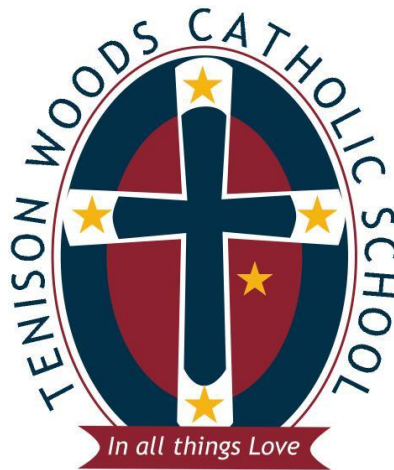


Tenison Woods Catholic School

a faith filled community with a commitment to

Inspire ★ Innovate ★ Excel



ANNUAL GENERAL MEETING FOR YEAR 2019 18 MARCH 2020



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AGENDA

1 Welcome & Gathering		
1.1	Meeting Start Time:	6.00pm
1.2	Present:	
1.3	Apologies:	
1.4	Welcome:	Matthew Arentz
1.5	Opening Prayer:	Rita Campbell
1.6	Confirmation of Previous Minutes:	20 March 2019

2 Voting of Nominees and Introduce New Board		
Nominations from:		
	➤	Matthew Arentz

3 Reports		
3.1	Chairperson - Matthew Arentz	
3.2	Principal – John Low	
3.2	Parish – Fr Peter Zwaans	
3.3	Finance – Rebecca Jucha: including passing of budget for 2020	
3.4	Staff – Sarah Byrne	
3.5	Parents and Friends – Vinny Maresca	
3.6	WHS - John Low	

4 Conclusion		
4.1	Date of next meeting:	TBA
4.2	Meeting Closed:	

MINUTES OF AGM FOR YEAR 2018, 20 MARCH 2019

1. Welcome & Gathering		
1.1	Meeting Start Time:	6.15pm
1.2	Present:	John Low, Matthew Harrison, Paula Burns, Jackie Stepien-Hulleman, Kirsty Miller, Ian Gardiner, Matthew Arentz, Bianca Ayres, Jayshween Kumar, Rebecca Jucha, Jess Rainsford, Helen Ricci, Paula Freer, Sarah Byrne, Vincent Maresca, Anthony Carbone.
1.3	Apologies:	Lisa Carna-Perre, Fr Peter Zwaans
1.4	Minutes:	Anna Pivato
1.5	Welcome:	Matthew Arentz
1.6	Opening Prayer:	Matthew Harrison
1.7	Confirmation of Previous Minutes:	14 March 2018 It was MOVED by Ian G, Kirsty M, 2 nd that the Minutes represent a true and correct depiction of the previous meeting.

2. Voting of Nominees and Introduce New Board	
2.1	<p>4 Positions with 4 nominations</p> <p>Nominees:</p> <p>Anthony Carbone 2nd Bianca Ayres</p> <p>Helen Ricci 2nd Ian Gardiner</p> <p>Rebecca Jucha 2nd Kirsty Miller</p> <p>Jackie Stepien-Hulleman 2nd Paula Burns</p> <p>All nominations accepted by Matthew Arentz</p>
2.2	<p>New Tenison Woods School Board members for 2019 are:</p> <ul style="list-style-type: none"> ➤ Fr Peter Zwaans -President ➤ John Low -Principal ➤ Sarah Byrne- Staff Representative ➤ Matthew Arentz ➤ Anthony Carbone ➤ Jackie Stepien-Hulleman ➤ Bianca Ayres ➤ Rebecca Jucha ➤ Helen Ricci ➤ Vincent Maresca- P & F Chairperson ➤ Ian Gardiner, Parish Representative <p>Matthew Arentz announced new Board Members</p>

3. Tabled Reports

3.1 Chairperson Report: Matthew Arentz

Report Tabled by Matthew A

- Thanked 2018 board members
- Capital development, master plan
- Mid 2018 the opportunity to purchase 6 & 8 Bickford St became available with settlement occurring 15 November 2018
- Successful in acquiring Commonwealth capital grants to build
- Masterplan committee now to decide how to utilise extra space
- Special thanks to school management, finance team and CESA
- Special thanks to Anthony Carbone, Paula Freer, and Mark Battistella who all worked hard to maximise numbers
- Exiting members; Jayshween Kumar, Lisa Carna-Perre, Kirsty Miller
- Special mention to Mark Battistella, substantial efforts in 2018, acquisition of land and re development of school
- Thanks to John Low for stepping into TWCS in 2018
- Very exciting times for Tension Woods, enrolments are increasing
- Thank you to board members and committee members

It was **MOVED** by John L 2nd Anthony C. to accept this Report.....**CARRIED**

3.2 Principal Report: John Low

Report tabled by John L

- Enrolment increase even though no year 7 students this year
- 2018 strategic plan, CESA continuous framework document; 9 domains
- 2018 strategic focus was 'Strong home/school community engagement, High quality teaching and learning, Orderly and safe learning environments'
- Whole school approach to student Learning, Learning pit, Learner qualities
- POS Ed training for all staff
- Commend teaching staff for their dedication
- Buildings and grounds; Kean Memorial trust bought 7 Redin St. Thank you to volunteers and Gary for work to transform the land. Trust monies are now exhausted. The trust will still meet annually to discuss the assets.
- Master plan; \$1.9m to purchase properties, Commonwealth grant of \$2.8m to develop new classroom facilities. Acknowledged Master plan committee.
- School policies; Sun smart and Outdoor education polices approved and various CESA policies were updated.
- Parents and friends committee extremely grateful for work by volunteers
- Finance committee, met regularly - thank you to Paula Freer for her diligence and expertise of work
- Thank you School board members 2018
- Thank you to exiting members, Jayshween, Kirsty and Lisa
- Thank you to Paula Burns for being staff representative
- Thank you to Matt, Bianca and Kirsty for representing committees

	<p>➤ Thank you to Mark Battistella</p> <p>It was MOVED by Jackie S.P. 2nd Bianca A. to accept this Report.....CARRIED</p>
3.3	<p>Parish Report: Fr Peter Zwaans</p> <p>Tabled by Ian Gardiner</p> <ul style="list-style-type: none"> ➤ Exciting times for TWCS with development of Tension Woods and the purchase of properties ➤ Change of Mass times and increase of numbers 60 – 150 at 11.00am Mass and also increase in numbers on Saturday night and St John Bosco ➤ Renovation of presbytery ➤ Hospitality and welcoming committee ➤ Upgrade of audio visual equipment ➤ Coordination with school; Friday Mass each week. Parishioners acknowledged positive behaviour of students attending. ➤ Sacramental program, strong input from both schools ➤ Grateful for supporting and welcoming of Fr Peter Zwaans and feels supported by both communities <p>It was MOVED by Matthew H. 2nd Kirsty M. to accept this Report.....CARRIED</p>
3.4	<p>Finance Report: Bianca Ayres</p> <p>Report tabled by Bianca A</p> <ul style="list-style-type: none"> ➤ Reports to school board, school fees, budget ➤ Cash flow net movement surplus \$68000.00 due to increase of government funding and term 3 intake on 2018 census ➤ Income expenditure ➤ Debtors \$12000.00 past and current, with every outstanding debt being addressed ➤ Acknowledgement to Paula Freer for keeping track of debtors ➤ Capital expenditure made up of cash reserves, government grants, loan drawn down and P&F contributions ➤ Deficit budget supported by cash reserves ➤ Thank you to Paula Freer and families <p>Deficit Budget for 2019 of \$90023.00 was presented at the AGM MOVED by Matt A. Ian G. 2nd to accept this budgetCARRIED.</p> <p>It was MOVED by Jackie S.P. 2nd Ian G. to accept this Report.....CARRIED</p>
3.5	<p>Staff Report: Paula Burns</p> <p>Report tabled by Paula B</p> <ul style="list-style-type: none"> ➤ Thank you to board members ➤ Parish connection; welcome to Fr Peter ➤ Whole school Masses, weekly Friday Mass has improved knowledge and attendance ➤ Sacramental program now parish led rather than school led

	<ul style="list-style-type: none"> ➤ Staff formation retreat at Clare Valley, birth place of the Jesuits. Thank you to Matt Harrison for leading ➤ Social justice, Caritas carnival led by 6/7 leaders ➤ Supported Moore St blanket appeal and soup. Christmas appeals; Moore St and St Vincent de Paul. ➤ Woods week, Flora McDonald visit ➤ RE curriculum; New Crossways curriculum trial ➤ RELAT...religious education standardised test ➤ R/1N; Welcome to Nicole. Receptions settling in. Extra support in digital technology with Maria and Kim ➤ R/1G; New reception students and amazing to see how the year 1 students take charge ➤ R/1K; self-managed, inquiry learning, parent teacher interviews, book week ➤ 2S; productive and fun year. Surf education, character strengths, visit to the mosque, My Richmond, Ayers house excursion ➤ 3/4S; learner qualities, book week, design and digital technology, apple store and Adelaide University robotics excursion. 'We are one but we are many'. Welcome to Thien Do in term 4. A highlight being the building of an electric car. ➤ 4/5T; Aquatics Day, enabling students to build up skills. Adelaide zoo excursion. Digital technology robotics excursion. ➤ 6/7P; last year for year 7 and first for year 6 students to graduate. Slight differences for each year level. Leadership opportunities. Sports day, excursions which help to create a different way of learning. Canberra. Lots of sporting accomplishments. Christmas concert. Graduation activities, retreat, dinner, first time that a Mass was held rather than liturgy. ➤ Italian; Carnevale, learning of culture. ➤ Sports; Kanga cricket, soccer, netball. Thank you to parent volunteers for coaching. Grants received e.g. Tri skills. State and district team representatives for various sports. SACPSSA various carnivals. Full athletics squad. Thank you to everyone involved for sports day. <p>It was MOVED by Jayshween K 2nd Kirsty M. to accept this Report.....CARRIED</p>
3.6	<p>P & F Report: Kirsty Miller</p> <p>Report tabled by Kirsty Miller</p> <ul style="list-style-type: none"> ➤ Executive positions for 2018 held by Kirsty Miller, Jess Rainsford, Louise Viergever and Shailee Sharma ➤ Thank you to all committee members for work and effort ➤ 4 major fundraisers ➤ Annual mother's and father's day stalls; Thank you Dani who donated succulents and to Bianca for coordinating. ➤ Term 2 sausage sizzle ➤ Lisa stepped down as ice-cream coordinator ➤ Shrove Tuesday pancakes ➤ Parent night out ➤ BBQ and candles at carols night thank you to staff ➤ Planting hedge along Brooker Tce

	<ul style="list-style-type: none"> ➤ New Signage for kiss and drop zone ➤ Planning for table tennis tables and soccer goals ➤ Placed on hold some plans due to master plan building ➤ Carly Ryan foundation coming out this year ➤ Total amount raised over \$11000.00 ➤ Thank you to all families for supporting ➤ Thank you to Jess as secretary and Shailee as treasurer ➤ Thank you to Mark Battistella and John Low for supporting, and to Anna and Paula for admin support ➤ Thank you to all board members ➤ Thank you to entire school community and wish incoming P&F executive all the best <p>It was MOVED by Jackie S.P. 2nd Vincent M. to accept this Report.....CARRIED</p>
3.7	<p>W.H.S. Report: Linda Wooley</p> <p>Report tabled by John L</p> <ul style="list-style-type: none"> ➤ Data listed ➤ Managed very effectively by Linda Wooley <p>It was MOVED by Matthew H 2nd Ian G. to accept this Report.....CARRIED</p>

4. Conclusion		
4.1	Date of next meeting:	TBA
4.2	Meeting Closed:	7.45pm.

5. Chairperson's Signature that Minutes have been tabled	
Chairperson:	
Signature:	

CHAIRPERSON REPORT – Matthew Arentz

Welcome to the Tenison Woods Catholic School Annual General Meeting for 2019.

This has been my second year on the Board as Chairperson.

In 2019, our School Board comprised of:

- Father Peter Zwaans - President
- John Low - Principal
- Sarah Byrne - Staff Representative
- Matthew Arentz - Chairperson
- Anthony Carbone – Elected Member
- Jacquie Stepien - Hulleman – Elected Member
- Bianca Ayres - Deputy Chairperson
- Rebecca Jucha - Finance Chairperson
- Helen Ricci – Elected Member
- Vinny Maresca - Parents & Friends Chairperson
- Ian Gardiner - Parish Representative

Consolidation and Commencement on Building/Expansion Plans

Following on from the purchase of 6 and 8 Bickford Street and approval of a \$2.8 million capital grant in late 2018, building/expansion works have progressed with:

- Brown Falconer Architects presenting concept drawings for new building in June 2019
- New building plans progressed to the Infrastructure, Planning and Development (IPAD) approval stage in August 2019
- Approval of the land swapping of 3 Redin Street and 6 Bickford Street by the Kean Memorial Trust Inc. in September 2019
- Building plans going out to tender in October 2019
- Sarah Constructions winning the tender (as lead contractor) and building works commencing in the 2019/2020 holiday break
- Landscaping of 6 and 8 Bickford Street commencing ahead of schedule, with a view to being ready by Term 2

In line with the school expansion, there has been a focus on new enrolments (39 Reception students starting in Term 1 of 2019) and careful financial management, with healthy cash flow and a current school budget deficit of \$32,000.0 (against an anticipated deficit of \$135,000.00).

