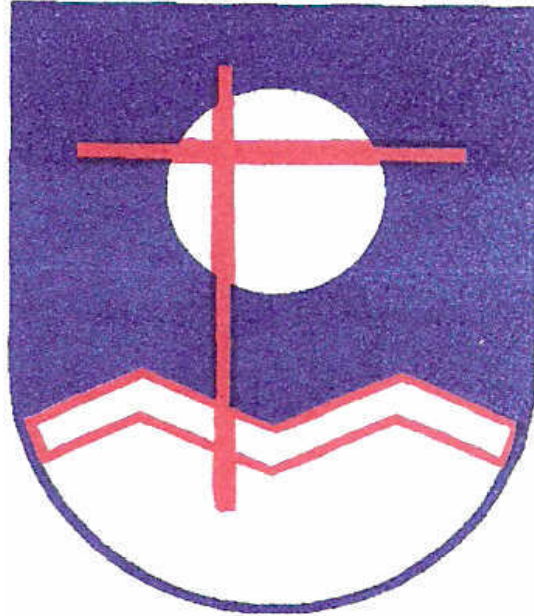


Kindness, Honesty, Respect



**St Bernadette's  
Catholic Primary School**

**2013**

**School Community  
Annual General Meeting**

**Reports**



# **St. Bernadette's Catholic Primary School**

*Grand Ocean Boulevard, Port Kennedy, W.A., 6172*



**St Bernadette's  
Catholic Primary School**

Fr Gavin Gomez  
(Parish Priest)  
Phone: 9593 4670

## **School Community Annual General Meeting**

Mr Steve Gibbs  
Principal  
P.O. Box 8151  
Warnbro WA 6169  
Phone: 9593 4066  
Fax: 9593 6596

### **2013 AGENDA**

**7:00 pm: Welcome [Board Chair, Sean Gardyne]**

- **Prayer and Parish Priest Report [Fr Gavin]**
- **Board Chair Report [Sean Gardyne]**
- **Board Treasurer Report [Kylie Henning]**
- **Election of Board Members [Sean Gardyne]**
- **P & F President's Report [P & F President, Raelene Tully]**
- **P & F Treasurer's Report [P & F Treasurer, Tracey Grljusich]**
- **Election of P & F Office Bearers [Sean Gardyne]**
- **Principal's Report [Steve Gibbs]**
- **2012 School in Review Powerpoint presentation  
[Catherine Flynn]**
- **Conclusion followed by drinks and nibblies.**

***Thank you for making the effort to attend tonight.***

# Chairpersons Report

St. Bernadette's Catholic Primary School AGM 2013

Good evening everyone and thank you for your attendance at the St. Bernadette's Catholic Primary School AGM for 2013. My role tonight as chairperson of the School Board is to provide you with highlights of the past year as well as give you some insight around the function of the Board. I present this report on behalf of the current Board members.

The School Board is involved in several functions across the school, including assisting the Principal with capital management and financial planning, circulating information regarding the school to the wider community and providing an advisory role to the Principal regarding school policy.

At last year's AGM we reported the development and implementation of a more efficient method for the collection of outstanding school fees. I am happy to report that this more direct approach has continued to positively impact on an increased rate of successful fee collection. The Board would sincerely like to thank those families who continue to support the school with fees paid in a timely manner and for those who approached the school for assistance with payment options. I would like to also emphasise that the School Board, in consultation with the Principal, will always consider individual circumstances when assessing financial difficulties, keeping in line with the Catholic ethos of St. Bernadette's.

The School Board can report that there is an overall improvement of our financial situation. We are still however working on reducing the debt from previous years that will impact on next year's budget. This will be covered in the treasurers report following. The school is moving closer to enrolment capacity for the upcoming year, which will greatly assist in maintaining the budget for 2014.

