and setting local priorities.

The specific actions that each school will take to achieve greater school autonomy will be determined by the school and their education authority through an application process, and will be based on the school's size and their current level of independence. This will enable school communities to use their local knowledge and understanding of the needs of their students to allocate resources and

make decisions best suited to their individual circumstances.

The initial phase of the Empowering Local Schools initiative will commence in 2012 with a national rollout to commence from 2015.

This initiative has the potential for all schools to participate and move to a more autonomous model by 2018.



The new DEECD organisation will move away from a 'managed' focus to a support and service model as more is devolved to schools.

Victorian Connections

We have experienced a busy year since our last AGM in Perth, Western Australia in August 2010.

We have a new state coalition government who has undertaken extensive taskforce consultation with stakeholder groups since they came to power in late 2010. The Department of Education and Early Childhood Development (DEECD) has operated with an Acting Secretary, Jeff Rosewarne (previously Deputy Secretary of Office of Resources and Infrastructure) until an announcement was made on 18th August of the appointment of Richard Bolt to the position of Secretary of DEECD. Richard has come from the Department of Primary Industries where he held the position of Secretary since 2006.

The new DEECD organisation will move away from a 'managed' focus to a support and service model as more is devolved to schools.

We are currently in consultation with the Minister's office with regard to the role of Business Managers and further devolution to the school level. We anticipate an interesting time in Victorian education as our new government puts consultation into practice in the coming months and in time for the new school year.

JUA Innovation Award Scholarship

At the AGM in October last year the JUA Innovation Scholarship 2010 was presented to

Jane Huybens, Business Manager, Geelong High School. Jane received a \$5,000 professional learning scholarship for her development of an online budgeting system. The 2011 JUA Innovation scholarship was awarded to Chris Greig, Business Manager, Balwyn High School at the Welcome Dinner at the 2011 ABMVSS Conference. Chris received a \$5,000 professional learning scholarship for her development of a comprehensive Education Support Induction kit, including a DVD.

DEECD Bastow Leadership Program for Business Managers 2011

70 Victorian Government School Business Managers are participating in the DEECD Bastow Leadership Program for Business Managers, facilitated by Professor Karen Starr, Deakin University Melbourne. The feedback from the 2010 program was very positive with suggestions for an extended format of the program. This year the program is being conducted over 5 days; 2 days in Term 1, 1 day in Term 2 and 2 days in Term 4. Business Managers have to complete a project either individually or in a group, and are able to receive RPL from this course towards further study if they wish to do this. The further development of leadership capacity for Business Managers is welcome.

Business Manager for a Day Program

This program has concluded for 2011 with

24 Financial Services Department VPS staff participating in the inaugural program and visiting Business Managers in their schools. The Business Managers have reciprocated with a visit to DEECD for a day. This provides both parties the opportunity to observe first-hand and better understand each other's core business practices.

Victorian Education Excellence Awards – Outstanding Business Manager Award 2011 sponsor mecru

The Victorian Education Excellence Awards recognises excellence in areas of school leadership, including kindergarten, primary and secondary teachers, parent groups and the Outstanding Business Manager Award and the Outstanding Education Support Team Award.

The Outstanding Business Manager Award 2011 valued at \$10,000 – sponsored by mecru was awarded to Bromwyn Minihan, Business Manager, Hampton Park Primary School.

ABMVSS Conference May 25th-27th 2011

Our 32nd annual conference was held in Melbourne in May this year. The conference theme 'Collaborate' focused on the way Business Managers collaborate, from school to school, across networks, state-wide, nationally and internationally.

We welcomed interstate delegates from Tasmania, South Australia, Western

Victorian Connections Continued

some or all of our meetings. The visit is in a smaller and more intimate forum, encourages new membership and allows us to observe first-hand the issues that face our more isolated colleagues.

DEECD Committees and Projects

our Committee has representation on: Student Resource Package (SRP) Consultative Stakeholder Committee
State-wide Business Managers Group (Finance)
Schools Advisory Group (SAG)
Human Resource Services and Business Manager Group (HRS & BM Forum)
School Council organisations
Community and Stakeholder Relations
Student Conveyance Allowance System Implementation Project - Steering Group
Several ad hoc consultation groups as required

ES Relief Finance-Administration Relief Staff Training Program

This program (piloted by ABMVSS in Term 4 2008) has now been adopted by DEECD and training programs are currently occurring across Victoria regularly. This program will provide a pool of relief staff in each of the 9 regions and hopefully the program will be sustained.

