

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

### **Annual General Meeting for 2019**

**Held on Monday 2<sup>nd</sup> March 2020**

**Present:** As tabled on attendance sheet

**Apologies:** As tabled on attendance sheet

1. **Welcome & Chair:**  
Fr Michael welcomed everyone
2. **Prayer-Lead by Helen. Nives read the Kurna Welcome**
3. **Minutes of previous meeting:**  
Paul Gobell moved the minutes were correct, seconded by Rick Favilla
4. **Business arising from 2017 minutes:**  
N.T.T.
5. **Reports:**

**Chair**            **Gavin Begg**

**As tabled including these items:**

- In 2019, the Board welcomed Fr Michael Trainor, as the newly appointed Parish Priest to Lockleys, and acknowledged the leadership and guidance of Fr Tony over the many years during his time at St Francis
- The Board reviewed the School Master Plan, in preparation for the new mid-year intake of Reception students in 2020, factoring in extra classrooms and learning spaces to accommodate future enrolments; as well as investment in a purpose built science room. As part of the Plan, the Board continued to oversee progress towards completion of the Stage 1C refurbishment of the upstairs rooms
- An area of continued focus for the Board was traffic management around the church and school car park area, as well as parking at the rear of the school to ensure a safe environment for students as they access and leave the school grounds. Discussions with the Parish and council were led by the School leadership team, and supported by the Board, and will continue in 2020.
- Mental health and well-being of students continued to be a focus, where the Board acknowledged the importance of the national School Chaplaincy program that plays a key role in supporting students, families, and teachers. As part of this focus, the Board also reviewed a range of related policies, including anti-harassment/anti-bullying, and student well-being. In 2020, the Board will conduct a more detailed review of the key policies and practices focused on student safety, health and well-being to ensure these are meeting the expectations of students, families and staff, while retaining the ethos of St Francis.

- The Board recognised the importance of improving communications between the school and families, and supported a range of options for this to occur, noting that not one size fits all.
- On behalf of the Board, I once again acknowledge and thank the hard work and dedication of the School's leadership team, all the teachers, support staff and volunteers at St Francis. I also thank my fellow Board members (Rick Favilla, Nives Kresevic, Nikki Dytman, Ann Barclay, Trudy Stanley, Peter Baldassari, Paul Gobell, Ben Carr, Fr Michael Trainor, Mary Carmody, Cherie Hawke) for their insight and contributions throughout the year.

**Principal's Report Rick Favilla**  
**As tabled including these items:**

**Catholic Identity**

- At the beginning of 2019, Fr Michael Trainor was appointed Parish Priest of the Lockleys Parish. Fr Michael has worked with the staff to support our work in understanding and appreciating the Gospels. Fr Michael is keen for all the Catholic families to reconnect with the Parish. To this end coffee has been provided for parents after class Masses. This provided a wonderful opportunity for Fr Michael to engage with parents of school age children.
- We continued with our practice of Christian Meditation on Monday, Wednesday and Friday. Our whole school approach to Christian Meditation provides each child and staff member a chance to pray together in solidarity with everyone else
- As part of our St Francisness, we were again involved in an ecological conversion project with classes taking a task that supported the students understanding of the environment. The Year 6 students created a butterfly garden and created a video on the work the students undertook in the project. Many classes had gardens to attend to during the year.
- A significant aspect of our religious identity is tied up in social justice initiatives, which we undertake throughout the year. Members of our community are very generous supporting the various initiatives. We are involved in the Project Compassion, Vinnies Winter Appeal, Catholic Charities and Christmas Hampers. All of these projects are co-ordinated by Helen Wilsdon-Smith who is dedicated to teaching the Gospels through good works.

**High Quality Teaching and Learning**

- 2019 was the second year of our participation in the CEO, STEM project sponsored by the University of South Australia. Our project documented in video form the creation of a butterfly garden in the school. Sue Beaufoy and Libby Thomas worked with the students on this project and presented it.
- The school received some marvellous outcomes in NAPLAN especially in Year 5 where 40% of the students achieved scores in the top two bands in reading. We had strong outcomes in Years 3 also with many students

achieving in the top two bands at the Adelaide Convention Centre in November to high acclaim.

- In 2019, we over hauled and reviewed our numbers on our NCCD list. The NCCD is the National Consistent Collection of Data and refers to students with disabilities. Students with a disability received a range of adjustments and accommodations to support their learning. The amount of accommodations that occur is evidence we are moving to a more individualised learning program for all students. The old model of one size, fits all is becoming less and less applicable in our school as students are at the centre of learning.
- Although teachers were trialling SeeSaw in 2018, in 2019 we made it accessible for all staff and parents. SeeSaw for Schools is a computer application that allows parents into the classroom digitally by looking at their child's work in real time. Over the past few years, we have 80,000 posts on SeeSaw with a similar number of responses from parents. A student will have greater commitment to their learning if they have a real purpose. The SeeSaw app gives students added incentive to engage positively in their shared learning.

