

St Benedict's College Annual Action Plan 2013

Priority #3: Professional Practice and Collaborative Relationships					
Priority	Major Priorities	Personnel	Timeline	Indicators	Outcomes
<p>3.1 Structures, processes and collaboration with clergy and parish bodies to strengthen the shared mission of parish and school</p>	<p>Enhance partnerships with St Benedict's Primary School and the Holy Cross parish and the St Benedict's community.</p> <p>Establishing effective processes and communication with St Benedict's Primary School to facilitate effective use of resources, facilities and personnel.</p>	<p>Principal, Deputy, APRE, APA (all staff involved)</p> <p>Principal, Deputy, APRE, APA</p>	<p>On going</p>	<p>College involvement in the local parish celebrations.</p> <p>Effective utilisation of primary/secondary school resources.</p>	<ul style="list-style-type: none"> • Joint St Benedict's Day Celebrations between the schools • Students visit primary school with Service activities • Principals of Primary and secondary meet on weekly basis • Secondary school contributed to Mango Hill markets organised by the Primary school • Joint use of the Hall
<p>3.2 Partnerships that provide for consultation and engagement with parents as the primary educators of their children in the mission of the Catholic school.</p>	<p>Develop parent participation and consultation in college events</p> <p>Facilitate and enable parents to take an active role in their son / daughter's learning and faith development.</p> <p>Invite parents to attend College religious celebrations.</p>	<p>Principal, Deputy, APRE, APA (all staff involved)</p> <p>P & F Association</p> <p>APRE</p>	<p>By July 2014</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Formation of a Parents and Friends association.</p> <p>Parental attendance and involvement in school events (sports carnivals, religious celebrations, open days, information evenings)</p> <p>Communication through Ediary, LMS and Parent Portal</p>	<ul style="list-style-type: none"> • P&F Advisory Committee formed; monthly meetings held on 3rd Tuesday of the month. • Good parent involvement in college activities • APRE managed invitation to parents for the religious events in the college
<p>• 3.3 A comprehensive approach to staff well-being and development including professional learning, professional standards, performance management and pastoral care.</p>	<p>Staff engage in professional learning that incorporates their own personal interests and College priorities.</p> <p>Performance management processes: setting goals; reviewing</p> <p>Establishing a shared understanding of pastoral care processes and relationships</p> <p>Complete Cyclical Review component 3.1 'Professional Learning and Development'</p>	<p>Principal, Deputy, APRE, APA, BCE personnel (all staff involved)</p> <p>Principal</p> <p>APA (all staff involved)</p> <p>(All Staff)</p>	<p>On going</p> <p>Semester1</p> <p>October 2013</p> <p>Ongoing</p>	<p>Staff attendance to PD sessions. (Eg ITC, Behaviour Support)</p> <p>Consistent completion of goal setting and review.</p> <p>Regular college representation at / within relevant professional / community groups</p> <p>Individual staff meeting with Principal to discuss Professional Learning Plan</p> <p>Establishment of a Student Behaviour Support Plan</p> <p>Component 3.1 is completed and endorsed by Area Supervisor</p>	<ul style="list-style-type: none"> • Staff attend PD of own choice throughout the year • All staff completed personal goals development and review – meeting with principal • Two meetings held during the year between the principal and each staff member • Student Behaviour support plan collaboratively developed and submitted to BCE December 2013 • Component 3.1 is completed and endorsed by Area Supervisor
<p>• 3.4 Leadership development and succession planning</p>	<p>Staff engage in leadership development through studies and promotional activities</p>	<p>Principal, Deputy, APRE, APA</p>	<p>On going</p>	<p>Staff awareness of BCE leadership opportunities</p>	<ul style="list-style-type: none"> • DP enrolled in BCE Leadership Program •

<p>informed by the mission and purpose of Catholic Education.</p>	<p>Formal and informal opportunities for staff to up skill.</p>	<p>(all staff involved)</p>		<p>Posters advertising (study) scholarships Staff actively encouraged to pursue opportunities</p>	<ul style="list-style-type: none"> • Study opportunities displayed on staff notice board
<ul style="list-style-type: none"> • 3.5 Development of professional learning communities both within schools and across the wider BCEO community. 	<p>Maintain involvement with professional and community groups</p> <p>Develop a community of learners where staff are engaged in professional learning and collaborative/reflective practice.</p>	<p>Principal, Deputy, APRE, APA (all staff involved)</p> <p>Deputy (all staff involved)</p>	<p>On going</p>	<p>Regularly scheduled, productive faculty meetings.</p> <p>Effective and formal curriculum planning documents</p>	<ul style="list-style-type: none"> • DP produced schedule of department meetings for the year • Curriculum planning documents exist and are readily accessible on the portal for staff
<ul style="list-style-type: none"> • 3.6 Productive links are forged with professional bodies and institutions, the broader community and government agencies. 	<p>Highlight the college as a pastoral and learning community through utilization of support and services of external agencies.</p>	<p>Principal, Deputy, APRE, APA, STIE, Guidance Councillor</p> <p>(all staff involved)</p>	<p>On going</p>	<p>Staff link with external agencies for support when required.</p>	<ul style="list-style-type: none"> • BCE personnel have assisted staff in the development of the School Wide Behaviour Support Plan • Guidance Counsellor presented at staff meetings • STIEs and Support EO attended enrolment support meeting and interviews
<ul style="list-style-type: none"> • 3.7 A safe healthy and productive school environment for students, staff and community. 	<p>Maintain a safe, healthy and productive school environment for students, staff and the community.</p>	<p>WHSO, Principal, Deputy, APRE, APA</p> <p>(all staff involved)</p>	<p>On going</p>	<p>Shared understanding of safety practice and procedures.</p> <p>Minimal incidents of WPS issues</p>	<ul style="list-style-type: none"> • Evacuation and Lock Down procedures developed and practice drills conducted each term. • WHS incidents lodged on the portal (3 incidents recoded throughout 20130
<ul style="list-style-type: none"> • 3.8 Consultation and collaborative partnerships are evident among schools and between schools and BCEO. 	<p>Collaborative experiences are promoted to enhance the achievement of strategic goals</p>	<p>Principal, Deputy, APRE, APA</p> <p>(all staff involved)</p>	<p>On going</p>	<p>Regular attendance to relevant BCE Cluster / Network days and consultation forums.</p> <p>College representation at sporting meetings</p> <p>Visits to other schools to share practice</p> <p>Inviting in BCEO staff to inform assist in evaluating and informing College practices.</p> <p>Attendance at CTJ day</p>	<ul style="list-style-type: none"> • Principal and staff attended relevant workshops throughout the year • College has gained registration to Pine Rivers District Sporting Association • Leadership Team members promote the college and its operation to local primary schools • “In House” CTJ day was conducted