

**St Francis  
School**

**Lockleys**

**Annual  
Report**

**2023**

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**St Francis School**  
**2023 SCHOOL REPORTS**  
**FOR AGM**  
**WEDNESDAY 13<sup>th</sup> March 2024**  
**6.30pm**

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1.

**ST FRANCIS SCHOOL LOCKLEYS**

**AGM AGENDA**

**WEDNESDAY 13<sup>th</sup> MARCH 2024**

**6.30pm**

1. Welcome & Chair – Fr Michael Trainor

2. Prayer

3. Minutes of previous meeting  
Moving of minutes

4. Business Arising

5. Reports

- Chair
- School
- Treasurers
- Parents & Friends
- OSHC

6. Correspondence

7. Elections

2.



ST FRANCIS SCHOOL

ANNUAL GENERAL MEETING

WEDNESDAY MARCH 13<sup>th</sup> 2024

Lord, we gather, we gather with hope, enthusiasm and questions.

We gather with knowledge that we are carriers of a vision, carriers of a dream.

We are carriers of Jesus' dream, that all are loved and accepted as persons of immeasurable value.

We believe we are bearers of life, entrusted with the responsibility and privilege of carrying a new vision for the families in our care.

God of creation, God of dreams,  
Our prayer is that we stay close to you as our source of life, love and dreaming of what is possible.

Be with us on our continued journey.

We ask this in Jesus' name.

Amen.

ST FRANCIS SCHOOL

ANNUAL GENERAL MEETING

WEDNESDAY MARCH 13<sup>th</sup> 2024

## Acknowledgement of Country

St Francis Community acknowledge The First Peoples of this place, the Kurna Meyunna (People).

We respectfully acknowledge the Traditional Owners and Custodians of Country on which we learn and now live.

We come together to respect this place so we can care for Country as one.

"Walk the Country softly my friends."-Karl Winda Telfer, Burka, Senior Man

Wittonga yerta- The place of reeds

3.

## **Minutes of the St Francis School Board**

### **Annual General Meeting for 2022**

**Held on Wednesday 22 March 2023**

**Present:** P Schultz, Fr Michael Trainor, Nives Kresevic, Angela DeNadai, Corinne McKenzie, Jen Dullens, Paul Gobell, Leonora Radosav, Sarah Hall, Jamie Andrews, Sarah McCabe, Tom Atyeo, Helena Condessa, Penny Fisher

**Apologies:** Nil

1. **Welcome & Chair:**  
Fr Michael welcomed everyone.
2. **Prayer-**Led by Angela. Corinne read the Kaurua Welcome
3. **Minutes of previous meeting:**  
No Minutes from 2022. COVID restrictions prevented 'AGM for 2021' meeting
4. **Business arising from minutes:**  
N.T.T.
5. **Reports:**

**Chair**            **Tom Atyeo**

**As tabled including these items:**

- Acknowledgement of the management of the COVID situation and the ways the school found ways to communicate and connect with the community
- Welcome to Angela and new Board members and thankyou to the finishing board members
- Master Plan- the community has been kept well informed during the implementation stage.
- 2022 saw a strong partnership with the parish
- The board reviewed a number of policies
- A letter of thanks on behalf of the Board and school community sent to retiring/finishing staff Richard Bailey, Helen Noonan and Helen Wilsdon-Smith
- 2022 saw the continuation of high-quality teaching and learning, including major developments in our ICT infrastructure
- Continuing healthy enrolment growth
- Acknowledgement and thanks to the finance committee and the work of the finance team in the school
- Thanks to our P&F who despite working though challenging conditions, were able to provide events for our community
- Thanks to all of the staff and volunteers in the school
- Congratulations and welcome to our new P&F co-chair Terri Sparrow who will join the Board
- Fr Michael thanked Tom for his work as Board Chair

## Principal's Report Phil Schultz

### As tabled including these items and a report from the APRIM:

- Our thanks to our APRIM, Angela DeNadai for her work in enlivening our Catholic Identity
- The new Sacramental program will be Parish based. This is a strong initiative of our diocese.
- COVID Impact-  
Absenteeism  
Connecting the community was more challenging and our thanks goes to the P&F  
Student well being- remains at the forefront of our support for our students. Our data show strong connections and positive wellbeing.
- Phil presented some data on the impacts from time away from learning
- Families taking holidays during term time remains an ongoing challenge
- Satisfaction Survey- 144 respondents. This is a very strong result which is a reflection of almost half of our school families. The overall average across all domains was in the high 90's. This indicates a strong overall satisfaction with St Francis. These responses provide information for reflection and action.
- We are part of the Catholic System of education in SA. There is a strong focus from CESA around system thinking, and we are 1 of 17 school withing our Western cluster.
- School Parish partnerships- we have worked purposefully to strengthen our partnership.
- Learning- We have seen significant growth in data and strong development of pedagogical practice. We have started new work in 2023 in Numeracy Improvement.
- P&F Activities- There were several great activities held. Our ongoing challenge is to develop sustainable support moving forward.
- Building Program- Significant early works were completed to set up the temporary village at a cost of approx. \$500K  
New building works have commenced and are due to be ready for occupancy in early 2024
- OSHC continues to flourish. We will be seeking an increase in capacity.  
Vacation Care remains an ongoing conversation. It is hoped to be trialed in late 2023- depending on the building program
- SEQTA Engaged will not be rolled out to parents for at least the next couple of years. Staff are currently working to roll out a new report at the end of Semester 1.
- NAPLAN- in response to a question from the floor, Phil explained that data is not comparable over the last 3-4 years due to gaps as a result of COVID; also because of this year's earlier testing and the different way it will be reported to families- it will be proficiency based instead of through bands.

- Current board member cautioned against viewing and comparing year to year data to try to get a picture of growth. Each cohort is different and shouldn't be compared year to year.

## **Finance Report**

### **As Tabled including these items:**

Welcome to our new Business Manager, Jamie Andrews and our thanks to him for synthesizing the information presented for the AGM. It remains 'DRAFT' until audited.

We remain in a strong financial position

- \$3.5M bank balance
- \$342K surplus. Still a significant amount even though we made payments towards our build
- \$312K loan commitments

We are in a strong financial position to go forward with our building program

- All fee debt commitments are on their way to being paid
- There was a major contribution to improving our ICT- \$185K
- \$43K was spent on furniture and equipment
- In 2023, we will have a cash deficit due to the new building

## **Parents and Friends**

### **NO REPORT TABLED**

Finance summary included in finance Report

## **OSHC**

**Elena Redkin**

### **As Tabled including these items**

- We thank the OSHC advisory committee for their support
- We are currently in the process of employing a new Director
- If the OSHC service is a liability, it comes at the expense of the rest of the school community. There is a lot to be considered (financial impact/service to families) when considering Vacation Care.

**ACTION: Phil to communicate with families around the timing of Vacation Care**

## **Correspondence:**

N.T.T.

## **Elections:**

The community has been given the opportunity to vote as were people present at the meeting.



Leaving member not seeking re-election, Slavka Rosewall, acknowledged for her contributions to the School Board.

3 Positions vacant. Votes tallied for the 4 nominations. 38 recorded votes.  
Jennifer Dullens, Paul Gobell, Helena Condessa and Trish Cannon.

Congratulations: Paul Gobell elected to School Board and Helena Condessa and Jennifer Dullins have been re-elected. All will begin 2 year terms.

