

TARNEIT RISE PRIMARY SCHOOL ANNUAL REPORT TO THE SCHOOL COMMUNITY POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Tarneit Rie Primary School on 7002 6580.

PURPOSE

This policy sets out the requirements for schools to develop an Annual Report to the School Community (Annual Report).

The preparation and publication of an Annual Report is a legislative and regulatory requirements for all schools under the Education and Training Reform Act 2006 (Vic), the Education and Training Reform Regulations (2017) and Ministerial Order 1280 (Constitution of Government School Councils).

SCOPE

This policy applies to:

- Schools
- School Councils

POLICY

- It is a legislative requirement that all Victorian government schools prepare an Annual Report to the school community (Annual Report) by 30 April each year, for publication on the State Register
- The Annual Report is prepared in 2 parts:
 - the performance summary, which details the school's performance from the past year and trends over time. This is compiled by the department and is downloadable via the performance summary tab of the Annual Report in SPOT
 - the 'About our school' commentary, which is prepared by the principal and outlines the achievements of the school in the previous year.
- The Annual Report must be completed and attested to by the Principal and School Council President in the Strategic Planning Online Tool (SPOT), following the endorsement of the school council
- All Annual Reports are provided to the Victorian Registration and Qualifications Authority (VRQA) by the Department by 30 June each year for publication on the State Register (as per a Memorandum of Understanding (MOU) between the VRQA and the Department)

- As per the VRQA-DET MOU, the Annual Report is also the primary means by which the Department provides assurance to the VRQA, via principal and school council president attestation, of schools' ongoing compliance with the minimum standards for school registration as outlined in the Education and Training Reform Act 2006 and the Education and Training Reform Regulations 2017
- The Annual Report provides an important opportunity for principals and school councils to share the year's achievements and progress with the school community. In addition to its presentation at a meeting of the school council, schools are encouraged to share their Annual Report more broadly with their school community, such as by uploading to their school website or by direct email to parents
- The Annual Report to the School Community Guidelines are available under the 'Guidance' tab at the website below
- A timeline for preparation and completion of the Annual Report is available under the 'Guidance' tab
- Sample commentary for an annual report and frequently asked questions are available under the 'Resources' tab at the website below.

IMPLEMENTATION

- By 30 April each year the Principal will ensure that the Annual Report is:
 - completed, attested and submitted by the Principal
 - endorsed by the School Council at a School Council meeting, and
 - subsequently attested to and endorsed by the School Council President
- The Principal will schedule a March or April meeting of the School Council for endorsement of the Annual Report.
- The School Council President will attest to the endorsement of the Annual Report at a School Council meeting, and that the Annual Report will be publicly shared with the community. The President will no longer attest to the school's compliance with the Minimum Standards including the Child Safe Standards. Refer to Completing the Annual Report for further information on the attestation process.
- In addition to the report to the school community, the school will share the Annual Report more broadly with the school community, by uploading onto the school website or by direct email to parents/carers.
- In completing and submitting the Annual Report in SPOT, the Principal will:
 - log on to the Strategic Planning Online Tool (SPOT) and download and check the Performance Summary and report any concerns to school.performance.data@edumail.vic.gov.au
 - check/update the school logo
 - complete the About Our School commentary
 - attest and submit the draft Annual Report
 - ensure the draft Annual Report is endorsed at a meeting of the School Council, prior to 30 April and noted in the Minutes

Checklist for inclusion:

- school vision and values (e.g. from your School Strategic Plan or SSP)
- purpose (note: you may wish to use/adapt your SSP Intent, Rationale and Focus)
- workforce composition, including indigenous*
- geographic location
- school size and structure*
- details of programs offered for overseas students +
- social and enrolment characteristics

* required under the Education and Training Reform Act 2006 (Vic)

+ required under the National Education Agreement 2008

Suggested areas for inclusion:

- KIS and related FISO dimensions selected for focus in in the previous year
- details of the related AIP Actions and activities
- data used to identify these areas for improvement and measure progress.

Achievement

When completing the 'Achievement' section, the Principal will provide information on the following;

- KIS, AIP Actions and activities and other initiatives implemented in the previous year to improve student achievement
- highlights and areas for improvement related to student achievement data
- proposed future directions and strategies (this may be drawn from the AIP)
- progress for PSD students (note: schools with 10 or more PSD students must report on their progress)

Engagement

When completing the 'Engagement' section, the Principal will provide information on the following:

- KIS, AIP Actions and activities and other initiatives implemented in the previous year to improve student engagement
- highlights and areas for improvement related to student engagement data
- proposed future directions and strategies (this may be drawn from the AIP)
- information about strategies addressing student attendance

Note: to meet Commonwealth Government reporting requirements under the National Education Agreement, schools are required to include information about strategies to address student non-attendance.

Wellbeing

When completing the 'Wellbeing' section, the Principal will provide information on the following:

- KIS, AIP Actions and activities and other initiatives implemented in the previous year to improve student wellbeing
- highlights and areas for improvement related to student wellbeing data
- identification of specific initiatives or achievements
- proposed future directions and strategies (this may be drawn from the AIP)

Financial Performance and Position

When completing the 'Financial Performance and Position' section, the Principal will provide information on the following:

- why the annual result was a surplus or a deficit
 - extraordinary revenue or expenditure items
 - sources of funding e.g. equity funding, special grants or fundraising initiatives
 - additional state or commonwealth government funding the school receives beyond the SRP, the purpose of the funding and its link to improvements in teaching and learning
 - information on substantial allocated funding (for future spending), if necessary
- Please refer also to the school's Student Wellbeing & Engagement Policy, Bullying Prevention & Response Policy, the Curriculum Programs Foundation – Year 10 Policy and the Framework for Improving Student Outcomes (FISO) Policy.

FURTHER INFORMATION AND RESOURCES

- Annual Implementation Plan (AIP)
[Annual Implementation Plan \(AIP\): Policy | education.vic.gov.au](https://www.education.vic.gov.au/annual-implementation-plan-aip-policy)
- Framework for Improving Student Outcomes (FISO)
[Framework for Improving Student Outcomes \(FISO 2.0\): Policy | education.vic.gov.au](https://www.education.vic.gov.au/framework-for-improving-student-outcomes-fiso-2.0-policy)
- Minimum Standards and School Registration
[Minimum Standards and School Registration: Policy | education.vic.gov.au](https://www.education.vic.gov.au/minimum-standards-and-school-registration-policy)
- School Strategic Plan
[School Strategic Plan: Policy | education.vic.gov.au](https://www.education.vic.gov.au/school-strategic-plan-policy)

POLICY REVIEW AND APPROVAL

This policy is a mandatory policy and will be reviewed as part of the school's three year review cycle or if guidelines change (latest DET update mid-June 2020).

Date Produced	September 2020
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Consultation	Staff and School Council
Approved by	Principal
Endorsed on	March 2024
Policy Last Reviewed	September 2023
Next scheduled review date	2027