Strategic Alliances

We continue to enjoy strategic alliances with our two Victorian Principals' Associations – the Victorian Association of Secondary School Principals (VASSP) and the Victorian Principals

Association (VPA).

We also have strong links to our two School Council Organisations – Victorian Council of School Organisations Inc (VICCSO) and Association of Schools Councils in Victoria (ASCIV).

Where to from here?

The ABMVSS Committee of Management consists of dedicated and passionate colleagues committed to 'making a difference', looking outside the square and taking that next step – wherever that leads!

The ABMVSS will ensure that professional standards are enhanced and maintained through the ongoing provision of high quality professional development and training.

The Association will continue to bring the needs of its members to the attention of DEECD and to pursue better support for Business Managers and School Administration Staff.

Special Thank you

Thank you to Sue Ruciack, Wendy Hayes and SASSAOA for the organisation for our visit to Adelaide AAGSA AGM and meetings, we appreciate all your hard work.

To our AAGSA Colleagues

The role you perform contributes significantly to the student outcomes in your school - providing every child with every opportunity. Your contribution and expertise is valued especially your passion and commitment.

Thank you for collaborating with us, the information sharing is

invaluable and we enjoy the interaction from across Australia.

Linda Lee
President | Association of Business Managers in Victorian State Schools [ABMVSS]



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Tasmanian Connections

The TSAA is the United Voice of Tasmanian School Administrators – we are a professional organisation which aims to support, mentor, provide professional learning and advice and promote excellence to our colleagues, as well as liaise with the Department of Education and forward updated information to all school administrators. The TSAA have continued to work together to ensure the best outcomes for all School Administration Staff.

Key achievements this year for the TSAA Executive have been:

Mentoring Program:

A two day Mentoring Training Program for School Executive Officers was held on 4th and 5th April. Funding was shared by the Department of Education, TSAA and individual schools. We had a very enthusiastic group of participants and the feedback was very positive. The Department strongly supported the Mentoring Training and is working closely with the TSAA Executive to keep us informed of any changes in personnel in School Executive Officer positions to enable us to immediately make contact and establish a Mentoring partnership. We have created a Mentoring Program Booklet which is available from our website.

Fixed Term Support Register:

The Fixed Term Relief Register (web based) is available for all non teaching staff and has

been in operation since the beginning of 2011. This register was initially advertised in December, 2010 and will remain open for a 12 month period. School Executive Officers or Senior Administrative Officers in schools have sought an electronic register of relief personnel for all Non Teaching Staff for many years. Unfortunately due to constraints of funding, time and personnel this was not an option and each school had their own list of available people. We have been overwhelmed with the response from personnel interested in doing relief or fixed term contracts in our schools:

- Teaching Assistants – 785 applications received state-wide
- Administration – 162 applications received state-wide
- Education Facility Attendants – 282 applications received state-wide
- Other staff – 220 applications received state-wide

The TSAA have appointed one representative in each region (South, North and North West) to update the register and process applications. This has been a mammoth task and I would personally like to acknowledge the hard work of Christine Mitchell, Helen Hale and Sue Emery.

Tasmanian Principals Association:

I have had regular meetings with Rob Banfield the Chairperson of TPA throughout the year – our discussions included:

- Breakthrough Coaching Forum for Principals and SEOs
- Learner at the Centre – strategic direction – development and revision
- SASP Project
- National Principals Conference in Tasmania in 2012
- School Resource Review
- Combined TPA and SEO Forums
- Management and leadership training for School Executive Officers
- Mentoring Program
- Review of Payroll & HR Functions
- Availability Allowance
- FECA for BER Projects

School Administration Advisory Forum (SAAF):

The TSAA have had representation on the SAAF Committee – agenda items for meetings have included:

- School Admin Resourcing Review
- Communication Network
- Name change for School Executive Officers to Educational Business Manager
- SAAF membership
- Teacher Aide Agreement
- Asbestos in schools
- Redeployment of

The Fixed Term Relief Register (web based) is available for all non teaching staff and has been in operation since the beginning of 2011.