2013 has seen the departure of our previous principal Mr. Danny O'Neil and the arrival of our new head of school Mr. Steve Gibbs. I think it is fair to say that Mr. Gibbs has transitioned fairly seamlessly into his new role as principal of St Bernadette's Primary School. Reports from teachers, parents and students have been very favourable of his approach to leading the school. The students have been very pleased to see Mr. Gibbs walking around the school grounds interacting with them. Mr. Gibbs the School Board has really appreciated your collaborative approach in your work, as well as your presence throughout the school, from walking around the playgrounds to attending important school services such as First Holy Communion.

The car park has been a significant issue for the board over the last few years. It was therefore very pleasing to see early this year that the resurfacing was carried out, creating a much safer environment for parents and teachers to be driving into each morning. We are looking forward to continuing with further improvements next year. We have also been able to begin the refurbishment of the schools pre-primary area. This has included organising for new lino and carpet to be laid, with further developments to be implemented next year.

Another highlight for this year was the opportunity for Cathy Flynn and Deborah Addison to attend the Growth Coaching International workplace coaching course. The course had an emphasis on setting and reaching goals in the workplace and is aimed at educational leaders looking for ways to build the teaching and learning capacity of their school. We look forward to continuing to reap the benefits of this training into the New Year.

Last year I reported a significant reduction time in our regular board meetings with a 2 hour limit being consistently adhered to. I am pleased to further report that we have continued to improve our efficiency rating, with a more efficient structure enabling most meetings to be concluded in around one hour. I can assure you however, topics of priority are given adequate discussion time as required.

Looking ahead into next year the Board, in collaboration with the school, will be; looking towards further development of the school car park, assisting with the continued refurbishing of the pre-primary area both internally with more space required and external shade sails needed, and exploring new technology in the classrooms such as the current trials linking iPads to the interactive whiteboards via an Apple TV.

So, on behalf of the St Bernadette's School Board I would sincerely like to thank the entire staff of St Bernadette's for their continued efforts in making the school a safe, enriching and happy experience for our children. I would also like to thank the P & F for their consistent hard work in running both social and fundraising events for the school. Thank you for your assistance in building a strong sense of community with each event you have provided for the children of St Bernadette's and their families. To the parents, thank you for making the effort to participate where possible in school activities such as reading, excursions, sports carnivals and so on. These activities and events simply cannot occur without your assistance. I would also like to thank the students for honouring the schools values of kindness, honesty and respect whilst representing the school on the grounds and out in the community.

Finally, I extend my thanks to the School Board members who give up their time to address important matters affecting the financial and operational aspects of the school. Your efforts are greatly appreciated and I look forward to working with you again in 2014.

I will now hand you over to Kylie Henning for the School Board Treasurer's report.

# **St Bernadette's School Board Treasurer's Report 2013**

On behalf of the St Bernadette's School Board, I will now present to you the Treasurer's Report for 2013.

Firstly, I would like to say thank you to our School Board members for their tireless contributions throughout the year. Most importantly, I wish to recognise the efforts of both our Finance Officer, Kirstine McDonnell and School Secretary, Annie Redburn. Annie and Kirstine have worked under the direction of Mr Gibbs to jointly oversee the management of a very tight budget this year, which has enabled the School Board to make informed and sound financial decisions.

As in previous years, the 2014 school budget will be extremely tight, with minimal increases in both expenditure and income. In fact, the overall increase in income, mainly via school fees, will only be approximately 4% for the coming year – the smallest increase over the past six budget years.

Continuous disciplined financial management, the most significant of which has been on the collection of school fees, has met with mostly successful results in 2013. The school has been able to maintain closer communication with families to ensure that they are able to pay their fees in a timely and affordable manner. Most of this has been achieved through carefully arranged direct debit and repayment schedules. This has helped the school maintain a consistent cash flow throughout the year. However, there are still some parents who have difficulty meeting obligations or coming to workable arrangements. All of these situations are carefully and pastorally monitored and, where deemed necessary by the School Board, have resulted in outside legal collections.

