

ST MARY'S BOARD AND P&F AGM MINUTES:

23 NOVEMBER 2016

Meeting Opened: 6.40pm

In Attendance

Cathy Voak, Mick Hester, Dan Wildy, Father Wally, Peter Harvey, Hayley Cook, Carolyn Harvey, Nicole Reilly, Jane Wheeler, Deb Corp, Kerri Ivey, Emma Fortune, Kate Cumming, Heidi Webb, Barbara Marsh, Alisha Bock, Ben Murphy, Lizzie Twigg, Rochelle Gear, Dana Caldwell, Gemma Hester, Sally Marsden, Sharon Nield, Scott Tweedie, Ben Thompson.

Apologies

Wayne Girando, Jenna Welch, Fleur Mead, Heidi Webb and Anna Darke

Opening Prayer:

Minutes from previous AGM

Passed: Dan Wildy

Seconded: Barbara Marsh

BOARD REPORTS

Board Chairman: Mr Mick Hester

Hi everybody, I would just like to welcome parents, staff, our principal Cathy and our parish priest Fr Wally. Thank you all for coming along to St Mary's Annual Community Meeting or ACM. Tonight is basically a reflection on the school's achievements and progress throughout the year and an opportunity to publicly thank a few people.

The main role of your School Board, along with the principal, staff and school community, is to plan for the present and future operations of the school. The Board is also involved with managing and accounting for all the finances associated with our school.

I would just like to start by summarizing what your school board has been up to this year and go over the projects and decisions that have been made throughout 2016.

- Back in January works to update and modernize the 5/6 classroom were completed. This involved replacing the ceiling and walls, installing new lighting and the relocation of power points to more practical locations which all helped to make this room a better learning environment for all students.
- Also in January the 2/3 and year 4 classrooms were repainted to refresh and brighten up these work areas and once again improve the learning environments within our school.
- 65% of students here at St Mary's catch a bus to and from school. To make this easier and safer the bus shelter was completed earlier in the year. Once again a big thank you to; Peter Harvey for building the frame, Chris Rhodes for digging the holes which was a tough job due to all the rock in the ground, Cam Atherton and Ben Murphy for concreting it in place and Leigh Beadle for putting on the tin.
- Along with the P&F, Board members have been heavily involved with installing and making changes to the nature play area, to enhance children's play and the overall appeal and looks to our playground. Thank you to everyone who has been involved with these projects so far and also into the future.
- The KP1 classroom required some maintenance in the ceiling to stop moisture and condensation doing damage to this area. Thank you to Leigh Beadle for fixing this problem.

- Kearnan College in Manjimup is very keen to keep the communication channels open between its feeder schools which are St Mary's, St Brigid's in Bridgetown and St Joseph's in Pemberton. To improve this, once again they invited all Board members and Principals from all 3 schools to attend a social function at the Emporium Restaurant in Bridgetown with all expenses paid. This was an offer too good to refuse, so Cathy, Dan, Ben, Wayne, Aliesha, Emma and myself were able to attend. This was a great networking opportunity to meet other principals and Board members and to see what they are up to and how they address issues within their schools. To show our appreciation, Wayne, Ben and I ate and drank as much as we could.
- A real sticky issue we had to deal with this year was on the subject of infill or deep sewerage. The Water Corp carried out a survey to all residents, schools and businesses in the town of Boyup Brook to see if they would be interested in connecting to such a scheme. The reason for it according to the Water Corp is that, because of all the aging leech drains in the town the ground water has the potential to become contaminated and make its way to the Blackwood River, polluting this natural resource. So as a school we thought we need to get to the bottom of this issue and a motion was passed that we would vote yes to this proposal. From the point of view that, as a school we are supportive of environmental sustainability. And apparently most residents of the town shared this view and the scheme is going ahead in the next year or two.
- In the area of IT which is growing all the time, we have purchased 5 new desk top computers to upgrade and replace old models. We have also leased 20 chrome books for 3 years. Leasing eliminates large purchasing costs and in 3 years we can continue the lease and update to the latest versions and help keep our equipment modern, current and functional.
- Storage/Science cupboards have been recently installed here in the library. This is to improve the looks and usage of this area.
- Car Park lighting has been installed. This is to make it safer for everyone walking back to their vehicle after dark. Hopefully after tonight's meeting you can all see the difference.