Tasmanian Connections Continued

- displaced personnel
- Terms of Reference for SAAF
- Role of SAAF Group
- Workload issues in school administration
- Concern between classification of SEO and other bands
- ABMVSS - Victorian Conference – May 2011 – Bec Francis and Gail Reeves
- SASSAOA - South Australian Conference July 2010 – Teresa Newman and Robyn Langworthy
- WAMBE – WA High School Association – Sue Emery

School Administration Systems Project:

The TSAA have continued to have representation on the SASP Committee – we have had regular meetings to discuss the progress of the project and brainstorm any issues and give ongoing feedback from a school's perspective. The Project includes the implementation of:

- Edupoint
- Employee Self-Service
- Finance One

Interstate Delegates Program:

The Interstate Delegates Program has again been well supported with delegates attending the following conferences:

- AAGSA National Conference combined with WASSRA – WA Primary School Association - Perth WA - in August, 2010 – Angela Bailey, Christine Trelloggen, Pamela Krushka, Jan Robertson, Christine Mitchell, Leonie Johnston, Debbie Chancellor
- SBMAQ - Queensland Conference – August, 2010 – Jude O'Doherty

Feedback received from Christine Trelloggen who attended the AAGSA National Conference was as follows "I would recommend to any School Executive Officer who has not attended an interstate conference to put up your hand, leave your comfort zone and step outside the square. It is amazing the new ideas, brainstorming and comradeship that comes from these interstate conferences". Regional Professional Learning has continued to be offered state-wide with assistance with funding from the Department. The TSAA have representatives in each region that assist with organisation and planning for professional learning and are keen to have feedback on specific requirements to assist with future planning forums.

TSAA Bulletin:

Wendy Dalton and Bec Francis have managed the production of the TSAA Bulletin. This informative newsletter provides updated information on professional learning and other opportunities for School Administration Staff.

TSAA Website:

Our website continues to

provide information for our colleagues, with documentation, registration for our Annual Conference and links to our National Association and State Websites. We are continually looking at refreshing, updating our website to ensure we keep it an exciting and informative link for all our members and would welcome any feedback.

TSAA Sub Committees:

The TSAA Executive has operated with the following Sub Committees:

- Membership, Promotion, Budget, Administration, Bulletin and Consultation
- Workplace Issues, Staff Development and Mentoring
- Annual Conference

These Sub Committees have enabled us to achieve greater outcomes for all members and ensure we are keeping informed and offer consultation and advice back to our Department.

Networked Learning

Communities:

I am currently in discussion with Departmental personnel on the introduction of Networked Learning Communities for School Executive Officers. Current research stresses the importance of school-to-school learning and collaboration. They argue that in a knowledge-rich and networked world, the school as a unit is too small scale and isolated to provide professional learning to its members on its own without system support. Networked



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The TSAA are currently having discussion with Departmental Personnel on the changing role of the School Executive Officer

Tasmanian Connections Continued

Learning Communities provide:

- Active Learning – a very effective form of learning
- Learning together – from one another – including day to day practical tasks
- Network within network
- School to school learning and collaboration
- Networked learning occurs when people from different schools engage with one another to learn together, to innovate and to enquire into their collective practices. This activity is purposeful, designed, sustained and facilitated
- Networks – involves random relationships and offers rich opportunities for learning, but is distinct from networked learning, which is organized by design
- Many schools are self-initiating "networked" learning experiences
- Shared understanding
- Interschool visits
- Opportunity for sharing of good practice
- Look at research – share a short reading and then discuss
- Structured dialogue – e.g. leadership, tough conversations

- Combination of sectors, but could have groups of like sectors depending on discussions
- Feedback to Department/ Learning Services following network sessions e.g. Departmental processes and procedures
- Possibly one meeting per term

Changing role of SEO:

The TSAA are currently having discussion with Departmental Personnel on the changing role of the School Executive Officer – international research shows:

- SEO supporting Principal and in doing so helped improve the effectiveness of their schools
- Research provides unequivocal answers to the questions posed by policy makers, it draws the conclusion that schools cannot afford not to have access to an appropriately skilled and competent SEO
- Having an SEO on the Leadership Team also allows for a wider perspective when planning the schools longer term strategic development
- The importance for School Executive Officers' role to include management of school to allow Principal to concentrate on

