



St Catherine's
SCHOOL | STIRLING

ANNUAL GENERAL MEETING 2025

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St Catherine's
SCHOOL | STIRLING

ANNUAL GENERAL MEETING 2025

AGENDA

Tuesday 25th February 2025 at 6.00pm

AGENDA

Welcome Miriam Whitford, Chairperson

Apologies

Prayer Fr Fred Farrugia

Minutes of 2024 AGM

Annual reports

President	Fr Fred Farrugia
Principal	Mark Simpson
Chairperson	Miriam Whitford
Treasurer	Luke Williams
P & F	Lucia Clements
WHS	Pat Wheeler

School Performance Report 2024

Closing Remarks

Voting Process for 2025 Members

Close

Feb Board Meeting to follow

1. Welcome to new Board Members
2. Election of roles

- Chair
- Vice Chair
- Treasurer



2024 Annual General Meeting Minutes

Tuesday 20 February 2024 at 6.00pm

Present

Fr Fred, John Low, Samantha Ellul, Bianca Foote, Ben Clements, Lucia Clements, Luke Williams, Dale Stevenson, Kay Burton, Sharna Bucher, Elise Campbell-Hand, Jane McCaffrey, Rocky Luppino, Tom Kenyon, Genevieve Jong, Steven De Giovanello, Krystina Dawe, Jenna Coates, Stefan Butler, Laura O'Connell, Jessica Barolo, Narelle Brine, Kathryn Thomson, Gina Kennedy, Grahame Adkins.

Apologies

Miriam Whitford

Welcome

Ben Clements, Vice Chairperson

Prayer

Krystina Dawe (APRIM)

Minutes of the 2023 AGM

Tabled and Taken as read - Lodged as a true account

Moved – Luke Williams

Seconded – Sharna Bucher

Annual Reports - Tabled

President's Report tabled and read, compiled by Fr Fred.

Fr added nothing further to his tabled report.

Spoke of newly opened school at Mt Torrens, St Benedict's. Fr Fred wanted to share with the board and community that this school is not recognised under the umbrella of Catholic Education and as a result, does not fall within the Adelaide Hills Parish. Our school is the only one supported by the Parish.

This school is a Christian school, teaching Christian values, includes Latin in the curriculum. It is not a Catholic School. The SA Govt has granted the school a 1 year trial (students Rec to Yr 4) and will be reviewed for viability.

Principal's report tabled and read, compiled by John Low.

John thanked the Board for continued support, thanked staff for tireless efforts in educating and supporting students.

John highlighted areas of his report around the Strategic Planning for 2021-2023.

Happy to report that almost all areas of the plan have been completed / achieved bearing in mind that this plan ran through ongoing issues and disruptions brought on by COVID.

He spoke of the rollout of SEQTA during the Strategic Plan. This online platform provides the ability to track data on students and is available to all staff. It is a vast improvement on previous systems.

Catholic Education has embraced Clarity – a whole system approach to school improvement with Leadership teams across the state working together through workshops to learn and implement this approach.

Our 2023 NAPLAN results continue to show 100% participation rates. Our Year 3 cohort performed above the national average in every area, with our Year 5 cohort achieving that same in Reading and Writing, but slightly down in Numeracy, Spelling and Grammar. This data has allowed us to explore programs to help increase Numeracy skills for 2024 and beyond.

CESA Pulse Check is continuing and also provides excellent data for staff to analyse and action as soon as recognised.

Students and parents embraced the numerous Extra Curricular Clubs that we offered over 2023 which was fantastic. Many are looking to continue in 2024.

John thanked Fr Fred and Cathie Oswald for their support of the school in the Sacramental Program, with special mention to Krystina Dawe and Kelly-Ann Kirby for facilitating the program for our students and their families.

Special mention and heartfelt thanks to Elise Campbell-Hand, for her tireless work for the school community via P & F Activities. From organising Canteen lunches and Tuck on Mondays to fundraising efforts over the last few years, Elise's commitment to the school community has been outstanding. As Elise has announced that she is stepping down as the P & F Coordinator, John presented parting gifts and more thanks. Lucia Clements has volunteered her time to help oversee the continuance of the P & F Activities with the help of the other members.

Last year, we ran our staff led Nature Play Event in the April school holidays that was open to all in the Adelaide Hills community. Currently under review as to whether it will be viable to host this again in 2024.

The Partners in Practice (PiP) Project run with our school, St Francis de Sales College and St Joesephs Murray Bridge was rolled out in 2023. The grant allowed the schools to employ the services of an Occupational Therapist and a Speech Therapist to work with staff with programs to assist students learning. Both positions were vacated at the end of the 2023 school year,

however, a new OT, Briony Lucas, has started and will work with staff at St Catherine's on Fridays. A replacement Speech Therapist – may be an external provider but yet to be confirmed.

To assist with our marketing and enrolment strategies, CESA has employed a Communication and Marketing Officer for a 12-month period to work with both our school and St Joseph's Tranmere spending 2 days a week at the school sites. Janelle has provided additional content for our school's marketing via social media platforms and the results have been wonderful.

Lastly John thanked the school board and staff again their efforts and ongoing commitment to the school and its community. Thanks to Gina Kennedy, for her tireless work on the school finances and maintenance programs.

School Board Chairperson's Report tabled and read, compiled by Miriam Whitford.

In Miriam's absence, nothing further was added.

Treasurer's Report tabled and read, compiled by Luke Williams.

Luke gave special mention to Gina Kennedy for her attention to detail, ability to work with the constantly changing requirements of CESA, budgets and management of school finances. Thanks to Dale Stevenson and John Low for their expertise on the Finance Committee. He also thanked the board for its continued support, noting that in 2023, 50% of the elected members were new to the board.

2023 was budgeted as a deficit budget, however, through great management of funds and additional grant funds, the school recorded a cash surplus at the end of the year.

2024 Draft Budget has been provided in the report, with the finalised version currently being completed for Board approval.

Parents and Friends' Report tabled and read, compiled by Elise Campbell-Hand.

Elise thanked all for their support of the P&F and welcomed Lucia to the role of Coordinator and School Board Representative – P&F

Will still be involved and will continue to do Friday lunches, however, will be more of P&F volunteer in the coming years.

WHS Report tabled and taken as read, compiled by Pat Wheeler.

Nothing further added.

Gina noted that a random audit from CSH&W was taken for our school in 2023, with special thanks to Pat Wheeler for her work in achieving a fantastic result.

School Performance Report were all tabled and taken as read.

School Performance Report will be published on the school's website.

Ben Clements – motioned for all tabled reports to be moved as true and correct.

Moved - Sharna Bucher

Seconded - Jane McCaffrey

Nominations for New Board Members for 2024

Not applicable - No positions available.

