

Background:

The CASES21 School Advisory Group has been established to provide a voice for schools in the planned development of CASES21 Program, including the CASES21 computer software used by all Victorian government schools to support their school administration and financial management.

CASES21 School Advisory Group members consisting of Principals and Business Managers have been selected based on their knowledge and experience in school administration. They are therefore able to provide expert advice to the Department. The membership includes a variety of school types and sizes that provide an assortment of system requirements.

Purpose:

The CASES21 School Advisory Group has been established primarily to provide the Department with advice on school practices and requirements for school administration, recommending priorities for software enhancements and the hardware environment and to feedback on advice relating to support and training.

Meetings:

Meetings will be held once a term at a central city location. Participants will be notified via email of date, time and location. Meetings are expected to last between 3 and 4 hours.

Responsibilities:

School representatives will provide the school expert group with advice and feedback in relation to the CASES21 program, including the CASES21 software, hardware, support and training. Representatives should consult with other schools and colleagues to ensure that an appropriate range of opinions and requirements are covered.

The Department will be represented at each meeting by senior managers from Information Technology Division, Financial Services Division and the Office of School Education. These representatives are responsible for ensuring members are kept up to date with issues, developments and proposed enhancements.

If a member is unable to attend a meeting every effort should be made to ensure a delegate from either the school or the region represented by the member attends.

Membership Duration:

It is expected that most school representatives will be rotated each 2 years.

Stakeholder Management:

The Chair of the School Advisory Group will organise regular meetings with the Business Managers Association President, the Expert Principals group, the Statewide Business Manager Group and Regional Finance Managers Group.