

St Benedict's College
Annual Action Plan 2016
Priority #4 Strategic Resourcing

Broad Strategic Goal #4 : Developing and Enhancing College Resources through Strategic Planning					
Strategic Intent	Strategies	Personnel	Timeline	Indicators	Achievements
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/Term 1</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>School Resources have been directed towards sustainable stewardship of the college resources.</p> <p>Annual Action Plans were devised where resources were aligned to the College's main priorities.</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</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 	<p>Budgets were developed at a department and whole school level and were closely aligned to college goal and direction for the year.</p> <p>Curriculum budget requests have been discussed with the Deputy; Pastoral and student related budget items have been discussed with the APA; Religious life of the College budget requests have been discussed with the APRE and all capital expenditure has been discussed and signed off by the principal.</p>

	<ul style="list-style-type: none"> Enlist support of P&F for additional financial assistance with college projects and resourcing. 	Pastoral Board Finance Sub Committee Leadership Team; P&F	Monthly P&F meetings	<ul style="list-style-type: none"> All departments and areas of responsibility in the college have a budget 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>Senior subject offerings in 2016 were well resourced and assisted with the implementation of Senior curriculum.</p> <p>All departments were responsible for developing budgets which catered for the recurrent and resource needs of the areas.</p> <p>Whole school budget discussion has occurred at the level of Finance Sub Committee and College Board. College Board has approved the Draft of fees and Levies for 2017.</p> <p>P&F Have approved the expenditure of 50% of their income to the Oval repayments.</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 teachers completed a Professional Learning Plan and expenses for activities were catered for through the SRF PD budget.</p> <p>Achieved: Twice yearly meeting with principal</p> <p>Achieved</p>
4.4 Resourcing decisions and priorities	<ul style="list-style-type: none"> Closely monitor financial operations of the college (loans, debt levels, concessions etc) 	Principal , Business Manager, Financial	All year	<ul style="list-style-type: none"> Set up a Principal’s Discretionary Discount between Primary and Secondary to encourage families 	Didn’t eventuate in 2016 as the Primary School were not in favour of this strategy.

support financial accessibility for families	<ul style="list-style-type: none"> • Monitor family payments of accounts and bad debtors • 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 general levy; minimise additional fees and charges to parents throughout the year 	Secretary, Fee Administrator Finance Sub Committee College Board		to continue enrolment with the college rather than looking elsewhere for P- 12 education <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 	Concessions granted on an as needs basis. Completed Completed Completed as per weekly discussions between Principal and Business Manager
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 	All units of work and student assessment incorporate the use of ICLT's Staff and student portal exists and is accessible. Parent Portal established in 2016 eDiary established and accessed by students, staff and parents.
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 	Achieved Environment Committee will need to be developed in 2017 with a mentor and committee members

	<ul style="list-style-type: none"> • A resource herb garden is developed and maintained • Access Government funding fro environmental projects in the college 			<ul style="list-style-type: none"> ▪ Students engage in environmentally sustainable practices; mentor encourages committee and other students in the college to engage in sustainable practices. ▪ A herb garden exists and is maintained by students ▪ Govt funding accessed to support environmental endeavours in the college 	<p>Plans for a garden have been developed and construction underway</p> <p>Government funding to support environmental endeavours to be sought in 2017.</p>
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 Initiaives • 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. 	<p>All Staff</p> <p>Teaching staff</p> <p>Senior Leadership/Architects</p> <p>All Staff</p>	<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 have engaged in professional learning which is aligned to both their personal and college priorities.</p> <p>Visible Learning Strategies have been implemented throughout the college.</p> <p>Whole of college focus on improved literacy has occurred.</p> <p>Learning has successfully occurred in the flexible and break out learning spaces.</p>
Cyclical Review Component Review : 4.3 Finance and Facilities	<ul style="list-style-type: none"> • Continuous monitoring of finances • Develop and maintain a Maintenance Program • Plan for enrolment growth and associated resourcing requirements 	Leadership Team and BM	All Year	<ul style="list-style-type: none"> • College budget exists • College is meeting loan repayments • BGA application is underway for future building program 	BGA application was delayed by BCE but is planned for 2017.

