St Mary's Catholic Primary School, Donnybrook



2021 SAC ACM Minutes

Monday 22nd November 2021

Our vision: St Mary's Catholic Primary School Donnybrook is committed to empowering our school community to become compassionate, confident and capable individuals. Our inspiration and strength to achieve this, comes from our mutual support and the sharing of our faith in Jesus Christ.

Agenda

Meeting opened: 6:25pm

Attending:

St Mary's Catholic Primary School, Donnybrook						
Eming Bown	Tracy Licciardello					
Gary Dimasi	Katja Humphries					
Josle Dimasi	Annie Dixon - Hotchkin					
Merrin LOWE KUNDEDT	Nina Fiumano					
Samantha Russo	Ellen Pettersen					
TARA NIETRZEBA	Lyke Skehar					
ALEX NIETRZEBA	Annie Hutton					
Mel Eastcott.	Jo Swarbrick					
Grin Delapore	Jackie Dorozenko.					
TAMMY GILLESTic						
BER VEZE	Ellen Patane					
FIONA MILLER.						
Leana Clauk.						
Brenda Aisbett						
daire Hill						
Alyson Underdown						
ara Vander Wielen						
ouise Long						
ouise Long Late Jendrzejak						
onna Verhaaf						
Joyn Gudici						

Apologies: None

Welcome:

Prayer:

Heavenly Father be with us as we meet. Guide us as we talk. Stay with us as we plan. Open our ears as we listen and open our eyes to your vision. In Jesus' name pray. Amen.

Previous AGM Minutes:

Accepted: Gary Dimasi

Seconded: Joanne Swarbrick

SAC President Report:

On behalf of the St Mary's School Advisory Council of 2021, I would like to present our report to the school community. The AGM/ACM, School Report and the Principal's Address are a great opportunity to reflect on the outcomes and accomplishments of the past year, of which there have been many. With the COVID-landscape somewhat settled in Western Australia over the past 12 months (compared to interstate and overseas), this year has brought with it a little more normality and certainty, at least compared to 2020.

I would like to thank all in the school community for warmly welcoming Mr Gammon (Andrew) and his family into the school community this year. In a small community like ours, leadership roles like this are lived and breathed, along with the family, and we thank Mr Gammon for his commitment and dedication to the role.

This year has seen some change to membership of the School Advisory Council, with Mr Brad Gray (previous President), Mrs Sally Hunt and Mr Heath Bell all stepping down to follow other commitments and opportunities. On behalf of the school community, I thank you all for your time, commitment and passion for St Mary's Donnybrook. Also, a big vote of thanks to those School Advisory Council members continuing, as well as those seeking re-election.

Perhaps the most strategically important and complex item the School Advisory Council has considered this year has been the "Low Fees Initiative'. As part of CEWA's strategy to increase the accessibility and affordability of catholic education, St Mary's Donnybrook was considered for the new low fees initiative, to commence from 2022. This initiative will see St Mary's Donnybrook receive additional financial support to ensure that our programs are not compromised and that we are better able to support our current families and potential future families.

Another key item addressed this year was the school building asset maintenance works contract. After a lengthy and robust procurement exercise, and amidst rapidly escalating building works prices, we have established a maintenance contract with a reputable (and affordable) contractor. Maintenance works are underway already.

To the team that help make the school a place of community, and not just a place of education – the P&F. Thank you for your energy, enthusiasm, dedication and countless volunteer hours! In an era of ever decreasing 'free time', and with family life stretched between work, children, sport, home life and other community commitments, to volunteer your time to the P&F is a big undertaking and the School Advisory Council and the broader school community genuinely thank you for it.

To outgoing teachers and staff members over the course of this year – thank you all for your contributions, and to those teachers and staff incoming during the year – welcome aboard.

As the end of the year draws closer, we begin to plan time with family and loved ones. Please be sure to travel safe and enjoy the festive season; 2022 holds much anticipation, hope and opportunity for us all.

Trustworthy and constant,

Benjamin (Ben) Rose President, St Mary's School Advisory Council

> Accepted: Merrin Lowe Seconded: Alex Nietrzeba

Principals Report:

Wow, what a year it has been at St Mary's. I have thoroughly enjoyed my first year getting to know the staff, the students, and our families. My wife and I have felt very welcomed, and our children have had the opportunity to make many great friends, both in the school and the wider Donnybrook community.

