



ANGLICAN DIOCESE OF GRAFTON POLICIES AND PROCEDURES

SUBJECT: Reporting and Accountability Framework –Schools		PROCEDURE REFERENCE NUMBER GASC-003
DATE APPROVED: 23 March 2017 by Grafton Anglican Schools Commission		VERSION New procedure
IMPLEMENTATION DATE 23 March 2017	REVIEW DATE AND FREQUENCY For implementation in 2017 on a trial basis with review points following Synod 2017 and early in 2018.	RESPONSIBLE FOR REVIEW Grafton Anglican Schools Commission

1. Each Council must notify the Registrar of the Diocese and the Chair of the Schools Commission immediately if circumstances arise that may affect the ability of the school to pay its debts as and when they fall due.
2. Each Council must, at the time of the conduct of each Council meeting, provide a copy of the agenda and papers for each Council meeting to the Schools Commission.
3. On or before the dates indicated each Council must provide the following information to the Synod, Bishop in Council or the Schools Commission as indicated:
 - a. By 28 February each year provide the Schools Commission:
 - i. Student enrolment data as per the most recent census report.
 - ii. An end of financial year benchmark report (see Attachment A) for the previous calendar year.
 - b. By 30 March each year provide the Schools Commission with:
 - i. Management accounts for the previous calendar year
 - ii. The school's current strategic plan
 - iii. The school's current capital plan
 - c. By September 30 each year provide the Schools Commission:
 - i. Student enrolment data as per the most recent census report
 - ii. A mid-year benchmark report
 - iii. A copy of the school's annual report to the NSW Education Standards Authority for the previous year.
 - d. By 30 November each year provide the Schools Commission:
 - i. Enrolment and financial budgets for next calendar year
 - ii. Proposed benchmark targets for the next calendar year.
4. By about 30th April each year each Council must provide a report to Synod outlining key goals, activities and progress in achieving the school's objectives relating to Christian and spiritual awareness (see Attachment B).
5. In all instances information should be emailed to schools@graftondiocese.org.au



Attachment A: Benchmark Report

Budgets and benchmark reports must include the following information.

- Total number of students
 - Primary students
 - Secondary students

- Total number of teaching staff (FTE)
 - Primary teaching staff (FTE)
 - Secondary teaching staff (FTE)

- Total recurrent income
- Total expenditure
- Earnings Before Interest and Depreciation (EBID)
- Current Assets
- Current Liabilities
- Total debt (including the total value of any line of credit facility)
- Interest Expenses
- Staffing expenses (inclusive of management, teaching and support staff)

Where a school maintains a line of credit facility as part of their debt structure the following additional information should be provided:

- Total value of the facility
- Maximum drawdown on the facility in the previous six months.

Ratios

This information will be used to track the following information and as basis for calculating the following ratios. Please note that the benchmarks are indicative only.

<p>1. Solvency <i>Working capital</i></p> <ul style="list-style-type: none"> a. Current assets/current liabilities b. Indicative benchmark: > 1.0 <p>2. Profitability: <i>Net operating margin</i></p> <ul style="list-style-type: none"> a. EBID/total recurrent income b. Indicative benchmark: > 10%) <p>3. Sustainability <i>Debt per student</i></p> <ul style="list-style-type: none"> a. Total debt/number of students) b. Indicative benchmark: <\$8000 <p><i>Interest cover</i></p> <ul style="list-style-type: none"> a. EBID/interest expense b. Indicative benchmark: > 2.0 	<p>4. Enrolment <i>Trends in total enrolment.</i></p> <p>5. Staffing <i>Student/teacher ratios</i></p> <ul style="list-style-type: none"> a. Indicative benchmark (Primary): 15:1 b. Indicative benchmark (Secondary): 12:1 <p><i>Staffing budget as a percentage of total expenditure</i></p> <ul style="list-style-type: none"> a. Indicative benchmark: >75%)
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Attachment B: Diocesan Schools report to Synod – template

<i>To develop a school community which draws together pupils, staff and parents in a Christian environment.</i>
Goals
Major Activities
Achievements

<i>To foster among pupils, staff and parents an understanding of and commitment to a Christian way of life according to the principles and traditions of the Anglican Church</i>
Goals
Major Activities
Achievements