



St Catherine's
SCHOOL | STIRLING

ANNUAL GENERAL MEETING 2024

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ANNUAL GENERAL MEETING 2024

AGENDA

Tuesday 20th February 2024 at 6.00pm

AGENDA

Welcome	Ben Clements, Vice Chairperson
Apologies	Miriam Whitford, Chairperson
Prayer	Krystina Dawe (APRIM)

Minutes of 2023 AGM

Annual reports

President	Fr Fred Farrugia
Principal	John Low
Chairperson	Miriam Whitford
Treasurer	Luke Williams
P & F	Elise Campbell-Hand
WHS	Pat Wheeler

School Performance Report 2023



2023 Annual General Meeting Minutes

Tuesday 28 February 2023 at 6.00pm

Present

Fr Alfred Farrugia
Luke Williams
Krystina Dawe
Jane McCaffrey
Ben Clements
Bianca Foote
Jessica Barolo
Gina Kennedy

John Low
Rocky Luppino
Dale Stevenson
David Lolicato
Lucia Clements
Laura O'Connell
Miriam Whitford
Kelly-Ann Kirby

Russell Gwynne
Elise Campbell-Hand
Janelle Stevenson
Kay Burton
Sharna Bucher
Kerry Cornelius
Michael Bates
Samantha Ellul

Apologies

Claire Wilde, Tom Keynon PPC Rep

Welcome

Russell Gwynne, Chairperson

Prayer

Krystina Dawe (APRIM)

Minutes of the 2022 AGM

Tabled and Taken as read - Lodged as a true account

Moved – David Lolicato **Seconded** – Elise Campbell-Hand

Annual Reports - Tabled

President's Report tabled and read by Fr Fred.

Fr added nothing further to his tabled report.

Principal's report tabled and read by John Low.

John thanked all in attendance, school motto of 'together in faith, learning and community' evident at the meeting.

From his tabled report, John spoke of the 75th Anniversary of the school in 2022, and of the challenges around the last building works that encompassed the majority of the school year. But the end result, the functionality and space created for all (staff and students) to enjoy is amazing.

John acknowledged and thanked the staff for their commitment through the difficult time the building works created, and also thanked the parents for working together with us to make it work and allow the school to continue with the education of the students.

John also spoke about the Strategic Plan 2021 – 2023 for the school, which is now in its final year and how it was the touchstone for the decisions made to be framed with the LLL (Living Learning Leading) standards during what ended up being the Covid period.

The school's Naplan results were a celebration, great results above the national average in all but one area. These results reflect that we are heading in the right direction.

Community engagement in 2022 remained a challenge with ongoing Covid restrictions, however as the year progressed, the sense of community has begun to return. Special thanks to the Parents & Friends (P&F) especially Elise Campbell-Hand for helping to reintroduce that sense of community with the assistance of her willing volunteers.

Master Planning and the acquiring/maintaining resources has provided exceptional results for all to benefit from. Through the tireless and diligent work of Gina Kennedy, school Finance Officer, the school has been able to achieve great success on the Stage 2 building project. Thank you, Gina, for your exceptional work.

Lastly, John thanked the outgoing board members:

Russell Gwynne – outgoing Chairperson

David Lolicato – outgoing Treasurer

Claire Wilde and Michael Bates – outgoing elected members

School Board Chairperson's Report tabled and read by Russell Gwynne.

Russell spoke of the loss of sense of community as being the most notable from the Covid period. Prior to the pandemic, our school community allowed parents to build relationships with other parents at pick up and drop off times, something that has been restricted over the last few years. As restrictions are eased, it has been fantastic to see that community is returning at last, with several community events being successfully held in the later part of 2022 – Quiz Night, 75th Anniversary Mass, Christmas picnic just to name a few. Thanks to Elise and her team of P&F parents who have made this possible.

Over the 10 years of association with the school, including 6 years on the Board, Russell noted many changes culminating in the major transformation of the outlook, street appeal and functionality of the school buildings through two building stages.

Russell encouraged all parents to take the time to get involved with the school as a volunteer, in whatever capacity that may be. With everyone working together, amazing things can happen.

Treasurer's Report tabled and read by David Lolicato.

David's final report was tabled, along with the updated Budget.

Further to previous finance reports, this now shows all loans associated with Master Plan Stage 1 and Stage 2. This is now reflected in the end of year cash balance as tabled.

David thanked Gina for her meticulous work on overseeing the schools' finances and ensuring that his role on the board looked easy! It is a constant balancing act to ensure that the schools finances remain sustainable. 2022 was a big spending year, resulting in debt accrual. The Budget reflects a deficit due to the loans from Stage 2 building.

2023 will be a year of consolidation as the school continues to balance and maintain educational facilities.

After 6 years on the Board, he has, like Russell, been a part of the transformation of the school to what we see today.

Parents and Friends' Report tabled and read by Elise Campbell-Hand.

Elise acknowledged that it was a very successful year for the P & F with special thanks to Jane McCaffrey (her right-hand person!) and so many others.

Over the course of the year, the P & F have been able to:

- successfully run BBQ and bake stall on Sports Day
- reintroduce Tuck shop on Mondays at recess and special lunches on Fridays
- school Disco in Term 3
- fundraise at Open Garden via a generous school family
- Night of Music in celebration of 75th Anniversary of St Catherine's School
- Quiz Night
- participate in the Stirling Christmas Pageant

A fundraising goal was set – and achieved! Funds are to be used to provide new ropes for the school's nature play areas.

Elise thanked the parent volunteers for their support and is already planning for 2023!

WHS Report tabled and taken as read.

John noted that there were NO reported incidences for the 2022 year and reiterated that processes and procedures are in place to ensure a safe school.

School Performance Report were all tabled and taken as read.

School Performance Report will be published on the school's website.

Russell Gwynne – motioned for all tabled reports to be moved as true and correct.

Moved -Miriam Whitford

Seconded - Sharna Bucher

Nominations for New Board Members for 2023

Dale Stevenson
Rocky Luppino
Kay Burton
Jane McCaffrey
Ben Clements

The current Catholic Education School Board Manual (2012) is currently being rewritten and a constitution developed. This may, in time, see some schools needing to transition to a smaller number of Board members. It is not expected that any changes or amendments to the Manual will be implemented within the next 12 months.