Questions from the floor:

NIL

AGM closed

6.30pm

MEMBERS OF BOARD - 2024

BOARD	
Ex-Officio Fr Alfred Farrugia – President Mark Simpson - Principal / Executive Officer	Appointed Parish Priest 2014 Appointed Principal, St Catherine's School, Term 2 2020
Secretariat Samantha Ellul – Secretary (Staff)	(Appointed Secretary 2020 - current)
Nominated Members Bianca Foote – Staff Representative Tom Kenyon – PPC Representative Lucia Clements – P & F Representative	(Appointed Member 2023) (Appointed PPC Rep 2020) (Appointed P & F Rep 2024)
Elected Members Miriam Whitford - Chairperson	(Elected Member 2019-2020, Elected Deputy Chairperson 2021 – 2022, Elected Chairperson 2023 - current)
Luke Williams – Treasurer	(Elected Member 2022, Elected Treasurer 2023- current)
Ben Clements – Deputy Chairperson	(Elected Member / Deputy Chairperson 2023 – current)
Sharna Bucher	(Elected Member 2022 – current)
Rocky Luppino	(Elected Member 2023 – current)
Kay Burton	(Elected Member 2023 – current)
Jane McCaffrey	(Elected Member 2023 – current)
Dale Stevenson	(Elected Member 2023 – current)

MEMBERS OF BOARD NOT CONTINUING IN 2025

BOARD	
Miriam Whitford - Chairperson	Tenure over
Samantha Ellul - Secretary (Staff)	Has left St Catherine's School
Bianca Foote – Staff Representative	Staff change
Luke Williams – Treasurer	Tenure over
Dale Stevenson	Tenure over
Jane McCaffrey	Tenure over

Nominations open for Board Members at AGM 25th February 2025

Jessica Barolo to replace Bianca Foote – Staff Representative
Di Cook to replace Samantha Ellul - Secretary

Renominations to continue tenure received from:

- All positions held have a two (2) year tenure. Each elected board member may renominate for position, but must not exceed six (6) consecutive years on the School Board



President's Report 2024

No report for 2024

Principal's Report 2024

In 2024 we continued to align the focus of our work around the Catholic Education SA's Living Learning Leading (LLL) Standards and our school Strategic Plan 2024-2026.

The LLL standards are framed around 4 key areas:

1. Catholic Identity
2. Curriculum and co-constructed learning and assessment design
3. Student agency, identity, learning and leadership
4. Community Engagement

The CESA Towards 2027: Expanding Horizons and Deepening Practices Strategy for Catholic Education South Australia also continued to inform our work and development of practices throughout the year.

St Catherine's School Strategic Plan 2024-2026

The St Catherine's School Strategic Plan sets out the school's broad, long-term strategic aspirations and identifies the resources needed to realise these strategic goals. 2024 was the first year of this plan.

Annual improvement Plan 2024

Each year, the School Leadership Team comprising the Principal, Assistant Principal, and Leaders of Learning, Inclusion and Wellbeing develop an Annual Improvement Plan derived from the Strategic Plan. The 2024 Annual Improvement Plan translates the long-term vision of the Strategic Plan into concrete, measurable targets (smart goals) to set out a detailed, road map for the year. Several achievements for the school community during 2024 have been listed below.

The 2024 St Catherine's Leadership Team consisted of:

- Principal (John Low) and from July 2024 Acting Principal (Mark Simpson)
- Assistant Principal Religious Identity and Mission (APRIM), Leader of Learning: Curriculum and Assessment Yrs. 3-6 and Leader of the school's Ecology programs (Krystina Dawe Term 1-3) and (Carla Thomas from October Term 4))
- Leader of Learning: Curriculum and Assessment Yrs. R-2 (Narelle Brine).
- Leader of Learning: Wellbeing and Inclusion (Semester 1 Genevieve Jong and Semester 2 Bianca Bennett)

I would like to acknowledge the expertise and commitment of the leadership team members in 2024. In smaller schools, the workload is concentrated on a smaller leadership team and in this case four staff to ensure that expectations are met. I am grateful for the commitment of our leaders and our staff to ensure that our students become thriving people, capable leaders and the leaders for the world God desires.

My thanks to John Low for his generous support during my transition to the role of Acting Principal.

STRATEGIC DIRECTION 1 - CATHOLIC IDENTITY

Commitment: *All members of the school community experience Catholic faith, liturgy, culture, and Tradition in meaningful and authentic ways.*

Sacramental Program

The Parish and School partnership continued to provide Christian faith formation experiences throughout the year and many families were involved in the 2024 Sacramental Program.

Workshops were held at the St Matthew's Catholic Church on Saturday afternoons. Thank you to Fr Fred, Krystina Dawe and Cathie Oswald for their leadership and guidance of our young people through this ministry. Thank you also to their families who played a crucial role in supporting them through their sacramental journey.

Parish School Partnership

Our Parish School partnership continued to grow in strength and several events were held throughout the year aimed at providing opportunities for the Parish and School communities to join in their mission to be church together. A family Mass was held each term at St Matthew's Church, Bridgewater, and the annual Parish/School picnic was held in Term 1. The annual Year 6 Student Reflection Day was held at St Matthew's Church Hall and the Year 3/4 students attended a Mass with parishioners at St Matthew's Church in Term 3 as part of the St Dominic Week celebrations. The school hosted Mass for Ecology Sunday, where parishioners and families were invited to bring the animals along for a special blessing and this was well attended with 9 staff from St Catherine's present. A Parish/ School bursary continued to support two families to access a Catholic education at St Catherine's for their child/ren.

Religious Education Curriculum and Formation

Teaching staff further developed their understanding of the revised CESA Religious Education framework and continued to use CESA's Religious Education Performance Standards. Year 4 students participated in the annual ReLAT (Religious Literary Assessment Tool) measurement. The average total for all year 4 students at St Catherine's in 2024 was 62.3% (the average total for all year 4s in South Australia was 64.7%). This decreased by 5.72% from 2023 results, also placing St Catherine's average 2.4% below the state average. This was the third ReLAT assessment that was aligned to the revised Crossways Curriculum.

Staff Formation and Professional Development

Our staff joined with staff from St Joseph's School (Murray Bridge) and St Francis de Sales College (Mt Barker) to share in a commissioning Mass at the start of the year. This was held at St Catherine's School. A staff spiritual reflection and formation day was held in Term 2 facilitated by Krystina Dawe exploring the story of St Mary MacKillop and was celebrated in Norwood, a place of great significance to St Mark MacKillop. This reflection day was part of a strategic sequence of staff formation that has occurred over a 4-year period and had a focus on the importance of this story. It began 4 years ago with reflection around our own personal stories, followed by the story of Indigenous spirituality, then the Dominican story and the story of Catholic Education in South Australia through the work of St Mary MacKillop. These experiences continue to be an important part of our commitment to staff formation.

Jessica Barolo and Andrea Williams commenced a Graduate Certificate in Religious Education. As a beginning teacher Jenna Coates undertook the CESA teacher induction and onboarding components online. As the "Made in the Image of God" Key Teacher, Krystina Dawe completed the associated training through Catholic Education SA.

In 2024 Krystina Dawe also completed her Masters in Educational Leadership with a specialisation in Catholic Leadership through the Australian Catholic University.

