

7.10 EDUCATIONAL AND FINANCIAL REPORTING

INTRODUCTION

Lindfield Montessori School has procedures in place to maintain relevant data, and will comply with reporting requirements of the NSW Minister of Education and the Australian Department of Education. This reporting includes participation in annual reporting to publicly disclose the educational and financial performance measures and policies of the school.

This information is relevant to the Minister’s annual report to Parliament in terms of the effectiveness of schooling in the State.

PROCEDURES

- The Principal is responsible for coordinating the final preparation and distribution of the annual report to the Committee and other stakeholders as required.
- The Principal is responsible for the collection, analysis and storage of educational data and the Office Manager is responsible for the collection, analysis and storage of financial data.
- The Principal determines the specific content to be included in each section of the report and reviews this each year to ensure ongoing compliance, relevance and usefulness.
- The Principal ensures the report is prepared in an appropriate format to send to the New South Wales Education Standards Authority.

REQUESTS FOR ADDITIONAL DATA

From time to time the Commonwealth and NSW Governments may request additional information. To ensure that such requests are dealt with appropriately, the Principal is responsible for coordinating the school’s response. The Principal is responsible for the collection of the relevant data and for ensuring the provision of data/information requested by Minister(s) through the specified authority in an online or appropriate electronic format by the due date.

POLICY REVIEWED	MODIFICATIONS	NEXT REVIEW DATE
February 2022	Checked regulations, updated copy	2024