After consultation in regard these impending changes, John is pleased to accept all 5 nominees as Board Members this year. Welcome!

Welcome also to Bianca Foote, who has taken on the role of Staff Representative.

John presented our departing members gifts from the school.

Questions from the floor:

nil

AGM closed 6.55pm

MEMBERS OF BOARD - 2023

BOARD	
Ex-Officio Fr Alfred Farrugia – President John Low – Principal / Executive Officer	Appointed Parish Priest 2014 Appointed Principal, St Catherine's School, Term 2 2020
Secretariat Samantha Ellul – Secretary (Staff)	(Elected Secretary 2020 - current)
Nominated Members Bianca Foote – Staff Representative Tom Kenyon – PPC Representative Elise Campbell-Hand – P & F Representative	(Elected Member 2023) (Elected PPC Rep 2020) (Elected P & F Rep 2021)
Elected Members Miriam Whitford - Chairperson Luke Williams – Treasurer Ben Clements – Deputy Chairperson	(Elected Member 2019-2020, Elected Deputy Chairperson 2021 –2022, Elected Chairperson 2023 - current) (Elected Member 2022, Elected Treasurer 2023- current) (Elected Member / Deputy Chairperson 2023 – current)
Sharna Bucher Rocky Luppino Kay Burton Jane McCaffrey Dale Stevenson	(Elected Member 2022 – current) (Elected Member 2023 – current) (Elected Member 2023 – current) (Elected Member 2023 – current) (Elected Member 2023 – current)

MEMBERS OF BOARD NOT CONTINUING IN 2024

BOARD	
Elise Campbell-Hand – P&F Representative	Stepping down from position

Nominations open for Board Members at AGM 20th February 2024

NIL

Renominations to continue tenure received from:

Tom Kenyon – PPC Representative	2 year tenure
Sharna Bucher – Elected Member	2 year tenure

- All positions held have a two (2) year tenure. Each elected board member may renominate for position, but must not exceed six (6) consecutive years on the School Board

President's Report 2023

I have just completed nine years in this parish, but this is my sixth AGM. An AGM is a way to inform you, the parishioners with very wide brushstrokes of our parish pastoral activities. Also, it is a time to give a report of the past year as well as to look forward to the next year taking into consideration any suggestions or proposals brought by the parishioners. However, it is almost fashionable to have AGMs with only a hand-full of people with some well written reports. The reports contained in the booklet provide a snapshot of many of the important new initiatives and ongoing ministry that has taken place here over the last year both parish and the school.

We are a busy Parish with many programs, some new and some old. Over the last year we have worked hard to continue to be a place of welcome and to introduce the life of the parish to those who have not previously experienced it through our community outreach, special events and advertising. One of the happiest examples of our welcoming culture over the past year was our Easter and Christmas celebrations. We had a significant increase in participation compared to many previous years. We are very grateful to all those who assisted with the various Easter and Christmas Masses and events.

We welcome new reception children and their families. Also, we welcomed during the year many new members into our parish community. We welcomed the new Vicar General, Fr Dean Marin who came over to confer the Sacrament of Confirmation. Our parish based and school supported sacramental programs run very effectively. Last year, we had 25 candidates for Confirmation and received their First Holy Communion.

We had 20 Baptisms of Children. There were 6 Funerals in all. I would like to express my sincere thanks here to Cathy Oswald who worked excellently in her role as the Coordinator of Parish Religious Program. Her dedication and above all her very presence in the parish means a lot. We continue to ensure that those who would otherwise be disconnected from us due to illness or infirmity continue to be lovingly cared for through pastoral visits in homes, hospitals, and care. The reassuring presence of someone visiting on behalf of the parish is always greatly valued.

Being a caring community is a vital sign of what it means to be a healthy Church. Our Primary School supports the students, through their faith formation and education in general, to be able to live their faith in everyday interactions. Thanks to the principal and staff in realising this through their hard work. The Parish Council has been functioning well with the help of its dedicated members. They meet monthly and listen to the reports of different groups engaged in different pastoral ministries in our parish. Thanks to the Parish Council particularly to John Leeton for his role as chairperson. The Finance Committee, under the leadership of Paul Howe has looked after the matters pertaining to their field and I am grateful to them for their timely advice and action. Our parish finances are sound though suffer from increasing annual costs and from reducing thanksgiving contributions. We need to ensure financial stability for the future.

To end, I would like to express my sincere thanks to ALL COMMITTEES, VOLUNTEERS and INDIVIDUALS for their tireless efforts making the Adelaide Hills Catholic Parish community a special place to be.

May our parish Patron, St Matthew, and the Holy Spirit, fill us with love and faith so that we grow as a parish into a body of Christ, with values of the Gospel.

Fr Alfred (Fred) Farrugia

Parish Priest
President of St Catherine's School Board

Principal's Report 2023

In 2023 we continued to align the focus of our work around the Catholic Education SA Living Learning Learning (LLL) Standards and our school Strategic Plan 2021-2023.

The LLL standards are framed around 4 key areas:

1. Catholic Identity
2. Curriculum and co-constructed learning and assessment design
3. Student agency, identity, learning and leadership
4. Community Engagement

The CESA Towards 2027: Expanding Horizons and Deepening Practices Strategy for Catholic Education South Australia also continued to inform our work and development of practices throughout the year.

St Catherine's School Strategic Plan 2021-2023

The Strategic Plan sets out clear strategic aspirations and actions for the school community to work towards. 2023 became the concluding year for this Plan and good progress was made towards achieving the established Strategic Aspirations. There are several achievements worth noting for the school community during 2023.

In 2023, the leadership team consisted of:

- Principal (John Low)
- Assistant Principal Religious Identity and Mission (APRIM) and 3-6 Leader of Learning: Curriculum and Assessment (Krystina Dawe)
- R-2 Leader of Learning: Curriculum and Assessment (Narelle Brine).
- Leader of Learning: Wellbeing and Inclusion (Kerry Cornelius in Semester 1 and Genevieve Jong in Semester 2)

I would like to acknowledge the expertise and commitment of the leadership team members in 2023. In smaller schools, the workload in ensuring that there is a positive school culture and connection with families and parish community is significant. The importance that our leaders (along with all our staff) place on supporting the growth and development of every young person in our care is commendable. I would like to especially thank Krystina Dawe, who as a senior leader at St Catherine's was able to step into the role of Acting Principal during my period of long service leave in the middle of the year.