Election of Board offices will be undertaken at next meeting.

Phil thanked Fr Michael and the School Board for their continued commitment to the school. He thanked the dedicated staff for their continued efforts towards improved learning for all students, and the families for their support of the school and the staff.

**Meeting ended** : 7.35pm

## Chair Report 2023

In 2023, the Board welcomed a number of re-elected and new members to the board; Corinne McKenzie as the staff representative, Terri Sparrow as the P&F representative, Paul Gobell, Jennifer Dullens and Helena Condessa. All members of the board have displayed an ongoing commitment to the role of a board member of St Francis School and I thank them for their time and effort in what was a challenging year in many ways. I would also like to thank Penny Fisher and Andrea Edwards for the significant contribution they made in their time on the St Francis School Board.

- The Board acknowledges that 2023 was a return to a new normal after a challenging couple of years affected by Covid. This year saw the return of many loved events and a renewed sense of community as families returned to full onsite involvement in their child's learning and community events. The Board would like to acknowledge the outstanding effort the school leadership and staff have made over the past few years during the time of Covid restrictions in supporting the learning and well-being all students and their families
- The Board were eager onlookers throughout the year as Stage One of the building project took place. We thank Phil and Nives for the regular updates on the progress of the build and are very much looking forward to seeing the project completed in mid-March. We eagerly await our first look through the new building and we wish the students and staff a smooth move into the new facility.
- The 2023 school year saw a continuing strong partnership and relationship between the school and our local parish. The board would like to thank Father Michael Trainor, Phil Schultz, Angela DeNadai, Mary Carmody and members of the parish for their commitment and effort to ensure the parish plays an active role in the lives of the St Francis students.
- The Board oversaw the review of a number of important school and OHSC policies and recognised the importance of reviewing policies on a regular basis.
- The Board would like to acknowledge and thank Sue Beaufoy and Diem Savy for their professionalism, passion and service as educators at St Francis over a number of years. We would also like to thank our previous school counsellor Louise Fitzpatrick for her support, guidance and care she has shown students and staff in her time at St Francis.
- The Board would like to acknowledge the significant investment, focus and effort that has been undertaken by the school leadership and staff in high quality teaching and learning. This is evident through the ongoing commitment to the Playberry program and the Science of Reading across the whole school and the continued significant investment in new ICT infrastructure and devices across the school. The past year saw the school strengthen its focus on well-being by joining the 'Partners in Practice' wellbeing initiative and this will be reinforced with the introduction of a new wellbeing curriculum in 2024 called 'Grow Your Mind'. The board would also like to acknowledge the significant work the school has undertaken in the area of Numeracy with the implementation of the Numeracy Daily Review.
- Term 3 again saw a strong number of students beginning in Reception. This group of students were part of our new Little Francis transition program and the board thanks all of those involved in this program. Enrolments remain steady with into 2024 with a strong number of students beginning in out Term 3 intake.
- On behalf of the Board I would like to recognise the work of the finance committee in continuing to maintain a strong and healthy financial position and for the work they

have put into the planning and implementation of the financials relating to the school's building program. We would like to thank Jamie Andrews for his comprehensive and informative finance reports and his attendance at regular board meetings.

- The Board would like to acknowledge Terri Sparrow (Parents and Friends Chair) and the other members of the Parents and Friends group who have worked tirelessly over the past year to bring the community together for events and fundraising. After the impacts of Covid the P&F have done an amazing job to bring back many events to their full capacity. The Board thanks and congratulates the P&F for the Colour Run, Sports Day, Mother's Day events, Father's Day Breakfast, Quiz Night, Crazy Camel fundraiser just to name a few.

- On behalf of the Board, I once again acknowledge and thank the hard work and dedication of the School's leadership team, all of the teachers, support staff and volunteers at St Francis School. I would also like to thank my fellow Board members for their commitment, insight and contributions throughout the past year.

**Tom Atyeo**

**Chair St Francis School Board**

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## 5.

### School Report 2023

St. Francis School continues to be a vibrant, cohesive school community which offers an outstanding curriculum and co-curricular program, a welcoming and inclusive community of Faith, Peace and Wisdom, and a staff who are deeply committed to their vocation as educators. It has been a pleasure and a privilege to be the Principal at St Francis.

The 2023 school year saw a return to what might be considered a 'new normal' with no covid restrictions and the school being able to operate at full capacity. Absenteeism continued to be of major concern, with a combination of cautiousness around illness and a significant number of family holidays being taken during school time, that impacted on both the learning and wellbeing of students across the school community. From a community perspective, we were able to engage much more in communal gathering activity, and slowly, families began to reconnect in positive ways.

The impact of the covid-19 Pandemic continued to play havoc with the operations of all school communities, and St Francis was no different. A key area of this impact has been on the challenges of staying connected with our parent community, and while there were more opportunities in 2023 to create a stronger and more cohesive sense of community, a return to 'normal' has been somewhat slow in coming. One of the most significant impacts of covid during 2023 was the high degree of absenteeism, and the associated impact on student learning and well-being. Later in the year, as travel restrictions were fully lifted, many families took holidays during school time, which further impacted on student attendance. Overall this was a worrying trend and one we will need to closely monitor.

CESA continues to implement the Strategy for Leading Catholic Education to New Levels of Excellence, and during 2022, Director Dr Neil McGoran and the CESA team continued implementing their vision for our system - articulated through the 'Living, Learning, Leading' framework. Our Mission as Catholic Education is "Thriving People, Capable Learners and leaders for a World God desires." There were a number of significant pieces of work that continued apace during 2023, including "The Balanced Scorecard" which continues to be the platform for schools and our system to monitor school performance in a number of key areas, including Identity, Learning and Wellbeing, Community and Resourcing, with the overall target of being the best education system in Australia by 2024. Three significant pieces of work continued during the 2023 school year that further inform and embed the vision. These included the finalisation of the students with disability review, and the commencement of implementation of the outcomes of the review, and the continued implementation of the student wellbeing survey called the "Classroom Pulse Check in." The SWD review and actions seek to ensure that catholic schools in SA are places of inclusion and the needs of all learners are prioritised. The pulse check provides us with the opportunity to ensure that learning with our students is co-constructed, and that students sense of belonging and safety, as well as their perceptions of learning, are sought and valued. Teachers regularly reflect on the pulse check results and then follow up with their students to ensure we are doing everything we can to create a safe and inclusive environment.

As part of the Blueprint for step change, schools focus on learning improvement through the implementation of 'Quality Performance Teams'. The framework for that improvement is through system wide engagement with Dr Lyn Sharratt's 'Clarity learning Suite.' Dr Sharratt is a world renowned educator. Our QPT in 2023 consisted of Nives Kresevic, Angela DeNadai, Sarah Battistella as Literacy leader of learning, Corinne McKenzie and Cheryl Milde as Numeracy Leaders of learning.

The SEQTA suite continued to be a focus for all schools, with staff at St Francis delivering reporting via SEQTA for the first time in 2023. Additionally, teachers are increasingly using the platform to develop and implement formative assessment strategies, guided by the CESA Performance Standards. In addition, reports were circulated electronically for the first time during 2023.

As a school community, our Strategic and Annual Improvement Plans continue to be guided and informed by these system directives.