Leadership and Learning with their staff

- Good understanding needed between Principal and SEO and regular reporting back to keep Principal informed of what is happening – allowing more time for Principal to provide effective learning
- This needs to be a state-wide focus – more work needed to ensure this happens
- Recognition by Department of the critical role of SEO's
- SEO's need to have the skills necessary to fulfil this role

The TSAA is a non-profit organisation and sponsorship is crucial in allowing us the flexibility to provide professional learning opportunities for all School Executive Officers. Sponsorship of our Association has continued to grow again this year. We are very fortunate to have 4 Business Partners:

- MSP Photography
- Ricoh Australia
- Iris Computing
- Retirement Benefits Fund

Our Association will continue to move forward and meet challenges as they arise, working closely with all School Administration Staff to ensure we can provide the highest possible level of professional learning,



The TSAA look forward to working closely with our AAGSA Executive with the planning of our National Conference in Tasmania on 18th – 20th July, 2012.

Tasmanian Connections Continued

to continue to gain recognition and consultation with our Department to improve the welfare of our members.

Debbie Chancellor will be stepping down from her role on AAGSA in September – I would like to thank Debbie for her ongoing work and enthusiasm with AAGSA and the establishment of our National website – Debbie has put a huge amount of investigation and behind the scenes work into this. Jan Robertson will be our new AAGSA Representative for the coming year.

The TSAA look forward to

working closely with our AAGSA Executive with the planning of our National Conference in Tasmania on 18th – 20th July, 2012.

Leonie Johnston
Chairperson
Tasmanian Schools' Administrators Association



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Who Are We?

SchoolBiz Australia is a 100% Australian owned and operated company. We are solely dedicated to providing schools with quality products and superior service at competitive prices.

All our SchoolBiz team members have been working directly within the Education Sector for many years. We understand the education environment and consider ourselves not only suppliers, but your colleagues.

Our Services include: Complete Product Solutions; Easy Online Ordering; Prompt Free School Delivery (excluding Furniture); Account management, customer service and support; Uniforms – Student and Staff; Office and Classroom Stationery; Back To School Programs; Art and Craft Supplies; Sporting Equipment.

Our Commitment is to consistently provide: Quality Branded Products; Competitive Pricing; Efficient and Personalised Service; Professional Advice; Total Customer Satisfaction.

SchoolBiz Australia supports the Business Management Associations in states around Australia. We recently became a sponsor of the Australian Association of Government School Administrators.

For all of your enquiries in regard to opening an account, access to our on-line ordering system, please contact Monika Round on 1300 750 850.

John Ayres
State Manager

"Our vision is to help the educators educate the children"



South Australian State
Schools Administrative
Officers Association Inc.

**Another
extremely busy,
but hopefully
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all by.**

South Australian Connections

Another extremely busy, but hopefully fulfilling year has passed us all by. There have been new procedures and processes to instigate, new staff, new environments and endless challenges to meet. I hope it has been a productive time for everyone.

Our Management Committee have worked hard to support all of us in our work. In addition to their daily school responsibilities, they have committed to regular committee meetings and actively participated in various sub-committees and DECS working parties to ensure we are informed and ably trained.

Congratulations and well done to:

- **Chanel Birkin**, John Harley School
- **Michelle Bishop**, Linden Park R-7 School
- **Corina Fielding**, Marden Senior College
- **Ibi Kanellos**, Charles Campbell High School (also skillfully led Professional Development sub-committee)
- **Lesley Knowles**, currently at Adelaide Secondary School of English
- **Heather Pullen**, Parafield Gardens High School
- **Alison Seery**, Oceanview B-12 School (also competently worked as acting Secretary)

Also, special thanks to **Wendy Hayes** and in

particular **Sue Ruciack** who have worked closely with me this year, to follow the work of the President position of our Association. This has been a wonderful learning experience for all of us.

Our Executive Group of **Monte Leverington** (Vice President), **Lorraine Omond** (Vice President) who retired at the end of April this year, **Heather Guthrie** (Treasurer) and **Gaye Walker** (Secretary) have led tirelessly with a strong vision to ensure our Association meets our Mission and supports ancillary staff leaders across our State.

