



THE 2023 MASTERCLASS FOR THE EXECUTIVE REGISTRAR AND DIRECTOR OF ENROLMENTS



THE ISSUES UNDER CONSIDERATION

- ESTABLISHING YOUR EXECUTIVE AUTHORITY
- ENROLLING THE EXCEPTIONAL CHILD
- PROVIDING APPROPRIATELY FOR EXCEPTIONALITY
- STRATEGIC DATA GATHERING

06 OCTOBER 2023
BRISBANE



EnquiryTracker®

THE ISSUES UNDER CONSIDERATION

- ESTABLISHING YOUR EXECUTIVE AUTHORITY
- ENROLLING THE EXCEPTIONAL CHILD
- PROVIDING APPROPRIATELY FOR EXCEPTIONALITY
- STRATEGIC DATA GATHERING

THE 2023 MASTERCLASS PROGRAM

	TOPIC	PRESENTER
8.30 am	ARRIVAL	
9.00 am	WELCOME	Geraldine Wilson Director Ianus Consulting Pty Ltd
9.15 am	SESSION 1 ESTABLISHING YOUR EXECUTIVE AUTHORITY <p>It is a new age. Best practice is inventive. The Principal is the CEO, surrounded by a team of competent, professional executives, well capable of relieving the principal of traditional responsibilities. The Registrar or the Director of Enrolments is one such executive, reporting to rather than representing the Principal. But it is fundamental that the Registrar knows the scope and extent of these responsibilities, once assumed by the principal, that now fall within the portfolio's remit. This session will examine what responsibilities the contemporary portfolio might contain, the systemic limits of those responsibilities and the matters on which the regular reporting practice should be centred.</p>	Tony Conabere Director Ianus Consulting Pty Ltd
10.15 am	MORNING COFFEE	
10.40 am	MORNING COFFEE CONCLUDES	

10.45 am

SESSION 2

Enrolment protocols for
THE 'EXCEPTIONAL' CHILD across a
spectrum from ACADEMIC exceptionality
to GENDER TRANSITIONING exceptionality

The laws of discrimination no longer tolerate a laissez-faire approach to exceptionality. Parents do think that at least one of their children is exceptional, more often than not with good reason. Their reasons vary from the credentialled to the intuitive. Exceptionality can vary from the academic to the physiological. What protocols should the Registrar follow when the question of exceptionality arises?

This sensitive issue will be discussed in terms of a proposed

- academic exceptionality
- dyslexic exceptionality
- gender transitioning exceptionality.

Ben Foley

Director

Legal & Assurance
St Peter's Lutheran
College, Queensland

12.15 pm

LUNCH

1.15 pm

SESSION 3:

CAPACITY, ACCOUNTABILITY & PROVISION
FOR THE EXCEPTIONAL STUDENT

Boards of Governors and their advisers wrestle with the controversial relationship between what the school can provide or should provide for whatever number of exceptional students the school enrolls. Capacity and costs compete with ideals, responsibilities and opportunity. Also the important issue of maintaining a balance within each enrolment cohort (however defined), has to be considered. So, how might enrolment limits for exceptional students be established without offending the spirit of discrimination legislation? Also, can a match be negotiated between parental expectations and the school's capacity to provide at enrolment upon a contract being entered upon? How should the Registrar establish a formal agreement at the point of enrolment that will emphasise opportunity but limit accountability?

Leanne Smith

Director of Corporate
Services

Brisbane Boys' College,
Toowong, Queensland

2.45 pm

AFTERNOON TEA

3.15 pm

SESSION 4

STRATEGIC DATA GATHERING

Many sophisticated data management systems are available that enable the Registrar to track an enrolment from entry to exit, even beyond. But the Registrar can also be the keeper of a wealth of strategic data that Management and the College Board should have access to. This session of the masterclass will work through the data sources in which good strategy can be founded and then look at a data generating system that can provide that information as an integral part of its data management package.

Greg Campitelli

Director
Enquiry Tracker

4.30 pm

DRINKS

PRESENTERS

THE PEOPLE YOU WILL BE WORKING WITH



**BEN
FOLEY**

Director, Legal and Assurance at ST PETERS LUTHERAN, QLD, formerly Registrar at Toowoomba Grammar and a practising lawyer (Education Counsel) at Clifford Gouldson, Lawyers, Brisbane.



**LEANNE
SMITH**

Formerly Business Manager and Company Secretary of Ruyton Girls' School in Victoria, previously with Toorak College and Melbourne Girls' Grammar, and now, since 2022, as Director of Corporate Services, Brisbane Boys' College.



**TONY
CONABERE**

Formerly Head of College and Principal at Wesley College, Melbourne and The Knox School respectively for three decades, an honorary Fellow of the Australian Council of Educational Leaders and now, a Director of Janus Consulting, working closely with Registrars since 2010.



**GREGORY
CAMPITELLI**

Director of Enquiry Tracker, inventor of enrolment software now being used by schools throughout Australia and the United States, teacher, co-ordinator, strategist, communicator.

REGISTRATION

YOU CAN REGISTER VIA EMAIL TO:

info@janusconsulting.com.au

Upon receiving your email expressing your intent to enrol, we will issue you/your school with a Tax Invoice outlining the payment due and the date by which that payment should be received.

ANY ENQUIRIES SHOULD BE DIRECTED TO:

0414 295 048.

