

**St Benedict's College
Annual Action Plan 2017**

Theme #3: Building a Sustainable Future

Aspirations: Build sustainability through people and capability. Ensure stewardship of resources with transparency, accountability and compliance.					
Broad Strategic Goals	Strategies	Personnel	Timeline	Indicators	Achievements
<p>3.1 Develop a sustainable futures strategy reflective of church teachings and informed by broader evidence.</p>	<p>Monitor energy and water usages in the College.</p> <p>Investigate installation of solar panels.</p> <p>Involve students and staff in developing and participating in the sustainable garden project.</p>	<p>Business Manager and Principal</p> <p>Business Manager</p> <p>Students; Teachers (P&F for funding)</p>	<p>Ongoing throughout the year</p>	<p>Data is collected and analysed to determine water and electricity consumption trends</p> <p>Quotes have been obtained for Solar Panels and discussions held as to their installation and placement</p> <p>Sustainable garden exists and staff and students attend to its care on a regular basis</p>	<p>Data has been collected and analysed to determine water and electricity consumption trends</p> <p>The use of solar panels has been investigated and quotes to be obtained next year</p> <p>The sustainable garden exists and a number of staff and students are involved with this regularly</p>
<p>3.2 Support continuous improvement and growth at individual, team and organisational levels through the Performance and Development Process.</p>	<p>Teaching staff complete Professional Learning Plans and goals template.</p> <p>Staff review annual goals with a member of Leadership Team</p> <p>Middle Leaders set and review goals for curriculum and pastoral departments</p> <p>Leadership prepare a strategic renewal plan for 2017-2020</p> <p>Annual actions plans for 2017 are developed implemented and reviewed</p>	<p>All Teachers</p> <p>Leadership Team</p> <p>Middle Leaders</p> <p>Leadership Team</p> <p>Leadership Team and Business Manager</p>	<p>PLP completed Term 1 -</p> <p>Discussion with Leadership – Term 2</p> <p>Ongoing</p> <p>Term 1</p> <p>Term 1</p>	<p>PLP's are submitted by due date.</p> <p>Leadership Team complete individual discussion with members of staff.</p> <p>Middle Leaders have promoted and registered members of their departments in PL for individual, team and department growth.</p> <p>Annual Actions Plans exist for each of the BCE Themes with BSG's developed for the college.</p>	<p>All teaching staff submitted PLP's and goals for the year. Leadership Team conducted goal review meetings with staff and noted achievements and areas for improvement when developing 2018 goals.</p> <p>Curriculum and Pastoral Middle Leaders have monitored and promoted staff's registration to relevant professional learning activities which both enhance and support the departmental and college goals for the year.</p> <p>Annual Action Plans for the BCE Major Priorities have been completed and reviewed</p>

<p>3.3 Implement a Professional Learning Strategy as an integrated approach to leadership development with a focus on Catholic community, coherence, collective responsibility and capacity building.</p>	<p>Some staff members participate in the BCE Leadership Programs e.g. Looking Forward and Stepping Up.</p> <p>Providing PL opportunities to ensure staff are accredited 'to teach in Catholic school' and accredited 'to teacher RE'.</p> <p>Provide opportunities for staff to take on acting positions and other leadership responsibilities (eg. when Leadership Team are away).</p>	<p>Middle Leaders</p> <p>Teaching Staff</p> <p>Catholic Staff</p> <p>Middle Leaders Staff Leadership Team</p>	<p>Throughout 2017</p> <p>Ongoing</p> <p>As required</p>	<p>Some staff have completed the BCE Leadership Programs</p> <p>Spirituality PD conducted in January; other PD conducted in Twilight seminars or other workshops throughout the year</p> <p>Staff have taken up acting or other responsibilities in the college (eg. Leaders of working parties of Components review)</p>	<p>Two teachers completed the BCE Stepping Up Leadership Programme with BCE. Principal completed the Leading with Integrity for Excellence course.</p> <p>January PD covered spirituality of 'the journey' with Sam Clear; APRE conducted a RLOS workshop for staff.</p> <p>No formal acting opportunities existed for staff this year however a number of staff took the Lead on the Literacy and Data Team and the Smart Goals achievements in the college. Four Middle Leaders took lead roles in the school review of the SRF components.</p>
<p>3.4 Improve the health and safety environment, and promote a consistent approach to the continuous improvement of health and safety culture through the Safety and Wellbeing Strategic Action Plan 2017-20.</p>	<p>Maintain a safe, environment for students, staff and the community through regular convening of the WHS committee and monitoring of maintenance and safety issues on the Portal Log.</p> <p>Implementation of the Whole School Safe and Supportive Schools Policy</p> <p>Develop the Critical incident management plan</p> <p>Continue staff updates in matters pertaining to WHS</p>	<p>Business Manager/WHSO Middle Leaders</p> <p>Leadership Team and Staff</p> <p>Leadership Team and Business Manager</p> <p>WHSO</p>	<p>WHS meetings per term</p> <p>Ongoing</p> <p>Term 1 and 2</p> <p>As needed</p>	<p>WHS Meeting haven been held each term;</p> <p>Lockdown and evacuation drills have occurred;</p> <p>Restorative justice practices are evident; "The Big 5" posters are visible around the college;</p> <p>Leadership have attended Critical Incident Management PD Critical Incident Plan is completed;</p> <p>WHS Alerts have been distributed as needed;</p>	<p>WHS meeting have been held each term.</p> <p>We have conducted two lockdown and two evacuation drills this year</p> <p>"The Big 5" posters are under development and will be ready for distribution into classes early 2018</p> <p>Leadership Team attended the critical Incident Management PD and the critical Incident Plan is under development due for completion 2018.</p> <p>WHS alerts for safety on ladders and safe movement and bending/lifting have been distributed</p>