### **Religious Domain**

During 2023, St. Francis continued to bring our vision, and the mission of the church to life, through our ongoing liturgical celebrations, and our participation in the Christ the King parish. This allowed us to articulate a clear vision evident of our Catholic Traditions through connections to the Gospel. It has been an ongoing priority to animate a strong relationship with Fr Michael Trainor and the Lockleys PPC. Our APRIM Ms Angela DeNadai has worked purposefully in the development of a strong sense of Catholic identity continued to bring a freshness and a strong spirit of partnership, and well as enthusiasm and strong relational skills to both the school and parish leadership teams

We continued to have a strong representation of families wishing to undertake the Sacrament Program in the Adelaide Archdiocese with a large number of eligible children enrolled. The Sacramental program was efficiently managed by APRIM in partnership with class teachers and parish representatives. In all, over 35 children received the Sacraments of Initiation during the 2023 school year. During the program, a strong spirit of partnership was witnessed between school and parish, laying the foundations for the continued evolution of the Sacramental program in 2024 to be parish based, school supported, in line with the Arch Diocesan policy around Sacraments of initiation.

Our mission of identifying need and responding in our local and global context was evident in our support of the following charities:

- Caritas
- Various Catholic charities, through our Social Justice week initiatives
- St Vincent De Paul

A tangible expression of our commitment to an Ecological Conversion during 2023 was our continuing Vision for Ecological Conversion. As a result of this vision being embedded, a number of significant actions have continued to flourish, including:

- A continued focus on appropriate disposal of waste, through our use of directed bins
- continued awareness raising with children and families regarding soft plastics, which included encouragement to go 'nude' when packing lunch boxes.
- A commitment to recycling soft plastics, food and other recyclables – and ensuring that all waste is effectively 'binned' across the school
- Continued development of our 'eco-warriors' student leadership team.

To this end, a staff reflection day was held during term 3, where we re-examined our commitment to Ecological conversion through reconnection with 'Laudato Si.'

As a **school community**, our continued goals are to:

1. Explore opportunities to further develop this highly valued partnership.
2. Be animated by our Catholic faith and tradition to bring life and culture together in meaningful ways.
3. Work together with the Christ the King leadership in strengthening Parish-Home-School partnership through the celebration, expression and witness of our Catholic Identity.
4. Forge strong strategic and operational initiatives which develop opportunities to further our priorities which explore, unpack and address learning opportunities for children, staff and school leaders.

## **Learning and wellbeing**

St Francis has a strong and clearly articulated understanding of effective, evidence informed practices, and an embedded school wide process-eg learner qualities, cycle of inquiry, collaborative planning, shared teaching spaces, commitment to the development of student agency, etc.

During 2023 there was a continued focus on the school's learning vision towards CESA's school improvement agenda. It is a foundational premise in the community that in order to learn successfully, all students must have a strong sense of well-being and that every student can learn and make progress, and that student learning and wellbeing is everyone's business. During 2023, St Francis joined with 3 other schools in the Western cluster to implement a 'Partners in Practice' wellbeing initiative. As part of the initiative, we were grateful for the professionalism and support of Mrs Courtney Quigley as cluster leader, and Mrs Gaby Barendregt as *Inclusion and Wellbeing Consultant*. The project evolved over the year to include the development of wellbeing initiatives for staff, children and families, cluster connections through Professional development and the planned implementation of a new wellbeing curriculum called 'Grow Your Mind.'

During 2023, we continued a **deep dive** into the data and evidence already in place, and what we could gather to reflect upon what the impact has been on student learning and wellbeing, of the current learning vision – ie **to what extent does the learning vision lead to school wide measurable learning improvement for children?** We asked ourselves the question: How are we measuring *progress*? How can we **put FACES on the data** currently collected, in order to inform our teaching and learning practices?

Our teaching staff have an ongoing commitment to ongoing monitoring of students learning and using data effectively through School Goals, NAPLAN, RELaT, EYA Numeracy & Literacy, PAT M and PAT R diagnostic testing. This diagnostic data allows us to make informed decisions about student learning goals.

In order to strengthen and build upon a strongly articulate vision for learning, the key tenets of visible learning have begun to be implemented-through staff PD and through system engagement in the Clarity Learning Suite. Specifically, we are focussing on encouraging teachers to evaluate the impact of their *teaching on student learning*. In doing so we look to **nuance the notion of reflective, creative, connected and engaged learners by focusing on the development of assessment capable visible learners who know what they are learning, why they are learning it and what to do when they don't know what to do**. This is a sharpening of the inquiry cycle so that **evaluating progress becomes central to the process**.

The CESA Blueprint for step change provides the roadmap to move from good to great. We continued to build upon the strengths of the **quality performance team** of 'knowledgeable others' who drive the learning agenda while implementing our system vision. All of the actions of the QPT bring **clarity to our school improvement agenda**, and inform the **micro actions** we take on a daily, weekly and termly basis that will bring about **macro changes** in the already strong quality of the learning program.

As a QPT, we are committed to an **instructional focus**-working alongside teachers, monitoring and modelling effective and expected practice, looking for evidence that those practices most benefit student learning, working to put FACES on the data we collect, then take action to make a difference for all students, and promoting effective professional learning communities.

In terms of curriculum resourcing a number of **prudent financial decisions** that lead directly to improved student outcomes have been a focus-including:

- Ongoing commitment to the Science of Reading, through ongoing PD for staff, purchase of appropriate resource materials and employing a Literacy specialist and a Literacy *intervention* specialist.
- Increasing expenditure in ICT to move the school towards 1:1 devices. during 2023, year 3-4 and year 6 classes will all benefit from 1:1 Apple devices, and by the commencement of 2024, all 3-6 children will have 1:1 apple device.

A major curriculum initiative during 2023 was the continued implementation of a 'Science of Reading' focus to our classroom practice. This involved considerable professional learning for our staff, adjustments to timetabling, considerable expenditure on resources and PD, and most importantly, alignment of practice across all year levels. The depthed implementation of 'Playberry Laser' Phonology has enabled this strong alignment of practice. We have continued to collect a range of datasets, including DIBELS and PAST/PASM to reflect on our practice and make more informed decisions. As part of this data analysis, we engaged with Travis Bartlett from progress Educational Consulting, around our data, and the refining of our evidence and engagement schedule. Travis worked with us to implement our 'LAPS' digital data wall to better enable us to track student learning.

Playberry Tier 3 intervention program has been an important way to address the learning needs of students with Dyslexia as well as those who had been 'instructional casualties. Sarah Battistella has worked strategically to implement the program and to build capacity in our wider staff team to effectively lead literacy improvement.

During 2023, under the leadership of numeracy key teachers Corinne McKenzie and Cheryl Milde we commenced a deep dive into our numeracy data, to better understand our learners and to develop alignment of practice in numeracy pedagogy. To this end, a Numeracy daily review was implemented across all year levels and we aligned our curriculum through the use of resources from 'Learning by Doing' and OCHRE. Numerous staff meetings were set aside for professional growth and development in this space. As with Literacy, a data collection suite was developed, and an engagement schedule for numeracy embedded.

During 2023, our specialist teaching team continued to deliver high quality learning programs in PE, Music, Science and LOTE (Italian). Each of these specialist classes brings an enrichment of the learning process, and an opportunity for our students to further grow in their learning. My sincere thanks to James Goldy and Maria Silvestri, Olivia Bozzon, Sue Beaufoy and Connie Lopresti for their continued excellence in their fields.