Our Management Committee are proud to report on the following achievements for the past year meeting our Association Strategic Directions:

Strong Relationships and Powerful Influence:

We have:

- held regular meetings with DECS State Office staff including our Deputy Chief Executive, and Finance and Site Human Resource executives to ensure accurate sharing of information and informed feedback to our members.
- continued to build relationships with DECS State Office staff and other professional associations, e.g. local Principal Associations, to guarantee our contribution to

matters affecting our working life. This has included contributions to various DECS working parties including ICT, Red Tape, Workforce Development, Human Resources etc.

- worked with and received DECS Chief Executive support to continue the DECS annual financial agreement with our Association for another five years. In addition, this year, a further agreement has been reached with DECS for funding to support the work of the President/SASSAOA annually for the next five years.

- continued our strong peer relationships with Interstate Associations and our National Association ensuring we maintain an up-to-date knowledge of our fellow workers across Australia.

- invited guest speakers to our Management Committee meetings to inform and share relevant information.

Guests have included DECS representatives from relevant areas eg Finance and Human Resources; Union representatives; President/SAPPA and President/SASPA.

South Australian Connections Continued

Strengthened Professional Capacity and recognition:

We have:

- presented two very successful Seminar Days since our last AGM. Both Seminar Days were offered at no cost to members who responded with excellent attendances. In November at EDC Hindmarsh, around 150 people attended an informative and enjoyable day with a wide range of speakers from DECS including Finance and Human Resources, concluding with some up to date information re Professional Development offered by DECS. In April 2011, a very popular "Leaders Day" was held at EDC. A vibrant, productive and fulfilling presentation by Michael Leichenblat was widely valued by all those who attended.
- supported three members to attend the Victorian Business Managers conference held in May this year. Two primary school members and one secondary school member accompanied committee members and found the conference to be very rewarding. They will all make a presentation to members just before our Annual General Meeting this year.
- continued the upgrading of our Association website, www.sassaqa.sa.edu.au according to feedback from our members. This is an ongoing project as we continue to include relevant

information for both members and prospective members.

- continued to participate in Intrastate and District meetings to promote our Association and encourage information sharing among peers.
- formed a 2012 Conference sub-committee who are already working on plans for this next Annual Conference to be held at The Lakes Resort, West Lakes on July 2nd-4th. Further information regarding this exciting function will be available soon.

An effective and Productive Organisation:

We have:

- worked at increasing our membership and our newly formed sub-committee encouraged many new members this year to bring our total to just over 200 at this date.
- established and maintained a Chatline for members. This has proved very successful for the sharing of information and well as the search for answers to those questions that invariably evolve over our working day.
- established a sub-committee to collate and record the history of our Association. This is a major task and will take some time as we search through pages of hard copies and convert to digital format in an endeavour to preserve the information.
- registered our new Constitution following on from its acceptance

at our 2010 AGM

- found a small office space at EDC, with the support of SASPA, to allow our Association to have a 'home base' for correspondence etc and for the storage of our information.

As previously mentioned, we have had a very productive year with the possibility of further challenges ahead. The SASSAOA aims to continue to meet these challenges and support our members across the State with shared informative communication, relevant professional development and response to members needs.

Anne Stewart
PRESIDENT



South Australian State
Schools Administrative
Officers Association Inc.

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Queensland Connections

2011 is very quickly coming to a close and with that in mind, I'd like to take this opportunity to look back on 2011 and capture what has been happening in Qld.

This year again I have been out of a school setting and working with the MyHR and OneSchool projects. I am now working at OneSchool as a Staff Welfare Officer, offering much needed support to Administration staff in schools.

Whilst being based in Central Office, it has opened the doors for many engagements with the department and I've attended many meetings on members' behalf. There have been so many opportunities that we have had and it has been because of the opportunity of being out of a school setting.

We again had the opportunity in partnership with the department, to organise professional development days. We reached over 2800 Business Managers and Administration staff at venues as far reaching as Mt Isa and Chinchilla. These days have been extremely successful for both the association and the department and opened up avenues for the department to engage with school staff in a face to face manner.

