

**St Benedict's College
Annual Action Plan 2015**

Priority #4 : Strategic Resourcing					
Strategic Intent	Strategies	Personnel	Timeline	Indicators	Outcomes
4.1 The strategic Renewal Plan, informed by the principle of Stewardship directs the allocation of school resources.	<ul style="list-style-type: none"> Develop Annual Action Plans consistent with the College Major Priorities which demonstrate the principle of stewardship. Review Annual Action Plans Ensure strategic allocation of resources in the college taking into consideration the loan commitments already established 	<p>Financial and budget considerations as managed by Principal and BM.</p> <p>Leadership Team to review</p> <p>Senior Leadership</p>	<p>All year</p> <p>Term 4</p> <p>Term 4/Term1</p>	<ul style="list-style-type: none"> Annual Action Plans are aligned and consistent with College Priorities and clearly demonstrate principle of stewardship. Annual Action Plans are reviewed Allocation of resources are clearly consistent with priorities as outlined in SRP and College Major Priorities 	<p>Annual Action Plans reviewed December 2015</p> <p>New facilities were resourced in line with priorities; 21st C Learning; integration of technology etc</p> <p>Resources were purchased to support the implementation of Senior Curriculum</p>
4.2 Collaborative processes are in place to develop the budget and to allocate resources	<ul style="list-style-type: none"> Continue to Develop Collaborative processes for budget development Prepare College Budget and Department Budgets allocating funds to purchase of resources as necessary for the delivery of curricular and co-curricular programs; and functions of the college Align College expenditure to SRP and college priorities Discuss and report on financial matters with College Board and Finance Sub Committee 	<p>Staff Leadership Team Teacher/Librarian Business Manager Finance Sub committee</p> <p>Principal in consultation with Admin Team</p> <p>Principal Pastoral Board</p>	<p>Term 3 (planning for following year)</p> <p>Terms 3 - 4</p> <p>Term 1 – budget approvals</p> <p>Monthly Board Meetings</p>	<ul style="list-style-type: none"> Budgets clearly identify proposed expenditure for the following year; budget requests have been discussed by member of Senior Leadership and BM resourcing reflects college priorities of setting up the new facilities along with resourcing Senior subject curriculum offerings in readiness for 2016 All departments and areas of responsibility in the college have a budget 	<p>Budget processes completed by November 2015. All departments and significant areas of responsibility have an allocated budget.</p> <p>Middle Leaders discussed proposed budgets with Leadership Team and these were reviewed by the BM</p> <p>Loan set up for the establishment of the college Oval</p>

	<ul style="list-style-type: none"> Enlist support of P&F for additional financial assistance with college projects and resourcing. 	Finance Sub Committee Leadership Team; P&F	Monthly P&F meetings	<ul style="list-style-type: none"> Budgets show allocations for resource purchases for curriculum implementation; staff and student welfare; parent participation in the college (P&F); major functions and events associated with college operations or mission/vision initiatives (eg Awards ceremony; New Parents BBQ etc) Financial matters raised, discussed and resolved with Finance Sub Committee as indicated in agenda and minutes P&F provide funds to assist college with projects in particular the costs associated with the establishment of the oval 	<p>P&F have committed 50% of levy income to assist with payment of Loan for College Oval</p> <p>P&F purchased additional resources for sport and music</p> <p>P&F supported the delivery of college activities eg : New Parent’s BBQ; World Teacher’s Day; Sporting Carnivals</p>
4.3 The formation and professional learning of staff is clearly evident in budget priorities	<ul style="list-style-type: none"> Staff Formation and Induction is continuing as new staff join the college Senior leadership and staff identify professional learning needs across the college Individual staff identify their own professional learning needs and seek assistance to achieve these goals Staff PD plans used to budget for college, departmental and individual professional learning 	All staff	<p>As needed</p> <p>Terms 3 – 4 in planning for the following year</p> <p>Term 1</p> <p>Throughout the year</p>	<ul style="list-style-type: none"> Senior Leadership identify and cater for whole school professional learning priorities covering expenses through whole school professional development budget. All staff complete an annual review and a professional learning plan clearly identifying professional learning needs. Staff meet twice per year with Principal to discuss PL needs and attainment of goals APA/APRE/DP identify departmental professional learning needs in annual reviews and action plans for the following year. 	<p>All staff completed a PLP which was reviewed by the Principal twice through the year in line with staff individual goal setting</p> <p>Staff were provided with four twilight professional development seminars as well as 5 full days of professional development at the commencement of the year: Curriculum development; Visible Learning; Behaviour Management; Spirituality; RE Teaching</p>
4.4 Resourcing decisions and priorities support financial	<ul style="list-style-type: none"> Closely monitor financial operations of the college (loans, debt levels, concessions etc) Monitor family payments of accounts and bad debtors 	Principal , Business Manager, Financial Secretary, Fee Administrator	All year	<ul style="list-style-type: none"> Set up a Principal’s Discretionary Discount between Primary and Secondary to encourage families to continue enrolment with the college rather than looking elsewhere for P- 12 education 	Extensive PDP and concessions were completed in 2015. A total of 26 families accessed the joint PDP between the primary and secondary schools. A further 18 families

