



St Thomas' Catholic Primary, Claremont

Annual General Meeting School Board and Parents &
Friends Association 2015

Welcome



Agenda

1. Gathering Prayer – Fr. Wayne
2. Present
3. Apologies
4. Minutes of 2014 School Board and P&F AGM
5. Board
 - Chairperson’s Report
 - Treasurer's Report
 - Principal’s Report
 - Election of Board Members
6. P&F
 - President’s Report
 - Treasurer’s Report
 - Nomination of Office Bearers

Opening Prayer



- Lead by Fr. Wayne

Minutes of 2014 Board AGM



- Minutes were read and accepted
- Moved: Sam Valentine
- Seconded: Ryan von Bergheim



Board Chairperson's Report

- Presented by Mr David Edwards



St. Thomas Primary School

AGM Chairpersons Report

24 November 2015

St Thomas School Board Overview

- School Boards primary responsibility is the financial management of the schools recurrent and capital budget. Working in conjunction with the Principal and senior staff, it contributes to overall strategic intent.
- The day to day operations of the school are under the direction of the Principal and senior staff.
- Our key committees include grounds and maintenance and finance, with ad hoc teams able to be established for specific issues.
- Composition includes Principal, senior staff, parents, Parish and P&F representatives.
- Much of the work, by its nature, is unseen but crucial to the schools sustainability.

Key Issues and Achievements 2015

- Faith and community remaining at the centre of our decision making processes and activities.
- Breaking in a new Principal!!!
- Very positive response to the previous Pre-Kindy strategic initiative.
- Following the Gonski Review and the fallout in funding models, much of the year has been around understanding the new funding model and the implications for St Thomas. Significant advocacy in relation to St Thomas' unique situation.
- Development of 2015+ strategy under the Catholic Education Commission LEAD strategy. Significant input from parents and teachers under Justin's leadership.
- Significant investment in capital and maintenance programs of the school. Partnering with P&F in meeting new community infrastructure such as playground, basketball courts and visible signage.
- Investments in educational and other developmental resources leading to amazing achievements from our students.

The Future – 2016 Plans

- Development of a 3-5 year finance plan once baselines are established under new funding model.
- Continue to address capital / maintenance projects in a systematic manner.
- Review fees structure to ensure they appropriately reflect our changing commitments.
- Support the implementation of the new strategic plan across all facets and ensure resources can be devoted to achieving the stated outcomes and are sustainable.
- Maintain the positive relationship with the P&F for the benefit of our children and community.

Thank You / Acknowledgements

- Fr Wayne and St Thomas Parish.
- Justin and all of the teaching staff for your wonderful commitment and care for our children's educational, personal and faith development. We are very Blessed.
- Julie and Lea in Administration / Front Office.
- Ann Johnston and the amazing parents of the P&F. The collaborative work between the Board and P&F continues to build our community in so many ways.
- Retiring Board members David Wrigley, Donna Italiano and Andrew Graham.
- Best wishes to Sean, Helen, Carole, Beth, Silvia and Sally



