

**St Luke's Catholic Primary School
School Board Annual General Meeting**

AGM AGENDA
23rd November 2016

- 1.0 Welcome and Prayer
- 2.0 Minutes from the 2105 AGM
- 3.0 School Board Chairperson's Report
- 4.0 School Board Treasurer's Report
- 5.0 Principal's Report
- 6.0 Digital and Contemporary Learning 2016/2017
- 7.0 Elections for board positions 2016
- 8.0 P&F Reports
- 9.0 Close and light refreshments

Minutes of meeting held on October, 23rd 2016

ITEM

Present: John Mason, David Hunter, Lucie Rice, Remy McGavigan, Paul Murphy, Nikki Barrett, Paul Bird, Jason Mak.

Apologies: Those recorded in the attendance register.

Quorum present: Yes

Meeting Opened at: 7.00pm

Welcome: John welcomed all to the meeting.

1.00 Gathering Reflection: Clare Thompson

2.00 Acceptance of previous minutes

2.01 The previous meeting minutes were accepted as a true and correct account of the meeting held in November, 2015. Moved by Jason Mak, seconded by Lucie Rice.

3.00 Board Chair Report

3.01 The Chairperson's report is tabled at Appendix A.

4.00 Treasurer's Report

4.01 The Treasurer's report is tabled at Appendix B. Moved by Paul Murphy, seconded by Nicki Barrett.

5.00 Principal's Report

5.01 The Principal's report is tabled at Appendix C. Slideshow presentation is tabled at Appendix D.

6.00 Digital and Contemporary Learning 2016/2017

6.01 See attached slides in appendix D.

7.00 Special Presentations

7.01 Special Presentation made by David Hunter.

8.00 Election of Board Members

8.01 Nominations are: Natasha Morgan.

Nomination seconded by Alana Metaxis. Elected member is Natasha Morgan.

November 2016

David Hunter – Principal

November 2016

John Mason- Chairperson

11.00 Appendix

A: Board Chair Report

Board Chair Report 2016- John Mason

In 2016 the Board carried out its role to plan for the present and future operation of the school, assisting with financial management and matters of school policy. We were committed to maintaining, and where possible increasing, both the services the school could provide to the students and the infrastructure and resources available.

With no major capital developments within St. Luke's in 2016 the Board has continued to consolidate. The major items considered by the Board this year have been employment of our Italian teacher (Andrea D'Onofrio), Preprimary Equipment upgrade (NQS), establishment of Contemporary Learning Spaces (Italian Room), Upgrade of Security Camera's, Purchase of a Defibrillator, Extension of Uniform Shop, employment of Uniform Shop manager, continuation of ICT strategic plan and proposed capital expenditure for 2017.

I would like to thank my fellow Board members David Hunter, Fr Francisco, Velma Erskine, Claire Thomson, Jason Baker, Jacqui Hunt, Paul Bird (the Board Treasurer), Remy McGavigan (the Board Secretary), Jason Mak, Lucie Rice, Paul Murphy, Nicki Barrett (the P&F representative) and the Parish Board representatives for the contribution of their time and knowledge to the Board.

Special thanks to Tracy Detata, Natalie Campbell, Antony Vlahov, Rebecca Mackie, Nicki Barrett, Nicki Francis, Karen Cadd and Jason Noonan from the P&F committee and to the families of St. Luke's who assist the P&F with fundraising efforts and give their time to help with events that foster the community feeling within the school.

Thank you to all the staff here at St. Luke's for their hard work. As parents we are blessed to have such wonderful people caring for our children throughout the year.

Thanks to all our teachers and Education Assistants for the dedication you bring to helping our children learn and grow. Thank you also for the many hours you spend outside of school organizing and participating in the Sacraments and other activities with the students.

Thanks to the Administration staff, Marjorie, Lina, and Lechelle for skillfully handling our many and varied queries, providing the answers and taking good care of our children when they come to you for help.

I would like to take this opportunity to give special thanks to Lina, who after 22 years of service at St Lukes, has made the decision to retire and spend more time with her family. Lina you will be missed by your "St Lukes Family" and once again thank you very much for your outstanding service to the board and the school community.