Throughout the year staff training analysis was a system focus as there were developments in the documentation and tracking processes across CESA. Staff at St Catherine's were proactive in ensuring training requirements such as Keeping Safe Child Protection Curriculum, Disability Standards Training and Responding to Risks of Harm, Abuse and Neglect refreshers were up to date and appropriate documentation was sighted by our admin team.

Social Justice Initiatives

Led by the School Captains, students engaged in various social justice initiatives throughout the year including Project Compassion, Catholic Mission, Vinnies Winter appeal, Catholic Charities, and the Vinnies Christmas appeal. They also participated in a week of activities celebrating the life of St Dominic, learning about the person he was, along with the Dominican Pillars of Prayer, Study, Ministry and Community. The school Captains also did an exceptional job at representing the school at Principal tours, Masses at the Cathedral, and school events throughout the year. The focus throughout all of these initiatives was on service to others in line with Catholic Social Teaching Principles. To honour our schools Charities and Fundraising policy we continued to prioritise Catholic Charities throughout the year. We were fortunate to have representatives from

the Stirling conference of St Vinnie's present certificates at our school assemblies as a gesture of thanks for our contributions across the year.

Ecological Conversion

Krystina Dawe continued to represent St Catherine's School as a member of the CESA Ecological Advisory Committee. Through this she was invited to be a panel member for the Catholic Education Awards South Australia Laudato Si' Award.

Students and staff continued to develop their understanding of Ecological Conversion through the various sustainability programs available at St Catherine's. This was also evident in the decisions which were made across the school to live out our commitment to care for creation and to honour our school value of Sustainability. Part of this work included successfully accessing an Ecological grant from Catholic Education SA. This was to go towards planting reeds and water grasses along the water course in the ditch however due to the dry weather and hard grounds, this was unable to go ahead in 2024. This will be planned for 2025 once rains have softened the area for planting. Eight students were involved in the Youth Environment Leaders Program (YELP) facilitated by Green Adelaide. These students were proactive in initiating an ongoing project centered around habitats, with a focus on bird boxes. Students navigated their learning in this area taking inspiration from schools which were visited as part of the YELP program. Plans are underway to install the bird boxes on the school grounds. Thank you to the parent volunteers who were able to assist with these events and to Jeremy Gramp (Green Adelaide) for his ongoing support of our students through this work.

A new initiative to our school in 2024 was the introduction of the Stephanie Alexander Kitchen Garden Program. This was established in Term 1 and each class had the opportunity to engage with the program throughout the year, undertaking both cooking and gardening activities. Krystina Dawe undertook online training and was able to source a range of key resources to support the development of the program. Throughout the duration of the classes allocated cooked sessions, there was one week which was focused on outreach. During this lesson, the cooked food was shared with those other than themselves. This included making orange cakes to share with the school for Harmony Day, making soup for The Hutt in Aldgate, and making soup for our whole school soup fundraising day. Through these activities, students enjoyed being able to connect with others and provide for others. Our school garden was able to provide a number of key ingredients across the year, however the increase in rabbits within the area proved problematic and meant that ongoing measures needed to be in place to protect the harvest. We were pleased to enjoy a range of items from the garden including lettuce, potatoes, rosemary, spinach, apples, lemons and snow peas. Thank you also to the Hahndorf Fruit and Veg Market for their donations to support the soup fundraising cooking.

STRATEGIC DIRECTION 2 – LEARNING, TEACHING AND WELLBEING

Commitment: *Quality teaching and learning is informed by contemporary research. Educator data literacy skills are used to analyse and use data that improves and/or transforms existing practices for whole school, cohort, and individual student performance.*

Staff Professional Learning

Staff professional learning includes a variety of specialised training, formal education, or advance professional learning intended to support administrators, teachers and other educators improve their professional knowledge, competence, skill, and effectiveness. In 2024 the professional learning that various staff engaged in included:

- Clarity (Lyn Sharratt) - System approach to school improvement
- SEQTA Engage
- Nationally Consistent Collection of Data (NCCD) for students with disability
- CESA Religious Education Framework
- Moderation for Student Achievement (partnership with St Raphael's, Parkside)
- Inclusion (NCCD, Strategies for supporting students with sensory needs)
- PRIMA and Religious Leaders Days
- CESA Leader of Learning Days

- AGAT
- InitialLit
- Middle Leaders Program
- Masters in Catholic Education through ACU
- Graduate Certificate studies in Catholic Education
- AI workshop for Stefan

System Task Design

Beginning teachers with Jenna

PBIS workshops

Eastern Region Workshop Lee Crockett, Mel O'Leary, Luca Parry, Neil McGoran

Science of Learning and Explicit Instruction Dr Loraine Hammond, Ollie Lovell, Tom Sherrington

Leaders of Learning Curriculum and Assessment

Narelle Brine and Krystina Dawe worked together to lead staff on various Curriculum and Assessment priorities. They attended termly network days with staff from schools in the Eastern region. Days were focused on system priorities around assessment task design and Explicit Instruction. These days helped form the basis of their work throughout the year.

Carla started with us in Term 4 and co-led professional learning with staff on curriculum design. This learning focused on mapping the achievement standards and content descriptors for Mathematics and continued to build staff understanding of the Enduring Understandings for Religious Education to build scoping and sequencing learning and assessment for the year.

SEQTA Engage

SEQTA remained a focus for 2024 as we continued to develop our school wide use of Marksbook and the introduction of SEQTA Engage with families. Staff continued to use Marksbook for timetabling, programming, and assessment. Our student reports were produced by the platform and in 2024 families were invited to access the reports via the SEQTA Engage app. We had 100% of families connect and access the school reports using this platform.

FYOSLA (First Years of Schooling Literacy Assessment)

Early Years staff continued to implement the CESA required literacy assessments for students in 2024. This included FELA (Foundations of Early Literacy Assessment) and Year 1 Phonics Check. Our student data was collected and this data analysed to ensure students met targeted goals. 9 students who were identified as requiring extra support in literacy were already identified and enrolled in Tier 2 MiniLit support.

FYOSNA (Year 1 Number Check)

CESA introduced a new Year 1 Numeracy assessment which the Early Years teachers at St Catherine's enrolled in. The new assessment was implemented in Term 3. This data was reported back to the CESA curriculum team.

Moderation

St Catherine's teaching staff continued to engage with the staff from St Raphael's, Parkside on moderation. The focus for curriculum assessment design was Numeracy. Staff met in year level teams to discuss the planning and moderation of student work to ensure consistency with our grading A to E. The CESA Mathematics Performance Standards were used to analyse the design of tasks to ensure students had opportunities to reach the A grade.

Working with a System Coach (Mathematics)

Narelle and Krystina worked closely with Michael Clifford from CESA (Numeracy System Coach). During this work, the school Mathematics Policy was reviewed, and staff were able to contribute to the development of an up-to-date policy. This was endorsed by the school board and will be used throughout 2024 to ensure a consistent approach to Mathematics teaching across R-6.

PAT Data (Progressive Achievement Data)

Annual Progressive Assessment Test (PAT) for Mathematics and Reading was conducted in weeks 2 and 3 of Term 4. Students in Years 2-6 completed the Adaptive form of testing, which uses adaptive technology to adjust the difficulty of the questions based on the student's previous response. This form of testing is comparable to NAPLAN as it allows for a more personalised assessment.