### **Effective Administration and Resourcing**

- New furniture purchased for the Reception classrooms, included new round tables and chairs. We plan to replace furniture on an ongoing basis so that our furniture stock does not look outdated. Furniture purchased supports more collaborative learning. As a result, many tables are round and may sit six students. Various pieces of furniture ranging from tote box trolleys and mobile storage shelves provided in Year 1 and Reception
- The library renovation included the purchase of spectacular furniture that has made the Library look a very inviting place to learn. One piece in the library has curved bookshelves on one side and colourful seating on the other. These additions have made significant difference to the library in providing a rich and inviting place to read and learn.

### **Strong Home School Engagement**

- In 2019, the Parents and Friends Association were very active creating a range of activities for parent and students. Most of our fund raising occurred with quite a number of small items raising between \$500 and \$1000. These events included items like the Mother's Day Stall, the Movie Night the Pizza Day and the Entertainment Book. The larger items such as the Chocolate Drive, which occurs every second year and the Walkathon, raised most funds. The Mother's Day brunch, the Crazy Camel Calendars, Showdown Doughnuts, Bogan Bingo and Sports Day proved very successful.

- Many parents are involved in a very practical way by being coaches of the various sports we offer at St Francis School. In 2019, we were able to field 14 soccer team in which both girls and boys participated

## **Section B**

St Francis School is situated in the belt between the city and the coast at 458 Henley Beach Rd, Lockleys. The school has enrolments of 406 students from Reception to Year 6 who are accommodated in a range of flexible learning spaces ranging from units to classrooms. Most of the students who attend the school are from our local area with a very high percentage of Catholic students and with the vast majority having an Italian heritage. In recent years, a small number of non-Christian families have enrolled their children at St Francis due to the school's inclusive nature and extensive student well-being programs. St Francis School uses a multifaceted approach to wellbeing. The principles of Restorative Justice underpin our student wellbeing processes and practices. St Francis School is dedicated to growing together in Faith, Peace and Wisdom. We develop and celebrate an inclusive environment where right relationships and students' intellectual, spiritual, social and physical well-being is paramount in all we do.

In partnership with parents, we believe in building an active faith community that shares a common belief, reflects on the teachings of Jesus, develops deeper connections with God and others, celebrates liturgical seasons and sacraments and works compassionately to help others.

St Francis School continually seeks imaginative ways to connect with the charisma and spirituality of St Francis of Assisi to bring about ecological renewal in our community. As a result, we have a strong environmental focus in our curriculum and seek to tread lightly on the planet to honour the sacredness of creation.

St Francis School is an equal opportunity employer, employing staff from many ethnic backgrounds. No staff have indicated that they have an indigenous heritage. St Francis School acknowledges the Kurna nation as the traditional owners of the land of the Adelaide Plains by commencing each School Board meeting and Gathering with an acknowledgement of country, observed respectfully by all.

Other items noted:

- Enrolments 2019
- Staff Information 2019
- Staff qualifications 2019
- Destinations of Year 6 students 2019
- 2019 NAPLAN Comparison Data
- Parent Survey

- Student Survey
- Staff Survey

## **NSCSWP (National School Chaplaincy & Student Welfare Program)**

### **Helen Wilsdon-Smith**

#### **As tabled including these items**

- The National School Chaplaincy Program (NSCP) is a Commonwealth-funded initiative to support the emotional wellbeing of students and the school community through the provision of pastoral care.
- The program aims to support students through the provision of pastoral care services and the promotion of strategies that support the resilience and emotional wellbeing of students and the broader school community.
- As School Chaplain Helen maintains a visible presence in the school providing an additional resource in that I have the time available to holistically support the 'whole person', families, staff and the wider community with matters related to ethics, religious beliefs, isolation, harassment, bullying, family breakdown, human relationships, economic hardship, illness and bereavement.
- I endeavour to enhance the engagement with the broader community in outreach initiatives and work restoratively in building and restoring healthy relationships with all members of the community.
- The ongoing endorsement of the NSCP is integral to the wellbeing practices at St Francis School

### **Finance Report**

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

- Net cash surplus ( after capital expenditure & loan repayments ) of \$ 51,711
- The school received additional grants not included in 2019 budget to the amount of
- \$ 455,911. The majority of this related to additional per capita State and Federal Government distributions and a one-off payment relating to the transition of year 7 students from primary school
- The school remains in a strong financial position with net assets of \$ 6.31m and cash balance of \$ 1.8m