STRATEGIC DIRECTION 1 - LEARNING AND WELLBEING

Staff Professional Learning

Staff professional learning includes a variety of specialised training, formal education, or advance professional learning intended to support administrators, teachers and other educators improve their professional knowledge, competence, skill and effectiveness. In 2023 the professional learning that various staff engaged in included:

:

- Educator Wellbeing (Madhavi Nawana Parker)
- Clarity (Lyn Sharratt) - System approach to school improvement
- SEQTA - Pastoral Care, Curriculum and Marks Book
- Nationally Consistent Collection of Data (NCCD) for students with disability
- ACER PAT Data Driven Decisions online course
- CESA Religious Education Framework
- Moderation for Student Achievement (partnership with St Raphael's, Parkside)
- Inclusion (NCCD, Strategies for supporting students with sensory needs)
- PRIMA and Religious Leaders Days
- Seven Steps to Writing
- Cognitive Coaching
- Dare to Lead
- CESA Aspiring Leaders Course
- Leading with Integrity for Excellence: Governance for Catholic Schools program
- Masters in Catholic Education through ACU
- Graduate Certificate studies in Catholic Education

- Corporate Services Seminars

Leaders of Learning Curriculum and Assessment

Narelle Brine and Krystina Dawe worked collaboratively to lead staff on a variety of Curriculum and Assessment priorities. Narelle and Krystina attended termly network days with staff from schools in the Eastern region. Days were focused on system priorities around SEQTA, Clarity and assessment and reporting. These days helped form the basis of their work throughout the year. Narelle Brine worked predominately with the R-2 team, and Krystina Dawe worked predominately with the years 3-6 team.

SEQTA

The use of SEQTA for timetabling, programming and assessment continued as a focus in 2023. Staff worked on using the digital platform to track assessment tasks. This process required an ongoing commitment to professional learning and staff were proactive in ensuring that documentation was up to date. Staff created programs and submitted units of work using this platform. Assessment tasks and rubrics were created using CESAs Performance Standards to ensure that we are consistent with our grading across CESA Schools, and staff ensured that assessment tasks were providing opportunities for students to work towards the 'A grade' band. SEQTA was used to produce the end of semester and end of year student academic reports.

Clarity

Clarity is a CESA wide focus on system improvement to build teacher capacity to improve student achievement. Narelle Brine and Krystina Dawe delivered several professional development staff meetings per term to support staff to implement improvements to teaching and learning approaches. During 2023, we continued to work on the use of data walls and using these to make data driven decisions. Teachers utilised the classroom as the third teacher, implementing strategies such as bump it up walls and anchor charts. Case management meetings were also brought into meeting schedules to help focus conversations around individual student improvement.

FYOSLA (First Years of Schooling Literacy Assessment)

Early Years staff continued to implement the new literacy assessments for students. This included FELA (Foundations of Early Literacy Assessment), LEAP levels for Oral language and LEAP levels for Writing. Our student data was analysed and feedback was given to CESA based on the effectiveness of the assessments. The data collection conducted at school was effectively analysed by teachers to plan for individual students. Analysis of this data has shown a progressive improvement in results.

Moderation

St Catherine's teaching staff continued to engage with the staff from St Raphael's on moderation. Staff met in year level teams to discuss the planning and moderation of student work to ensure consistency with our grading A to E. The CESA Performance Standards were one of the main tools used to scaffold this work.

Mathematics

Narelle and Krystina worked closely with Michael Clifford from CESA (Numeracy System Coach). During this work, the school Mathematics Policy was reviewed and staff were able to contribute to the development of an up to date policy. This was endorsed by the school board and will be used throughout 2024 to ensure a consistent approach to Mathematics teaching across R-6.

PAT Data

Each year students sit the PAT Mathematics and PAT Reading test provided through ACER. In 2023 Krystina completed the ACER Pat Data Driven Decisions course offered through CESA to fully understand our school results, enabling us to lead teachers to understand individual student results to set personal goals.

Literacy Intervention

12 children participated in the MiniLit Program and in 2023 we extended the Literacy Intervention support to include MacqLit which supports students in Year 3 and above. 4 children participated in the MacqLit Program. We also had 2 students accessing 1:1 literacy support using the WRAP program to target specific phonological needs.

NAPLAN

In 2023 we had 100% participation rate for NAPLAN. St Catherine's students in Year 3 and 5 performed well in the annual NAPLAN assessments. In Year 3, students performed above the national average in every

area. In Year 5, students performed above the National average in Reading and Writing, but slightly below in Spelling, Grammar and Numeracy. A new format for reporting to parents was used in 2023.

School Performance Report

Selected School		Year 2023	
St Catherine's School		Latest Year	

Year Level	Reading	Writing	Spelling	Grammar	Numeracy
3	412	430	406	424	415
5	504	491	472	491	478

Compare To	Compare Year 2023
National (Compare) + (Blank) (...)	Latest Year

Yearlevel	Reading	Writing	Spelling	Grammar	Numeracy
3	404	417	404	409	407
5	496	483	490	496	488
7	536	534	539	539	538
9	565	567	568	556	568

Nationally Consistent Collection of Data (NCCD)

Students with disabilities at St Catherine's are learners with diverse needs who are supported to engage in all areas of the curriculum and progress their learning through the development of an individual Personalised Plan for Learning (PPL). The PPL is a tool that documents adjustments required to promote learner engagement and achievement. Learners' participation in intervention programs and access to adult support with their learning is also documented in student's PPLs. It is a working document that is updated, discussed and reviewed with parents/ guardians throughout the year.

In 2023, 41 students at St Catherine's were identified/ diagnosed with a disability, representing 23.84% of our student population.

In Term 4, class teachers supported all students to prepare for their transition to their new classes in 2024. They also participated in handover meetings with students' future teachers. These practices support students with disabilities in the transition process and helps set them up for a successful start to a new year.