With the feedback of members the association responded to the federal government's funding review. This was extremely important for Business Managers to have an opportunity to provide feedback as depending on the decision that is made by the federal government could have an impact on the role of Business Manager in Queensland schools.

Again this year we had the opportunity to provide feedback on various policy changes including the Education Support Worker Framework where Kerri Wright represented us in this forum.

I had the opportunity to address a Brisbane based Schools Officer (Janitor/Groundsman) network meeting where 120 Schools Officers attended. This is a fantastic opportunity to meet with the Schools Officers and forge a positive relationship with them. They have asked me to attend their state conference also.

Denis Orr and I completed a JEMS evaluator course (this is the tool used to re-evaluate positions), which has been invaluable while we working with the department and the union as we all lodge JEMS applications. This has and continues to be a struggle but so far over 50 BSMs and Administration Officers have been upgraded. The struggle will continue for a little longer but we are slowly making progress.

As a result of the JEMS training, we were able to offer JEMS workshops that were tailored to our roles. I believe this has been important information for everyone who attended.

I've had the opportunity to meet with the Minister of Education and am regularly in contact with his advisor which has been worthwhile.

We have increased our relationships with the principals associations – meeting with them on a regular basis to share relevant information. I value their support and these relationships are extremely important.

We held our very first Leadership Strategy Forum. This was a 2 day forum focussing on Leadership skills, workforce planning and communication strategies. Over 165 BSM attended from all over the state and from all the feedback received it was a great success.

We have locked in a substantial amount in sponsorship with SDS and SchoolBiz our Business Partners for the next

2 years, this sponsorship deal includes advertising and attendance at our state conference. As of yesterday, we had confirmation from Macrosphere who have come on board with Gold sponsorship. This deal also includes advertising and attendance at our state conference.

Our membership has reached an all-time high with over 580 members this is 92% of the schools who have a Business Manager.

We have written a proposal to request a fully funded president's position. I'm not sure what the outcome will be but we will give it our best shot and hopefully be successful with this proposal. 2012 is going to be another big year for our association. Kerri Wright our conference coordinator is working extremely hard to source relevant and vibrant speakers. The dates for our conference will be the 15th, 16th and 17th August 2012 and the venue will be Jupiters Casino Gold Coast. We welcome our interstate members to join us for this conference.

Kind regards

Sharon
Sharon Abbott
President

The dates for our conference will be the 15th, 16th and 17th August 2012 and the venue will be Jupiters Casino Gold Coast. We welcome our interstate members to join us for this conference.

Northern Territory Connections

Hello to all of you from the Northern Territory. It is a pleasure to report to you all that we are finally progressing with the formalisation and incorporation of the Association of Schools Administrators Northern Territory and hope to have the association up and running within coming weeks. We will be seeking representation/involvement on Department of Education and Training (DET) working groups/committees, professional associations within the Northern Territory such as COGSO (Council of Government Schools Organisations) and ANTSEL (Association of Northern Territory School Educational Leaders). We also hope to be able to develop stronger links for our members with the wider Australian School community and to support increased professional development opportunities for our members. The first 6 months of this year has been an incredibly busy time for us in the Northern Territory. We are in a period of considerable on-going change including initiatives such as the introduction of a regionalisation structure. Under the new structure there has been some

increased support provided to our Business/Administration managers through the introduction of Regional Support Consultants. The role of the consultants is to provide technical support and guidance to Business/Administration Managers. We wholeheartedly welcome this initiative by the Department and look forward to developing positive working relationships with our new consultants. Further, considerable work has been undertaken by the Department in terms of reviewing financial processes and procedures within our schools with a view to streamlining and unifying our processes. Again, we are pleased to be a part of such a review and welcome the opportunity to provide input from a school management perspective to the development of policy/procedure that works for schools. A number of our members have recently undertaken specifically tailored certificate training at the Charles Darwin University campus. The course was constructed to accommodate our needs relative to the functions of our roles within schools in the NT and a great

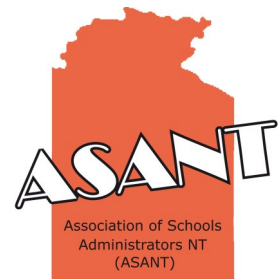
deal of flexibility was afforded to us to meet our assessment requirements and attendance at instruction sessions. We thank the University for their initiatives and support and look forward to further development opportunities.

