



South Australian State Schools Administrative Officers Association Inc.

<http://www.sassaoa.sa.edu.au>

SASSAOA PRESIDENT'S REPORT – AGM 10TH JULY 2017

2016/2017 has been fruitful and evidenced by the Management Committee collaborating with a range of DECD directorates and committees about systems and processes ranging from policies, the new Education Management System, digital systems, funding reviews and new practices.

I wish to acknowledge the Executive group of our Management Committee - Lesley Knowles and Betty Smith for their support in their roles of Vice President, Kim Hughes as Secretary, and Heather Guthrie as Treasurer. Thank you to these people for the wonderful job they do.

Ibi has worked hard behind the scenes with the support of Corina Fielding and Denise Butcher to put together the professional learning sessions – Leader's Days, Seminar Days and the annual Conference. However, they would be unable to put these events together so successfully without the support of all of the committee.

Wendy Hayes has continued as Editor of our Newsletter, and also started exploring social media with a SASSAOA Facebook page. I thank Wendy for her warm, entertaining articles and efforts with our social media. Wendy has worked with Sue Ruciack on our website and they have both been busy keeping the website up to date and useful.

I want to recognise all of the hardworking committee who work behind the scenes to simply make things happen. All of the things these people do is on top of their usual role of Business Manager, and they all demonstrate extraordinary commitment to the professional learning of our members, and recognition of our roles in schools as para-professionals. Thank you.

Alison Seery and Betty Smith have decided not to re-nominate, and I thank both of these people for their outstanding efforts and support. Alison is a Life Member, who has been an Association member and Management Committee member for many years, she has also served as Vice President and represented SASSAOA at numerous interstate conferences and reference committees. Thank you for your long standing contribution and commitment on our behalf. Betty has also been a long time member of the Association, and served on the Committee for 6 years, most recently as a Vice President. Betty has also represented SASSAOA at several interstate conferences and reference groups. Thank you for your efforts and commitment to SASSAOA.

I extend a warm welcome to our new Association members, and hope they take full advantage of the benefits and collegiate support our Association offers. Please feel free to catch up with members of the committee.

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1. Strong Relationships and Powerful Influence Within School Sites and Corporate Departments

• **Regular liaison and collaboration with relevant professional groups**

Members of our Management Committee have participated in a range of consultative meetings and groups:

- Funding Stakeholder Committee
- EMS Project Team
- Major Function and Skill Review
- 3 Environmental Committee Reviews – Safe Water Supply, Waste Management, Environmental Management and Carbon Neutral

Sue Ruciack and Lesley Knowles represented SASSAOA at national level – thank you both. AAGSA is national body, the importance of which should not be trivialised or overlooked. The extra commitment the AAGSA Committee members make is also gratefully acknowledged and appreciated.

• **Actively participate in major initiatives and submissions with other professional groups and DECD corporate departments**

Flinders University offered the Management Committee to participate in the “External Course Review” survey.

Representatives from the Management Committee attended a consultative Workshop of SSO Work Level Classifications prior to the draft paper being prepared for wider consultation. Aleks Rumpé from Employee Relations and Enterprise Bargaining convened this workshop.

Committee members and Business Managers and ICT Managers were invited by SASPA to participate in an ICT Forum in June 2017. This Forum included updates from Ross Treadwell on the Delivering Digital Framework, Peter Malcolm on internet connectivity, and Peter Whiteman on the EMS Project.

Committee members and other selected Business Managers were invited by Financial Services and Compliance to participate in a Policy Review of 30 Site Finance Instructions.

• **Continue to maintain Leadership focus in our roles as committee members**

The Management Committee has ensured the focus on professional learning is relevant and suited to our current members’ needs. It has been identified that our Association now has large numbers of new Business Managers, and training has been provided according to feedback and needs.

Constant communication as Leaders in our roles and as a Management committee has been the centre of collaboration between DECD directorates, and other professional associations including Principals’ Associations and the DECD Executive group.

