

St Brigid's School Collie
2017 Community Meeting (AGM) School Board and P&F
15th February 2018

Attendees: Daniel Graves, Dionea Blaney-Murphy, Gail Bertolini, Chris Hamby, Andrea Magill, Michele Kenyon, Shane Kenyon, David Sarre, Fr Nick Lim, Teagan Irving, Leah Vallesi, Emily Greives, Chelsea Roney, Jane Beaugelhole, Hailey Digney, Renae Mumme, Marcia Collins, Zoe Howard, Rochelle Piavanini, Carissa Hunter, Sam Cheng, Natasha Mellegers, Erik Mellegers, Renae Shea, Alison Vlasich, Natalie Gregory, Carina Roney, Chrystle Uren, Mary Pilatti, Christina Comen Raymond Bertolini.

Meeting opened: 7.04pm

ITEM	PRESENTER	DISCUSSION	ACTION/RESPONSIBILITY
Welcome (Board Chair)	Fiona Shepherd	Welcome by Fiona Shepherd. All attendees confirmed they had signed attendance record by show of hands Introduction of Fr Nick Lim	
Prayer and Welcome Parish Priest	Father Nick Lim		
Apologies		Emma Lyn, Clare Crapella, Bec Stewart, Emily Wheeler, Lara Davidson	
Adoption of Minutes of Previous Annual General Meeting		Moved: Angela Mumme Second: Rochelle Piavanini	
Board Chair Report	Rochelle Piavanini	See attached report (<i>appendix 1</i>) Move: Nat Gregory Second: Gail Bertolini	

Board Treasurer Report	Carina Roney	<p>See attached report (<i>appendix 2</i>) Carina provided explanation to those present for the purpose of understanding the figures. Well done to Daniel and staff for expenditure savings Plan to pay out historical debt this year. No action required for report- it will be filed for audit.</p>	
Election of Board Members	Fiona Shepherd	<p>Fiona- explained role of School Board</p> <p>Nominated for re-election: Rochelle Piavanini and Ray Bertolini New nomination: Teagan Irving Call for any other nominations- no further nominations</p> <p>3 nominees asked to provide consent to their nomination All nominees said they consent to the nomination</p> <p>Written ballot system explained</p> <p>Formal vote has occurred Unanimous vote – all Nominees elected to school board Election of positions will occur at next Board meeting</p> <p>P&F Welcomed</p>	
P&F Presidents Report	Andrea Mumme	<p>See report attached (<i>appendix 3</i>) Move: Nat Gregory Second: Taegan Irving</p>	
P&F Treasurers Report	Michelle Kenyon	<p>See report attached (<i>appendix 4</i>) Total Revenues \$11603.61 Total Expenditures \$15 973.88 Balance \$15270.56 Move: Ray Bertolini Second: Jane Beauglehole</p>	
Election of P&F Office Bearers	Fiona Shepherd	<p>Formal nomination from Jane Beauglehole for Vice-President, and President in Andrea Mumme. Andrea Mumme was re-elected through a majority vote for President. Jane Beauglehole was reelected through majority vote for Vice President. No nominations for Secretary or Treasurer, these will be referred to</p>	

		<p>Daniel Graves and to be elected at the P&F first meeting. Date still to be set. Treasurers report will be sent to Auditor, Barbara Kearney.</p>	
<p>Principals Report</p>	<p>Daniel Graves</p>	<p>See report attached (<i>appendix 5</i>) Many thanks to all staff Board and P&F for a great 2017.</p> <p>First strong enrolment growth since 2012 and highest enrolment in Kindergarten since 2014 (23 students) Farewell to Staff and Father JB and welcome to new teaching staff and Father Nic.</p> <p>Move: Dionne Murphy Second: Father Nic Lym</p>	

Meeting closed: 7.57pm

Appendix 1

School Board Report 2017 15/2/2018

Good evening everyone and welcome

The St Brigid's Board, in conjunction with our school community, had a great year in 2017. We were able to accomplish many of our projects that were prioritised at the beginning of our Year.

In 2016, we finished our school year with the understanding that we had many complicated financial decisions to make, for our School to move forward both financially and educationally.

The Principal along with his administration team, worked tirelessly over our summer break. The school was ready for an injection of enthusiasm and an emphasis was made on strengthening our School vision and position in the Collie community.

The planning by our Leadership team allowed us, as a board to better direct our energies into areas of the school that were priority. Our marketing committee, lead by Taegan Irving along with board and school community members, saw an opportunity to improve our advertising and promotion of our school. Our primary focus as a school board is to ensure financial stability, and many hours were put into readdressing these opportunities. We restructured our school website, upgraded our promotional signage around the school, we participated in school displays at local events and at every opportunity, social media and newspaper articles were used to further show our local community, that we are a great school.