Treasurer's Report

- Presented by David Edwards
- Prepared by David Wrigley

- Presentation of 2016 budget



St. Thomas Primary School

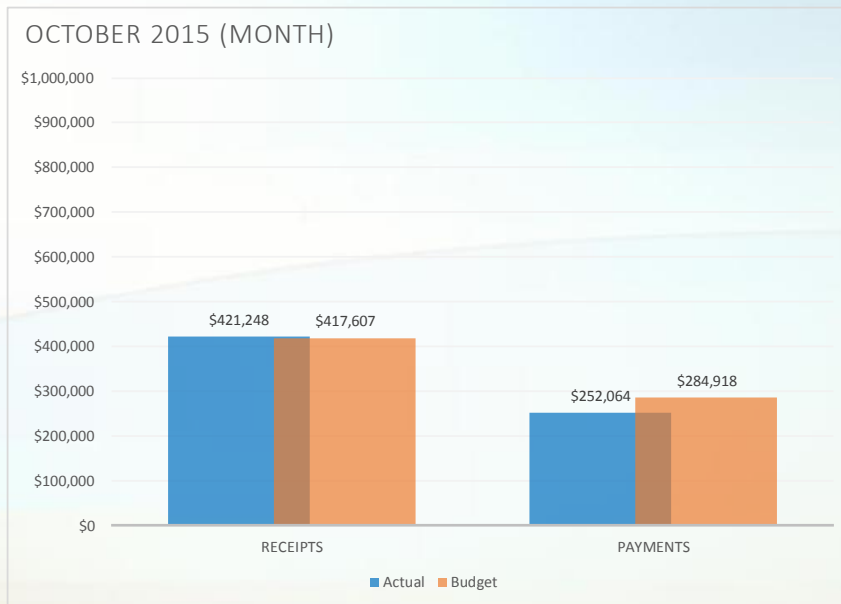
AGM Treasurer Report

24 November 2015



2015 FINANCIALS

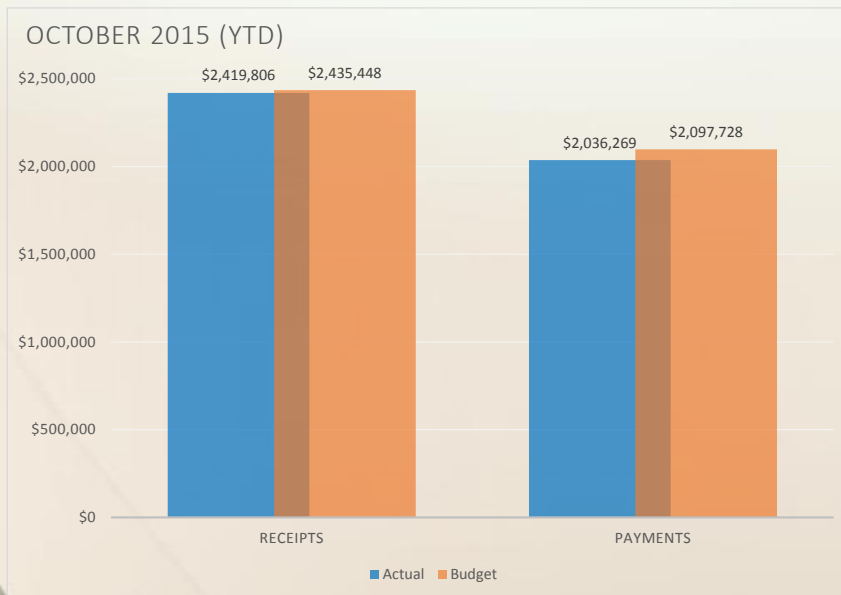
Receipts & Payment – Oct 15



Month

- Oct month receipts \$4k favourable to budget.
- Oct month payments \$33k favourable to budget.

Oct Month resulted in a net surplus is \$169k, a favourable variance of \$37k to budget of \$132k.

