



**ST. JOSEPH'S PRIMARY SCHOOL, QUEENS PARK**

**SCHOOL BOARD**

**Minutes of Annual General Meeting held on 26<sup>th</sup> November 2012**

**1. Opening of Meeting:**

Meeting opened at 7.15pm. "The Gathering Prayer" was led by Wendy Landwehr

**2. Present:**

41 attendees as per attendance register.

**3. Apologies:**

Deb Bearcroft, Rebecca Bowen, Carmen Garcia, Judyline Menezes, Aleisha Powell, Amy Williams

**4. Confirmation of Minutes of last AGM November 21<sup>st</sup> 2011**

Minutes were circulated via St Joseph's School Newsletter Term 4 2011 (30<sup>th</sup> November 2011)

Moved by Dianne Abernethy, Seconded by Kelly Miller

**5. Chairperson's Report:**

Good evening everyone and welcome to St Joseph's AGM for 2012.

For those of you who don't know me, my name is Mel Griffiths and I am honoured to be the Chairman of the St Joseph's School Board.

There have been a few notable changes at our school this year. Firstly, we have seen the introduction of Pre-Kindy, with good numbers of children enrolled and future numbers looking very strong. This is a fantastic way to assist children with their early childhood learning in an environment that promotes the development of both educational and social functioning. Secondly, in March of this year, Peter Yensch and I met with Marion Kane (Programme Manager), Ellis Kane (Executive Manager of Children's Services) and other representatives from Communicare to discuss the possibility of our school providing a before and after school service for our families.

The meeting went well, with a large emphasis being placed on the high standard of care and quality of Catholic Ethos that we would expect from any organisation caring for our children. This was very much reciprocated by the ladies attending from Communicare and was considered to be the 'bare minimum' in requirements for the hiring of staff by them.

We looked at the old kindy class as our before and after school care venue and it was decided that the room would be ideal for our needs.

Communicare are a totally not for profit organisation, which means that they operate on the basis of making enough money to cover their costs only.

Peter and I were very impressed with both Communicare's work ethics and the demeanour of the representatives attending the meeting.

Expressions of Interest Surveys were sent home and a satisfactory indication of numbers meant that we could take the process to the next stage.

Before and after school care is now up and running at St Joseph's. Numbers at this stage are a little low, but we would expect that to change with the start of the New Year.

Also, we have worked out an arrangement with St Norbert College for IT Support and now come under their umbrella. As a part of this, we are looking at upgrading our servers and introducing Wi-Fi to help sustain the 30 iPads we currently have and the extra 30 that we should have by next year. On that note, on behalf of our School Board, I would like to take this opportunity to thank the P & F for their financial assistance with the purchase of these iPads.

Moving along ... Debra Sace (one of the assistant directors at the CEO) visited our school back in May. The meeting was to discuss our curriculum as well as a scheduled visit and to 'check out' our new school facilities.

The National Curriculum was discussed, and it was comforting (from a parent's perspective) to hear that our school is on track and doing all that needs to be done to ensure our children are receiving the education that they require and deserve.

Debra was taken for a guided tour around the school and from all accounts, she was very impressed with what she saw and acknowledged that our facilities were equal to any others that she had seen at this stage. This opinion was confirmed by 14 interstate visitors that recently attended our school. So, rest assured, our children are being very well looked after 😊

Another change that happened somewhat “behind the scenes” was the departure of Jacki Hewson from the office and the arrival of the lovely Georgia Dragon. We have had an amazingly smooth transition given the fact that Georgia came on board having to learn how we had previously done things at St Joseph’s, without having the level of support that was originally intended for her. However, I’m sure Georgia has appreciated the assistance and support that she has received from Andrea. Where Jacki had worked tirelessly with the building process here at St Joseph’s, Georgia has done a remarkable job putting ongoing maintenance plans into place. The well-kept financials by both Jacki and Georgia, has meant that Danielle Miller (our Treasurer) has done a fantastic job presenting her reports at our monthly meetings and it is reassuring that our school is in a very solid financial position. A huge “thank you” must go to each of these ladies.