To further boost our energy, we were fortunate to get confirmation in Term 2, regarding the Principals position and Mr Daniel Graves appointment of Principal was extended for another 12 months.

We applied for grants to further assist us with the finances for our nature play area, thank you to those directly involved with securing them. We now have a great junior area for our Kindy and Pre Primary students, hopefully with continued strength in numbers in the lower years we can sustain single stream classes throughout their primary years. We also decided to refrain from charging our Kindy families school fees, excluding amenities, to further attract new families to our school. This is something that we will monitor and hopefully continue.

Our other priority was to make our school more progressive and modernise our upper school and create some enthusiasm. The summer break of 2017/18 allowed a revamp of our top three classrooms. We now have such a great energy in our senior years.

IT is also an area that we believe needed to be addressed. We have a few very capable school community members that have assisted in our IT committee to upgrade our computers/iPads for our students. We have applied for a grant to help assist us with implementing this plan on a large scale. We are still waiting for the outcome to be released.

Our board members all have something great to offer our school and as a collective we worked very hard to make a lot of changes to ensure that we supported our Principal, Leadership team, Administration and Staff. Thank you to the board for the many hours that you all put into making this happen. These hours are all additional to being parents, grandparents, working and non working. You are all very valuable.

We have had three members resign from their board positions, Karri Dalywater, our secretary Leonie Davey and Christina Coman. We thank you for all your hours and hours of work that you have given our Board and School.

We wish to thank Father JB for his time here at St Brigids and welcome Father Nic to our school. We look forward to your support continuing.

Thank you to those that will nominate and renominate tonight. Thank you for your support for our school and wanting to make a positive contribution to St Brigids.

As we look forward to another great year at St Brigids Primary School. We urge you to make contact with any of our Board Members if you have any queries you would like us to discuss. I am sure the Chair for 2018 will continue to deliver "The Message from the Board" through our school notices to keep in touch with our community.

On behalf of the School Board, I wish all Admin, Staff and Students of St Brigids a wonderful 2018.

Thank you

Rochelle Piavanini - Chair

St Brigid's School - Collie
2018 AGM - Treasurer's Report

Appendix 2

Results for Year Ended 31 December 2017 (subject to Audit)

Balance Sheet Position	31 Dec 2017	31 Dec 2016	Movement +ve/(-ve)	Notes
Net Assets	4,698,593	4,559,168	139,425	\$128K debt decrease; \$51K fixed assets increase - mostly IT and some furniture & fittings; decrease to current assets/cash of \$37K.
Income and Expenditure	31 Dec 2017 Actuals	31 Dec 2017 Budget	Variance +ve/(- ve)	
Recurrent Receipts	2,307,981	2,351,203	(43,222)	Fees and government funding less than budgeted for due to reduction in predicted student numbers.
Capital Receipts	16,571	21,557	(4,986)	Building levy under budget
Recurrent Payments	(2,197,843)	(2,259,028)	61,185	Positive overall variance. Over budget in teachers' relief spend for illness etc, but across the board underbudget in most other areas of expenditure.
Capital Payments	(178,289)	(176,100)	(2,189)	Tracked to budget.
Trading Activity	7,116	(4,759)	11,875	Includes net result for Bookshop, Canteen, Uniform shop, Hall hire.
Overall Surplus/(Deficit)	(44,464)	(67,127)	22,663	Overall net deficit position and positive variance to the forecasted deficit. Loss in forecasted income covered by turn around in Trading Activities (noting canteen traded positively) and reduced expenditure.

Current Board Approved Budget for Year Ended 31 December 2018:

	Income	Expenditure	Net position Surplus / (Deficit)	Notes
Recurrent/Operating Results	2,225,837	(2,140,479)	85,358	Profitable operating position forecasted.
Capital results/Balance Sheet Movements	17,470	(174,000)	(156,530)	Expenditure includes debt servicing (\$75K), Fence, security, playground, new phone system, 3 classroom fitouts and carpet and other misc capex
Overall Budgeted Position	2,243,307	(2,314,479)	(71,172)	Budgeted overall deficit due largely to loan repayments (75K)

Other Notes:

