

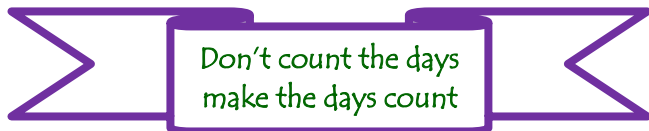


# Netlink

## August 2013

In your Netlink ...

- SASSPA State Team
- Schools Electronic Catalogue Ordering System
- LMBR Update – Student Wellbeing Guide
- Student Wellbeing Demonstrations
- Technology News
- Library Management Solution
- Editor's Note
- Career Development: Role Statement of a Business Manager
- Contact Details



### SASSPA State Team:

#### Executive:

Rozanne Patane, Chairperson (Penrith South Public School)  
Helen Ross, Vice Chairperson (Mullion Creek Public School)  
Fiona Hood, Secretary (Hammondville Public School)  
Julie Sando, Treasurer (Penshurst West Public School)

#### Team Members

Mary Monaghan (Liverpool Boys High School)  
Karen McDonald (Miranda North Public School)  
Christine Murphy (Windsor High School)  
Jenny Sullivan (Yeoval Central School)  
Wendy Thompson (Miranda Public School)

### Thank you SASSPA Committee

A new Committee for 2014 will be elected at the Annual General Meeting on Thursday, 22<sup>nd</sup> August.

Organising conferences and seminars is a lot of work and thanks go to the committee members for volunteering the many hours of work in their own time to 'make things happen'.

## **SCHOOLS ELECTRONIC CATALOGUE ORDERING SYSTEM – (SECO)**

Electronic purchasing using the Department's Schools Electronic Catalogue Ordering System (SECO) is making a world of difference to schools in NSW. The SECO system is integrated with OASIS to ensure a seamless transition from order to delivery to reconciling the invoice with your purchase order.

#### SECO's benefits

Here is a quick reminder about the benefits of the SECO system to show why it's so popular among schools:

- Access to over a million online catalogue items with new suppliers and products coming online all the time.
- Simple and easy to use.
- Ability to save your favourite **shopping lists** for regular orders.
- **AutoSave feature** which ensures you never lose your order.
- **Search and Browse** option for non-purchasing staff at your school. This new option allows the search and browse catalogue to interact with the purchasing catalogue.

If you have any enquiries or would like to join the many schools purchasing electronically through SECO system, please contact us on:

**Phone:** 1300 338 289 – option:5

**Email:** [seco@det.nsw.edu.au](mailto:seco@det.nsw.edu.au)

**Fax:** 8633 1577

# LMBR Update – Student Wellbeing Guide

The LMBR program includes the Student Administration Learning Management (SALM) solution. This is an online system that brings together information about a student's wellbeing (counselling, custody, learning plans, health and behaviour) and administrative information such as curriculum, timetables, attendance and student payments.

SALM consists of two systems, Student Wellbeing and Student Management. These systems are being released to the 229 initial implementation schools in two stages, Student Wellbeing will go live in August followed by Student Management in Term 4.

## What is Student Wellbeing?

Student Wellbeing is a new online tool accessed through the DEC staff portal. Principals, teachers, SASS and counsellors will be able to input and access information from the system.

Student Wellbeing will provide an online student-centric view of student information. School staff will have access to Student Wellbeing to record, review, update and/or read and track information about a student's:

- Wellbeing and development
- Additional learning and support needs
- Counselling and referrals
- Custody and access
- Health information (initially read only)
- Suspensions and expulsions (initially read only)

Documents can be scanned and attached to a student's record in the system.

## What are the features of Student Wellbeing?

- **Managing additional learning and support needs:** Currently schools use a variety of school-specific paper, manual processes and various versions of third party software solutions to record additional learning and support information about their students.
  - Student Wellbeing will introduce standardised processes for recording learning and support information in one central system.
  - Provide an integrated referral tracking system that all school staff, including counsellors, can use.
  - Provide the ability to track and record personalised learning and support easily.
  - Enable the Learning and Support team to record collaboration with staff, parents and others, as well as initiate and track referrals in the new system.
- **Student counselling:** Currently counsellors use a variety of manual processes and hard copy files to manage the information about a student's wellbeing.
  - Student Wellbeing will replace some of these manual processes and paper files with standardised processes for record-keeping. These records will be accessible to counsellors for all of the schools they work in.
  - Allow documents to be attached electronically to a student's records. However, some hard copy records will continue to be required for legal purposes.
- **Managing student records:** ERN will continue to be the student enrolment system and the authority for student identity, personal and academic information. Some of this information will be transferred from ERN and will be read only in Student Wellbeing.
  - Student Wellbeing will enable high risk issues such as anaphylaxis to be flagged prominently on every page in a student's record.
- **Managing custody and access details:** Currently schools use a variety of paper, manual and electronic processes to manage a student's custody and access details.
  - Student Wellbeing will significantly improve the visibility school staff have of a student's custody and access information, supporting the management of students' safety and wellbeing requirements.
  - Court Orders can be:
    - Associated with a student, not with the parent/carer as is currently the case.
    - Linked to siblings in different schools as well as siblings at the same school.
    - Linked to any contact (eg a neighbour) not just the parent/carer.
    - Viewed via the contact record of the student record (only those appropriately authorised will have access to the details of court orders).
- **Managing health records:** ERN will continue to be used to record student health information. Some health information will be viewable in Student Wellbeing but staff will need to refer to ERN for comprehensive student health information including anaphylaxis information. This is an interim phase until the anaphylaxis information can be accommodated in Student Wellbeing.
- **Reporting:** Student Wellbeing is designed around the individual student. Reports on individual students can be run by school staff as needed. A further set of operational reports that summarise whole school information, such as a list of referrals and their status, a list of students referred to a counsellor, and a student's immunisation status, will be available to school staff.