#### **Key Objectives 2019 ( In review )**

- Retention of ongoing solid cash position meeting strict CEO cash reserve requirements
- Continuing the pattern of strong collection of fees during the 2019 school year. 98 % of 2019 fees billed were collected during the current year. End of year debtors balance \$ 22,606 ( adjusted for fees received in advance ) with an average days collection ratio of 6.2 days. ( 2018 7.5 days )

- Final fee remissions ( non-collectable amounts ) represented 3% of 2019 fees billed. This year's total remissions/bad debts included amounts pertaining to previous years
- Successfully maintained cash balance throughout the year without requiring use of an overdraft facility
- Completion of Stage 1 works in line with the implementation of the School's Master Plan. Final retention payment for stage 1c is due in 2020

**Parents and Friends Trudie Stanley**  
**As tabled including these items**

- The P&F Committee had a successful year in 2019. We appreciate and recognise the continued participation of a wonderful group of motivated families who invest their time and energy to contribute to the school community.
- The support of the Community Liaison Officer, Cherie Hawke, has been key and we acknowledge her contribution and thank her for her ongoing dedication
- Monies raised in 2019 totaled \$24,800. This funding has been allocated to developing the playground, work that progressed over the holiday break.
- The P&F wishes to thank the School Board for its ongoing support and guidance. It is pleasing that the school implemented the electronic payment system QKR in 2019 which had a major impact on the workload of the P&F and allowed it to focus on fundraising and community building activities

**OSHC Elena Redkin**  
**As Tabled including these items**

**Attendance 2019**

- In 2019, St Francis Out of School Hours Care welcomed 38 new enrolments which calculates to 154 children from 101 families attending OSHC throughout the year.
- Over all, attendance was up from 2018 when we served 9513 students a year, to 9871 during 2019. In 2019, our Reception enrolments grew to 36 students. Pupil Free day attendances increased slightly by an average of three students.
- St Francis OSHC continues to be committed to critical reflection on current policies ensuring that they are up to date and reflect the services current practices in accordance with *National Quality Framework* and *the Education and Care Services National Regulations*.
- During 2019, the following service policies were reviewed by the educators, service leaders, committee members and were ratified by the School Board, 'The Delivery and Collection of Children Policy' and 'St

Francis OSHC Philosophy.' The OSHC coordinator along with the School's WHS coordinator adopted the WHS policy and the gardening risk assessment already in place at the school. We worked throughout 2019 to reach the 'Exceeding NQS' rating after being assessed in 2018 and achieved the 'Meeting NQS' in all seven areas.

- We encourage students and their families to suggest activities for the service, to make sure our service reflects what the families of students would like. Our everyday program builds on the children's individual knowledge, strengths, and interests to provide an insightful and enjoyable experience. The service offers a leisurely environment for students to learn through recreational activities such as play
- St Francis OSHC students tested themselves in the Bebras Australia Challenge for the third time this year, which is organised by CSIRO. In Term 3, parents were able to access the OSHC 'See-Saw' group, which allows for communication between OSHC educators and parents and allows parents to monitor their child's progress in activities and other various parts of the program through photographs and text messages on a daily basis.
- I would like to acknowledge the tremendous support and help that the school leaders: Mr Favilla, Tracy Maingard, and Andrea Brown have given, helping the St Francis OSHC grow and develop. I wish also to thank all our OSHC parents, OSHC Committee Members, and OSHC students for helping and supporting the OSHC staff during 2019.
- In addition, I thank Peter Baldassari, from the School Board for professionally analysing our financial data in relation to Vacation Care. To Marisa Brown for helping to set up and open up the See Saw OSHC group for parents and to Ann Barclay, from the OSHC Committee for her time and effort to OSHC.

### **Correspondence:**

N.T.T.

### **Elections:**

Four nominations-elected for a two-year term

Trudie Stanley

Tom Atyeo

Penny Fisher

Paul Gobell

Peter Baldassari has 1-year term still to serve

Father Michael thanked Leadership, Rick, Nives and Helen for their wonderful leadership of the school. He thanked the dedicated staff for their continued hard work.

Father mentioned three issues that the world are currently experiencing

1. People in society are lonely

2. Digital stress and the challenges parents face around this with their children
3. Leadership-what does this look like?

Father thanked the board members, past, existing and the new ones for their dedication in taking on this role.

Meeting ended : 7.30pm

Guest Speaker: Bill Hansberry spoke on Restorative Justice