PAT M (Mathematics) Summary

The data for students achieving above standard, at standard, and needing intervention from Years 2 to 6 shows notable trends for 2024. A total of 18 students (15.2% of the cohort) achieved scores suggesting that they require enrichment, reflecting an increase of 11 students from 2023. Additionally, 38 students (32.2% of the cohort) achieved scores 'at standard,' marking an increase of 25 students from the previous year. Year 3 is identified as having the greatest potential for growth.

PAT R (Reading) Summary

The 2024 PAT R data for students in Years 2-6 reveals key trends in enrichment, achievement, and intervention possibilities. A total of 28 students (25.4% of the Year 2-6 cohort) achieved scores indicated a possible need for enrichment/extension opportunities, while 49 students (41.5% of the cohort) achieved scores 'at standard,'. Together this represents nearly 67% of students demonstrating proficiency in reading. There was a significant decrease in the percentage of students achieving scores suggesting a need for intervention (23% down to 11.8%). This indicates that early reading and intervention efforts have had a meaningful impact. Year 3, 4, and 5 students show the greatest potential for growth.

Literacy Intervention

In 2024, 18 children participated in the MiniLit Program (R-2) and 5 children participated in the MacqLit Program (3-6). We also have 2 students accessing 1:1 literacy support using the WRAP program to target specific phonological needs.

AGAT (Acer General Ability Test)

In 2024, we introduced a new assessment called the Acer General Ability Test (AGAT). This assisted in gathering insight into the learning potential of students and how this can be used to further support students in the classroom.

NAPLAN

Student performance in the annual NAPLAN assessments were again reported across 4 Proficiency bands in 2024; Needs Additional Support, Developing, Strong and Exceeding. Students achieving in the Strong and Exceeding bands demonstrated proficiency in knowledge and skills for that specific domain.

In 2024, we achieved a 100% participation rate for NAPLAN, with the exception of Year 5 Writing, which had a participation rate of 96%. St Catherine's students in Year 3 and 5 performed well in the annual NAPLAN assessments, achieving average scores within the Strong band across all domains (Reading, Writing, Spelling, Grammar and Punctuation, and Numeracy).

In Year 3, students performed **above** the national average in Reading and Numeracy.

In Year 5, students performed **above** the National average in Writing, Spelling, Grammar and Punctuation, and Numeracy. Year 5 Students performed **well above** the National average in Reading.

With comparison to similar schools, St Catherine's students performed **close to** students with a similar background (as determined by parental occupation and education).

Nationally Consistent Collection of Data (NCCD)

Students with disabilities at St Catherine's are learners with diverse needs. They are supported to engage in all areas of the curriculum and progress their learning through the development of an individual Personalised Plan for Learning (PPL). The PPL is a tool that documents adjustments

required to promote learner engagement and achievement. Learners' participation in intervention programs, allied health sessions and access to adult support with their learning is also documented in student's PPLs. It is a working document that is updated, discussed and reviewed with parents/guardians throughout the year.

In 2024, 56 students at St Catherine's were imputed or diagnosed with a disability, representing 31.1% of our student population.

In Term 4, class teachers supported all students to prepare for their transition to their new classes in 2025. They also participated in handover meetings with students' future teachers. These practices support students with disabilities in the transition process and helps set them up for a successful start to a new year.

Positive Behaviour Intervention Support (PBIS)

In 2024, students continued their learning of PBIS. PBIS is a framework used in schools to promote positive behaviour, improve social skills, and create a supportive learning environment. It involves setting clear expectations for students, modelling and explicitly teaching positive behaviours, acknowledging their positive actions, and providing consistent feedback and support. The overall goal is to create a positive school culture where students feel safe, valued, and motivated to succeed and display positive behaviours.

STRATEGIC DIRECTION 3 - STUDENT AGENCY

Commitment: *Students have a strong understanding of their identity as a learner. Every student has agency in a rich, challenging and differentiated learning environment which enables them to thrive, learn and lead.*

Student Wellbeing and understanding of identity continued to have a strong focus in 2024. All students were engaged in learning and reflecting on the Catholic Education SA Key Capabilities framework centred on supporting thriving people, capable learners and leaders for the world God desires.

CESA Pulse Check Learning and Wellbeing

In week 5 each term, students participated in the CESA Pulse Check survey, a tool designed to give agency to students to share their experience of belonging and engagement at school.

The information below from Term 4 provides a snapshot of how students feel about their sense of belonging, participation, and wellbeing at school.

Most of the time: 78.9%

Sometimes: 18.3%

Not very often: 2.7%

Extra Curricula Clubs

- R-2 Learn to Play Sports Programs were held after school including:
 - o First Serve Tennis (Term 1)
 - o Net Started Netball (Term 2)
 - o Jump Starts Basketball (Term 3)
 - o Super Soccer (Term 4)
- Yr 3-6 Strikers Cricket Clinic
- Yr 3-4 Children's University
- Yr 5-6 Debating. Our teams competed in the SA Debating competition and performed very well
- Yr 1-4 Art Club, facilitated by Mandy Herbert in Terms 2 and 3
- Code Club R-2 in Term 2
- Family gardening group on Wednesday mornings
- R-6 Lunchtime Gardening
- Yr 3-6 Lunchtime Sewing Club
- Choir Club – Term 4 (R-6)

The following sporting opportunities were offered throughout the year:

- Sports Day (R-6)

- Water Safety Program - Aquatics Day (Yr 6)
- Water Safety Program - Beach Safety Day (Yr 5)
- R-4 Water Safety Program held at Woodside Pool
- Catholic Schools Swimming Carnival (Yr 3-6)
- Catholic Schools Netball Carnival (Yr 3-6)
- Catholic Schools Athletics Carnival (Yr 3-6)
- Catholic Schools Cross Country (Yr 3-6)
- SAPSASA Swimming Carnival – Courier Cup
- SAPSASA Athletics Carnival

Call to action: Student Partnership for Improvement Project

St Catherine's school was invited to participate in a project which was facilitated through a partnership between Catholic Education South Australia and Inspired Learning Co. Students in year 5 participated through the ongoing workshops, however students in year 6 were also able to access the learning through a school-based approach. Laura O'Connell and Stefan Butler assisted Krystina Dawe with this project, centered around student agency.

Wellbeing and Bathroom Renovations

Students engaged in work with Artist Cat Dean to design a mural for each of the student bathrooms. These have significantly enhanced the aesthetics in the bathrooms and were able to be funded through the Wellbeing Boost Grant. Genevieve Jong worked closely with Cat Dean to outline objectives and bring the students' designs to life through these beautiful art pieces. Most pleasing was the way in which they captured our school values and key features of our school.

Choir

In the last week of Term 3, the Year 5 and 6 choir students performed with several other Catholic Primary schools as part of the Catholic Schools Music Festival at the Adelaide Festival Theatre. The students did an amazing job learning the songs and accompanying actions.