I quickly learned how passionate our staff are about our school and in making sure that our students' schooling experience is both valuable and enjoyable. I'd like to thank them for the support that they have shown me throughout the year, and for their willingness to take on challenges for the betterment of our school and our students. Thank you, all!

Whilst Covid loomed early and nearly delayed our start, we have been able to operate and maintain a degree of normalcy throughout the year. Regardless, this year we have created an online learning portal for students in Years 1-6 and are able to move to home learning quickly should it be required in the future. Catholic Education is currently reviewing system and school plans for the handling a Covid breakout in 2022 in line with the State Government's Vaccine Mandate.

This year we have had 25 students move through our sacramental programs (Confirmation 10, First Holy Communion 10, Reconciliation 5). The school continues to be a beacon of hope for our parish, and I would like to extend my appreciation to Fr Joseph for his support and guidance throughout the year. I would also like to extend my gratitude to Mrs Liz Lomax, Mr Luke Skehan, Mrs Nicola Cross and Mrs Eileen Thompson for their contributions in coordinating the sacramental programs.

This year we have increased the amount of physical activity our students have been involved in, including a second sports lesson per week, involvement in community sporting clinics, student teacher grudge matches and involvement in carnivals such as the SW Cross Country Championships and the Basketball WA Carnival. We even won the 2021 Interschool Athletics Carnival. Thank you to Mrs Pettersen for her efforts in coordinating the carnivals and clinics this year. We look forward to providing our students with more sporting opportunities in the future.

This year we have seen many new initiatives. At the beginning of the year, we introduced a growth coaching program with staff that allowed them to reflect on their practice and set goals for improvement in line with their roles and responsibilities. Throughout the program, our teachers have received two coaching sessions per term including growth coaching with myself, and instructional coaching with Mrs Liz Lomax. Our EA's have also been included in the program, exploring how they can better support the educational needs of our students. The program has been very insightful and provided me with a great opportunity to build relationships and learn how to better support our staff and school. Again, I thank the staff for their

willingness to participate, to continue working towards their goals and for the honesty in which they have shared with me this year.

In Term Two, we introduced literacy intervention programs to aid those students who required additional support when reading. Ms Tara Vanderwielen and Mrs Louise Long were both trained in evidence-based reading approaches through the Macquarie University before setting to work with our students. The programs have proven very valuable this year and will support us in the future to identify students at risk early and intervene at the best possible time. I would like to thank them both for the energy and enthusiasm that they have shown towards the programs and our students.

As a staff we explored the science behind learning and evidence-based approaches to teaching. This has led to many changes in the way we teach reading across the school and the resources we use to both support reading development and measure student growth. We have revised our assessment schedule for 2022 and we will be better placed to identify students at risk and intervene using evidence-based approaches early. Next year, we have also recommitted to the Lexile reading program which monitors students reading progression and sets them challenges to achieve each term. Further to this, and complementing the science of learning, we will be focusing on instruction in 2022, ensuring that the teaching we offer results in the best academic outcomes possible for our students.

We have worked closely with Dyslexia SPELD Foundation (DSF) this year in implementing the Talk for Writing program. The program use spoken activities to develop students writing skills. Thank you to Mr Skehan who has been instrumental its implementation and thank you to our teachers who have gone about adopting the program with a keenness to learn and support each other along the way.

This year we have also had staff trained in Making Jesus Real. The framework is grounded in positive psychology and draws students' attention to the Spirit of Jesus in action in their lives and helps them to think, speak and act more like Jesus each day. Next year we are hoping to draw greater attention to this program in the school and link it with best practice approaches to students social and emotional development.

At the beginning of Term 3 will also introduced the Mini Marvel's program which is a Pre-kindy, parent involved program aimed at supporting our parents to build positive relationships, and to support our 2022 Kindy students in their transition to school. Thank you to Mrs Donna Verhaaf who has done an amazing job in coordinating the program this year.

This year we signed a painting and maintenance contract which has begun and will see the school painted and maintained over the next 7 years. The painting will be completed in preparation for the 2022 school year.