Currently we are working on a couple of issues that will run into next year. The first one is;

- The front fence, either side of the main gates. Occupational health and safety and duty of care rules stipulate that boundary school fencing needs to be a minimum of 1.8m in height. This wall area is well below this recommendation and needs to be rectified. So we are working through our options to cover the requirements and at the same time maintaining the front appeal of our school.
- The second one is, Solar Panels for electricity. Our schools annual electricity bill is heading towards \$10,000, so we are looking at ways to reduce this cost. Solar panels are a good option as there are currently good government rebates at this point in time.

As always the decisions we make as a Board and the projects that can be done are all subject to the amount of funding our school receives. The school fees that we all pay make up 6% of the overall budget. This does add up to a substantial amount, but it also means 94% of the budget comes from state and federal government funding. As governments get tight on funds so too does our school budget. It's just a fact of life and something we continually deal with as your school Board.

I would just like to thank all the members of the P&F (Peter and Friends) for their support of the School and all the work they have carried out during the year to help promote the social aspect of the school and raising funds to support our staff and students. Well done and thank you.

Catholic Education in WA is the second largest education provider in the state. It caters for more than 80000 students and employs 11000 people over 167 schools. Here at St Mary's we go a little way to contribute to those figures, so I would like to say a big thank you to all our teaching staff and non-teaching staff for your contribution and influence in our school and children, you all play a big part in making our school the fantastic learning environment we see today.

We have two members leaving the Board at the end of the year, Dan Wildy and Sally Marsden. I would just like to say a massive thank you to both Dan and Sal who both have been on the school board for 6 years, and over this time have been extremely valuable members of our Board. You both have been very enthusiastic, committed, reliable and dedicated to all aspects of our school community, so thank you for all your time and effort, well done.

We welcome two new Board members for next year, Jena Welch and Ben Thompson. Thank you to both of you for your nominations it is much appreciated and I look forward to having you on the Board for next year.

To the Board members that are continuing on next year, which is Ben Murphy, Wayne Girando and Aliessa Bock thank you for your enthusiasm, commitment, dedication and time. It is much appreciated and we look forward to the discussions and topics that next year will bring.

Thank you Emma for your School Admin role and all the work you do on the school Board. From writing up all the meetings minutes, help making sure the budget is on track and sending out many emails to keep all board members informed. Thank you from all of us it has been much appreciated.

Finally a big thank you goes to Cathy our principal. Thank you for your passion, commitment and leadership towards the school and community. Thank you also for your very efficient work ethic, if something needs doing you get it sorted straight away which our school benefits greatly from and makes our role as board members much easier. It has been great working with you and I hope you have enjoyed your second year as principal here at St Mary's.

Board Treasurer's Report: Mr Dan Wildy

The School's annual income and expenditure for 2016 were both around \$1.48 million.

For 2016, it is currently anticipated that the school will again complete the year within budget.

This budget funded some of the improvements around the school this year, namely the Yr 5-6 classroom refurbishment, the modernization of the Yr 2-3 and Yr 4 classrooms, and significant upgrading of IT resources in the school.

On behalf of the Board I would like to sincerely thank Cathryn Voak, Emma Fortune and the rest of the Staff for this excellent outcome.

Again, no new debt has been incurred, a result that has been maintained for many years.

We are doing everything we can to ensure that the school remains financially strong into the future.

Budget for 2017

The Catholic Education Office implemented a new funding model for 2016, which was more closely tied to the number of students at the school.

Looking ahead, this may result in some budget pressure.