Naplan Results

Naplan results were received in September 2019, with the School meeting the national benchmark, and most notably, with a strong percentage increase in results in Years 3 and 5 students (as compared to previous years).

P&F Activities

The P&F has continued in 2019 with its extensive schedule of events and fundraisers under tireless leadership of Vinny Maresca and Helen Ricci, which have included:

- Carly Ryan Foundation online Safety Parent Session
- Mother's Day Stall in May 2019
- Election BBQ (raising \$1,000.00)
- Father's Day Stall in September 2019

The strong sense of community and inclusion at Tenison Woods has its foundations in the P&F, and I sincerely thank all members of the P&F for their continuing contributions, which have a massive positive impact on everyone at, and involved in, the School.

New APRIM

I would also like to take this opportunity to welcome Rita Campbell to the permanent APRIM position and thank Matthew Harrison for his time in the acting position. Matthew's contributions to the school, particularly in the areas of physical education and sporting carnivals, have been fantastic.

Closing

Thank you to all the members for their time, opinions and efforts to progress the work of the School and Finance Boards in 2019.

With a new building in the works and increasing enrolments, 2020 is shaping up to be a great year!

Matthew Arentz

PRINCIPAL REPORT – John Low

In 2019 we had an intake of 39 Reception students. Along with a few additional students enrolling at various year levels, this meant our enrolment numbers increased to 164 students, up from 148 students in 2018. These numbers are in line with our five-year plan and are testament to the quality learning environment that exists at TWCS.

The following is a summary of the key developments throughout the 2019 year.

Strategic Directions

The 2018-2020 strategic plan provides clear direction and specific goals for each of the ensuing three years and is an important vehicle in maintaining an environment of continuous improvement.

In 2019, Tenison Woods Catholic School commenced work on Year 2 of the 2018-2020 strategic plan.

Year 1

Strong home/school community engagement

- The school will work with the broader community to strengthen family and community engagement by building a warm sense of community, outreach and welcome.

High quality teaching and learning

- Tension Woods Catholic School will provide contemporary and innovative educational practices, which are designed to build knowledgeable, inquisitive and innovative students who have an appetite for lifelong learning.
- Students will be engaged in challenging, rich and differentiated learning opportunities in order to build resourceful and resilient learners who are self-aware, collaborative and socially adept.

Orderly and safe learning environments

- The school through its practices and procedures will ensure that interactions between all members of the school community reflect a sense of justice, dignity and respect.

Year 2

Catholic Identity

- *Tenison Woods Catholic School will create an open dialogue of trust and listening, which will enable the sensitive exploration of issues through theological reflection.*
- *The school will ensure that daily prayer, Masses and liturgies will occur regularly. Staff, students and parents will be invited to actively participate in them, so that the entire community can learn to live faith filled lives, informed by the scriptures.*

Focused vision and goals

- *Tenison Woods Catholic School will monitor and publish progress towards targeted strategic areas and this will be formally communicated to staff, students and families twice each year.*

Effective use of data

- *The school will establish and implement a systematic plan for the collection and analysis of data to inform quality teaching practices and to inform future directions.*

Year 3

Strong Leadership

- The school will build an inclusive and collaborative culture, reflecting a strong moral purpose and a commitment to high expectations for the entire community.

High expectations of all

- The school will engage with families to maximise learning outcomes for students who will be literate, numerate and effective communicators by providing effective and timely feedback.

Effective administration and resourcing

- The school will continue to revisit the implementation of policies, procedures, systems and practises to provide evidence of compliance with all system and government initiatives.

In 2019 our staff began to develop their understanding of the Catholic Education South Australia Living, Learning, Leading Framework which places at the core of our work in Catholic schools, the development of 'thriving people, capable learners, leaders for the world God desires'. This framework will guide our work and inform our future strategic directions as a Catholic School Community over the coming years.

Teaching and Learning

Staffing

Marcia Burgess concluded her tenure as APRIM at the end of 2019. The position was advertised in term 4 and Rita Campbell was appointed to the substantive position commencing in 2020. We welcome Rita to the school community and look forward to working with her into the future. Matthew Harrison concluded his time as Acting APRIM and I thank him for his dedication and contribution to the TWCS community over the past two and half years.

Paula Burns concluded her time at TWCS at the end 2019 to take up the position of APRIM at St Brigid's School, Kilburn. I thank Paula for her many years teaching our senior years classes and for taking up various leadership roles throughout her time here. Heather Docherty was

appointed as the year 5/6 class teacher commencing 2020 and we welcome Heather also to our community.

Visible Learning

In 2019 we commenced our Professional Learning with Corwin Visible Learning. The learning is focused on Professor John Hattie's research and the principles of Visible Learning and visible teaching: A synthesis of over 800 meta-analysis relating to achievement (2009) and his book Visible Learning for Teachers: Maximizing impact on learning (2012). This outstanding research involved millions of students and represents the largest ever evidence-based research into what actually works best in schools to improve learning. We partnered with staff from St Joseph's School, Kingswood and participated in two whole school Professional Learning days as well as four days for school leaders on Impact Coaching and Evidence into Practice sessions. This learning has seen classroom practice sharpen a focus on intentional learning, supported with success criteria to enable students to develop as assessment capable learners.

School Performance

Samara Churchett joined the TWCS staff as Music/Performing Arts teacher, coordinated, and led and the biennial school performance, which was a huge success. In 2019 we moved our performance venue to the Christian Family Centre at Seaton and the Performance was extremely well attended with over 400 tickets being sold. Congratulations to the staff, students and particularly to Samara Churchett for creating such a wonderful event that really showcased the Performing Arts learning area at TWCS.

The year 5 and 6 students also had the opportunity to be involved with the Catholic Schools Music Festival. The students joined approximately 400 other students from Catholic Primary schools to perform at the Adelaide Festival Theatre in September.

School Camps

As per our Outdoor Education Policy, each class participated in a camp or sleepover experience in 2019.

The Reception and Year 1 students participated in a sleepover experience at the school, which included a range of activities led by Life Be In It.

The year 2 and 3 students were involved in the Adelaide Zoo Snooze experience where they spent a night at the zoo and the year 4 and 5 students spent 2 nights at Woodhouse, participating in a range of outdoor activities.

The year 6 students went to Canberra where they stayed for 3 nights and visited many of the attractions on offer, which supported their learning about Civics and Citizenship.

Nationally Consistent Collection of Data (NCCD)

Staff undertook online Professional Learning modules to gain a better understanding of the Disability Standards for Education for primary schools. Further training was provided throughout the year to enable teachers to provide relevant adjustments to student learning.

Visible Wellbeing

Teachers continued to embed Positive Education, Character Strengths and Growth Mindset principles into their teaching and learning programs. Staff participated in 'What's The Buzz' training, a social skills enrichment program designed to explicitly teach children how to think

and relate socially and began to use this program to support the social and emotional development of students.

Other events held throughout the year that brought a focus to wellbeing included:

- A whole school National Day of Action against Bullying and Violence
- Whole School 'Grow Your Mind' Day
- Increased participation of Year 3-6 students in SACPPSA Carnivals
- A variety of Sporting Clinics

The teaching staff are to be commended for their dedication to continually develop their knowledge and teaching practice in ways that enable children to engage in learning that is contemporary, meaningful and relevant. Thank you also to our curriculum and administration ESO staff who always strive to provide the best support for the learners in our community.

Master Plan/Building Works

2019 was a year of significant achievement for the School Board as we worked towards the realisation of the school Master plan. Design details were finalised with Brown Falconer Architects and the project went to tender in October. Sarah Construction was appointed as the builder in November with site work commencing in January 2020. In preparation for the building works, the Year 5/6 transportable classroom was decommissioned in November ready for transportation to another school.

I'd like to acknowledge and thank Anthony Carbone and Paula Burns for their work as part of the Design Committee for the building project. Along with the support of the school board, we have achieved a contemporary, flexible, future focused design ready to support students and their learning in the years to come.

Policies

The following CESA policies were updated and approved by SACCS:

- Building Respectful Relationships: Behaviour Education and Student Behaviour Support Policy
- Building Respectful Relationships: Behaviour Education and Student Behaviour Support Procedure
- Building Respectful Relationships: Student Suspension and Cancelling Enrolment Procedure

Parents & Friends Committee

The Parents and Friends Committee continued their unwavering support of the school throughout the year. In 2019 the P&F held their first welcome BBQ which was extremely well attended. Several other community gatherings and fundraising initiatives were facilitated throughout the year, including wine drives, Mother's and Father's Day stalls, sausage sizzles, Parent's Night Out and end of year celebration bbq. We are grateful for the time and effort the

members of the P&F volunteer to provide a connection point for families along with their contribution to enhancing the resources available for our students.

Finance Committee

The finance committee met throughout the year to ensure that proper financial management systems were in place in accordance with the Finance Manual for South Australian Catholic Schools, including the school's five-year financial plan and guidelines within the diocese.

In response to the growing administrative demand across the school, Diana Dente was employed as an ESO (Administration) to provide additional support at the front office.

Thank you to the members of the finance committee; Matthew Arentz, Bianca Ayres, Rebecca Jucha, Bozena Rowinska and Paula Freer. Special thanks to Paula our Bursar for her diligence and expertise in ensuring the ongoing financial viability of our school.

School Board

I'd like to thank each of our Board members; Fr Peter Zwaans, Matthew Arentz, Bianca Ayres, Ian Gardiner, Anthony Carbone, Jackie Stepien-Hulleman, Helen Ricci, Rebecca Jucha and Vinny Maresca for their ongoing support and contribution to the wellbeing of the school through their collective wisdom and counsel. Matthew Arentz and Bianca Ayres conclude their tenures on the Board and I thank both Matthew and Bianca's contribution and commitment over the past 2 years.

Finally, I'd like to especially thank our School Board chairperson, Matthew Arentz, Deputy Chairperson, Bianca Ayres, our Finance Committee Chairperson, Rebecca Jucha and our P & F chairperson, Vinny Maresca for their commitment, contribution and leadership on each of the committees they represented.

It has been a pleasure continuing in the role of Acting Principal at TWCS in 2019 and I look forward to continuing the work on the various projects that are in place to provide students now and into the future with the best opportunities to thrive.

John Low

PARISH REPORT – Fr Peter Zwaans, President of the Board

TWCS Board

It has been a busy year for the TWCS Board, in addition to the tasks of overseeing ordinary functioning of the school, 2019 also saw the continuing development of the school master plan, the purchase of new land and the commencement of the school building project. There has been fruitful collaboration between the board, school and parish over this past year.

Previous Year in the Parish

Growing Numbers

The parish has experienced strong growth in the numbers of parishioners attending Sunday Masses and feast days. Christmas and Easter ceremonies were well attended. There has been particular growth at the 6pm Vigil Mass and the 11am Sunday Mass with greater numbers of young families in attendance.

Parish Sacramental Program

2019 saw further development of the parish Sacramental Program. With continued support from Matt Harrison, APRIM at TWCS, and Catherine Birchmore, REC at St John Bosco school, we prepared children from the school and parish to receive the Sacraments of Reconciliation, Confirmation and First Holy Communion. Numbers of children being presented for the Sacraments of Initiation has slowly declined and so this will remain an area of development.

Renewal of Volunteers

The parish undertook a renewal of volunteer roles which saw more parishioners put themselves forward for different works in the parish. These include liturgical ministries, catechesis, administration, cleaning, and grounds and maintenance. It is a sign of a healthy parish that people are willing to invest their own time and efforts to support the life of the church.

Coordination with School

In 2019 we continued having class Masses each Friday morning. Each Friday in the school term was led by a different class, giving students the opportunity to read, sing and participate in the liturgy. The students have grown immensely in their knowledge of the Mass and parishioners have often complimented them for their attention and conduct in the church. The Masses have been well supported by Mr Matt Harrison and each of the classroom teachers.

Death of John Mahoney

On 25 June the parish lost one of its stalwart parishioners, John Mahoney. He was serving as the Chair of the Parish Pastoral Council and Finance Council, as well as serving as treasurer. He has made an extraordinary contribution to the parish over many years. Thankfully other parishioners have come forward in order to fill the roles John had undertaken, but it has taken many hands to do the work John performed.

Upcoming Pastoral Visitation

Although we have not yet received the appointment of a new Archbishop, a schedule for the visitation of parishes is still being undertaken. The Brooklyn Park/Richmond Parish will host the visitation team for the weekend Masses on 21-22/11 to open the visitation process. Thursday

25/11 will be the 'long day in the parish' when the team will come to visit various works of the parish, including both Tenison Woods Catholic School and St John Bosco School. The visitation will conclude with a combined Parish Mass on Sunday 29/11.

At this stage the visitation is tentatively booked. The appointment of a new Archbishop could change these plans, but the Parish Pastoral Council will work towards these dates and coordinate with Tenison Woods to facilitate the visitation process.