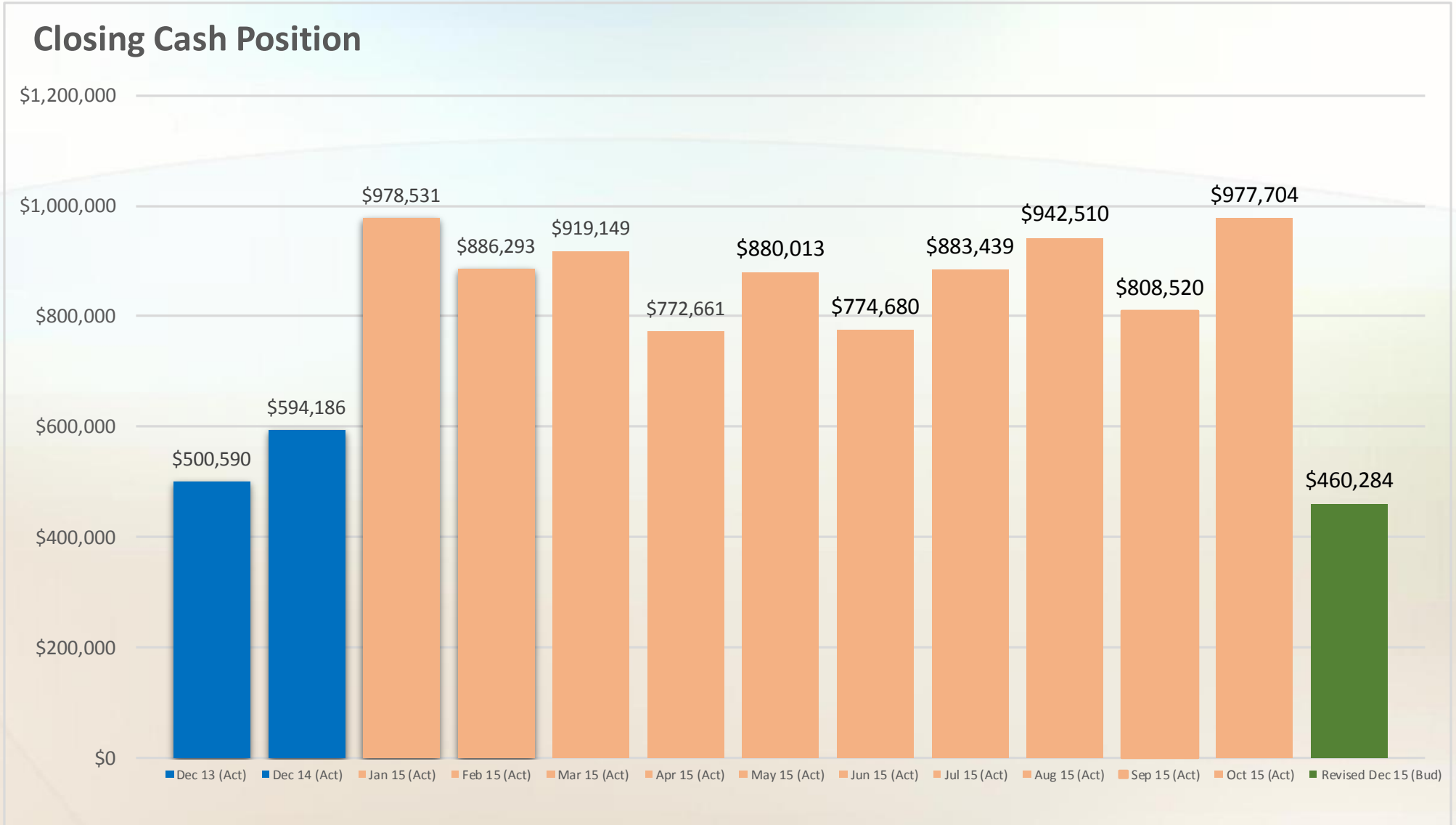


YTD

- Oct YTD receipts (\$16k) unfavourable to budget.
- Oct YTD payments \$61k favourable to budget

Oct YTD resulted in a net surplus of \$383k, a favourable variance of \$45k to budget of \$338k.

