Annual Improvement Plan 2014
<table>
<thead>
<tr>
<th>School Review and Improvement Priority</th>
<th>Goals</th>
<th>Key Performance Indicators for success</th>
<th>Annual Plan Strategies (How)</th>
<th>When</th>
<th>Responsibilities</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catholic Identity and Religious Education 1.2 Major Project FSW</td>
<td>Continue work with the staff and community in developing our school • Faith • Story/charism • Witness.</td>
<td>School articulates the journey so far. The vision for learning is evident The values are articulated and displayed Staff is able to link draft vision and mission and values statement to learning and teaching philosophy</td>
<td>Ensure the vision has a visual item. Mission articulates the values of the charism with new branding around the school. Deepen the understanding of our charism through our vision and mission through parent and board and newsletter Staff PD days with Clergy and key personnel in CSO- through staff twilight afternoons. Celebration Mass to endorse our new Charism</td>
<td>Term 1-3 Term 3 Term 1-4 Term 4 (2013)</td>
<td>CSO Staff Prin REC Assistant Principal. Principal, REC AP Mercy Sister from CSO CSO Staff AP Prin REC CSO REC and Executive School Consultant</td>
<td>$2000 (cost to printing) $1,000 (PD personnel)</td>
</tr>
<tr>
<td>Implementation of policies and programs that strengthen Catholic Identity.</td>
<td>Development of processes and resources that bring a renewed understanding of the evangelizing mission of the Catholic school within context of the Church</td>
<td>School visualizes policies and programs to all stakeholders throughout the school in document and website</td>
<td>To implement new Induction program. A new staff handbook and parent handbook is developed</td>
<td>Term 1</td>
<td>REC Prin AP Articulate Pear</td>
<td>$1,000 (Printing cost)</td>
</tr>
<tr>
<td>Implementation of new programs</td>
<td>Development of a new program that links with the P&amp;F Framework and Parish</td>
<td>Dates for meetings booked in calendar Staff and year levels identified Meetings and events booked in calendar Newsletter items regular</td>
<td>Implement a new program that brings P&amp;F/School/parish community together through Mini Vinnies Instigate St Vincent’s de Paul coordinators to visit the school Book dates and meetings/newsletters</td>
<td>Term 1 Term 4 (2013) Term 1 2014.</td>
<td>REC AP and Year Coordinators – REC</td>
<td>Relief to visit other schools $1500</td>
</tr>
<tr>
<td>Renewed links between CSO Parish and School</td>
<td>Development of time lines for meetings with CSO Parish and School</td>
<td>Calendar dates for 2014 booked with stakeholders Minutes shared from meetings once a term Mission days with other Catholic Schools in the MIA –</td>
<td>Term 1-4 –last day of each term</td>
<td>Prin St Therese St Mary’s and St Josephs</td>
<td>Buses $1500</td>
<td></td>
</tr>
</tbody>
</table>
## Priority Area 2: Student Learning

### 2.1 Supporting and promoting Wellbeing in all areas of the school

- Development of Policy and procedures targeted at student wellbeing which provide for self-monitoring and plan for sustainability.
- Documentation of meetings is kept up to date.
- Regular meetings are held.
- Professional development is planned for and documented for accreditation.
- School Base documents are developed around Policy.
- Procedures-develop/Review Staff Booklet.
- Induction programs.
- Regular agenda items at staff meetings.
- Professional Development provided.
- Minutes from fortnightly meeting kept up to date.
- Follow up with all stakeholders.

<table>
<thead>
<tr>
<th>When</th>
<th>Responsibilities</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>SNC, Staff, Prin REC, AP school Counsellor.</td>
<td></td>
</tr>
<tr>
<td>Term 2</td>
<td>AP REC, REC/SNC, Chair of group</td>
<td></td>
</tr>
<tr>
<td>Ongoing</td>
<td>AP/REC/Sch Counsellor, AP/REC, School Counsellor /Group</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>$1,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$1500</td>
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<tr>
<td></td>
<td></td>
<td>$2000</td>
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</table>

### Programs for Transition from Preschool to School (Crossed Referenced to priority 3 Pedagogy)

- Develop a program/document for transition from Preschool to school.
- Document developed for all staff on Preschool Transition.
- School will have an early years philosophy linked to EYLF and Aust Curriculum.
- Launch publication on EYLF in Primary School setting.
- Visit CEO Sydney Early Years Sector to develop professional links/PD.
- Visit Preschools in local area.
- Instigated a buddy Preschool in local area – Kindy Lane and St Theresa’s.
- Create an Early Years working committee to develop documentation and to build relationships with Preschools.
- Transition program for local preschools to visit St Pats.

