Welcome to 2016!

Apologies to all as the Term 4, 2015 newsletter was completely missed due to time constraints on my part! But I hope to present the news to you in a timely and efficient manner for this year.

Welcome to any new Business Managers, Administration Officers or Finance Officers who may be reading this information for the first time. The purpose of this newsletter is to share and provide information to you from the SA State Schools Administrative Officers Association; share information and reminders from DECD; offer you the opportunity to join in our Association and events that we offer during the year, as well as promote your networking opportunities and your leadership skills to enable you to carry out your role to your fullest potential.

This is the time of the year that we are very focussed on sending out the old financial year and working on the new one - plus it is a time when Leadership Teams are discussing Performance Management and for the majority of us, this means working closely with members of our team to work on their performance plans. But it is not a time to forget about ourselves and our needs of enhancing roles, planning to learn new skills or even to promising ourselves more work/life balance in the coming year.

This is an important time to focus on yourself and make goals that are SMART.

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TIPS & HINTS

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and click on the LinkED page in the Internal Communications menu.

I have learnt over the years—after trying to burn the candle at both ends—that self-reflection plays a key part in keeping your sanity and maintaining a healthy work/life balance. I share my own experiences with my team members, and I like to provide them with resources not only to assist them with making their SMART goals but to also do some self-reflection. A fabulous resource I found a few years ago is a website called Personal Excellence, which is the brain child of a young woman called Celestine Chua. Celestine has many wonderful free resources that suit our type of crazy-paced world, and many that you can download for free and share with your team members. Check it out at Personal Excellence (www.personalexcellence.com). I particularly love her free Manifestos, that can be downloaded, printed and put up for everyone to see and think about.

So what will your SMART goals be for the start of 2016? Maybe one of them will be to join our fabulous association if you are not a current member! Keep reading this newsletter for information about the hugely successful Seminar Day that was held in November 2015. Stay tuned for more Personal Development opportunities that we will be offering. Maybe one of your goals could be to attend one of our workshops at our conference in July and see the networking opportunities at hand! You don't have to commit to the whole conference—although we'd love you to—and new delegates are ALWAYS WELCOME! Have a great 2016!
The Seminar Day held in November was very well supported, with approximately 200 school services officers in attendance. The morning session was “Education to Medication” presented by Allison Wallis from The Health Objective. We were like sponges taking in the information on how to manage medication for students in our schools, and copious notes were taken. Some of the things that Allison spoke about were:

- Medication—as determined by DECD—includes things such as cough lozenges, nappy creams, vitamins—basically anything that changes the physiology of the body—whether it contains medication or not.
- Any medication—whether prescribed or not—must be written up by a health practitioner. Naturopaths are not legally able to prescribe medication or sign a medication authority.
- Errors that are made are careless, eg behavioural. The longer you have been giving out medication, the more likely you are to make an error.
- Students must not carry their medication unless they have been approved to self medicate. They still must come to the office, tell you that they have taken their medication and the dosage needs to be recorded.
- One medication, one label per child, one dose, per day, per child in original medical packaging. Do not use dosette boxes.
- Children need access to their medication—for example, asthma puffers. There is no need to store these in the office as they go out of date. All schools have Asthma SA bumbags for emergency use of puffers.
- Involve other staff in medication management—not just the front office staff.
- Children are not accountable themselves to be responsible for coming to get their medication because they are minors.
- Do not give the first dose of medication, as the child is too sick to be at school if coming straight from the doctor. First dose needs to be given at home so the child can be monitored.

These are just a few notes that I took on the day. There were many, many questions asked of Allison and like all policies, it sounds easier than it actually is to police. Allison will come out to sites to discuss medication management. Donna Schillingford is the DECD contact person for schools and student health sits under the Child Protection portfolio.

The afternoon session included looking at the Employee Information Kiosk and ended with Tim Elliot and John Koronas discussing the end of year financial procedures.

The SASSAOA committee appreciates all the valuable feedback and the fabulous attendance from all delegates concerned and looks forward to networking with you in 2016!

SASSAOA MEMBERSHIP - Any questions?