We also look forward to being able to report in the next AAGSA newsletter on the first formalised meeting of our reinstated Northern Territory Association.

Warm regards,

Elise Dungey,

Business Manager,
Casuarina Senior
College on behalf of
ASANT.



Again, we are pleased to be a part of such a review and welcome the opportunity to provide input from a school management perspective



WASSRA
continues to support our members and to represent them in all facets of education in Western Australia that affects their positions.

WASSRA Connections

WASSRA continues to support our members and to represent them in all facets of education in Western Australia that affects their positions.

With this in mind we make sure that WASSRA has representation on reference groups and working parties such as:

- DoE Student Information Management System Reference Group
- DoE Financial Services and Support Directorate
- DoE Chart of Accounts Reference Group and Working Party
- Department of Treasury and Finance CUA procurement

We have regular meetings with the Deputy Director of Education to discuss issues of importance and have been involved in providing feedback on the restructuring of the Workforce Directorate and the transition to centralized human resource support.

2011 has continued as a period of change for education in Western Australia. Another 109 schools have been recommended to become Independent Public Schools in 2012 and 2013 taking the total to 207 schools out of 809 schools throughout WA with more to be added to the 2013 intake in the future. With the increased autonomy in

IPS schools and the devolving of some IPS initiatives down to all schools WASSRA will continue to work with the Department of Education to ensure that all schools are taken into consideration when planning to ensure equity for all.

Our 2011 convention was opened by Ms Sharyn O'Neill, Director General of Education and the Butler Primary School Choir. Malcolm Dix was our MC.

In 2011, for the first time, we collaborated with the Institute for Professional Learning to present a half day keynote address and workshop by Robyn Moore (national patron of the make-a-wish foundation and ambassador of the Australian Childhood Foundation) on the Friday morning and opened the session to outside attendees. This was very successful and the feedback from everyone that attended the session was very positive. We will work towards continuing this partnership in the future.

The winners of the 2011 WASSRA/DoE Award for Outstanding Administrative Support Officer were announced during Convention. The nominations were of a high quality and the very worthy winners of the awards were: School Officer Category – Debra Angell – of

Margaret River Primary School

Registrar/Business Manager Category – Christine Read of Kingston Primary School.

The current strategic plan for WASSRA has expired so 2012 will see WASSRA formulating a new strategic plan to take us into the future. The direction that we need to take will be influenced by our school support staff, their evolving job descriptions within the school community and their changing work environment.

Tracey Seaton
President
WASSRA



WAMBE Connections

Our association continues to strive for the better development and devolution of change which is high on the agenda of the Department of Education. The growth of the Independent Public Schools program is the main catalyst for this change. This change which ever view you take is one which has impacted on the whole education system in Western Australia will continue to bring about reviews, reference groups and change.

As Business Managers we are the means of instigating this change and will continue to implement this now and for many years to come.

Is it getting too hard, the answer is yes however we continue to provide this means to meet the demand and as an association we endeavour to provide input by attending D.O.E. reference group meetings so that more informed decisions are made which impact on School Support Staff.

The change in the Regional structure has also had an impact on schools in Western Australia. This reduction which commenced at the start of this year may also have ramifications. The jury is still out on this restructure at this present time as

future outcomes will dictate whether this has been as successful as anticipated. The regional structure provides support on the Financial and Administrative governance for schools in the region. They also provide professional development in these areas, however our association is always looking at providing additional PD for its members.

We are now staff clerks managing the HR systems in schools for the update of information on employment of School support staff and some cases teaching staff. This change in direction at the commencement of the year and the demise in the regional structure has placed more responsibility on the role of the Business Manager.

The Institute of Professional Learning caters for all staff employed in the Education system. It provides opportunities for staff to avail themselves to professional development in a number of areas and has grown immensely over the past year. There are a number of areas and has grown immensely over the past year. There are a number of specially designed courses to assist in the development of the workforce. Our association fully supports the

professional development however in our busy roles time is our worst enemies. The Department of Education believes that they need to up skill current and future employees to meet the changing work environment and practises. Our association has had a number of our membership obtain additional qualifications through this option of professional development.