I look forward to continued growth for the Parish and School community in 2020.

Fr Peter Zwaans

FINANCE REPORT – Rebecca Jucha

Good evening everyone, thank you for attending tonight's annual general meeting. My name is Rebecca Jucha, I am the Chairperson of the Finance Committee and I will be presenting the 2019 financial report for TWCS.

The Finance Committee reports to the School Board and jointly they are responsible for the setting of school fees, approval of the school budget and signing off on the annual financial statements at the end of the school year. In 2019 the Committee consisted of John Low – Acting Principal, Bozena Rowinska & Bianca Ayres - Parents, Paula Freer - Bursar, Matthew Arentz – Chairperson of the School Board and myself as Chairperson of the School Finance Committee and parent.

As part of the accountability process, auditing of the school finances occurs in January/February for the prior year. Financial reports are then forwarded to the Catholic Education Office, who has responsibility for reporting on the expenditure of Government funding.

Cash Flow 2019

Net cash flow movement for 2019 resulted in a deficit of \$32,120. This can be attributed to:

- An increase in Govt funding
- A decrease in NCCD funding due to movement of resourced students to other schools
- BGA expensed in December and reimbursed in February 2020.

Recurrent income and expenditure is the core element in the running of our school. In summary;

Income for 2019 totalled **\$2,547,087**. Funds were received from the following areas:

- 77% Commonwealth & State Grants
- 20% school fees and miscellaneous income
- 1% Catholic Education Office for salary reimbursements such as paid parenting leave, staff allowances and long service leave.
- 2% donations, capital, interest and sundry income.

Expenditure for 2019 totalled **\$2,573,501**. Funds were expended as follows:

- 55% staff teaching salaries, including superannuation and workcover
- 6% education support officers and administration salaries, including superannuation
- 9% direct teaching equipment and faculty expenditure including professional development, computer lease and administration
- 8% utilities, maintenance contractors, grounds etc.
- 15% administrative costs including admin salaries, depreciation, bank & audit fees, general office & insurance
- 4% CEO levies
- 3% loan interest

Debtors

At the end of 2019 our outstanding debtors balance was **\$18,537.06**. Details as follows:

- \$4,896.32 Past family debts
- \$28,719.14 Current family debts
- \$15,078.40cr Current families with credit balance

Every outstanding account has been addressed and collections for all accounts are in place - this will take time and constant monitoring.

A big thank you to all families who commit to paying their school fees every year as per the guidelines in our fees policy. We hope that the flexible payment arrangements offered by the school make fee payment as easy as possible for our families.

I would also like to acknowledge the tireless effort of our Bursar Paula Freer in her continuous effort in keeping the schools debtors manageable. Chasing people for money is not a pleasant job and she does it with great compassion and respect.

Capital Works

Capital spending for 2019 amounted to **\$221,341**, please refer to the attached sheet for breakdown. This was funded in part from cash reserves along with donations from the Parents & Friends, insurance claim and Government Capital Grant.

Borrowings

The outstanding balance for capital development was \$1,912,298 at the end of December 2019. Balance of "Break Out Spaces" \$139,963 is due to be paid in full by the end of 2023. "6&8 Bickford St" loan balance is \$1,772,335 and borrowings drawn over a 15 year period, with balance due to be paid in full by the end of 2033.

The building levy will continue to assist with the repayment of these loans.

2020 Budget

The Finance Committee have reviewed the proposed 2020 budget – included in the AGM booklet - and have approved a deficit budget of \$154,310. This amount will be supported by cash reserves should we not receive supplementation in December 2020; with no further borrowings required. The budget is based on funding advice received from the Catholic Education Office and a comprehensive review by the Bursar and Finance Committee of all income and expenditure items. The budget is worked on estimated enrolments of 168 students (including term 3 intake). I now wish to put forward the 2020 budget for approval.

On behalf of the Finance Committee I would like to thank those who have contributed to the management of finances throughout 2020. A special mention must be made to our Bursar Paula Freer for providing the committee with the timely relevant information required to make decisions.

Our school is made up of various ethnic and religious cultures – each bringing a particular richness to our community. Your assistance as parents in contributing to the richness and diversity of our school culture is appreciated and valued.

Thank you for your contribution to the school and your continued financial support.

Rebecca Jucha

10/02/2020

Tenison Woods Catholic Primary School

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10:15

Balance Sheet - Year: 2019 Period: 12

Account	Description	Balance
ASSETS		
<u>Current Assets</u>		
6001-00-00	PETTY CASH	\$500.00
6020-00-00	CASH FLOAT	\$60.00
6100-01-00	S2 ACCOUNT	\$640,252.38
6200-00-00	SUNDRY DEBTORS	\$18,537.06
6250-00-00	PROVISION FOR DOUBTFUL DEBTS	(\$926.85)
6290-00-00	PREPAYMENTS	\$950.00
6300-03-00	INVENTORIES - CLOTHING	\$36,947.20
6410-00-00	LSL RECEIVABLE	\$348,056.00
	Total For Current Assets	\$1,043,375.79
<u>Non Current Assets</u>		
5001-00-00	FREEHOLD LAND AT VALUATION	\$1,968,093.43
5100-00-00	BUILDINGS AT COST	\$3,220,049.05
5109-00-00	ACCUM. DEPRECIATION - BUILDINGS	(\$1,051,345.66)
5110-00-00	FIXED EQUIPMENT & IMPROVEMENTS	\$708,961.04
5119-00-00	ACCUMULATED DEPRECIATION - IOSP	(\$508,224.17)
5200-00-00	FURNITURE & EQUIPMENT	\$238,445.14
5209-00-00	ACCUM. DEPRECIATION - FURN & EQUIP	(\$189,794.00)
5220-00-00	COMPUTER EQUIPMENT	\$138,849.71
5229-00-00	ACCUM. DEPRECIATION - COMPUTERS	(\$111,487.78)
5800-00-00	WIP	\$181,405.90
	Total For Non Current Assets	\$4,596,952.66
	Total For Assets	\$5,640,328.45
LIABILITIES AND EQUITY		
<u>Current Liabilities</u>		
8100-00-00	PARENTS & FRIENDS TRUST ACCOUNT	\$38,254.56
8110-00-00	ENROLMENT DEPOSITS	\$8,700.00
8110-00-01	CANBERRA DEPOSITS	\$7,500.00
8140-00-01	BREAK OUT SPACES LOAN (Current)	\$25,357.08
8140-00-02	6 & 8 BICKFORD ST (Current)	\$117,504.89
8200-00-00	SUNDRY CREDITORS	\$26,423.00
8205-19-00	GST-FREE SUPPLIES CLEARING	\$40,887.94
8205-21-00	GST-FREE SUPPLIES CLEARING	(\$40,887.94)
8210-00-00	ACCRUAL - BACK PAY	\$60,938.23
8210-00-01	ACCRUALS	\$1,964.77
8210-00-02	ACCRUALS SALARIES	\$37,593.06
8340-00-00	PROVISION - ANNUAL LEAVE	\$65,410.85
8410-00-00	PROVISION - LONG SERVICE LEAVE	\$348,056.00
	Total Current Liabilities	\$765,792.44
<u>Non Current Liabilities</u>		
8500-00-01	BREAK OUT SPACES	\$114,605.93
8500-00-02	6 & 8 BICKFORD ST L16	\$1,654,740.20
	Total Non Current Liabilities	\$1,769,346.13
<u>Clearing Account</u>		
4010-00-01	SUNDRIES CONTRA - GENERAL	\$180.00
4019-00-00	FBT CLEARING	(\$3,093.00)
4060-00-00	PAYROLL CLEARING ACCOUNT	(\$36,918.21)
4062-00-01	SUPERANNUATION CLEARING ACCOUNT	\$15,627.93
	Total For Clearing Account	(\$24,203.28)
<u>Accumulated Funds</u>		
9000-00-00	ACCUMULATED FUNDS	\$3,129,393.16
	THIS YEARS SURPLUS/DEFICIT	\$0.00
	Total For Accumulated Funds	\$3,129,393.16
	Total For Liabilities And Equity	\$5,640,328.45

Account	Description	Balance	Last Year
INCOME			
Recurrent Income			
0110	Tuition Fees	\$266,263.75	\$242,527.20
0111	Discounts/Remissions	(\$47,422.75)	(\$38,984.40)
0120	Compulsory Resource Charge	\$248,642.75	\$225,274.60
0230	Other Charges for Students	\$37,206.91	\$2,444.06
0231	Students to Third Party		\$30.00
0232	After School Sport	\$440.00	\$1,910.00
0235	Excursions During Term	\$34,233.64	\$17,943.64
0270	Public Performances by School	\$8,822.00	\$5,306.18
0290	Enrolment & Application Fees	\$4,246.33	\$4,054.49
0510	Interest Income	\$7,514.87	\$7,799.53
0530	Donations for Recurrent Purposes	\$500.00	\$1,454.30
0550	CEO Income TRT	\$3,200.93	\$32,480.75
0590	Other Income		\$41,091.20
0591	Long Service Leave	\$18,817.84	\$12,535.74
0593	Paid Parenting Leave		\$31,363.86
0594	CPF Allowance	\$3,011.25	\$5,475.00
0595	Bad Debts Recovered	\$789.25	
0596	CCI Rebate	\$1,543.73	\$907.20
0598	PPL - Australian Gov'n		\$2,780.00
0600	State Gov'n Recurrent Grants	\$431,781.00	\$368,948.00
0700	Aust Gov'n Recurrent Grants	\$1,527,495.00	\$1,352,454.00
	Total Recurrent Income	\$2,547,086.50	\$2,317,795.35
Capital Income			
0900	Aust Gov'n Capital Grants	\$151,663.00	
0920	Capital Fees & Levies (exc FFPOS)	\$30,855.00	\$26,583.75
0930	Cash Donations	\$510.00	\$2,084.65
	Total Capital Income	\$183,028.00	\$28,668.40
EXPENDITURE			
Tuition Expenses			
1010	Teachers Salaries	\$1,109,232.55	\$1,301,467.74
1032	TRT Salaries	\$56,720.29	\$44,588.66
1060	Staffing Contract Costs - Teaching	\$8,321.00	\$53,546.58
1085	Aust Gov'n Funded PPL		\$5,560.00
1200	Salaries - Aides & Assistants	\$141,196.23	\$116,520.57
1300	Stationery & Materials	\$10,343.98	\$19,931.39
1310	Library Costs	\$1,724.13	\$1,259.23
1320	Faculty Expenses	\$25,267.70	\$28,863.72
1340	School Card Expense	\$3,680.00	\$4,776.00
1390	Computer Exp - Tuition	\$12,932.76	\$14,913.67
1400	Sports Expenses & Material	\$9,576.48	\$5,992.58
1401	After School Sport	\$4,182.00	\$3,190.77
1450	Excursions	\$52,612.16	\$35,175.31
1700	Workers Comp Insurance (Tuition)	\$25,202.27	\$21,971.96
1750	Superannuation (Teaching)	\$111,251.34	\$127,160.27
1760	Superannuation (Teaching Support Staff)	\$13,176.33	\$11,083.38
1810	Annual Leave Exp (Teachers)	\$95,410.85	(\$98,668.91)
	Total Tuition Expense	\$1,680,836.07	\$1,697,322.92
Administration Expenses			
2000	Salaries Administration	\$151,669.33	\$118,066.87
2112	Maintenance - Contractors	\$65,341.94	\$22,556.62
2113	Maintenance - Exp, Materials & Replacement	\$189.89	
2122	Gardens & Grounds - Contractors	\$39,215.92	\$27,203.27
2123	Gardens & Grounds - Expenses & Materials	\$972.00	\$3,994.82
2132	Caretaking & Cleaning - Contractors	\$26,616.42	\$24,443.48
2133	Caretaking & Cleaning - Exp's & Materials	\$1,338.90	\$1,246.27
2134	Caretaking & Cleaning - Security	\$3,951.71	\$4,351.67
2220	Superannuation - Admin	\$14,263.56	\$11,137.08
2251	Electricity	\$28,037.96	\$31,276.60
2270	Council Rates	\$14,894.70	\$4,832.55
2271	Water Rates	\$25,713.54	\$15,010.93
2273	Emergency Services Levy	\$3,539.97	\$2,209.07
2300	Insurance (General)	\$18,995.14	\$18,338.83
2390	Computer Exp - Admin	\$35,916.25	\$36,783.55
2400	General Office	\$9,606.17	\$9,555.75
2410	Stationery - Admin	\$1,522.61	\$2,942.19
2420	Postage	\$323.02	\$583.09
2430	Telephones	\$5,739.43	\$5,159.16
2435	Photocopier Running Costs	(\$1,766.51)	(\$5,722.62)
2440	Bank Charges	\$1,046.97	\$2,770.49