Sue Ruciack continued to play an instrumental role in the EMS project, and is part of the DECD consultative Committee. Through Sue’s active participation, members and the Management Committee have had the opportunity to provide feedback via surveys, workshops and also informally.

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2. Increased Professional Capacity and Recognition of School Administrative and Financial Management Staff.

- **Identify the members' professional learning needs and provide support and training through conferences, workshops and other media.**

Feedback via surveys at workshops remains the main way we obtain information about members' professional learning needs. An increasing number of members are now contacting Management Committee members directly to ask for training or make suggestions for future options. This contact is welcomed.

As a result of feedback received the 2017 Conference is heavily focussed on DECD specific topics and hands on workshops. Seminar Days continue to be focussed on end of year and topical issues as a more practical information sharing opportunity between DECD and sites. Leaders Days are targeted at ancillary leaders and aspiring leaders and their needs specific to leadership in schools.

- **Encourage members to attend interstate and AAGSA Conferences.**

All members of our Association were again offered the opportunity to attend interstate and AAGSA Conferences. Leanne Hembrow, Jennifer Bagshaw and Jayne Lewis applied for either have attended or will attend conferences this year. Conferences offered to members were in Victoria, Queensland, NSW, Western Australia, and Tasmania.

An AAGSA face to face meeting will be held here in Adelaide in November 2017 and is open to all SASSAOA members to attend. The AAGSA AGM was well attended by SASSAOA members and committee in NSW in August last year.

- **Support DECD People and Culture department to develop and implement appropriate qualifications and training for ancillary staff.**

Members of our Management Committee met with the DECD RTO late last year to discuss the possibility of further accredited training being offered to SSOs, including a Graduate Diploma. The current accredited training offered was again reviewed by SASSAOA and DECD. Other things discussed were skill sets targeting specific roles in schools including ICT, Laboratory.

- **Continue to focus on the parity of SAO's in different locations.**

Uniformity continues to be problematic across ancillary staff in our public schools across South Australia. There is still work and consultation to do in regard to this issue both with sites and corporate directorates.

- **Continue to actively boost school support staff workforce development.**

Our Association is committed to the provision of professional development aligning with the over-arching departmental strategy of increasing staff capacity and capability.

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Our 2016 Seminar Day was well attended by 150 delegates and held at Wallaroo Community Club, and after a delayed start due to bus issues, a successful day was held. DECD representatives included:

- John Paronis, Manager, School and Preschool Financial Support and Gary Stratford, Manager, Recoveries and School Card. Their presentation included End of Financial Year Procedures, 2017 RES, 2017 M&S Charges Instruction, 2017 School Card Scheme and Debt Recovery, outline training opportunities for 2017.
- Diann Bedwell – Data Quality for Positive Outcomes
- David Jeffery – Coordinator, Contract Cleaning, new policies and general information
- Marylen Bechara, Rebecca Walker – Policy and Strategy, Legal Services Directorate – legal matters enrolment, custody.

Leaders' Day 2017 was held at EDC, Hindmarsh and the well attended event provided 2 half day workshops for our members. Helen from DECD Employee Psychology and Wellbeing along with Luke Broomhall shared information about Mental Health Awareness. After lunch Jayne Kearney and Michelle Donnelly presented a workshop on Emotional Intelligence. The Mental Health Awareness session was particularly popular, with excellent feedback.

Our 2016 Conference "Building Bridges Together", was very well attended, and feedback was extremely positive about the content. Highlights were the tour and informal dinner at Adelaide Oval, and the Formal Conference Dinner at the Adelaide Convention Centre. Monday's highlights were presentations from the parent Complain Unit and Trinh Mai, and the EMS Project update. Tuesday saw a variety of popular workshops, among them: Leadership, Building Capacity, Knowledge Management, Nutrition, Yoga, Building Resilience, Effective Delegation, Ergonomics and Application Writing. Robyn Moore was an inspirational close to our Conference and \$1000 was donated by members and sponsors to the Barossa Make A Wish Foundation.

