Agenda

New Business Managers Induction

1 February 2027

TIME	SESSION	DETAIL
8.45am – 9.00am	**REGISTRATION & TEA/COFFEE**	
9.00am – 9.10am	**Welcome and Introductions**	**Audrey Fellowes** School Governance & Operations Advisor, ISQ
9.10am – 10.45am	**Understanding your Context:** The Queensland Independent Schooling Sector and the Business Manager's Role	**Rebecca McKinnon** School Governance & Operations Manager, ISQ **Audrey Fellowes** School Governance & Operations Advisor, ISQ
10.45am – 11.15am	**MORNING TEA**	
11.15am – 12.15pm	**Finance Board Reporting**	**David Reed** Advisory Specialist, Somerset Education
12.15pm – 1.00pm	**Finance Workshop**	**Jane Simmonds** Deputy Director School Governance & Operations, ISQ
1.00pm – 1.45pm	**LUNCH**	
1.45pm – 2.30pm	**New Business Manager Tips**	**Julie Payne** Director of Business & Operations, Toowoomba Grammar School
2.30pm – 3.00pm	**ISQ Strategic Projects**	**Jo Butler** Business Project Manager, ISQ **Rachel Wolfson** Project Manager, ISQ
3.00pm – 4.00pm	**Digital Skills for Operational Efficiency**	**Matthew Gilbertson** Productivity Specialist, ASI Solutions
4.00pm – 4.15pm	**Association of School Business Administrators Queensland (ASBAQ)**	**Mark Corgat** CFO, Brisbane Grammar School & Vice President, ASBAQ **Toni Williams** Director of Business & Operations, St Margaret's and St Aidan's Anglican Girls' Schools
4.15pm	**CLOSE**	

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2 February 2027

TIME	SESSION	DETAIL
8.30am – 8.35am	**Welcome**	**Audrey Fellowes** School Governance & Operations Advisor, ISQ
8.35am – 9.15am	**Preparing for Audit and Understanding FBT**	Cole School Experts Crowe Audit and Assurance
9.15am – 10.00am	**Compliance in Practice:** Key Obligations and Real-World Scenarios	**Rebecca McKinnon** School Governance & Operations Manager, ISQ **Audrey Fellowes** School Governance & Operations Advisor, ISQ
10.00am - 11.00am	**Recurrent Funding** **Inclusion Funding**	**Ashleigh Lau** Data Analytics Manager, ISQ **Hayley McDonald** Inclusive Education Manager, ISQ
11.00am – 11.30am	**MORNING TEA**	
11.30am – 12.15pm	**VET Funding** **Kindergarten Funding** **Youth Support Initiatives**	**Melanie Alexandra** Vocational Education Advisor, ISQ **Fran Myers-Baird** Early Childhood Advisor, ISQ **Rebecca McKinnon** School Governance & Operations Manager, ISQ
12.15pm – 1.00pm	**Capital Funding**	**Elizabeth Hughes** CEO, QISBGA
1.00pm – 1.30pm	**LUNCH**	
1.30pm – 1.45pm	**Beyond the Toolbox**	**Jarrod Pleass** Business Development Manager, Bunnings
1.45pm – 2.45pm	**Risk and Practicalities of Payroll Compliance**	Cole School Experts
2.45pm – 3.30pm	**Protecting Your School:** Privacy, Cybersecurity and AI	**Zara Farrell** Policy & Legal Advisor, ISQ Vince Wall AI Advisor, ISQ
3.30pm – 4.00pm	**Employee Relations**	**Alexandra O'Brien** Deputy Director Employee Relations, ISQ
4.00pm	**CLOSE**	