As can be seen from this chart, the school's key expenditures for this year to date, other than for salaries, has centred around the grounds and buildings. New sheds, an upgrade to the resource block, maintenance to the reticulation system and a new bore have been the main areas of expenditure. The school has also honoured its share of the refurbishment of the parish car park and there have been significant paving upgrades around the school. I would like to acknowledge here the great support the P&F has provided in enabling the school to purchase much-needed teaching and learning resources across the school. The implementation of the \$50 P&F levy has greatly assisted the P&F to achieve such expenditure and is greatly appreciated by both Teaching Staff and the School Board.

The 2014 budget will include, under the instructions of the Catholic Education Office:

- An increase in tuition fees of 4% for K-Yr6.
- An increase of the Building Levy to \$226 per family, which is the recommended level from the Catholic Education Office, based on 20% of the tuition fee.

The Health Care Card subsidy will continue which provides assistance for those families who qualify. We now have more than eighty students whose attendance at our school is assisted through this scheme.

As can be seen from the summary slide, the 2014 initial budget is shows a deficit of around \$40 000. The school is confident that this will be a balanced budget by midyear as much of the deficit relates to the three year old program that begins slowly and gathers enrolments throughout the year. However, 2014 will be another fiscally tight budget year.

Much of this deficit comes from the debt servicing of loans. This chart shows the loans and the dates at which they finish. It clearly shows that the future finances of the school will improve steadily over time.

Main expenditure items in 2014 will be:

- \* Shade sails to the Pre Primary and area behind Year 5/6 block (already underway)
- \* Replacement of flooring to the Pre Primary building. This will include new lino and carpet.
- \* Redesign of the Pre Primary store room, including new shelving.
- \* New furnishings to the Pre Primary classroom.

This is the first stage of a refurbishment program that will eventually cover the whole school and which has been put together by the school board's maintenance sub-committee.

Thank you....

*Kylie Henning*

**On behalf of the St Bernadette's Catholic School Board**

November 26th, 2013.

# St Bernadette's CPS P&F Assoc

PO Box 8151  
WARNBRO WA 6169

## Reconciliation Report

22/11/2013  
10:01:54 AM

Page 1

ID#	Date	Payee	Deposit	Withdrawal
Cheque Account: 1-1100 General Cheque Account				
Date of Bank Statement: 22/11/2013				
Last Reconciled: 5/11/2013				
Last Reconciled Balance: \$22,370.17				

### Outstanding Cheques

002092	20/09/2013	Port Kennedy Supa IGA		\$137.50
002093	26/09/2013	St Bernadettes Catholic Primar		\$594.91
2095	14/11/2013	Petty Cash		\$76.59
2096	14/11/2013	Southern Cross Bush Band		\$600.00
2097	14/11/2013	Ace Cinemas Rockingham		\$1,020.00
2098	14/11/2013	Petty Cash		\$16.35
2099	14/11/2013	Petty Cash		\$22.00
Total:			\$0.00	\$2,467.35

### Outstanding Deposits

CR000014	18/11/2013	Kids Cards Designs	\$829.50	
CR000015	18/11/2013	Bush Dance Tickets	\$200.00	
Total:			\$1,029.50	\$0.00

### Reconciliation

BusinessBasics Balance on 22/11/2013:	\$20,932.32
Add: Outstanding Cheques:	\$2,467.35
Subtotal:	\$23,399.67
Deduct: Outstanding Deposits:	\$1,029.50
Expected Balance on Statement:	\$22,370.17

### **P and F President's Report 2013**

As President of the 2013 St Bernadette's Parents and Friends Association, it is my privilege, this evening, to speak to you about what we have accomplished this year.

At the commencement of 2013, the P and F committee decided that our target for the upcoming year was to continue promoting community, as the 2012 committee did. We continued with the school "wish list" items and we also aimed to save money to go towards a capital expense item.

We began 2013 with introducing the P&F Meetings at two different time slots. The first meeting of the term was in the morning and the second was in the evening. These varying time slots gave more parents the opportunity to get involved in the P&F.

