Help Page - School Principal Page

[Home]

School Principal Page

Jump to:

Principal Area | Principal Checklist | Compliance Report

Principal's Area

example image: see numbers below for explanation of the different areas of this page

Principal's Area

Principal Checklists

+ Create Principal Checklist **1**

Title	Creator	Modified
No content found.		

in order for your compliance report to appear you need to

1. Click the following icon while in edit mode 🏷
2. Add the label **hacprincipalchecklist** to the created sheet. There should be 2 labels now **happrincipalchecklist** and **principalchecklist**.

Compliance Reports

+ Create Compliance Report **1**

Compliance Report Sign Off **2**

Title		Creator	Modified
3	No content found.		

in order for your compliance report to appear you need to   **4**

1. Click the following icon while in edit mode 🏷
2. Add the label **haccompliance** to the created sheet. There should be 2 labels now **haccompliance** and **compliancereport**.

Jump to:

1 | 2 | 3 | 4

1.

Use the buttons to create a new Principal Checklist and Compliance Reports. Refer to the Principal Checklist Page & Compliance Report Page for more information.

back to section top | back to top of page

2.

Click here to sign off on each reporting period. This form is required to be submitted after the Compliance Report has been completed.

NSW Compliance Report Sign Off

School

[▾]

Principal

[NSW Confluence Content Admin] 👤

☐ I, [NSW Confluence Content Admin] 👤 confirm that the [▾] Compliance Report has been completed.

Submit Close

3.

This lists all the past and current Principal Checklist/Compliance Report pages. Click on one to open, cmd + Click (Mac) or Ctrl + click (Windows) top open in a new tab.

EXAMPLE VIDEO

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4.

These labels **MUST** be added to a newly created page for the page to appear on the list above.

You can press "L" on a page to edit the labels on a page

Principal Checklist Page

Jump to:

New Checklist | Update Checklist | Irrelevant Task | Add Task

New Checklist

When creating a new Principal Checklist Page enter the year of the checklist.

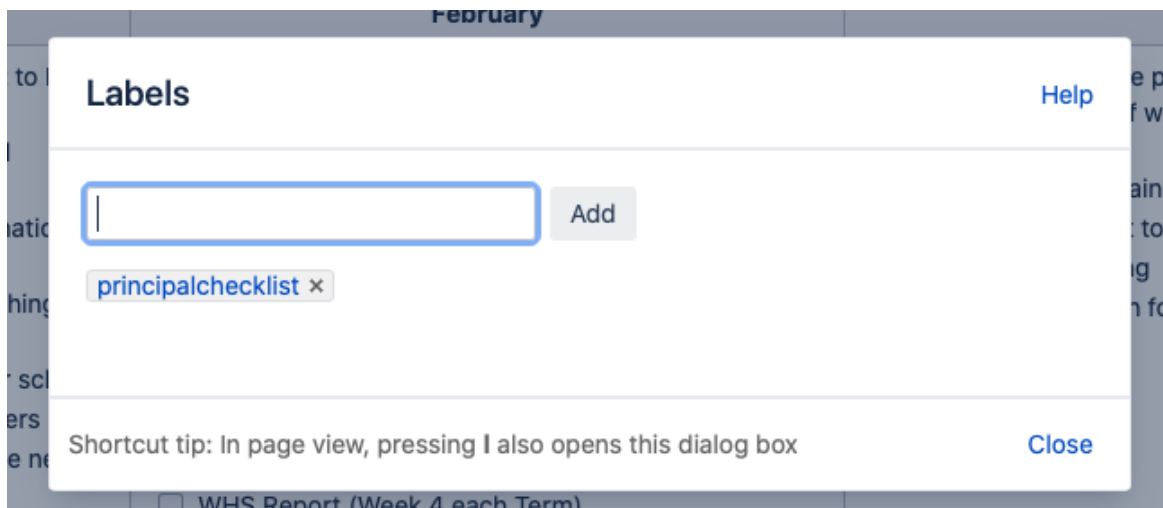Policies - NSW Education / Pages / ... / Border Christian College Principal Checklists   DRAFT

Border Principal Checklist - @year

and then click on the label icon
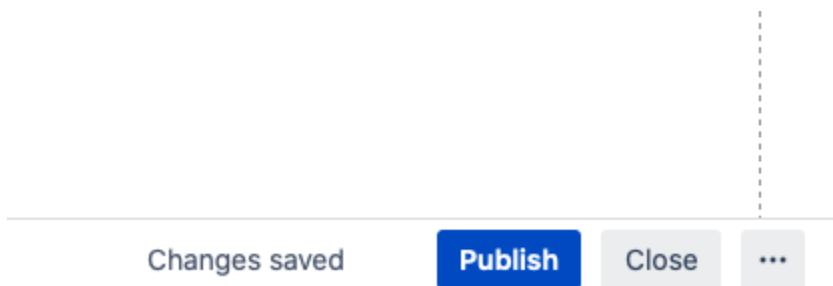
Policies - NSW Education / Pages / ... / Border Christian College Principal Checklists   DRAFT

