



San Sisto College

Women of Integrity Shaping the Future

Review of

ANNUAL OPERATIONAL PLAN

2007

SAN SISTO COLLEGE:

College Annual Operational Plan 2007

PRIORITY 1 (Priorities are the common key areas for action for 2007)

The Religious and Evangelising Mission of Schools

INTENTIONS (Intentions detail what BCEC/College aims to do for 2007) We intend to:	GOALS (Goals are what we decide to do to achieve our aims for 2007. They are established as part of the renewal plan and annual goal setting to focus action around our aims.)	STRATEGIES (Strategies detail how goals will be achieved. They align directly to the goals.)	ACTION PLAN (Milestones/actions by when)		REVIEW & REPORT
1.1 Strengthen staff, parent and parish community understanding and support for the school's Catholic identity and role within the mission of the Church	Strengthen understanding of and support for the Catholic identity of San Sisto College and in particular, our Dominican ethos and spirituality	1.1.1 Using all opportunities of contact with parents (Parent Information Evenings, Open Day, Opening Mass and other Liturgies, Year 8 Barbecue) to increase their understanding of our identity and mission, Dominican spirituality, college heritage and history 1.1.2 Presenting articles and references in print medium (Verigram and editorials) 1.1.3 Beginning the development of a Values Statement and College Vision 1.1.4 Promoting our Dominican heritage and strengthening our bond with Dominican associations	<ul style="list-style-type: none"> ▪ Speak with parents parents, at appropriate occasions, about these matters ▪ Ensure, when appropriate, that articles written or speeches delivered, include reference to Dominican Spirituality ▪ When writing in the Verigram, take opportunities to include reference to these matters ▪ April 2007 – Stage 1 of Values Clarification ▪ June Staff meeting – Present initial values audit ▪ By December – Audit values against actions to validate ▪ Build relationships with Dominican friars of Our Lady of Graces Parish, Dominican sisters in Brisbane and in the province of Eastern Australia and the Solomon Islands, as well as members of the Dominican Family overseas e.g East Timor and South Africa 		Done at all events eg San Sisto Day, Feast Days Done Done as necessary Completed in collaboration with staff, students & parents, P&F and Board Audit will occur 2007/8 in conjunction with review of Component 1.1 ML This has been very effectively managed.

				<ul style="list-style-type: none"> Build relationships with the above by means such as social occasions, invitations to speak and work with staff and students, participation in Dominican conferences, fundraising for Dominican projects. Build relationships with St Martin's School by e.g. joint celebration of Dominican Heritage Day 		Primary school will fully support this initiative in 2008.
1.2	Work collaboratively with pastors, parish communities, deans, bishops and other Archdiocesan agencies in strengthening partnerships within the context of the Archdiocesan Vision and emerging directions	Work collaboratively to bring alive the Archdiocesan Vision of Church within our college community	<p>1.2.1 Implementing the Archdiocesan Vision through the "Catching Fire" initiatives</p> <p>1.2.2 Celebrating monthly Eucharist</p>	<ul style="list-style-type: none"> Introduce "Catching Fire" to staff Encourage use of "Catching Fire" initiatives e.g. lighting prayer candles Find ways of using prayer experiences devised as part of "Catching Fire" initiatives with staff Liaise with priest to provide Masses 		<p>Done</p> <p>Celebrated monthly Eucharist</p>
1.3	Provide ongoing formation opportunities in spirituality for mission, theology and religious education for staff including a focus upon justice, peace and ecological sustainability	Provide on-going faith and spirituality opportunities for staff	1.3.1 Providing optional opportunities for personal faith development	<ul style="list-style-type: none"> Provide prayer and liturgy for staff e.g. prayer at beginning of Terms, monthly Mass Explore possibility of optional staff retreat experiences Support staff access to BCE in-service in this area 		<p>Done</p> <p>For discussion in 2009. WYD makes this difficult in 2008.</p>
1.4	Further develop the quality and effectiveness of learning and teaching in classroom religious education	Further develop the quality of learning and teaching of religious education	1.4.1 Reviewing relevance and suitability of Religious Education modules	<ul style="list-style-type: none"> Arrange for teachers to review units regularly 		On-going
1.5	Continue to provide faith development and formation opportunities for students	Continue to provide faith development and formation opportunities for students	<p>1.5.1 Developing a student leadership culture steeped in Dominican values</p> <p>1.5.2 Offering voluntary student faith-developing opportunities</p> <p>1.5.3 Offering opportunities for service (Rosies, Ronald McDonald House, St V de Paul)</p>	<ul style="list-style-type: none"> Working on Christian leadership steeped in Dominican values in both the San Sisto College context and the broad community context. Continue to develop lessons about Dominican heritage, values and cont.... life so that students across year levels are learning/being reminded of these Provide monthly Mass Provide opportunity to train as Eucharistic Ministers Provide opportunities to be involved in World Youth Day – related activities e.g. Training Days, NET Retreat Maintain these service opportunities by liaising with staff and outside agencies 		<p>Done.</p> <p>On-going</p> <p>Done</p> <p>Done</p> <p>Done.</p> <p>National Chaplaincy Grant will</p>