Are you considering joining SASSAOA in 2016 but don’t really know if it is for you? Here are some of the benefits of being a member:

- We provide high quality Professional Development opportunities at Leader’s Days, Seminar Days and conferences, including two $1000 Professional Development opportunities kindly sponsored by one of our Business Partners Camp Australia.
- Networking opportunities are abundant at our events, not only for you to meet your SA and interstate peers, but also liaise with DECD corporate staff, and our sponsors.
- Delegates have the opportunity to attend interstate association conferences, with SASSAOA providing funding for conference costs.
- Hear first hand information from our committee members and other delegates via our Chatline and have the opportunity to participate in project groups. Delegates in 2015 have been part of the new EMS (Education Management System) project group.
- Access information from some of the country’s top public speakers, to enhance your professional and personal life. MasterChef inaugural winner Julie Goodwin inspired delegates at our 2015 conference with her journey into the limelight and how her life has changed since winning the competition.
- As a member you will automatically be a member of the Association for Australian Government Schools Administrators (AAGSA).

Our membership numbers in 2015 were at an all time high, and we would like to welcome more of our peers into our association this year. Contact any one of our committee members if you would like more information about joining our association.
SASSAOA ANNUAL CONFERENCE
11—13 July 2016
Building Bridges Together

Our Annual Conference will be held in totality at the Adelaide Convention Centre! We have outgrown our previous venues!!! The theme is Building Bridges Together and the registrations will open toward the end of March.

Delegates will be accommodated at either the Stamford Plaza or the Oaks Apartments and the theme of the Formal Conference Dinner is “Christmas in July”.

Workshops and presenters are still be finalised, but we can confirm that the fabulous Robyn Moore (the voice of Blinky Bill) will be a guest speaker on the Wednesday morning. Delegates will also have the opportunity to take a tour of the iconic Adelaide Oval prior to dinner on the first night.

We encourage all our current members to once again attend this conference and why not bring a friend? Someone who hasn’t been to a conference before and would love to experience these valuable training sessions and networking opportunities. We had a record number of first-time attendees in 2015 and would love to smash that in 2016!

Don’t forget to check out PLINK! for ongoing training & development sessions. At the moment they are asking for expressions of interest for 2017 for the following courses that may be of interest to School Administration Officers, Finance Officers and Business Managers:

- Advanced Diploma of Leadership & Management
- Diploma of Leadership & Management

If you have not accessed plink before, Select “Retrieve/Reset Password” (click the link under the login box on the left) to activate your account, receive an email with your login details and set up your profile. After logging into plink, click “Search Professional Learning.”

What sort of things would you like in your SASSAOA newsletter?
Do you have something exciting from your school that you would like to share with your fellow members?

Email me by end of Week 7, Term 1 so we can share your news:
Wendy.Hayes364@schools.sa.edu.au

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SASSAOA LEADER’S DAY—13 May 2016

The Leader's Day this year will once again be Project Management, presented by Marg Hypatia. This is a follow on from the 2015 session, however attendees will not be disadvantaged if they did not attend the first session. It will be a practical workshop using tools that Marg will provide to work through a small project. Attendees will be required to bring a laptop or similar device to work on. More information will be forwarded in the near future.
### 2016 Term Dates

<table>
<thead>
<tr>
<th>Year</th>
<th>Term 1 Dates</th>
<th>Term 2 Dates</th>
<th>Term 3 Dates</th>
<th>Term 4 Dates</th>
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</thead>
<tbody>
<tr>
<td>2016</td>
<td>1 Feb - 15 Apr</td>
<td>2 May - 8 Jul</td>
<td>25 Jul - 30 Sep</td>
<td>17 Oct - 16 Dec</td>
</tr>
<tr>
<td>2017</td>
<td>30 Jan - 13 Apr</td>
<td>1 May - 7 Jul</td>
<td>24 Jul - 29 Sep</td>
<td>16 Oct - 15 Dec</td>
</tr>
<tr>
<td>2018</td>
<td>29 Jan - 13 Apr</td>
<td>30 Apr - 6 Jul</td>
<td>23 Jul - 28 Sep</td>
<td>15 Oct - 14 Dec</td>
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**Term 1 dates**

- **Week 1** 1 February—5 February
- **Week 2** 8 February—12 February
- **Week 3** 15 February—19 February
- **Week 4** 22 February—26 February
- **Week 5** 29 February—4 March
- **Week 6** 7 March—11 March
- **Week 7** 14 March—18 March
- **Week 8** 21 March—25 March
- **Week 9** 28 March—1 April
- **Week 10** 4 April—8 April
- **Week 11** 11 April—15 April

**Term 1 Public Holidays**

- Monday 14 March—Adelaide Cup
- Friday 25 March—Good Friday
- Monday 28 March—Easter Monday

### 2015/2016 COMMITTEE

#### EXECUTIVE

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
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</thead>
<tbody>
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</tbody>
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