A natural extension of the PE program is the SACPSSA and SAPSASA carnivals, and inter-school competitions our students take part in. A very significant number of students had the opportunity to take part in one or more sporting activities last year, and I sincerely thank James Daley for his fantastic coordination and leading of these events, alongside James Goldy, and many parents who assist in delivering these events. We were also able to again host Sports Day with families attending, and it was a highly successful carnival! A feature was the involvement of our P&F in the catering for families and for children which was very much appreciated.

Our music and Arts program also continued apace during 2023, with major activities including another successful participation in the annual Catholic Schools Music Festival. During the year, our two school bands competed in the Nazareth 'Battle of the Bands' and we were very successful, winning one category and having individual band members recognised for their performance. This success is off the back of a highly successful Instrumental program which feature over 150 students learning instruments. We held successful celebrations of instrumental students during the year. A real highlight of the school year once again was our performance in Wakakiri- a national interpretive dance spectacular. Emma Gill and Olivia Bozzon led a troupe of students across years 5-



6 in presenting an interpretive piece that captured the essence of the challenges facing young people and their engagement with technology. Our performance was rated very highly by the judges!

Our annual Christmas concert unfortunately had to be cancelled due to inclement weather, however we were able to film the performances and share them with the community.

Our MDU-Multi-disciplinary units of work-program enables the students to use their inquiry skills and improve their understandings and knowledge of the world around them. The collaboration between teachers and our wonderful MDU facilitator Andrea Edwards is a strong feature of the curriculum program at St Francis. In addition to the varied and interesting class based learning experiences there were a number of significant excursions to support the learning program. Andrea also oversees our Indigenous Education program, and in partnership with the CESA Indigenous Education team, we continued our engagement with Kurna leader Karl Telfer as we implemented our Reconciliation Action Plan.

School camps were once again held at Finniss (Year 6) Strathalbyn (year 5) and Aldinga (year 4) and provided our students with opportunities for learning and socialising beyond the classroom and away from home.

### **Enrolment**

St Francis has maintained strong enrolment over many years, with enrolment at term 4 2023 sitting at 471 students. A commitment to stronger engagement in the period prior to school commencing, through a long transition to school program, has seen significant future interest, and the need to consider enrolment capacity moving forward. Looking ahead to 2023, we will have a slightly lower than hoped for reception enrolment for the beginning of the year, which will be balanced by a higher than expected mid year enrolment.

Reception	72
Term 3 Reception	16 + 1
Year 1	61 + 1
Year 2	58 + 1
Year 3	71 + 1
Year 4	72
Year 5	59
Year 6	57 + 1
TOTAL	471

### **Master Planning and capital development.**

The stage one building project continued apace throughout 2023. The project was delayed slightly by council planning and residential objections, however we saw the building begin to take shape as the year progressed. The revised completion date is mid-March 2024, and there is a palpable sense of excitement at what is to come. The temporary village operated in a satisfactory manner during the year, with weather extremes our major hurdle.

### **Community engagement**

Thankfully there were no further covid based disruptions to community life and we were able to gather and celebrate the many gifts of our school community, with events that included Mother's Day, a revamped Father's Day breakfast, Sport's Day, Year 6 graduation, a community Quiz night and our end of year community concert (albeit weather affected). Each of these occasions brought joy and a sense of community spirit that has been so lacking during periods of restriction. In addition to these events, our wonderful P&F continued to provide special lunch days for the students, as well as

overseeing the Crazy Camel Christmas gifts from the students. A highlight of P&F activity in 2023 was our second annual Colour Run which was a huge success and we are very much looking forward to the continuing tradition in 2024.

### **Staff**

I would like to acknowledge and sincerely thank all of the staff-teaching and administration-for their hard work, passion, professionalism and expertise. St Francis is a truly collaborative community and is has been a delight to join such a cohesive and supportive team. I would particularly like to thank Ms Nives Kresevic for her work alongside me as Deputy Principal. Nives is a highly capable leader and a committed and supportive member of the community. I am very much looking forward to our continued partnership in the years to come. During 2023, Mrs Angela DeNadai really established herself in the St Francis community as APRIM. Angela is a very experienced and highly capable leader and has brought an energy and freshness both to work around our Catholic identity and in the school community in general. During term 3, Angela undertook the role as Acting Deputy Principal while Nives took some leave, and she really shone in this role. I have very much valued her wise counsel during leadership team meetings! While Angela stepped into the Deputy role, Ms Corinne McKenzie had the opportunity to be the acting APRIM during term 3-a role she embraced enthusiastically and very professionally.

At the conclusion of the 2023 school year, a number of staff departed St Francis School. After over 40 years as a teacher, Mrs Sue Beaufoy made the decision to retire. Sue's contribution over a long period of time at St Francis has been wonderful, and she is going to be very sorely missed. Ms Diem Savy has accepted a position at Our lady Queen of Peace school at Albert park for 2024 and we wish her every happiness. Our school counsellor, Mrs Louise Fitzpatrick also made the difficult decision to resign as our school counsellor to focus on her other school. With these changes and the increase in classes for 2024, we welcome Miss Chloe Auger, Mrs Fiona McDonald, Ms Siobhan Frost and Mrs Marissa Fernandez to our staff for 2024. Additionally, we welcome Mr Jack Oates and Ms Tia Gleeson to our ESO team.

I would like to acknowledge and thank our School Board, under the Leadership of Mr Tom Atyeo, and our P&F under the leadership of Ms Terri Sparrow. Their overall support in the good governance of our school community is highly valued.

As the school of the parish of Christ the King parish, Lockleys, the school-parish partnership is vital in living the mission of the church. I sincerely thank Fr Michael Trainor, our parish priest, whose welcome of me and ongoing leadership of the school and parish are greatly appreciated. My thanks also to the Parish Pastoral Council under the leadership of Ms Vicki Stokes, and Pastoral Associate Ms Joan Walsh. As a school community we look forward with hope and positivity of strengthening and animating our partnership.

### **Enrolments 2023**

<b>Year</b>	<b>Rec</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>Total</b>
<b>Boys</b>	48	29	24	32	33	29	28	223
<b>Girls</b>	42	33	36	40	38	30	30	249
<b>Total</b>	90	62	60	72	71	59	58	472
<b>Indigenous</b>	2	3			1			6

### Staff Information – 2023

	FULL TIME	PART TIME
MALE TEACHING	3	0
FEMALE TEACHING	18	11
MALE NON-TEACHING	4	2
FEMALE NON-TEACHING	1	10
INDIGENOUS	0	0

### Staff qualifications – 2023

MASTERS DEGREE	7
GRADUATE DIPLOMA	1
GRADUATE CERTIFICATE	14
BACHELOR DEGREE	43
DIPLOMA	15
CERTIFICATE IV	9
CERTIFICATE 111	9

Master of Educational Leadership	2
Master Catholic Education	1
Master Education	2
Master of Social Science	1
Master Student Wellbeing	1
Graduate Diploma Loss Grief and Trauma Counsel	1

Graduate Certificate Catholic Education	4
Graduate Certificate Religious Education	7
Graduate Certificate Education	2
Graduate Certificate Assessment of Student Learning	1
Bachelor Degree Applied Science	3
Bachelor Arts Degree	4