Thanks to our Grounds person, Ray Plant, your expert care of the school grounds continues to make them look wonderful.

Thanks to the families of St. Luke's who are involved in a range of activities throughout the school such as busy bees, pie days, uniform shop, sport days, performing arts, graduation, netball coaching, reading rosters, excursions and much more.

Thank you to Fr. Francisco and the St. Luke's parish for your efforts in arranging the Sacraments for our children throughout the year.

Lastly I would like to thank all those with whom I have worked during my five years on the Board. I have learnt a lot in that time and have gained a greater appreciation for all the work that goes in to running the school and making it the place that we choose to send our children.

I look forward to working with our new Board members during 2017 as we work together for the future of our school.

John Mason
Board Chair
23/11/2016

B: Treasurer's Report

Treasurer's Report

2016 Financial Performance

The forecast end of year financial performance is showing to be consistent with the 2016 Budget approved in 2015, recurrent income and expenditure is in line with budget expectations, additional capital receipts have improved the capital result by around \$18,000 compared to budget.

Summary

	FORECAST 2016	BUDGET 2016
RECURRENT INCOME	4,403,790	4,386,028
RECURRENT EXPENDITURE	4,247,592	4,243,379
RECURRENT RESULT	156,198	142,649
CAPITAL INCOME	143,223	125,400
CAPITAL EXPENDITURE	194,073	194,073
CAPITAL RESULT	(50,850)	(68,673)
INCOME RESULT	4,547,013	4,511,428
EXPENDITURE RESULT	4,441,665	4,437,452
RESULT	105,348	73,976

Capital expenditure for the year covered the following main items:

- ICT equipment
- Library furniture and equipment
- Playground equipment
- Security equipment

The schools forecast cash balance at the end of December, 2017 will be **\$468,342** and is sufficient to meet the schools cash flow requirements prior to the collection of tuition fees and government grants in the New Year.

ST LUKE'S CATHOLIC PRIMARY SCHOOL BOARD

The Budget for the upcoming year is reflective of the school's needs to continue with its refurbishment and renewal program established during 2015. Capital expenditure of \$170,000 has been allocated to various new investments throughout the school and includes the following:

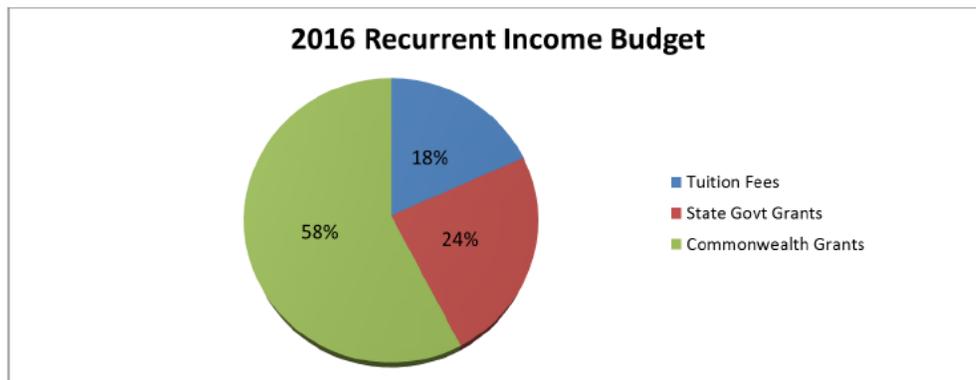
- School building improvements
- General furniture and equipment
- Additional library resources
- ICT equipment

During the 2015 year the school evaluated the ICT Strategic Plan for 2016-2018 identifying areas requiring investment. During 2017 the school will continue to maintain the \$60,000 of capital expenditure for ICT which was allocated in the 2016 budget.

The school's income is continually affected by changes in the Australian government funding policies.

The current 2016 recurrent income is as follows:

Recurrent Income	Annual Budget
Tuition Fees	\$795,995
State Govt Grants	\$1,055,998
Commonwealth Grants	\$2,516,035
Total Recurrent Income	\$4,368,028



ST LUKE'S CATHOLIC PRIMARY SCHOOL BOARD

The estimated changes in funding for 2017 are:

	Per student	
State per capita	0.50%	<i>Estimated. To be confirmed in Term 4 2016</i>
Australian Government Recurrent Funding	2.75%	<i>Average increase of Base & Loadings vs 2016 Forecast rate</i>
Total Fees & charges Primary Secondary	4% to 6% -	<i>Maximum increase recommended by CEWA</i>

The board is extremely mindful of the current economic climate and the financial pressures which are placed on families, and therefore the increase in fees has been kept to the minimum recommended level.