- The cash accounting system employed to date has resulted in the net assets in the Balance Sheet currently being overstated. Balance sheet expected to be revised to reflect a more accurate reflection of net assets on implementation of accruals accounting system this year in 2018. Bursar currently working through the implications of the new revised accounting system.
- The 2017 Budget reported at the 2017 AGM of \$77K deficit was revised during the year to the above reported figure of \$67K overall deficit.
- In late 2017 the board approved the above 2018 budget based on available information and assumptions at the time. That budget includes the use of the carry forward cash balance (ie prior year reserves) to effectively fund loan repayments. The school has had a series of budgeted deficits and therefore the cash balance is decreasing. This is not sustainable. With historical loans being paid out in 2018 (\$60K of the \$71K overall deficit), however, the expectation is to turn the position around in 2019. That is, it is anticipated that continued positive operating results in the future will cover the new loan repayment of \$15K pa and future capex requirements. The board's tight budget reflects the leadership team's recommended strategy of pushing forward in the current year with school improvements and progress (including digital transformation); rather than deferring capital expenditure on these initiatives for a single year to accommodate the payout of the historical loan.
- The budget remains subject to approval for Cath Ed WA. Cath Ed have indicated that they would like to see revisions to the proposed budget so that it more closely approaches a break even position in 2018. These budget changes are currently being worked through by the Finance Committee and will reflect the already expected changes resulting from unanticipated enrolments (such as the additional assistant teacher required in Kindy), together with some further cost cutting measures.
- The budget will also continue to be revised during the year in response to changing circumstances and requirements (funding, enrolments etc)
- New 5 year loan for school/classroom painting/refurbs – projected repayments of \$15.5K pa
- Marketing focus to increase enrolments and revenues remains imperative.

Appendix 3.

Presidents Report, AGM 15th February 2018.

Welcome to all present here tonight, Daniel our Principal, Father Nick Lim, Teachers, Parents and Caregivers, Members of the Board and our Association Office Bearers our Executives the P&F.

At St Brigid's School, we are fortunate to have a stream of wonderful parents, teachers and community members who contribute to our school, by helping out with events, fund raising and support.

As we are aware, we do have a great deal of hours covered that are behind the scenes through various sub committees. These special people ultimately contribute to the growth and development of our school by what we are able to achieve for our kids.

Firstly..Over the past year 2017, the P&F have been able to achieve so many wonderful things, through our fun raising events, Just to mention a few,

- Mud Fun Run day event. Our Main Fundraiser for 2017. (Exceeded all expectations).
- Our Nature playground- which is aimed to enhance outdoor learning, socialisation and creativity.
- Pull up banners, Tear drop banners and a Logo'd Marquee for sporting events.
- A chest freezer and food processor for our canteen.
- Phonic Dictation Tools for Literacy and Benchmark Reading, Assessment tools and Typing Tudors for developing skills.
- Outdoor PA system for outdoor events.
- Gel printing plates for the art room.
- Easter and mothers day raffles.
- Christmas Disco event. (Thank-you Shane for the hot chips).
- Apple bag sales.

Not One of our achievements would have been possible without the dedication, spirit, passion, drive and optimism from these wonderful people, that help to drive our P&F in our school fundraising

Secondly, I would like to acknowledge the team of P&F members who work close with us to reach our full potential.

Daniel Graves-Principal.

Our sincere thank-you, for your wonderful dedication in 2017. You joined our committee so quickly at the end of 2016. This year, has been your first full year with us. You have shown amazing support and guidance, with your valuable input and fresh idea's we have managed to have such a successful year. We thank you and from behalf of the P&F we very much look forward to many exciting ventures to come in 2018.

Marcie Collins- On behalf of the committee, we would also like to thank-you Marcie for your ongoing support for the year 2017, you have always been dependable and reliable with planning when the events are major, You are a wonderful contributor to the P&F. Our sincere thank-you.

Zoe Howard - A huge thank-you, for you ongoing support in the planning and guidance for events that we achieved in 2017. I'd like to make a special mention for the Colour Mud Run held in September and our memorable Christmas Disco in December. You are a wonderful asset to the P&F and we appreciate all that you do to make our events so much fun and organised.Thank-you so much.

Jane Beauglehole - Vise-President, Thank-you so much for your ongoing support and your devoted time to the P&F. If we have an event in progress then Jane's always around. You are wonderful.Thank-you.

Michele Kenyon- Treasurer. Thank-you, for all of your dedicated work, You are always so organised.The T's are always crossed and the dots are dotted. I have never noted a balance with our books that aren't correct. Always a ongoing process for each meeting and between, throughout the year. A wonderful team member and treasurer.

Lara Davidson- Secretary, You are a life saver Lara, always on the job and amazing to work with. We know that you do over and above you duty and no doubt some of it at home when the pressure is on us, as

Secretary. You are always willing to contribute your valuable knowledge, from years of experience at our school. We thank-you for relaying all of our ongoing information, that keeps our families and friends informed.