Bachelor of Early Childhood Education	2
Bachelor of Early Childhood/Primary	1
Bachelor of Junior Primary/Primary	1
Bachelor Primary	2
Bachelor of Education	21
Bachelor Business	1
Bachelor Special Education	2
Bachelor Teaching	4
Bachelor Music	1
Bachelor of Educational Psychology	1
Diploma Early Childhood Education & Care	1
Diploma Marketing	1
Diploma Nursing	1
Diploma OSHC	1
Diploma Teaching	10
Diploma Leadership & Management	1
Certificate IV Accounting	1
Certificate IV Administration	1
Certificate IV Bookkeeping	1
Certificate IV Business Administration	1
Certificate IV Education Support	2
Certificate IV Library and Information Services	1
Certificate IV OHS&W	1
Certificate III Accounts Administration	1
Certificate III Aged Care	1
Certificate III in Education Support	2
Certificate III in Children's Services	2
Certificate III in Early childhood Education and Care	1
Certificate III Sport & Recreation	2

## Destination of Year 6 Students – 2023

St Michaels College	32
Nazareth College	19
Henley High School	4
Adelaide High School	2
Underdale High School	1
Immanuel College	1

## Attendance Year: 2023

**Term 1 : 30/01/2023 To 14/04/2023**

**Term 2 : 01/05/2023 To 07/07/2023**

**Term 3 : 24/07/2023 To 29/09/2023**

**Term 4 : 16/10/2023 To 15/12/2023**

Term	1			2			3			4			Total
Year Level	F	M	Total	F	M	Total	F	M	Total	F	M	Total	
RE	94.3%	93.6%	94.0%	89.5%	93.8%	91.6%	90.3%	91.3%	90.8%	91.1%	91.5%	91.3%	91.9%
01	93.4%	93.0%	93.2%	90.8%	91.6%	91.2%	90.5%	93.1%	91.7%	90.0%	91.0%	90.4%	91.7%
02	92.7%	93.8%	93.1%	89.2%	92.1%	90.4%	91.6%	94.5%	92.8%	92.3%	91.7%	92.1%	92.1%
03	94.5%	95.5%	95.0%	93.7%	90.9%	92.5%	89.9%	88.4%	89.2%	92.8%	91.2%	92.1%	92.2%
04	93.7%	94.0%	93.9%	89.8%	88.9%	89.4%	89.7%	88.0%	88.9%	91.7%	90.1%	90.9%	90.8%
05	93.8%	91.7%	92.8%	91.1%	90.2%	90.6%	88.8%	88.4%	88.6%	93.2%	91.1%	92.2%	91.0%
06	92.6%	91.2%	91.9%	87.9%	88.0%	87.9%	86.5%	85.7%	86.1%	85.0%	87.1%	86.0%	88.1%
<b>Total</b>	<b>93.7%</b>	<b>93.3%</b>	<b>93.5%</b>	<b>90.4%</b>	<b>90.8%</b>	<b>90.6%</b>	<b>89.7%</b>	<b>89.9%</b>	<b>89.8%</b>	<b>91.0%</b>	<b>90.6%</b>	<b>90.8%</b>	<b>91.2%</b>

## Dealing with Non -Attendance of Students

- Parent rings and tells us of the absence.
- The absent list is created in SEQTA at 9.30am, parents are messaged immediately.
- We ask that parents to ring in before 9.30am with the absentee information.
- We ask that the teacher have their absentee list completed by 9.15am.
- For pre-planned absences of 3 days or more, parents complete a leave of absence form informing the school of the reason and the length of the absence.
- Unsatisfactory reasons for absences are referred to the Principal via the teacher. The Principal will contact the family.
- If non-attendance persists, the principal contacts the Schools Performance Leader and additional strategies will be employed which may include attendance officers in extreme cases.

## NAPLAN 2023

From 2023, Student achievement in NAPLAN was reported using proficiency standards for each assessment area at each year level. The standards are set at a challenging but reasonable expectation of what students know and can do at the time of testing. There are 4 proficiency levels:

- **Exceeding:** the student's result exceeds expectations at the time of testing.
- **Strong:** the student's result meets challenging but reasonable expectations at the time of testing.
- **Developing:** the student's result indicates that they are working towards expectations at the time of testing.
- **Needs additional support:** the student's result indicates that they are not achieving the learning outcomes that are expected at the time of testing. They are likely to need additional support to progress satisfactorily.

Year 3	Student Participation	2022 % who achieved Minimum Standard	2023 Proficiency Levels	Mean Score 2022	Mean Score 2023
READING	69	99%	STRONG	451	421.6
WRITING	69	100%	STRONG	422.1	441.7
SPELLING	69	96%	STRONG	414	425.6
GRAMMAR + PUNCTUATION	69	97%	STRONG	428.2	431.6
NUMERACY	69	99%	STRONG	405.8	411.3

Year 5	Student Participation	2022 % who achieved Minimum Standard	2023 Proficiency Levels	Mean Score 2022	Mean Score 2023
READING	59	100%	STRONG	520.8	512.9
WRITING	59	94%	STRONG	499.1	478.7
SPELLING	59	96%	STRONG	501.3	487.3
GRAMMAR + PUNCTUATION	59	100%	STRONG	505.2	509.6
NUMERACY	58	100%	STRONG	490.4	490.4

### Parent Survey Community Spirit

97% of parents believe that St Francis School provides opportunities for students to grow spiritually and develop their faith.

98% of parents believe that St Francis School provides a safe and nurturing environment for children.

96% of parents believe that they can talk to their child's teachers about their concerns.

97% of parents believe that Staff members at St Francis School build strong and effective relationships with students.

94% of parents believe that a community spirit is felt when coming into St Francis School. My child likes being at school.

96% of parents believe that St Francis School works with them to support their child's learning.

### **Academic opportunities**

98% of parents believe that teachers at St Francis School expect their child to do his or her best.

95% of parents believe that St Francis School provides an inclusive, engaging curriculum that allows students to develop academically.

965% of parents believe that their child is provided with useful feedback about his or her school work.

92% of parents believe that St Francis School provides opportunities for students with special needs.

100% of parents believe that St Francis School provides opportunities for students to use Information Communication Technologies (ICT) creatively.

97% of parents believe that St Francis School provides policies and procedures to enhance and develop the wellbeing of students.

98% of parents believe that students at St Francis School have opportunities to engage in the Arts in a variety of ways.

97% of parents believe that St Francis School provides opportunities for students to be involved in a range sporting activities.

93% of parents believe that the school is well maintained.

### **Staff Survey**

#### **Staff**

96% of staff believe that St Francis School provides me with the opportunity to work in a faith filled environment.

90% of staff believe that St Francis School provides me with a safe and supportive place of employment.

93% of staff believe that St Francis School has a clearly defined vision and school wide pedagogy which supports the teaching and learning of students and helps me focus my teaching.

90% of staff believe that St Francis School handles disputes in a reasonable way respecting the needs of all.

87% of staff believe that St Francis School provides opportunity for me to be involved in relevant professional development.

87% of staff believe that St Francis School gives me opportunities to express my concerns about my work in a professional manner.

90% of staff believe that St Francis School has provided me with the necessary resources to be able to teach.

90% of staff believe that St Francis School provides me opportunities to work in teams and to plan collaboratively.

87% of staff believe that St Francis School values and appreciates my contribution to the life and learning of the community.

6.

## **APRIM REPORT 2023**

### **Faith in Action & Outreach Programs**

Masses and Liturgies of the Word occurred each Wednesday, students joined parishioners at Mass. The Church has a rich tradition of formal and informal styles of prayer; it is here that students give witness to the Church's signs, symbols and rituals to celebrate the life, death and resurrection of Jesus who continues to be present to the community. We celebrated the Feast of St Francis of Assisi on October 25<sup>th</sup> with a whole school liturgy followed by a visit from farm animals. The students were excited by the opportunity to hold and pat the animals.