						further enhance opportunities in 2008 - 2010
1.6	Develop the religious life of the school so that the faith backgrounds of the students are recognized	Recognise and value faith backgrounds of all students	<p>1.6.1 Using inclusive language in reference to faith backgrounds</p> <p>1.6.2 Including positive reference to other faith backgrounds where appropriate</p>	<ul style="list-style-type: none"> ▪ When speaking of Christian beliefs and practices, e.g. Lent, set these in the context of religious beliefs and practices of religions in general ▪ Acknowledge that people in this community come from different faith backgrounds and that we can learn from each other ▪ When speaking of Christian beliefs and practices, e.g. Lent, set these in the context of religious beliefs and practices of religions in general ▪ Acknowledge that people in this community come from different faith backgrounds and that we can learn from each other 		<p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>

PRIORITY 2

Student Learning Outcomes

INTENTIONS (Intentions detail what BCEC/College aims to do for 2007) We intend to:		GOALS (Goals are what we decide to do to achieve our aims for 2007. They are established as part of the renewal plan and annual goal setting to focus action around our aims.)	STRATEGIES (Strategies detail how goals will be achieved. They align directly to the goals.)	ACTION PLAN (Milestones/actions by when)	REVIEW & REPORT
2.1	Strengthen the continuity of learning and teaching approaches to enhance the engagement of all students across the middle and senior phases of learning	<p>Support a smooth transition from Primary to Secondary College</p> <p>Strive for a culture of full engagement where young women are empowered and skilled in the learning process</p> <p>Develop a culture of excellence and high</p>	<p>2.1.1 Conducting appropriately informative and meaningful induction/early days in Year 8</p> <p>2.1.2 Liaising closely with feeder schools</p>	<ul style="list-style-type: none"> ▪ Taking note of feedback especially re lockers – formulate plan for 2008 incorporating testing for numeracy and literacy, assessment of learning styles. Communicate at end of 2007 program and expectations – no books first day. To be completed by Orientation Day and distributed to parents. ▪ Meet all Principals in S-E Cluster and establish working 	<p>Done. Program for 2008 is based on feedback. Principal to prepare organization booklet with STIE.</p> <p>Done</p>