The following changes have been included in the 2017 Budget:

- Proposed 4% rise in tuition fees, which is at the lower end of the 4 – 6% range that was directed by Catholic Education Office.
- School building levy will increase by \$12 to \$330 per family

Summary

	FORECAST 2016	BUDGET 2017
RECURRENT INCOME	4,403,790	4,489,495
RECURRENT EXPENDITURE	4,247,592	4,435,139
RECURRENT RESULT	156,198	54,356
CAPITAL INCOME	143,223	139,500
CAPITAL EXPENDITURE	194,073	194,483
CAPITAL RESULT	(50,850)	(54,983)
INCOME RESULT	4,547,013	4,628,995
EXPENDITURE RESULT	4,441,665	4,629,622
RESULT	105,348	(627)

C: Principal's Report

St Luke's School Annual Principal's Report 2016

Good evening everyone and thank you for attending the school community AGM . My report will be a brief overview of the important achievements we have made this year in terms of educational programs and outline new initiatives planned in 2017.

School Improvement

A significant aim of this year's improvement plan was to further develop teacher confidence with ICT and effectively integrate new skills into the facilitation of learning, particularly in literacy and numeracy. Incorporated into the strategy was the release of Mr Baker three days a week to work closely with teachers across all year levels instructing and modelling how technology can be used more effectively to drive student learning. Increased use of mobile devices in classrooms contributed to this overall outcome which has seen both teachers and students grow in confidence in using technology with some improved results in Progressive Achievement Tests (PAT) across the school. Our most recent testing in October this year revealed 68% of students were achieving at or above the national mean in Mathematics and 66% in Literacy (spelling, comprehension, grammar and vocabulary). Next year we have set a further 5% improvement as an achievable target as we continue to better use technology and data in teaching and learning. Behind the scenes data from Naplan and PAT testing is used to identify curriculum areas of strength and weakness so that strategic interventions can be instigated at a class level or at individual student level to drive progress. Improved knowledge of the Catholic Education System's Seqta suite this year has contributed to the enabling of student reports to be accessed online by parents, pastoral care notes made by teachers concerning students to be accessed and shared, student attendance to be monitored more efficiently and communication with parents to be further improved. We will endeavor to continue to learn about and use effectively the Catholic Education Leading Lights school management platform into 2017 to assist staff members being more efficient and effective in their teaching.

Throughout 2016 we have been mindful of the data received in 2015 from the Insight surveys completed by staff, students and parents. That data pointed to a need to improve clarity of purpose both in terms of teaching and student learning. As a result leadership staff have been involved in creating a Teaching and Learning Accountability document that clearly sets out staff roles and expectations of teachers in terms of planning, assessment and reporting. Additionally, more effective timetabling has enabled staff to meet in regular cluster meetings on a weekly basis to share their ideas, successes and new competencies with each other to improve teaching outcomes for children.

In an effort to provide greater opportunities to develop leadership in staff ranks and share the many extra portfolios that allows schools to operate effectively, staff members work in cooperative teams to facilitate the many school events, non-teaching and pastoral responsibilities that make up a school year. From a student perspective opportunities to develop leadership through the recent addition of the student council have proven successful and will be continued into 2017.

School Program 2017

The 2017 academic program we see us maintaining a similar level of staff resources in student academic support and Education Assistants as we have this year. Likewise, our Arts program will continue in its current form of

music, visual arts and dance. In 2017 Civics and citizenship components of the Humanities and Social Science curriculum will be added to the curriculum in Years 3,4,5,6 and Economics and Business to Year 5 and 6. This is in line with government expectations across all education sectors in WA.

