



ADMINISTRATION



PURPOSE

The administration of Harcourt Valley Primary School will set up a system of organization and management which will:

- plan for the regular review of programs and revision of associated documents
- advise on and implement the policies of the School Council and the Department of Education and Early Childhood Development (DEECD)
- Maintain communication between all members of the school community
- Account for and manage all school monies and efficiently monitor program budgets
- Keep financial, assets and personnel records as required by DEECD
- Regularly inform School Council about all matters relevant to its area of responsibility
- Organise equipment, supplies, teaching personnel and class groupings to facilitate the implementation of policies and programs
- Ensure the efficient management of employment of replacement teachers and casual office staff, personnel payroll and leave records, Workcover, superannuation and taxation.

GUIDELINES

- The Principal shall be responsible for the implementation of each of the above named aspects, but may delegate responsibility as considered appropriate.
- Senior staff will be provided with opportunities to develop administrative skills in the above areas
- Program reviews will be conducted annually in November
- The School Strategic Plan Priorities will be reviewed annually in accordance with the Annual Implementation Plan
- The Business Manager, under the direction of the Principal, will maintain school records and accounting records
- An annual budget and recommended funding for programs for the following year will be prepared in November for consideration by School Council
- The following accounts will be kept – High Yield Account, School Official Account, Investment Account
- All accounting records will be completed in February of the following year in preparation for the DEECD assigned auditors
- Reports covering financial management and relevant matters of school operation will be prepared by the Business Manager/ Principal for each council meeting

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- All staff and students are to actively support plans to reduce the school usage of power, gas and water
 - The Annual Report will be prepared in February. The Principal will coordinate preparation of this report.

EVALUATION

This policy will be reviewed as part of the school's regular review cycle.

Adopted by School Council – June 2012