Sketch

Border Principal Checklist – @year

and add the label that is relevant for your school. This found on your Principal's page

Labels

Help

principalchecklist ×

Shortcut tip: In page view, pressing **I** also opens this dialog box

Close

WHS Report (Week 4 each Term)

Click publish to save your page

Changes saved **Publish** Close ...

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Update Checklist

To edit the checklist just click on check box for the task completed. No need to click edit as the page saves the checkbox like a to do list.

Tasks to be completed through the year

January	February	March
☑ All new employees information sent to Head Office	☑ AUC Opening Report	☑ Remind Head Office payroll of Support and Administrative staff who do not work over the holidays
☑ Send all start dates for Support and Administrative staff to Head Office	☑ Check pay levels for all staff	☐ Government Chaplains Report
☑ Collect Contractor insurance information and Safe work expectations	☑ Term 1 fees sent out	☑ Compliance Report to BOD (1)
☑ Check NESA registration of all Teaching staff	☑ Bad Debt review of current parents	☑ WHS Online Training
☑ Select mentors for new staff in your school	☑ Start Attendance Data collection	☑ Prepare information for NESA Annual Report due April
☑ Select mentors for beginning teachers	☑ NAPLAN PAR Due	
☑ All staff sign code of conduct for the new year	☑ Updated Rolling School Improvement Plan (QAS)	
☑ New Staff School Induction (Child Protection & Code of Conduct, Policies & Procedures etc)	☑ Notify Education Director re changes in grades offered, principal changes, address changes, addition of campuses	
☑ Sign WHS Consultation Agreement	☑ Final budget and capital approval	
☑ Forward School Council Meeting dates for the year to Head Office	☑ WHS Report (Week 4 each Term)	
☑ Forward School Calendar to Head Office	☐ Complete a schedule for Governance training	

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Irrelevant Task

If a task is irrelevant for you school, click on the edit button

Highlight the task and then select Stirkethrough

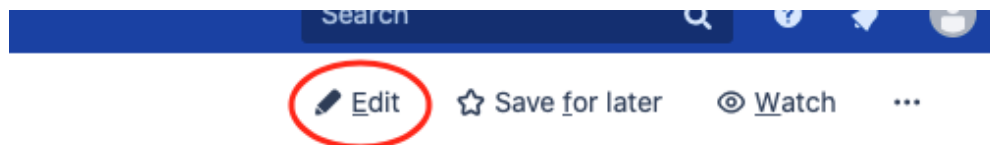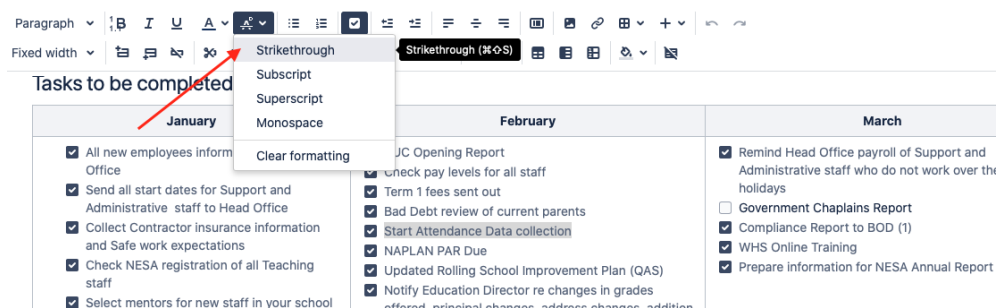Once finished just click Update to save your changes
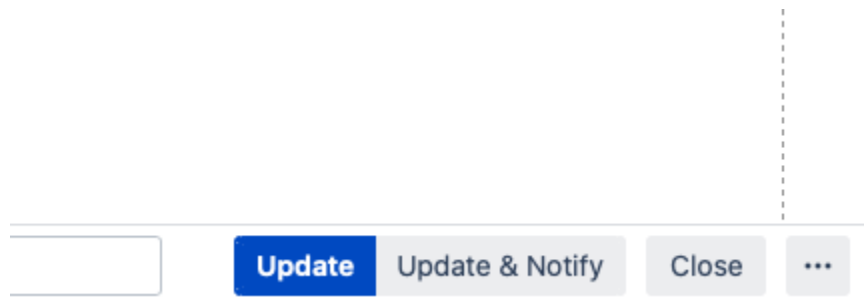
Final result will look like this