We will continue to develop the ICT capacity of the school by ensuring the school computer hardware is upgraded appropriately and our increased provision of mobile devices for use in classrooms is maintained. Following my report Mr Baker will be presenting a short summary of some of the digital learning priorities we will be embarking upon next year together with a brief overview of a trial in Year 2 aimed at exploring anticipated benefits of 21st century contemporary learning environments. A more in-depth presentation is scheduled for our current Year one parents in week nine.

The National Quality Standards (NQS) implementation began in earnest this year and will continue to be a focus for our junior primary staff in 2017. Staff members have already embraced key aspects of the standards and are working hard to make the learning environment for our youngest children the best we can make it.

From the beginning of 2017 it will be mandatory for all catholic schools to have in-place a Code of Conduct policy. The purpose of the policy will be to clearly describe minimum standards of conduct in all behaviour and decision making to ensure the safety and well-being of students. I will be working with staff early in the new school year to familiarize them with the conduct statements and how they influence appropriate teacher student interaction. The policy will extend to parents and students as well. The school administration will look at appropriate ways to disseminate an understanding of the standards to all who are involved in the school community.

As you already aware, for 2017 we have made adjustments to class commencement and finish times with the expectation that the earlier start time will benefit student learning across all year levels. I am confident that the new earlier school day will be embraced by students and eventually lead to acceptance by all in the community of the benefits.

Thankyou Staff

A school's performance is very much determined by the ability of its staff and its members' commitment to their roles. I acknowledge that I have a talented and hardworking staff who continue to give their best in the service of our children. I look forward with optimism that we can further improve our teaching which ultimately results in improved results and care for our children. I ask that you continue to support them in their important work next year.

Parish

I would like to express my sincere **thanks to Father Francisco**, our parish priest, and **parish council**, for their involvement and support of our school this year. The inclusion of school representatives at parish council meetings and the parish council's representation at school board level have no doubt facilitated communication between church and school and enhanced the understanding of any issues. Similarly, I extend my thanks to all parish workers including **Michelle Dastalik- the parish catechist leader** for her work with our teachers in preparing children for sacraments throughout the year.

School Board

This year the school board has again been proactive in ensuring our children receive the best possible facilities and opportunities our resources will allow. I thank all our board members for their time and continued support of educational programs at St Lukes. I wish to particularly thank Mr John Mason in his role as the School Board chair facilitating the board in being effective in its planning and resourcing of our school this year. I wish to thank all board members for their time and commitment to advancing our school by volunteering their expertise and would particularly like to thank retiring member, Paul Bird- treasurer, for his contribution this year. He has ensured the sound fiscal management of the school over the last two years.

Parents and Friends Association

In addition to the fundraising role it plays, the P&F has been instrumental in providing opportunities for parents to develop a real sense of community in our school. To all the parents who have contributed to the success of the P&F events; on behalf of my staff, I thank you most sincerely. In particular I wish to acknowledge the efforts of our retiring president, Tracy Detata, and her executive team of Vice President - Natalie Campbell. Secretary - Rebecca Mackie. Newsletter editor - Nicki Francis. Grounds coordinator - Jason Noonan and Board Rep Nicki Barrett for their outstanding work during the course of the year. I also look forward to working with the new P&F executive next year.

Parents

Finally, on behalf of the staff, can I thank you as parents for your support of the staff and the programs they have put into action this year. Our school relies heavily on the generous support you provide and the input you have in the many services our school provides and the events we run. To those who have helped out in the uniform shop (Particularly Jodi Lyra as the manageress) I thank you sincerely. To the volunteers in the school banking program, parent helpers on excursions, as sports-day officials, as rostered class helpers, visual arts helpers, costume makers for performing Arts, at Busy-bees and in the kitchen on pie days, I thank you for your generosity. And to all parents in general, I thank you for the help and guidance you have provided to your children together with the generosity of your time in assisting implementation of school and class based programs throughout the year. Our staff looks forward to your continued support again next year.

Thankyou

David Hunter

Special presentation to Board and P&F members retiring.

Paul Bird

Nicki Barrett

P&F

Tracy Detata

1. President - Me
2. Vice President - Natalie Campbell
3. Secretary - Rebecca Mackie

4. Newsletter editor - Nicki Francis
5. Groundsperson - Jason Noonan
6. Board Rep - Nicki Barrett

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D: Principal's Report slides