For 2017, the budgeted income and therefore operating expenditure are around \$1.43 million. This is a reduction from the current year of approximately \$40,000.

In the face of constantly rising costs, this is a real reduction.

Despite this, the School will be able to maintain the proposed class structures for 2017.

Tuition Fees for 2016

The Board has approved a 2% increase to school fees for 2017. This was the amount recommended by the Catholic Education Office.

It is a smaller increase than in recent years.

An exception is a larger increase to Kindy fees bringing it into line with other Catholic schools and reflecting the increase from 2 to 3 days per week which took place some time ago.

For 2017 the fees will be:

One child:	\$1206.00 per year
Two children:	15% discount on second child (\$2331.10)
Three children:	30% discount on third child (\$3075.30)
Four children:	4 th child free
Kindy	\$600 per year

Health Care Card – maximum tuition to be paid by eligible HCC holders is still \$230.00.

Building Levy:

As in previous years, the building levy, in accordance with Catholic Education Office, will be 20% of the basic school fee for one child.

This will now be \$241 per family for 2017

Amenities Fee:

P-P to Yr 6 \$130 per child

Savings status:

The approximate balances of our savings accounts at 1 January 2017 will be:

- Deferred Maintenance Account \$44,000 (same as last year)
- Vehicle Replacement Account \$22,000 (plus \$8000 aside to go in Feb when term deposit matures)
- IT Replacement Account \$23,000 (same as last year)

Things can change very quickly and I believe these reserves, while quite small, are valuable and to be spent carefully.

Finally:

This is my last year as Treasurer for the St Mary's School Board.

I believe it is an excellent and unique school which provides a valuable start to our children's lives.

I would like to offer the incoming Treasurer, the Board, and the St Mary's School best wishes for the future, and know that you will continue to strive to make St Mary's the special school that it is.

Principal's Report: Mrs Cathryn Voak

It is with great pleasure that I present the 2016 Principal's Annual Report. This year, we have seen developments which deserve to be acknowledged and celebrated. Tonight I will address some of our achievements and I would like to focus on the many people who strive to make our school a place that is abundant with opportunities for stimulating, relevant and constructive learning experiences.

Whilst we offer a very full curriculum I think it is important to recognise that our students have also been offered a number of extra-curricular activities designed to enhance the programmed and engage the students.

- Sacramental programs
- In term swimming lessons
- Sacramental retreats
- Cross country
- Triathlon
- Basketball Carnival
- Hockey Carnival
- Interschool swimming
- Interschool athletics
- Before school sport training
- Student Ministries
- Making Jesus Real

Student Enrolments

Student numbers have decreased with 83 students enrolled from Kindergarten to Year 6 at the beginning of Term 4 2015. Next year we will have 6 Kindergarten students enrolled for the year. Our projected student enrolment for 2017 will be around 80 students from K-6.

System Perspective

The Catholic Education System in Western Australia has introduced a new initiative in technology, titled *Leading Lights* across the Catholic school system. Leading Lights is a digital ecosystem that will have a network of over 80,000 users. CEWA will establish services such as e-mail (Outlook), social networking (Yammer) and video conferencing (Skype for Business). These services will allow any CEWA teacher to quickly connect with colleagues across our system, search for and share relevant resources. The Leading Lights initiative will be operational in 2018.

LEARNING

Curriculum

This year the school continued its curriculum improvement process focusing on Numeracy, in particular, automaticity of basic facts. A whole school mathematics programme was implemented to develop a common mathematical language across all year levels. Literacy in the areas of reading comprehension continued to be an important focus in ensuring students continued to develop reading strategies to improve fluency and early childhood students participated in the early intervention reading and writing program. St Mary's extended our public speaking performances regionally to compete against St Brigid's, Kearnan College and St Joseph's, which elevated the standard of speakers across the four schools.