Podcasting

Arch D has spent the past 10 years working with Catholic schools, mentoring students and producing high quality radio and podcasts. Year 5 and 6 students were involved with the Arch D podcasting program completing Level 1 and 2 of the programs. Three of our students were nominated for Arch D awards. In addition to this, several of our students were invited to share their experiences of playing in nature. These were used as part of a podcast series developed by CESA and will be used with staff throughout 2024.

Jack was nominated to the list of finalists for "Podcaster of the Year" and Aliyah, Raphaella, Olivia, and Matisse were the recipients of one of the most prestigious categories as "Primary Team of the Year." Thanks to Ms. O'Connell and Mr. Butler for their support of the students in this program.

Student Leadership

Our Year 6 Dominican Leadership Program took place on a fortnightly basis with students rotating through groups based on the four pillars of Dominican Spirituality - Prayer, Study, Ministry and Community.

The Student Representative Council (SRC) and ECO Group provided opportunities for students in Reception to Year 6 to contribute their thoughts, ideas, and initiatives about how St Catherine's can be a wonderful place for learning. Two SRC and two ECO representatives were chosen from each class each semester.

ECO (Ecology Student Leaders)

Our Eco Reps have played a vital role in educating the school community about the appropriate use of bins. They effectively presented at school assemblies, sharing important information on waste disposal and recycling practices. ECO reps met fortnightly for meetings and discussed non-negotiables for classrooms, celebrated World environment day by creating compostable pots and planting native seeds, and during the Season of Creation they collaboratively wrote a school prayer

that was shared across classes and displayed in prayer spaced. Additionally, our Eco Representatives developed a proposal for waste management, which was presented for approval by the principal. Furthermore, the Eco Reps wrote articles for the school newsletter, encouraging students and staff to make ecological and sustainable choices when disposing of waste. Each meeting started with the acknowledgement of country and students were able to bring up items for discussions.

The introduction of the Tread Lightly shoe recycling initiative by our Year 6 leaders had a significant impact, with many drop-offs made throughout the year.

The dedication and proactive efforts of our Eco Reps and Year 6 leaders significantly contributed to fostering a more environmentally conscious school culture. There was an intentional focus to consider Ecology through a Catholic Lens of caring for all of God's creation.

Camps

The year 5 and 6 students participated in the following camp experiences:

- Year 6 – four-day camp to Kangaroo Island
- Year 5 - two-night camp at Mylor Adventure Camp

STRATEGIC DIRECTION 4 – PARTNERSHIPS AND COMMUNITY

Commitment: *To continue to seek and nurture family, parish and wider community partnerships, building positive relationships through a culture of dialogue, inclusion and mutual respect.*

Playgroup

The Forest Friends Playgroup was held throughout the year with between 4 and 11 children attending each week. Katie Kasperski did a wonderful job at coordinating and running the playgroup.

Bambini

Our Bambini Transition to School Program had 13 students attend on Friday mornings throughout Semester 2 and Narelle Brine and Jessica Barolo provided wonderful care and guidance to these students, helping them become familiar and settled with the school routine and learning environment.

Parents & Friends

The P&F continued to meet throughout the year, supporting various events such as welcome morning tea, pancakes for Shrove Tuesday, Sports Day BBQ, Gingerbread house making and more. The Monday morning Tuck shop and Friday Canteen lunch went from strength to strength and many parents volunteered their time to support the effective running of these days. In 2023 the P&F supported a Science incursion 'Nitro Nat' for all students R-6. A School Disco was held for Reception to Year 6 students, supported by the P&F at the end of Term 3.

My sincere thanks to Lucia Clements who has been the P&F Coordinator this year at St Catherine's. Lucia has been a kind-hearted, proactive coordinator who has worked tirelessly to support a variety of functions during the year. Thank you also to the many other parent volunteers who helped get these various events up and running.

Parent Workshops and Events

Several parent focused workshops and events were held throughout the year. Special thanks to all who helped organise these various events. I am grateful for the passion and commitment to creating a strong and connected school community.

Term 1

- Cyber Safe Families Parent Workshop
- St Cath's Parent Welcome Soiree

Term 2

Term 3

- MITIOG Information Night
- Student Instrumental Evening

- Yr 5/6 Leaders Lab Information session
- Term 4
- Grandparents Day
- Book Fair

School Musical

One of the highlights of the year is the school musical and this year's performance of The Pirates of Penzance was no exception. It was wonderful to see all students in Year 5 and 6 take part in this performance and record numbers of parents and friends attending this event. Thanks to our Performing Arts Teacher Kathryn Thompson for leading the students in this performance.

Nature Play Event

During the April Holidays a Nature Play event was held for the wider Adelaide Hills community. This was very well attended with 100 tickets sold, and was a celebration of the opportunities our school grounds offer. Thanks to the staff and the YELP students for assisting in the preparation and delivery of this event.

Italian Day

We celebrated our Italian language learning program through an Italian Day full of Italian games, activities, and food in Term 4.

Stirling Christmas Pageant

A large group of St Catherine's students and families joined the 2024 Stirling Christmas Pageant, held in the main street of Stirling on Sunday 1st December. The theme of the pageant was 'A Planet Friendly Pageant' and my thanks go to the many parent volunteers who supported participation in this event.

Parish Nativity Play

It was excellent to see several students participating in a play at St Mathew's Christmas Mass. Thanks to our Performing Arts Teacher Kathryn Thompson for leading the students in this performance.

STRATEGIC DIRECTION 5 - OPTIMISED USE OF RESOURCES

Commitment: *Human, physical, financial and infrastructure resources are managed equitably to provide an innovative and safe learning environment that maximises student outcomes.*

Partners In Practice (PIP) Project

Through a successful funding application, in partnership with St Francis de Sales College and St Joseph's School, Murray Bridge the school continued to employ Briony Lucas, an Occupational Therapist. Briony provided invaluable allied health support to staff, students, and parents one day each week.

Marketing and Communications Officer

Janelle Zajackowski was appointed to a Marketing Coordinator role at the Catholic Education Office however, continued her support as a marketing and communications officer.

Refurbishment Works

During 2024 the Treehouse (library) was painted, and new carpet was installed. Various other works were completed during 2024 including painting and line marking.

Staffing

At the end of 2024 we bid farewell to Laura O'Connell (teacher) and to Sam Ellul who served as Office Administrator for the past 14 years.

John Low was seconded temporarily to a leadership role in the Catholic Education Office as a School Performance Leader providing leadership to several school Principals. Krystina Dawe has

Chairperson's Report 2024

Good evening everyone, and thank you for joining us today. It's an honour to present this report, reflecting on our achievements over the past year and sharing the exciting opportunities ahead. I am incredibly proud of what we have accomplished together and deeply grateful for the unwavering support from our leadership team, staff, students, parents, caregivers, and the wider community—especially Father Fred and our Parish.

School Vision and Mission

To begin, I would like to remind everyone of the foundation upon which all our efforts rest: our school's mission and vision. These principles guide every decision and action we take.