Account	Description	Balance	Last Year
2450	Audit Fees	\$2,500.00	\$2,450.00
2470	Legal Fees		\$31,790.44
2475	Debt Collection Costs	\$789.25	
2480	Advertising	\$855.00	\$2,481.98
2500	Motor Vehicle	\$3,811.21	\$7,884.45
2600	Levies	\$98,205.94	\$82,239.88
2620	Subscriptions	\$4,102.88	\$1,410.63
2661	Staff Training - Teaching	\$27,328.68	\$19,069.93
2664	Staff Training - Non Teaching	\$830.00	\$1,557.06
2670	WHS	\$236.40	\$179.68
2710	Interest - Capital Loans	\$78,493.17	\$15,419.34
2730	Lease Payments - Operating Leases	\$52,101.13	\$55,036.64
2800	Catering for Functions (Non-Boarding)	\$4,741.39	\$6,470.27
2890	Misc Admin Exp (e.g. Principal)	\$1,530.38	\$3,119.29
2930	Bad Debts Expense	\$926.85	\$204.90
2940	Assets < \$1000	\$2,753.72	\$1,879.71
2950	Depreciation - Buildings	\$131,127.66	\$142,690.09
2960	Depreciation - Furniture & Equip	\$18,940.35	\$18,249.90
2970	Depreciation - Computers	\$16,268.05	\$3,576.88
2997	GST Expenditure (Rounding)	\$0.42	(\$0.14)
	Total Administration Expenses	\$892,671.40	\$732,430.38
TRADING ACTIVITIES			
<u>Trading Account Income</u>			
4500	Clothing Pool Income	\$29,504.70	\$24,214.75
4900	P&F Income	\$24,455.55	\$24,056.10
	Total Trading Account Income	\$53,960.25	\$48,270.85
<u>Trading Account Expenses</u>			
4550	Clothing Pool Expenses	\$25,128.68	\$23,255.06
4950	P&F Expenses	\$24,455.55	\$24,056.10
	Total Trading Account Expenses	\$49,584.23	\$47,311.16
	Net Profit (Loss) Before Tax	\$160,989.05	(\$82,329.86)

CAPITAL SPENDING 2019			
Freehold Land at Valuation			
Sub Total			\$ -
Account 5800-00-02			\$ -
Variance			\$ -
Total Fixed Equipment and Improvements			\$ -
Fixed Equipment and Improvements <\$1,000			
Sub Total			\$ -
Account 2940-02-00			\$ -
Variance			\$ -
Fixed Equipment and Improvements			
21/05/2019	Robertson Glazing	Window in Admin office	\$ 3,320.00
21/05/2019	Robertson Glazing	Aluminium doors installed in Parish Hall	\$ 2,885.00
Sub Total			\$ 6,205.00
Account 5110-00-00			\$ 6,205.00
Account 5800-00-00 (WIP)			\$ -
Variance			\$ -
Total Fixed Equipment and Improvements			\$ 6,205.00
Furniture and Equipment <\$1000			
Sub Total			
Account 2940-03-00			\$ -
Variance			\$ -
Furniture and Equipment			
31/01/2019	Keen Office Equipment	Meeting desk in Aprim office	\$ 280.00
25/02/2019	Hughes & Loveday	Soccer goals	\$ 3,350.00
28/02/2019	Hughes & Loveday	3 x Table Tennis tables	\$ 1,095.00
18/06/2019	Keen Office Equipment	Chair for admin office	\$ 298.00
29/08/2019	Heatlie Barbeques	2 Barbeques	\$ 3,104.08
10/09/2019	Neopost	Desktop trimmer	\$ 495.00
Sub Total			\$ 8,622.08
Account 5200-00-00			\$ 8,622.08
Account 5800-00-00 (WIP)			\$ -
Variance			-\$ 0.00
Total Furniture and Equipment			\$ 8,622.08

Computer Equipment <\$1000			
29/11/2018	Comp Now	Ipad covers	\$ 1,452.73
14/02/2019	Officeworks	Apple TV	\$ 222.73
27/03/2019	Officeworks	VGA Cable	\$ 18.07
23/04/2019	Comp Now	Ipad covers	\$ 240.48
11/04/2019	IOCA	Cisco in Archive room	\$ 596.07
14/05/2019	Officeworks	Apple TV	\$ 223.64
Sub Total			\$ 2,753.72
Account 2940-04-00			\$ 2,753.72
Variance			\$ -
Computer Equipment			
14/02/2019	The Good Guys	Tv in Parish Meeting Room	\$ 1,050.00
5/12/2018	Comp Now	Apple Macbook Air 13" laptop x 14	\$ 17,614.52
13/03/2019	HP	Admin computer for Diana Dente	\$ 1,295.50
16/05/2019	Learning with Technology	Tv in yr 5/6 room	\$ 2,394.00
Sub Total			\$ 22,354.02
Account 5220-00-00			\$ 22,354.02
Variance			\$ -
Total Computer Equipment			\$ 25,107.74
WIP			
	BGA Capital Grant	Claim from BGA grant	\$ 181,405.90
Sub Total			\$ 181,405.90
Account 5800-00-00			\$ 181,405.90
Variance			\$ -
Total WIP			\$ 181,405.90
Total			\$ 221,340.72
		BREAKDOWN OF CAPITAL SPENDING 2019	
		RECURRENT SPENDING	\$ 2,753.72
		NON CURRENT ASSETS	\$ 218,587.00
		RETIREMENT OF ASSETS	\$ -
		TOTAL SPENDING	\$ 221,340.72
		Less	
		INSURANCE CLAIM	-\$ 2,394.00
		P&F DONATION	-\$ 7,549.08
		BGA GRANT REIMBURSEMENT	-\$ 181,405.90
		SCHOOL CAPITAL EXPENSES FOR 2018	\$ 29,991.74
		BUDGET ALLOCATION FOR 2019	\$ 3,000.00
		OVERSPEND FOR CAPITAL 2019	\$ 26,991.74

2020 Proposed Budget			
Description	2020 Budget	Description	2020 Budget
INCOME		Expenditure Admin Salaries	
Commonwealth Government Grants		SALARIES - ADMINISTRATION	-173263
C/W - PER CAPITA	1549484	SUPERANNUATION - NGS	-16555
	1549484		-189818
State Government Grants		Expenditure Administration Other	
STATE GOVT RECURRENT GRANTS PER CAP	387371	MAINTENANCE - CONTRACTORS	-62500
	387371	GARDENS & GROUNDS - CONTRACTORS	-37500
Income Recurrent		CARETAKING & CLEANING - CONTRACTORS	-33000
TUITION FEES	227939	SECURITY	-4000
COMPOSITE FEE	177358	INSURANCE-GENERAL	-30000
INFORMATION TECHNOLOGY	48368	COMPUTER EXPENDITURE - ADMIN/MAINT	-33000
MISCELLANEOUS	33000	ADMINISTRATION COSTS	-33400
APPLICATION FEES	3000	SUBSCRIPTIONS	-1600
	489665	STAFF TRAINING-GENERAL TEACHING-LAY	-35000
Income Other		STAFF TRAINING-NON-TEACHING	-3500
INTEREST INCOME	3000	WHS	-500
DONATIONS FOR RECURRENT PURPOSES	2000	LEASE PAYMENTS - COMPUTING	-37000
CPF ALLOWANCE	2400	CATERING	-5850
	7400	PRINCIPAL IMPREST ACCOUNT	-2500
Income Capital			-319350
CAPITAL FEES & LEVIES	31096	Expenditure Utilities & Rates	
	31096	UTILITIES	-114550
Trading Accounts			-114550
UNIFORM SHOP	20000	Expenditure Levies	
PARENTS AND FRIENDS	10000	CEO LEVIES	-117601
	30000		-117601
Total Income	2495016	Expenditure Interest	
		INTEREST - LOAN	-73168
EXPENDITURE			-73168
Expenditure Teaching Salaries		Expenditure Depreciation & Assets	
TEACHER SALARIES - LAY	-1218243.00	ICT EQUIPMENT <\$1000	-3000
TEACHER SALARIES - CASUAL RELIEF	-35000.00		-3000
CONTRACT TEACHING	-6000.00	Trading Accounts	
SALARIES - AIDES & ASSISTANTS	-115803	UNIFORM SHOP	-18000
SUPERANNUATION SGL	-105842	PARENTS AND FRIENDS	-10000
SUPERANNUATION - SPEC ED SUPPORT	-21543		-28000
	-1502431		
Expenditure Classroom/Faculty		Total Expenditure	-2506374
CLASSROOM	-16572		
LIBRARY MATERIALS	-1700	Net Profit/Loss	-11358
CURRICULUM COSTS	-26000		
ARTS	-5810	Current Liabilities	
EDUCATIONAL PROGRAMS	-28484	BREAKOUT SPACES LOAN PAYMENT	-25357.00
	-78566	6&8 BICKFORD ST LOAN PAYMENT	-117595.00
Expenditure Teaching Other			-142952.00
WAN/VPN & TECHNICAL SUPPORT	-18000		
SPORTS EXPENSES & MATERIALS	-20440	Total Budget 2020	-154310
EXCURSION	-17450		
WORKERS COMPENSATION (Tuition)	-24000		
	-79890		

STAFF REPORT – Sarah Byrne

Religious Identity and Mission

Parish Connections

In 2019, we entered into a new school year with the Welcoming and Commissioning Mass. For the first time, class Masses with the parishioners were offered from Term 1 right through to Term 4 on a Friday morning. Aligned to Faith Formation in our strategic plan, these weekly celebrations of the Eucharist were regularly communicated through social media posts and our fortnightly newsletter.

The 2018 Brooklyn Park and Richmond Sacramental Program was reviewed by Fr Peter, Catherine Birchmore and Matthew Harrison. In 2019, the workshop model shifted to involve Fr Peter and the Religious Leaders of both schools to co-present the workshops. The Sacrament of First Reconciliation was held in St Aloysius Church on Thursday 13 June at 6:30pm. Throughout the three workshops our eight candidates for the Sacrament of Reconciliation were encouraged to “be the best version of themselves.”

The Sacrament of Confirmation was presided by Fr Phillip Marshall, Fr Peter Zwanns and Fr Lancy D’Silva in Saint John Bosco Church on Wednesday 21st August at 6:30pm. Fr Peter and the Religious Leaders of both schools continued to co-present the sessions. At the three workshops our two candidates for the Sacrament of Confirmation nurtured their connection with a Saint that would assist them both in “strengthen their gifts of the Holy Spirit.”

The Sacrament of First Holy Communion was presided by Fr Lancy D’Silva while Fr Peter Zwaans was on leave. In the presence of the Brooklyn Park and Richmond Sunday Eucharist Community, our two candidates were offered their First Holy Communion at the 6:00pm Mass in St Aloysius Church on Saturday 7th September. In Fr Peter’s absence, the final workshop was led by the Religious Leaders of both schools and our candidates practiced receiving the unconsecrated bread and wine.



Sacrament of Reconciliation



First Eucharist



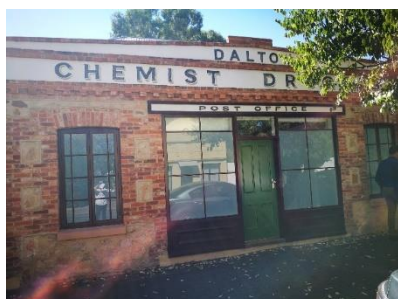
Sacrament of Confirmation

Staff Formation

Our 2019 staff retreat was based at The Bethany Centre at St Joseph's Convent in Kensington where Mary resided for eleven years between 1871 and 1883.

On Friday 12th April, we gathered at the Bethany Centre for a staff formation day. The day begun with staff taking a guided walking tour 'Walking in the Footsteps of a Saint'. We explored the rich history of the area and developed a deeper understanding of Mary MacKillop's experience during her time of excommunication and the significant years that followed. This included, Kensington Village, St Ignatius Church, the Women's Refuge, St Joseph's School, The Doctors House and St Joseph's Convent. The significance of each stop along our walk was intentionally linked with our previous 2017 and 2018 staff retreats, providing opportunities to reflect on the important role we have in providing the children in our community with access and support to a quality education.

Fr Peter joined us to celebrate Mass in the Mary MacKillop chapel and the day ended with staff praying the Stations of the Cross at The Sacred Garden at St Paul's Monastery. Many thanks to the Sisters of St Joseph and Passionist communities and to Lucia, Paula, Anna and Fr Peter who helped with the successful the organisation of the day.



Social Justice

The community once again generously supported our biggest social justice fundraiser, the Caritas Carnival. We raised \$1385.00 through Project Compassion – Give Lent 100%, and the families and students had a wonderful afternoon of raising awareness and much needed donations.

As a community we responded to Moore Street's Blanket Appeal. Many families donated warm blankets for Adelaide's homeless; some of which were hand-made and crocheted. A Year 5/6 social justice group prepared potato and pumpkin soup for the Moore St soup run, as a way of reaching out to those in need.

The St Vincent De Paul Society and Moore Street Christmas Appeals received overwhelming support and generous contributions towards the end of the year. These donations were delivered to St Vincent De Paul Warehouse at Wingfield and the Moore Street Day Centre.

As part of Woods Week, Years 2/3T, 3/4T and 5/6P students visited the Flora McDonald Retirement Community to share prayers, engage in board games and join in art activities with the residents. The following week, REG, REN, R/1K and 1/2S students also combined for a visit to perform some Christmas Carols for the residents.

