



BANSW

THE BURSARS' ASSOCIATION OF NEW SOUTH WALES INC

Welcome to Term 4!

4 November 2011

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A special welcome to new Members and Associate Members: Mahnaz Ali, Andrew Ballesty, Paul Bickell, Craig Bratton, Rebecca King, Karen Marlin, Aaron Mumby, Brian Schick, David Shaw, Jenny Tan, Jean Tung and Geoff Downes. I trust your membership is rewarding and I encourage you to attend the above event to meet other members of the Association.

During the last Term break, Geoff Dornan and I attended an ASBA Board meeting. The focus of the meeting was on professional development strategies and with the assistance of a facilitator, the Board mapped out a future strategy aimed at improving the overall professional development offering of ASBA. Both Geoff and I were impressed with the cohesiveness of the Board on the need to provide quality and affordable PD for members. The PD Committee of the Board will be developing programs over the next (12) months to deliver to ASBA members nationally. I will keep you updated on the progress of this initiative.

Some of you may not know that Ted Rollinson has retired as Secretariat of ASBA after many years of fine service. ASBA officially farewelled Ted at the New Zealand Conference and he attended his last Board meeting in October. We wish Ted well in his retirement.

We have been contacted by the Association of Retired Bursars from NSW and ACT who are holding a Conference in Canberra in March 2012. If you know of any retired Bursars who might be interested in attending or you think you might be retired by then and would like to attend, you will find the flyer for the conference attached to this newsletter.

You will also find attached the program for our next PD event to be held at Sydney Grammar on 13th December 2011. Entry on the day will be via Stanley Street. Unfortunately, there is no parking on site but there is ample parking in the Riley Street car park, which is a 5 minute walk. The School is a 5 - 10 minute walk from either Town Hall or Museum Station.

The PD Committee has put together an outstanding program with topics of interest for all Bursars. As this will be our last event for the year, I encourage you to come along and participate in what should be a very informative day.

Please book the 13th December 2011 in your diary now as well as our other calendar dates for 2012!

Kathy Dickson
President BANSW

SUB COMMITTEE REPORTS

Strategic Planning and Governance Committee

As members are aware, we presented a member's version of the current Strategic Plan on the website.

We are continually reviewing, updating and making relevant the Strategic Plan. Of course the Committee's version of the plan includes a large number of action points under each of the higher level goals expressed in the member's version. The Agenda for each meeting of the BANSW Committee is now put together by reference to the action items in the Strategic Plan. Therefore the Strategic Plan has meaning, is constantly being looked at, reviewed, referred to and actioned. The Strategic Planning sub-committee meets each term as well to "put legs" on some of the action items between each BANSW Committee meeting.

Can I encourage you as a member of the organisation to give us your feedback or thoughts about ways in which the organisation can remain relevant and improve what it does for members. Your input will be considered by the Committee and it will assist us to assist you. All communication can be sent to David Jennings, Secretary at dej@wcc.nsw.edu.au.

David Jennings

Chair Strategic Planning and Governance Committee

Website and Marketing Committee

There have been a number of changes to the website including photos of schools and additional links being added to the Links icon. The sites have been chosen as they are commonly used in the day to day administrative role of the school business manager. Further changes are being pursued and identified.

A website is an excellent means of communication, however, the BANSW website is your website we rely on you to ensure your details are correct and would appreciate any ideas you may have to increase its value; we encourage you to access the site regularly.

Judy McGregor

Chair Website and Marketing Committee

Professional Development Committee

PD Day 13th September, 2011 - AISNSW Conference Centre

This was a landmark PD event for BANSW with the inaugural use of the AIS regional hubs to transmit the day's proceedings to centres in our more remote areas. Bishop Druitt College, Central Coast Grammar School and TIGS graciously and successfully hosted a total of 5 participants for the day. We look forward to providing future PD events through this medium.

An additional 88 bursars and business managers attended the day at AISNSW.