Our 2016 NAPLAN results have been analysed on individual student growth, due to the small numbers in each cohort rather than averages. There was a downward trend evident in both Year 3 and Year 5 in Numeracy. A new whole school Mathematic's program was implemented in Term 2 this year, with an expectation that there will be an increase in achievement over the next couple of years.

In Literacy, the majority of Year 3 students were well represented in the top bands and a pleasing distribution of results. This is a result of targeted intervention programmes over the last few years with close monitoring of reading levels and progress. A big thank you to all the teachers, who worked hard to ensure the implementation of the reading programme was successful and to our parents that supported their children in the Home Reading programme.

In 2017, our school will focus on increasing the percentage of students in the upper percentile rankings, while consolidating our efforts in supporting those students achieving at or below minimum standard. To achieve this goal the school will monitor curriculum differentiation within all learning areas, extending and challenging students to maximise performance and with a specific vision of improving Literacy and Numeracy skills.

Support

St Mary's continually monitor the progress of our students, providing differentiation across the curriculum and providing additional support for our students. Teachers continue to implement Individual Education Programmes and Curriculum Adjustment Plans, with support from CEWA consultants and in-school support.

Professional Learning

Teachers attend Professional Learning Community meetings every three weeks and spend time together as part of our professional learning collecting and interrogating data, using our findings to inform our planning and target areas of strength and weakness. Testing is done regularly and is supported by regular assessment throughout the year. Teachers have also attended external professional learning to support their class programmes.

ENGAGEMENT

Parent Involvement

I would like celebrate the success of a P&F Association. It has maintained such consistent and practical support for the school in many ways. This year the fundraising committee planned a number of activities that have been outstanding in community spirit and financially successful. I would like to express an appreciation of the current executive, Peter Harvey, Lizzie Twigg, Deb Corp and Rochelle Gear, who went beyond their role expectations to serve the school community. The P&F have done an amazing job this year in fundraising, raising significant amounts of money to meet the needs of all of our students both within the classroom and out in the playground. For example, \$10,500 being part of the money raised from the Auction evening was donated towards the purchase of the basket swing and climbing frame.

I would also like to thank the P&F for organising social opportunities, which includes welcoming new families to the school at the well-attended Cricket-Big Bash.

I am delighted to acknowledge the hard work of parents in supporting the education of their children, in supporting roles, such as, canteen managers, uniform shop coordinator, library assistance, and catering coordinators. To the many parents, who help with reading in the mornings, help in the classrooms, carnivals and excursions, you are valued and appreciated. Your support is incredible and St Mary's is so much richer for your involvement.

ACCOUNTABILITY AND ACCESSIBILITY

Staffing

2016 saw a few changes to school staff roles and personnel. We welcomed new staff members Mrs Barbara Marsh, Mrs Rochelle Gear and the return of Mrs Nield from Maternity leave. I congratulate them on the impact they have had in our community in the first year and sincerely thank them for their hard work and dedication.

I commend the staff of St Mary's. Their dedication is uplifting; they are wholeheartedly committed to the personal wellbeing and development of each student in their care. The demands placed upon teachers continue to increase. They must not only facilitate student learning, but must also play an essential role in supporting their emotional wellbeing. This tribute to the staff recognises the collective skills, commitment and sheer hard work of the non-teaching staff and administration officers.

In 2017, we will continue to see further changes to our personnel structure.

Ms Carmel Page will end her time here and I wish her the very best for 2017

Staff member positions 2017

K/PP	- Jane Wheeler & Deb Corp
Year 1	- Sue Sumner, Carolyn Harvey, Hayley Cook
Year 2&3	- Barbara Marsh & Hayley Cook
Year 4	- Nicole Reilly & Sharon Nield
Year 5&6	- Scott Tweedie & Sharon Nield
Art	- Emma Little
Drama	- Rochelle Gear Semester 1
Music	- Rochelle Gear Semester 2
PE	- Scott Tweedie
Language	- Nicole Reilly
Science	- Gemma Hester
Support	- Gemma Hester
Library Admin	- Deb Corp
Admin	- Emma Fortune & Fleur Mead

Board

The School Board expertise in the prudent management of school finances not only needs to be acknowledged, but also celebrated. The school is fortunate to have outstanding leadership in our School Board members and I am grateful to our Chairman, Mr Mick Hester, for his guidance and leadership, our Treasurer, Mr Dan Wildy and Secretary Mrs Emma Fortune. We have also been very fortunate to have Fr Wally's support and guidance.

