

## EDUCATIONAL AND FINANCIAL REPORTING

### Policy

Mumbulla School for Rudolf Steiner Education will maintain the relevant data and will comply with Annual Educational and Financial reporting requirements of the NSW Minister for Education and Training and the Commonwealth Department of Education, Science and Training. This reporting will include public disclosure of the educational and financial performance measures and policies of the school as required. These requirements will be monitored and reviewed from time to time.

### Procedures

#### Annual Report

The College Executive will oversee the preparation of the Annual Report each year. Procedures for implementing the policy include:

- identification of staff members responsible for co-ordinating the final preparation and distribution of the Annual Report to the Board and others as required.
- for each reporting area, identification of staff members responsible for the collection, analysis and storage of the relevant data and for providing the relevant information to coordinators for inclusion in the report
- determination of the specific content to be included in each section of the report and reviewing this each year to ensure ongoing compliance, relevance and usefulness
- preparation of the report in an appropriate form to send to the Board of Directors of Mumbulla School for verification and approval, to the parents and school community, and to the Board of Studies.
- setting the annual schedule for
  - delivery of information for each reporting area to the coordinator
  - preparation of the report
  - verification and approval by the Board of Directors
  - publication of the report
  - distribution of the report to the school community and Board of Studies
- The College Executive, as part of their duties, will focus on the requirements of governments for education, disseminate information and act as a coordinating group enabling the relevant requirements to be met.
- The College Executive will be responsible for ensuring that any requests from the Minister for additional data are dealt with appropriately. This group will identify the staff member responsible for coordinating the school's response.

#### DEEWR Annual Financial Return

The Business Manager is responsible for the collection of the relevant financial data and for ensuring it is provided to DEEWR in an appropriate form and will inform Mumbulla School Board of Directors of the information being provided.