<table>
<thead>
<tr>
<th>When</th>
<th>Responsibilities</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Early Years Committee, REC, REC/Kindy Teacher, REC/SNC/ST T Prin</td>
<td>$3,000</td>
</tr>
<tr>
<td>Term 1&amp;2</td>
<td></td>
<td>$1,000 (relief)</td>
</tr>
<tr>
<td>Term 2</td>
<td></td>
<td>$1500</td>
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<tr>
<td>Term 3</td>
<td></td>
<td>$2000</td>
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## ANNUAL PLAN FOR 2014

**Priority Area 3: Pedagogy (A)**

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<tbody>
<tr>
<td>3.3 Targeting student literacy and numeracy levels to raise student achievement within and across the curriculum</td>
<td>Development and implementation of school plans, programs with focus on literacy and numeracy. All teachers use ATSIL to enhance performances of self and students.</td>
<td>Documents are readily available for all staff that reflect compliance and best practice. Documentation of NAPLAN developed for staff and accessible. Regular meetings are held. Professional development is planned for and documented for accreditation through CSO. Teachers using ATSIL to assist them with goal setting in literacy and numeracy. Teachers meeting twice a year with Executive to share progress in goals focusing on literacy and numeracy.</td>
<td>School Base documents are developed around NAPLAN. Policy and Procedures-develop/Reviewed on Learning and teaching. Induction program on NAPLAN. Regular agenda items at staff meetings/ and time provided for Year level and Cluster meetings in calendar. Professional Development provided from CSO and Executive. Minutes from meetings are kept up to date and available on school website. Walkthrough Program and once semester meetings calendarised. Principal and AP Walkthrough documented for all staff.</td>
<td>Term 4 (2013) Term 2 Ongoing fortnightly Added to calendar Term 4 (2013) Ongoing</td>
<td>Prin/REC/AP. AP REC/Board policy Committee SNC/ AP Principal Executive/ CSO AP /REC AP/ REC/Prin</td>
<td></td>
</tr>
<tr>
<td>3.4 Improving data analysis to inform and shape teacher practice</td>
<td>Qualitative and quantitative data management to strategically address collection of data, management, analysis and reporting to student achievement.</td>
<td>Document developed for all staff. A NAPLAN plan and time line using data developed and implemented from 2013. Termly reviews of assessment items and feedback to teachers. Usage of analysis packages utilized in school. Implementation of Australian Curriculum Maths.</td>
<td>Teachers are assisted to develop and improve in quality assessment with support of executive. Moderation with St Theresa and St Mary’s focusing on literacy and numeracy. CSO offer PD in Mathematics in planning, teaching, assessing and reporting. Curriculum coordinators to examine assessment items in lit &amp; numeracy.</td>
<td>Term 1 Term 1&amp;2 Term 2 Term 3</td>
<td>Executive Curriculum REC/SNC/ST T Prin St Mary’s Therese’s Committee/ RCE</td>
<td></td>
</tr>
</tbody>
</table>