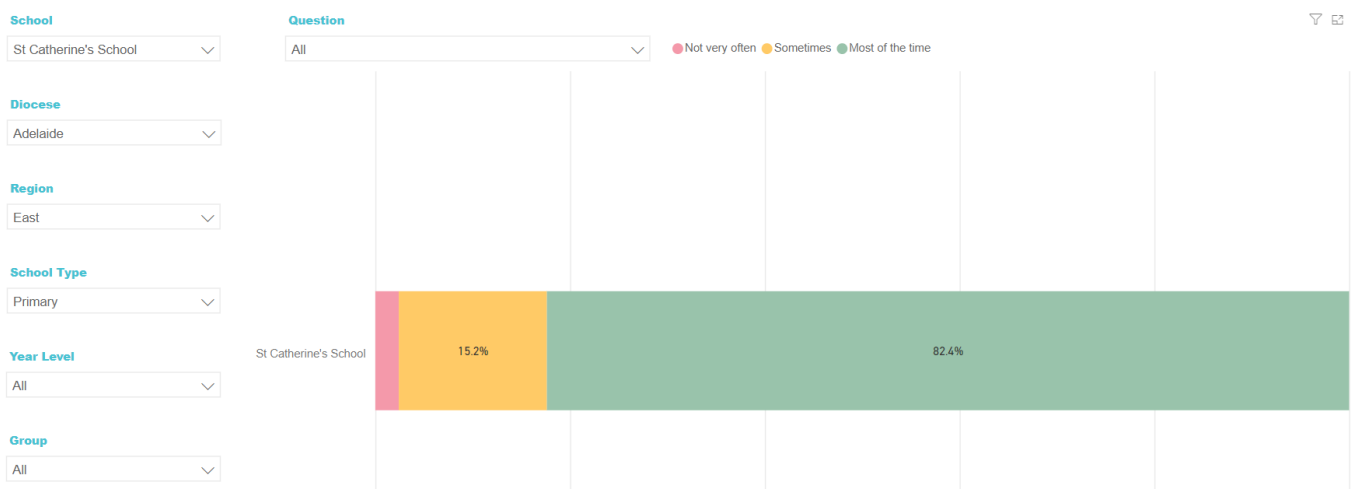
STRATEGIC DIRECTION 2 - STUDENT AGENCY

Student Wellbeing and understanding of identity continued to have a strong focus in 2023. All students were engaged in learning and reflecting on the Catholic Education SA Key Capabilities framework centred on supporting thriving people, capable learners and leaders for the world God desires.

CESA Pulse Check Learning and Wellbeing

In week 5 each term, students participated in the CESA Pulse Check survey, a tool designed to give agency to students to share their experience of belonging and engagement at school.

The information below from Term 4 provides a snapshot of how students feel about their sense of belonging, participation, and wellbeing at school.



Most of the time: 82.4%

Sometimes: 15.2%

Not very often: 2.4%

Extra Curricula Clubs

- R-2 Learn to Play Sports Programs were held after school including:
 - First Serve Tennis (Term 1)
 - Net Started Netball (Term 2)
 - Jump Starts Basketball (Term 3)
 - Super Soccer (Term 4)
- Yr 3-6 Strikers Cricket Clinic
- Yr 3-4 Children's University
- Yr 5-6 Debating. Our teams competed in the SA Debating competition and performed very well
- Yr 1-4 Art Club, facilitated by Mandy Herbert in Terms 2 and 3
- Code Club R-2 in Term 2
- Family gardening group on Wednesday mornings
- R-6 Lunchtime Gardening
- Yr 3-6 Lunchtime Sewing Club
- Choir Club – Term 4 (R-6)

The following sporting opportunities were offered throughout the year:

- Sports Day (R-6)
- Water Safety Program - Aquatics Day (Yr 6)
- Water Safety Program - Beach Safety Day (Yr 5)
- R-4 Water Safety Program held at Woodside Pool
- Catholic Schools Swimming Carnival (Yr 3-6)
- Catholic Schools Netball Carnival (Yr 3-6)
- Catholic Schools Athletics Carnival (Yr 3-6)
- Catholic Schools Cross Country (Yr 3-6)
- SAPSASA Swimming Carnival – Courier Cup
- SAPSASA Athletics Carnival

Choir

In the last week of Term 3, the Year 5 and 6 choir students performed with several other Catholic Primary schools as part of the Catholic Schools Music Festival at the Adelaide Festival Theatre. The students did an amazing job learning the songs and accompanying actions.

Podcasting

Arch D has spent the past 10 years working with Catholic schools, mentoring students and producing high quality radio and podcasts. Year 5 and 6 students were involved with the Arch D podcasting program

completing Level 1 and 2 of the program. Three of our students were nominated for Arch D awards. In addition to this, a number of our students were invited to share their experiences of playing in nature. These were used as part of a podcast series developed by CESA and will be used with staff throughout 2024.

Student Leadership

Our Year 6 Dominican Leadership Program took place on a fortnightly basis with students rotating through groups based on the four pillars of Dominican Spirituality - Prayer, Study, Ministry and Community.

The Student Representative Council (SRC) and ECO Group provided opportunities for students in Reception to Year 6 to contribute their thoughts, ideas and initiatives about how St Catherine's can be a great place for learning. Two SRC and two ECO representatives were chosen from each class each semester.

The ECO reps participated in a Bees Wax wraps making workshop which was fully subsidised by KeSAB.

Camps

The year 3,4,5 and 6 students participated in the following camp experiences:

- Year 6 – four-day camp to Kangaroo Island
- Year 5 - two-night camp at Mylor Adventure Camp
- Year 3 and 4 – overnight sleepover at school

STRATEGIC DIRECTION 3 - CATHOLIC IDENTITY

Sacramental Program

The Parish and School partnership continued to provide Christian faith formation experiences throughout the year and many families were involved in the 2023 Sacramental Program. Thank you to Fr Fred, Krystina Dawe, Kelly-Ann Kirby and Cathie Oswald for their leadership and guidance of our young people through this ministry.

Parish School Partnership

Our Parish School partnership continued to grow in strength and several events were held throughout the year aimed at providing opportunities for the Parish and School communities to be together. A family Mass was held each term at St Matthew's Church, Bridgewater, and the annual Parish/School picnic was held in Term 1. The annual Year 6 Student Reflection Day was held at St Matthew's Church Hall and the Year 3/4 students attended a Mass with parishioners at St Matthew's Church in Term 3. The Regional Assembly was hosted at St Catherine's School and saw parishioners from the Adelaide Hills and Mt Barker/ Strathalbyn Catholic Parishes join with staff and parents from St Catherine's and St Francis de Sales College to discuss and discern directions for the future.