It has made a massive difference to the children not having the daily inconvenience associated with the building of our ‘new’ school. Speaking of our new school ... the Board would like to acknowledge the extraordinary contribution that Peter Vagg makes to the upkeep of our grounds and gardens. Our beautiful gardens are the subject of many conversations around the school. Thank you, Mr Vagg!

From a parent’s perspective, it is wonderful to see the good balance of sport/performing arts/fun and academics that our children get here at St Joseph’s. Each of these aspects is instrumental in moulding the future and character of our kids. Thank you to all the staff who give so much of themselves to make this possible.

The input of our teachers is definitely one of the factors that have led to a demand for places at our school, along with the new facilities and the exceptional behaviour of our students. There is definitely a lot for both our staff and parents to be proud of. The architect’s plans were developed in such a way to bring parents into our student area and leave our school with a warm, community feel. This has certainly been achieved.

Lastly, I would like to acknowledge the dedication that Andrea Zappacosta has shown the St Joseph’s School Board for the last 6 years. His contribution to the school on so many levels has never wavered. We will undoubtedly miss his smiling face and cheeky comments at our meetings next year. Thank you, Andrea.

Now, because Andrea is leaving us, and I am up for re-election along with Danielle Miller and Kelly Miller, we have 4 positions open on our school board. This year’s board members are re-nominating and we have new nominations from Simon Bates and Marion Vagg. Effectively, this leaves us with 5 people nominating for 4 vacant positions. Due to this, we will be asking you all to fill in a ballot to vote for the nominees.

On that note, I wish you all a good evening and will now hand the proceedings over to our Principle, Mr Peter Yensch.

Thank you.

#### **6. Vote for Nominating Members for St Joseph's School Board :**

Introductions were made of the Nominating Members by Peter Yensch and then each member had the opportunity to present themselves to the AGM attendees. It was explained that there were 5 people vying for 4 positions on the school board. Voting was to be for the 4 preferred members to be elected onto the board and each person present was provided with a voting slip. These slips were placed in a collection box upon completion and Wendy Landwehr and Georgia Dragon then left to count the votes.

#### **7. Principal's Report:**

This year has been another busy and successful year. With the building finished we were able to enjoy the excellent facilities we now have at the school. Few schools have the classroom sizes, shared space, playground area, performing arts room, parish hall, undercover area, computer lab and oval size that we have. When you combine this with the support we receive from St Norbert's College in the use of their resources and facilities we are extremely fortunate.

Georgia has been working through a maintenance schedule with the support of Andrea and doing a great job to ensure our facilities do not deteriorate. We are also blessed to have Peter Vagg, with the help of Peiter junior, who do an amazing job ensuring the grounds and gardens look so well kept.

#### **EDUCATION**

With the building complete and no transferring of classrooms we have been able to direct much of our attention on education. Our focus for 2012 was numeracy with particular attention on problem solving and the language of maths. **Our educational focus for 2013 remains with numeracy, in the area of assessment**, particularly in relation to the implementation of the Australian Curriculum. It will also provide us with the opportunity to review our assessment strategies in literacy.

We have been extremely fortunate to have Kate Byrne and Michelle De Silva taking on board our numeracy focus over the past two years. They have been well assisted by our Curriculum Leaders, Carmel Fasoli and Anna Tarle who has passed on her responsibilities to Dani Mckay for 2013. I would also

like to acknowledge the support of Julie Kay from the Catholic Education Office. Our numeracy focus has looked at all aspects of successfully teaching the subject with a whole school approach planned. The plan includes;

- Professional development in Numercon, the Australian Curriculum, Assessment, Back to Front Maths and problem solving.
- Newsletter articles and challenges.
- Mathematics timetabled into the computer lab and individual achievements recognised and rewarded.
- Resources purchased in the form of materials and texts.

### **NAPLAN**

Our NAPLAN results this year remain strong and do generally reflect the students' capabilities in those year cohorts. Of the ten assessments we were above the Australian average in eight and above the state average in nine.