The Parents and Friends and Parish volunteers joined forces to cook over 300 pancakes for the students on Shrove Tuesday. Ash Wednesday Mass was celebrated as a whole school on the oval. It was a beautiful day.

St Francis supported a number of charities throughout the year, including Project Compassion, Winter appeal – clothing for homeless, and the Christmas Hamper appeal.

### **Made In The Image of God Human Sexuality Curriculum**

The staff were provided training in the MITIOG curriculum during the year. Mrs Corinne McKenzie undertook training for the Key teacher role.

The program continues to support parents in their role as the first and foremost educators in human sexuality. Through implementing this program, our school ensures that parent partnerships are highly valued and are continually strengthened and enriched.

### **Sacraments**

46 candidates from both St Francis and surrounding state schools received the sacraments of Reconciliation, Confirmation and First Communion at Christ the King Church. Thank you to Fr Michael Trainor and the Parish team.

### **ReLAT (Religious Education Literacy Assessment Tool)**

The Year 4 students participated in ReLAT Religious Literacy Assessment Tool in Term 3. The format of this online assessment is very similar to that of NAPLAN. The assessment was developed by the Catholic Education Office for all Year 4 students in Catholic Schools in South Australia. Approximately 72 Year 4 students participated in the assessment and scored over 4% above the State average.

### **Staff Formation and Well Being**

The focus of our staff formation day was sustainability. We visited the newly established CAWRA (Central Adelaide Waste and Recycling Authority) and Tennyson dunes. The staff learned about new and existing local programs to reduce the ecological footprint. The new learning inspired staff to discuss sustainable initiatives the school could adopt eg nude food.

There are a number of staff currently enrolled in their Graduate Certificate in Catholic Education this year. We were also very fortunate to have Fr Michael provide staff with formation at our staff meetings.



I thank God for the many blessings we received throughout 2023 and the support and guidance of Fr Michael Trainor (PP), and the Parish Team. I would also like to thank Mr Phil Schultz, Ms Nives Kresevic, the staff and community of St Francis of Assisi school for their continued support throughout the year.

**Angela De Nadai**

**Assistant Principal Religious Identity and Mission (APRIM)**

# Finance Report 2023

## (Draft Financials)

St Francis School again reported a strong financial result in 2023.

### Key Items: Cashflow report to 31/12/23

- Net cash **deficit** for **2023 \$522,355** (2022: \$342,335). Note an o/s drawdown \$657,057 was owed to the bank account, this was attributable to timing.
- An accounting surplus for **2023 \$2,423,682** (2022: \$749,964)
- Per capita grant funding for **2023 \$5,939,496** (2022: \$5,182,078)
- OSHC recorded a net surplus **2023 \$84,481** (2022: **\$468**)
- One EY Build loan drawdown of **\$1,409,207**.
- EY Build work in progress capital expenditure for **2023 \$5,381,471** (2022: \$463,433)
- Parents & Friends contribution **2023 \$21,795** (2022: \$7,087)
- Bank balance as at **31/12/23 \$3,007,907** (2022: \$3,530,262)
- O/s debtors for **2023 \$27,418** (2022: \$28,749)
- The school remains in a strong financial position with net assets for **2023 \$10.770m** (2022: \$8.347m)

### Key Objectives 2023 (In review)

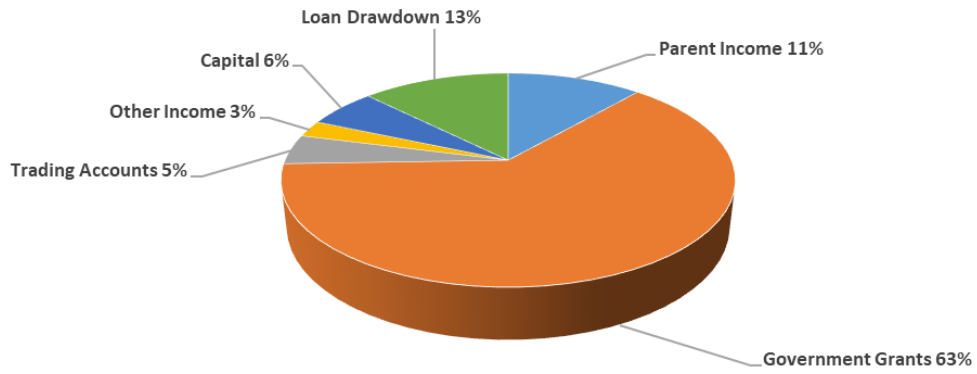
- School is moving towards the completion of the Early Years Building with completion and handover expected in March 2024.
- Retention of an ongoing solid cash position meeting strict CEO cash reserve requirements.
- Successfully maintained cash balance throughout the year without requiring use of an overdraft facility
- Continuing the pattern of strong collection of fees during the 2023 school year. End of year debtors balance \$27,418 (2022 \$28,749). This has been adjusted for fees received in advance and credit balances and families have committed to plans in 2023.
- St Francis has provided \$73,070 (2022: \$95,391) towards supporting families in 2023, through school card, hardship CEO scholarship or T3 Intake.
- St Francis committed \$71,182 towards the purchase of Furniture & Equipment throughout the school.

<b>ST FRANCIS LOCKLEYS</b>			
<b>2023 DRAFT CASH FLOW</b>			
		<b>2023</b>	<b>2022</b>
<b>OPENING CASH BALANCE</b>		<b>3,530,262</b>	<b>3,187,927</b>
<b>Income</b>			
Parent Income		1,284,910	1,179,261
Grant Income		7,055,044	5,182,078
CEO & Other Income		281,588	284,564
Capital Grant		663,931	0
Loan Drawdowns		1,409,206	0
Trading Accounts		505,481	353,891
<b>Total Income</b>		<b>11,200,158</b>	<b>6,999,795</b>
<b>Expenditure</b>			
Salaries & Oncosts		4,644,413	4,285,190
Curriculum & Classroom		265,081	301,486
Maintenance & Contractors		182,650	258,037
Utilities & Rates		59,604	66,490
Administration Exps		233,434	227,059
Levies		395,866	401,637
Assets<\$1000		6,416	123,104
Trading Accounts		434,139	342,271
<b>Total Expenditure</b>		<b>6,221,603</b>	<b>6,005,274</b>
<b>Balance Sheet Movements</b>			
Capital Expenditure		5,444,723	611,609
Loan Principal Repayments		40,371	40,383
Clearing Accounts		15,815	193
		<b>5,500,909</b>	<b>652,186</b>
<b>CASH SURPLUS/(DEFICIT)</b>		<b>-522,354</b>	<b>342,335</b>
<b>CLOSING CASH BALANCE</b>		<b>3,007,908</b>	<b>3,530,262</b>