A Parish/ School bursary continued to support two families to access a Catholic education at St Catherine's for their child/ren.

Religious Education Curriculum and Formation

Teaching staff further developed their understanding of the revised CESA Religious Education framework and were exposed to the recently developed RE Performance Standards.

Year 4 students participated in the annual ReLAT assessment. The average total for all year 4 students at St Catherine's in 2023 was 68.02% (the average total for all year 4s in South Australia was 62.20%). This was an increase of 5.82% from 2022. This was the second ReLAT assessment that was aligned to the revised Crossways Curriculum.

Staff Formation and Professional Development

Our staff joined with those from St Joseph's School (Murray Bridge) and St Francis de Sales College to share in a commissioning Mass at the start of the year. This was held at St Catherine's School. A staff spiritual reflection and formation day was held in Term 2 facilitated by Krystina Dawe exploring and deepening our understanding of the Catholic Identity of St Catherine's. This was held at Sophia and was a great opportunity to explore the Dominican heritage of the school.

In 2023 Bianca Foote completed her Graduate Certificate in Religious Education. Congratulations to Bianca on this achievement. A number of teachers also completed the CESA induction modules and Early Career Teacher reflection days.

Social Justice Initiatives

Led by the School Captains, students were engaged in various social justice initiatives throughout the year including Project Compassion, Catholic Mission, Vinnies Winter appeal, Catholic Charities, and the Vinnies Christmas appeal. They also participated in a week of activities celebrating the life of St Dominic, learning about the person he was, along with the Dominican Pillars of Prayer, Study, Ministry and Community. The school Captains also did an exceptional job at representing the school at Principal tours, Masses at the Cathedral, and school events throughout the year.

Ecological Conversion

Krystina Dawe continued to represent St Catherine's School as a member of the CESA Ecological Advisory Committee. Through this she was invited to be a panel member for the Catholic Education Awards South Australia Laudato Si' Award.

Students and staff continued to develop their understanding of Ecological Conversion through the various sustainability programs available at St Catherine's and the school received a Woolworths Junior Landcare Grant to develop a path around the garden beds in the Ditch. This has made a dramatic improvement to the area and was made possible through a series of working bees. Thank you to our parent community for their assistance at these.

Six students were involved in the Youth Environment Leaders Program (YELP) facilitated by Green Adelaide. These students were proactive in initiating an ongoing project – reducing classroom waste.

STRATEGIC DIRECTION 4 - COMMUNITY ENGAGEMENT

Playgroup

The Forest Friends Playgroup was held throughout the year with between 4 and 11 children attending each week. Georgina Worthington did a wonderful job at coordinating and running the playgroup.

Bambini

Our Bambini Transition to School Program had 13 students attend on Friday mornings throughout Semester 2 and Narelle Brine and Georgina Worthington worked with these students, helping them become familiar and settled with the school routine and learning environment.

Parents & Friends

The P&F continued to meet throughout the year, supporting various events such as welcome morning tea, pancakes for Shrove Tuesday, Sports Day BBQ, Gingerbread house making and more. The Monday morning Tuck shop and Friday Canteen lunch went from strength to strength and many parents volunteered their time to support the effective running of these days. In 2023 the P&F supported a Science incursion 'Nitro Nat' for all students R-6. A School Disco was held for Reception to Year 6 students, supported by the P&F at the end of Term 3.

My sincere thanks to Elise Campbell-Hand who has been the P&F Coordinator for the last 3 years at St Catherine's. Thank you also to the many other parent volunteers who helped get these various events up and running.

Parent Workshops and Events

Several parent focused workshops and events were held throughout the year. Special thanks to all who helped organise these various events. I am grateful for the passion and commitment to creating a strong and connected school community.

Term 1	<ul style="list-style-type: none">• Cyber Safe Families Parent Workshop• St Caths Parent Welcome Soiree
Term 2	<ul style="list-style-type: none">• Family Faith Workshop (Sr Jenny Seal)
Term 3	<ul style="list-style-type: none">• Mhadavi Nawana-Parker (Wellbeing and Digital Technology)• MITIOG Information Night• Student Instrumental Evening

	<ul style="list-style-type: none"> • Yr 5/6 Leaders Lab Information session
Term 4	<ul style="list-style-type: none"> • Grandparents Day • Book Fair • Working Bee

Nature Play Event

During the April Holidays a Nature Play event was held for the wider Adelaide Hills community. This was very well attended and a celebration of the opportunities our school grounds offer. Thank you to our staff and YELP students for assisting in the preparation and delivery of this event.

End of Year School Concert

All of the students did an incredible job at rehearsing and performing the Nativity story.

Italian Day

We celebrated our Italian language learning program through an Italian Day full of Italian games, activities and food in Term 4.

Stirling Christmas Pageant

A large group of St Catherine's students and families joined the 2023 Stirling Christmas Pageant, held in the main street of Stirling on Sunday 3rd December. The theme of the pageant was 'A Planet Friendly Pageant' and my thanks go to the many parent volunteers who supported participation in this event.

STRATEGIC DIRECTION 5 - OPTIMISED USE OF RESOURCES

Partners In Practice (PIP) Project

Through a successful funding application, in partnership with St Francis de Sales College and St Joseph's School, Murray Bridge we were able to appoint a Speech Pathologist and an Occupational Therapist to commence work in 2023 to work between our three schools providing allied health support to staff, students and parents.

Marketing and Communications Officer

Through financial support from CESA, we were able to employ Janelle Zajackowski for 12 months to work as a marketing and communications officer. Following our engagement of Them Advertising earlier in the year, Janelle was able to continue the momentum of our marketing and advertising campaign. An Integrated Communications and Marketing Strategy was also established to provide direction moving forward.

Refurbishment Works

We applied for and received a small schools grant which enabled several small refurbishment works to be undertaken including:

- Upgrade/replacement of lights in R-4 classrooms
- New ceiling fans in year 3 and 4 classrooms
- New external doors to Reception classrooms
- Upgrade/ replacement of lights in leadership office, finance office and teacher preparation rooms

The school also received a State Government Wellbeing Boost grant which has been used to establish the Stephanie Alexander Kitchen Garden program at St Catherine's.

