

Al-Faisal College Educational and Financial Reporting Policy

Policy

The school will maintain the relevant data and will comply with reporting requirements of the NSW Minister for Education and Training and the Commonwealth Department of Education, Employment & Workplace Relations (DEEWR). This reporting will include annual reporting to publicly disclose educational and financial performance measures and policies of the school and the provision of data, as required, to the Minister that is relevant to the Minister's annual report to parliament on the effectiveness of the schooling in the State.

Procedures

Procedures for implementing the policy will include:

1. identification of the staff member responsible for co-ordinating the final preparation and distribution of the annual report to the Board and other stakeholders as required.
2. for each reporting area, identification of the staff member responsible for the collection, analysis and storage of the relevant data and for providing the relevant information to the coordinator for inclusion in the report.
3. 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.

4. preparation of the report in an online or appropriate electronic form to send to the Board of Studies by no later than 30 June in the year following the reporting year.
5. the annual report will be made publicly available on the school website by no later than 30 June in the year following the reporting year.
6. setting the annual report schedule for
 - delivery of information for each reporting area to the coordinator
 - preparation and publication of the report
 - distribution of the report to the Board of Studies and other stakeholders

Requests from NSW Minister for Education and Training for data that is relevant to Minister's annual report

To ensure that any requests from the Minister for additional data are dealt with appropriately, the school will identify the staff member responsible for coordinating the school's response. This person is responsible for the collection of the relevant data and for ensuring it is provided to the Board of Studies in an appropriate electronic form by the date specified in the request.

DEEWR Annual Financial Return

The school will identify the staff member responsible for completing the questionnaire. This person is responsible for the collection of the relevant data and for ensuring it is provided to DEEWR in an appropriate form.