The P&F Facebook Page was also launched by Nicola McLean. This was a great way to bring the St Bernadette's Community together. Parents have used this to learn about up-and-coming events, ask other parents questions and it has also been a great way to assist the school in obtaining feedback.

Lorelle Kursar started the school banking for the students which has been a fantastic success. This not only raises money for the P&F but more importantly, it teaches children the importance of saving and how to manage their money. Kat Bunce and Carolyn McAndrew assisted Lorelle every week by collecting money from students and their dedication is highly appreciated.

Throughout the year the St Bernadette's P&F have joined together with Port Kennedy and Endeavour Primary School P&Fs to re-establish Safety Houses in the Port Kennedy area. This involved ensuring registered homes were still current and signing up new homes.

The St Bernadette's P&F's first event in February was the Welcome Morning Tea. We had a lot of new families come along to meet everyone and get involved in the school community.

March was a busy month with the sausage sizzle at the swimming carnival, which the majority of students and parents enjoyed. I'd like to thank John Kursar, Raelene Caltsounis, Sally O'Keefe and everyone else who assisted in the preparation of this event. We also had the Easter Raffle. The Easter Raffle is personally one of my favourite events. All the children get involved by donating an Easter Egg and as you can imagine, there were hundreds of them. A big thank you to Kat Bunce for collecting all those eggs, storing them and then creating approximately 17 prizes per class and 3 major prizes which were drawn at the assembly.

In April we had the Summer Picnic which was a quiet evening. We had approximately 15 families that attended and everyone had a great time. However in future, I think we should organise this earlier in the year, as it was a bit too cool. We also hosted Danny O'Neil's



Farewell Morning Tea and Sally O'Keefe made an amazing cake with a hand painted portrait of Danny on it. It was stunning!

In May Paula Britten and Jamie Dabinet organised the Mother's Day Stall which is a great opportunity for children to buy their mothers a gift. Paula does an excellent job choosing beautiful and affordable gifts for the children to choose from. These events also involve a lot of parents coming forward to help and a huge thank you goes to them all.

August was a busy month. We hosted a morning tea for the Lexile Parent Workshop. This was extremely interesting and hopefully we will be able provide another opportunity for more parents to attend this great workshop. We had a sausage sizzle for the Cross Country. Parents and children were able to place orders for a hotdog or burger and it was a huge success. We also had Rodney Robinson, from Redicut Butchers, donate all the sausages and Claire Nisbet, from Hero's Pizza, allowed us to use their cool room. Thank you so much for your support. I'd also like to thank Kat Bunce, John Kursar and Sally O'Keefe for all the preparation that went into this event, along with everyone else who assisted on the day. Paula Britten and Jamie Dabinet also organised the Father's Day stall which was once again, outstanding. We also had an overwhelming response from parents assisting, which was fantastic. We received a lot of positive feedback on our Facebook Page from Dads who loved the gifts they received from their children.

In September we had the school disco. This is a huge event and a lot of work and preparation goes into this. I would like to say a massive thank you to Nicola McLean, Bob Henry and Lee-Anne Seuren and all the parents who assisted on the day. I think it would be safe to say, this is the kids favourite event the P&F organises.

In October, over the school holidays, children were able to create a piece of art work to be placed on a variety of calendars, diaries, etc. Paula Britten organised this and we had a huge response. We also had the Smurf's 2 Movie Day at Ace Cinemas which was loads of fun. We had a full cinema thanks to Belinda Caboz and Nicola McLean. Great job ladies!

In November we had the Bush Dance which was a fantastic night. The kids had a fantastic time and so did the parents. I love watching all the kids get their mums and dads up to dance and the band handing out musical instruments for the children to play. Thank you Alison Cousins for once again organizing this fantastic event and I can't wait until next years.

I would also like to mention the P&F Treasurers. Every event the P&F holds that involves collecting money requires the dedication and commitment of Tracy Grljusich, Nicola McLean and Paula Britten. These three ladies have to count and bank everything collected. This is an extremely time consuming task and requires a lot of organisation and cooperation. So thank you for always being on call and ready to help at a moment's notice.