Delegates were educated and entertained by a variety of speakers including Russell Mason of Mercers who provided the latest trends in financial planning and information relating to the New Stronger Superannuation Legislation; Gaile Pearce and Elizma Bolt of Deloitte Touche Tohmatsu who gave an update on the impact of the recent legislation on the Charitable Status of Not for Profit Organisations and the latest in salary packaging and FBT; Hamish McDonald Nye of AON who discussed the relevance of Directors' and Officers' liability in the Independent School Sector; Carsten Pederson providing an economic update and Dominic Thurbon of ChangeLabs explaining how to bring people along the journey of innovation and change. As always AISNSW were the perfect hosts and apart from Michael Carr donating his valuable time to impart important and relevant information, delegates were treated to the usual high standard of "AIS style catering" and the dedicated attention of many of the AIS staff.

Delegates who attended the day have been invited to complete a survey. To allow the PD committee to improve and strengthen future BANSW PD events, we strongly encourage you to participate in this survey. If you have not already done so, please complete the survey

Our appreciation goes to the AIS and all those who participated on the day. It also goes without saying that we sincerely thank all the members of the BANSW Committee who work tirelessly behind the scenes to ensure that these events inevitably run smoothly.

Sydney Grammar School – 13th December, 2013

Plans are well underway for the final PD event of the year to be held at Sydney Grammar School. We will feature an interactive session on building projects and management and a focus on your secretarial role including some sessions regarding the establishment of a portal for the exchange and storage of information for your school Board and also on understanding and improving the dynamics between the Board and the Executive. You will, no doubt, have heard of the remarkable new Auditorium at Sydney Grammar – *we are extremely fortunate that Peter has agreed to take us on a guided tour!!* As usual we will be provided with an update from AIS and will end the day with informal discussions and drinks.

To assist you plan your future around BANSW PD events, we provide the following for your diaries:

13 December, 2011 – Sydney Grammar School

2012 Professional Development

Proposed Dates

1 st PD Event & AGM	23 rd March
2 nd PD Event	1 st June
3 rd PD Event – Conference	23 rd , 24 th , 25 th September
4 th PD Event	15 th December

2013 Country Summit

This will be held over the April School Holidays

Sue Pynenburg

Chair Professional Development Committee

Membership Committee News

We are currently working on updating our member database to ensure all information is current. It would be of great assistance if any member has changed their personal contact details or role to update your details on the website or alternatively, advise the Membership Chair as soon as possible to ensure timely receipt of news and information.

We would also ask that should any member be aware of a staff change at either their school or another school to please advise the Membership Chair so we can make contact with the new incumbent. We are currently coordinating our membership efforts with the assistance of Regional Convenors to ensure our data is up to date.

We would also like to remind all members that if you have not paid your subscription fee for 2011, please do so as soon as possible. If you are not sure if you have paid, you can log into your User Details and scroll to the bottom of the Personal Details tab. The fields labelled 'subFees' and 'subfees_date' will be populated if you have paid subscription fees this year.

Tessa Gooch

Chair Membership Committee



Professional Development Day

13 December 2011

HOST VENUE: Sydney Grammar School, Stanley Street entrance, Sydney

PROGRAM

9.00 – 9.20 am	Arrival and Registration
9.20 am – 9.30 am	Welcome Kathy Dickson - President BANSW
9.30 am – 11.00 a.m.	Session 1 Building Projects and Management – Facilitated by Greg Smith and Chaired by Ray Whitfield this interactive session will include a panel of Bursars and Business Managers who will share their many and varied Building Project experiences
11.00 – 11.30	Morning Tea
11.30 – 12.00	Session 2 Evolution in board communication - Board Portals John Cormican
12,00 – 12.45	Session 3 Strategies for dealing with difficult Board situations Bill Hundy
12.45 p.m. - 2.00 pm	Tour of the new Sydney Grammar Auditorium led by Peter Breeze and followed by Lunch
2.00 pm – 2.45 pm	Session 4 AISNSW – an update Geoff Newcombe
2.45 pm – 3.45 pm	Session 5 The Myth of Sustainability Michael Cosgrove
4.00 pm – 5.30 pm	Informal drinks

Registration Fee: \$75 (GST incl) You will need to login to <http://bansw.asn.au/> to register for this event. If you wish to pay by cheque or EFT, please follow payment instructions on the Event Booking Register.