Staffing

Kerry Cornelius concluded her time as teacher and Wellbeing and Inclusion Leader of Learning at the end of Term 2 to commence an Assistant Principal Religious Identity and Mission and Wellbeing Coordinator role at Antonio Catholic School.

At the end of 2023 we farewelled Kelly-Ann Kirby, Corey Lewis, Lauren Fox, Madeline Abfalter, Paula Wesley, Nikki Snell and Ebony Jenkins.

Finance

My sincere thanks to Gina Kennedy for her attention to detail and management of the school financial resources. Through her eye for detail and careful decision making, the school is in a financial position that allows us to move confidently forward. Thank you also to Luke and Dale for their expert contribution and oversight as members of the finance committee.

Thank you to the school board members who have contributed significantly to the successful management of the school: Fr Fred Farrugia, Miriam Whitford, Ben Clements, Luke Williams Tom Kenyon, Bianca Foote, Elise Campbell-Hand, Sharna Bucher, Kay Burton, Rocky Luppino and thank you to Sam Ellul for working efficiently in supporting the administrative functions of the Board.

Finally, thank you to all our teachers, ESOs and volunteers for their continued support of the school and it's future directions.

Together in Faith, Learning and Community.

*John Low
Principal
St Catherine's School*

Chairperson's Report 2023

Welcome to all to the 2023 AGM.

2023 was a year of realignment. The world settled from the height of the pandemic and school returned to some sense of the normal and everyday.

Teaching staff became a hot commodity as many retired or took a break from the profession.

Across the state there were a number of schools challenged to allocate a staff member for each classroom, with Principals and office staff often filling in the void to manage each day.

At St Catherine's, despite many challenges and changes we had a teacher in front of our students every day. This took great organisation, tenacity and in particular commitment from all the staff here. Their dedication to our students and our school was outstanding.

In 2023 we saw the development of a new board - with 50% voted in for the first time. New, dedicated parent and friends taking on these important volunteer roles bring fresh ideas and a welcoming of the community representation in the early years. Volunteers contribute in so many ways - to all of you, thank you for contributing to our beautiful school and community.

We also overhauled and increased the school marketing, with the appointment of THEM Advertising for the creative and the appointment of an in-house part time CESA Communications Officer. The result has provided a beautiful campaign showcasing our school.

As part of the new messaging, we clearly communicated the benefits of a 'parish' school. A parish school gives a community and faith led education that fills a safe space and void between private and public school.

St Catherine's ably hosted the Regional Assembly on behalf of the Adelaide Hills Catholic Parish, and Mt Barker-Strathalbyn Parish. The hall was filled with passionate advocates of strong parish-school relationships.

To everyone at our school and across our community, thank you for being part of the fabric of our school. Every leader, teacher, parent and volunteer contributes to the joy, secure state and education we give our children.

Together, at St Catherine's, we are great,

Miriam Whitford

Chairperson
St Catherine's School Board

Treasurer's Report 2023

Set out below is a summary of the School's 2023 financial position.

- In terms of cash flow, the School finished the year at the end of December 2023 with a cash balance of 887k (2022 641k), an increase of \$246k on the prior year.
- The increase of \$246k for the year comprised the following

Table 1 - 2023 v's 2022

Account Line	2023	2022
Tuition and Government Grant Income	2,915	3,395*
Non-Recurrent Income	183	208
Tuition and admin expenses	(2,633)	(2,551)
Clearing and trading accounts	38	(24)
Building improvements and equipment purchases	(94)	(1,809)
Loan Repayments (in principal and interest)	(163)	(99)
Loan Proceeds	-	400
Total	246	(479)

* Includes capital grant received in 2022

- The \$246k increase was a positive result against the 2023 approved budget.

Table 2 – 2023 Actual v's 2023 approved budget

Account Line	2023	Budget
Tuition and Government Grant Income	2,915	2,634
Non-Recurrent Income	183	37
Tuition and admin expenses	(2,633)	(2,570)
Clearing and trading accounts	38	13
Building improvements and equipment purchases	(94)	(93)
Loan Repayments (includes principal and interest)	(163)	(162)
Loan Proceeds	-	-
Total	246	(141)

- Improved performance against budget was mostly because of additional funding received including an increase in based funding (88k), additional targeted funding (75k) and small grants received during the year. A number of these grants offset some of the capital and operating expenditure.
- Building improvements and capital expenditure of \$94k included
 - General improvements, air conditioning, LED lights, acoustic partitions, nature play ropes and classroom doors.
 - Computer equipment, MacBook's, UHD monitors, HP desktops
- At the end of December 2023, there are loans of \$1,018k (2022 - \$1,147k) outstanding relating to Master Plan Stage 1 and Stage 2.

Luke Williams

Treasurer
St Catherine's School Board

BUDGET YEAR

2024

Cashflow Data	Budget	Actual	Budget
	2023	2023	2024
	\$	\$	\$
INCOME			
Student Fees	570,707	593,568	570,107
Commonwealth Government Grant funding	1,632,507	1,896,118	1,789,532
State Government Grant funding	433,958	442,273	447,382
LSL Reimbursements	0	40,873	0
Other Income	54,620	185,319	45,875
	2,691,792	3,158,152	2,852,896

EXPENDITURE

Salaries & Wages - Teaching Staff	-1,607,699	-1,610,096	-1,558,559
Salaries & Wages - Administration Staff	-162,666	-181,024	-222,758
Superannuation Contributions	-189,780	-189,782	-199,823
Maintenance, Grounds & Cleaning Expenses	-138,774	-135,271	-137,933
Levies	-140,642	-162,386	-121,421
Other Expense - Tuition	-182,259	-186,507	-210,902
Other Expenses - Administration	-150,927	-201,049	-200,118
Audit Fees	-5,490	-6,170	-6,170
	-2,578,237	-2,672,284	-2,657,684

Operating Surplus/(Loss)

113,555	485,868	195,212
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CAPITAL INCOME

State Capital Grant Funding	0	0	0
Other Capital Grant Funding	0	0	0
Commonwealth Capital Grant Funding	0	0	0
	0	0	0