		expectations	<p>2.1.4 Providing teacher in-service on supporting students with special needs.</p> <p>2.1.7 Ensuring rigour in the classroom</p> <p>2.1.8 Ensuring that homework is given with clarity, is meaningful, is marked and is adapted appropriately for students with special needs</p> <p>2.1.9 Engaging young women in appropriate Career Education and Personal Development</p> <p>2.1.10 Promoting an activity-based pedagogy in Years 8 and 9 where appropriate</p> <p>2.1.11 Developing a strategically planned PDE Program yrs 8 - 12</p>	<p>relationships by June.</p> <ul style="list-style-type: none"> ▪ Work with students to determine learning styles – Terms 2 & 3 ▪ April 2007 Present to staff my expectations of classroom teachers ▪ Supervise homework detention. ▪ Monitor Careers education in Years 9 & 10 and organize Careers Day for Yrs 10 & 12 ▪ To work in consultation and collaboratively with Student development Co-ordinator and Year Level Co-ordinators to review and reshape PDE Program so that it is responsive to the needs of our students and community. ▪ Support the work of the Maths HOD including student participation in such activities as Maths Team Challenge and Aus Apace Design Competition.. Develop a plan to cater for the needs of students in Year 8 Mathematics ▪ To review and reshape PDE Program to ensure relevant issues, as identified in PDE Review, are being addressed at critical stages of student development and revisited as required 		<p>Process in place for Year 8 2008.</p> <p>Done and on-going</p> <p>Done.</p> <p>Done</p> <p>Done. Full report completed. A highly valuable document</p> <p>Done and On-going.</p> <p>Done. NSSF, new policies and procedures for student well-being will address these issues in 2008.</p>
2.2	Implement quality pedagogy that is underpinned by contemporary research	Develop a school-wide authoritative pedagogy	2.2.1 Researching selecting collaboratively and implementing an authoritative pedagogy	<ul style="list-style-type: none"> ▪ Attend in-service in Term 1. Develop a plan to in-service staff during Term 2. Work on attitudes and Perceptions in Term 3 and Habits of Mind in Term 4. 		HOM to all staff. D2 by external consultant at beginning Term 1 2008
2.3	Develop inclusive, comprehensive and quality curriculum, assessment and reporting processes	Develop a strategic approach to assessment Ensure that the curriculum is relevant and appropriately challenging for all students	<p>2.3.1 Using and naming CCEs on all assessment tasks from year 8</p> <p>2.3.2 Preparing students for QCS test from Yrs 8 – 12</p>	<ul style="list-style-type: none"> ▪ Implemented in Term 1 2007. ▪ Encourage staff to include QCS-style questions on exams. Work with key staff on QCS preparation in Yrs 11 & 12. 		<p>On-going</p> <p>On-going</p>

			<p>2.3.3 Developing staff awareness of QCS tasks through staff notices/staff meetings</p> <p>2.3.4 Continuing to focus on VET and provide for Work Education within program</p> <p>2.3.5 Reviewing Work Programs and modules regularly</p> <p>2.3.6 Ensuring that programs cater for full range of learners</p> <p>2.3.7 Developing staff professionally through appropriate in-service</p>	<ul style="list-style-type: none"> ▪ QCS tasks distributed each week attached to the What's On. Key staff involved in QCS preparation and all staff involved with marking. Copies of past papers made available to all staff. ▪ Review VET offerings and Yr 10 to complete Work Education ▪ Facilitate the Review of Work Programs and modules ▪ Liaise with HODs to ensure that the needs of all learners are being met – particular emphasis on English and Maths. Liaise with Anne Gerry re Gifted and Talented Project ▪ Facilitate staff attendance at conferences and PD days 	<p>On-going</p> <p>Done. Review of Yr 10 will occur 2008/9/10</p> <p>On-going</p> <p>On-going</p> <p>On-going DP will oversee a feedback process after staff have attended PD</p>
2.4	Improve student performance in literacy and numeracy	Improve student performance in literacy and numeracy	<p>2.4.1 Developing, implement and monitor a strategic plan for numeracy and literacy development across the curriculum</p> <p>2.4.5 Developing an integrated task focusing on numeracy and literacy</p> <p>2.4.6 Continue rewriting new junior school Mathematics program</p> <p>2.4.7 Ensure that literacy and numeracy is developed across the curriculum</p>	<ul style="list-style-type: none"> ▪ Attend in-service for developing a Numeracy Plan. Increased time for Maths and English in Yr 8. Test Yr 8 at the start of the year to determine numeracy and literacy standards. Retest in then last week of Term 2 and again at the end of 2007. Allocate time in Term 3 for work on a Numeracy Plan. ▪ Integrated Task implemented in Yr 8 from Term 1 2007. ▪ Provide support for re-writing junior school Mathematics program ▪ Attend in-service for developing a Numeracy Plan. Increased time for Maths and English in Yr 8. Test Yr 8 at the start of the year to determine numeracy and literacy standards. Retest in then last week of Term 2 and again at the end of 2007. Allocate time in Term 3 for work on a Numeracy Plan. 	<p>Numeracy plan not complete. C'wealth Bank Financial Literacy award to support 2008 program yrs 8/9. VCOP Literacy program prep done. Done</p> <p>On-going</p> <p>Maths coordinator to continue work in this area.</p>