Cash Position – Oct 15



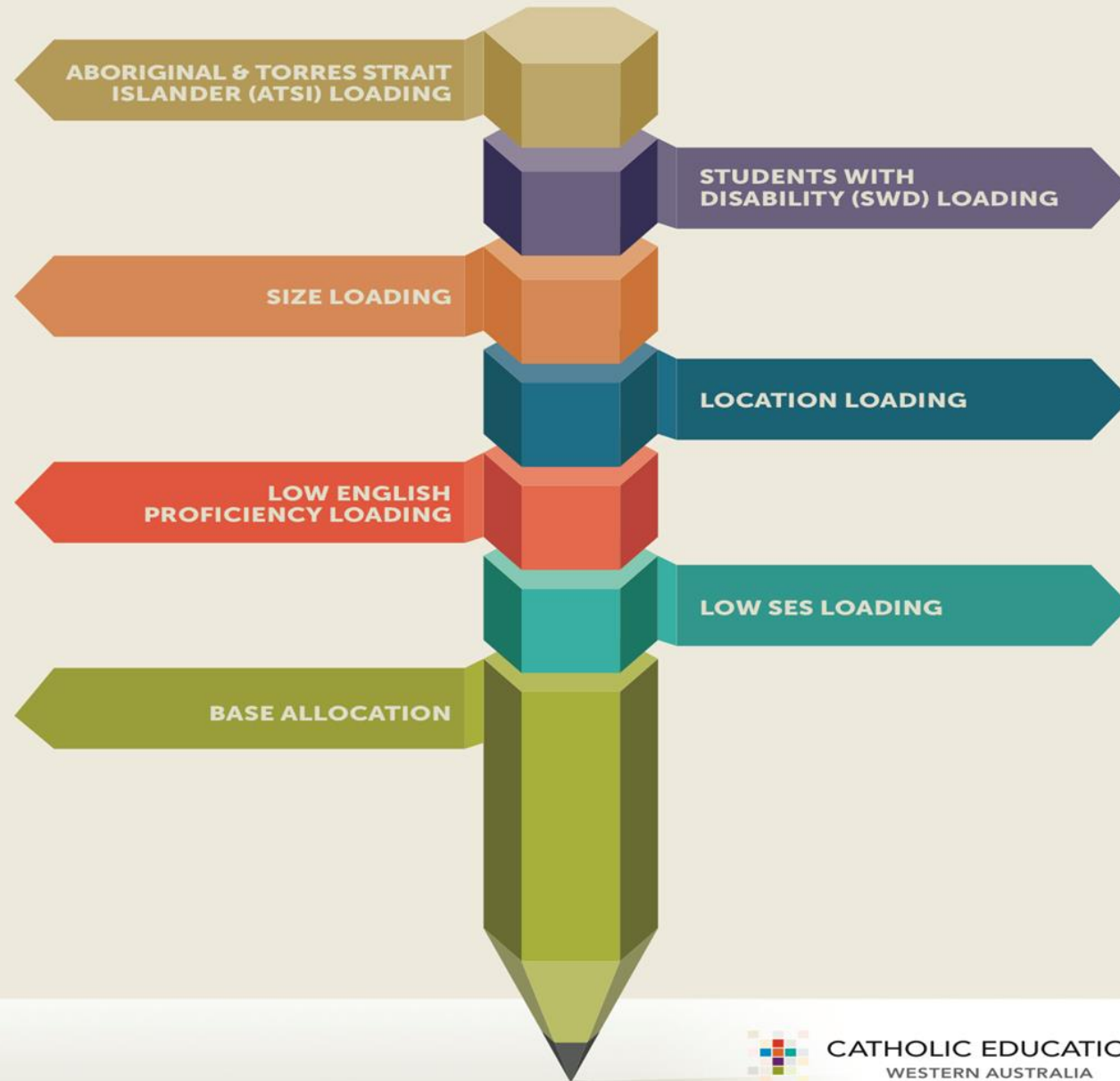


2016 Budget

Australian Government Recurrent Funding 2016

- In 2013, CECWA commissioned a working party into the new distribution of Australia Government Recurrent Funding (AGRF).
- The working party was made up of members from the Catholic Education Office, principals, bursars, and members of CECWA.
- In June 2015, CECWA approved the new Funding Allocation Model based upon a student centred, per capita cost approach.
- Schools now receive their AGRF on a per capita basis according to a Base and Loadings distribution model.