This year we have completed two climate surveys, which have given us information on how our school is performing from the perspective of staff, parents, and students. Most notably, staff are motivated and understand our vision and direction. For students, they have positive relationships at school, and they value their schooling experience. For parents, they feel welcomed and trust their children are safe at school. Moving forward, there is a greater need to support our students in developing their social and emotional awareness and capabilities, to give our students a greater voice in their school, and to reward and develop potential leaders within the school.

Next year, in an effort to give our students greater voice in the school and further develop our students as leaders, we are changing our student leadership structure and creating a student council. The council will consist of two heads, two deputy heads, four faction captains all from Year 6 with two class representatives (which will change each semester) from Years 3, 4 and 5. The winners of these positions will be announced

at the Graduation Night. Mrs Annie Hutton will be working with them as they look towards driving social justice initiatives and student lead improvements across our school. Thank you, Annie!

As part of Catholic Education's strategic direction to make Catholic Education more accessible and affordable to families, St Mary's has been included in a new low fees initiative for 2022 and beyond. This initiative will see St Mary's receive additional financial support to ensure that our programs are not compromised and that we are better able to support our current families and future potential families. For a copy of our updated fee schedule, please visit the school's website... which might I add has also been updated this year.

This year we have said goodbye to a number of staff. I'd like to thank Ms Emily Botteon, Mrs Jodi Sheehan and Mr Kim Walsh for their respective contributions to our school and students over a number of years. I also extend my appreciation to Mrs Melissa Eastcott who has supported us over the last part of the year in Year 6. This year we also say goodbye to Mrs Liana Clynick who has worked with us over a number of years in different capacities, most notably the fantastic job she has done with our current PP students. Thank you, Liana!

Mrs Cross has taken maternity leave for baby number two. We wish her all the best for the year ahead and the safe arrival of her little girl. Nicola is a much-loved member of staff, and we look forward to having her back on the team in the future.

I would also like to extend my greatest appreciation to Mrs Dale Green who has served our school and community for over 25 years. During that time Dale has served as Teacher, Assistant Principal, Acting Principal and most recently as ICT Coordinator. Her positive attitude and willingness to listen and share her wisdom will be very much missed in our school. Thank you, Dale!

This year, we welcomed Miss Kate Jendrzejak to the team and look forward to working with her again next year in her first official fulltime role as classroom teacher. Congratulations, Kate. Also in 2022, we welcome Miss Chelsea Moore to our staff. Chelsea is the current Pre-Primary teacher at Queen of Apostles Riverton and comes to us with 17 years' experience as an early years educator. Welcome, Chelsea!

Before finishing, I would like to offer my appreciation to St Mary's School Advisory Council and the Parents and Friends Committee. I thank them for the support they have shown both myself and the school over the year, and for the experiences they have shared with me along the way. Thank you!

Lastly, I'd like to offer my greatest appreciation to both Mrs Elizabeth Lomax and Mrs Katja Humphries. Schools are very complex places to manage, and the support they have both shown me throughout the year has been very much appreciated. Thank you!

Thank you all for a great year of fun and learning at St Mary's. I wish you all the best for Christmas and the New Year. Stay safe and enjoy the time with your families and friends and we will see you all again next year.

Andrew Gammon Principal

> Accepted: Ellen Petterson Seconded: Nina Fiumano

Treasurers Report:

In 2020, Catholic Education became an incorporated body bringing together all Catholic schools across Western Australia together in one system. Given this, School Boards became Advisory Councils and auditing

finances and budget preparations became the responsibility of the system, delegated to Principals. In accordance with this change, this budget has been prepared by Catholic education, approved by me and endorsed by the Schools Advisory Council.