Teagan Irvine- P&F informer to the Board. Thank-you for your willingness to be our representative, by keeping the Board informed throughout the year. We have been so fortunate to have had you on the committee. Thank-you.

Past Attendees as Parents and Friends- To Courtney Dhu, Tarryn Lang, Kristy Smith, and Fiona Shepherd and Parents. We thank-you all for your ongoing support and inspiring ideas, to help build our P&F community.

2018- Leads us into more planning and adventures for our School fund Raising year. It is a fun & exciting time for us to be planning a variety of new and regular events. Next week we will have Out “Tom Curtail Territory Time Extravaganza Tour”event. A Huge thank-you to Emily Wheeler for all of her wonderful ideas and hard work in getting this up and running.

We are hope-full and optimistic that we may get some more willing helpers to assist this year. Even small jobs make a great difference and any contribution is well received, and of course our school improves when we all work together.

Please don't hesitate to come along it will be lovely to see you.

To the Board, we always look forward to working with you collaboratively through the year and appreciate the support that you provide. May 2018 be another great year.

In conclusion on behalf of the P&F we would like to wish you all well for this year 2018, and look forward to working with you all, as a school team, to benefit our wonderful school,

Andrea Magill
President.



Appendix 4

St Brigid's P&F Treasury Summary Report 2017			
Revenues			
	P&F Levy		\$ 6,420.00
	Interest		\$ 16.30
	Fundraising Profits		
	Chocolates	\$ 712.57	
	Swimming Carnival	\$ 285.65	
	Easter Raffle	\$ 1,256.15	
	Lunch Bags	\$ 10.00	
	Mothers Day Stall/Raffle	\$ 748.71	
	Movie Night	\$ 160.20	
	Wood Raffle	\$ 461.70	
	Apples	\$ 312.00	
	Mum's Cinema Night	\$ 211.65	
	Fathers Day Stall	\$ 173.14	
	Disco	\$ 443.14	
	Footy Tipping	\$ 116.40	
	Total Fundraising Profits		\$ 4,891.31
	Refunds		\$ 276.00
	Total Revenues		\$11,603.61
Expenditure			
	Affiliation Fees		\$ 703.75
	Classroom Resourcing and Equipment		\$14,796.05
	Graduation Gifts		\$ 269.15
	Bunny Costume		\$ 170.93
	Safety House		\$ 30.00
	Misc Petty Cash		\$ 4.00
	Expenditure		\$15,973.88
	Unused Petty Cash		\$ 315.20
			-\$ 4,685.47

Balance at 31st December 2016		\$	19,956.03
	+ Total Income	\$	17,994.45
	- Total Expenditure	\$	22,679.92
Balance at 31st December 2017		\$	15,270.56

St Brigid's Principal Report 2016 School Year Community Meeting

2017 has been a wonderful and exciting year at St Brigid's- so much has been achieved and so much ahead is planned to continue to make St Brigid's the best possible school that we can provide for our students and community.

When determining our performance as a school in light of the goals we set out to achieve- there is much to celebrate. We celebrate the hard work and vision of our staff, parents and school Board who have shaped our direction and driven our improvement and our achievements. Our performance is achieved and shaped by the passion and energy and commitment of those driving improvement. Behind a highly functioning school is a committed team, willing to go above and beyond, support and encourage one another and who keep the best interests of students at the heart of all decision making and action.


(Review of Goals)

We express our thanks and appreciation for Fr Jaybee for his 6 ½ years as our parish priest and spiritual guide- he will be missed greatly by our school. We also express our thanks and appreciation to Mrs Kirsti Dittman who was such a key part of our community and departed our school at the end of 2016. We are delighted to welcome Fr Nick to our St Brigid's Parish and School- he has already made such a positive impact. We welcome Miss Emily Grieves who joins our staff this year, sharing Yr2/3P with Mrs Leanne Prince.

I wish to thank our administration team Lara and Sonya- who keep our school running efficiently and smoothly and are always prepared to step in and step up when situations arise. I wish to thank Kerry and her faithful group of helpers in the canteen, whose hard work and operational improvements have provided great service for our families, great food our students and is now a sustainable and financially viable operation. I wish to thank our cleaners and grounds-woman De and the crucial support of Ray and the many mums and dads who have contributed to our grounds this year- not only creating but also maintaining, cleaning and repairing what we have.