CAPITAL EXPENDITURE

Freehold Land - at cost	0	0	0
Buildings - at cost	0	0	0
Fixed Equipment & Improvements	-37,620	-54,185	-20,000
Furniture & Equipment	-10,000	-6,173	-10,000
Computer Equipment	-45,500	-33,581	-84,000
Plant & Machinery	0	0	0
Motor Vehicles	0	0	0
Right to Use Asset	0	0	0
	-93,120	-93,939	-114,000

Interest Income	0	3,069	0
Interest Expense	-33,963	-33,982	-36,098
Loans - Repayments	-127,509	-128,993	-128,050
Loans - Drawdowns	0	0	0
	-161,472	-159,907	-164,148

Any non-specified accounts	0	13,940	0
Contingency	0	0	0

Total Surplus/(Loss)

-141,037	245,962	-82,936
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Check Total - allow for rounding difference

0	0	0
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Parents & Friends Report 2023

In 2023, the Parent's & Friends of St Catherine's were involved in the annual events, Shrove Tuesday, Sports Day, Disco and End of Year BBQ. Weekly Monday Tuck shop saw the introduction of scheduling individual families to provide a morning snack, so the load was shared. We continued Friday canteen lunch, with sushi the first Friday of term, pizza the last Friday of term and a variety of lunch options during the rest of the term. Special mention to Jane McCaffrey for her delicious sausage rolls! We also thank the Waraich family and their business Honey Bang Bang for donating our very yummy butter chicken lunch, it is always a winner!

We commenced holding Mother's Day and Father's Day stalls. A very big shout out to Janelle Stevenson who took on the task to lead the way. Janelle sourced the ingredients and items used to make the gifts sold, coordinated volunteers and classes to help make the beautiful gifts. For Mother's Day we had soaps, bath bombs, keyrings, potted succulents, and Father's Day saw lolly tackle boxes, drink holders, cookie mix and shed/car diffusers.

We provided the morning tea and many, many scones for Grandparent's & Special Friends Day and a brunch morning tea and candles to the teachers for World Teacher Appreciation Day.

Easter saw the start of our "passive" fundraising events with Hot Cross Buns, thanks to the Siedlaczek family and their Bakers Delight store at Unley for providing the various varieties of buns. This was followed in Term 2 with sides of beef from the Langford family and Term 3 with sides of lamb and wine from the Hardy/Justin family and rounded out with Etikette Candles a local Adelaide Hills business in Term 4. Each of these fundraisers saw a percentage or portion of sales put toward the school. This effortless process and only having to make sure to advertise seemed to be quite successful.

Our community events commenced with the annual Parent's cocktail evening, we thank Sally Hicks for taking this upon herself again for organising, it was a lovely evening at Fourth Hill Providore in Verdun. This Christmas season we introduced a Gingerbread house making afternoon and this coincided with the Stirling pageant held earlier in the day. Thank you to Jane Thiele and Ali Curry for taking on the organising of the pageant float and preparations involved and the beautiful Christmas decorations that were handed out on the pageant walk. The gingerbread making was also a successful event with a good time had by all.

The year ended with the P&F providing a BBQ for the end of year concert and we thank the Palma family and their business Hahndorf Fruit & Veg for supplying the bread and sourcing a very good price on the sausages as our local butcher sadly was unable. We also added a coffee morning to our assemblies each term, we thank Carlo from Carlo's coffee (or Stirling Cibo) for coming along and supporting us with this.

Our fundraising this year has enabled us to get ahead and be able to have funds available for two incursions annually. We would like to see an Arts focus semester 1 and STEM focus in semester 2. 2023 saw us involve Nitro Nat for a science incursion. We can't wait to see what the 2024 incursions will be, and we have left this up to the school and teachers to decide the activities going forward. We also had our ropes installed from funds raised in 2022, and indoor rainy/hot weather boxes purchased. With the extra funds available, the school could purchase more carnival tops and purchase a new school marquee. Finally, a huge thank you to all the parents and friends of St Catherine's who donate their time. Be it picking up something for Tuck, volunteering to help read with younger students, going on excursions, or helping with events we cannot have this community without you.

We look forward to a change of P & F leadership in 2024, with Lucia Clements taking on the Coordinating role. She will oversee the varying teams that the parents and friends take on in supporting the school leaders and teachers to continue community events and raising funds on the side.

Elise Campbell-Hand

P&F Chairperson



WHS Report – 2023 review

In accordance with Schedule 2, Part 4 of the Work Health and Safety Act 2011 (WHS Act), St Catherine's School is required to provide details of the following matters in its annual report. The school has provided staff, students, and the wider school community with:

- initiatives taken during the year to ensure the health, safety and welfare at this work site and of workers who carry out work for the school
- health and safety outcomes (including the impact on injury rates of workers) achieved because of the initiatives taken during the year or previous initiatives
- statistics of any notifiable incidents of which the school becomes aware during the year that arose out of the conduct of the undertakings by the school
- any investigations conducted during the year that relate to businesses or undertakings, including details of all notices given to the school during the year under Part 10 of the WHS Act

STAFF TRAINING

Staff participated in reading and online modules for compliance of the following documents:
Code of Conduct/Protective Practices

SALT TRAINING

Unit Pathway ↕	Module Name ↕	Course Name ↕
CESA > St Catherine's School STIRLING	Key SACCS documents	CESA - Key SACCS documents
CESA > St Catherine's School STIRLING	Introduction to cybersecurity	Cybersecurity for schools (CCI)
CESA > St Catherine's School STIRLING	Cybersecurity at work	Cybersecurity for schools (CCI)
CESA > St Catherine's School STIRLING	Cybersecurity at home and offsite	Cybersecurity for schools (CCI)
CESA > St Catherine's School STIRLING	Ergonomics and manual handling	Ergonomics and Manual Handling for Schools (CCI)
CESA > St Catherine's School STIRLING	Fire and other emergencies	Fire and Other Emergencies for Schools (CCI)
CESA > St Catherine's School STIRLING	Mental health in the workplace	Mental Health in the Workplace (CCI)
CESA > St Catherine's School STIRLING	Introducing privacy	Privacy for Schools (CCI)
CESA > St Catherine's School STIRLING	Safeguarding Essentials	Safeguarding Essentials (CCI)
CESA > St Catherine's School STIRLING	Slips, trips and office risks	Slips, Trips and Office Risks for Schools (CCI)