*What does the new Student Wellbeing system look like? See example in "Student Wellbeing guide for NSW Public Schools"*  
*Source and more information: Refer LMBR Directorate / Student Wellbeing system overview*

## Student Wellbeing Demonstrations:

To help staff understand the new solution a series of demos have been produced.

These are based on fictional scenarios and demonstrate how schools will use the new system.

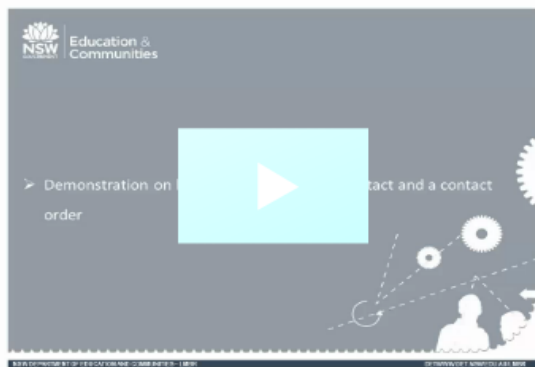
### Overview of Student Wellbeing

Watch the below video demonstration to learn more:



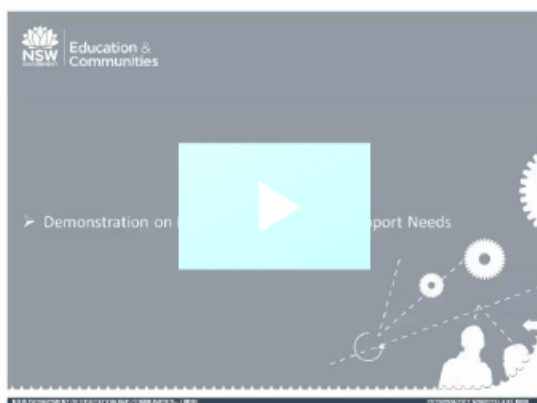
### Managing student details

Watch the below video demonstration to learn more:



### Managing learning support needs

Watch the below video demonstration to learn more:



### Demonstration videos:

<https://detwww.det.nsw.edu.au/lmbr/schools/student-wellbeing>

## Technology News

The NSW Department of Education and Communities has renewed its enterprise agreement with Adobe. As part of the new contract, staff will continue to get access to Adobe software on school computers and can also use the software on their home computer under "Work at Home" rights.

From early 2014 school students will be able to install selected software for free on one BYO device per student.

The new agreement includes all current and future versions of:

- Creative Suite (Design and Web Premium, Master Collection)
- Presenter
- Captivate
- Photoshop Elements
- Premier Elements
- Connect
- Muse (simple website creator)
- Edge Animate.

## Library Management Solution

A team of teacher librarians, IT experts and administrators have reviewed tenders received for the new library management solution.

It is expected that the new system will be rolled out to approximately 300 schools towards the end of the year. All schools will be migrated to the new system by September 2014. This will involve migrating existing data from OASIS library to the new solution.

*Source and for more information see Technology News for Schools – Bulletin 3 – August 2013.*

### From the Editor (Helen Ross)

Netlink is the official newsletter of School Administrative & Support Staff Professional Association (NSW) Inc. (SASSPA)

- Information in Netlink is sourced from DEC websites and directorates to ensure the latest information is presented.
- Opinions expressed in NetLink are not necessarily those of SASSPA or the NSW Department of Education and Communities, unless otherwise specified.
- The Committee aims to bring news and information to members relating to changes in DEC and professional learning opportunities.
- We invite Members and RSRGs to send information and articles to the Editor for publication.
- SASSPA reserves the right to make literary corrections and to withhold from publication all or any part of material submitted.
- Material for publication should be forwarded by email. Please include photographs if applicable.