These initiatives were generously supported by registered volunteers and are a rewarding way for our students to be active in supporting social justice programs within our local and global communities.



RE Curriculum

In 2019, we began to transition from the Crossways Framework to the Crossways Curriculum.

We continued to use our TWCS Religious Education UBD template for planning and for the first semester covered one odd Key Idea for each of the three Crossways Framework Strands.

We joined the Western Schools Hub and looked at preparing Professional Learning Communities (PLC's) for our schools in preparation for a trial implementation. Our PLC's provided a implementation timeline, explored key changes and discerned what high quality Religious Education referencing the National Catholic Education Commission (NCEC) Framing Paper. We focused on drafts of the Wisdom Strand containing sixteen skills and dispositions for Religious Education and a Knowledge Strand called God, Us and Faith and the Enduring Understandings contained within.

This significant process also affected the division of our MITIOG Program. In Term 1 we focused on Being Self and in Term 2 Being Connected. By the end of Term 2, however there was the possibility of a soft launch for our school in Term 4 so we shifted the focus to Being Sexual in Term 3 and Being Moral in Term 4.

In 2019, our fourteen Year 4 students achieved an overall average score of 28.9/35 which converts to 82.7% accuracy. This places our cohort 9.7% higher than the average score and percentage of Year 4 students in South Australia. It is worth noting that in 2018 and 2019 we achieve the same average score, accuracy and percentage as a school.

Matthew Harrison - APRIM

REG

At the beginning of the 2019 year and in the middle of the 2019 year we welcomed our brand-new Reception Students to Tenison Woods Catholic School.

It was an amazing year with so much learning, innovating and excelling.

Each individual grew not only in confidence but also socially and academically. I am very grateful for the opportunity of being an integral part of their learning journey. It always amazes me that these students who start so young are already competent and capable learners who love learning and exploring the world they live in.

In 2019:

- We learnt about being independent and organising ourselves in the mornings by bringing in our own blue pockets, fruit snack and water bottle.
- We learnt how to co-operate and work in teams. We practised these skills at our Sports Day at the SA Athletics Stadium.
- We learnt how to collaborate and problem-solve and the importance of working together to achieve a common goal during our Investigation Stations.
- We shared our ideas and knowledge with one another during Inquiry Learning. We enjoyed having the chicks visit our classroom and delighted in watching them hatch.
- We loved taking the Travel buddies home to visit our family and creating our family trees.

- We learnt about toys and posed questions and theories about how they moved.
- We explored technology through Bee Bots, Seesaw and Book Creator.
- We researched, posed questions and made connections to our learning.
- We explored the environment around us and discussed our special place at school.
- We learnt more about who we are as learners by learning about our Character Strengths, Growth Mindsets and participating in mindfulness.
- We learnt about Jesus and God and His love for us. We learnt about Mary of the Cross MacKillop and Father Julian Tenison Woods. We attended Masses and learnt how to pray and be a part of a Catholic Church Community.
- We learnt about people less fortunate than us and raised money for them at our Caritas Carnival.
- We learnt that making mistakes is an essential part of learning.
- We learnt our mantra of 'We can't do it yet!' but that one day we will be able to.
- We learnt how to read and write and give an oral presentation to an audience.
- We learnt Mathematical skills and how to count and write numerals, how to measure things and be mathematicians.
- We learnt how to be artists, how to create and perform. The highlight of our year being the School Concert.
- We participated in a Road Safety Excursion and learnt how to ride safely on a bike.
- We learnt about healthy food and food groups on our excursion to Woolworths.
- Another highlight this year was sharing our learning with our parents through Seesaw and our Showcases.

And through all of this we had lots of fun!!



Gina Margush

REN

The beginning of 2019 saw 15 new Receptions begin their learning journey in Reception N at Tenison Woods Catholic School. Coming from a range of kindergartens, it was wonderful to see students to establish and maintain new and existing friendships. It is always a big transition going from kindy to school, with most students only attending kindy two and a half days a week. Nevertheless, most of the students took this change in their stride and were excited for the new learning experiences that were to take place across the year. In Term 3, we had 5 brand new Reception students join our class for our mid-year intake as well as one other continuing Reception.

In Term 1, the Receptions learnt about Biological Sciences – Living and Non-Living. Students went for a walk out in the garden and decking area and found items that were living and non-living. Through inquiry lessons, the prior knowledge of students was determined as they sorted items into living and non-living and justified why. Over the course of two weeks, we had Living Eggs at our school. Students watched the process of eggs hatching into baby chicks and through observing, predicting and questioning; they recorded the changes of the ten eggs.

Recount writing was completed weekly in class. A clear progression in students' work was evident across the year and this also transferred through to students' understanding and awareness of the learning intentions and success criteria. As the year progressed, students were able to articulate specific learning intentions and how they were going to be successful in their learning (eg. what they needed to do to meet the success criteria).

Other events students were involved in across the year:

- Life Be In It Incursion
- Football clinics
- National Bullying No Way Day
- Caritas Carnival
- Swimming lessons at Thebarton Aquatic Centre
- MFS Fire Safety visit
- Woolworths Hilton excursion
- West Torrens (Hamra Centre) to watch a Book Week play
- Learning Showcases (1 per semester)
- Early Years Morning
- Class/Whole School Mass Hosting (The Visitation of the Blessed Virgin Mary, St Mary of the Cross MacKillop Feast Day, All Saints Day)
- School Concert
- Road Safety School excursion
- RAA Street Smart Incursion
- Woods Week events (Sports Day, Mass, visiting Flora McDonald Nursing Home)
- School Sleepover
- Tri-Skills



Nicole Puopolo

R/1K

R/1K had a productive and successful year of learning in 2019.

At the start of the year, the students were most excited about the move into our new classroom and the opportunity to learn alongside 1/2S in our shared learning space. In Week 3 of Term 1, we joined 1/2S to participate in play-based learning stations each morning. The stations were planned with clear learning intentions based on the Australian Curriculum content and capabilities. The students gained knowledge and understanding of learning intentions and the criteria to be successful in the set tasks.

Our key Inquiry unit in Term 1 was focused on the Biological Sciences. The children explored and developed knowledge about how living things grow, change and have offspring similar to themselves and that animals have a variety of external features and live in different places which suit their needs. We studied the history of Dinosaurs and their relationship to animal groups of today and discovered information about them by studying fossils. Our class, along with 1/2S participated in an excursion to the South Australian Museum in order to deepen our learning for this inquiry. Towards the end of Term 1, our class participated in the liturgies about Holy Week and Easter and focused on the Project compassion story of Tati from Indonesia. Our Caritas stall was an opportunity for students to make a swinging orangutan and to highlight the need to protect this endangered animal as well as support the people who live in the Rainforest environment.

During Term 2, the students participated in the Water Safety Program at the Thebarton Aquatic Centre and used the Character Strengths of Bravery and Perseverance to build on their swimming and water safety skills.

A main event for our class during this term was our learning showcase in Week 3. This was an exhibition of the student's artwork they had created during Term 1 in the daily play-based learning stations. Each student displayed works created from various mediums; water colour, oil pastels, charcoal and sand. The students displayed many Character Strengths, such as; Love of Learning, Creativity, Perseverance, and Appreciation of Beauty, when completing these works of Art. Many parents attended this Showcase and were impressed with the quality of the children's art.

Another opportunity for the students to share their learning was at our Assembly in Week 4. The students all had the opportunity to participate in this whole school event such as being hosts, leading prayer, singing songs and talking about their personal learning achievements. We shared with the community our Dinosaur Information Reports and our class big book titled 'We wouldn't say Wow to a cow' inspired by our Author Study of Mem Fox.

Term 3 our key inquiry unit was exploring the question, 'Are Museums important?' We investigated artefacts that can help us understand and learn about the past. During our play-based learning stations, the students utilized the learner qualities of 'Thinking' and 'Wonder' when studying artefacts shared by others and teachers. When using the strategy of 'See, Think, Wonder' the children developed and recorded many wondering questions. All children brought to school their own family artefact to create our 'Class Museum'. To further explore and investigate our inquiry, our class along with 1/2S visited the South Australian Museum once again. This time, the students took along iPads to take photos of artefacts and exhibits. On return to school, the students used these to complete an assessment task, answering our inquiring question by developing their own Museum Book on the Book Creator application.

Our Well-Being Program was furthered enhanced and supported by all classes beginning the Social Skills Program, 'What's the Buzz?' All teaching staff participated in a training day on the pupil free day at the end of Term 2. This program assists the children in developing the essential competencies to build healthy and happy relationships with others. The children displayed enthusiasm in getting to know the key character, Archie and helping to solve problems that he and they may experience in everyday life with others.

Another opportunity during Term 3 to foster a strong sense of well-being was our 'beach themed' class performance for the School Concert. The students learnt many skills, such as dance sequences through simple choreography and how to use techniques to perform for an audience. The children utilized many Character Strengths such as Teamwork, Bravery, Creativity and Perseverance. It was wonderful to witness the children's and parent's enjoyment experienced through this community event.

Term 4 was a busy, yet fun-filled term, with many celebrations and events that bring together all the children across our school. We celebrated 'Woods Week', with all classes and staff creating a joint art piece depicting an aspect of Father Julian Tenison Woods' life. Our class focus was Fr Woods as an artist. When completed, the children were delighted with how beautiful it was.

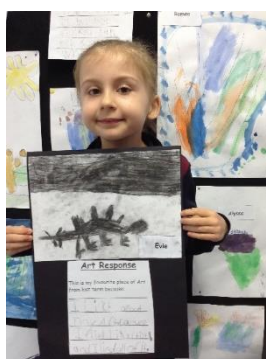
Our annual Sports Day was a resounding success. The weather blessed us on the day, and the children participated enthusiastically and displayed teamwork and positive sportsperson skills by encouraging their team members to strive to do their best.

We participated in the RAA Street Smart Incursion where the children learnt many important safety rules for being a passenger in a vehicle and as a pedestrian.

We had another opportunity to run Assembly, along with 1/2S which once again allowed us to share all our learning experiences throughout the term.

Undoubtedly, one of the significant highlights for our class during Term 4 was our Reception and Year 1 sleepover. Although it was a first sleepover experience for many children, the nerves soon subsided once the activities began. The students displayed many Character Strengths; Bravery, Zest, leadership and Team Work. We began our evening with an hour of Life Be it activities, then had a yummy BBQ dinner. After playing with some equipment borrowed from the West Torrens Library we settled for bed with a warm cup of Milo and watched a short movie. This event was a wonderful success and we were grateful for the many volunteers who supported us. The children's tired but happy faces the following morning was proof that this was a valuable learning experience for all.

2019 was another year at Tension Woods Catholic School with wonderful learning and growth in all students. I am privileged to witness this, and it never ceases to amaze me how much our young learners grow in confidence and independence within our committed and supportive school community.



Kelly Stevens

1/2S

The Year 1/2S class had a year filled with great opportunities for learning both in the classroom and beyond.

Highlights of our Year

Term 1

We began the year setting up our class routines and expectations. We began to work closely with the students of R/1K as we commenced our Play Based Learning Activities. The students participated in 8 activities across 2 weeks. These learning activities have covered the curriculum areas of Maths, English, Science, Religious Education, Visual Art and Design and Technology. They have also covered the General Capabilities of Creative and Critical thinking and the Personal and Social Capability.

During Week 8 the students travelled to the SA Museum to study the Dinosaurs, fossils and the mammal displays. They were extremely excited during their excursion. The children who had visited the museum before were keen to share their knowledge with those who were visiting for the first time. The highlight of the day was discovering the giant squid. As the children were so interested in all the displays.

We also enjoyed learning about the events of Holy Week and of course enjoyed the fun of the Caritas Carnival.

The Year 2 students headed off to The Adelaide Zoo with their Year 2 peers from Mr Do's class. The students enjoyed observing the animals, finding out how the Zoo works and playing on the amazing playground. The highlight would have to have been the opportunity to sleep at the Zoo and have the chance to walk around the Zoo before it was opened to the public.

Term 2

We began Term 2 with a week of Aquatic activities at Thebarton Swimming Centre. The students were exposed to a range of learning activities that helped the students understand how to enjoy the water in safety. The students really enjoyed the week and were very tired little people by Friday.

The year 1 students worked with our student teacher Kolida on Patterning and skip counting by 2, 5, and 10. Meanwhile the Year 2 students learnt about arrays, repeated addition and multiplication with Sarah. During Play Based Learning the students were engaged in a variety of Volume and Capacity activities.

The Year 1 students from the R/1K class joined our class for an integrated inquiry Earth and Space Science unit titled 'Water Works'. This was lead by Brooke and Kolida our student teachers under Sarah's supervision. The students made rain gauges and predicted and measured the amount of rain each day in order to graph the weekly rainfall. They also made 'clouds' and explored what happens to different surfaces and substances when they come in contact with water.

As part of this work they wrote scientific procedures and procedural recounts.

During guided reading we have concentrated on reading non-fiction and scientific texts.