- **Our Vision:** St Catherine's School aspires to create a rich learning environment where young individuals are equipped to thrive and lead in a global society. We achieve this by prioritising academic excellence, personal integrity, and community responsibility.

Looking back over the past year, I am proud to report that we are more aligned than ever with these long-term goals. We continue to foster an environment where each child's potential is realised. Our commitment to providing a well-rounded educational experience goes beyond academics, supporting the social and emotional development of all our students.

Leadership

This year, we've experienced some transitions in our leadership team. In June 2024, our Principal, John Low, accepted a 12-month placement with Catholic Education South Australia (CESA). While such transitions can bring a period of uncertainty, we are fortunate to have had the leadership of **Mark Simpson** as our Interim Principal. Mark has stepped into this role with dedication, compassion, and consistency, ensuring the continuity of teaching and learning throughout this transitional time.

I would also like to acknowledge **Carla Thomas**, our Interim Assistant Principal for Religious Identity and Mission (APRIM), whose leadership has been vital in maintaining our school's religious culture and identity. Additionally, we wish to thank **Krystina Dawe**, our long-term APRIM, who has taken an exciting new leadership opportunity for the next 12 months.

Student Enrolment

This year, we've seen steady growth in student enrolment. Our total enrolment currently stands at **193 students**, marking a **10% increase** from this time last year. Looking ahead, we project further growth, with enrolments expected to reach **200 students** in the upcoming academic year, driven by increased community confidence and growing awareness of our beautiful parish school.

Key highlights for 2025 include:

- **10% growth** compared to last year
- Our **largest Reception class** in 5 years
- Our **largest Year 6 class** in 8 years
- A **half-year Reception transition growth**

As our school community continues to grow, we are committed to maintaining a nurturing, personalised learning environment that meets the evolving needs of all our students.

Financial Position

The school is in a strong financial position with adequate cash resources to pay its debts as and when they fall due, and in a strong position to now consider the next development. More detail will be provided in the financial report.

Facilities and Infrastructure

The development of our facilities continues to be a priority. Six years ago, the Board and leadership team unveiled a **Master Plan** for the school, outlining a vision for development over the next decade. Since then, we've made significant progress, including:

- **Stage 1:** The extension of senior classrooms to the school hall.
- **Stage 2:** A complete restructuring of the school's entry, staff area, meeting rooms, and overall appearance.

These improvements have had a lasting, positive impact on our school environment.

We are now in the design phase for **Stage 3** of our Master Plan, which includes the potential addition of four additional GLA's. In **2025**, we will focus on finalising the design, securing funding, and seeking support through the **CESA development and investment program**.

Catholic Education South Australia (CESA) Chair Forum

In September 2024, CESA hosted a Chair Forum, where they presented the strategic plan for Catholic Education. This provided a positive and inspiring vision for growth. I was particularly impressed by the presentation from **Dr Jill Gowdie**, Executive Leadership Team, Catholic Identity and Mission, who spoke about the theme: **"Everyone is welcome at a Catholic school."**

Dr. Gowdie shared a quote from the Archbishop of Washington:

"We don't teach them because THEY are Catholic; we teach them because WE are!"

At St Catherine's, we are proud to be a Catholic school with a welcoming and inclusive community. While the majority of our students share the Catholic faith, we are enriched by the diversity of beliefs represented, which strengthens our collective identity and sense of belonging. This diversity is something we truly celebrate.

Evolution of the Board

After six years of service as Chair / Deputy Chair / Board Member, it is now time for me to pass on to the next leader of our school board. It has been a true honour to serve in this capacity.

As I step down, I do so with a sense of deep gratitude for the support of my fellow board members and for the trust and collaboration we've had with our school leadership and broader community.

Conclusion

In conclusion, 2024 has been a year of both growth and change, and we are excited about what the future holds for **St Catherine's Stirling**. With a committed leadership team, a vibrant community, outstanding teachers and support staff and an unwavering focus on providing the best for our students, we are well-positioned for success in the years to come.

Thank you again for your ongoing support. Together, we will continue to build a school where every student can feel safe, heard and thrive.

Miriam Whitford

Chairperson
St Catherine's School Board

been temporarily seconded to another school as a Deputy Principal.

Finance

My sincere thanks to Gina Kennedy for her attention to detail and management of the school financial resources. Gina's attention to detail and careful decision making allowed the school to achieve a solid financial position. Thank you also to Luke and Dale for their expert contribution and oversight as members of the finance committee.

Thanks to the School Board

Thank you to the school board members who have contributed significantly to the successful management of the school: Fr Fred Farrugia, Miriam Whitford, Ben Clements, Luke Williams Tom Kenyon, Bianca Foote, Sharna Bucher, Kay Burton, Rocky Luppino, Lucia Clements, Jane McCaffrey, Dale Stevenson and thank you to Sam Ellul for supporting the administrative functions of the Board.

Special thanks to the Chair of the School Board Miriam Whitford for her generous, professional care and support of the school community over the past 2 years. Mim has completed her term as chair.

Thanks

Finally, thank you to all our teachers, ESOs and volunteers for their continued support of the school and its future direction.

Together in Faith, Learning and Community.

Mark Simpson Acting Principal (from July 2024) and John Low Principal
St Catherine's School

Treasurer's Report 2024

Our financial statements for 2024 are currently being audited however not signed off yet. Therefore, the following notes on our 2024 financial performance are provisional figures. We do not expect any significant changes that will impact on the integrity of the results presented.

Set out below is a summary of the school's financial performance and position for the year ended 31 December 2024.

Cash position - the school finished the year with a cash balance of 1,101k (2023 887k), an increase of \$214k on the prior year.

The 2024 cash surplus of \$214k for the year comprised the following

Table 1 - 2024 v's 2023 – all amounts are \$000

Account Line	2024	2023	Variance
Tuition and Government Grant Income	3,262	2,915	347
Non-Recurrent Income	225	183	42
Tuition and admin expenses	(3,017)	(2,633)	(384)
Clearing and trading accounts*	42	38	4
Building improvements and equipment purchases	(133)	(94)	(39)
Loan Repayments (in principal and interest)	(165)	(163)	(2)
Total	214	246	(32)

* Includes net surplus of P&F fundraising and canteen

The school achieved a similar result to 2023, even considering rising costs in 2024.

The \$214k increase in the cash result was a positive result against the 2024 approved budget. The approved budget for 2024 forecast a cash deficit of 159k. Variances against budget are noted below.