EXAMPLE VIDEO

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Add Task

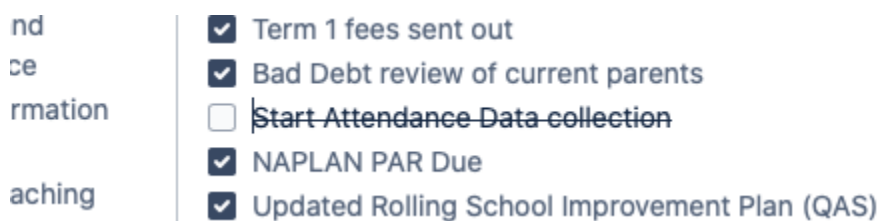To add a task to the list, click on the edit button

March

☑ Remind Head Office payroll of Support and Administrative staff who do not work over the holidays

Click at end of the last task in the month you want to create your task and press enter

- Administrative staff to Head Office
- ☐ Collect Contractor insurance information and Safe work expectations
- ☐ Check NESA registration of all Teaching staff
- ☐ Select mentors for new staff in your school
- ☐ Select mentors for beginning teachers
- ☐ All staff sign code of conduct for the new year
- ☐ New Staff School Induction (Child Protection & Code of Conduct, Policies & Procedures etc)
- ☐ Sign WHS Consultation Agreement
- ☐ Forward School Council Meeting dates for the year to Head Office
- ☐ Forward School Calendar to Head Office

- ☐ Bad Debt review of current parents
- ☐ Start Attendance Data collection
- ☐ NAPLAN PAR Due
- ☐ Updated Rolling School Improvement Plan (QAS)
- ☐ Notify Education Director re changes in grades offered, principal changes, address changes, addition of campuses
- ☐ Final budget and capital approval
- ☐ WHS Report (Week 4 each Term)
- ☐ Complete a schedule for Governance training

- ☐ Government Chaplains Report
- ☐ Compliance Report to BOD (1)
- ☐ WHS Online Training
- ☐ Prepare information for NESA Annual Report due April

Type your new task in the new line

- ☐ All new employees information sent to Head Office
- ☐ Send all start dates for Support and Administrative staff to Head Office
- ☐ Collect Contractor insurance information and Safe work expectations
- ☐ Check NESA registration of all Teaching staff
- ☐ Select mentors for new staff in your school
- ☐ Select mentors for beginning teachers
- ☐ All staff sign code of conduct for the new year
- ☐ New Staff School Induction (Child Protection & Code of Conduct, Policies & Procedures etc)
- ☐ Sign WHS Consultation Agreement
- ☐ Forward School Council Meeting dates for the year to Head Office

- ☐ AOC Opening Report
- ☐ Check pay levels for all staff
- ☐ Term 1 fees sent out
- ☐ Bad Debt review of current parents
- ☐ Start Attendance Data collection
- ☐ NAPLAN PAR Due
- ☐ Updated Rolling School Improvement Plan (QAS)
- ☐ Notify Education Director re changes in grades offered, principal changes, address changes, addition of campuses
- ☐ Final budget and capital approval
- ☐ WHS Report (Week 4 each Term)
- ☐ Complete a schedule for Governance training
- ☐ New Task

- ☐ Remind Head Office payroll of Support and Administrative staff who do not work over the holidays
- ☐ Government Chaplains Report
- ☐ Compliance Report to BOD (1)
- ☐ WHS Online Training
- ☐ Prepare information for NESA Annual Report due April

Once finished just click Update to save your changes

Update   Update & Notify   Close   •••

EXAMPLE VIDEO

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Compliance Report Page

Jump to:

New Report

When creating a new Compliance Report Checklist Page enter the Term and Year of the report.