2.5	Use data and evidence-based processes to inform learning and teaching	Use data to inform practices and procedures re literacy, numeracy and QCS	<p>2.5.1 Analysing QCS data with staff, developing strategies to inform teaching and learning</p> <p>2.5.2 Involving staff in QCS preparation, marking and data analysis</p>	<ul style="list-style-type: none"> Recent QCS results analysed and trends and lesser strengths identified. CCEs named on assessment tasks. Staff provided with copies of recent tests. Key staff involved in QCS preparation. Staff made aware of recent trends and problems. Staff involved in SRI marking. 		<p>Done and on-going</p> <p>Done. DP will review results and analyse effect of training.</p>
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PRIORITY 3

Student Support

INTENTIONS (Intentions detail what BCEC/College aims to do for 2007) We intend to:	GOALS (Goals are what we decide to do to achieve our aims for 2007. They are established as part of the renewal plan and annual goal setting to focus action around our aims.)	STRATEGIES (Strategies detail how goals will be achieved. They align directly to the goals.)	ACTION PLAN (Milestones/actions by when)	REVIEW & REPORT
3.1 Develop whole of school responses to student protection, personal and social development, and behaviour support requirements	<p>Review student protection, personal and social development, and behaviour management policies, procedures and requirements</p> <p>Develop a culture of student leadership</p>	<p>3.1.3 Reviewing leadership of PDE Program</p> <p>3.1.4 Reviewing student protection procedures and college practices</p> <p>3.1.6 Reviewing a the process of leadership development, selection, celebration and support</p>	<ul style="list-style-type: none"> Review PAR points allocation Term 1 If feasible, appoint PAR PDE by Term 2 Ensure compliance of staff re training Review policies/ Procedures by end Term 4 and use NSSF audit to advise where necessary Work with APA to ensure systems of compliance are clear to staff, parents and students Seek opportunities for student attendance at Leadership opportunities Meet with SRC following meetings Review and develop in consultation a Leadership Plan for Yr 11 and Yr 12 2007 that is responsive to the needs identified 	<p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Promotion of new policies and procedures with parents, staff and students through Verigram, meetings and YL Meetings early in 2008</p> <p>On-going APA to plan same strategically</p> <p>Done but needs to be on-going</p>