Table 2 – 2024 Actual v's 2023 approved budget – all amounts are \$000

Account Line	2024	Budget	Variance
Tuition and Government Grant Income	3,262	2,849	413
Non-Recurrent Income	225	30	195
Tuition and admin expenses	(3,017)	(2,724)	(293)
Clearing and trading accounts	42	12	30
Building improvements and equipment purchases	(133)	(161)	28
Loan Repayments (includes principal and interest)	(165)	(165)	-
Total	246	(159)	373

Commentary on the financial performance against budget is outlined below

- Tuition and Government Grant Income - an increase in base funding per student, NCCD data and size loading (232k), additional targeted funding received (75k), Marketing & Communication support (24k) and Mid-Yr Reception (11k) other increases include small grants and funding offset by increases in tuition and admin expenses
- Non-Recurrent Income – LSL funding (45k), Secondment reimbursement (72k), paid maternity leave (41k), offset by increases in tuition and admin expenses
- Tuition and admin expenses - additional TRT and ESO costs (62k), planning for next stage of master plan (18k), secondment reimbursement to be collected in 2025
- Building improvements and capital expenditure total of \$133k included
- Stage 2 classrooms and sensory update (36k)
- Carpet Treehouse (19k)
- Roof upgrade (skylight safety) (11k)
- Computer equipment, MacBook's, UHD monitors, HP desktops
- Loans / Debt - at the end of December 2024, there are loans of \$887k (2023 - \$1,018k) outstanding relating to Master Plan Stage 1 and Stage 2.

Table 3 – Per enrolment analysis – all amounts are \$000

Account Line	2024	2023
Tuition and Government Grant Income	19.5	17.8
Tuition and admin expenses	18.05	16.06
Building improvements and equipment purchases	0.8	0.6
Enrolment Numbers (August Census)	167	164

Increase in tuition revenue per student of 1.7k and increase in tuition and admin expense per student of 1.9k

The school is in a strong financial position with adequate cash resources to pay its debts as and when they fall due.

Luke Williams

Treasurer
St Catherine's School Board

BUDGET YEAR**2025**

Cashflow Data	Budget	Actual	Budget
	2024	2024	2025
	\$	\$	\$
INCOME			
Student Fees	570,152	587,065	640,640
Commonwealth Government Grant funding	1,830,666	2,165,503	2,036,561
State Government Grant funding	451,340	511,479	464,875
State Capital Grant Funding	0	0	0
Other Capital Grant Funding	0	0	0
Commonwealth Capital Grant Funding	0	0	0
LSL Reimbursements	0	45,662	0
Other Income	46,795	230,562	76,090
	2,898,953	3,540,272	3,218,166

EXPENDITURE

Salaries & Wages - Teaching Staff	-1,565,260	-1,813,799	-1,796,187
Salaries & Wages - Administration Staff	-222,793	-243,642	-232,062
Superannuation Contributions	-200,581	-226,589	-237,217
Long Service Leave Expense	-41,203	-42,084	-45,522
Maintenance, Grounds & Cleaning Expenses	-157,008	-161,111	-161,778
Levies	-88,093	-121,925	-98,030
Other Expense - Tuition	-215,921	-200,746	-242,872
Other Expenses - Administration	-234,282	-235,762	-232,832
Audit Fees	-6,170	-6,300	-6,300
	-2,731,311	-3,051,957	-3,052,801

CAPITAL EXPENDITURE

Freehold Land - at cost	0	0	0
Buildings - at cost	0	0	0
Fixed Equipment & Improvements	0	0	0
Furniture & Equipment	0	0	0
Computer Equipment	0	0	0
Plant & Machinery	0	0	0
Motor Vehicles	0	0	0
Capital Projects - Work in Progress	-160,972	-133,412	-100,900
Right to Use Asset	0	0	0
	-160,972	-133,412	-100,900

Operating Surplus/(Loss)

	6,670	354,903	64,465
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Interest Income	0	6,489	0
Interest Expense	-33,638	-33,515	-39,253
Loans - Repayments	-131,351	-131,473	-132,643
Loans - Drawdowns	0	0	0

Net Finance Costs

	-164,988	-158,499	-171,896
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Any non-specified accounts	0	16,281	0
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Total Surplus/(Loss)

	-158,318	212,686	-107,432
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Check Total - allow for rounding difference

	0	-0	-0
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Parents & Friends Report 2024

Welcome to 2025! We had a fantastic 2024 and hope to make this an even better year. I will be continuing as P&F Coordinator for 2025. Elise Campbell-Hand will continue as Friday Canteen Coordinator (this will be her last year as her youngest child will graduate at the end of the year), and we are currently looking for someone to take over the role by shadowing her this year. Lyndall Rodella has kindly agreed to continue as the Monday Tuck Coordinator for 2025.

First P&F Meeting was held on 21st February and the next one is scheduled for 24th March at 7:30pm. All parents and friends are welcome to attend, you do not need to attend every meeting to be a part of the group.

This year each class will run a Bake Stall before school assemblies alongside a coffee cart. First one on 14th February was run by 6CT. All money raised goes back to activities or equipment for the kids. Next one will be on 14th March.

There is a Parents Night planned for 28th February please check Audiri and Facebook for details.

Sports Day is our big fundraiser for term 1. There will be a BBQ, Bake Stall and Cheese Toasties Stall. We are hoping to secure a coffee cart as well. We have already received some generous donations of fruit boxes, so we are hoping to keep the prices down. Baking, cooking rosters and serving rosters will be out soon, please help wherever possible.

We will also run a "Guess How Many" jar with all money going to Project Compassion.

If you know any family businesses that may wish to support the school through a passive fundraiser, please get in touch. We had great success with this last year.

Thank you,

Lucia Clements

P & F Coordinator / School Board Representative

WHS Report – 2024 review

In accordance with Schedule 2, Part 4 of the Work Health and Safety Act 2011 (WHS Act), St Catherine's School is required to provide details of the following matters in its annual report. The school has provided staff, students and the wider school community with:

- initiatives taken during the year to ensure the health, safety and welfare at this work site and of workers who carry out work for the school
- health and safety outcomes (including the impact on injury rates of workers) achieved because of the initiatives taken during the year or previous initiatives
- statistics of any notifiable incidents of which the school becomes aware during the year that arose out of the conduct of the undertakings by the school
- any investigations conducted during the year that relate to businesses or undertakings, including details of all notices given to the school during the year under Part 10 of the WHS Act

STAFF TRAINING

Staff participated in reading and online modules for compliance of the following documents:
Code of Conduct/Protective Practices

SALT TRAINING

Unit Pathway	Module Name	Course Name
CESA > St Catherine's School STIRLING	Key SACCS documents	CESA - Key SACCS documents
CESA > St Catherine's School STIRLING	Introduction to cybersecurity	Cybersecurity for schools (CCI)
CESA > St Catherine's School STIRLING	Cybersecurity at work	Cybersecurity for schools (CCI)
CESA > St Catherine's School STIRLING	Cybersecurity at home and offsite	Cybersecurity for schools (CCI)
CESA > St Catherine's School STIRLING	Ergonomics and manual handling	Ergonomics and Manual Handling for Schools (CCI)
CESA > St Catherine's School STIRLING	Fire and other emergencies	Fire and Other Emergencies for Schools (CCI)
CESA > St Catherine's School STIRLING	Mental health in the workplace	Mental Health in the Workplace (CCI)
CESA > St Catherine's School STIRLING	Introducing privacy	Privacy for Schools (CCI)
CESA > St Catherine's School STIRLING	Safeguarding Essentials	Safeguarding Essentials (CCI)
CESA > St Catherine's School STIRLING	Slips, trips and office risks	Slips, Trips and Office Risks for Schools (CCI)

First Aid Training

Fire Extinguisher Training

Fire Warden Training (2) staff

WHS Annual General Awareness

WHS POLICY & PROCEDURES

MAINTENANCE

Programme Maintenance has once again been engaged to maintain the maintenance on an annual contract.