At the beginning of the year the P&F received a Donation from the 2012 Year 6's. They had \$1300 leftover from funds they had raised for their graduation. They requested \$400 to be donated to the church and \$900 towards Year 4/5 readers. This was happily granted.

The P&F also had wish list items where parents, staff and the school board had the opportunity to suggest how the funds we raise were to be distributed. Through this process, we felt that everyone had a fair opportunity to contribute their ideas for the betterment of our school. This year these items consisted of:

- \$2,000 towards new home readers for Levels 16 > 30
- \$1,000 for the Science Department for Books and resources
- \$660 to Numeracy for Colour Wooden Cubes

We also have been discussing with Steve Gibbs and the School Board about a capital expense item for next year which I'm sure the 2014 P&F will embrace.

None of these events would have been possible without the teamwork and commitment of our P and F committee and the many parents who give so freely of their time. From counting money and collecting forms to cooking sausages, sending out notes and coming to meetings; our parents are a wonderful group. Thank you to all parents and family members who have helped the P and F in 2013.

The P and F committee is comprised of many special people and I would like to individually mention the team that I have had the pleasure of working with this year.

Our Vice President Helen Cooper, who has been a fantastic sounding board and always prepared to make the hard decisions. Thank you so much Helen for being there for me and also assisting Tracy with any queries she had with the accounts.

Our Treasurer, Tracy Grljusich for all the hard work you have put into ensuring the P&F have accurate bookkeeping records, always making yourself available to assist in counting money, attending meetings and always ready to give a helping hand in all our events.

Our vice treasurers, Nicola McLean and Paula Britten who are always ready to give a helping hand with every event. You both put your heart and soul into everything you organise and you are always ready to do whatever it takes to ensure every event runs smoothly and that everyone has fun. You are the backbone of this committee and we would be lost without you. Thank you, thank you, thank you!

I'd also like to personally thank Nicola who has assisted me with the knowledge of how things have been run by the P&F in the past. Your advice has been invaluable. Words cannot express my gratitude.

Our Board Representative, John Kursar, who not only actively keeps the P&F informed on information from the board but is always involved in the majority of P&F events. You are

always the first to put your hand up and your support and hard work at St Bernadette's is always highly appreciated.

And finally, Robyn Cantatore our P and F secretary. Robyn thank you so much for all your hard work and taking my many phone calls asking for help and support. You have done a fantastic job and it has been highly appreciated. Thank you.

I hope I haven't missed saying thank you to anyone and I sincerely apologise if I have because it takes a large amount of the school community to bring all these events together. Thank you.

All P and F committee positions are now open and at the conclusion of this meeting, we will be electing the 2014 Executive Committee.

Thank you.



## Principal's 2013 AGM Address

It has been a mixed blessing beginning a Principalship part way through the year. I have had the benefit of coming into a school where the agenda for the year has been set and maintaining direction has been the focus. I have also had a sense of biding time and anticipation for what lies ahead. It has been a challenging and rewarding experience thus far and I look forward to the coming year and the charting of new territory in collaboration with staff.

This report is a combination of past, present and future. As part of System and Government regulations I am required to report to the community on a number of key performance indicators. Whilst this is published in June annually on the school website, I will take the opportunity to report to you on some of this information that relates to the 2012 school year. I will also talk about the year that has been and highlight some of the activities of the school and staff, this will also include a brief presentation on NAPLAN results past and present. Finally I will share the future direction for the school, including some financial commitments and staffing for 2014.

At the conclusion of the 2012 school year three staff left the school and the staffing qualifications were as follows; Diploma of Education (2), Bachelor degrees (17) Masters of Education (7). Student attendance in 2012 was at an average rate of 93% with this being spread relatively evenly across year levels. 90% of graduating Year 6 students went on to attend Kolbe Catholic College with the remainder attending a variety of Catholic and Independent schools, with a small percentage going on to a DET school. This is a brief snapshot of school performance indicators and the full report is available on the school's website.