During religious Education the students explored their faith and relationship with God. We asked the question 'What is Prayer?' We discussed why we pray, different ways we pray, what we pray for and who we pray to. The student all wrote a prayer which became part of a class prayer book. The children enjoyed sharing their prayers during our daily prayer session for the remainder of the year.

Term 3

During Term 3 we again visited SA Museum again on Thursday 8th August. This time our visit focused on the children exploring the Museum as a whole and photographing artefact and displays that interested them. Upon their return the students created a digital book about their experiences using a program called Book Creator. The excursion was also a Tuning in activity to help the children answer our History Inquiry question 'Are Museums Important?'

The students were introduced to the term artefact and what it means. They were explicitly how to use a thinking routine known as 'See, Think, Wonder' in which they employed the learner qualities of Thinking and Wonder. Each day a group of children observed an artefact supplied by a staff member. They recorded what they saw, what they thought and any wondering questions they had. This was shared with the larger group and the history of the artefact was revealed by the person who supplied. The students really enjoyed this activity as they began to find out about the history of both the artefact and the staff member who provided it.

The students then brought in an artefact that was important to them and their family. We set up our own classroom museum displaying the various objects. The students shared their artefacts with their classmates and it was really interesting to see the wide range of artefacts shared.

We also attended a performance called 'Reading is my Super Power' presented by the Splash Theatre Company on Thursday 15th August at The West Torrens Library.

The major highlight of the term for the Year 1/2S students was the preparation and the amazing performance of 'Reader's to the Rescue!'

The students really enjoyed rehearsing and performing together, recognising they employed a variety of character strengths throughout the journey. These included Creativity, Bravery, Perseverance, Teamwork and Zest. The students were exhilarated by the experience and arrived quite tired on the morning after the performance. Their spirits were lifted by being able to watch themselves performing on video during the day.

Term 4

The students of Year 1/2S continued to enjoy learning about a range of curriculum areas through Play Based Learning. They made their own analogue clocks, created a postcard for a family member, sketched shells inspired by the work of Father Julian Tenison Woods and played a range of card games to practice their addition and subtraction skills.

The students studied persuasive texts. They explored how retail stores use advertising to convince customers to buy their products. As a class we wrote a letter to Mr Low convincing him that it was time to have a casual dress day at school to raise funds for the St. Vinnie's Christmas Appeal. Mr Low read the letter and agreed with the class to allow a casual dress day which happened late in the term.

The students also planned and created a poster convincing parents to send their children to Tenison Woods Catholic School. The range of reasons the children presented were varied and show how much they enjoyed our school.

This Term also saw the Year 1 students sleep over at school. We had fabulous activities provided by 'Life. Be in it.' Instructors, followed by a barbecue dinner and a movie complete with popcorn. The student slept in sleeping bags in their classroom. The following morning, they enjoyed a breakfast of cereal before being collected by their parents.



Sarah Byrne

2/3T

Visible Learning

At the beginning of the year, students did a lot of work on the Learning Pit and strategies to work through the learning pit. They were also heavily engaged in using Learning Intentions and Success Criteria to help them navigate their learning. Each lesson began with Essential Questions to allow students to share what they know and build on each other's knowledge through constructive discussions. It also gave the teacher an idea of what the prior knowledge of students was to adjust the lessons. Learning Intentions were clearly stated verbally and also on OneNote for students to understand what exactly it is that they're trying to learn. Success

Criteria were then co-constructed to allow students to know how to show their learning and how to be successful. They were able to continuously refer to the Success Criteria on OneNote and tick off their successes as they progressed through their learning. This clear and predictable lesson structure allowed students to progress through their learning in a visual way.

Visible Wellbeing

The Visible Wellbeing in class was strongly supported by a predictable routine and a safe and calm learning environment. The morning routine included Speck of Gold (a time for students to share little positive events in their lives), Prayer, Brain Train, and Fruit Snack. During Brain Train, students had the opportunity to examine their emotions to see if they were “Too Low”, “Too High”, “Just Right – and ready to learn”. The idea was to do activities or use strategies that would get their emotions to “Just Right – and ready to learn”. This was done every morning but was also available to students throughout the day when their emotions were Too Low or Too High.

Technology

A big learning curve for students in 2019 was the use of technology to support their learning. OneNote was a great tool for their learning this year as it allowed students to easily access teacher notes, as well as easily and visually organise their learning into subject areas. Students developed sound skills in navigating this platform, as well as other programs such as Word, PowerPoint, iMovie, Typing Club, Mathletics and WUSHKA. Students also developed skills in navigating the web to find reliable sources of information.

STEM learning

In STEM, students designed and built their own sailboat cars. They looked at the science of forces, in particular the push and pull of the wind on the sails. The engineering aspect came from their design, plan, tests and improvements. Students used their movie editing skills on iMovie to document their learning, (how they made their boats, their tests, what went well, what didn't go well, and how to improve their designs). They also developed many skills in craft, especially joining techniques.

English and Maths

English and Maths took up the bulk of student learning time and, besides the explicit lessons, they were interwoven into the other subject areas. Students were thoroughly engaged in all their learning and especially enjoyed displaying their work on OneNote.





Thien Do

3/4T

Year 3 Zoo Snooze

In week 10 of term 1 the Year 3 students went to the Adelaide Zoo for their Zoo Snooze sleepover. The students arrived early at the zoo and spend the day moving around the zoo learning about the different animals and their environments. After a long day of exploring the zoo the students had a BBQ dinner and went on a very entertaining and interesting night walk through the zoo. The students thoroughly enjoyed the opportunity to sleep at the zoo and woke bright and early for a morning walk through the zoo and a play on the nature playground before returning to school.

Virtual Reality Workshops

The Year 4 students had the opportunity to attend a number of Virtual Reality workshops at the Samsung Smart School located at the Magill campus of the University of South Australia. The students engaged in a number of different virtual reality activities over the sessions and they learnt how to create their own virtual reality tour. The students brought these skills back to school and created a virtual reality tour of our school.

School Concert

In term 3 the students from the 3/4 class worked extremely hard on preparing for the school concert called 'Readers to the Rescue'. The students practiced daily to perfect their dance moves and their singing and were simply amazing in their performance on the night. They all displayed the Character Strengths of bravery and creativity as they sang and danced in front of a huge audience. Many students reflected on the school year and named the school concert as the highlight of their year.

Year 4 Camp to Woodhouse

In the middle of term 4 the Year 4 students joined the year 5 students on a two-night camp to Woodhouse in the Adelaide Hills. The students engaged in a number of different activities while on the camp including Challenge Hill, team building games, low ropes course, camouflage games, shelter building, water ecology, talent night, night walk and the Labyrinth. The students consistently showed the Character Strengths of bravery, teamwork, zest and perseverance.

Year 3/4 Aquatics Day

In term 4 the Year 3/4 students headed to Port Noarlunga for their Aquatics Day. On this day the students learnt about beach safety, participated in snorkelling, tube riding and body boarding. The students continuously displayed the Character Strengths of teamwork, bravery and perseverance as well as having a great time.



Tom Atyeo

5/6P

Looking back, it always amazes and excites to recall the vastness of learning opportunities, educational experiences and strong relationships formed in school life and this was certainly true in the 5/6 classroom.

Learning Opportunities

A varied approach to teaching and learning occurred in the 5/6 class as students and teacher worked together to not only fulfil the knowledge, understanding and skills of the Australian curriculum but also to form learner dispositions that will last (hopefully) a lifetime. These included the learner qualities but also critical thinking, perseverance, risk taking and Growth Mindset. This was evident when speaking to a High school colleague who 'interviewed' one of our year 5 student to gain admission into a Catholic College – the question was asked “What would your teacher be most proud of” and the response was “even though sometimes I find Maths investigations hard, I don’t give up, I try different ways to solve the problem, I know there is more than one way to do something and even if it takes me longer than my friends I will find the way (sometimes with teacher helping)”

Excursion

There were many amazing excursions this year all of which amplified the class curriculum. Thank you to parent volunteers as without their support these quite simply are not possible.

- Aquatics day at West Lakes
- Apple store
- Migration Museum
- SA Parliament
- SA Art Gallery
- Harma Centre (Local Library) Photographic Exhibition
- Harma Centre (Local Library) Mobile Starlab
- Year 5 Adelaide University for VR workshop
- Flora McDonald Retirement Community
- Canberra – please see further paragraph
- Woodhouse Activity Centre - please see further paragraph

Canberra

Our four day trip to Canberra was an amazing, educational and fulfilling trip. Amongst others we visited The Australian War Memorial, The Australian Institute of Sport, National Gallery of Australia, Telstra Tower, Questacon (The National Science and Technology Centre) both Old and New Parliament Houses, the Australian Mint and the Electoral Education Centre.

Year 4/5 Camp

A very different overnight trip to Canberra but great preparation with the students experiencing 2 nights and 3 days away from home in anticipation of the 3 nights and 4 days of the Canberra trip in year 6. Activities included Challenge Hill, Shelter Building, Billy cart making and racing and many more. I was so proud of the growth mindset and positive attitude all the Year 5 students showed. Well done Year 4/5's for making it a very enjoyable excursion experience.

Both these experiences highlight that camps are so much more than the places we visit and the learning we accomplish. These camps are truly memorable events that forge strong connections, fosters relationships and stays with each child for a very long time.

Sporting Accomplishments

As well as the many personal sporting achievements, these students also enthusiastically participated in carnivals for school and district in

- Soccer
- Cross country
- Athletics
- European handball
- Touch footy
- Swimming

Special Celebrations/events

- Visible Well-being – Bullying No Way Day
- Carnevale
- St Aloysius Mass and morning Tea for parishioners
- Footy Clinic
- Cricket Clinic

- Tri-Skills

Concert

A very proud teacher looked on as her amazing 5/6 students shone on stage. Every single child gave it their all and what a spectacular it was. Thank you to the parents for their help with this concert as behind the scenes they were learning lines, calming fears, building resilience, sourcing costumes and so much more. It was a truly community effort and all efforts were greatly appreciated.

Graduation Celebrations

Graduation Dinner

The graduation dinner was held at The Junction and a huge thanks to Anna who must take full credit for her organisation of this event, During this evening the students spoke coherently, confidently, and with heartfelt warmth of the memories and the learning they were taking away from their time at TWCS.

Graduation Mass and ceremony

The graduation ceremony was a celebration Mass. I would like to acknowledge and thank Fr. Peter, Matthew Harrison and Maria French for their roles in this ceremony and once again the graduates did themselves and their families proud.

Overall, as a teacher I felt truly blessed to have shared such a valuable, memorable year of teaching and thank you to all the school community and families for their support and assistance. I loved our learning but more importantly I truly loved getting to know and value my unique, amazing 29 individual young people. I felt both blessed and honoured that parents entrusted them to my care and they will forever be in my heart and prayers.



Paula Burns

Italian

The study of Italian at Tenison Woods School is an important aspect of the School Curriculum. Learning a language enables students to have an appreciation of other cultures: their language, their belief systems, their traditions and their history. It was against this backdrop that the Italian Programme evolved.

Our first community event was La Sfilata delle Maschere (Masks Parade). During the lessons leading up to Carnevale, the students learnt that Italy comes alive and that everywhere you look, you can see beautiful colours, beautiful costumes and beautiful masks. This beauty was reflected in the masks that the children decorated and they were very proud to display their masks during la Sfilata! We then began exploring Pasqua in Italia and we learnt that the religious dimension of the Easter season is very important and so our use of language reflected this learning. We also learnt that the traditional Easter cake is La Colomba which is in the shape of a dove. The dove is a symbol of peace and during the Easter season we are reminded of the many times Jesus appeared to his disciples with the greeting, Peace be with you. The students worked hard with pronunciation throughout the year and I have continued to be amazed with their progress!

Italian Day

Term 2 proved to be an exciting term with the celebration of Italian Day on Tuesday, 4 June. The date was chosen as it is in the vicinity of Italy's National Holiday, *La Festa della Repubblica*, celebrated each year on June 2. 2019 was also an important year in Italy, for May 2 marked 500 years since the death of a genius - *Leonardo Da Vinci*. The students enjoyed the day's many cultural and sport activities which included: *Affrescare il Soffitto (Painting on the Ceiling)*, *Mask Decorating*, *Roman Mosaic*, *Bocce*, *Soccer*, *Il Genio di Leonardo Da Vinci* and *Bruschetta Preparation*. It was wonderful to witness the delight on the students' faces as they participated in the various activities and shared in a pizza and gelato lunch. My thanks to all involved in ensuring the success of the day!

Topics covered over the year included:

Pinocchio - Focus of the unit was on learning how to say the names of body parts in Italian: *il collo, la faccia, le mani, gli occhi, ecc.*

Che Tempo Fa? - Focus of the unit was learning how to describe weather conditions in Italian. The senior students also learnt about *L'Abbigliamento* (clothing) worn for each of the seasons.

Andiamo a Scuola - Focus of the unit was on school life. Students were introduced to vocabulary associated with *la Scuola* and *l'aula*, e.g *la colla, la riga, l'astuccio, il quaderno, il temperino, ecc*

Throughout the units of work, students were introduced to the pronunciation of vocabulary associated with the topic and writing brief descriptive sentences/paragraphs.