2016 saw 4 x \$500 Professional Development Scholarship awards given to our members donated by Fuji Xerox Australia. The lucky recipients were: Marion Furber, Playford International College, June Nash, Wallaroo Mines Primary School, Ursula Browne, Prospect North Primary School, Paul Attiwell, Woodville High School. These Awards continue to be valuable and provides additional funding for our members to use to supplement site funding for professional development for either themselves or their team.

Professional development and workshops have been chosen wisely with a focus on topical subjects, and feedback from members.

- **Maintain regular communication to all schools using a variety of media.**

Our website continues to be the main source of information sharing with our members and non-members. The Newsletter as an alternative provides topical information from DECD and our Association. A Facebook page has been trialled with our committee, and is now open to all members to join. Other social media and apps are currently being investigated.

- **Continue to increase our membership across the state.**

Our membership remains steady at 208 members. A significant number of first time or retuning membership applications have been received this year. During the year as a result of feedback received from members, membership eligibility was reviewed against the Constitution and the original intent of membership eligibility. After much discussion, including feedback received, a motion was passed to retain

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the eligibility as stated in the Constitution. Ancillary staff not eligible for membership are catered for at the annual conference and Seminar Days as these are not exclusive Members' only events.

3. An Effective and Productive Organisation.

- **Review and update the Constitution as required reflecting Association and Members' needs**

The Constitution was reviewed, and resulted in a small wording change being presented to members at the 2017 AGM.

- **Review the Strategic Plan annually**

The Strategic Plan and Mission Statement was reviewed, and wording was changed to reflect DECD recommendations of simplified language and succinct information. Some targets were identified as either met or no longer relevant, and some additional targets were added.

A copy of the Strategic Plan for 2017-2019 is found in your pack or on our website.

- **Strengthen and build leadership capacity to effectively represent members**

This target is aimed at the Management Committee, and with that in mind meeting structures have been changed to accommodate Mindfulness learning to increase focus and coping strategies.

The management Committee also participated in a Leadership training day with Jo Marshall from Culterise to provide strategies for prioritising and meeting outcomes.

- **Actively share initiatives and information with members**

Additional activity has been recorded using the SASSAOA Members Chatline to promote information from DECD directorates and updates. The Chatline has also been utilised to publicise events and training, and to share information collegiately. EDSAS talk has also been utilised to further spread information and ideas.

The Newsletter is sent to all schools, and greater effort has been put into ensuring the website is up to date with new information.

A SASSAOA Facebook has been launched recently, and this will provide another avenue of communication with our members.

A big thank you also to our Business Partners, - Fuji Xerox Australia, Advanced Life Photography and Camp Australia.

We also thank our Platinum sponsors Rory's School Lunches. Our Gold sponsors are: Furnware, KW Wholesale Stationers and API Locksmiths. Your generosity and support of public education is a credit to you, and appreciated by the whole SASSAOA membership.

Every sponsor is important, and we value the extra effort they make helping make our conferences a success. Delegates and sponsors alike really appreciate the opportunity to develop relationships and create business partnerships with delegates. Thank you to all our sponsors for their contributions which enable us to subsidise conference costs for our members.

Once again we thank Academy for their support in producing our memento photo booklet, a lovely keepsake of the 2016 SASSAOA Conference.

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Thank you to our members for their continued support in attending events and professional development and for providing feedback. All feedback is gratefully received.

Our conference, workshops and seminars and indeed membership itself, is an ideal opportunity to network, build relationships, meet our sponsors and renew friendships.

Once again, sincere thank you to all of the committee – your support, knowledge and dedication for improving our systems and the capabilities our ancillary workforce is outstanding and most appreciated.

JULIE HEDDLE
PRESIDENT SASSAOA
JULY 2017

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