

# Annual General Meeting For Year 2023

**6 March 2024**



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# AGENDA

<b>1 Welcome &amp; Gathering</b>		
<b>1.1</b>	<b>Meeting Start Time:</b>	6.00pm
<b>1.2</b>	<b>Present:</b>	
<b>1.3</b>	<b>Apologies:</b>	Claire Little
<b>1.4</b>	<b>Welcome:</b>	Dave Wylie
<b>1.5</b>	<b>Opening Prayer:</b>	Sheena Pattinson
<b>1.6</b>	<b>Master Plan Presentation</b>	Ben Catalano
<b>1.7</b>	<b>Confirmation of Previous Minutes:</b>	8 March 2023
<b>1.8</b>	<b>Nominations / Voting for vacant Board Membership</b>	Ben Catalano
<b>1.9</b>	<b>2024 Board Membership</b>	Ben Catalano

<b>2 Reports</b>	
<b>2.1</b>	<b>Chairperson Report:</b> Dave Wylie
<b>2.2</b>	<b>Principal:</b> Ben Catalano
<b>2.3</b>	<b>Parish Report:</b> Fr Long Hai
<b>2.4</b>	<b>Finance Report:</b> Ally Gosling
<b>2.5</b>	<b>Staff – Catholic Identity, Teaching and Learning and Wellbeing:</b> Claire Little
<b>2.6</b>	<b>Parents and Friends Report:</b> Chris Trewin
<b>2.7</b>	<b>WHS:</b> Linda Wooley

<b>3 Conclusion</b>	
<b>3.1</b>	<b>Meeting Closed:</b>

# MINUTES OF AGM FOR YEAR 2023

Tenison Woods Catholic Primary School AGM Minutes

**'Confidential'**

Year 2022 8 March 2023

1. Welcome & Gathering		
1.1	Meeting Start Time:	7.02pm
1.2	Present:	In person: Ben Catalano, Rita Campbell, Paula Freer, Diana Dente, Peta Yates, Claire Little, Chloe Bridgwood, Sarah Chandler, Gina Margush, Amelia Scarfo, Jocelyne Gallichan, Dariusz Krol, Fr Long Hai, Peter Southam, John Wynter, Catherine Rowe, Dan Miller, Kirsty Miller, Stuart Rainsford, Jess Rainsford, Ally Gosling, Stuart Greig, Rebecca D'Sylva, Chris Trewin, Gemma Smyth, Ed Smyth, Matt Collis, Katie Collis, David Wylie, Matt Arentz, Nick Finn, Damon Zhang, Wade Hall, Stavroula Angelopoulos, Jane O'Donoghue Online: Ali Surti, Brook Flatman, Courtney Quigley, Daniela Larritt, Carisa Spencely, Dominique Ellul, Heather Docherty, Dan Hornhardt, Shannon Hornhardt, Kate Ramazan, Katie Cummings, Rebecca Hein, Sarah Wylie, Tyson Garam, Valleena Machado, Michelle Brodie, Richard Thompson, David Molloy, Gen Scatena, Sarah Finn & Lisa
1.3	Apologies:	Chris Angelopoulos, Merryn Cossey and Rosemary Ioakim
1.4	Minutes:	Diana Dente
1.5	Welcome:	Ben Catalano welcomed all to the AGM, acknowledgement of country and presented with thanks to the Campbell family for the indigenous artwork they created for the school community to use and celebrate.
1.6	Opening Prayer:	Rita Campbell – Wellbeing focus – In All Things Love
1.7	Strategic Plan:	Ben Catalano tabled the draft Strategic Plan; What is it that makes TWCS tick and what do we need/want for our future direction. The strategic plan was developed in consultation with Students, Staff & Community. Ben discussed how the strategic plan will be used as a tool for leadership and will be an important part of who we are and where we are going. Ben invited any feedback from families as the plan will be finalised in the coming weeks.
1.8	Confirmation of Previous Minutes:	23 March 2022 It was <b>MOVED</b> by Matt Arentz, David Wylie 2 <sup>nd</sup> that the Minutes represent a true and correct depiction of the previous meeting.

2. Voting of Nominees and Introduce New Board	
2.1	<p>Antonia Damianos, Rebecca Jucha, Kirsty Miller and Chris Angelopoulos's term on the board concluded. Therefore 4 positions have become available on the Board for a 2 year term. There are 9 nominees: Chris Angelopoulos, Kirsty Miller, Damon Zhang, Merryn Cossey, Gemma Smyth, Catherine Rowe, Wade Hall, Stuart Rainsford and Rebecca D'Sylva.</p> <p>A voting process was undertaken and the successful nominees are: Kirsty Miller, Gemma Smyth, Catherine Rowe &amp; Stuart Rainsford.</p>

**New Tenison Woods School Board members for 2023 are:**

- Fr Long Hai -President
- Ben Catalano -Principal
- Claire Little- Staff Representative
- Chris Trewin - P & F Chairperson
- Peter Southam - Parish Representative
- Matt Arentz – Last year of 2 year term
- David Wylie – Last year of 2 year term
- Ally Gosling – Last year of 2 year term
- Kirsty Miller – First year of 2 year term
- Stuart Rainsford – First year of 2 year term
- Gemma Smyth – First year of 2 year term
- Catherine Rowe – First year of 2 year term

Accepted by Ben Catalano

**3. Tabled Reports**

**3.1 Chairperson Report: Chris Angelopoulos**

Report Tabled by Chris Angelopoulos – presented by video

- Thanked Ben Catalano for all his work in 2022 by providing clear leadership for Tenison Woods.
- Acknowledged Jess Rainsford stepping down from P&F Chairperson and thanked Jess for her contribution to the Board.
- Thanked departing member Rebecca Jucha and Antonia Damianos for their contributions on the Board.
- Recognised increase in enrolments
- Acknowledged the financial position of the school is in a positive state.
- Thanked the 2022 School Board members for their time and contribution in 2022

It was **MOVED** by Peter Southam 2<sup>nd</sup> Jess Rainsford to accept this Report.....**CARRIED**

**3.2 Principal Report: Ben Catalano**

Report tabled by Ben Catalano

- Acknowledged the impact of COVID at the beginning of the 2022 year and gave credit to the staff on the success of the online learning.
- Acknowledged the increase in enrolments to over 200 for the 1<sup>st</sup> time in the history of the school.
- Acknowledged the 25 Anniversary and opening of the new learning centre held in November and thanked Rita Campbell for her contribution to organising such a wonderful event.
- Acknowledged the strong focus on well-being and grateful to Courtney Quigley for leading staff in embracing Professional Development in well-being for all.

	<ul style="list-style-type: none"> <li>➤ Discussed the investment in intervention programs for teachers and ESO's.</li> <li>➤ Thanked left staff for their contribution to TWCS especially Maria French and Sr Margaret whom have been part of the TWCS community for a number of years.</li> <li>➤ Thanked P&amp;F for their contributions and acknowledged fundraising efforts in 2022.</li> <li>➤ Thanked leaving board members Antonia, Delmy and now Chris Angelopoulos for their contribution to the Board.</li> <li>➤ Acknowledged that the faith community is what drives our daily interactions and grateful to Fr Long Hai for the parish connection to our school.</li> </ul> <p>It was <b>MOVED</b> by Ally Gosling 2<sup>nd</sup> David Wylie to accept this Report.....<b>CARRIED</b></p>
<b>3.3</b>	<p><b>Parish Report: Fr Long Hai Nguyen</b></p> <p>Tabled by Fr Long Hai</p> <ul style="list-style-type: none"> <li>➤ Acknowledged 14 months with our community.</li> <li>➤ Thanked Ben Catalano and Kate Turner for their support within the school communities.</li> <li>➤ Thanked Parish for their support in fulfilling his role.</li> </ul> <p>It was <b>MOVED</b> by John Wynter 2<sup>nd</sup> Dan Miller to accept this Report.....<b>CARRIED</b></p>
<b>3.4</b>	<p><b>Finance Report: Ally Gosling</b></p> <p>Report tabled by Ally Gosling</p> <ul style="list-style-type: none"> <li>➤ Surplus cash flow budget in 2022 \$43,333</li> <li>➤ Outstanding Debtors – -\$12,869.68</li> <li>➤ Capital spending for 2022 \$457,317</li> <li>➤ Thanked Paula for her work with families collecting debts in a graceful and compassionate way.</li> <li>➤ Acknowledged the Finance Committee for their commitment and contribution.</li> </ul> <p><b>Budget</b> for 2023 of \$449.00 surplus was presented at the AGM <b>MOVED</b> by Matt Arentz, Stuart Rainsford 2<sup>nd</sup> to accept this budget .....<b>CARRIED</b>.</p> <p>It was <b>MOVED</b> by Jess Rainsford 2<sup>nd</sup> Peter Southam to accept this Report.....<b>CARRIED</b></p>
<b>3.5</b>	<p><b>Religious Identity and Mission: Rita Campbell</b></p> <p>Report tabled by Rita Campbell</p> <ul style="list-style-type: none"> <li>➤ Acknowledged the Enhancing Catholic Identity Project survey results.</li> <li>➤ Recognised the richness of cultural in our school.</li> <li>➤ Acknowledged the work in finding the Catholic Identity in our community.</li> <li>➤ Thanked Fr Long Hai for his contribution to our community.</li> </ul> <p>It was <b>MOVED</b> by Gina Margush 2<sup>nd</sup> John Wynter to accept this Report.....<b>CARRIED</b></p>
<b>3.6</b>	<p><b>Teaching and Learning: Claire Little</b></p> <p>Report tabled by Clair Little</p>

	<ul style="list-style-type: none"> <li>➤ Acknowledged the Primary Literacy Development (PLD) focus on literacy across years R-6.</li> <li>➤ Acknowledged staff Professional Development in literacy intervention and thanked our committed staff.</li> <li>➤ Presented Specialist reports being Italian, Sports/PE, STEM and Well-Being.</li> </ul> <p>It was <b>MOVED</b> by Ally Gosling 2<sup>nd</sup> Dan Miller to accept this Report.....<b>CARRIED</b></p>
<b>3.7</b>	<p><b>P &amp; F Report:</b> Jess Rainsford</p> <p>Report tabled by Jess Rainsford</p> <ul style="list-style-type: none"> <li>➤ Acknowledged success of fundraising efforts: 3 wine drives, Bunnings BBQ and 2 Election BBQ's.</li> <li>➤ Over \$10,000 raised in 2022.</li> <li>➤ Donations included new Basketball jerseys, 2 Junior Basketball rings and an outdoor table for staff.</li> <li>➤ Thanked the P&amp;F members, volunteers and school community for their support</li> </ul> <p>It was <b>MOVED</b> by Nick Finn 2<sup>nd</sup> Chloe Bridgwood to accept this Report.....<b>CARRIED</b></p>
<b>3.8</b>	<p><b>W.H.S. Report:</b> Linda Wooley</p> <p>Report tabled by Ben Catalano</p> <ul style="list-style-type: none"> <li>➤ Acknowledged the work Linda does with WHS reports and thanked her for her commitment.</li> <li>➤ Question was raised regarding 0 bullying complaints on the report, Ben advised that there were no Bullying complaints or investigations in 2022.</li> </ul> <p>It was <b>MOVED</b> by Gina Margush 2<sup>nd</sup> Stuart Greig to accept this report.....<b>CARRIED</b></p>

4. Conclusion	
<b>4.1</b>	<b>Date of next meeting:</b> TBA
<b>4.2</b>	<b>Meeting Closed:</b> 8.27pm

5. Chairperson's Signature that minutes have been tabled	
Chairperson:	
Signature:	

## **CHAIRPERSON REPORT – Dave Wylie**

To existing parents, belated welcome back, and to new parents, thank you for choosing Tenison Woods Catholic School and I have no doubt you will love it as much as the current families do.