Your email should contain:

Name
Address
Email
Telephone
School
Post Masterclass Drinks Yes/No
Any Special Dietary Requirements

MASTERCLASS FEE ON INVOICE WHEN SENT

Early Bird Fee (\$890 plus \$89 GST) \$979 (available until 4pm Friday 4 August, 2023)

Full Conference Fee (\$1190 plus \$119 GST) \$1309

**THE MASTERCLASS
WILL HAVE A MINIMUM
OF 15, AN OPTIMUM
OF 24 OR A MAXIMUM
OF 27 PARTICIPANTS.**

BEN FOLEY

ST PETER'S LUTHERAN COLLEGE,
QUEENSLAND.

Ben was recently appointed Director (Legal and Assurance) at St. Peter's Lutheran College, having previously been the Special Counsel (Education and Workplace Law) at Clifford Gouldson Lawyers, Brisbane. He brings with him a niche skill set with a strong legal background in addition to 10 years executive experience at Toowoomba Grammar School where he managed the school's Enrolments and Marketing Offices, the School's International Student Program, and the Bursary Program. By their very nature, education institutions are different to other businesses. Through his significant senior 'hands on' experience in independent education, Ben has a comprehensive understanding of how educational institutions operate, the regulatory issues they face and the many complex workplace law issues that are now becoming common place. He also has an intimate understanding of the importance of 'community engagement' within education institutions, the many awkward legal issues that frequently arise with families and other key stakeholders, and how these should be managed from a legal and practical perspective.

Ben is regularly invited to speak at legal seminars specific to the education sector. Through his significant industry experience, he prides himself in being able to deliver practical and relevant legal advice that people in the education sector can understand and implement.

LEANNE SMITH

BRISBANE BOYS COLLEGE,
QUEENSLAND.

Leanne is an experienced business professional having spent more than twenty years in the education sector. She has contributed to a broad range of environments, from large to small, coeducational, single sex and boarding schools. Leanne is enthusiastic in her wish to provide high quality services to young people and teachers and seeks to stretch limited school resources to ensure the best outcomes for all. Leanne has developed skills and gained experience that ensure governance practices are at an exemplary level within her organisation. She has completed the Women's Leadership Forum at Harvard Business School in Boston and holds a Master of Business Administration. She has served on several boards and committees including the National Board of the Association of School Business Administrators and the Australian Ballet School as Director and Chair of the Audit and Risk Committee.

TONY CONABERE

JANUS CONSULTING, MELBOURNE.

With qualifications in Arts, Education and Business Management from Melbourne and Monash Universities and an Honorary fellowship from the Australian Council for Educational Leaders, Tony has consulted widely with Australian independent schools on best practice, change, financial and performance management, and quality assurance systems since 2004. Previously, for thirty years, as Head of College and Principal at Wesley College and The Knox School respectively, he developed an intricate

understanding of, and wide experience about, how schools work. Subsequently, he has developed a particular interest in the growth of organizational complexity in independent school structures, especially in the roles and responsibilities given to a diverse range of qualified, non-teaching, professionals. Appointed to the role of Director of Janus Consulting Pty Ltd in 2015, he has undertaken research activities specifically designed to track the burgeoning contribution to best practice that non-teaching members of the professional staff make in the contemporary organization.

GREG CAMPITELLI

ENQUIRY TRACKER, MELBOURNE.

Greg Campitelli is one of the most experienced marketing professionals in the Education system in Australia. He has spent over thirty-five years working across the education, sport and not-for-profit sectors. Greg is the publisher of the The Catholic Schools Guide, widely acknowledged as the leading Guide to Catholic Education in Australia. He is also Director of Campitelli Consultancy which provides marketing and philanthropy services for the not-for-profit, sport and education sectors. He is co-founder of Enquiry Tracker, a new software product developed exclusively for the education sector. Greg was a long serving teacher; Year 7 level coordinator and later Director of Development and Board member at one of Melbourne's oldest colleges. Greg has worked closely with schools around Australia and has spoken at many National and International Conferences as well as running professional development seminars.

VENUE

Bisou Bisou – Hotel X Brisbane

458 Brunswick Street | Fortitude Valley | Brisbane

Friday, October 06, 2023

MASTERCLASS FEES AND REGISTRATION

The fee for the conference and including lunches, morning and afternoon teas, and drinks on the conclusion of the masterclass is:

- **Early Bird Masterclass Fee \$890** (plus GST)
- **Full Masterclass Fee \$1190** (plus GST)

The 'Early Bird' concession will apply to all enrolments received by 4 pm on or before Friday, August 4, 2023.

It will also apply to all second and subsequent enrolments received from the one school at any time before enrolments close. The final date for registration will be Friday, September 15, 2023.

Our cancellation policy.

The viability of this Conference will be determined on August 4, 2023. If the Conference has to be cancelled by Janus Consulting, all registration fees will be refunded. We suggest that any travel and accommodation bookings made prior to that date (August 4) should be made with this contingency in mind.

Cancellations by registrants before August 4, 2023 will receive a full refund less 20% for administrative expenses. Cancellations after August 4, 2023 will not warrant a refund. However, a substitute delegate will always be welcomed in lieu of the enrolled delegate.

In the event of the Conference being foreclosed due to relevant government restrictions, your registration fee may be **either**

- 'rolled over' at full value until a date when the masterclass may be re-presented, **or**
- refunded with a deduction for administrative expenses.

Delegates are expected to comply with the National Cabinet requirements that apply at the time of the Conference.