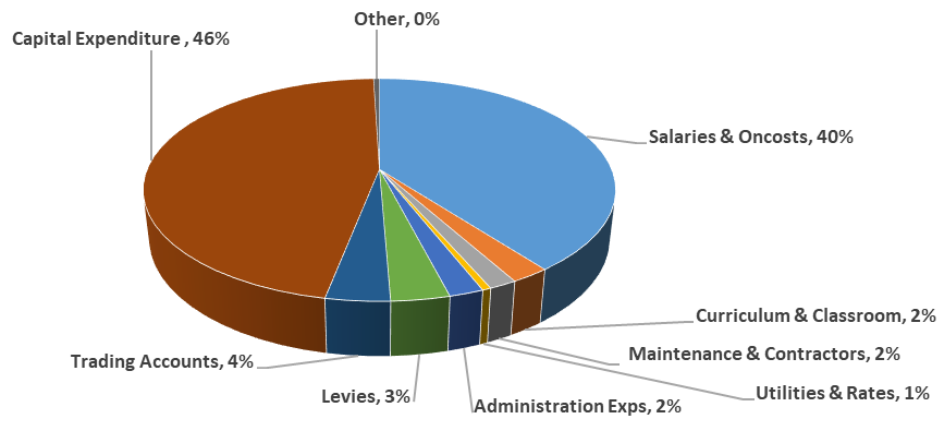
<b>ST FRANCIS LOCKLEYS</b>			
<b>2023 DRAFT BALANCE SHEET</b>			
		<b>2023</b>	<b>2022</b>
<b>Assets</b>			
Current Assets		4,102,559	4,607,697
Non-Current Assets		11,251,196	5,443,233
<b>TOTAL ASSETS</b>		<b>15,353,755</b>	<b>10,050,931</b>
<b>Liabilities and Equity</b>			
Current Liabilities		2,913,940	1,419,379
Non-Current Liabilities		1,662,464	285,822
Clearing Account		6,641	-1,298
<b>TOTAL LIABILITIES</b>		<b>4,583,045</b>	<b>1,703,902</b>
<b>NET ASSETS</b>		<b>10,770,711</b>	<b>8,347,029</b>
<b>Accumulated Funds</b>			
Accumulated Funds		8,347,029	7,597,064
Net Surplus (Deficit)		2,423,682	749,965
<b>TOTAL ACCUMULATED SURPLUS</b>		<b>10,770,711</b>	<b>8,347,029</b>

<b>ST FRANCIS LOCKLEYS</b>			
<b>2023 DRAFT REVENUE VS EXPENDITURE</b>			
		<b>2023</b>	<b>2022</b>
<b>Revenue</b>			
Parent Income		<b>1,257,065</b>	<b>1,161,359</b>
Government Grants		<b>6,017,305</b>	<b>5,182,118</b>
Other Income		<b>190,984</b>	<b>212,981</b>
Capital Levies & Fees		<b>1,228,978</b>	<b>120,514</b>
<b>TOTAL INCOME</b>		<b>8,694,332</b>	<b>6,676,972</b>
<b>Expenditure</b>			
Salaries & Oncosts		<b>4,828,390</b>	<b>4,310,430</b>
Curriculum & Classroom		<b>277,755</b>	<b>239,362</b>
Maintenance & Contractors		<b>235,771</b>	<b>251,109</b>
Utilities & Rates		<b>102,967</b>	<b>65,937</b>
Administration Exps		<b>191,079</b>	<b>187,075</b>
Levies		<b>398,009</b>	<b>401,637</b>
Assets<\$1000		<b>6,416</b>	<b>129,934</b>
Depreciation		<b>299,659</b>	<b>353,862</b>
<b>TOTAL EXPENDITURE</b>		<b>6,340,046</b>	<b>5,939,347</b>
<b>Trading Accounts</b>			
Uniform		<b>4,831</b>	<b>2,350</b>
Playgroup		<b>-479</b>	<b>1,085</b>
OSHC		<b>64,172</b>	<b>-373</b>
P&F/Fundraising		<b>872</b>	<b>9,276</b>
<b>TOTAL TRADING ACCOUNTS</b>		<b>69,396</b>	<b>12,339</b>
<b>NET PROFIT/(LOSS)</b>		<b>2,423,682</b>	<b>749,964</b>

### 2023 Income Breakdown



### 2023 Expenditure Breakdown



8.

### **Parents and Friends Chair Report 2023**

The P&F Committee had a number of great events during 2023, although sadly only a small number of families contributed their time and energy to make these happen. These included:

- Hot Cross buns drive
- Food days
- Easter raffle
- Mother's and Father's Day stall and celebrations
- Quiz night
- Colour run
- Wine drive
- Sports Day catering
- Crazy Camel calendars

We give thanks for the support from the parish community for their assistance.

Unfortunately, due to low numbers, the gala event was cancelled.

The successful events raised almost \$19,000. This funding has been allocated to the continued development of the playground.

**Terri Sparrow**

**Chair St Francis Parents and Friends**

**ST FRANCIS SCHOOL, LOCKLEYS**  
**PARENTS & FRIENDS**  
**TREASURERS REPORT**  
**as at 31/12/23**

	<b>Income</b>	<b>Expense</b>	<b>Net</b>
	<b>2023</b>	<b>2023</b>	<b>Result</b>
Hot X Buns	1,110	740	<b>370</b>
Showdown Donuts	1,478	983	<b>495</b>
Entertainment books	73	-	<b>73</b>
Easter Raffle	899	175	<b>724</b>
Mothers Day	6,642	4,502	<b>2,140</b>
Quiz Night	2,030	430	<b>1,600</b>
Colour Run	4,938	240	<b>4,698</b>
Wine Drive	663	348	<b>315</b>
Fathers Day	4,444	4,195	<b>249</b>
Dominoes Day	1,920	900	<b>1,020</b>
Crazy Camel	6,150	4,044	<b>2,106</b>
Disco	853	280	<b>573</b>
P&F Food Days **	4,097	-	<b>4,097</b>
Sports Day **	3,767	432	<b>3,335</b>
<b>Total</b>	<b>39,064</b>	<b>17,269</b>	<b>21,795</b>
<b>Net 2023 Result</b>			<b>21,795</b>

**St Francis Out of School Hours Care Annual Report 2023**

**St Francis OSHC Enrolments 2023**

In 2023 we experienced an increasing demand for the use of our OSHC service, with an increase in new enrolments, mainly reception and year one students. Due to families work commitments, some existing OSHC families increased the days of attendance for their child/ren.

**St Francis OSHC Attendances & Vacation Care 2023**

The data obtained indicates that our combined BSC/ASC/PFD (Before School Care, After School Care, Pupil Free Day) attendance increased by 3086 from 2022-2023. During 2023 St Francis OSHC provided care for 594 children, with 445 active OSHC accounts.

Due to the increase in attendance, we reached our approved capacity of 60 students on many afternoon sessions. We have recognised the increase in care required and as a result, we have applied to the Education Standard Board to increase our capacity from 60 to 90 students.

