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2023 Term 1 Newsletter

Navigating payroll pain points and mitigating risk

Payroll conundrums? We've got you covered — and we've likely seen them in other schools too!

At Cole School Experts, we often see payroll officers using incorrect information, spending valuable time searching for correct and up-to-date details, or struggling to work effectively with other staff.

In fact, a 2019 survey found that 33% of payroll managers admit to making employee payment mistakes at least once a month, and a further 21% admitted to making them every quarter.

We get it – oversights happen and navigating payroll can be difficult, but we find that risks and annoyances can be avoided, or at least mitigated, with just a little pre-planning and some quality staff education.

So, to help you out, we've listed some **common payroll mistakes along with a few helpful tips** that will make these pain points, well, a little less painful.

https://coleschoolexperts.com.au/2022/12/15/navigating-payroll-pain-points/

This article is part of a series of blogs that focus on getting your school's payroll sorted. Read our first post about getting your school payroll sorted.

Payroll & HR Software

We are Hiring!

https://www.youtube.com/embed/n9vBwmkrPUw?showinfo=0&rel=0

Excellent work requires exceptional people. We have continued to invest in the areas that matter most as we build a culture where everyone can grow and thrive. Our people make us distinctive as school specialists. The energetic and passionate team make our unique culture that delivers enduring results for each client's specific needs.

We are always looking for exceptional people to join our team and we would love to hear from you.

https://coleschoolexperts.com.au/jobs/

Cole Team

Who are the Cole School Experts?

Meet... Kylie Massimissa

School Payroll Specialist

Kylie is a highly motivated and results driven finance officer with over twelve years of invaluable experience leading, developing and processing in various roles throughout the financial sector.

Skilled in numerous financial fields including full function payroll, accounts payable, accounts receivable and financial reporting, Kylie is able to reach optimal business outcomes and maintain a high level of attention to detail.

Based in sunny Queensland Kylie is an integral part of the extended Cole Family.

Follow the link below to meet more of the Cole School Experts team!

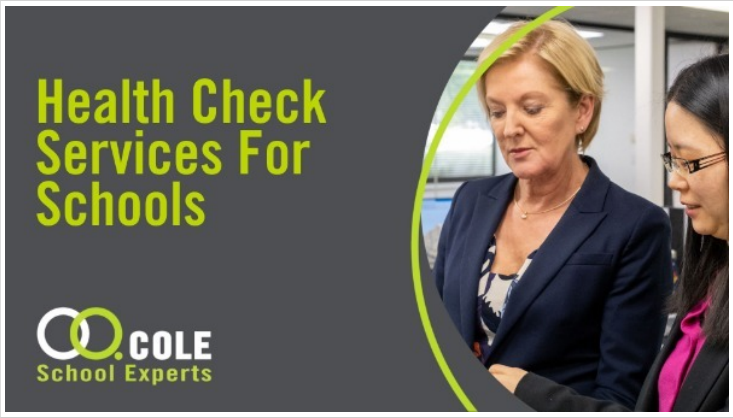
https://coleschoolexperts.com.au/about/our-people/

Cole Team

Payroll Health Checks

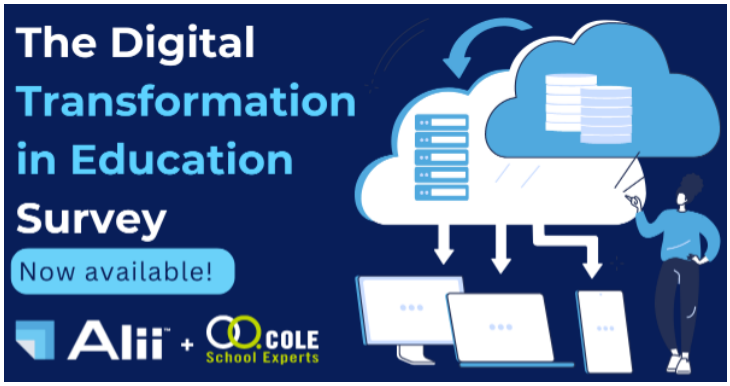
Maximize efficiency, accuracy and compliance in your school's Payroll and HR systems with the Cole School Expert team! Our Health Check Services provide a comprehensive audit to ensure best practice setup, effective user interface, data accuracy and compliance with policies and legislation. From complete system audits to specific modules and workflows, we're here to help you achieve maximum efficiency and effectiveness.