							ARY'S SCHOOL									Variance to	Variance
Income and Expenditure	2020	2021 Budget	Jan	Feb	Mar	Apr	Мау	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2022	2021 Budget \$	2021 Bu
Fees and Charges	132,353	140,277		62,100											62,100	(78,177)	55.731
Other Student Charges	40,549	46,020														(46,020)	0.00%
Discounts & Concessions	(41.688)	(39.100)		(12.797)											(12.797)	26.303	67.27
Other Recurrent Income	25.411	10.055	11	34	79	70	33	770			2.000			2.800	5.797	(4.258)	
Trading Account Income	16.412	14.203	2.449	3.741	1.317	2.836	860	750	750				750	750	14.203		0.00
State Government Grants	373.152	409.007		72.849			71.378	27.159	1.000	72.114		99.272			343.772	(65.236)	15.9
Australian Government Grants	1.583.553	1.588.876	12.374	774.859			2.109		386.375	2.109		398.749	2.109		1.578.682	(10.194)	0.64
Australian Government Grants (Other)	37.386	20.425		59.914	18.000		10.800					10.800	59.914		159.427	139.002	680.5
Total Recurrent Income	2.167.129	2.189.763	14,834	960.619	19.396	2,906	85.180	28.679	388.125	74.222	2.000	508.821	62.772	3.550	2.151.184	(38.580)	1.7
Capital Income	16.535	25,393		14.632			3.967			3,967			3.967		26,535	1.142	4.50
Gain on Disposal of Assets		9.650														(9.650)	0.00
TOTAL INCOME	2.183.664		14.834	975.332	19.396	2.906	89.147	28.679	388.125	78.190	2.000	508.821	66.739	3.550	2.177.718		2.1
Employee Benefits	1.675.089	1.866.551	152,089	136,868	136,924	137,053	137,127	209,963	137,821	137,821	137,821	137,821	207,211	138,781	1.807.299	(59.252)	3.17
Curriculum and Departmental	50.325	45.035	16.029	9.737	1.596	3.064	2.336	3.743	2.893	1.443	1.348	7.593	957	4.403	55.144	10.109	22.4
Finance	10.212	8.843		2.199			2.167			2.086			1.982		8.434	(409)	4.63
Administration and General	195.572	110.733	52.703	4.468	20.370	4.677	3.166	4.140	3.359	3.109	14.681	3,889	3.961	5.891	124,414	13.681	12.3
Operating Leases and Rent	2.192	5,153		565		565		565		565		565		565	3,390	(1.763)	34.2
Loss on Disposal/Sale of Assets																	0.0
Property Maintenance and utilities	48.651	65.068	28,212	23,350	3.067	4.401	963	8.414	3.649	4 249	1.794	6.365	1.794	1.510	87.568	22,500	34.5
Trading Account Expenses	12.057	12.000		45	45	45	45	45	45	45	45	45	45	12.045	12.495	495	
TOTAL EXPENSES	1.994.098		249.032	177.233	162.002	149.805	145.804	226.870	147.567	149.318	155.689	156.278	215.951	163.195	2.098.745		
Surplus/(Deficit) before Amortisation and																	
Depreciation	189,566	111,423	(234,199)	798,099	(142,606)	(146,899)	(56,657)	(198,192)	240,558	(71,129)	(153,689)	352,543	(149,212)	(159,645)	78,974	(32,449)	29.1
Amortisation and Depreciation	173.846	176.567	14,761	14,761	14,761	14,761	14,761	14,761	14,761	14,761	14,761	14,761	14,761	14,761	177.132	565	0.32
Surplus/(Deficit) after Amortisation and Depreciation	15,720	(65,144)	(248,960)	783,338	(157,367)	(161,660)	(71,418)	(212,953)	225,797	(85,890)	(168,450)	337,782	(163,973)	(174,406)	(98,158)	(33,014)	
							CASH FLOW	1									
		2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
ing Cash Balance			600.000	372.983	1.108.849	947.993	795.276	723.568	529.558	774.298	698.037	548.530	905.254	751.306	8.755.651		
iurplus/(Deficit)			(248.960)	783.338	(157.367)	(161.660)	(71.418)	(212.953)	775 797	(85.890)	(168.450)	337 787	(163.973)	(174.406)	(98.15R)		
Ion-Cash Items			14.761	14.761	14.761	14.761	14.761	14.761	14.761	14.761	14.761	14.761	15.261	15.761	178.632		
anned Pavments to be made by the school			53.696	(10.818)	(30.818)	(10.818)	(10.818)	(818)	(R1R)	(R1R)	(818)	(R1R)	(818)	(47 514)	(57.000)		
ceints/(invoicing) from/(to) Families				(42.215)	12.567	5.000	5.000	5.000	5.000	5.000	5.000	5.000	5.000	5.000	15.353		
yments for Loans, leases and other liabilities			(46.514)	(9.200)			(9.233)			(9.314)			(9.418)	46.514	(37.165)		
ated Cash Position at the end of the Period		600.000	372.983	1.108.849	947.993	795.276	723.568	529,558	774,298	698.037	548.530	905.254	751.305	601.661	601,661		
				Estimated Ca	sh Movemen	t [Surplus/(Deficit)1 for t	the year is: \$	1.661			2					

The following table outlines the budget for 2022.