accessibility for families	<ul style="list-style-type: none"> • Provide variety of payment methods for families • Review fees and levies on an annual basis • Provide concessions for families who meet concession criteria • Costs of excursions and camps are included in the fees schedule; minimise additional fees and charges to parents throughout the year 	Finance Sub Committee College Board		<ul style="list-style-type: none"> ▪ Concessions to families have been granted on a needs basis ▪ Fees and levies are reviewed and published annually; discussed with Finance Sub Committee ▪ Financial operations and debt levels are monitored on a monthly basis 	applied for concessions on school fees which were granted.
4.5 Information and learning management systems enhance student and staff engagement with learning , teaching and school operations	<ul style="list-style-type: none"> • Continuation of 1-1 Laptop program to incoming students • Investigate the introduction of BYOD into the college • Student reporting is accessed digitally and remotely by staff • Further develop e Diary • Monitor newly enhanced Website • Develop Parent Portal • Further enhance the use of LMS; Life • Effectively manage staff Portal including annual file update and organisation 	Principal; DP APA; APRE All teaching staff BM and DP DP Website – sub contractor APA DP Fawmatt consulting	Ongoing throughout the year and beyond	<ul style="list-style-type: none"> • All units of work from all subjects incorporate use of ICLT's • Student assessment reflects the use of ICLT's eg powerpoint presentations, film and sound. • SBC Portal exists and is accessible by all staff, students • Parent Portal is developed and is in use by parents • Students, staff and Parents access eDiary 	1:1 Laptop program throughout the college BYOD planned for 2016 (Yr 11 student only) eDiary established – further enhancements needed Parent Portal Developed – further enhancements needed Website updated – to be monitored by Network ML Annual file audit on Portal undertaken
4.6 Sustainable environmental practices are embedded into the organisational structure and processes of schools	<ul style="list-style-type: none"> • Develop environmentally sustainable practices • Students encouraged to develop an environment committee under the mentoring of an enthusiastic staff member 	All teaching staff; Students; Groundsman; Cleaner; Office Staff; Students and staff mentor	Ongoing throughout the year All Year	<ul style="list-style-type: none"> ▪ College uses environmentally sustainable practices – paper recycling; waste recycling bins around college; biodegradable cleaning products used; compost bin installed; mulch around gardens; rain water for watering and cleaning ▪ Environment Committee exists with environmental activities organised ▪ Students engage in environmentally sustainable 	Paper recycling bins set up in the Administration area; paper only shredding bins in Admin Further development needed to set up an Environment committee and encourage membership of students, staff and parents.

	<ul style="list-style-type: none"> • A resource herb garden is developed and maintained • Access Government funding fro environmental projects in the college • Review Component 4.1 Stewardship and Resources 	All staff		<p>practices; mentor encourages committee and other students in the college to engage in sustainable practices.</p> <ul style="list-style-type: none"> ▪ A herb garden exists and is maintained by students ▪ Govt funding accessed to support environmental endeavours in the college 	
4.7 Contemporary learning approaches inform the planning, design and use of facilities	<ul style="list-style-type: none"> • Inform staff on contemporary learning approaches; eg ITC Program and Visible Learning Initiatives • Staff plan and implement curriculum taking into consideration contemporary learning and learning for the 21st century • Continue to develop learning environments that are inclusive, safe, flexible and contemporary; purposefully resourced; equitably accessed; and digitally enhanced. 	All Staff Teaching staff Senior Leadership/Architects All Staff	<p>PD days eg Visible Learning workshop activities; twilight Seminar on visible learning</p> <p>Prior to the commencement of each learning unit of work</p> <p>January 2014</p> <p>All Year</p>	<ul style="list-style-type: none"> ▪ PD of staff has covered contemporary learning approaches ▪ Staff's planning reflect an understanding and use of contemporary pedagogy within contemporary learning spaces ▪ Initiate the implementation of Visible Learning in the college ▪ Learning spaces reflect the nature of contemporary and 21st century learning eg fully networked; wireless access; open plan for flexible group work and co-teaching arrangements etc. ▪ Staff demonstrate effective use of classroom and break out spaces 	<p>Staff planning ois closely monitored by Curriculum Leaders and DP</p> <p>Technology is integrated into teaching</p> <p>Visible Learning Practices are evident throughout the college</p> <p>Double spaces have been used fo combined classes and team t4aching opportunities</p> <p>Break out spaces are used on a regular basis by a variety of staff/classes</p>