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### Annual Plan for 2014

#### Priority Area 3: Pedagogy (B)

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<tbody>
<tr>
<td>3.5 Further development of professional learning communities within and across schools</td>
<td>Development and implementation of school moderation programs with focus on literacy and numeracy</td>
<td>Teachers communicate their goals to the executive. Teachers provision of feedback to staff regarding goals on how they will improve literacy and numeracy Visits calendarised visits and cluster meeting across the year. New school structure is explicit across the school and informed to the community via media and newsletters Curriculum articles placed in newsletters informing parents of changes to Australian Curriculum</td>
<td>Regular agenda items at staff meetings/ and time provided for Year level and Cluster meetings with St Theresa’s and St Mary’s in calendar. Professional Development provided from CSO and Executive Teachers provide feedback at staff meetings and cluster groups. Newsletters, Facebook, staff minutes Curriculum Coordinators add articles to weekly newsletters on AC math and English</td>
<td>Term 1 (2014) Term 2 Ongoing fortnightly Added to calendar Term 4 (2013) Ongoing Term 1 Term 2</td>
<td>Prin/REC/AP. AP REC/Board policy Committee SNC/ AP Principal Executive/ CSO AP /REC AP/REC/Prin AP / REC/Prin</td>
<td></td>
</tr>
<tr>
<td>3.4 Improving data analysis to inform and shape teacher practice</td>
<td>Qualitative and quantitative data management to strategically address collection of data, management, analysis and reporting to student achievement Document developed for all staff A NAPLAN plan and time line using data developed and implemented from 2013 Termly reviews of assessment items and feedback to teachers Usage of analysis packages utilized in school. Teachers are assisted to develop and improve in quality assessment with support from executive. Moderation with St Theresa and St Mary’s focusing on literacy and numeracy. Curriculum coordinators to examine assessment items in literacy and numeracy.</td>
<td></td>
<td>Term 1 Term 1&amp;2 Term 2 Ongoing</td>
<td>Executive Curriculum REC/SNC/ST T Prin St Mary’s Curriculum Coordinators</td>
<td></td>
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</table>
## ANNUAL PLAN FOR 2014

### Priority Area 4: Knowledge Management and ICT

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</table>
| 4.1 Enabling student’s staff and parents to become skilled and knowledgeable citizens. | Development and implementation of school professional development plan  
Teachers engage in PD twice a term focusing on IT skills and knowledge | Students in Years Kindy to Year 4 will have a specialized IT class each week  
Staff skills and knowledge of IT evident in their work  
Staff using a variety of programs including Google Docs and email as part of their work  
Students will be assessed on IT Skills and computers | Librarian will run PD workshops twice a term in the library.  
Librarian will develop Accreditation forms with the CSO for NSW board of studies  
Workshops will be put into the school calendar  
Staff will have a copy of PD calendar  
Classes will run for three days a week covering classes from Kindy to Year 4 for 45 minutes a week | Term 4 (2013)  
Term 1 | Librarian and AP  
AP REC/Board | From budget School officer 3 days a week |
| 4.2 Responding strategically to the demands of contemporary information management and ICT for learning and management. | Development of  
• School Policy for IT  
• User Policy updated  
• a strategic Plan for ICT  
• Annual framework | Documentation outlining a three year strategic plan for ICT  
The plan will incorporate  
• Replacement of computers ipads  
• Software  
• Policy development  
• PD for staff | ICT Committee will develop draft plan  
Policy submitted to Council Policy working party  
Librarian will continue to chair the committee.  
Annual visit to other schools or conference to ensure latest IT planning is accurate | Term 1  
Term 1&2  
Term 2 | Chair and committee  
Council Committee for Policy development  
Chair and another attend conference  
Chair & Committee | $3,000 |
## ANNUAL PLAN FOR 2014

### Priority Area 5: Employee Services

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</thead>
<tbody>
<tr>
<td>5.1 The PHRIS project for payroll</td>
<td>The PHRIS project will be fully implemented through 2014.</td>
<td>PHRIS fully utilized through the internet.</td>
<td>CSO PHRIS program</td>
<td>Term 4 (2013 – ongoing to 2014)</td>
<td>Prin AP and Brusar</td>
<td>Computers and program</td>
</tr>
<tr>
<td></td>
<td>Wellbeing support for all staff through a emotional intelligences program with outside consultants</td>
<td>Staff capacity to move forward will be enhanced through counseling.</td>
<td>An out sourced consultant will be accessed.</td>
<td>Term 4 (2013) ongoing through 2014</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Acts of kindness and support for each other improved through MJR for staff</td>
<td>Dates for support will be calendarised</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Award certificates for staff and awards</td>
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</tr>
<tr>
<td>5.2 Further development of a culture of staff self renewal for school improvement</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>5.4 Shared resources are used equitably and efficiently</td>
<td>Shared resources will be used equitably and efficiently at St Patrick’s and at St Therese Primary School Yenda</td>
<td>Documents will be shared amongst all staff at both St Patrick’s and St Therese in areas of Library support and resources, Professional development, Support through online programs. Human resources shared once a semester with Yenda</td>
<td>Networks with Yenda and Yoogali will be developed through termly meetings with Principals. Goals will be set in the calendar for professional sharing. Conversations with staff. Curriculum support and visitations to Yenda.</td>
<td>Termly Meetings in Term 4 2013 Once a semester Once a term</td>
<td>Principal Principals from Yenda and St Mary’s AP Curriculum and Librarian and Kindy</td>
<td></td>
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## ANNUAL PLAN FOR 2014
### Priority Area 6: Finance and Resources