WHS Maintenance - 2024

- Pest controls service agreement still in place - Chicken Coop pest control continued

- Garden beds and scrubs– front of school pruned, and weeding completed
- Branch limbs removed in the playground.
- Roof – gutter audit and servicing/ cleaning gutter. Roof Inspection completed with improvement
- Compliance outlined for better safety and annual asbestos photos taken
- Pathways cleaned front of school general blow vac weekly.
- Car park – drive through asphalt repairs
- 2 x Semester Air Con Servicing
- Hydrant, hoses and extinguishers service and reports completed
- 2 Containers still in use on the tennis courts for use of storage
- Rubbish Removal
- Tag & Testing
- Site Buildings/Room Inspections 2 x Yearly
- Site Buildings & Pathways Inspections
- Steps/stairs sighting treads maintenance and cleaning
- Playground inspections completed
- Wetlands / veggie gardens – spraying
- Soft fall fill for playgrounds
- Oval top dressed and cored
- Electrical Compliance RCD's, Switch Board
- Exit Light 6 monthly Checks
- Dirt Works Play Equipment Repairs
- Doors and Locks Maintenance
- LED Lighting Replacements
- Management of car park and access roads – holes filled for general safety
- Waste systems in the school for sustainably management of waste
- Electric Boards serviced and register updated (stored in Gina's office)

To do WHS Work

- Wetlands – weeding and safety – bushfire prevention and access to area.
- Tree Arborist Annual Report - maintain

ELECTRICAL TAG AND TESTING

Tagging and Testing was completed. Aquaponics items were not tagged as not currently in use. The tagging machine is currently due for calibrating March 2025

INCIDENT REPORTING

Report Period: January 2021- December 2021

Incident Reports

Accident / Incident / Near Miss / Hazard Reports	Number	Description
Near misses	0	
Hazards – Playground repairs – these have been ongoing.	1	<i>Incidental jobs requiring maintenance to avoid hazard/injury occurring – preventative actions</i>
* Lost time injuries (from the accidents/incidents reported)	0	
New Workers Compensation Claims	0	
Bullying Complaint investigations	0	

SafeWork SA Union Matters - Notifiable Incidents / complaints

Date of Incident/complaint	Incident ID#	Incident Details	Actions from SafeWork SA e.g. SWSA Action Letter, Prohibition / Improvement Notice	Date of Notice Sign Off
	0			

Staff training Facilitator Carla Thomas	WHS Inductions Facilitated by Pat Wheeler	Staff Name	Code of Conduct Protective Practices
25/ 01 /2024	11 / 02 /2025	Mark Simpson	Code of Conduct Protective Practices
25/ 01 /2024	11 / 02 /2025	Carla Thomas	✓
25/ 01 /2024	11 / 02 /2025	Narelle Brine	✓
25/ 01 /2024	11 / 02 /2025	Biannca Bennet	✓
25/ 01 /2024	11 / 02 /2025	Jessica Barolo	✓
25/ 01 /2024	11 / 02 /2025	Josephine Silver	✓
25/ 01 /2024	11 / 02 /2025	Stephan Butler	✓
25/ 01 /2024	11 / 02 /2025	Jenna Coates	✓
25/ 01 /2024	11 / 02 /2025	Andrea Williams	✓
25/ 01 /2024	11 / 02 /2025	Clare Thompson	✓
25/ 01 /2024	11 / 02 /2025	Katryn Thomson	✓
25/ 01 /2024	11 / 02 /2025	Gina Kennedy	✓
25/ 01 /2024	11 / 02 /2025	Dianne Cook	✓
25/ 01 /2024	11 / 02 /2025	Tanya Verrall	✓
25/ 01 /2024	11 / 02 /2025	Hailey Waraich	✓
25/ 01 /2024	11 / 02 /2025	Katie Kasperski	✓
25/ 01 /2024	11 / 02 /2025	Tanya Davis	✓
25/ 01 /2024	11 / 02 /2025	Rebekah Sweet	✓
25/ 01 /2024	11 / 02 /2025	Cathy Fischle	✓
25/ 01 /2024	11 / 02 /2025	Teresa Tsouvallas	✓

Maintaining Workplace Health

- Doc NO. 1 MAINTAINING WORKPLACE HEALTH PROCEDURE
- Doc NO. 2 INCIDENT REPORTING & INVESTIGATION PROCEDURE
- Doc NO. 3 WORK ENVIRONMENT & FACILITIES PROCEDURE
- Doc NO. 4 ASBESTOS PROCEDURE
- Doc NO. 5 CONSULTATION, COOPERATION & COORDINATION PROCEDURE
- Doc NO. 6 CONTRACTOR MANAGEMENT PROCEDURE
- Doc NO. 7 AUDIT PROCEDURE
- Doc NO. 8 DRIVER SAFETY PROCEDURE
- Doc NO. 9 ELECTRICAL PROCEDURE
- Doc NO. 10 EMERGENCY MANAGEMENT PROCEDURE
- Doc NO. 11 FIRST AID PROCEDURE
- Doc NO. 12 RESPONSIBILITY, AUTHORITY & ACCOUNTABILITY PROCEDURE
- Doc NO. 13 INDUCTION & TRAINING PROCEDURE
- Doc NO. 14 HAZARD MANAGEMENT PROCEDURE
- Doc NO. 15 PLANT MANAGEMENT PROCEDURE
- Doc NO. 16 HAZARDOUS MANUAL TASKS PROCEDURE
- Doc NO. 17 REMOTE & ISOLATED WORK PROCEDURE
- Doc NO. 18 MANAGING PSYCHOSOCIAL HEALTH
- Doc NO. 19 MANAGEMENT OF HAZARDOUS CHEMICALS PROCEDURE
- Doc NO. 20 PURCHASING PROCEDURE
- Doc NO. 21 VOLUNTEERS PROCEDURE
- Doc No. 22 Document Control-V4 Procedure
- Doc No. 23 FALL PREVENTION PROCEDURE
- Doc NO. 24 Infection Control Procedure
- Doc NO. 25 CONFINED SPACE RESTRICTED SPACE PROCEDURE
- Doc NO. 26 TRAFFIC MANAGEMENT PROCEDURE
- Doc No. 27 WASTE MANAGEMENT PROCEDURE
- Doc NO. 28 NOISE PROCEDURE
- Doc NO. 29 PERSONAL PROTECTIVE EQUIPMENT
- Doc NO. 30 EVENT MANAGEMENT PROCEDURE
- Doc NO. 31 HAZARDOUS WORK PROCEDURE
- Doc NO. 32 RECOVERY & RETURN TO WORK PROCEDURE



Catholic
Safety & Injury
Management
South Australia

Pat Wheeler
WHS Site Coordinator



St Catherine's
SCHOOL | STIRLING

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