			<p>3.1.7 Providing opportunities for student leadership development</p> <p>3.1.8 Developing an ethos of service and stewardship in leadership</p>	<ul style="list-style-type: none"> Encourage and affirm student activities involving both. Make suggestions when appropriate at SRC Feedback sessions 		<p>Done. On-going</p> <p>On-going</p> <p>On-going Chaplaincy Grant should enhance this area of operations.</p>
3.2	Develop and implement professional learning strategies to meet the needs of students from culturally diverse and minority backgrounds					STIE has organized Aboriginal parent to do tutoring 2008
3.3	Strengthen our capacity to provide for the diverse needs of students with disabilities	Strengthen our capacity to provide for the diverse needs of students with disabilities	<p>3.3.1 Communicating with feeder schools and specialist staff to provide comprehensive support and preparation for the transition of diverse students entering San Sisto College</p> <p>3.3.2 Networking with BCEC Consultants</p> <p>3.3.3 Providing appropriate and timely professional development for staff relating to specific needs of students with disabilities</p>	<ul style="list-style-type: none"> Work with Yr 8 Co-ordinator, relevant support staff and primary schools to gain information to support students entering our College Use consultants as appropriate Organise professional development for staff relating to students with specific learning needs 		<p>Done and on-going</p> <p>Done</p> <p>STIE very effective in this area.</p>
3.4	Develop and implement processes that support improved learning outcomes for out-of-home, marginalized and disengaged students	Review policies and practices to ensure that appropriate support is given to students experiencing difficulties financially, educationally or emotionally	3.4.1 Reviewing college policies and procedures	<ul style="list-style-type: none"> Term 1 – Redesign manual for staff Term 2 – Begin Reformatting and assessing needs Term 3 – Begin process of aligning Board and College policies with practices Term 4 – Name policies for review in 2008 		This took much longer than hoped. Will continue in 2008
3.5	Explore the development of cooperative networks to more effectively address the needs of students	Use BCEC consultants to enhance student learning outcomes	3.5.1 Networking and capacity building using all available resources and personnel	<ul style="list-style-type: none"> Use consultants as needed eg Jeanine Gallagher 		Done and on-going

PRIORITY 4

Staff Support

INTENTIONS (Intentions detail what BCEC/College aims to do for 2007) We intend to:		GOALS (Goals are what we decide to do to achieve our aims for 2007. They are established as part of the renewal plan and annual goal setting to focus action around our aims.)	STRATEGIES (Strategies detail how goals will be achieved. They align directly to the goals.)	ACTION PLAN (Milestones/actions by when)	REVIEW & REPORT
4.1	Implement a coordinated strategic approach to professional learning	Implement a strategic approach to professional learning	4.1.1 Prioritising staff professional development in alignment with the college renewal plan and goals (2007) Catching Fire, Resourcing PDE, Dimensions of Learning Pedagogical Framework, Using Data to enhance learning outcomes)	<ul style="list-style-type: none"> ▪ In Term 2, plan all PD until end of year ▪ Work with the Principal to ensure that PD goals are met 	Not fully but done for 2008
4.2	Develop the skills and capacities of teachers, leaders and support staff to enhance their professional growth		4.2.1 Fostering professional networks 4.2.2 Training staff in the use of BCEC Intranet resources on-line	<ul style="list-style-type: none"> ▪ Work with SCIPS, continue with study of Masters of Educational Leadership, attend curriculum meetings and QSA workshops ▪ Ensure that Leadership team uses intranet effectively 	Done Transfer to a goal for 2008
4.3	Utilise contemporary employment arrangements that are occupationally healthy, safe and productive for staff		4.3.1 Training of staff in HAPi	<ul style="list-style-type: none"> ▪ Use Twilight concept to train all staff: Term 1 – Jobs On-line training; I Recruit and iSpace as ready be BCEC 	Done
4.4	Promote and enhance workplace environments that are pastorally supportive	Foster the well-being and physical comfort of staff	4.4.1 Fostering the activities of the Social Club	<ul style="list-style-type: none"> ▪ Encourage and support Social Club 	Done