I wish to thank our parents and families for your tireless support of our school and generous help throughout the year. Thanks to our P&F for your amazing efforts in bringing our families together and building our community. We appreciate your generosity of spirit, time and support in providing for our students. I thank the Board for their dedication, expertise, vision and support in pushing hard for a better school. I thank our leadership team for their support and their energy in driving our key whole school initiatives. Most importantly, I wish to thank our educators, our teachers and assistant teachers, who are doing our grunt work- helping each student to become the best they can be and walking with families to nurture faith filled, engaged and successful learners.

As we face the fresh challenges of 2018, may we continue to place students first and continue to work together in a spirit of partnership and unity for the benefit of all at St Brigid's School and Parish



2017 Annual School Improvement Plan

SCHOOL PERFORMANCE	
LEARNING	SUPPORT
<p>Improve Literacy and Numeracy outcomes across our school</p>	<p>Literacy Plan Staff Professional Learning</p>
<p>NAPLAN: Above National Growth: Grammar/ Punctuation (+117% -better than double) , Numeracy (+17%), Reading (+45%) , Spelling (+30%) Below National Growth: Writing (+9%) Writing is our major school focus Learning Goal in 2018</p>	
<p>Provide safe and engaging learning environment for our students</p>	<p>Support: Positive Behaviour Management Plan School Values Staff Handbook Student Injury procedures</p>
<p>The 2016 School Climate Survey indicated Safe Learning Environment and Student Behaviour to be our most critical area requiring improvement. Survey results: Improvement from 2016: Providing a safe learning environment 91% Improvement (57% considerable, 34% some) 7% Same, 1% worse Survey results: Confidence that your child be safe and all incidents and behavior will be followed up satisfactorily: 93% Very Confident or Confident (56% very confident, 37% confident) 7% Somewhat confident</p>	
ENGAGEMENT	SUPPORT
<p>Increase parental engagement and partnership in education and the life of the school</p>	<p>School Climate New website New Connected App New Newsletter Facebook (from 86-436 users since 2016)</p>
<p>The 2016 School Climate Survey indicated Parental Engagement to be our second most critical area requiring improvement. Survey results: Improvement from 2016- Engaging parents in life and learning of school 100% Improvement (87% Considerable Improvement, 13% Improvement) Survey Results: Current Engagement Level of our parents 86% Engaged or Very Engaged (46% very engaged, 40% Engaged) 11% Somewhat engaged 3% Not engaged (2 respondents)</p>	
<p>Develop and uphold a clear and strong school identity with our parents, students and staff</p>	<p>School Vision School Goals School Values</p>
<p>Survey Results: Improvement from 2016: Developing and upholding our school identity 99% Improvement (60% considerable improvement, 39% some improvement) 1% same</p>	

SCHOOL PERFORMANCE		
ACCOUNTABILITY	SUPPORT	
Broadening our enrolment base in Collie aiming for Enrolment Growth of 5% per year	New Enrolment Packs and Brochure School Signage Facebook Advertising Kindy Promotions	First Positive Enrolment Growth since 2012 (Average decline: 4.2% per year) Up 1.4% to start the 2018 year. Highest Kindy enrolment since 2014 (23 students)
Effective financial management, systems and structuring to enhance school effectiveness and sustainability	Composite Classrooms Board Finance Committee	New Composite Classrooms and Staff Structuring enables funds for the Board to implement our Strategic Plan with the intention of providing the best possible learning environments and educational programs for our students: <ul style="list-style-type: none"> • Extensive Resourcing and full refurbishments have been undertaken in our Yr 4, Yr 5 and Yr 6 classroom. 1-2 iPads, Apple TV, 65" Screen, Contemporary Classrooms • Early Years External Learning Environment (Nature Playground K/PP) • New Football goals installed, new junior basketball rings, new school garden
DISCIPLESHIP	SUPPORT	
Build a strong partnership with our parish	Parish Priest Parish Pastoral Committee	40 Altar Servers in school program and regular School Masses and Parish weekend masses Survey Results: Improvement from 2016: Build and maintain a strong partnership with our parish 76% Improvement (44% considerable, 31% some improvement) 22% No improvement 2% worse
Develop in our students a thirst for Social Justice	Leadership Ministries Waste Wise	Termly Social Justice Events led by our Leadership Ministries: Purple Day-Caritas Project Compassion, Crazy Hair Day/World's Greatest Shave Leukaemia Foundation, Market Day for student nominated charities, St Vinnies Christmas Appeal, Operation Christmas Child Shoebox Fundraiser- Samaritan's Purse. School became Accredited Waste Wise School and has established sustainable living practices including a worm farm, composter and vegetable patch. Survey Results: Improvement since 2016-Develop in our students a thirst for social justice 97% Improvement (64% considerable improvement, 32% some improvement) 3% it is the same