FUNDING ALLOCATION MODEL



CEO Funding Allocation Changes Impact on St Thomas

	2016 Budget	2015 Budget	Change
Australian Government Recurrent Funding (AGRF)	467k	1,111k	(644k)
CEO Transition Support Funding	469k	-	469k
	936k	1,111k	(175k)
Size Loading	206k	-	206k
Total Funding (excluding State Government and Private Fee Income)	1,142k	1,111k	31k

Comments:

- Net increase \$31k however cost escalation is more than double this (2016 budget expenditure \$2,527k @ 3% = \$76k)
- We have a high confidence level of the “Size loading” re-occurring annually.
- Therefore the order of magnitude of funding risk going forward is c\$263K (i.e.) Net of CEO transition support funding \$469k and Size loading \$206k.
- On a per student basis the funding gap of \$263k is \$1,195 (based on 220 students per 2016 budget)

2016 Budget Summary

	2016 Budget \$000's
Net Income	2,533k
Net Expenditure	(2,565k)
Net Surplus / (Loss)	(32k)
Dec 16 Cash Reserve	\$460k

- Budget allowance for New Educational Assistance support for Years 1-2 of 0.8 headcount
- Pre-K 2x full days for 2016
- Shift from prior years reliance of material P&F contributions to fund the school budget.
- Modest capital program relative to 2015. Allowance for:
 - Improvements – Lining of Undercover in early learning years, Glazing upgrade to safety glass, ceilings and electrical works in admin/reception
 - Furniture & Equipment
 - Library Furniture & Equipment
 - IT Equipment
- The CEO recommended 2016 private fee increase was 8-10%. A 10% or \$352 per child fee increase was approved by the Board.

2015 Fees Comparison

	Kindy	1 st Child PP-6	2015 Fee Differential
St Thomas	\$3,675 (2016) \$3,323	\$3,875 (2016) \$3,523	
Loreto	\$5,439	\$7,005	K: \$2,116 PP-6: \$3,481
JTC	\$7,894	PP-3: \$8,716 4-6: \$9,616	K: \$4,571 PP-3: \$5,193 4-6: \$6,093
Iona	\$4,650	PP-3: \$6,315 4-6: \$6,890	K: \$1,327 PP-3: \$2,792 4-6: \$3,367

- With a 2016 fee increase of 10% (\$352 per child), the St Thomas fee offering maintains a clear gap to competing schools



Principal's Report

Discipleship – Catholic Identity

Prayer

Liturgies

Sacraments

St Thomas Feast Day

Religious Education Literacy Test

Parish masses

Harmony Day

NAIDOC Week



Principal's Report

Learning – Education for the Future

ICT

NQS / QIP

Pre-Kindy

Reading Recovery / EMU

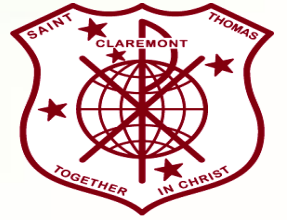
E-Challenge

EduDance / Performing Arts / Choir

Sport

Staffing

NAPLAN



Principal's Report

Engagement – Our Community

School bell / security

Parent survey

Class blogs

School Board

P&F

Playground / Bus

Basketball / Netball court

Lining of Early Childhood area / Painting

Principal's Report



Accountability – Stewardship

Parent workshop

Professional Development & Learning

Supportive practices

Home / School Partnerships

Sound Financial management



Principal's Report

School Improvement – 2015

Strategic Plan

Annual Improvement Plan

Quality Catholic Schooling Tool

Strategic Plan 2016 - 2019

Goals

- To ensure all staff demonstrate best practice in teaching and learning, whilst remaining cognisant of evolving educational practices and trends.
- Support students on their journey to develop independent and life long learning skills.
- Communication to be a strength of our school.
- Provide opportunities for our students to be engaged in contemporary issues to enhance their world view.
- Harness the talents and knowledge of the parents for the benefit of our students and the whole community.

- Enhance Early Childhood Education to ensure National Quality Standards and the Quality Improvement Plan are attained.
- Create a physical environment that is well maintained, inviting and conducive to effective learning.
- Ensure the ongoing financial administration of the school continues to be conducted in a prudent and responsible manner.
- To ensure that we demonstrate a consistent level of Christian Service by supporting the marginalised, both vulnerable and poor, within and beyond our community.
- Engage students, staff and parents in their own learning and faith formation.