WHS POLICY & PROCEDURES

MAINTENANCE

Programme Maintenance was engaged to maintain the maintenance on an annual contract again in 2023. Neil has returned to the school mid-year and has we have another worker named Jarrad join the programmed maintenance team for St Catherine's for 2023

2023 - Work WHS

- Pest controls
- Garden beds and scrubs– front of school pruned and weeding completed
- Branch limbs removed in the playground.
- Roof – gutter attended to by Programme Maintenance
- Removal of large tree due to fall
- Pathways cleaned, front of school general blow vac weekly.
- Leaking roof repairs
- 2 x Semester Air Con Servicing
- Wetlands gardens - spraying
- Hydrant hose – re installed after build stage 2
- Roof Inspection completed with improvement compliance outlined for better safety.
- 2 Containers still in use on the tennis courts
- Plumbing needs in Toilets
- Rubbish Removal
- Tag & Testing
- Site Room Inspections 2 x Yearly
- Site Buildings & Pathways Inspections
- Electrical Compliance RCD's, Switch Board
- Exit Light 6 monthly Checks
- Soft fall fill for playgrounds
- Dirt Works Play Equipment Repairs
- Chicken Coop Works
- Doors and Locks Maintenance
- LED Lighting Replacements

To do WHS Work

- Wetlands – weeding and safety – bushfire prevention and access to area.
- Playground equipment – checks and or audit
- Management Plan – car park and access roads into school- signing vehicles and general safety
- Waste systems in the school for sustainably management of waste – can we be doing things better.
- Junior Primary Areas roofing and lighting
- Pest Control – ongoing
- Extinguisher Servicing to continue
- Asbestos Annual Check
- Roof Maintenance plan to continue
- Tree Arborist Annual Report – needs to be organised

ELECTRICAL TAG AND TESTING

Tagging and Testing was completed. Aquaponics items were not tagged as not currently in use. May and June tagging was underway and completed by August 31. The tagging machine is currently due for calibrated.

Incident Reports

Report Period: January 2023- December 2023

Accident / Incident / Near Miss / Hazard Reports	Number	Description
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Accidents / Incidents* logged in Rapid Reporting (These incidents required attendance at a hospital for assessment and treatment)	4	Student Injuries - closed	<table><tr><th>Incident No</th><th>Type</th></tr><tr><td><input type="checkbox"/> 031198</td><td>Student Injury</td></tr><tr><td><input type="checkbox"/> 031192</td><td>Student Injury</td></tr><tr><td><input type="checkbox"/> 031186</td><td>Student Injury</td></tr><tr><td><input type="checkbox"/> 031169</td><td>Student Injury</td></tr></table>	Incident No	Type	<input type="checkbox"/> 031198	Student Injury	<input type="checkbox"/> 031192	Student Injury	<input type="checkbox"/> 031186	Student Injury	<input type="checkbox"/> 031169	Student Injury
Incident No	Type												
<input type="checkbox"/> 031198	Student Injury												
<input type="checkbox"/> 031192	Student Injury												
<input type="checkbox"/> 031186	Student Injury												
<input type="checkbox"/> 031169	Student Injury												
Near misses	0												
Hazards – Playground repairs – these have been ongoing.	0	Incidental jobs requiring maintenance to avoid hazard/injury occurring – preventative actions											
* Lost time injuries (from the accidents/incidents reported)	0												
New Workers Compensation Claims	0												
Bullying Complaint investigations	0												

SafeWork SA Union Matters - Notifiable Incidents / complaints

Date of Incident/complaint	Incident ID#	Incident Details	Actions from SafeWork SA e.g. SWSA Action Letter, Prohibition / Improvement Notice	Date of Notice Sign Off
	0			

Union Matters - Union right of entry

Date of attendance	Alleged contravention	Findings
	0	

Audits

Type of Audit	Corrective Actions Identified (e.g. # NCR's issued, observations etc, areas requiring action)
Fire engineer report summary Register updated	
SafeWorkSA - Playground	9 Improvement notice – closed out on and completed
Roof Audit	Movement of walkways /guarding. Plate for anchor point – needed one screw due to it being missing
Cladding on the Library - Adelaide Hills Council Fire Advisory	Report and works closed and completed

WHS POLICY & PROCEDURES - Updated or reprinted with new logos 2023 – 2024 available in School S: Drive. These Policies are drafted by CSIMSa



- No. 2 Incident Reporting & Investigation Procedure
- No. 3 Work Environment & Facilities Procedure
- No. 4 Asbestos Procedure
- No. 5 Consultation, Cooperation & Coordination Procedure
- No. 6 Contractor Management Procedure
- No. 7 Audit Procedure
- No. 8 Driver Safety Procedure
- No. 9 Electrical Procedure
- No. 10 Emergency Management Procedure
- No. 11 First Aid Procedure
- No. 12 Responsibility, Authority & Accountability Procedure
- No. 13 Induction & Training Procedure
- No. 14 Hazard Management Procedure
- No. 15 Plant Management Procedure
- No. 16 Hazardous Manual Tasks Procedure
- No. 17 Remote & Isolated Work Procedure
- No. 18 Challenging Behaviours, Aggression & Violence Procedure
- No. 19 Management of Hazardous Chemicals Procedure
- No. 20 Purchasing Procedure
- No. 21 Bullying & Harassment Procedure
- No. 22 Volunteers Procedure
- No. 23 Document Control Procedure
- No. 24 Fall Prevention Procedure
- No. 25 Infection Control Procedure
- No. 26 Confined Space / Restricted Space Procedure
- No. 27 Traffic Management Procedure
- No. 28 Waste Management Procedure
- No. 29 Noise Procedure
- No. 30 Personal Protective Equipment Procedure
- No. 31 Event Management Procedure
- No. 32 Hazardous Work Procedure
- No. 33 Recovery & Return to Work Procedure

Updated Site Specific Procedures –

10 Emergency Management Procedure 12 Nov 2023 copy sent to CESA

Report compiled by

Pat Wheeler

WHS Officer
St Catherine's School



St Catherine's
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