I wish to start by acknowledging the amazing Board of the last 12 months, along with those who have laid the foundations in which we have built upon this year. We were joined this year by some outstanding professionals with considerable skills and experience which has only strengthened our School Board, but moreover, added great people who are passionate members of the school community. The School Board is nothing without the school's leadership team so a huge thanks goes out to Ben, Claire and the cornerstone of keeping up with equal parts business and fun, Di.

The Board of 2023 comprised of:

Father Long Hai (President), Ben Catalano (Principal), Claire Little (Staff Representative), Diana Dente (Correspondence/Secretary), Dave Wylie (Chairperson), Catherine Rowe (Deputy Chair), Ally Gosling (Finance Chairperson), Chris Trewin (Parents & Friends Chairperson), Peter Southam/Richard Sellers (Parish Representative), Kirsty Miller, Stuart Rainsford, Gemma Smyth, and Matt Arentz.

### **YEAR IN REVIEW:**

The past 12 months has presented exciting challenges and progress within the school, from finalisation and disbursement of the strategic plan, to master planning, and other projects which will only further solidify Tenison Wood Catholic School's place in the CESA community, providing our children with state-of-the-art facilities, high quality teachers, and an inclusive environment that sees our school represent a diverse community. None of the Board members take their roles lightly, all discussions are pure and focused on the community, we all take pride in the privilege and honour of representing the school's community and welcome feedback.

Claire and the educators continue their outstanding work with varied learning level children with additional training being offered to our own teaching staff to further the school's offerings; these intervention programs for those who have not been involved or are aware of, provide children with wide ranging challenges in their learning with the opportunity to have tailored programs to support their needs and journey. Personally, having children complete these in early years, I know first hand how critical and uplifting these programs are, along with long lasting positive effects on the children. 2023 saw another year where fees were frozen, another testament to the school's positive culture and leaning into the strategic pillars through being visionaries, protectors, and connectors. Whilst this freeze may raise questions about inflation, cost of operations, etc. our superstar Finance Manager, Paula, supported by Finance Chair Ally, and committee member, Bozena, Tenison Woods Catholic School continues to be robust in the financial space compiling an in-depth CESA required 10-year plan, master plan process and funding options, whilst providing our community the key elements to education.

Often unnoticed from outside, the work Paula and the finance committee put into the financial stability and long-term strength is commendable and listening to them crunch numbers and decipher P&L sheets is awe inspiring. To avoid diluting the extensive work of the finance team, I will leave the real information for the Finance Report.

### **ACKNOWLEDGMENTS AND THANKS:**

To Chris, Jane, and the P&F team, you are truly amazing. The time and effort the P&F put into bettering our school is enviable. From burning pancakes, sorry Chris, to running events, the P&F is a godsend and continue to exceed expectations. So, to all involved, a heartfelt thank you.



Notably, on behalf of the Board we thank Matt and Ally for their time on the Board for extended tenures, you will be sorely missed, and we look forward to continuing our friendships beyond the Board room and in places we cannot get in trouble for talking too much.

Whilst I could take this opportunity with a captive audience to fire off reasons to vote for me for another term, I prefer to use this medium to implore families to involve themselves with the school. As I have said, the P&F is amazing, past, and present, and without doubt future iterations will continue to do wonders for our school.

So, if you are not one of the 5 people, me being one of those, who has put their hand up for a Board position, please consider the P&F. I do not speak on behalf of Chris or Jane, but every set of hands is appreciated and spreads the load. Furthermore, you might be harbouring ideas that you might not see value in but with the collective minds, could be something significant for the school, be a visionary, innovator, explorer, or connector.

**CLOSING:**

Well, with one 'Board' year down and another beginning we are set for another amazing year with Ben and the schools leadership team continuing to take our children on their individual learning journeys whilst ensuring a community environment where staff, students, parents, and committees can all thrive. Whilst this AGM comes with added stress on a personal level as my 2-year tenure is up for renomination, regardless of voting outcomes, I am proud to have been involved with the Tenison Woods Catholic School Board and the wider community and look forward to another prosperous year ahead.

A final thanks to the Board members for their devotion of time to the Board, the level of commitment to meetings and application of individual learned and experienced knowledge is what ensures the schools longevity and positivity.

Kind regards,

Dave Wylie.

## PRINCIPAL REPORT – Ben Catalano

Dear Parents, Staff, School Board Representatives, Parents and Friends Committee Representatives, and community guests.

I am delighted to welcome you all to our Annual General Meeting for the 2023 academic year. It is with great excitement I present the Principal's Report.

### Welcome to New Staff:

In 2023 we were excited to welcome a group of highly qualified and passionate individuals who joined us on our journey. Their fresh perspectives and enthusiasm have undoubtedly contributed to the continued success of our school. We look forward to forging strong partnerships and achieving new milestones together.

In 2023 we welcomed:

Ellie Spinks	Madison Burlow	Chloe Bridgwood	Sarah Chandler
Sonia Eugia	David Molloy	Dominique Ellul	Dariusz Krol
Anthony Martino	Rhys Johnston	Valleena Machado	Catia Montesi
Katrina Kreis	Mitchell Saba	Emmerson Done	

### Farewell to Departing Staff:

At the end 2023, we farewelled some exceptional staff members who have contributed significantly to the growth and development of our school over their time with us. Their dedication, hard work, and commitment to our students have left an indelible mark on our community. We extend our deepest gratitude to them for their years of service and wish them the very best in their future endeavors.

Kim Martin (continuing her work with the University of SA)  
Kelly Stevens (appointed to a permanent position at Star of the Sea School)  
Rita Campbell (appointed APRIM at St Pius X)  
Katrina Kreis (appointed Religious Leader at St Michael's College)  
Jocelyne Gallichan (Teaching at Christ the King School)  
Catia Montesi (starting a career as a clinical psychologist)  
Tom Atyeo  
Anthony Martino  
Valleena Machado  
Emerson Done

We also had Courtney Quigley, Gaby Barendregt and Karlee Cave on secondment to our Regional Wellbeing Project in 2023.

### Launch of New Strategic Plan:

Our commitment to excellence is further underscored by the launch of our new strategic plan in 2023. This comprehensive roadmap was developed in partnership with consulting firm, Tatu. It will guide our efforts in enhancing academic achievement, fostering a positive school culture, and promoting innovation in teaching and learning. We will be guided by the five pillars of the plan.

We are called to be:

**Visionaries**                      **Protectors**                      **Innovators**  
**Explorers**                      **Connectors**

### **Enrolment Growth:**

I am thrilled to announce the notable increase in enrolments in recent years have continued. With the ongoing commitment to the inclusion of a mid-year reception intake, our enrolment growth has meant the need to complete an updated Master Plan of capital works to provide for the growing community. This growth reflects the trust and confidence parents place in our school and is a testament to the exceptional educational experience we provide. In 2024 we will have a total enrolment of approximately 260 children by the end of the year.

One of the highlights of the past year has been the establishment of a highly successful playgroup within our school. This initiative aimed to create a nurturing and stimulating environment for our youngest learners, fostering their development and preparing them for the journey of formal education. It brings families together in a relaxed and supportive environment. I extend my sincere appreciation to the dedicated educators of the playgroup who not only volunteered their time each and every week but have also played a pivotal role in its success. To both Shannon and Toni (Lexi and Elka), thank you for bringing your expertise in early childhood to our school community. We look forward to Shannon continuing to lead our Playgroup in 2024.

### **Approval of School Masterplan:**

Exciting developments are on the horizon as the Catholic Education Office has approved the School Masterplan of capital works. This strategic investment will enhance our facilities, creating a more conducive learning environment for our students as well as catering for the ongoing demand for enrolment places. I would like to take this opportunity to thank the team at Brown Falconer Architects who have been working in collaboration with the school leadership team, staff, Parish and CESA to ensure the overall result provides a contemporary solution for our community. In 2024, the school will continue to work with Brown Falconer to develop architectural plans to commence the project towards the end of 2024 / beginning of 2025.

Some images have been included as an appendix.

### **School Concert**

Our school concert this year was a spectacular showcase of the talent and creativity of our students and Performing Arts Teacher Mrs Dominique Ellul. Based on the Peter Pan story, we were led on a journey of imagination and friendship. I was completely amazed at the performance of the leading cast members, their dedication and perseverance in not just learning their lines but being able to truly 'perform' was fantastic. It was heartening to witness the enthusiasm and dedication of both students and staff in putting together such a memorable event.

A very special thank you to Mrs E, for the countless hours of preparation and to the support team, Monique, Kelly, Mr Krol, just to mention a few.

### **Wellbeing Programs:**

I am proud to report that our wellbeing programs and approaches have seen resounding success this year. Prioritizing the mental and emotional health of our students has long been a focal point, and the positive impact on the overall school climate is evident.

Underpinned by the science and research conducted in the field of Positive Psychology, the wellbeing program is explicitly taught from Reception to Year 6. The Partners in Practice project has

offered a significant extension to the classroom Tier 1 pedagogy through the involvement of two allied health professionals in the form of Complex Behaviour Consultants.

At a Tier 3 level, Karlee and Gaby have been utilizing their specific skill set and experiences to support a small group of students in a 1:1 environment. This support has been integral in developing wrap-around practices that include teaching, ESO, Leadership staff and families. To support all staff with the strategies and work of Karlee and Gaby, they have also conducted staff meetings where they led staff to a deeper understanding of some key aspects of their work including trauma informed practices and interoception.