# Career Development: Role Statement of a Business Manager

(From Mary Monaghan, Business Manager, Liverpool Boys High School)

The position of Business Manager is a new and developing role and my school has had this position for 2½ years. When developing the role the general rule was – if it's not educational the Principal and Deputies would pass it on to the business manager. This has given them more time to deal with students and welfare issues, assist teachers and examine curriculum options, which has allowed the school to develop programs that have benefited students and the learning community. Below are a few examples of how this works at Liverpool Boys – this has not affected our very busy full time SAM who I would never be without, and the wonderful SASS team I am lucky enough to work with.

I have been a SAM in both primary and high schools and like many SAMs was involved in finance, properties, WHS, Board of Studies and other tasks that are part of the Business Managers role. The difference with the business manager's role is that I take total responsibility for the tasks. For example, I develop the budget from the school plan. The Principal and executive develop the school plan and I am involved in this to the point of understanding the educational aims and goals established. I then resource this, costing different initiatives and deciding how to best fund everything, educational and administrative. At Liverpool Boys High we have one plan and everything we do revolves around this. All our tied funds and global funds are used to resource our school plan. We do not run many different programs from many different tied funds, we fund one school plan. I monitor the expenditure of some tied funds on spread sheets as each faculty or program is given funding from these sources. I manage the National Partnerships funding completing the Resource Planning Tool and Staff Monitoring Sheets, which some SAMs may do in National Partnerships schools. I also managed the notional salary budget under the 47 School Pilot, which was a complex process involving a number of different reports, and will manage this again under a RAM. I am also responsible for managing the school run canteen. Our full time SAM looks after all other finance just as a SAM would in any other school.

Duties	Example
Managing administrative functions relating to compliance with legislation, department policies and procedures.	Review and refine all administrative procedures; Enrolment procedures; International Students; staff temporary agreements; approve staff leave; vocational education (Electronic Competency Registers); Board of Studies; WHS claims.
Managing WH&S across the school including the risk assessment and management processes.	All WH&S issues, Chairperson of WHS Committee; evacuation drills etc, site inspections; developed excursion package to ensure risk assessments completed.
Managing the school's financial activities including preparation of the annual school budget and maintaining the school's financial records to ensure that the school derives maximum benefit from its budget.	Pilot finances, Cashflow/LMBR School Budgeting Tool; NP Finance-RPT (Cost Plan) and Staff Monitoring Sheets, Prepare and monitor Global Budget that implements the school plan; Monitor tied funds (these fund faculty and school plan). Complete acquittals on tied fund expenditure; Provide strategic advice.
Managing the school's assets in accordance with department policy and procedures including school maintenance and hire of school facilities.	Asset management – ensure stock take completed. Properties – manage all maintenance including notional maintenance budget and all properties issues. Manage flow of work for GA. Schools representative for Trade Training Centre Project.
Managing the school's procurement of goods and services including compliance with the department's procurement policy and procedures to optimise school resources.	Oversee purchase of all goods, particularly technology so the school has an equitable spread of high quality resources and a 4 year plan to maintain technology. Accounts established with new suppliers. Ensure quotes requested and purchase orders processed.
Developing networks with parents, community and business representatives to ensure all stakeholders are fully informed of relevant school operations and activities.	Work with CLO, liaise with Liverpool Girls High, Miller TAFE, South West Connect, made connections with ABCN; Inghams Institute, South West Sydney Area Health
Acting as a first point of contact for stakeholders.	Available for all staff, students, parents and the community
Other Duties	Technology, work with the technology team to manage across the school. Grant applications; Organise conference, staff development days and offsite planning days; VET organised block week for constructions students – liaise with Miller TAFE regularly; Organising construction of a Auto shed to allow stage 6 auto to run. Managing the school run canteen and working with the Hospitality and Retail teachers to give students work experience in the canteen.

The Business Managers role is a opportunity to further develop your career if you choose. The tertiary study I completed at both University and TAFE has assisted me in this role. It has made a difference to the way Liverpool Boys High School is managed and allowed the executive teachers to focus on students.

**NOTE:** The Role Statement of the Business Manager noted above is not the Role Statement of the Department of Education & Communities. This Role Statement was developed by Liverpool Boys High School to meet the needs of the Business Manager's position at that school.

## SASSPA Contact Details:

Membership forms to: SASSPA, c/o Penhurst West Public School, Cnr Scott Street & Forest Road, MORTDALE. NSW 2223

Website: [www.sasspa.org.au](http://www.sasspa.org.au)

Email to: [admin@sasspa.org.au](mailto:admin@sasspa.org.au)

NetLink articles to: [editor@sasspa.org.au](mailto:editor@sasspa.org.au) OR [HELEN.M.ROSS@det.nsw.edu.au](mailto:HELEN.M.ROSS@det.nsw.edu.au)

Membership enquiries to: [treasurer@sasspa.org.au](mailto:treasurer@sasspa.org.au)