Please note the following:

- 1. Accounting surplus before depreciation \$78k (this is simply recurrent income less recurrent expenses) this does not include capital purchases, uniform purchases etc
- 2. Capital purchases budgeted \$60k (furniture and fittings \$50k and improvements \$10k)
- 3. Expected starting cash balance 1 January 2022 \$600,000, expected closing cash balance 31 December 2022 \$601,661
- 4. Forecast financial health index 60.8 (considered medium risk) which is made up of the following factors, the two last ones are the areas for improvement:
 - Positive cash result overall for the year
 - High level of cash reserves
 - · Low level of debt
 - Staffing ratio 5-10% above the 75% benchmark
 - Enrolment vacancies considered high
- 6. Staffing expenses as % of income 84.3% an improvement from revised budget 85.2%
- 7. 5-year estimations show a surplus each year until 2026, overall cash balance expected by 2026 \$616k therefore very consistent

Please also note the following assumptions:

- Decrease in State and Fed funding as 3 less Primary students than 2021 Census
- \$10k new IT contract (previously an employee) (explains increase in admin expenses)
- New painting contract
- Trees to be removed \$16k
- Reduced salaries total costs
- 6% increase in insurance budgeted

As mentioned during my Principal's Report, the school has been included in Catholic Education low Fees Initiative for 2022, and beyond. The initiative is part of Catholic Educations strategic direction to make Catholic education more accessible and affordable to families. Given this our fee structure has changed. This information is now available on our school website, along with payment information. Basically, school fees have been reduced from approximately \$1,500 for the first student to \$440, which includes a P&F and a building levy which is payable per family. Sibling discounts also apply. The \$300 tuition fee includes amenities, swimming lessons, camp, yearbook, education pack and stationary pack.

Please see the image below.

St Mary's Catholic Primary School										
		ST. MARING								
2022 Fees										
Kindy to Year 6	Tuition	Building Levy (Per Family)								
1st Child	\$300	\$90	\$50	\$440						
2nd Child - 20% disc	\$240			\$680						
3rd Child - 40% disc	\$180			\$860						
4th Child - 100% disc	Free			\$860						
Please note: The \$300 t pack and stationary pac		menities, swimming	lessons, camp, yearb	ook, education						

Katja Humphries/Andrew Gammon Treasurer, St Mary's School Advisory Council

Accepted: Jackie Dorezenko Seconded: Robin Giudici

Election of SAC Executive:

Firstly, I would like to start by offering my appreciation to our existing SAC Executive in Merrin Lowe, Jo Swarbrick, Gary Dimasi, Ben Rose, Alex Nietrzeba, Elizabeth Lomax, Katja Humphries and Father Joe Sousa. It's been a big year and your efforts have supported me in driving our school forwards into the future. Thank you for your support and guidance.

I would also like to extend my appreciation to Brad Gray, Sally Hunt and Heath Bell for their contributions to our council this year.

Under the previous constitution/terms of reference anyone voted onto the school advisory council hold their position for two years.

Gary Dimasi is an advocate for our school in the community and has been instrumental in seeing the school maintenance and development plan get approved. I thank him for the support he has given this school over the years and myself over the year. Given, he has come to the end of his term on the School Advisory Council I now ask him to step down.

Alex Nietrzeba was co-opted onto the SAC during the year and has not officially been voted onto the SAC. Alex came to us with a wealth of knowledge both within his profession and his experiences working in different setting across the state. I thank Alex for the support he has offered me and the wisdom he has shared with our group. I now ask Alex to step down.

Given the updated CEWA ltd Terms of Reference, those voted onto the SAC tonight will receive a 3-year term. The maximum term anyone can do on the SAC is 6 years.

The maximum number of position available on the SAC is six and nomination will not be accepted from the floor. Given this:

Nominations for 2021

We have one nomination for Gary Dimasi to commence his three-year term on the school's advisory council.