Courtney commenced the year as our school Wellbeing Leader as well as Cluster Wellbeing Leader. Courtney had held the role in 2022 and had established a number of very important initiatives such as positive psychology informed Tier 1 pedagogical practices, wellbeing days each term, parent workshops and staff professional development. This has since been continued by Tiana Henderson who replaced Courtney in Term 3 as our new Wellbeing Leader. Both Tiana and Courtney have worked at a Tier 2 level supporting children and their families both individually and in small groups. This Tier 2 support has also included Drum Beat with David Hilliard. This also included our gifted ESOs conducting Grow Your Mind informed Tier 2 programs in cooking and orienteering. They also supported children as yard play coaches.

In working in conjunction with our Inclusive Education leader, Karlee, Gaby, Courtney and Tiana have been able to ensure sound wellbeing support is provided in a truly wrap-around manner for each child.

In 2024, our school will be engaging with David Bott from the Wellbeing Distillery to undertake a newly developed 18-month program of teacher/staff development, data collection, strategic planning and student learning to take our wellbeing practices to the next level.

### **Parents and Friends Committee**

Acknowledging the crucial role that parents and guardians play in the education and well-being of our students, I extend my heartfelt thanks to the Parents and Friends committee led so beautifully by Chair, Chris Trewin and Secretary Jane O'Donoghue. Your tireless efforts in organizing events and fundraising activities have not only enhanced the sense of community within our school but also provided valuable resources to enrich the learning experience for our students. Your dedication is a testament to the strong partnership between our school and the broader community.

Some highlights from P&F this year:

- Welcome BBQ
- Shrove Tuesday pancakes
- Mother's Day Breakfast
- Quiz night at West Adelaide Football Club
- Bunnings BBQ
- Father's Day Kick and Catch
- Cultural Day
- Sports Day
- Carol's night (even though we didn't get there in the end)
- Donations
  - o Derringer's Sound System
  - o Playgroup materials and equipment
  - o Costumes for the Junior Primary Classes / Library
  - o Sand Pit toys

**Acknowledgments:**

I would like to express my gratitude to the outstanding leadership team at our school. Claire, Katrina, Rita, Brooke, and Katie have exhibited unwavering support and dedication to the school's mission and our vision. Their collaborative efforts have contributed significantly to the positive atmosphere and academic success that our students have experienced this year. I am truly thankful for their hard work and commitment to our school community.

I would like to express my gratitude to our dedicated School Board representatives, whose guidance and oversight have been invaluable in steering our school towards success. To start our School Board meetings this year, we had a change in Chairperson. David Wylie took the reigns from Chris Angelopoulos as Chairperson of the school Board with Catherine Rowe Deputy Chair. At the AGM in 2023 we farewelled and thanked Antonia Damianos and Rebecca Jucha along with Chris. We thanked them for their wonderful contributions. In 2023 our school Board consisted of:

- Father Long Hai
- Ben Catalano
- Claire Little
- Chris Trewin
- Alison Gosling
- Stuart Rainsford
- Gemma Smyth
- Kirsty Miller
- Matt Arentz
- Richard Sellars

In conclusion, I am proud to lead such a vibrant and supportive school community. Together, we have achieved remarkable success, and I look forward to building on these achievements in the coming year. Thank you for your continued support, and I am excited about the future of Tenison Woods Catholic School.

Ben Catalano

# PARISH REPORT – Fr Long Hai Nguyen

## *The Year in Review*

A year has passed, I wish to express my gratitude to the Parish and School communities for their support me throughout the year, 2023.

### The Parish Pastoral Council

At the Parish Pastoral Council meeting in July, 2023, Brady Stallard and Catherine Fitzgerald are nominated as the new Chair and Deputy Chair respectively for the Council. The Parish welcome both Brady and Catherine.

On Sunday, 13 August 2023 the Parish Pastoral Council was blessed, commissioned and presented to parishioners at 9am Mass at St John Bosco's church.

### Sacramental Program

Twenty-one candidates from the two Parish Schools and other schools prepared for the Sacraments of Reconciliation, Confirmation and First Holy Communion.

On Wednesday, 6 September 2023 at St John Bosco Church, there were 21 children receiving the Sacrament of Confirmation, and 18 of these children also received First Holy Communion at all weekend Parish Masses on 9/10 September 2023.

### Visit of the Relic Statue of St John Bosco.

The relic statue of St John Bosco is touring Australia as part of the celebrations of the centenary of the arrival of the Salesians on Australian soil on 30 March 1923 in Fremantle, Western Australia, to work in the spirit of Don Bosco.

With joy, on the evening of Friday, 1 September 2023, our Parish was extremely honoured to welcome the visit of the first-class relic of Don Bosco to the St. John Bosco church. The visit of Don Bosco's relic helped to remind us of the holiness of St John Bosco and the fulfillment of God's work through Don Bosco. Also, it provided us with the opportunity to pray to Don Bosco in a special way in front of the relic.

### Morning Tea after Mass

Following an interval of more than two years as result of the global pandemic, the Parish reintroduced morning tea on the third Sunday of the month after Mass at St John Bosco Church and St Aloysius Church, commencing Sunday, 17 September 2023. Parishioners at the Sunday Masses are well attended.

### Class Masses

Class Masses were celebrated during the schools' terms. Particularly, the Whole School Masses were celebrated on the Feast Days of Saints and the Beginning and the End of Year Masses.

### Thanksgiving Mass

Parishioners welcomed Fr. Matthew Lukaszewicz, a parishioner in this parish, who celebrated a Thanksgiving Mass in December 2023 in the St. John Bosco Church. Fr. Mattew was ordained as a priest during the year in Sydney

### Building Community

In 2023, the Parish Hospitality Committee arranged events such as celebrating the Feast Days of St John Bosco and St Aloysius Gonzago and the Christmas BBQ. to build the Parish life. All events were well attended by Parishioners.

This year, the Feast Day of St Aloysius Gonzago's celebration was supported by a number of Tenison Woods School students who were present to help with food service. The Parish appreciated the involvement of Tenison Woods School with the event, which will continue to reinforce the ties between the Parish and School.

### Looking to the Year 2024.

In conclusion, I reaffirm to you that I will devote myself to the Parish and look forward to continuing to strengthen my relationship with the Board, the School and celebrating Mass with the students.

Prepared by: Fr Long Hai Nguyen  
Parish Priest

Brooklyn Park Richmond Parish  
February 2024.

## FINANCE REPORT – Ally Gosling

Good evening everyone, thank you for attending tonight's Annual General Meeting. My name is Ally Gosling, I am the Chairperson of the Finance Committee and I will be presenting the 2023 financial report for TWCS.

The Finance Committee reports to the School Board and jointly they are responsible for the setting of school fees, approval of the school budget and signing off on the annual financial statements at the end of the school year. In 2023 the Committee consisted of Principal Ben Catalano, Finance Manager Paula Freer, parents Bozina Rowinska and Dave Wylie (Chairperson of the School Board) and myself, Ally Gosling, as Chairperson of the School Board Finance Committee.

As part of the accountability process, auditing of the school finances occurs in January/February for the prior year. Financial reports are then forwarded to the Catholic Education Office, which has responsibility for reporting on the expenditure of Government funding.

### Cash Flow 2023

Cash flow for 2023 resulted in a surplus of \$752,875. The 2023 budget was a surplus balance of \$449. The result being \$752,426 over budget.

Notes to Cash Flow:

INCOME:

**Govt Funding (funding template) - Budget \$3,068,103 Actual \$3,919,770 = Additional Funding \$851,667**

- Enrolments increased from 220(B) to 228(A) – Base funding ↑\$158,156
- Students with Disability Funding \$793,605(B) to \$1,043,040(A) ↑\$249,435
- Other Funding – no budget ↑\$110,129
- EALD - ↑\$15K EALD & New Arrivals grant
- PIP Cluster Project \$292K offset in expenditure
- Student Wellbeing Boost Funding \$14K, no budget
- Misc funding eg SIP, Sporting Schools, Behavioural Education

**Fee Income** Collection of fees slightly up from budget – Debtor balance @ 31 Dec 2023 \$14974 credit

### Other recurrent Income

- Significant portion offset in expenditure ie. LSL staff reimbursement from CESA
- Donations from P&F, Camp Australia
- Non-funded students paying FFPOS annual fee
- Additional interest

EXPENDITURE

**Salaries Tuition: ↑Budget \$390,369**

- PIP Cluster Project, funding received (255K)
- Relief teaching spend over budget (\$19K)
- ESO spend over budget (60K) meeting additional needs – additional funding received
- Sports Trainee (39k)

**Tuition Expenditure: ↑\$15,035**

- Significant portion of cost offset by income eg. Sporting activities incl extra-curricular, Yr 6 graduation
- All other areas of expenditure as per budget



## Salaries Administration & Administration Expenditure ↑\$39,031

### Under budget

- Admin general expenses ie. p/copying, advertising, subscription
- Library & WHS costed to Tuition
- No maintenance on repairing Oval
- Professional Development – increase in online training

### Over budget

- Computer expenditure – level of support/maintenance for new technology (increased by 1/2 day per week CESA ICT support)
- PIP cluster project expenditure offset in income
- New insurance provider -Marsh Insurance
- Education Capital Strategy Levy offset in grant income

### Capital Spending – refer to capital spending spreadsheet

- \$196K budget allocation
- The number of devices to purchase down on projected numbers
- \$65K net result being total spend under budget provision

Income and expenditure is the core element in the running of our school. In summary;

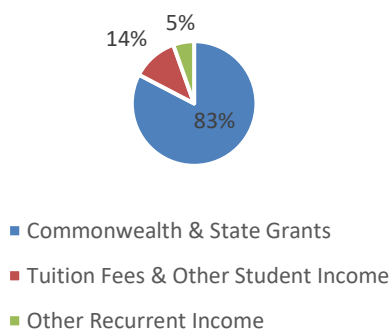
### Cash Flow Income – recurrent for 2023 totalled **\$4,742,714**. Funds were received as follows:

- 83% Commonwealth & State Grants
- 14% Tuition Fees & Other Student Income
- 5% Other Recurrent Income

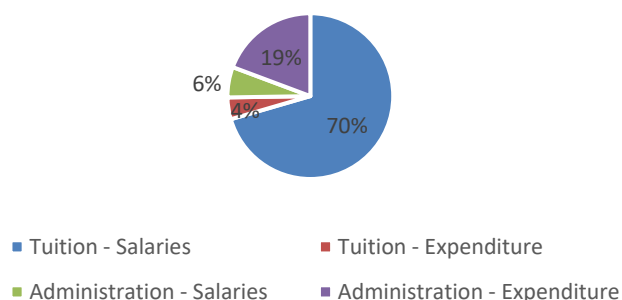
**Cash Flow Expenditure** – recurrent for 2023 totalled **\$3,910,685**. Funds were expended as follows:

- 70% Teaching salaries
- 4% direct teaching equipment and faculty expenditure including professional development, ICT costs and administration
- 6% Administration salaries
- 19% Other administration expenses ie. utilities, maintenance contractors, grounds etc.