Workload continues to be an item which has not been addressed by our employers and in a number of schools there is not enough support staff to meet the demands. The implementation of IPS where schools have the opportunity to address this issue. I am aware that there have been some changes in these schools, however I am sure there are some schools where the Business Managers role has changed and this is still to be reflected in their remuneration levels.

There are another 109 schools which will be taking up this innovation over the next two years and it will be interesting to see the changes which will occur for the school support staff in these schools.

The role out of the National Secondary Schools computer funds to meet the one



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WAMBE Connections

to one ratio has also contributed to the increased workload in schools. Schools continue to fund technicians to manage and maintain the role out of computers and IT in various forms ie laptops, iPads and desktops. At present there are a number of claims for damaged laptops and iPads which is being managed by Business Managers as part of their administration duties. I do have concerns for members of our association who do not have sufficient support in the delivery of IT in schools. In my school for example I have one fulltime IT

person and a curriculum development officer/IT for 600 computers with a further 198 coming on line.

The membership is represented on a finance reference group and meet once a term with the finance directorate including audit. The discussions and development of finance policy is discussed at these meetings with all representatives providing feedback on changes in process and policy. This is a vital area as approximately 60-70% of the duties are encompassed in this area. Best practice and smooth implementa-

tion is vital in the delivery of the changing process. Overall our association embraces change as long as it is communicated and implemented in a constructive manner.

Brian Bowen
President



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furnware
create the space to learn and grow



Seven Sins of Change

1. Haziness

A poorly defined goal leads to a difficult to control change.

Organisations become stuck in transition from the period of shock and denial to the period of acceptance of change; letting go of the past. They do so because people have different views on what is the goal. Different views of the goal create actions which are not congruent.

Power groups form based around the different views of the goal. Tension is created and Actual change is slow.

2. Rigidity

Change evolves. The mere announcement of a change programme alters the dynamic of an organisation. People react differently to the need for change, the goal of change and the plan for change.

A long term plan for change must take into account the forming, disbanding and reforming of cliques of people around opinions, rumours and the occasional fact. People's emotions and stamina are put to the test in any serious change programme.

A change management plan must be flexible and sensitive enough to sense and support the requirements people committed to change.

3. Secrecy

Waiting until the organisation is absolutely sure of all elements of their change programme before communicating it inevitably leads to the destruction of trust.

It leads to a greater element of shock and denial. It takes longer for people to reach the level of acceptance required for them to move on. The change is unlikely to be truly supported. A substantial group of employees will remain disenfranchised, looking for any opportunity to criticise the change years later.

There is a mantra that works in communicating change; "Tell them early, tell them often".

4. Sloganeering

For example, change programs are rarely about best practice. It is very difficult to actually do. If a change program is about best practice, it is likely that the program will be an evolutionary one rather than a revolutionary one. Evolutionary programs are best considered as a series of change programs designed to reach an ultimate vision. Hence, there is little need for a "galvanising" slogan.

If a galvanising slogan is required, make it about the goal of the change programme. Make it catchy, numeric and time based. For example, having 80% of all privatisation projects approved by government in 20 months by 2010 may be simplified to "80/20 by 2010".

5. Tolerance

Organisations get the performance that they tolerate. Change programs falter when people who are unwilling and or unable to change are tolerated.

This applies to senior management as much as it applies to anyone in the organisation.

Whilst people must be given time to understand the change in behaviour required of them, there comes a time when their inability or unwillingness to make the change must be confronted. The consequence of high tolerance of unwanted behaviours is slow change or derailed change.

6. Inconsistence

Leaders must embody the change they ask others to execute.

"Do as I say", rather than "do as I do", causes high degrees of unvoiced cynicism; a death knell for change.

Decisions which are perceived to be inconsistent with the change required also result in cynicism. Sometimes decisions which appear to be counter intuitive need to be made for the good of the goal of change. Communicating the rationale of the decision openly and fully is a must on these occasions.

7. Excess

Trying to do too much strangles change programs in three ways.

A scope too broad with too few resources results in either delays or insufficient depth of thought. Unintended consequences occur which undermine the veracity of the change plan.

A very broad and deep scope is often beyond the capacity of leaders to communicate effectively.

Cost estimation is difficult due to the complexity of the change program. Cost overruns are a real risk.

Australian Association of Government School Administrators

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