2015 Annual Improvement Plan

- Development of whole school spelling scope and sequence using the Australian curriculum by the end of 2014 for K – 6.
- The Words Their Way spelling program & Word Work Scope and Sequence will be implemented in the first 20 minutes of each class literacy block from PP – Year 6.
- There will be a finalised Early Childhood Charter by the end of Term 2.
- School QIP will be completed and an area of concern identified.
- Teachers will upload a minimum of three blog entries per term and families are accessing and viewing blogs on a regular basis.
- Teachers will have moved one career stage on AISTL continuum.
- Completion of a new Evangelisation plan.

2016 Priorities

- Strategic Plan
- Annual Improvement Plan
- Curriculum Plan
 - Literacy with a focus on Punctuation & Grammar in Years 3 – 6
 - Numeracy in the Early Year.
 - Spelling will continue to be an ongoing focus.
 - NQS instructed by the schools QIP will also be an ongoing focus.

Vote of Thanks

- Father Wayne
- P&F
- Board
- Staff
- Students

Election of Board Members:

Retiring Board Members:

- ▶ Mrs Donna Italiano
- ▶ Mr Andrew Graham
- ▶ Mr David Wrigley

Nominating Board Members:

- Mr Peter Gibbons
- Mr Brad Howard
- Mrs Linda Foot
- Mr John Prichard





Election of Board Members:

I would like to move a motion that the nominations of Peter Gibbons, Brad Howard, Linda Foot and John Prichard be accepted.

Moved: Justin Tuohy

Seconded: Lila Gibbs

Motion carried.

Minutes of 2014 P&F AGM



- Minutes were read and accepted
- Moved: Sarah Knox
- Seconded: Ryan von Bergheim

Parent's & Friends



- *President's Report: Mrs Ann Johnson*
- *Treasurer's Report: Mrs Linda Foot*
- *Nomination of Office Bearers*

President's Report



- Presented by Ann Johnson

President's Report

- P&F is inclusive of all parents and friends.
- Exist to support St Thomas' to be best Catholic school it can be.
- Helping children achieve their full potential.
- Supporting our teachers
- P&F have generously fundraised over many years and will continue to do so in 2016
- Evangelisation – sharing our faith with others
- Host Parish sausage sizzle monthly after Children's Mass on Saturday evening.

- Main fundraiser for 2016 – Quiz Night, School Fair and Entertainment books.
- Many thanks to entire school community for getting behind these events.
- P&F Levy – voluntary. Was requested this year in August will be requested in 2016 in February when other fees go home.
- P&F have purchased – Athletics singlets, soccer team shirts and made a contribution to netball dresses. Also reading books, sand pit toys and contributed significantly to the playground.
- A new oven was purchased for the canteen and a new fridge will be bought for Kindy. An additional \$8000 of resources was also approved for staff wish list.

- Community/relationship building – Sundowner, Dad’s Night on the Green & Footy tipping.
- On-line Canteen massive success
- Thanks to uniform shop volunteers
- Thanks to Simon Branchi who sold school bus – funds went to playground upgrade.
- Playground significant improvement – thanks to Mr Tuohy who got wheels rolling and made it happen this year.
- Lets ensure we continue to support our staff.
- Thanks to all parent volunteers
- Thanks to the P&F executive and all those who have made significant contributions.

Treasurer's Report



- Presented by Linda Foot

St Thomas Primary School P&F Association Treasury Update

24 November 2015

Linda Foot

Treasury Key Points - Operations

- The numbers presented reflect the activities of the P&F during 2015 – up to 13 November
- Accounting is on a cash basis so only monies received and paid are recorded
- The numbers are currently unaudited – external auditors will be conducting a review of our records in March 2016
- Key transactions during 2015
 - Canteen
 - the 1st half of the year – as per prior year but self sourced drinks; and
 - the 2nd half - implementation of the online canteen (contributing approx \$120/wk) which is then returned to the school community via milo and muffin mornings, and other special events
 - Uniform shop – no change to activities since last year
 - Key fundraising activities of the Quiz Night and the Fair, contributing approx \$11.5K each to the P&F
 - We also recognised \$4.5K of 2014 cookbook sales in 2015. As all cookbook costs were recognised last year, this \$4.5K revenue for this year was not offset by any expenditure