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</thead>
<tbody>
<tr>
<td>6.1 Strengthening financial planning, accountability and reporting system within school</td>
<td>To refine and strengthen planning of budget to account for new resources</td>
<td>School teacher aides in the Kindy School speech Therapists Additional administration officer for the school front office. Refinement of school bursar Refinement of job description for school admin officer.</td>
<td>Allocate funding in budget and advertise three positions after state census in 2014.</td>
<td>Term 1 Term 1 Term 4</td>
<td>Principal and bursar AP and School Council Finance Committee Principal/ Finance committee</td>
<td>30 hours a week at 27 per hour. Costing projected in budget 2013 draft. Speech Th FTE</td>
</tr>
<tr>
<td>6.4 Ensuring effective oversight of future capital works and the progressive update of school infrastructure.</td>
<td>To position the school in a capital work project that will be reflected in a new school master plan</td>
<td>Successful application to Block Grant Authority. New master plan will be published in the community General Maintenance work completed in seating around the school.</td>
<td>Regular meetings with CSO and NSW Catholic Education Commission Development of a new school Brief Submission of new school brief to the BGA Hire through tender process a new Architect. Submit new master plan Engage in Phase 1 building program for new Early Years Centre including Kindy to Year 2. Submit application for new refurbishment of 100 and 700 block classrooms</td>
<td>Term 4 (2013) complete new school brief Term 4 New Architect Consultation begin with community</td>
<td>Principal CSO and NSW CC.</td>
<td>Unknown – cost for architect</td>
</tr>
</tbody>
</table>
# ANNUAL PLAN FOR 2014

## Priority Area 7: Strategic Leadership and Partnerships

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</table>
| 7.2 Building leadership capacity of all staff | Develop models of leadership within the school culture that build capacity | Full implementation of the Walkthrough Program that flows seamlessly through the school Executive  
Staff access higher qualifications  
Staff are engaged in learning plans that are linked to goal setting.  
Teachers satisfactory completed the requirements of NSWIT  
Induction process exists for all  
Staff meeting model reflects the new leadership model where all executive lead through example | Induct executive into the Walk Through program.  
Staff Bulletins and financial assistance supported in budget  
Goal setting through AITSL and NSWIT  
Staff requirements met  
Staff handbook including Code of Conduct framework and National framework for student safety engaged.  
Executive led staff meetings relating to PD and Compliance. | Term 1 (before pupil free day 2014)  
Term 4 (2013)  
Term 4 (Inservice staff on AITSL)  
Term 4  
Once a month-ongoing | Principal & executive  
Principal/ Finance committee | Electronic copy on intranet site  
AP and prin |
| 7.5 A culture and practice of meaningful consultation exists with all stakeholders | To implement strategies that increase engagement of parents and communities.  
Continue to develop strategies that inform parents | Social media such as twitter and the continuation of facebook.  
Weekly newsletters/ school bulletins  
Community consultation focusing on Australian Curriculum and Keeping students safe  
New P&F Funding Model | Engage Twitter for the school  
Update SMS on SAS for all mobile numbers  
Develop school email system for all families.  
Offer parent workshops on Australian curriculum and National framework for keeping children safe  
Promote P&F goals around the school and advertise new model | Term 1  
Term 4 (2013-14)  
Term 1  
Current and ongoing  
Term 2 and 3  
Term 1 | AP  
Ongoing  
Prin / schoo counselor/ pastoral carer | Costing for SMS |
This annual plan is currently in draft format: Please make notes below.

Signed by: Chair of School Council: Anthony Salmon

Signed by School’s Consultant: Carolyn Matthews

Signed by Principal: David Adams-Jones

Signed by Assistant Principal: Alan Wedemeyer