2023 Cash Flow Income



2023 Cash Flow Expenditure



## **Debtors**

At the end of 2023 debtors balance was \$14,974cr. Details as follows:

- Current debtor with credit balance -\$24,518
- Current debtor balance \$6,716
- Past debtor balance \$2,828

Every outstanding account has been addressed and collections for all accounts are in place - this will take time and constant monitoring.

A big thank you to all families who commit to paying their school fees every year as per the guidelines in our fees policy. We hope that the flexible payment arrangements offered by the school make fee payment as easy as possible for our families.

I would also like to acknowledge the tireless effort of our Finance Manager Paula Freer in her continuous effort in keeping the school's debtors manageable. Chasing people for money is not a pleasant job and she does it with great compassion and respect.

## **Capital Works**

Capital spending for 2023 amounted to \$67,438 please refer to the attached "Capital Spending" spreadsheet for further details. Capital works were funded by 2023 budget allocated spending.

## **Borrowings**

The outstanding balance for land purchase (6&8 Bickford St) was \$1,336,093 at the end of December 2023; borrowings drawn over a 15 year period, with balance due to be paid in full by the end of 2033.

Break Out spaces loan was repaid in full, November - \$36,600 from cash reserves (Approved by Finance Committee in meeting 2 November 2023).

## **2024 Budget**

The Finance Committee has reviewed the proposed 2024 budget – included in the AGM booklet - and have approved a surplus budget of \$7,998. The budget is based on funding advice received in the Annual Guidelines from the Catholic Education Office and a comprehensive review by the Finance Manager, Principal and Finance Committee of all income and expenditure items. The budget is worked on estimated enrolments of 260 students (including Term 3 intake – no funding received for mid-year intake). I now wish to put forward the 2024 budget for approval.

On behalf of the Finance Committee, I would like to thank those who have contributed to the management of finances throughout 2023. A special mention must be made to our Finance Manager Paula Freer for providing the committee with the timely relevant information required to make decisions.

Our school community is blessed to be made up of a variety of different cultures – each bringing a particular richness to our community. Your assistance as parents in contributing to the richness and diversity of our school culture is appreciated and valued.

Thank you for your contribution to the school and your continued financial support.

Account	Description	This Year		Last Year
<b>ASSETS</b>				
<u>Current Assets</u>				
6020-00	CASH FLOAT		\$60.00	\$60.00
6100-01	CASH AT BANK - SCHOOL BOARD ACCOUNT	\$2,038,480.41		\$1,285,156.07
6200-00	DEBTORS-FEES	\$9,544.61		\$20,365.28
6250-00	PROVISION FOR DOUBTFUL DEBTS	(\$6,821.61)		(\$9,166.17)
6290-00	PREPAYMENTS	\$1,881.61		\$5,389.18
6300-03	INVENTORIES - CLOTHING	\$39,863.18		\$34,293.20
6410-00	LSL RECEIVABLE	\$304,516.00		\$296,993.00
	<b>Total For Current Assets</b>		<b>\$2,387,524.20</b>	<b>\$1,633,090.56</b>
<u>Non Current Assets</u>				
5000-00	FREEHOLD LAND AT COST	\$1,968,093.43		\$1,968,093.43
5100-00	BUILDINGS AT COST	\$5,174,979.12		\$5,174,979.12
5109-00	ACCUM. DEPRECIATION ON BUILDINGS	(\$1,476,013.88)		(\$1,346,879.58)
5110-00	FIXED EQUIPMENT & IMPROVEMENTS	\$1,292,723.32		\$1,291,043.32
5119-00	ACCUM. DEPRECIATION FIXED EQUIP/IMPROVE	(\$760,913.72)		(\$662,752.53)
5200-00	FURNITURE & EQUIPMENT	\$433,412.36		\$417,334.83
5209-00	ACCUM. DEPRECIATION ON FURN/EQUIP	(\$279,892.48)		(\$237,425.11)
5220-00	COMPUTER EQUIPMENT	\$517,341.80		\$480,122.08
5229-00	ACCUM. DEPRECIATION COMPUTERS	(\$369,384.86)		(\$230,294.19)
5800-01	FIXED EQUIPMENT PROJECTS - WORKS IN PROG			
5800-03	COMPUTER PROJECTS - WORKS IN PROGRESS			
5810-00	LSL Receivable - Non current	\$57,506.00		\$37,624.00
	<b>Total For Non Current Assets</b>		<b>\$6,557,851.09</b>	<b>\$6,891,845.37</b>
	<b>Total For Assets</b>		<b>\$8,945,375.29</b>	<b>\$8,524,935.93</b>
<b>LIABILITIES AND EQUITY</b>				
<u>Current Liabilities</u>				
8100-00	FEES IN ADVANCE	\$19,184.58		\$25,745.15
8110-00	DEPOSITS - PARENTS	\$8,299.98		\$8,900.00
8140-00	CCES LOAN (Current)	\$159,732.00		\$139,838.66
8200-00	SUNDRY CREDITORS	\$109,869.56		\$37,817.20
8201-00	DEBTOR OVERPAYMENTS	\$24,518.38		\$7,495.60
8210-00	ACCRUALS	\$3,756.49		\$3,657.13
8210-01	ACCRUAL - UNPAID PAYROLL AT EOY	\$72,300.00		
8340-00	ACCRUED ANNUAL LEAVE	\$100,797.00		\$79,027.00
8410-00	LSL PAYABLE	\$304,516.00		\$296,993.00
8205-19	GST-FREE SUPPLIES CLEARING	\$2,915.00		\$2,915.00
8205-21	GST-FREE SUPPLIES CLEARING	(\$2,915.00)		(\$2,915.00)
	<b>Total Current Liabilities</b>		<b>\$802,973.99</b>	<b>\$599,473.74</b>
<u>Non Current Liabilities</u>				
8500-00	CCES LOAN (Non Current)	\$1,176,361.22		\$1,369,854.86
8600-00	LSL PAYABLE (Non Current)	\$57,506.00		\$37,624.00
	<b>Total Non Current Liabilities</b>		<b>\$1,233,867.22</b>	<b>\$1,407,478.86</b>
<u>Clearing Account</u>				
4019-00	FBT CLEARING			(\$2,294.00)
4060-00	PAYROLL CLEARING ACCOUNT			(\$224.20)
4062-00	SUPERANNUATION CLEARING ACCOUNT			\$17,713.77
	<b>Total For Clearing Account</b>		<b>\$0.00</b>	<b>\$15,195.57</b>
<u>Accumulated Funds</u>				
9000-00	ACCUMULATED FUNDS	\$6,908,534.08		\$6,502,787.76
	SURPLUS/DEFICIT FOR YEAR	\$405,746.32	\$323,666.49	
	<b>Total For Accumulated Funds</b>		<b>\$6,908,534.08</b>	<b>\$6,502,787.76</b>
	<b>Total For Liabilities And Equity</b>		<b>\$8,945,375.29</b>	<b>\$8,524,935.93</b>

## Revenue &amp; Expenditure Statement - Year: 2023 Period: 12

Account	Description	This Year	Last Year
<b>INCOME</b>			
<u>Recurrent Income</u>			
0110-00	TUITION FEES	\$585,614.14	\$562,747.50
0111-02	FAMILY HARDSHIP REMISSION	(\$26,138.91)	(\$25,660.00)
0111-03	SCHOOL CARD REMISSION	(\$31,845.00)	(\$27,005.00)
0111-04	EARLY PAYMENT DISCOUNT	(\$7,750.00)	(\$6,750.00)
0111-08	OTHER DISCOUNT	(\$23,545.00)	(\$29,225.00)
0200-00	OVERSEAS STUDENT FEES (FFPOS)	\$4,250.00	\$8,355.00
0230-00	OTHER - CHARGES FOR STUDENTS	\$827.28	\$532.00
0232-00	AFTER SCHOOL SPORT - INCOME	\$4,804.00	\$8,355.00
0235-00	EXCURSIONS DURING TERM	\$7,700.00	\$44,747.59
0238-00	CEO SCHOLARSHIP STUDENTS - STATIONERY	\$172.73	
0238-01	CEO SCHOLARSHIP STUDENTS - UNIFORM	\$207.00	
0238-03	CEO SCHOLARSHIP STUDENTS - EXCUR/CAMPS	\$181.81	
0270-00	PUBLIC PERFORMANCES BY SCHOOL	\$7,861.00	\$3,843.46
0510-00	INTEREST INCOME	\$5,470.42	\$688.47
0530-00	DONATIONS FOR RECURRENT PURPOSES	\$9,273.88	\$6,581.82
0530-01	COMMISSION RECEIVED	\$2,231.05	
0550-01	INCOME TRT-CEO & Systemic Catholic school		\$500.00
0590-03	Other Recurrent Income	\$118,858.57	\$14,023.33
0590-10	UNIVERSITY PLACEMENTS - Student Teachers	\$836.50	
0591-00	LONG SERVICE LEAVE - TEACHING	\$25,954.55	\$19,194.15
0591-01	LONG SERVICE LEAVE - NON TEACHING	\$2,755.45	\$8,870.15
0594-00	CPF ALLOWANCE		\$1,381.25
0600-01	STATE GOVT. RECURRENT GRANTS-PER CAPITA	\$760,658.00	\$673,496.00
0600-09	STATE GOVT. RECURRENT GRANTS - OTHER		\$63.00
0700-01	PER CAPITA	\$2,786,366.00	\$2,245,901.64
0700-04	EALD	\$19,241.66	\$14,024.50
0700-07	STUDENTS WITH DISABILITIES	\$292,139.00	\$197.07
0700-09	AUSTRALIAN CURRICULUM	\$144.50	\$2,559.20
0700-12	INDIGENOUS EDUCATION		\$800.00
0700-19	COVID 19 OFFICE SUPPORT		\$40,043.00
0700-20	BEHAVIOURAL ED	\$2,200.00	
0700-22	SIP	\$1,975.00	\$2,396.00
0700-26	COMMONWEALTH SPORTS GRANT	\$4,400.00	\$6,300.00
0700-37	NON GOVT SCHOOL REFORM SUPPORT FUNDING	\$2,500.00	\$500.00
0700-43	CHOICE & AFFORDABILITY FUNDING	\$36,104.00	\$23,540.50
0700-50	STUDENT WELLBEING BOOST FUNDING	\$14,042.00	
	<b>Total Recurrent Income</b>	<b>\$4,607,489.61</b>	<b>\$3,601,000.63</b>
<u>Capital Income</u>			
0920-00	CAPITAL FEES & LEVIES (EXCL. FFPOS)	\$55,148.36	\$34,925.00
0925-00	CAPITAL FEES & LEVIES FROM FFPOS		\$390.00
	<b>Total Capital Income</b>	<b>\$55,148.36</b>	<b>\$35,315.00</b>
<b>EXPENDITURE</b>			
<u>Tuition Expenses</u>			
1010-01	TEACHERS SALARIES - LAY	\$1,782,723.89	\$1,427,248.72
1032-00	TRT SALARIES - CASUAL RELIEF	\$74,748.71	\$80,779.70
1040-00	Principal CarCenta Vehicle cost	\$13,446.42	\$2,676.33
1060-00	STAFFING CONTRACT COSTS - TEACHING	\$78,924.15	\$22,543.92
1100-00	SALARIES - SPECIALIST SUPPORT STAFF	\$140,891.48	
1200-00	SALARIES - AIDES & ASSISTANTS	\$382,984.73	\$230,939.95
1300-00	STATIONERY & MATERIALS	\$29,875.50	\$20,088.08
1310-01	LIBRARY MATERIALS	\$504.02	\$354.44
1310-02	LIBRARY BOOKS	\$1,216.69	\$1,900.72
1320-00	FACULTY EXPENSES	\$56,224.35	\$41,971.67
1390-00	COMPUTER EXPENDITURE - TUITION	\$32,173.20	\$29,297.38
1400-00	SPORTS EXPENSES & MATERIALS	\$9,691.59	\$12,812.34
1401-00	AFTER SCHOOL SPORT	\$3,801.64	\$6,100.91
1450-00	EXCURSIONS	\$34,019.15	\$60,200.65
1700-00	WORKERS COMPENSATION INSURANCE (Tuition)	\$6,351.88	\$20,124.81
1750-00	SUPERANNUATION (Totaling Teaching)	\$199,430.58	\$155,866.63
1760-00	SUPERANNUATION (Totaling Teacher Support)	\$47,163.88	\$23,649.31
1810-00	ANNUAL LEAVE EXPENSES -Teachers (Tuition)	\$21,770.00	(\$28,778.66)
	<b>Total Tuition Expense</b>	<b>\$2,924,741.84</b>	<b>\$2,107,776.90</b>
<u>Administration Expenses</u>			
2000-01	SALARIES - ADMINISTRATION	\$137,041.17	\$120,164.92
2000-02	SALARIES - FINANCE	\$73,270.13	\$67,549.53
2112-00	MAINTENANCE - CONTRACTORS	\$52,698.20	\$84,012.33
2113-00	MAINTENANCE - EXPENSES, MATERIALS AND RE	\$9,018.00	\$2,277.47
2122-00	GARDENS & GROUNDS - CONTRACTORS	\$25,546.53	\$34,491.67
2123-00	GARDENS & GROUNDS - EXPENSES AND MATERIA	\$7,368.71	\$3,801.75

