

**ATTACHMENT C****REPORTING POLICY FOR SHALOM CHRISTIAN COLLEGE**

<b>Policy Aim:</b>	The Reporting Policy seeks to give clear guidelines for the Board to act with confidence and to articulate the reporting requirements required of the Board as per clause 17.1 of the Constitution.
<b>Scope and Responsibilities:</b>	The Queensland Synod Standing Committee is responsible to approve the manner of reporting, the frequency of reporting and content required of the Shalom Christian College Board.
<b>Approval:</b>	Synod Standing Committee Approval Required
<b>Background information:</b>	<p>Shalom Christian College will become an activity of the Uniting Church in Australia Property Trust (Q.) (UCAPTQ) on 1 September 2013 and will be bound by the Uniting Church Regulations and the Queensland Synod By-Laws.</p> <p>During the last twelve months, Synod Standing Committee (SSC) has expended significant resources to ensure the ongoing operation of Shalom Christian College, and acknowledges that the College requires significant organisational and financial restructuring. To this end, the SSC has approved a new constitution and appointed a new Board. It has also requested that to provide additional support to the Board and to mitigate the high risks inherent with the restructuring, explicit and clear directions for reporting by the Board be prepared.</p>
<b>Policy:</b>	<p>For the purposes of the Non-state Schools Accreditation Board the UCAPTQ, the legal body of the church, is regarded as the 'Governing Body' and is required to have processes in place which demonstrate it is suitably exercising that role. Within the church it is the responsibility of the following bodies to ensure that this happens, namely: the SSC, the Finance, Investment and Property Board (FIP), the Schools Commission, Congress and the Shalom Christian College Board (Board). The Governance, Nomination and Remuneration Board (GNRC) also provides advice on governance matters to SSC.</p> <p>The schedule of reporting is reviewed and approved by the SSC annually and at the commencement of the year.</p>
<b>Definitions:</b>	
<b>Related Documentation:</b>	Shalom Christian College Constitution
<b>Legislation Applicable:</b>	The Uniting Church in Australia Act (1977) (Qld)

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**Synod Reporting Requirements**

<b>Annually</b>	
Audited financial reports	March
State and Federal Census submissions	February and August
DEEWR Financial Questionnaire	30 June
DEEWR Annual Report	30 June
Strategic Plan Update	September
Annual Schools Commission Report	January or as requested to meet Synod reporting requirements
Budget – operational/capex and 5 year cash flow	October for following year/s

<b>Monthly</b>		
<b>To be made available to Director Finance &amp; Property Services and Executive Officer Schools Commission</b>		
<b>Governance</b>	<ul style="list-style-type: none"> <li>Board papers</li> <li>Principals report</li> <li>Financial report (Balance Sheet, P&amp;Ls, Cash Flow, Abstudy)</li> <li>Other reports/proposals</li> </ul>	Principals report to include: <ul style="list-style-type: none"> <li>Enrolment report detailing numbers in each class, exits, new students, enquiry numbers</li> <li>Critical incidents including child protection</li> <li>Staffing movements</li> <li>Compliance issues</li> <li>Potential Insurance / legal matters</li> <li>Progress against strategic plan</li> <li>Boarding house report</li> <li>Attendance Rates</li> </ul>
<b>Risk and Compliance</b>	<ul style="list-style-type: none"> <li>Updated compliance register</li> <li>Insurance incidents</li> </ul>	

<b>Weekly</b>	
<b>To be made available to Schools Commission Executive Officer each Friday until advised otherwise.</b>	
<b>Enrolments</b>	<ul style="list-style-type: none"> <li>Primary (p-6)</li> <li>Year 7</li> <li>Secondary Day</li> <li>Secondary boarders girls</li> <li>Secondary boarders boys</li> </ul>

<b>Special</b>		
<b>Acquittal Documents</b>	BGA /ISQ/ DEEWR	As produced
<b>Agreements</b>	For signing – BGA, ISQ, DEEWR, DOHA etc	As produced
<b>Correspondence</b>	With NSSAB	As produced
<b>Audits</b>	Census / RTO /Accreditation	As produced
<b>Strategic</b>	Property Utilisation	As produced
<b>Enterprise Agreement</b>	Draft negotiations	As produced

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**Congress Reporting Requirements**

<b>Annually</b>	
Audited financial reports	March
Strategic Plan	as produced
Annual Schools Commission Report	January or as requested to meet Synod reporting requirements