Term 4 proved to be an exciting one in which we learnt about the many *Tradizioni di Natale*. The younger students learnt about *L'Albero di Natale* and *Il Presepe*. The older students learnt about the origins of *Il Presepe* and we became aware of the important part played by *San Francesco d'Assisi*.

I consider it a privilege to teach Italian at Tension Woods School. Throughout 2019, I once again found the students enthusiastic in their approach to learn more about the language and the traditions of Italy. The students have become more confident in responding to simple questions in Italian and to share their knowledge with *i compagni di banco*. I am confident that, as we go forward, the students will continue to build on their knowledge and so be able to take delight in communicating in Italian.



Lucia Ciocca

Sports

2019 was once again an extremely busy year for school sport at TWCS.

Master Blaster Cricket

KANGA Cricket was offered again in 2019 this time in a different format as SACA moved towards offering the Master Blaster Cricket program. This was offered to our Reception to Year 3 students and over term 1 and 4 we had 9 students participate in this sport offered through the Western Primary Schools Cricket Competition. It was fantastic to see many of our Reception and Year 1 students displaying a huge amount of enthusiasm towards their cricket. I would like to acknowledge Matthew Arentz for his efforts in coaching the team.

Soccer

We continued our strong presence in the North West Junior Soccer Association with 29 students participating in 4 teams ranging from Under 6's to U/8. For only a small school we have shown we are competitive and all teams experienced success throughout the season We

have continued to find it difficult to field the numbers needed to have teams in older ages groups as many students transition into playing club soccer. This is very encouraging to see as the purpose of the NWJSA competition is for players to build a love of the game and have fun. I would like to acknowledge Marie Pietris, Katie Collis, Kristy Collins and Justin Storr for their efforts in coaching the various teams throughout the year.

Netball

This year we had 24 students represent the school in netball over two teams. We had a Year 3/4 and a Year 5/6 team in the South Australian Junior Netball Association competition in the southern division. We continued to host a number of Friday afternoon games for the Year 5/6 team and the Year 3/4 team played their games on Saturday mornings. The season held mixed results for the teams as they came up against some very strong opposition, however they were able to taste success in a number of games. I would like to acknowledge Jackie Stepien-Hulleman, Carolyn Weckert and Bernice Arentz for their efforts in coaching the teams throughout the season.

Sporting Schools Grant Funding

In 2019 we were successful in receiving Sporting Schools funding in terms 1, 2 and 4.

With these grants we were able to book SACA run cricket clinics in term 1, SANFL run football clinics in term 2 and the TriSkills Gymnastic program in term 3. All of these opportunities consisted of a 4 week program with a weekly session for all of the classes. All of the programs strongly supported the PE and Health and The Arts outcomes from the Australian Curriculum.

Outside of school sport we had a number of students make state and representative squads, elite sports programs and district teams for a variety of different teams. It is important to acknowledge the hard work and application to their chosen sports that these individuals have displayed. These students were acknowledged throughout the year in the school newsletter.

I would like to take this opportunity to thank the many parents who coached and managed teams across all sports. Without giving their time and energy to sport at TWCS we would not have the successful sports program that we do.



Tom Atyeo



South Australian Catholic Primary Schools Sports Association (SACPSSA)

In 2019, our Tenison Woods students also referred to as 'Richmond' attended most of the South Australian Catholic Primary Schools Sports Association (SACPSSA) carnivals on offer.

In Term 1, we developed and entered a full squad of 16 swimmers (9 swimmers in 2018) for the SACPSSA Swimming Carnival at Magill Pool on March 15. The team had trained for 5 weeks at Unley Swimming Centre and their efforts resulted in a number of individual achievements on the day.

In Term 2, every class practiced athletic track and field events and a squad of 36 students (28 athletes in 2018) was selected from Physical Education lessons for the SACPSSA Athletics Carnival on June 17. Our athletes were very successful with many student receiving place ribbons. Both the boys and the girls finished in 5th place overall.

On August 7, an impressive 40 students (14 runners in 2018) from Year 3 to Year 6 competed in the East Parklands SACPSSA Cross Country Carnival. Despite wet conditions, the majority of our runners completed the course within 10 minutes. Most of our runners, recorded significant improvements in their recorded times and increasing levels of endurance throughout their training runs around school leading up to the carnival.

In Term 3, our Year 3 to Year 6 students (Thien's Year 2's included) practiced their running, agility, passing, catching and team work in Physical Education lessons as they prepared for our annual sports excursion. 69 students (71 participants in 2018) were divided into 9 teams and enjoyed participating in the SACPSSA Touch Football Carnival on September 5. It is important to acknowledge that an excursion on a scale like this relies on the generous support of our registered volunteers who kindly gave of their time to supervise or coach a team.

Thank you to every registered volunteer who transported students, volunteered as officials or cheered our participants on. Please know, your support is sincerely appreciated. The generosity of our Tenison Woods parent community and the experiences we offer our children is something to be truly proud of!



Matthew Harrison
SACPSSA Carnival Coordinator

Music

The last 12 months have featured some wonderful opportunities for students to express themselves through Music and Performing Arts. In 2019, Classes explored topics and themes including soundscapes, ostinato, chair percussion, rhythm composition, rap and music production using GarageBand. 2020 has begun with students in all year levels exploring elements of music through songs with a sea theme, including sea shanties, dances and musical stories.

We had a small but consistent choir group work together throughout terms 1-3 to perform in the Catholic Schools Music Festival. Throughout the year, the students attended combined rehearsals at Christ the King and St Mary's College. At the end of Term 3, the choir students headed to The Adelaide Festival Theatre for a final sound check rehearsal during the day, and returning in the evening for the culminating performance. The evening featured performances by student ensembles from many Catholic Secondary Schools. The final piece for the night was a medley of songs from the *Wizard of Oz*, *The Wiz*, and *Wicked* and was definitely a highlight as the students worked extremely hard through out the year to master their choreography and parts for the 14 minute finale, although I'm sure the group would inevitably say that their favourite performance of the night was that of their favourite song – *I've Lost My Homework*.

Most recently, in Term 4, instrumental music students had the opportunity to showcase their learning for their peers in small performances during the school day. Instrument lessons continue to be an excellent opportunity to extend students and develop skills in an individualised context. I personally hope that we will be able to build on our instrument tuition offerings following the completion of construction projects on site this year.

Of Course, we can't forget what was truly the biggest musical highlight of the year – the biannual school production for 2019, *Readers to the Rescue!* Throughout Term 3 all students and class teachers worked collaboratively with me to learn and sing their songs, storylines and stage directions. A lead troupe of Year 5-6s formed the cast of the TWCS Reading Rescue Task Force and TV news reporters and rehearsed their parts during break times throughout pre-production. Some of these roles involved a significant amount of work prior to the final performance, most significantly, the pre-recorded News broadcasts featuring 'Bella Burgundy' and 'Owen Owenson' which involved video recording in front of a green screen and the editing of video using special effects, with assistance from students. Classroom teachers worked extremely hard to choreograph and rehearse their classes in preparation for the final performance. Students' smiling faces and amazing costumes, documented in the wonderful photos taken by former student, Lily Miller, will serve as testament to the incredible lasting memories created through these experiences.



Samara Churchett

Visible Wellbeing

Throughout 2019 each class has focussed on a number of key principles in relation to visible wellbeing. The students were engaged in continuous exposure and specific learning activities in relation to the Character Strengths, the identification and importance of emotions, the learning pit, Growth Mindset, mindfulness, the Learner Qualities, reflection and SMART goals.

All of these key principles link to the domains of Positive Education and a snapshot of the learning of the students was again captured in their Learning to Flourish journals. The introduction of the What's The Buzz? Program in the second half of the year allowed students to build their social management and social awareness skills. This awareness and these skills have enabled students to build and maintain strong relationships with others. In term 1 the students were involved in the Bullying No Way! Day which focussed on respectful relationships and how to identify bullying and how to keep yourself safe in various situations.

As a staff the year focussed on the principles of Positive Education and the use of the four different elements of the Australian Curriculum Personal and Social Capability; self-management, self-awareness, social management and social awareness. This work and focus have been supported by the creation and use of the TWCS Social Emotional Learning Framework.

Tenison Woods Catholic School Wellbeing and Engagement Collection 2019 Report

At the end of term 1 the students in Year 4-6 undertook the Government of South Australia Engagement and Wellbeing Collection Survey. This survey is designed to measure the wellbeing and engagement of middle years students across the state.

Key Findings from the 2019 Report:

- 98% of students responded having a medium and high wellbeing in the area of happiness.
- 96% having a medium and high wellbeing in the area of optimism.
- 95% of students responded that feel connected to the school.
- 100% of students responded having a medium and high wellbeing in the area of emotional engagement with teachers.
- 95% of students responded having a medium and high wellbeing in the area of cognitive engagement.
- 98% of students responded that they have a positive academic self-concept.

I would like to thank the school community for their ongoing support of student wellbeing at Tenison Woods and look forward to continuing to work in partnership with families and the community to ensure we have students at Tenison Woods that are flourishing in aspects of their lives.

Tom Atyeo

Visible Learning

2019 saw the Tension Woods Catholic School community begin a three-year journey with Corwin Australia to develop a culture of 'Visible Learning' throughout our school community. Visible learning means that students are agents of their own learning, following a progression of learning outcomes. Students know where they are in their learning, what they need to know next, to progress, and how to get there. This will ensure that each child, regardless of their year level or class grouping, will be learning what they need to learn next at any given time.

During our Foundation day all of the teaching staff had the opportunity to explore the importance of Visible learning and unpack the Five Visible Learning Strands: Learners as Evaluators, The Visible Learner, Know thy Impact, Inspired and Passionate Teachers and Effective Feedback.

The Leadership Team met with the Corwin team again to look at gathering evidence of our work. Looking at what, as teachers, we are doing well and where we need to move forward to develop Visible Learners who are assessment capable. This involved the Corwin Team talking with both staff and students and walking through the classrooms. The biggest paradigm shift for all of us as a community is the concept that we will be moving to a curriculum measured by progress not achievement.

As we continued our journey with Corwin Australia we moved in to the capturing evidence phase of the process. We looked for evidence through the following frameworks. The Visible Learner, Know thy Impact, Inspired and Passionate Teacher and Effective feedback. We used a variety of tools to collect this evidence including interviewing our learners, surveying our teachers and capturing the growth of our learners in a variety of ways. This process will take place over the coming months. To gather this information, we filmed a 'Video Diary'. This involved filming an arbitrary selection of students and asking the following questions:

- What does good learning look like?
- How do you know when you have learnt something?

This information was viewed by staff at a Professional Development session to find out what our students think and where we needed to take them next in our Visible Learning journey.

During Term 2 the Leadership team will met with our Corwin Visible Learning Coaches to discuss the evidence of learning we had collected thus far. The next stage of our journey was to develop our skills as 'Impact Coaches' at a School Impact workshop.

This first day was designed to inform and develop our knowledge, confidence and skills so that we are able to be successful Impact coaches for our teaching community. Through the day we learnt how to influence change within our school and were provided with frameworks, tools and resources to aid us in successfully fulfil our role as Impact Coaches.

On the second day we had the opportunity to explore the data we had collected throughout the school so far in order to create an action plan that will make a positive difference to the learning outcomes for our students.

We created a statement that reflects our aspiration for the learners in our school community.

'Our aspiration is that all students at TWCS will be assessment capable learners who know where they are in their learning and where they need to go next. All students will show a minimum of one Years progress in Maths, Reading and Writing.'

The focus in the first cycle of our visible learning project was the explicit teaching of what Learning Intentions and Success criteria are and present them in every lesson in both Literacy and Numeracy across the school.

A learning intention is a statement, created by the teacher, that describes clearly what the students need to know, understand, and be able to do as a result of learning and teaching activities. Clear learning intentions should help students focus on, not only the activity they are completing but what they are learning.

Success Criteria are linked to learning intentions. They are statements or dot points which allow the students to decide if the learning intention has been achieved. Teachers can co-construct the success criteria with the students. The success criteria allows the students to answer the question:

- How will I know whether I've achieved the learning intention?

To measure the progress and gather evidence of our use of Learning Intentions and Success Criteria within the classrooms we used a tool known as a 'walk-through'. Over the year the leadership team will walked through each classroom twice per term asking students the following focus questions:

Learning Intentions

- Can you locate the learning intention?
- Can you describe what the learning intention means in your own words?
- Can you demonstrate how you are working towards the learning intention?

Success Criteria

- Can you locate the success criteria?
- Do you know what to do to be successful?
- How do you know that you are working towards the success criteria?

As the year continued we used the data to analyse the effectiveness of using Learning Intentions and Success Criteria on the quality of student learning throughout the school community.

Sarah Byrne

P & F REPORT – Vinny Maresca

At the beginning of 2019 the Parents and Friends Committee Executive positions were vacated due to the end of their Term. The positions consisted of Kirsty Miller (Chair), Jess Rainsford (Secretary) and Shailee Sharma (Treasurer). I sincerely thank them for their tireless work in the P&F. These positions were filled by Vinny Maresca (Chairman), Bianca Ayres & Karen Bilney (Co-Secretaries) & Bozena Rowinska (Treasurer).