Account	Description	This Year	Last Year
2132-00	CARETAKING & CLEANING - CONTRACTORS	\$49,502.73	\$47,612.73
2133-00	CARETAKING & CLEANING - EXPENSES AND MAT	\$1,596.09	\$3,371.80
2134-00	CARETAKING & CLEANING - SECURITY	\$2,896.40	\$2,943.44
2220-00	SUPERANNUATION (Totalling Administration)	\$27,927.14	\$19,130.70
2251-00	ELECTRICITY	\$17,105.41	\$13,751.90
2270-00	COUNCIL RATES	\$21,238.19	\$13,475.40
2271-00	WATER RATES	\$24,885.13	\$25,027.79
2273-00	EMERGENCY SERVICES LEVY	\$4,802.26	\$4,167.38
2300-00	INSURANCE - GENERAL	\$52,863.03	\$25,299.83
2390-00	COMPUTER EXPENDITURE - ADMIN	\$36,732.55	\$19,717.72
2400-00	GENERAL OFFICE	\$51,204.46	\$10,123.02
2410-00	STATIONERY	\$2,736.16	\$1,844.29
2420-00	POSTAGE	\$109.09	\$100.02
2430-00	TELEPHONES	\$910.35	\$1,313.78
2435-00	PHOTOCOPIER RUNNING COSTS	(\$9,669.14)	(\$4,277.67)
2440-00	BANK CHARGES	\$740.45	\$844.75
2450-00	AUDIT FEES	\$3,740.00	\$3,290.00
2470-00	LEGAL FEES	\$21,360.00	\$7,600.00
2475-00	DEBT COLLECTION COSTS	\$75.00	
2480-00	ADVERTISING	\$4,494.95	\$8,582.32
2495-00	SUNDRY EXPENSE		\$4,955.45
2520-00	CARTAGE & FREIGHT	\$45.41	
2600-01	LONG SERVICE LEAVE	\$44,631.92	\$38,514.32
2600-03	PAID PARENTING LEAVE	\$18,085.30	\$17,423.15
2600-04	CEO STUDENT LEVY	\$14,198.00	\$12,993.00
2600-06	COPYRIGHT LEVY	\$5,293.05	\$4,557.28
2600-07	PROFESSIONAL INDEMNITY INSURANCE	\$1,096.95	\$973.70
2600-08	CHILD PROTECTION LEVY	\$3,408.00	\$2,912.00
2600-09	CPF ALLOWANCE LEVY	\$1,757.07	\$1,762.88
2600-10	CIVICA FINANCE LEVY	\$4,213.60	\$4,028.00
2600-11	HUMAN RESOURCE INFORMATION SYSTEM LEVY	\$2,412.00	\$2,240.00
2600-12	EDUCATIONAL CAPITAL LEVY	\$96,769.00	\$100,163.00
2600-13	RETURN TO WORK REHABILITATION LEVY	\$343.50	\$293.94
2600-20	WHS LEARNING MANAGEMENT SYSTEM	\$151.20	\$150.40
2600-21	SACPPA LEVY	\$1,848.90	
2600-22	SPARE	\$5,271.37	\$7,310.80
2600-23	EMPLOYMENT PRACTICES LIABILITY	\$472.92	\$439.92
2600-24	SACPSA LEVY	\$940.00	\$950.00
2620-00	SUBSCRIPTIONS	\$5,583.99	\$3,079.05
2661-01	STAFF-TRAINING- TEACHING-FUNDED	\$1,975.00	\$1,013.00
2661-02	STAFF-TRAINING- TEACHING-UNFUNDED	\$23,755.24	\$34,531.12
2664-02	STAFF-TRAINING-NON-TEACHING UNFUNDED	\$3,676.60	\$533.63
2670-00	WHS	\$367.71	\$981.96
2710-00	INTEREST - CAPITAL LOANS	\$44,773.53	\$43,808.92
2800-00	CATERING FOR FUNCTIONS-NOT BOARDING	\$10,118.98	\$7,811.10
2850-00	PUBLIC PERFORMANCES & DISPLAYS	\$46.00	
2890-00	MISC. ADMIN. EXPENSES EG PRINCIPAL	\$4,335.73	\$1,732.73
2930-00	BAD DEBTS EXPENSE	(\$1,278.77)	\$3,734.61
2940-02	FIXED EQUIPMENT AND IMPROVEMENTS	\$3,375.00	\$937.00
2940-03	FURNITURE AND EQUIPMENT	\$7,138.93	\$8,747.28
2940-04	COMPUTERS	\$1,805.50	\$2,193.63
2950-00	DEPRECIATION-BUILDINGS	\$227,295.49	\$225,704.00
2960-00	DEPRECIATION- FURNITURE & EQUIPMENT	\$42,467.37	\$44,412.72
2970-00	DEPRECIATION- COMPUTERS	\$139,090.67	\$114,089.71
2997-01	GST EXPENDITURE - Rounding	\$1.08	\$0.38
	<b>Total Administration Expenses</b>	<b>\$1,335,041.21</b>	<b>\$1,208,993.15</b>
<b>TRADING ACTIVITIES</b>			
<u>Trading Account Income</u>			
4500-00	CLOTHING POOL - INCOME	\$45,586.73	\$37,302.59
4900-00	P & F - INCOME	\$27,239.64	\$52,104.10
	<b>Total Trading Account Income</b>	<b>\$72,826.37</b>	<b>\$89,406.69</b>
<u>Trading Account Expenses</u>			
4550-00	CLOTHING POOL - OTHER EXPENSES	\$42,895.33	\$33,181.88
4950-00	P & F - EXPENSE	\$27,239.64	\$52,104.10
	<b>Total Trading Account Expenses</b>	<b>\$69,934.97</b>	<b>\$85,285.78</b>
	<b>Net Profit (Loss) Before Tax</b>	<b>\$405,746.32</b>	<b>\$323,666.49</b>

**CAPITAL SPENDING 2023**

<b>Freehold Land at Valuation</b>		
Sub Total		\$ -
Account 5001-00-00		\$ -
Variance		\$ -
<b>Total Freehold Land at Valuation</b>		<b>\$ -</b>

<b>Buildings at Cost</b>		
Sub Total		\$ -
Variance		\$ -
<b>Total Buildings at Cost</b>		<b>\$ -</b>

<b>Fixed Equipment and Improvements &lt;\$1,000</b>		
Sub Total		\$ 3,375.00
Fixed Equipment and Improvements		
Sub Total		\$ 1,680.00
<b>Total Fixed Equipment and Improvements</b>		<b>\$ 5,055.00</b>

<b>Furniture and Equipment &lt;\$1000</b>		
Sub Total		\$ 7,138.93
Furniture and Equipment		
Sub Total		\$ 16,077.53
<b>Total Furniture and Equipment</b>		<b>\$ 23,216.46</b>

<b>Computer Equipment &lt;\$1000</b>		
Sub Total		\$ 1,947.31
Computer Equipment		
Sub Total		\$ 37,219.72
<b>Total Computer Equipment</b>		<b>\$ 39,167.03</b>

<b>Total Spend</b>		<b>\$ 67,438.49</b>
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<b>CAPITAL SUMMARY 2023</b>	
RECURRENT ASSETS	\$ 12,461.24
NON-CURRENT ASSETS	\$ 54,977.25
RETIREMENT OF ASSETS	\$ -
<b>Total Spending</b>	<b>\$ 67,438.49</b>
Less budget provision for:	
Purchase <\$1000 (Recurrent)	\$ 17,500.00
Fixed Equipment & Improvements (Current Asset)	\$ 5,000.00
Furniture & Equipment (Current Asset)	\$ 5,000.00
Computers & Equipment (Current Asset)	\$ 105,000.00
<b>Budget allocation</b>	<b>\$ 132,500.00</b>
<b>Total Provision for 2023 Capital Spending</b>	<b>\$ 132,500.00</b>
<b>TOTAL BALANCE REMAINING FOR CAPITAL SPENDING 2023</b>	<b>\$ 65,061.51</b>