Yearly Attendance 2022 – 29th February 2024



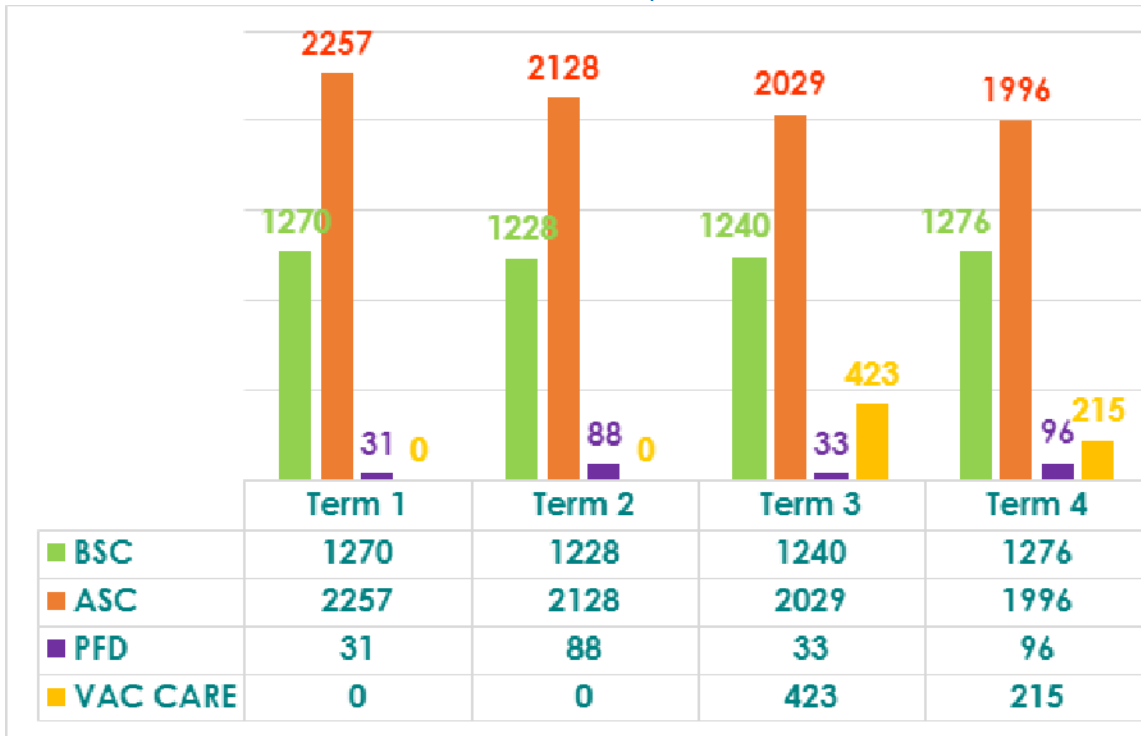
We commenced Vacation Care at our service in October 2023, which is reflected in the data. With a consistent Vacation Care attendance and the combination of other factors, we have concluded that it is viable to continue offering Vacation Care to our St Francis families and children attending neighboring schools.



## St Francis OSHC attendances 2023

During 2023 we served 14310 children out of which 5014 were BSC sessions, 8410 were for ASC sessions, 248 Pupil Free Day sessions and 638 for Vacation Care.

Attendance by Term, 2023



Attendance data shows a trend that attendance is continuing to increase.

Our busiest session during 2023 was a Wednesday afternoon with most weeks at capacity and a permanent booking waitlist in place. The start of our 2024 indicates that Wednesday afternoons are still high in demand with a waitlist, along with Thursday afternoons. We often have 45-60 children attending on a Monday and Tuesday afternoon. As of February 2024, we now have a high demand for Tuesday mornings, with 50+ students booked in on some weeks.

## Finances 2023

Our finances from 2023 indicate that we are currently profiting from OSHC/Vacation Care. We have reinvested our profit into additional resources for children, having additional staff rostered in a session, professional development training for staff and an increase of excursions during Vacation Care.

## Educators 2023 – 2024

During 2023 we farewelled some of our long term OSHC educators, as they transitioned to their career in teaching.

Mid 2023, we were utilising the help of school staff to continue running our service, by meeting our staff to child ratios. Thank you to David Giannotti, Mel Daley, James Daley, Olivia Bozzon and other staff that assisted during this period of time.

We employed new staff to support our increase of children attending, meeting the needs of our growing service and the need for additional staff with the commencement of Vacation Care.

I commenced as OSHC Director in May 2023 and have now been with the service nine months. In February 2024, we welcomed Kaitlyn Tomlison as OSHC Assistant Director. In addition, we have four qualified Educators and seven unqualified educators. We also have four additional educators available to work during Vacation Care.

### **Programming/Routines 2023**

We have been trialling various ways of programming and routines, to provide more relaxed transitions and variety of activities for all children within our service. Through professional development days, meetings with Catholic Education of South Australia and networking with other services, we are gaining knowledge and ideas to provide a safe welcoming and stimulating environment, along with an engaging program.

### **Quality Assurance 2023**

We use every opportunity to collect feedback from our OSHC families to make our OSHC program useful and beneficial to children and parents.

We have a feedback box on the OSHC desk for parents, carers and children to leave feedback. At the end of 2023 we sought feedback from children through group activities, group open conversations and our weekly feedback question.

We will continue to seek feedback from families regarding Vacation Care and other matters through online SurveyMonkey forms.

We seek open communication and feedback from all, to support each individual and our OSHC community, seeking to provide a welcoming safe environment, that promotes growth, learning, play and social interactions.

We welcome feedback at our OSHC advisory committee meetings, held twice a term. Our current OSHC Advisory Committee members are Paul Gobell, Kirstin Davenport, Carlie Mathers and Laura Puccio. We extend a thank you to these members that dedicate their time to supporting shared goals for our OSHC service.

I would like to thank all families for your ongoing support and extend gratitude to school leadership.

**Alexandra Curtis**  
**St Francis OSHC Director**

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### **WORK, HEALTH AND SAFETY REPORT**

At St Francis School, Lockley's we are committed to providing a safe working environment for all workers, contractors, volunteers, and visitors. We aim to ensure that the risk to health and safety to all workers and other persons is minimised and that the Catholic Church Work Health and Safety Injury Management System is implemented, monitored, reviewed, and continuously improved. Catholic Safety Health and Welfare have implemented an Annual WHS Task Schedule which is used to ensure compliance within the school.

During 2023, the following occurred:

- New WHS Coordinator commenced June 2023
- Risk assessment on all school events / excursions / Plant / Equipment / Chemicals
- Safe Operating Procedures created and displayed
- Workplace Inspections (Bi-Annually)
- Reviewed and updated the emergency evacuation / lock in procedures
- Ladder Register updated- corrective actions addressed
- Staff Training as per CESA requirement- SALT. Reports sent to leadership
- Attendance at WHS Coordinators meetings/ training throughout the year
- New Emergency Evacuation plans designed
- Testing and tagging of electrical plant including the implementation of 'new to service tags' for new equipment register
- 6 monthly RCD push button test and Annual Trip Time test performed on RCD's register maintained
- Implementation of Automated External Defibrillator Register to be conducted quarterly
- Accident / Incident / Hazard reporting and Investigations to Rapid Incident Database
- Updated the schools Hazardous Substance Register
- Maintenance of register for all Fire Equipment, Emergency Exit Lights, Smoke and Thermal alarms
- Ergonomics checklist completed by applicable staff
- Report to School Board
- Hazard Alerts, Safety Bulletin's and Product Recalls distributed to all staff from CSHWSA
- Transitioned from paper filing system to an electronic database
- Employee Assistance Program- Information made available to all staff
- Return to Work / Early Intervention claims processed and reported to leadership / CS&IM / Lawsons
- Induction Checklists updated for new staff, volunteers, contractors, specialist staff
- Staff training scheduled and certificates filed
- Updated policy and procedures provided by the Catholic Safety Health and Welfare SA
- WHS and IM Policy Displayed in front administration
- Preventative Maintenance Schedule created
- Assist OSHC Director with WHS Compliance

Sarah Ryan  
Work Health & Safety / Return to Work Coordinator