Accepted: Annie Hutton

Seconded: Anne Dixon-Hotchkin

We have one nomination for Alex Nietrzeba to commence his three-year term on the school's advisory council.

Accepted: Ellen Petterson

Seconded: Donna Verhauf

We have one nomination for Erin Delaporte to commence her three-year term on the school's advisory council.

Accepted: Donna Verhauf

Seconded: Josie Dimasi

Our School Advisory Council for 2022 includes:

Andrew Gammon, Merrin Rowe, Jo Swarbrick, Gary Dimasi, Ben Rose, Alex Nietrzeba, Erin Delaporte, Elizabeth Lomax, Katia Humphries and Father Joe Sousa. Congratulations and I look forward to working with you all in driving positive change in our school.

Staffing 2022

Every day I walk around our school and feel extremely blessed as I watch the interactions between our students, and also with our staff. We have so many great children here and so many teachers who truly want what is best for this group of children.

Staffing is an extremely complex task, and it is a task I undertake with the due diligence it deserves. Every decision I make is made with consideration for our students and what is best for them. I am in a privileged position where I get to look at all the information required, much of which is not available to anyone else, and come up with a plan that I believe is going to support our students as we aim to create a schooling experience where they continue in their learning, where they love their teachers, and where they love to come each and every day.

If you do not agree with any of the staffing allocations or have any queries or concerns, tonight is not the place to discuss them, however, I am more than happy to meet with you at a later date.

Earlier this year, on January 15th I found out that one of our teachers was leaving us. Keeping in mind that these things can happen, tonight, I offer these staffing allocations as they stand at this point in time, and

with the understanding that they may, and usually do, change. If there are any further changes, you will be notified via email.

In my experience, highly effective teams draw on the learning and experience of many to provide leadership that both inspires and supports people in working towards common goals. Given this, I have made the decision to restructure our leadership team to better utilise the skills of others, to provide greater support to our staff, and to continue driving positive change in our school. Mr Luke Skehan will be joining Mrs Liz Lomax and myself as an Acting Assistant Principal in 2022. Luke has proven this year to be a highly reflective leader who is committed to his own professional development, and someone who is willing to share his learning with others. Luke is highly respected by our staff and an asset to our team. Well done, Luke.

So, without further ado, starting from Kindergarten and working up, and keeping in mind that many of our staff are on part time contracts.

The kindergarten teacher will be Miss Chelsea Moore with Mrs Anne Dixon-Hotchkin supporting her.

The Pre-Primary teacher will be Mrs Nina Fiumano with Mrs Tracy Licciardello and Mrs Robyn Giudici supporting her.

The Year 1 Teacher will be Miss Jackie Dorozenko with Mrs Donna Verhaaf, Mrs Robyn Giudici and Mrs Alyson Underdown supporting her.

The Year 2 teacher will be Miss Kate Jendrzejak with Mrs Louise Long supporting her and coordinating the Mini-Lit program from that classroom.

The Year 3/4 teacher will be Mrs Eileen Thompson with Mrs Claire Hill supporting her.

The Year 5 teacher will be Mrs Annie Hutton, with Mrs Ellen Petersen (1 day), and Ms Tara Vander Wielen supporting them and coordinating the Macq-Lit program from their room.

The Year 6 teachers will be Mr Luke Skehan (3 days) and Mrs Liz Lomax (2 x days).

Next year we will also have the following specialist areas:

Physical Education with Mrs Ellen Petersen

Humanities and Social Science with Mrs Emma Reynolds

The Arts with Mrs Liz Lomax

Technologies with Mrs Peterson

Science is currently advertised, and an appointment should be made in the coming weeks.

Our school will continue its commitment to Auslan, however, this will be taught by the class teachers.

Mr Graham Manderson and Mr Bob Jeffries will be cleaning and grounds respectively.

Mrs Katja Humphries will be the welcoming face of our school, working hard to manage our finances and office administration.

Father Joseph Sousa will be working with our school in his role as Parish Priest.

Again, I believe St Mary's is a great school, full of great children and I have every faith in our team for 2022.

Thank you!

Andrew Gammon Principal

Accepted: Merrin Lowe

Seconded: Tracy Licciardello

Meeting Closed: 7pm

Signed:

Andrew Gammon Principal

Ben Rose SAC President