This year I would like to thank Sally Marsden and Dan Wildy, who will be stepping down in their roles on the School Board. Your willingness to donate time to St Mary's in contribution to Board decisions has been greatly appreciated and I wish you and your family's all the best for the future.

In 2016 the Board continued to use the Strategic Plan to improve the learning areas for our students. New contemporary furniture for students in Years 4-6 has been purchased to enable collaborative learning. The Year 5/6 classroom building was modernized to provide a more contemporary learning space. The Bus Shelter was completed and protects our students from the extreme weather elements. The School Board is committed to an outstanding technology vision, which includes updating and introduction of new technologies to support and extend student learning. Wireless desktop computers have replaced old classroom and library computers and new touchscreen notebooks have been leased for the Year 5&6 students to replace old notebooks. All Board members have actively assisted in these projects to ensure that St Mary's students have the best possible learning environments.

Quality Catholic Schooling (QCS)

The school's work on Quality Catholic Schooling has focused on four key areas in 2016. These were: *A Culture that Promotes Learning, Wider Community Partnerships, Staff Well Being, Integrating Catholic Faith, Life and Culture*. Reviewing practices within our school, enables us to plan relevant action in each of these areas to improve the teaching and learning. The 2016 QCS Climate Survey showed an increased confidence in the quality of teaching and learning, that team-based practice underpinned student engagement and that there was an increase in parent involvement, creating a culture of parents in partnership with the school to support their child's learning. The survey also revealed that students felt confident in their ability to learn but they may not always feel motivated to learn and achieve at school. Student engagement will be a continued focus for 2017.

School Cyclic Review

Last year we were part of the School Cyclic Review, in which a panel from Catholic Education visited the school and looked at ways in which we can fine tune or improve areas in Learning, Engagement, Accountability and Discipleship. The recommendations from the report was actioned this year in the following areas:

LEARNING - we focused on incorporating the principles of the Walker Learning Approach across the whole school that would be evident in all classrooms. An example of one of the principles is that students become engaged through their learning experiences and are intrinsically rewarded.

ENGAGEMENT - we used the School Climate data from students regarding their engagement in learning and through analysis used the decision-making processes to inform teacher planning.

ACCOUNTABILITY - in conjunction with the School Board, refurbishment of the Year 5&6 classroom in line with a contemporary learning environment was completed.

DISCIPLISHIP - the *Making Jesus Real* programme operates on a whole school basis and the person of Jesus is alive for all students at St Mary's through the implementation of the programme. An example is the early morning greeting on arrival to school.

Strategic Plan 2017-2019

St Mary's Strategic Plan has been developed for the next 3 years, after input from the school community meeting this term. The Plan will be finalised next week and can be accessed on request or via the school website.

DISCIPLISHIP

Sacraments/Religious Education/Liturgy

St Mary's continued to provide religious education instruction and catechesis throughout 2016. The Sacraments of Reconciliation, First Eucharist and Confirmation were celebrated with students from our school community in the Parish. Congratulations to everyone and thank you to Father Wally, for his guidance and spiritual leadership during Masses and class Liturgies.

The Bishop's Religious Literacy Assessment 2016 Year 5

The Religious Education results this year showed that the majority of our Year 5 students performed below average. An improvement in students' knowledge and understanding in Religion and Catholic Practices will be a focus for 2017.