## 2024 Proposed Budget

Description	2024 Budget
<b>INCOME</b>	
<b>Commonwealth Government Grants</b>	
C/W - PER CAPITA	3053821
	<b>3053821</b>
<b>State Government Grants</b>	
STATE GOVT RECURRENT GRANTS PER CAP	749318
	<b>749318</b>
<b>Income Recurrent</b>	
TUITION FEES	533076
MISCELLANEOUS	14,800.00
	<b>547876</b>
<b>Income Other</b>	
INTEREST INCOME	3500
	<b>3500</b>
<b>Income Capital</b>	
CAPITAL FEES & LEVIES	44730
	<b>44730</b>
<b>Trading Accounts</b>	
UNIFORM SHOP	28000
PARENTS AND FRIENDS	10000
	<b>38000</b>
<b>Total Income</b>	<b>4437246</b>
<b>EXPENDITURE</b>	
<b>Expenditure Teaching Salaries</b>	
TEACHER SALARIES - LAY	-1855619
TEACHER SALARIES - CASUAL RELIEF	-52267
CONTRACT TEACHING	-6000
SALARIES - AIDES & ASSISTANTS	-451645
SUPERANNUATION SGL	-193360
SUPERANNUATION - SPEC ED SUPPORT	-47773
WORKCOVER	-30000
	<b>-2636664</b>
<b>Expenditure Classroom/Teaching</b>	
EDUCATION RESOURCE COSTS	-147425
EXCURSION	-58470
	<b>-205895</b>

Description	2024 Budget
<b>Expenditure Admin Salaries</b>	
SALARIES - ADMINISTRATION & FINANCE	-249012
SUPERANNUATION - NGS	-28014
	<b>-277025</b>
<b>Expenditure Administration Other</b>	
MAINTENANCE - CONTRACTORS	-65000
GARDENS & GROUNDS - CONTRACTORS	-40000
CARETAKING & CLEANING - CONTRACTORS	-60000
INSURANCE-GENERAL	-50000
ADMINISTRATION COSTS	-146100
STAFF TRAINING-GENERAL TEACHING-LAY	-25000
STAFF TRAINING-NON-TEACHING	-3500
PLANNING & DEVELOPMENT	-195000
	<b>-584600</b>
<b>Expenditure Utilities &amp; Rates</b>	
UTILITIES	-86000
	<b>-86000</b>
<b>Expenditure Levies</b>	
CEO LEVIES	-185048
	<b>-185048</b>
<b>Expenditure Interest</b>	
INTEREST - LOAN	-48335
	<b>-48335</b>
<b>Expenditure Depreciation &amp; Assets</b>	
ASSETS <\$1000	-35000
	<b>-35000</b>
<b>Trading Accounts</b>	
UNIFORM SHOP	-25000
PARENTS AND FRIENDS	-10000
	<b>-35000</b>
<b>Total Expenditure</b>	<b>-4093567</b>
<b>Net Profit/Loss</b>	<b>343679</b>
<b>Non-Current Assets</b>	
FIXED EQUIPMENT & IMPROVEMENTS	- 125,000
FURNITURE & EQUIPMENT	- 15,000
COMPUTER EQUIPMENT	- 84,284
	<b>- 224,283.75</b>
<b>Current Liabilities</b>	
BREAKOUT SPACES LOAN PAYMENT	-
6&8 BICKFORD ST LOAN PAYMENT	- 111,397
	<b>-111396.77</b>
<b>Total Budget 2024</b>	<b>7998</b>

## STAFF REPORT

### Catholic Identity and Mission

During 2023, we had a changeover in leadership with Rita Campbell taking up an Acting APRIM role closer to home at St Pius X, Windsor Gardens starting in Term 2. This gave TWCS the opportunity to appoint an Acting APRIM for Terms 2, 3 and 4. Katrina Kreis joined the community from St Michael's College and had an immediate impact.

#### In All Things Love

Our school motto, "In all things love" for this year is inspired by St Mary MacKillop. Children were talking about what this looks like in our school and in their lives. These discussions build the foundations to our subtheme taken from the Plenary Council – *Together on the Way*. A journey of outreach, sustainability, healing, community life and worship and faith formation. All held together by our Catholic Identity and Josephite Charism.

#### Sacramental Program

##### Focus on Prayer and Liturgy

Last year the staff focus for professional development was Scripture and how to unpack it when teaching Religious Education. This then overflowed into scripture being more visible on Facebook posts, at the Caritas Carnival, and many references during the school day, especially for special events. The focus in 2023 was on the liturgical year, the place of scripture in prayer and liturgy and the cycle of the readings. This consolidated the familiarity with scripture, the place and power of prayer in our Christian life and of course our relationship with God.

#### Outreach plan for 2023

Part of our Catholic responsibility and a message throughout the Bible is our responsibility to support the vulnerable and those on the outskirts of our community. People, families, creation, animals that are unable to receive the full benefit of life. Either through poverty, disability, illness or separation. These can be families we know or those that live in our own suburbs. Our commitment this year is for: Project Compassion, St Vincent de Paul Society, Catholic Charities and Catholic Missions, Adelaide Centre for the Homeless.

Each House will then have a chance to co-ordinate their own fundraiser for other areas of need and interest.

Throughout the year we participated in:

- Caritas Carnival for Project Compassion
- Vinnies Winter Appeal – raising \$340.70
- *through our PJ Day for the Moore St Centre we took a load of socks, beanies, gloves and scarves*
- Wonder Rewards Recycling Program. As a result of collecting 4 boxes of bags, Katie has been able to purchase new Sports equipment for our school.
- During Week 10 Term 3 we held the 5/6 Market Day and the whole school "walked a mile" with buddy classes. The market combined with extra donations via the QR code and in cash amounted to over \$1000 for Catholic Charities.
- Vinnies Christmas Appeal – in partnership with the St Aloysius Parish, a large donation was provided to the Thebarton chapter

#### Parish Connection



Working collaboratively with Father Long Hai, both Rita and Katrina established a rich mass and liturgy cycle that allowed all children the opportunity to engage in prayer. It was lovely to see an increase in parents and grandparents joining the children for mass. We celebrated masses for the following occasions.

- Beginning of the Year Mass
- End of the Year Thanksgiving Mass
- Sacramental Program
- Feast Days
- Class Masses
- Ash Wednesday Mass

### **Cultural Day**

In week 10 of Term 2 we held our first cultural day to recognise some of the many different cultures of the families at Tension Woods. Students were encouraged to wear cultural dress (or colours or something else significant to their culture / background), there was a parade, a whole school performance, and then activities and a shared lunch based in year levels. A small group of committed volunteer staff ensured the success of the day.



### **Religious Education Curriculum**

Religious Education in a Catholic School along with faith formation experiences such as prayer, liturgies, Masses and social justice activities is what makes us different to other schools in the area. It is through a rich and engaging RE curriculum that we can educate, inform and challenge students as they inspire to be leaders in a world that God desires. In 3 staff meetings this year teaching staff were developing their knowledge around the mandated Crossways Religious Education Curriculum and the mandated Made in the Image of God Human Sexuality Curriculum. Several teaching staff

trialled units of work which were used to support the Enduring Understandings of the Crossways curriculum, to create units of work to engage students in their learning about God's gift of creation. The Year 1 Students were exposed to the teachings of Laudato Si from Pope Francis & Psalm 148 as part of this unit. As part of their assessment, they produced creative responses to this Psalm, which praises God for all of creation.

### **Sacramental Program**

10 of our students celebrated their sacrament of Confirmation on Wednesday 6<sup>th</sup> September which was held at the church of St John Bosco, with the sacrament conferred and celebrated by Father Long Hai. A number of staff were present for this special occasion. Nine of these students celebrated their First Holy Communion on the weekend of 9<sup>th</sup>/10<sup>th</sup> September. These are important events in the faith development of our students and in the life of our Parish school. We thank Father Long Hai and the Sacramental Team for supporting the children and their families in this important faith formation.

### **Staff Faith Formation**

Monday Week 9 Term 3 was our Staff Reflection Day where all staff gathered in the Adelaide Botanic Gardens to reflect upon the message of Pope Francis' Encyclical "*Laudato Si: Care for our Common Home.*" We connected with the environment as we opened our minds and hearts to living intentionally and carefully in all aspects of our Earth. A working party has been established to determine key priority areas for TWCS in this area going forward.

On behalf of Rita Campbell and Katrina Kreis

## **Teaching and Learning**

Our primary teaching and learning goal for 2023 in literacy was to strengthen and consolidate our teaching practices in literacy and numeracy through a comprehensive, evidence-based approach. Our literacy goal centered on implementing a whole-school approach, emphasizing Structured Synthetics Phonics and the Science of Reading. Simultaneously, our numeracy goal aimed to develop a cohesive school-wide scope and sequence while fostering quality teaching practices.

To enhance our Literacy Development initiative, a significant emphasis was placed on teacher professional learning. Carisa Spencely, Chloe Bridgwood and Heather Docherty completed a rigorous five day Yoshimoto Orton-Gillingham Basic Training. This training equips educators with explicit, systematic, and multisensory techniques, ensuring effective reading instruction for all students, including those facing challenges like dyslexia. The program delves into core reading concepts such as phonological awareness, phonics, fluency, vocabulary, comprehension, and early writing foundations.

Additionally, Leticia Crotty, Jocelyne Gallichan, Gina Margush and David Molloy underwent Bill Hansberry's Word Craker professional learning. The course provided insight into morphology with a multisensory focus, enhancing vocabulary and comprehension development.

Carisa Spencely and Chloe Bridgwood further enriched their expertise through a two-day professional learning session on EALD LEAP levels Writing Assessment for Learning, specifically designed for English as an Additional Language/Dialect (EALD) learners. This course aids in language and grammar comprehension, using LEAP levels to assess writing samples, set learning goals, and track progress, contributing valuable data for EALD funding submissions during term 3. During term

3 we, levelled writing samples from 65 identified EALD (English as an Additional Language/Dialect) students.

Investment in professional learning extended to intervention strategies. Leticia Crotty and Kelly Sergi completed level 1 and 2 with Bill Hansberry on Teaching Students with Dyslexia (TSD1), focusing on structured phonetic instruction, repetition, and a multisensory approach. Sonia Eguia and Kelly Sergi, underwent professional development with Language Lift, focusing on enhancing student knowledge in vocabulary and language comprehension. Subsequently, they collaboratively developed and introduced the intervention program, Language Lab for students. This initiative aimed to address language challenges effectively through innovative methods, providing a comprehensive solution for improved linguistic skills.