ST THOMAS PRIMARY SCHOOL P&F ASSOCIATION

Statement of Receipts and Payments

OPERATIONS

10.5 months to 13 November 2015

	2015 *	2014	2015 *	2014	2015 *	2014
	\$	\$	\$	\$	\$	\$
	RECEIPTS		PAYMENTS		RECEIPTS OVER EXPENDITURE	
Canteen	14,820	12,491	(11,953)	(12,119)	2,867	373
Uniform Shop	22,537	33,202	(15,100)	(20,215)	7,436	12,987
Quiz Night	14,069	11,419	(2,608)	0	11,461	11,419
P&F Levy	2,700	5,700	0	0	2,700	5,700
Bank Interest	490	76	0	0	490	76
Entertainment Books	0	1,190	0	0	0	1,190
Fete	16,105	0	(4,431)	0	11,675	0
Cookbooks	4,513	5,523	0	(3,515)	4,513	2,009
Other	4,084	3,933	(5,501)	(6,533)	(1,417)	(2,599)
TOTAL	79,318	73,534	(39,593)	(42,381)	39,725	31,154
					(45,191)	(29,100)
					(5,466)	2,054

* 2015 Represents 10.5 months

ST THOMAS PRIMARY SCHOOL P&F ASSOCIATION

OPERATIONS

Donations Detail

10.5 months to 13 November 2015

Description	Amount (\$)
Assorted Literacy Readers	(5,435)
Early Childhood Toys and Equipment	(598)
Athletics Singlets	(1,908)
Playground	(30,000)
Basketball Court Resurface	(7,250)
	(45,191)

ST THOMAS PRIMARY SCHOOL P&F ASSOCIATION

OPERATIONS

Forecast Full Year Result

	\$
<i>Actual Profit to 13 November 2015 (per previous slide)</i>	<i>(5,466)</i>
<i>Uniform Shop</i>	<i>8,000</i>
<i>Entertainment Books</i>	<i>1,000</i>
<i>Other</i>	<i>(3,000)</i>
<i>FORECAST FINAL RECEIPTS OVER EXPENDITURE</i>	<i>534</i>
<i>Forecast Donations to School</i>	<i>(8,000)</i>
<i>Forecast Change in Cash Balance</i>	<i>(7,466)</i>

ST THOMAS PRIMARY SCHOOL P&F ASSOCIATION

OPERATIONS

Cash Balance

As at 13 November 2015

Opening Cash Balance	1/01/2015	\$ 40,351
Change in Cash	Year to Date	\$ (5,466)
Closing Cash Balance	13/11/2015	\$ 34,885
<i>Forecast Change in Cash</i>	<i>Through to Year End</i>	\$ (2,000)
Forecast Year end Cash Balance	31/12/2015	\$ 32,885

Treasury Key Points – Building and Maintenance Trust Fund

- The only activity in this account during the year to date has been the receipt of donations from parents
- However spend from this account was approved at the last P&F meeting to line the veranda of the junior school which will reduce this balance to \$nil at year end

**ST THOMAS PRIMARY SCHOOL P&F ASSOCIATION
BUILDING & MAINTENANCE TRUST FUND**

Cash Balance

As at 13 November 2015

Opening Cash Balance	1/01/2015	\$ 6,056
Change in Cash - Receipts Only	Year to Date	\$ 1,106
Closing Cash Balance	13/11/2015	\$ 7,162
<i>Forecast Change in Cash</i>	<i>During December 2015</i>	<i>(7,162)</i>
Forecast Year end Cash Balance	31/12/2015	\$ -



Nomination of P&F Office Bearers

President: Ann Johnson to continue in 2016

Vice President: Alex Gavranic to continue in 2016

Treasurer: Nick Merdith nominated by Ann Johnson
seconded by John Prichard

All agreed

Secretary: To be confirmed

Conclusion



*Thank you for attending the Annual
General Meeting.*