Graduating Students

I would like to acknowledge the Year Six students who will graduate this year. They have made an excellent contribution to our school as leaders and developed their roles within their ministries to something that we are very proud of. This year a Dux award will be given to a student, who has shown consistent academic excellence and a Christianity award will be given to a student, who has demonstrated consistent Christian values.

I feel very privileged to be able to lead the school and to serve the community. I am passionate about teaching and learning to ensure St Mary's students flourish. I am excited about developing student's love of learning and nurturing their natural curiosity in 2017 and to achieve beyond their potential.

In conclusion, our motto of 'Growing through Christ' should be our starting point for all activities planned for 2017 and I look forward to the challenges ahead.

P&F President's Report: Mr Peter Harvey

Tonight I am here to talk about The Spirit. Not the holy one, not the drinking one but the community one.

But before I get to that I need to explain why St Mary's is not a good school, but a great school!

And here is why it's a great school:

- First you start with the board, they have to take care of all the boring but important stuff like budgets, strategic planning, staff hiring. And they conduct this business in the back rooms and are never seen. Your board is well led by Mick and his team.
- Secondly you have your Principal. In my time at St Mary's we have had two great Principals in Andrew and Cathy, both have led this school according to what it stands for.
- Thirdly you have your staff. Now our staff are all trained in their area of expertise as Teachers or Education Assistants and they teach the curriculum like other schools, but what makes our staff different is the CARE factor. It is the care factor that makes the difference and here at St Marys we've got it!

Put all this this together and you have a good school, but what makes St Mary's great is the community spirit. Let me explain the Spirit. Spirit comes in a form of a group of ladies coming to gather to use their energy and creativity to arrange a social event, and it just happens to raise a few bucks along the way.

Spirit comes in the form of a group of blokes that gave up a Saturday to chat, joke and do a bit of sledging for a day. And just happen to knock up 2Km of fencing and raise a few bucks for the school.

It may come in the form of a sausage sizzle, a busy bee, an ANZC morning tee or running the tuck shop for the day. It's all about bringing people together for a common cause.

The guardian of that spirit it is your P&F and they have been punching above their weight for some time now. In the last three years your P and F have raised some \$60,000 as a result of parents stepping up and coming with there can do attitude, all which help fund the learning resources of St Mary's, benefitting all our children.

One thing we must avoid my friends is the "levy". The levy is an extra fee that many schools charge on top of your regular fees. By having this Levy you will not be ask to bake a Cake, paint the tractor, come to some auction night. You will just pick up and drop of your kids - that will kill the spirit. We do not want this. We must resist the outside forces that seem to zap time away from us. Put down the Facebook and get out and meet a real friend

So I urge all parents and grandparents to come along and be involved, not only is it healthy its sustainable and its setting a great example for our kids, and then the likelihood of them being community involved would be high.

Your P&F needs your support to keep making it happen, so keep answering the call. Your committee would really love you to come and join the monthly meetings, whether it is for moral support or you can contribute in other ways

So my friends I urge you to keep the spirit alive and support your P&F.

P&F Treasurer's Report – Ms Deb Corp

P&F Executive Nominations

All positions were declared vacant and nominations were called from the floor. The following people were elected for 2017:

President: Lizzie Twigg
Vice-President: Kate Cumming
Treasurer: Aliesha Bock
Secretary: Emma Fortune

Funds Received

➤ Catering	\$6,484.50
➤ Auction night	\$15,353.50
➤ General fundraising	\$3,857.01
➤ Interest	\$99.11
➤ CDF Account	\$1,839.99
➤ Uniforms	\$8,418.2
➤ Total	\$32,195.30

Expenses

➤ Mathletics	\$1,537.20
➤ Senior Camp	\$2,053.53
➤ PA Sound System	\$1,620.00
➤ Nature Playground	\$16,666.
➤ Miscellaneous	\$1,900.49 (audit, crockery, big bash, stationery etc)
➤ Closing	\$17,196.18

No general business.

Meeting closed at 8.10pm