Click on the image link below to find out more and book your Health Check today to ensure your school's Payroll and HR systems are running smoothly.



Consulting Payroll & HR

Digital Transformation in Education Survey



The Digital Transformation in Education Survey is now available! Click on the picture link above to download your copy.

The survey was designed to capture how innovative schools around the country are being with technology.

This was an initiative by our Strategic partner Alli in association with Cole School Experts and other industry experts.

https://coleschoolexperts.com.au/alii/

Attracting and Selecting Talent

In this video, Trudy, from our Statategic Partner TalentCode HR, discusses the difficulties many schools are currently facing due to the tight Australian labour market.

The ongoing issues have presented the need for organisations to rethink how they are attracting and selecting talent. Trudy highlights the importance of focusing on capabilities rather than previous experiences and a number of useful tools you can implement to provide you with valuable insights into the capabilities that are required for success.

https://www.youtube.com/embed/nN_9Mv7nMVk?showinfo=0&rel=0

Payroll & HR Strategic Partners

One team, one goal - Aligning your marketing and admissions teams

DIGISTORM

The idea of building a well-aligned team may sound obvious, but the practicalities can be challenging.

Aligned teams that are effectively managed have a clear understanding of your school's goals and can successfully

achieve them. With a cohesive team in place, you can start measuring success, reshaping school leadership and smashing goals.

This is a really positive contrast to what's often found in a school setting: Admissions and Marketing teams sitting in misaligned silos despite working towards similar goals.

This important topic is covered in Episode 3 of a series called The Admissions Club by our friends at Digistorm. If you've not explored this series, we recommend doing so. It's tailored to independent K-12 schools and hosted by industry experts who offer inspiring strategies and resources to help you achieve your school's goals.

https://insights.digistorm.com/en-au/tac-episode-3-one-team-one-goal

Cash & Fees Management | Strategic Partners

Effective Payroll for Schools - Cole Connect Seminar

Our recent seminar on school payroll management was a huge success! Attendees learned about the latest best practices, common pitfalls, and risk avoidance strategies.

The first part of the seminar before lunch considered:

What schools need to know about payroll

- Interpreting contracts, awards and complying with employment law.
- Navigating pain points and mitigating risk.
- Effective system setup and payroll health checks.
- Automation and digital capture of payroll data.

In the afternoon, thanks to our partnership with Wageloch, attendees also had first peek at the exciting school workforce, timesheet and scheduling solution we are collaborating on for the non-Government Education Sector.

New payroll automation solution for schools

With a focus on delivering greater efficiency and productivity to schools, 'Wageloch for Schools' automates and streamlines your Workforce Management tasks.

- Manage all your rostering, time and attendance tasks online.
- Automatically apply your award rules, enterprise bargaining agreement requirements and pay rates.
- Import timesheet, leave and roster data into your school payroll system.
- Onboard new employees easily with Wageloch's digital onboarding.

https://coleschoolexperts.com.au/cole-connect/

Cole Connect | Payroll & HR

Engage your alumni today or you may miss the advancement boat!

Alumni programs are a billion dollar industry in education globally, even the business sector has muscled in on the act in recent decades. But why do schools, colleges and universities even bother? What is the potential return on investment?

Unlike many of our US and Canadian cousins, Australian and New Zealand schools and universities have been painfully slow to catch on to the benefits of a strategic and well-oiled alumni program. However over the last decade they have begun to slowly get their alumni engagement acts together, due in large part to institutions facing increased competition and ever-decreasing government funding.