PD Day – 13th December, 2011

Our Presenters

Session 1: The panel of the Building Projects session

Joining Greg Smith and Chairing the panel of well-known bursars and business managers, Ray Whitfield will be already be known to you as an ex-Deputy Director of AISNSW and the current Chair of the AISNSW BGA.

Session 2: John Cormican

From Computershare recently noted in the ASBA Associate:

"Company secretaries face an ongoing challenge to facilitate the exchange of timely and accurate information between management and the board. While many organisations rely on traditional methods to print and mail hard copy board packs, the collation and distribution is costly and labour intensive. Electronic communication methods can remedy these issues, but only if the proper channel is utilised. In the interest of time, there may be pressure to send confidential papers via email, but email does not provide adequate security. More secure electronic communication channels are now available that address the issues of hardcopy board packs while providing a fast and convenient way to share information.

John will discuss the main objectives of a board portal and its functionality in today's increasingly electronic focused world.

Session 3: Bill Hundy

Many of us have been challenged by issues of a corporate governance nature, ranging from directors who do not understand the management/executive distinction, directions from the Chair that conflict with those of the Principal and Directors who do not consider their papers or understand the issues at hand. The dynamic between the Board and the executive is crucial effecting good governance and performance of organisations. Given his experience on both sides of the divide, Bill will share his strategies for dealing with some of the difficult Board situations that he has experienced.

Bill Hundy is a corporate lawyer and the former Company Secretary at Origin Energy, an integrated company listed on the ASX and operating in Australia and New Zealand. He has had extensive experience in the mining and resources industry, having been Secretary of Placer Pacific and Kidston Gold Mines Limited for over ten years from 1987. He was subsequently Secretary of the iconic Australian manufacturer Email Limited from 1997 to its takeover in 2001. He is currently on the board of Island Minerals Limited.

Bill was admitted as a Fellow to the Institute of Chartered Secretaries and Administrators and has been on the NSW State Council since 1997. Bill was the course director for the previous, equivalent subject, Company Secretarial Practice and meetings for 4 years. He is the current Course Director for the Corporate Accountability, Meetings and Disclosure.

Session 4: Dr. Geoff Newcombe

Dr Geoff Newcombe was appointed Executive Director of AISNSW (AIS) in January 2005. Prior to this he held the senior position of AIS Director of School Governance and Industrial Relations. Geoff commenced teaching in 1969 and has held positions of Head and Business Manager in a number of independent schools, also teaching Mathematics and Science in that time. He has had a variety of governance and management experience across the independent schooling sector. He has also lectured in the Master of Educational Administration program at the University of New South Wales and in the School of Business at the University of Technology Sydney. He holds a PhD in the area of school-based financial decision making and has published widely in the areas of school governance and participation in financial decision making. In June 2006 he was appointed as a Visiting Fellow to the School of Education at the University of New South Wales. Geoff was an AIS appointed trustee of the Non Government Schools (NGS) Superannuation Fund and oversaw its merger in 2005 with other industry funds. He was also Chairman of the fund for a number of years.

Session 5: Michael Cosgrove

Michael Cosgrove is the Business Manager at Nudgee College in Brisbane. Michael has recently written an article for the ASBA Associate which briefly explores the origins of sustainability; its real life application to the operations of organisations (particularly schools); and the difference between a sustainable school and one which only believes in the myth of its sustainability. Michael will join BANSW members on the 13th December to delve more deeply into this topic.