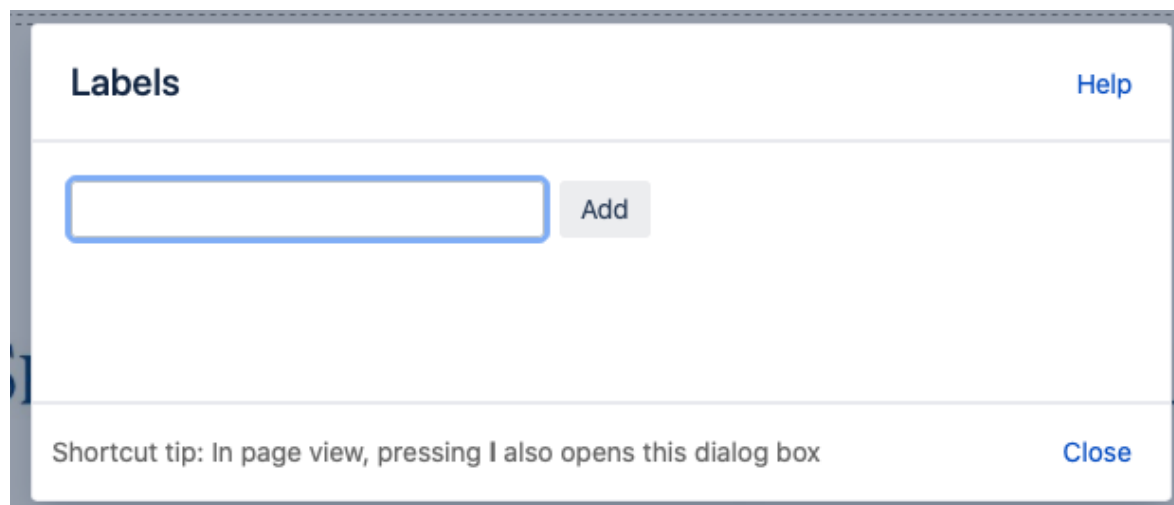Policies - NSW Education / Pages /... / Avondale Compliance Report Page   DRAFT

Avondale Compliance Report - @Term @Year

and then click on the label icon

Policies - NSW Education / Pages /... / Avondale Compliance Report Page   DRAFT

Avondale Compliance Report - @Term @Year

and add the label that is relevant for your school. This found on your Principal's page.

Labels   Help

[   ] Add

Shortcut tip: In page view, pressing **I** also opens this dialog box   Close

It would also be a good idea to fill in this information, **apart from the date,** as this should be date of completion.

Seventh-day Adventist Schools NSW/ACT

School Principal's Report to the Board of Directors

School Company
type text here

School
type text here

Date
type // to insert date

Click publish to save your page

Changes saved **Publish** Close •••

EXAMPLE VIDEO

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Update Compliance Checklist

To complete questions in each of the 10 compliance sections just click on either the yes or no boxes. No need to click edit as the page saves the checkbox like a to do list.

1. Teaching Staff

Do you have readily accessible:

Yes	No	
☐	☐	An updated copy of the qualifications of teaching staff?
☐	☐	An ongoing register of all professional development undertaken by teachers?
☐	☐	Annual staff appraisals?
☐	☐	Job descriptions for each staff member?
☐	☐	An updated list of teacher loadings and FTE for each teacher?

If any item is selected 'No' please explain.

2. Non-Teaching Staff

Do you have readily accessible:

| Yes	No	
☐	☐	An updated list of all non-teaching employees and their FTE?
☐	☐	Record of WWCC Clearance for volunteer staff and contractors?
☐	☐	Job descriptions for each non-teaching staff?
☐	☐	Annual Staff Appraisals?

If any item is selected 'No' please explain.

EXAMPLE VIDEO

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Update Answers

If the answer was no to any of the compliance questions or need to answer the top question in the report, click on the edit button
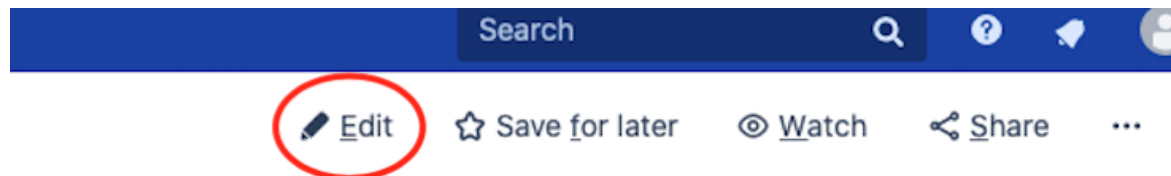
Scroll to the area to need to answer and type your answer in the type text here area

1. **School Improvement Plan**
   a. **Please indicate the QAS Component(s) being reviewed by the school this year**
      type text here

   b. **For Components where the review has been completed in the period since the last report, comment on whether rela these initiatives are**
      type text here

   c. **Where School Improvement Plan initiatives have been completed in the period since the last report, comment on the**
      type text here

2. **WHS**
   a. **Please provide the current status of outstanding WHS issues**
      type text here

Once finished just click Update to save your changes

EXAMPLE VIDEO

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Report Sign Off

Below is a video outlining how to fill in the sign off form.

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