In this article Alastair Lee - Director of AlumGrow Consultancy discusses how to engage your alumni now for future benefits to your school.

https://alumgrow.com.au/insights/f/engage-your-alumni-today-or-you-may-miss-the-advancement-boat

AlumGrow Consultancy

Cash & Fees Management | Strategic Partners

What schools say about Cole School Experts

Here's what St Peters Lutheran College say about working with us.

"Our relationship with Cole School Experts extends beyond 12 months with Cole assisting us in managing our large and complex payroll at very short notice.
The Cole team are true professionals, very responsive to our needs in delivering quality and accurate services and often go above and beyond. We feel supported and valued in this partnership."

Its great to hear feedback from school clients that confirm that our organisatinal values are evident in the service our awesome people provide!

https://coleschoolexperts.com.au/testimonials/

Strategic Partners | Cole Team

Refresher : Family Court Orders & Enrolments

A Family Court Order (Order) is a document that is frequently provided to your finance team with a direction from enrolling parties that the School abide the terms related to all education related matters. This may involve, amongst many other things, restricting access to information or financial responsibility.

As this is often a sensitive and emotional time for families, it is, at times, difficult to not become involved and provide assistance.

Recently, we have noticed an increase in the reliance by families for School's to abide the Orders. This is consequently resulting in more queries to us about the applicability and enforceability against the School itself to comply with the Order.

Does the School need to comply with Orders related to financial responsibility? The short answer is no. The reason for this is because unless the School is specifically named as a party in the proceedings (which is highly unlikely), then you are not bound. What follows is that your enrolment application, which is the contractual arrangement between you and the enrolling parties is what applies and must be the starting point for any conversations about the education of the children.

Often families will attempt to vary fee arrangements by reference to the Orders, but this can complicate billing and more importantly, recovery. The main underlying reason for this added complication is that families often have separate child support or other financial arrangements which rely heavily on funds being directed to certain expenses (like school fees). This often doesn't occur, resulting in outstanding fees and difficult conversations with families. As a rule of thumb, School's should not readily split accounts, unless there are compelling reasons to do so. Enrolling parties, may of course, pay separately, but ultimately, both should be liable for all fees until fully paid.

How about Orders related to other education related matters, such as access to student information? The answer to this question is not as straightforward. We firstly suggest that you openly communicate with all enrolling parties to understand their views and expectations. Once you have formed a view as to how the School is required to act, you should write to all parties (in either joint or separate correspondence) to confirm the position that will be adopted going forward. In more complicated situations, you may need to seek advice, and you are welcome to call us to discuss any matters.

If you or your team have any queries about enrolments, terms, collection processes and Court action, please give us a call on 1300 600 181.

Platinum Collection Agency are experts in education and are here to help with any difficult questions.

Please call our office on 1300 600 181 or email office@platinumcollection.com.au if you would like to chat.

platinumcollection.com.au

Cash & Fees Management | Platinum Collection Agency

Effective Procurement for Schools

Business Managers have a wide range of responsibilities and often do not have the time or resources available to dedicate to running tenders for key contracts at the school. One option available is to use external consultants to assist on a project basis for key tenders.

An organisation assisting schools in this area is SchoolProcure, who have established a strong reputation amongst Independent and Catholic schools, with over 40 school clients. Principal Alister Danks together with his team of school procurement experts and solutions partners, delivers superior value through SchoolProcure's unique 'balanced outcome' framework focusing on cost, sustainability, service, risk and governance.

They have successfully managed over $250M in projects across a range of categories including Services (e.g. Buses, Catering, Cleaning, Maintenance, Security); Infrastructure (Solar, Energy, LED, Fire, etc); Consulting (Sustainability, Energy Strategies, etc); Purchasing (Printers, Uniforms, etc).

https://schoolprocure.com.au/project/02-camberwell-grammar-school/?dp_action=dfg_popup_fetch&popup_template=default&_wpnonce=934cba7986

Consulting | Cash & Fees Management | Strategic Partners

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