Intervention teachers in 2023, including Kelly Sergi, Leticia Crotty, and Sonia Eguia, introduced four new intervention programs: Language Lab, Move and Groove, TSD1, and Year 2 Targeted Intervention. These programs catered to students with diverse needs, focusing on reading, writing, gross motor skills, and specific areas of growth in literacy skills, benefiting a total of 70 students.

To enhance mathematical practices, teachers collaborated in teams during staff meetings, led by David Molloy, to develop a school-wide approach to mathematical teaching and learning. Emphasis was placed on lesson structure and unpacking mathematical language, resulting in the creation of a comprehensive scope and sequence for mathematical terms.

Our commitment to professional development and targeted intervention reflects our dedication to providing a robust and inclusive learning environment for all students, ensuring they receive the support necessary to excel in literacy and numeracy.

## **Wellbeing**

We kicked off 2023 with the implementation of the new Western Cluster Partners in Inclusive Practices (PiP) project. The project brings together 4 local Catholic schools to enhance wellbeing practices for all children, all the time. As a part of the project, Courtney Quigley was appointed Cluster Wellbeing Leader, Karlee Cave and Gaby Barendregt were appointed Complex Behaviour Consultants supporting children with complex support needs.

TWCS has been deeply embedding wellbeing practices throughout our school since 2018. Underpinned by the science and research conducted in the field of Positive Psychology, the wellbeing program is explicitly taught from Reception to Year 6. The PiP project has offered a significant extension to the classroom Tier 1 pedagogy through the involvement of two allied health professionals in the form of Complex Behaviour Consultants.

At a Tier 3 level, Karlee and Gaby have been utilizing their specific skill set and experiences to support a small group of students in a 1:1 environment. This support has been integral in developing wrap-around practices that include teaching, ESO, Leadership staff and families.

To support all staff with the strategies and work of Karlee and Gaby, they have also conducted staff meetings where they led staff on a deeper understanding of some key aspects of their work including trauma informed practices and interoception.

Courtney commenced the year as our school Wellbeing Leader as well as Cluster Wellbeing Leader. Courtney had held the role in 2022 and had established a number of very important initiatives such as positive psychology informed Tier 1 pedagogical practices, wellbeing days each term, parent workshops and staff professional development. This was since continued by Tiana Henderson as Wellbeing Leader from Term 3. Both Tiana and Courtney have worked at a Tier 2 level supporting children and their families both individually and in small groups. This Tier 2 support has also included Drum Beat with David Hilliard. This also included our gifted ESOs conducting Grow Your Mind informed Tier 2 programs in cooking and orienteering. They also supported children as yard play coaches.

In working in conjunction with our Inclusive Education leader, Karlee, Gaby, Courtney and Tiana have been able to ensure sound wellbeing support is provided in a truly wrap-around manner for each child.

In 2024, our school will be engaging with David Bott from the Wellbeing Distillery to undertake a newly developed 18-month program of teacher/staff development, data collection, strategic planning and student learning to take our wellbeing practices to the next level.

### **Grow Your Mind**

The social and emotional program we implement is called Grow your Mind. This year Teachers implemented this program from day one and our school is fast becoming a leader in our region in our approach to wellbeing. The founder of the GYM program visited our school in Term 1 and we featured in their social media campaign as a leader in the program. Our students represented our school with passion and understanding around their mental health and wellbeing. A new scope and sequence commitment (specific for our school) for this program has been written and all teaching staff received professional development in this area.

All classes were focussed on a specific topic from the program, for example, friendship, resilience, perseverance and more. These specific topics come from the Grow your Mind scope and sequence specifically designed in consultation with our staff for our school. As a part of this commitment on a regular basis we were committed to learning about the 24 VIA character strengths. Each week we focused in on a character strength, what it is and how we use it in our lives. We then spent the week strength spotting this strength. The language around character strengths is one we as a staff are all trained in and is a part of our everyday language at Tenison Woods.

### **Wellbeing Day**

Our first Wellbeing Day 'Take the Challenge' was on the 8<sup>th</sup> of March. Originally the day was to take place at Weigell reserve however due to weather we moved the day to take place at school. It is a testament to the staff and their commitment to the children at how quickly and flexible they were in changing up the program and ensuring even though we were not at Weigell Reserve and the day was rained out- we were still going to have some fun and out our wellbeing first. Students engaged in Dance activities, Stem challenges and the and the 'language of love'. It was a highly successful day.

Our wellbeing day in Term 2 was held in week 5 in conjunction with Reconciliation week. The theme for reconciliation week was '**Be A Voice for Generations**'. Students worked in vertical groups to engage and experience different activities based around the culture of Aboriginal and Torres Strait Islander people. The day was highly successful, thanks to Katrina Kreis and all of the staff for their high level of energy and for the organisation of the day.

In Term 3 TWCS had a whole school focus on Character Strengths. This included staff training and a Cultivating Character Strengths Day which saw 214 students successfully attempt a rock-climbing wall and engage in fun activities to deepen their knowledge around Character Strengths. Thank you, Courtney, for planning an amazing day where students' Bravery and Perseverance was on show.

As a whole school, on Wednesday the 1<sup>st</sup> of November, we enjoyed our final Wellbeing Day for the year. The focus of the day were the Character Strengths of Kindness, Gratitude and Zest. The day started with our first morning community prayer facilitated by 2 Green. It was wonderful to see so many members from the community joining us as we started the day. Through the day students enjoyed 4 rotations planned in collaboration with an enthusiastic group of Year 5's. Activities included affirmation bracelets, creating a beautiful gratitude tree in our yard and 'being of benefit' by creating flowers for the elderly at Flora McDonald and sensory toys for children at the Gowrie. A big thank you to Chris Angelopoulos for running our disco- he had the children (and adults) having an amazing time on the dancefloor.

### Professional development

In week 6 of Term 2, the 4 Partners in Practice schools along with 13 other schools (160 Educators altogether) engaged in a professional development entitled "Wellbeing for All- All the time". This professional development was facilitated by David Bott, from the Wellbeing Distillery, a highly recognised professional in the science of wellbeing and implementation of it within Education. The day was engaging, thought provoking and at times challenging. It was a day full of energy, learning and appreciation for our educators and all they do for our schools.

### Tier 1, 2 and 3 Wellbeing approach

At Tenison Woods we are extremely fortunate to have a focus on Wellbeing at 3 levels.

Tier 1 – whole school/community approach

Tier 2 – small group approach

Tier 3 – 1:1 approach

In 2023 our Tier 2 approach took on two new programs. These programs were orienteering and cooking. These programs were written by our highly motivated and qualified ESO's Ethan and Monique with the support of Courtney and Claire. These programs saw the children engaging in new activities in a small group of 4-6 students. Student completed tasks and learnt about working in a group, building relationships and connections. The programs were extremely successful, and students and families are seeing the benefits of this opportunity for the children to participate.



## **P & F REPORT – Chris Trewin**

The Parents and Friends committee comprises of three executive members and a school representative, and other members from the school community.

Current executives comprise the following:

- P&F Chair: Chris Trewin
- P&F Secretary: Jane O'Donohue
- School representative: Ben Catalano

The P&F meet twice a term to discuss relevant activities, issues and opportunities within the school. The P&F have a current balance as of 31st December 2023 of \$19,184.58c. This is due to fundraising activities that have been carried out throughout the year.

These activities include, but not limited to:

- Kyton bakery fundraising – Twice a year
- Wine Drives – Once a term
- Bunnings BBQ's – One per year
- School BBQ's like the welcome BBQ, and the Carols BBQ (did not happen in 2023)
- Ice Cream Wednesday's – During terms 1 & 4
- Quiz Night – Once a year
- Mothers and Fathers Day activities – Yearly
- School Welcome events - Yearly

The P&F discuss opportunities to donate to the school to assist the school community. To date, items have been donated in the 2023:


- Basketball Ring - \$544.55
- Sound System- Speakers and microphones - \$6,021.81
- Large Game Pieces - \$710.00
- Costumes for library/ Book week - \$300.00
- Sandpit toys Spades/ rakes/ buckets/ trucks- \$1000.00
- Playgroup resources - \$2,000.00

The P&F have a strong relationship with Tenison Woods and an active involvement in supporting the school. We will continue to work with the school and assist where requested.

I would like to thank all of the members of the P&F, who assist wherever possible and without reservation. Arranging all of these activities are never an easy task, and it is made a whole lot easier with many hands willing to step in and assist.

Thanking you all.

Chris Trewin

		<b>AGM WHS Board Report</b> <b>TENISON WOODS CATHOLIC SCHOOL</b>		<b>031F</b> (January 2021)
<b>Date of AGM</b>		<b>06/03/2024</b>		
<b>Report Period</b>		December 2022 – 14/12/2023		
<b>Incident Reports</b>				
<b>Accident / Incident / Near Miss / Hazards</b>	<b>Number</b>	<b>Description</b>		
Accidents / Incidents*	1	PE teacher collided with student Hurt Right knee		
Near misses	Nil			
Hazards	4	Bridge broken removed new platform ordered		
		Wire fence has pieces of sharp metal sticking out		
		Broken monkey bar on Adventure Playground		
		Hole dug in Bike shelter walkway, tripping hazard		
First aid only	Nil			
Lost time injuries	Nil			
New Work Injury Claims	Nil			
Bullying Complaint investigations	Nil			
Student Related	2	Student fell and hit lip on bench seat Fall, hit head		
<b>SafeWork SA</b>				
<b>Date of Incident / complaint</b>	<b>Incident ID #</b>	<b>Incident Details</b>	<b>Actions from SafeWorkSA (e.g. SWSA Action Letter, Prohibition / Improvement Notice)</b>	<b>Date of Notice Sign Off</b>
<b>Correspondence Received</b>				
<b>Title of document</b>		<b>Author</b>	<b>Date presented to staff/actioned</b>	
Hazard Alert Modification's to Plant/Equipment		CSHW	09/02/2023	
Safety Bulletin Feb 2022		CSHW	13/02/2023	
Hazard Alert RCD's		CSHW	14/03/2023	