Association of Retired Bursars of Australia (NSW and ACT Division)
14th Reunion of Retired Bursars-Canberra, ACT- 13 March 2012 to 16 March 2012

Reunion Convener: - Brian Atkinson
Dakin
134 Sutherland Drive
Georges Plains NSW 2795
02 6337 2049 tele/fax
bjid@aapt.net.au

Treasurer: - Fran Newling
196 Markham Street
Armidale NSW 2350
02 6771 5099
dnewling@tpg.com.au

Local Arrangements: - Hugh
P.O. Box 3163, Manuka 2603
28 La Perouse Street
Griffith ACT 2603
02 6295 7835
hughdakin@gmail.com

Dear Retired Bursar

The NSW and ACT Retired Bursars invite you to attend the 14th Reunion of Retired Bursars to be held from **Tuesday 13 March 2012 to Friday 16 March 2012** at Canberra, ACT, Australia's National Capital.

Accommodation: Arrangements are to be made direct with the hotel of your choice:

Rydges Capital Hill is a modern hotel situated close to Manuka and Forrest on the southern side of Canberra. We have been offered a rate of **\$180 per night bed and breakfast** for a double occupancy and \$170 per night bed and breakfast for a single occupancy. The booking code for Rydges is **R-1303BR**. **Contact details are: Telephone: 02 6295 3144; Fax: 02 6295 3325 - email:reservations_capitalhill@rydges.com**

Bentley Suites are also modern and situated across the road from Rydges Capital Hill. They have a particularly good rate, provided 10 rooms are booked, for a 2-bedroom, 2-bathroom apartment of **\$220 per night for 4 people**; 1 bedroom rate is **\$185**. If less than 10 rooms are booked then the rates will be **\$250/\$200**, respectively. We will know which rate is to be charged by 1 December 2011. There are stairs from the car park and to the units but no lifts. The booking code for the Bentley Suites is: **Bursars' Reunion**.

Contact details are: Telephone: 02 6124 0000 -email:reception@bentleysuites.com.au

Breakfast is available at Rydges Capital Hill for Bentley guests for a charge of \$24 per person, or your own kitchen at Bentley Suites can be used.

Registration of your interest: If you are interested in attending our 14th Retired Bursars' Reunion, please complete the enclosed "Expression of Interest" form and return it to Fran Newling, see address above, together with your \$100 deposit cheque, made payable to "Association of Retired Bursars of Aust. NSW & ACT Division", in the addressed envelope provided by **1 September 2011**.

Please note that your \$100 registration fee will be refunded in full if you advise us of your non-attendance prior to **1 December 2011**. The balance of your registration fee will be payable by **1 December 2011**. We hope you are able to attend and enjoy the fellowship.

Brian Atkinson
Reunion Convener
For the Organising Committee

Association of Retired Bursars of Australia (NSW and ACT Division)

14th Reunion of Retired Bursars-Canberra, ACT- 13 March 2012 to 16 March 2012

EXPRESSION OF INTEREST

In respect of the proposed reunion in Canberra in March 2012:

- I intend to register for the reunion
- I am uncertain but will decide by 1 December 2011
- I am uncertain but am unlikely to attend
- I will not be registering

Please strike out as applicable

Name:

Partner's Name:

Address: Postcode:

Telephone: Email:

Former School/s:

Reunion registration fee: \$226 (per person)

The fee covers:

Tuesday: Welcome Dinner – 7 pm – Vivaldi Restaurant
Coach to venue, dinner and first drink is included

Wednesday: Coach tour of Canberra all day
Morning Tea (in a park)
Lunch at Canberra Yacht club
Afternoon Tea at Old Parliament House
Dinner is at your own expense on Wednesday night

Thursday: Bookings will be taken for a tour of the Australian War Memorial led by John McCaffery, formerly of Canberra Grammar School.
Reunion Dinner at Rydges Capital Hill – 6-30pm pre dinner drinks, meal and 2 bottles of wine on table included.
Conference Administration Fee

Please make your own arrangements for accommodation direct with the providers:

The booking code for Rydges Capital Hill is **R-1303BR**.
The Booking code for the Bentley Suites is: **Bursars' reunion**.

Canberra has much to offer and you may decide to extend your visit at either end to explore it more fully.

***Please post this form and, if planning to attend, your cheque for \$100 to Mrs F Newling,
196 Markham Street, Armidale 2350.***