The remainder of the committee comprised of Rebecca Jucha, Genevieve Pelekani, Helen Ricci, Stacey Forgione, Micki Wells, Melissa Bond, Stella Chubb, Chris Chubb, Jess Rainsford, Kirsty Miller, Bozena Rowinska, Karen Bilney, Bianca Ayres, Shailee Sharma, Jackie Stepien-Hulleman, Michelle Brodie, Katherine Wortherspoon & Donna Cooney. I would like to thank the entire committee on a successful year of both fundraising and providing community events.

2019 Fund Raising & Community Events

Wine Drives

Wine drives are a great fundraising event which the whole school community loves to get involved in. We held 2 wine drives in 2019 and over the two events, we raised \$3900.00. A big thank you to Kirsty Miller & Jess Rainsford who continue to run these wine drives like a well-oiled machine! Also, thank you to all the volunteers who helped pack & sort all the wines for both events.

Carly Ryan Information Night

The P&F Committee hosted the Carly Ryan Foundation parent information session, on Tuesday 7th May. The Founder Sonya Ryan presented an amazing night which was very informative and an eye opener to what our kids will face online, now and in the future. It was inspiring to see how much work Sonya put into getting Carly's Law passed in Australia and around the world. Thank you to all the parents who attended.

Mother's Day & Father's Day Stalls

2019 Mother's Day & Father's day stalls were a great success once again. At both these events, the kids absolutely loved the opportunity to spoil their Mothers, Fathers and other special people in their lives. Thank you to Bianca Ayres for arranging the purchase of all the gifts for both stalls and thank you to all the volunteers who helped wrap and distribute the gifts on the days.

2019 Election BBQ

The P&F are pleased to announce that the Election Democracy Sausage Sizzle BBQ which was held on the 18th May, raised over \$1000.00. I would sincerely like to thank the following people who volunteered time out of their weekend to support our community, Kirsty Miller, Jess and Stuart Rainsford, Helen and Joe Ricci, Russell Williams, Micki and James Wells, Craig Cooney, John Stedman, Javier Lopez, Kellie Shannon, John Low, Anna Pivato, Rebecca Jucha, Garry Baldwin, Lori Maresca and Bianca Ayres. This amount of money couldn't have been raised without the generous donation of the Chicken Parmigiana Sausages from Nova 91.9 and Srape & Sons. Also, thank you to all those families who came to TWCS to vote and purchase a snag. We hope you enjoyed it!

Bunnings BBQ

We were lucky enough to have been offered another fundraising day at Bunnings Mile End on Sunday 9th June, we had an amazing response with people volunteering to help out on the day. Thank you to the following volunteers who helped on the day and days leading up to the event: Chris Chubb, John Low, Joe Ricci, Brad Ayres, David Szewczyk, Munya Mayoyo, Nikola Manos, Stacey Forgione, Stella Chubb, Karen Bilney, Roslyn Genovese, Bianca Ayres, Helen Ricci, Bozena Rowinska, Kellie Shannon, Mutsa Gwanzura, Melissa Bond, Lori Maresca, Jess Rainsford & Kirsty Miller. We raised \$1400.00.

Parents Night out

On the 22nd June we held our annual 'Parents night Out'. Each year this event is getting more popular and our wonderful venue, La La La did not disappoint. We welcomed some new families and enjoyed the night dancing and getting to know one another. Thank you to Stacey Forgione for organising the venue, it was a great night and looking forward to this year's event!

Movie Day

On the 28th July, the P&F hosted a viewing of the new Lion King movie at The Capri Theatre. It was wonderful to see so many families & friends come together and enjoying this wonderful event. 116 tickets were sold! A very big thank you goes to Rebecca Jucha for the idea and for arranging this event for the TWCS community to enjoy.

End of Year Celebration

The TWCS end of year celebration on Friday 6th December. It was a lovely night spent with the school community remembering the year that was. The food was delicious, the weather was beautiful, and the company was wonderful. Congratulations to the winners of our raffle:

- 1st prize: RAA travel voucher - Bakota family
- 2nd prize: d'Arenberg & Bird in Hand Wine -Bhatt family
- 3rd prize: Oceanique Restaurant voucher - Barbaro family
- 4th prize: The Schnithouse Hilton voucher - Bowden family

Thank you to everyone who purchased raffle tickets, we raised \$820. This wouldn't have been possible without the generous donations from The Schnithouse, Oceanique, P&F (Wines) and RAA Travel. Special mention to Stacey Forgione for arranging all the items for the 1st prize, it was an amazing gift bag. Thank you to the P&F for hosting and the sub-committee, Kirsty, Helen, Jess, Stella and Micki for putting so much effort and donating their time for the planning and executing so everyone can enjoy a relaxing night.

A big thank you to Helen Ricci for all her design work on the flyers for each of these events. They all looked great!

Conclusion

A thank you must also go to the businesses who have supported our fundraisers and events in 2019: Entwine Wines, Goodman Fielder Pty Ltd, Chilly Billy Mobile Coolrooms, Woolworths Hilton, Nova 91.9, Slape & Sons & Bunnings Mile End.

I would also like to express my gratitude to the 2019 P&F committee. Not only for turning up to meetings, but for putting in countless hours behind the scenes to make every event possible.

I look forward to working with everyone again in 2020 and welcome any new members who have joined the committee.

Finally, thank you to the entire school community, staff & board for your tremendous support in 2019. Hopefully the P&F can continue to achieve great things in 2020.

Vinny Maresca

WHS – John Low

Incident Reports

Accident / Incident / Near Miss / Hazard Reports	Number	Description
Accidents / Incidents*	15	Laceration to head (student) Hit to head Fingers trapped in door Fall from height hit head Object thrown hit to head Staff caught thumb in soccer goals Object thrown hit to head Hit to body from object Slip on wet floor Trip and hit head on bench Fall from height hit head Hit head on ground Trip and hit face on bench Cut to finger while cooking Trip at sport event hit to shoulder)
Near misses	Nil	
Hazards	8	Tripping (Paver sunk) Plant – Whiteboard needs replaced Tree stump – trip hazard Door closers needed for 2 doors Trip hazard in Beehive Rubber mat needs replaced on drain cover on oval Playground Equipment climbing pole loose Power box floor cover broken trip hazard
First aid only	Nil	
* Lost time injuries (from the accidents/incidents reported)	1hr	First Aid provided to staff member out of class for 1 hour
New Workers Compensation Claims	Nil	
Bullying Complaint investigations	Nil	

STUDENT RELATED

*** Worksites can include tables/graphs from Rapid Incident Database here

SafeWork SA Union Matters

Notifiable Incidents / complaints

Date of Incident/complaint	Incident ID#	Incident Details	Actions from SafeWork SA e.g. SWSA Action Letter, Prohibition / Improvement Notice	Date of Notice Sign Off
Nil				

Union Matters

Union right of entry

Date of attendance	Alleged contravention	Findings
Nil		

Correspondence received

Title of document	Author	Date presented to staff/actioned
Hazard Alert LiPo Battery	CSHW	06/02/2019
Procedure 2 & 11 Consultation	CSHW	06/02/2019
Procedure 3 Update	CSHW	14/02/2019
Procedure 2 Incident and Investigation	CSHW	06/03/2019
Procedure 22 Volunteers	CSHW	06/03/2019
Safety Bulletin	CSHW	29/05/2019
June Safety Bulletin	CSHW	25/06/2019
WHS IM Policy for Consultation	CSHW	21/10/2019

Policy / Procedure

Title of policy/procedure	Date presented to staff
Procedure 3 Smoke Free	14/02/2019
Procedure 2 Incident and Investigation	06/03/2019
Procedure 2 Incident and Investigation Training Online Reporting	19/06/2019

Training

Title	Provider	Date completed	# attended
RAN Training	DECS	20/12/2018	All staff
Equal Employment Opportunity	Learning Manager	02/2019	A Pivato
Code of Conduct	CESA	02/2019	All staff
Protective Practices	CESA	02/2019	02/2019
WHS for Officers	CSHW	13/02/2019	S Byrne
Protective Practices	CESA	01/03/2019	G Baldwin
Code of Conduct	CESA	01/03/2019	G Baldwin
Continence Care	CSHW	19/03/2019	L Crotty M Tokic
Equal Employment Opportunity	Learning Manager	June	R Ioakim L Crotty G Margush
Equal Employment Opportunity	Learning Manager	July	9 staff
Work Health & Safety	Learning Manager	July	7 Staff
Work Health & Safety	Learning Manager	July	5 Staff
Equal Opportunity	Learning Manager	Sep	1 staff

WHS Activities completed

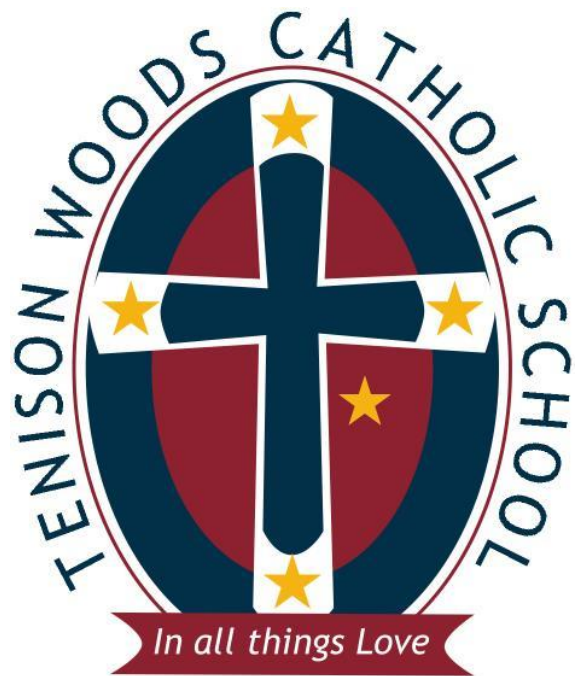
Activity	Date completed
Risk Assessments for various activities	
Swimming Trials	06/02/2019
Parent Welcome BBQ	13/02/2019
R/1 Living Eggs	13/02/2019
Shrove Tuesday	05/03/2019
Fire Truck visit	22/05/2019
5/6 Excursion Art Gallery Parliament	10/05/2019
Election BBQ	14/05/2019
Athletics	05/06/2019
St Aloysius Morning Tea	13/06/2019
Choir Hub Visit	19/06/2019
Portable Whiteboard	19/06/2019
Italian Day	25/06/2019

Portable TV Stand	25/06/2019
End of Term BBQ	02/07/2019
5/6 West Torrens Library	17/07/2019
2/3 West Torrens Library	22/07/2019
R -1 Museum Excursion	07/08/2019
SACPSSA Athletics Carnival	07/08/2019
West Torrens Library Excursions	14/08/2019
Concert	04/09/2019
Gardening Risk Assessment	25/09/2019
Kids in the Kitchen	23/10/2019
Dental Visit	23/10/2019
R-1 Sleepover	31/10/2019
Flora MacDonald Woods Week	06/11/2019
Sports Day	06/11/2019
WHS & IM Policy signed and displayed	29/01/2019
First Aid Bags checked and refilled	29/01/2019
Training Records Updated	30/01/2019 06/02/2019 20/02/2019
Ladder Register updated	06/02/2019
Electrical RCD 6 monthly testing	01/02/2019
Task Manager 5 Tasks completed	06/02/2019
2 Incidents closed	01/03/2019
Contractor records updated	01/03/2019
2 Incidents closed	01/03/2019
Contractor records updated	01/03/2019
Training Records Updated	15/05/2019
Evacuation completed	20/03/2019
Workplace Inspections distributed	20/03/2019
Task Manager 7 Tasks completed	08/05/2019
WHS Coordinators Meeting	27/05/2019
Workplace actions added to maintenance list	22/05/19 & 29/05/19
Whistle Response Drill	19/06/2019
Task Manager 6 Tasks completed	June 2019
Board Report	29/05/2019
Update Contractor & Camp Australia Register	26/06/2019
Playtime Lock In completed	27/06/2019
Board Report	25/06/2019
Distribute feedback to staff re Lock In	03/07/2019
Task Manager 10 Tasks completed	03/07/2019
Safe Operating Procedures for Portable Whiteboard & TV stand	03/07/2019
Investigate and close Incidents	03/07/2019
First Aid bags restocked	24/07/2019
Canberra Trip preparation	24/07/2019
Canberra Risk Assessments	31/07/2019
Update Contractor & Camp Australia Register	26/06/2019

Playtime Lock In completed	27/06/2019
Update Contractor & Camp Australia Register	13/11/2019
Evacuation	22/10/2019
Board Report	20/11/2019
Distribute feedback to staff re Evacuation	23/10/2019
Task Manager 16 Tasks completed	06/11/2019 13/11/2019
Investigate and close Incidents	03/07/2019
First Aid bags restocked	14/10/2019
Camp Risk Assessments	30/11/2019
Workplace Inspections Distributed	16/10/2019

Any other issues:

Report prepared by: WHS Coordinator Linda Wooley



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