<b>Year 3</b>	<b>School</b>	<b>State</b>	<b>Australian</b>
<b>Reading</b>	422	407	419
<b>Writing</b>	398	407	415
<b>Spelling</b>	438	401	414
<b>Grammar &amp; Punctuation</b>	437	408	424
<b>Numeracy</b>	399	384	395

<b>Year 5</b>	<b>School</b>	<b>State</b>	<b>Australian</b>
<b>Reading</b>	486	482	493
<b>Writing</b>	490	470	477
<b>Spelling</b>	533	486	494
<b>Grammar &amp; Punctuation</b>	532	479	491
<b>Numeracy</b>	498	477	488

### **BISHOP'S LITERACY YEAR 5**

In 2010, 2011 and 2012 we have been above the all schools' total mean. In 2012 we were substantially above the all schools average which was 52.5% with our average being 60.7%. Religious Education Knowledge is obviously being well taught.

## WAMSE YEAR 5

	School Mean	All Schools Averages
Science	416	406
Science Investigating	420	405
Society & Environment	439	433
S & E ICP	438	432

As well as achieving strong academic results in formalised assessments I think it is important to acknowledge the effort that goes into many other educational aspects of the school which requires commitment by the staff.

- Performing Arts. Mrs B and Mrs Ward continue to give many of our children a chance to shine. And many shine at the highest level.
- The commitment by Miss Carrick to provide our students with a range of sporting opportunities is evidenced by their continual improvement at interschool level. Once again many staff give of their own time at lunch or before or after school to help train the children including Mr Vagg and Mrs De Silva and parents like Mr Clemence.
- Leadership groups. A number of staff give up many of their lunch times to sit and meet with their leadership team.
- School camp. This year 14 staff attended, many in their own time, to show the year 6 children the high regard we hold them in.
- Rainbows. which Viv and Linda run and helps children dealing with loss and grief. The PATHS program and the support that Christine Pittman offers through her social work duties.
- Literacy support. It is interesting to see the number of times Challis Primary School appears in the media for its phonics and explicit teaching program. We had a number of staff visit Challis 3 years ago and have adopted a number of the practices into our pre-primary with, what we believe, is the correct blend of play and explicit teaching.
- Laurel Heieck working tirelessly in the area of IT on top of her many other responsibilities. I think the first lot of iPads are now available for use.

## QCS

We were informed earlier in the year that there would be a survey of staff, students and parents linked to the Quality Catholic Schooling Program. The survey was carried out, primarily to give accurate feedback about the culture of the school. These surveys are now in place for at least the next 5 years and reflect current practices in a number of government and non-government schools across Australia.

Some aspects of the report received by St Joseph's, which are worth noting, are;

- Staff and students indicated that the Catholic Culture within the school was very significant with many opportunities to practice and experience their faith.
- Staff and school morale was considered to be very high with support for each other a key component.
- Students reported that they felt safe and connected to the school.
- Parents were impressed with student behaviour and positive about the way behaviour was managed.
- Parents indicated that reporting could be improved upon.
- Staff, students and parents indicated that there could be more awareness of, and opportunities to participate in Social Justice.

With the feedback provided we have decided that our school priorities for 2013 will be;

#### **Catholic Identity**

- **Social Action and Justice**

#### **Education**

- **Reporting and**
- **Curriculum**

#### **Stewardship**

- **Finance and Facilities.**

In 2012 we reviewed the following components and recommended actions.

#### **Catholic Identity**

- **Vision and Mission.** Our vision has not changed but our mission was changed to incorporate the new Australian Curriculum.

#### **Education**

- **Professional Learning.** Develop strategies and time to promote evidence based learning. Promote greater opportunities for closer collaboration between year level teachers. Work on developing a reflective culture within the school.
- **Learning Environment.** Ensure there is a clear understanding of school rules.
- **Students with Special Learning Needs.** Ensure staff have adequate professional development to support children with special needs and all ensure the process of completing IEPs is modified and improved.

**LEADERSHIP**

This year we have seen Aoife Cooksley attend the Emerging Leaders Program following on from Anna Tarle who participated in the same program last year and also Wendy Landwehr who completed the Aspiring Principals Program last year. Aoife was given the opportunity of Acting Assistant Principal during term 3 doing a wonderful job of filling the very large shoes of Wendy. We hope to hear shortly of another one of our staff members completing the Emerging Leaders Program in 2013.