<p>3.5 Optimise the use of technology to support teaching, learning, collaboration and decision making through the enactment of the Digital Strategy.</p>	<p>Implement the Strategic technology plan for 2017-2020 to ensure a Digitally enhanced and connected environment;</p> <p>Principal monitors the IT needs of the college through regular meetings with ICT and Network coordinator;</p> <p>ICT Coordinator and It Technician conduct regular informational workshops and disseminate information to staff on IT upskilling and updating;</p>	<p>ICT Leader; IT Technician; Principal</p> <p>Principal/ICT Leader</p> <p>ICT Leader/IT Technician</p>	<p>Throughout the year</p> <p>Weekly</p> <p>2 to 3 times per term</p>	<p>IT and Digital Strategic Plan exists and is continuing its development;</p> <p>Regular meetings have been held;</p> <p>Workshops have been conducted and information disseminated as needed;</p>	<p>SBC Digital Technology Plan has been developed 2017 – 2020.</p> <p>Meetings have been held weekly between the Principal and the ICT Leader to track and develop the IT infrastructure and e Learning agenda in the college.</p> <p>Staff have been offered a number of workshops to assist in upskilling with the use of technology: Office 365; one note; and other Microsoft programs. This will continue into 2018 as new staff join the community.</p>
<p>3.6 Strengthen processes and systems to support evidence-based decision making, accountability and governance to achieve our priorities.</p>	<p>Interrogate all school data (curriculum and pastoral) to support evidence based decision making;</p> <p>Consult staff students and parents on matters pertaining to college policies and procedures;</p> <p>Engage the Board in discussion and endorsement of College polices: Attendance Policy, Assessment Policy, Molum Sabe Policy;</p> <p>Closely monitor the financial operations of the College so that we can continue to meet Loan requirements and levels of debt;</p> <p>Develop and submit BGA 2017;</p> <p>Continuation of the buildings master plan to successfully complete stage three;</p>	<p>Leadership team Middle Leaders Teaching Staff Administration School Officers</p> <p>Leadership Team Parents</p> <p>College Board</p> <p>Business Manager/Principal</p> <p>Principal</p> <p>Principal</p>	<p>Throughout the year</p> <p>As needed</p> <p>Monthly meetings</p> <p>Monthly reporting period</p> <p>Term 2</p> <p>Term 4</p>	<p>Attendance has been monitored Student achievement data has been analysed and plans developed and implemented to ensure improvement in student achievement;</p> <p>Attendance and achievement for Aboriginal and Torres Strait Islanders have been monitored and plans implemented to support their participation and achievement;</p> <p>College Board have endorsed policies: Attendance, Assessment an Molum Sabe;</p> <p>Financial Reports are completed monthly and reviewed;</p> <p>BGA 2017 is completed and submitted and approved;</p> <p>Plans are completed for the construction of Stage 3 Building Phase</p>	<p>Attendance has been monitored by Pastoral Leaders and Teachers and the Youth Support Workers. Student achievement data has been analysed by teaching staff and Curriculum ML and plans have been developed and implemented to ensure improvement in student achievement;</p> <p>Attendance and achievement for Aboriginal and Torres Strait Islanders have been monitored by the Youth Support Worker and plans implemented to support their participation and achievement.</p> <p>College Board have endorsed the following policies in 2017: Enrolment Policy; Student Driving to School Policy; Fees and Levies Policy; reviewed the 2013 – 2017 School Renewal Plan.</p> <p>Stage 3 BGA submission has been approved and State Government Funding has been allocated for the construction phase.</p>

	Engage a Facilities Manger to support operations in the college.	Principal Facilities Manager	Term 2	Facilities manager is employed;	Facilities manager has been appointed and works cooperatively between the College and the Primary school.
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