Product Safety Recall	CSHW	14/03/2023
Incident Category Definitions	CSHW	16/03/2023
Testing & Tagging Guidelines	CSHW	16/03/2023
Incident Reporting & Investigating Procedure Updated	CSHW	06/04/2023
<b>Correspondence Received</b>		
Asbestos Procedure available for consultation	CSHW	27/04/2023
Hazard Alert Disposal of Mobile Phones	CSHW	27/04/2023
Notification to members re Workers Compensation changes	Catholic Safety & Injury Management (CSaIM)	01/06/2023
Safety Bulletin	CSHW	19/06/2023
Hazard Alert Inflatable Amusement Devices	CSHW	19/06/2023
Disposal of Chemical Waste Guidelines	CSHW	19/06/2023
Induction and Training Procedure Consultation	CSHW	19/06/2023
Change of Claims Provider	CSHW	27/07/2023
Safety Bulletin	CSHW	08/08/2023
Notification of Injury Management Business Partners	Catholic Safety & Injury Management (CSaIM)	07/09/2023
Notification of New Contact Details CSaIM	CSaIM	14/09/2023
Hazard Alert Gas Bottles	CSaIM	25/09/2023
Procedures for Consultation	CSaIM	24/10/2023
Procedures for Consultation	CSaIM	29/11/2023
<b>Policy / Procedure</b>		
<b>Title of policy / procedure</b>		<b>Date presented to staff</b>
Incident Reporting & Investigation for consultation		13/02/2023
Procedures for Consultation		13/06/2023
Consultation, Cooperation & Communication		27/07/2023
Driver Safety Procedure		27/07/2023
Remote & Isolated Work (17)		08/08/2023



Volunteers (22)	24/08/2023	
Contractor Management	07/09/2023	
Driver Safety Procedure	28/09/2023	
Consultation, Communication & Cooperation Procedure	19/10/2023	
<b>Procedure Verifications (Audits)</b>		
<b>Type of Audit</b>	<b>Corrective Actions Identified</b>	
Emergency & Critical Incident	Ensure 4 drills completed this year	
Induction & Training	Staff booked in for Contact Officer Training	
Management of Hazardous Chemicals	Update Safety Data Sheets, Move gas bottles to ventilated space	
Purchasing	Pre-Purchase checklists need to be completed for new plan and or equipment purchased Risk assessments completed as required	
Fall prevention	Have fixed ladder points inspected Anchor points to be inspected	
Traffic Management	Complete traffic management checklist, complete risk assessment as needed, implement traffic management plan	
Noise	Nil actions	
Hazardous Work	Nil actions	
Confined Space	Nil actions	
<b>Training</b>		
<b>Title</b>	<b>Provider</b>	<b>Date completed</b>
Contenance Care	CSHW (2 staff)	08/02/2023
Contact Officer Training	Access Programs (2 staff)	6/03/2023
SACCA Key Documents	CESA via SALT (20 staff)	Feb/March
Safeguarding Essentials (CCI)	CESA via SALT (12 Staff)	March
SALT Admin Training Update	CESA	16/03/2023
SACCA Key Documents	CESA via SALT (7 staff)	March/April
Safeguarding Essentials (CCI)	CESA via SALT (10 Staff)	April/May
Emergency Warden Training	Brad Smith on behalf of CSHW 1 staff member	16/05/2023

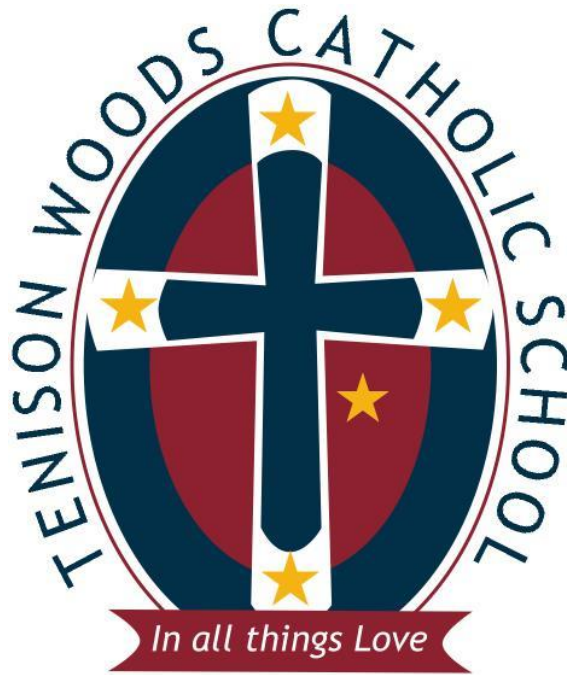
SACCA Key Documents	CESA via SALT (3 staff)	June
Safeguarding Essentials (CCI)	CESA via SALT (3 Staff)	May
Workplace Behaviours for Schools	CESA via SALT (6 staff)	May/June
<b>Title</b>	<b>Provider</b>	<b>Date completed</b>
First Aid (D Krol)	First Aid	17/07/2023
WHS for Officers	Jayne Ryan CSHW	26/07/2023
Safeguarding Essentials (CCI)	CESA via SALT (2 Staff)	July
Workplace Behaviours for Schools	CESA via SALT (11 staff)	July/Aug
Cybersecurity for Schools	CESA via SALT (2 staff)	August
Emergency Warden Training	CSHW 3 staff members	09/08/2023
Workplace Behaviours for Schools	CESA via SALT (5 staff)	August
Cybersecurity for Schools	CESA via SALT (9 staff)	August
Emergency Warden Training	CSHW 3 staff members	09/08/2023
Workplace Behaviours for Schools	CESA via SALT (5 staff)	August
Cybersecurity for Schools	CESA via SALT (9 staff)	August
Workplace Behaviours for Schools	CESA via SALT (4 staff)	Sep/Oct
Cybersecurity for Schools	CESA via SALT (16 staff)	Sep/Oct
Privacy for Schools	CESA via SALT (5 staff)	Nov/Dec
Cybersecurity for Schools	CESA via SALT (5 staff)	Nov/Dec
<b>Risk Assessments</b>		
Shrove Tuesday		02/02/2023
Welcome BBQ		08/02/2023
Swimming Trails Thebarton		09/02/2023
Swimming Carnival		09/02/2023
Carnevale		10/02/2023
Well-Being Day		02/03/2023
R-2 Swimming		09/03/2023
Achper Student Leadership Day		23/03/2023

Sports Day	06/04/2023
Yr 2 Cooking Electives	02/05/2023
Mothers Day Breakfast	04/05/2023
<b>Risk Assessments</b>	
R-2 Swimming	09/03/2023
World Environment Day Botanic Gardens	18/05/2023
Lacrosse Carnival	19/05/2023
Well-Being Day	25/05/2023
R-2 Zoo Excursion	25/05/2023
Working Bee Nature Play Space	05/06/2023
Arch D Podcast Day	19/06/2023
Choir Rehearsal	19/06/2023
SACPSSA Netball Carnival	03/07/2023
Cultural Day	03/07/2023
Rock Climbing Wall Well Being Day	27/07/2023
Cross Country	03/08/2023
Choir Loreto Rehearsal	03/08/2023
SACPSSA Touch Footy Carnival	17/08/2023
School Performance at Christian Family Centre	17/08/2023
Father's Day Kick and Catch	31/08/2023
SACPSSA Touch Footy Carnival	17/08/2023
School Performance at Christian Family Centre	17/08/2023
Father's Day Kick and Catch	31/08/2023
Walk a Mile Risk Assessment	14/09/2023
Westies Cup Risk Assessment	14/09/2023
Me4U Market Day	21/09/2023
Athletics Carnival	18/10/2023
Year 6 Camp	01/11/2023

3-5 Aquatics Day at Port Noarlunga	10/11/2023
P & F Carols BBQ	29/11/2023
Carols Night Risk Assessment	06/12/2023
<b>Activity</b>	<b>Date completed</b>
Board Report	11/11/2022
Contractor/Service Providers Register updated	ongoing
Workplace Inspections actions completed	15/12/2022
SALT training report run for EOY	15/12/2022
Procedure Verifications completed (Audits)	15/12/2022
New staff inducted	23/01/2023
Electrical Disposal Register updated	02/02/2023
Staff Training records updated	02/02/2023
Ladder/Sack truck Inspections completed	06/02/2023
New staff added to SALT Training and imported from CESA as needed	09/02/2023
Staff records updated	09/02/2023
Volunteer Induction PowerPoint updated	02/03/2023
AGM Board Report	02/03/2023
Fire Drill	02/03/2023
Preceda Records updated	02/03/2023
New staff added to SALT	09/03/2023
Traffic Management Checklist completed	09/03/2023
Incident investigated and closed (emailed to staff)	14/03/2023
4 Procedure Verification completed	16/03/2023
Board Report	16/03/2023
Staff Induction PowerPoint updated	06/04/2023
Emergency & Exit Light Tested	17/04/2023
Hole filled in bike shelter	19/04/2023
Emergency Management Plan reviewed and updated	01/05/2023

Emergency Warden pictures updated and displayed	03/05/2023
<b>Activity</b>	<b>Date completed</b>
Emergency Procedures Updated and displayed	05/05/2023
Workplace Inspections Distributed	05/05/2023
New staff added to SALT departing staff moved to CESA	10/05/2023
3 Procedures audited by Catholic Safety Health and Welfare	10/05/2023
Board Report	18/05/2023
Workplace Inspections completed	25/05/2023
Workplace Inspections collated. Actions added to maintenance book	01/06/2023
Lock In Drill	07/06/2023
New staff added to SALT	08/06/2023
Ladder Inspections completed by contractor	09/06/2023
Soft fall refilled Nature Play01/06/2023	09/06/2023
Board Report	13/06/2023
Staff files updated	19/06/2023
Procedure Audits	26/06/2023
Contractor Files Updated	26/06/2023
Fire Extinguisher Testing	20/07/2023
Smoke Detector Testing	20/07/2023
Contractor files updated	10/08/2023
Board Report	10/08/2023
SACPSSA Touch Footy Carnival	17/08/2023
School Performance at Christian Family Centre	17/08/2023
Father's Day Kick and Catch	31/08/2023
SACPSSA Touch Footy Carnival	17/08/2023
School Performance at Christian Family Centre	17/08/2023
Father's Day Kick and Catch	31/08/2023
SACPSSA Touch Footy Carnival	17/08/2023

School Performance at Christian Family Centre	17/08/2023
<b>Activity</b>	<b>Date completed</b>
Contractor files Updated with Insurance information	17/08/2023
Lock In Completed	26/09/2023
New Contractor Insurance Files Updated	21/09/2023
4 Procedure Verifications Completed	18/10/2023
Workplace Inspections distributed	18/10/2023
10 Workplace Inspections Completed	18/10/2023
Workplace Inspections collated and actions added to Maintenance list	01/11/2023
Board Report	01/11/2023
Contractor files Updated with Insurance information	9/11/2023
Workplace Inspections All actions completed	16/11/2023
Safe operating Procedure (SOP) Soccer Goals	23/11/2023
Evacuation completed	30/11/2023
SALT Training Reports finalised	06/12/2023
All Risk assessments reviewed	13/12/2023
<b>Other Issues</b>	
Report prepared by	Linda Wooley



## TENISON WOODS CATHOLIC PRIMARY SCHOOL

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