**SCHOOL SUPPORT**

I believe we are extremely fortunate to have the excellent support that we do through our two parent bodies, the P & F and School Board. Both groups have parents who want the best for their school and their children and do this in a positive, friendly and Christian manner. I would like to add my vote of thanks to the work of Simon, Marian, Tracey and particularly Andrea for their hard work. Presently both these parent bodies have excellent leadership through Carmela and Aran and I appreciate the significant effort they put into these roles

**SACRAMENTAL PROGRAM** All would be aware that preparing the children for their sacraments, in partnership with the parents, is one of the most important tasks of the school. All would also be aware of the high regard I have for the outstanding celebrations that take place each year in our parish. The cohesion between parish and school is never stronger than on these occasions and all involved, including Fr Peter, Wendy, (Aoife in term 3) choir conductors and classroom teachers should all be very proud of their achievements. I would also like to acknowledge Judyline for her commitment in this area over many years in particular her involvement with the catechist program.

**ST JOSEPH'S SCHOOL STAFF** Finally I would also like to acknowledge our committed staff. As I said last week, like all work places we have our squabbles, we have our gossip, we have our disagreements, we have our moments like, "I'm working bloody hard over here, what the hell are they doing over there," but what we also have is compassion, respect, friendship and love for one another. We have a shared faith and a wonderful willingness to support each other when it is most needed.

I have said before, I believe that we underestimate the opportunity to work in an environment where we are blessed to be able to experience and enjoy practicing our faith. Not many workplaces have that opportunity. Here our faith is part of our everyday working life.

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As Advent approaches I would like to wish our whole community a happy, safe and Holy Christmas and wonderful New Year.

## **8. Treasurer's Report:**

### **2013 Fee changes**

#### **Tuition**

Increased by 3.8% to \$892.00 per child per annum, this is in line with recommendations from Catholic Education Commission.

The fee charging structure has remained unchanged in line with Catholic Education Commission guidelines:-

1 <sup>st</sup> Child	100% of Tuition Fee
2 <sup>nd</sup> Child	80% of Tuition Fee
3 <sup>rd</sup> Child	60% of Tuition Fee
4 <sup>th</sup> Child	Free

#### **Building Levy**

Increased by \$6.00 to \$178.00 per Family per annum. The CEC guidelines state – "Primary schools should set their Building Levy at 20% of 2013 Tuition Fees".

#### **Amenities Fee and Book List Fee**

These items have been increased by 3.8%

Amenities per Child	PP to Yr6	\$152.00
	Kindy	\$44.00

Book List per Child	PP to Yr6	\$64.00
	Kindy	\$32.00

#### **Swimming and P&F Levy**

These amounts have NOT increased for 2013.

#### **Edudance**

	PP to Yr4	\$19.00
	Grade 5 to 6	\$22.00

#### **Mathletics**

Per Child, per annum	Grade 1 to 6	\$26.00
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#### **Excursions**

Over the year, excursion/incursion costs will be added to each Term fees.

### **Budget Summary**

Recurrent Income	\$ 4,442,942.00
Capital Income	\$ 59,986.00
Total Receipts	\$ 4,502,928.00
Recurrent Expenditure	\$ 4,300,976.00
Capital Expenditure	\$ 240,373.00
Total Expenditure	\$ 4,541,349.00
Estimated Results for 2013	\$ -38,421.00

### **9. Confirmation of 2013 Board Membership:**

Andrea Zappacosta's term has expired as has his time permitted on the school board. As such, his position has become vacant.

Mel Griffiths, Danielle Miller and Kelly Miller have all re-nominated for a further 2 year term.

Nominations for the board vacancies were received from Simon Bates and Marion Vagg.

Dianne Abernethy and Marissa Dawson both have one more year to serve of their current term.

After tallying the votes, Members of the School Board for 2013 are as follows:-

Mel Griffiths - Chairperson

Danielle Miller - Treasurer

Kelly Miller - Secretary

Dianne Abernethy

Marissa Dawson

Marion Vagg

Ex Officio members:-

Fr Peter Joseph - Parish Priest

Peter Yensch - Principal

TBA - P & F Representative

Laura Giovinazzo - Parish Representative

### **10. Closure of Meeting: Meeting closed at 7.45pm.**