This year has seen the staff involved in a variety of professional development activities. Whole school professional development around the school focus of phonological awareness and spelling was undertaken, a religious education day centred on developing the use of scripture and significant time was spent on the new Western Australian Curriculum. The powerpoint chart shows a breakdown of staff professional development for 2013.

Students achieving above the national benchmark in NAPLAN testing continues at a stable rate. Our 2013 Year 3 cohort is particularly strong and have this year performed exceptionally well across the board. It is pleasing to see this result and is something we can strive to replicate going forward. This national test must be looked at in context however as it provides information on a limited aspect of a child's learning and development and is but one piece of the assessment pie.

This year has seen a number of developments occurring within the school. The Lexile reading program was started and has been a worthy addition. We will be looking to expand the collection in the library and further develop the program in the school. New sheds have been built for storage, sports and maintenance. A significant upgrade to the school's teacher resource block was undertaken and an upgrade to the parish/school car park occurred. A significant amount of time was spent in the process of updating the school website and I thank all of the staff and parents who provided input and feedback during the process. The new website is up and running.

Much of my time this year has been spent in getting to know staff, students and parents. I had rewarding and insightful meetings with all staff that have helped me to gain an understanding of what people value about the school and where we could make improvements. There have been some changes made this year and

whilst change is a natural part of growth in any organisation, it is also important to cherish and value the many fantastic things that are already in place here at St Bernadette's. I look forward to working with staff, parents and students in continuing this process in 2014.

The school has had a curriculum focus this year in the area of phonological awareness and spelling. On my arrival and in conjunction with staff this was supplemented with a teaching focus. We looked at the research around student achievement and what strategies have the most impact and have been focussing on a number of these strategies this year. I look forward to continuing with a curriculum and pedagogical focus next year and this will be decided as a staff in the coming weeks. We will also work to make sure our current focus is imbedded in our practice.

Funds have been allocated to begin a process of refurbishment of our Pre Primary block. The first stage of this will be the installation of shade sails to the playground area. Over the holidays the lino and carpet mats will be replaced with new lino and carpet. The store room and classrooms will also have new furniture purchased to complement what is already in the room and to replace older items. Funds have also been set aside to honour our ongoing commitment to the parish car park.

Our staffing for 2014 is as follows. (See powerpoint slides). At this point I would like to acknowledge staff members who are leaving. Jackie Tucker and Rebecca Van Der Kwast will both be leaving us at the end of this year. Both have provided the school with excellent service over many years and they will be missed. I wish them both the very best in their future.

In closing I would like to thank the St Bernadette's community for the way in which I have been welcomed into the school. My family and I have enjoyed our move back to the city and the transition has been smooth overall. I have enjoyed getting to know and working with the staff and value the way they have welcomed me into the school. I would like to thank the Assistant Principals, Cath Flynn and Deb Addison for the way they have supported and assisted me in my transition into the school. Teresa McFarlane and Maureen Wall have also been invaluable as the second tier of leadership in the school and their support has been very much appreciated. The frontline staff of Annie Redburn, Lynne Sadler and Kirstine McDonnell have been vital to my survival and helping me get a handle on how the office works and I thank them for their patience, support and understanding. Our school is fortunate to have a dedicated, hard-working, professional and supportive staff and I thank every one of you for your contribution to the education of the wonderful children in our care.

The relationship the school has with the parish is a tangible and real connection with many of our staff being parishioners. I have had the pleasure of getting to know Father Gavin and his support of our students and staff is outstanding. I look forward to continuing to develop and strengthen our important relationship with the Parish.

I have had the pleasure of getting to know and work with a fantastic Board and P&F and have appreciated the encouragement, support and sound advice from this dedicated and professional group of people. Schools cannot function without these important volunteers and I would encourage all school members to consider a role in either of these two groups in the future.

I very much look forward to the future and working to get the best results for the wonderful students of St Bernadette's.

Thank you and God bless

Steve Gibbs

Principal

## STAFF PROFESSIONAL DEVELOPMENT DAYS 2013