PRIORITY 5

Partnerships and Relationships

INTENTIONS (Intentions detail what BCEC/College aims to do for 2007) We intend to:		GOALS (Goals are what we decide to do to achieve our aims for 2007. They are established as part of the renewal plan and annual goal setting to focus action around our aims.)	STRATEGIES (Strategies detail how goals will be achieved. They align directly to the goals.)	ACTION PLAN (Milestones/actions by when)	REVIEW & REPORT
5.1	Build strong partnerships among staff, students, parents and parish that are underpinned by the religious and evangelizing mission of the college	Welcome staff, students and parents at liturgies, Masses and other college functions	5.1.1 Celebrating Eucharist monthly and extend invitation to all members of college community	<ul style="list-style-type: none"> ▪ Contribute to parent information evenings, organize Year 8 parent BBQ, attend working bees, organize working bees, parent-teacher interviews, Open Day, subject selection evenings and Awards' Night ▪ Liaise with priest to establish times ▪ Campus Minister to prepare girls e.g for readings, prayers of the faithful ▪ Mass to be advertised in Verigram and invitation extended to all 	<p>Done</p> <p>Done</p> <p>Done</p>
5.2	Effectively partner with, and engage, our parent community in school renewal and policy development	Strengthen parental involvement in college life	5.2.1 Providing/Extending opportunities for the involvement of parents 5.2.2 Involving P&F, College Board and Finance in Renewal Processes 5.2.3 Establishing Thanksgiving Evenings or other appropriate functions for parents and community members	<ul style="list-style-type: none"> ▪ Continue with Working Bees ▪ Develop IC & LT Consultative Committee ▪ Provide ample opportunities to contribute to Renewal; seek endorsement ▪ Conduct Thanksgiving Evening ▪ Conduct "Industry Breakfast" 	<p>Done</p> <p>Done – very effective using BCEC consultants</p> <p>Done</p> <p>Done – very effective</p> <p>Done effectively</p>
5.3	Further develop collaborative partnerships and links with Catholic schools within the local area	To develop closer links with St Martin's for both staff and students	5.3.1 Continuing social functions with staff from St Martin's	<ul style="list-style-type: none"> ▪ Attend afternoon teas and Wine and Cheese functions ▪ Attend Principal networks and work with principal of St Martin's wherever possible eg Conference planning 	Done

5.4	Strengthen links with vocational education providers, industry, civic groups and employers	To develop and renew existing links with Industries and employers	5.4.1 Establishing further links through SCIPS and Adopt-a-School for certificate courses 5.4.2 Conducting Industry breakfasts and tours of college	<ul style="list-style-type: none"> ▪ Become full member of SCIPS ▪ Establish Visitors Day concept by Term 3 ▪ Conduct Industry Breakfast for Term 2 	<p>Done</p> <p>Done</p> <p>Done</p>
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PRIORITY 6

Information, Communication and Learning Technologies

INTENTIONS (Intentions detail what BCEC/College aims to do for 2007) We intend to:		GOALS (Goals are what we decide to do to achieve our aims for 2007. They are established as part of the renewal plan and annual goal setting to focus action around our aims.)	STRATEGIES (Strategies detail how goals will be achieved. They align directly to the goals.)	ACTION PLAN (Milestones/actions by when)	REVIEW & REPORT
6.1	Embed information, communication and learning technologies in learning and teaching processes	Embed information, communication and learning technologies in learning and teaching processes	6.1.1 Review and update work programs to ensure embedded IC<s as appropriate	<ul style="list-style-type: none"> ▪ Facilitate access to computer rooms where necessary. Audit the embedding of IC & LTs. Organise staff inservice on Excel. 	Done and ongoing
6.2	Improve access and ongoing provision of hardware, software, training and support arrangements	Improve access and ongoing provision of hardware, software, training and support arrangements	6.2.1 Increase number of computers and Data Projectors in GLAs 6.2.2 Review IT support annually 6.2.3 Provide appropriate and timely in-service to staff 6.2.4 Establish IC & LT Consultative Committee inclusive of parents and students	<ul style="list-style-type: none"> ▪ Budget accordingly ▪ Assign appropriate funds through Renewal Funding and other ▪ Work with Business Manager to ensure that student and staff access to IT, training is appropriate ▪ Work towards developing a strategic PD Plan that is responsive, flexible and strategic 	<p>Done</p> <p>Done. More training required in 2008</p> <p>Done and ongoing</p> <p>Done</p>
6.3	Enhance the IC and LT competence of staff	Enhance the IC and LT competence of staff			
6.4	Develop online processes, inclusive of interactive school websites, to more effectively communicate within, and across, schools				
6.5	Implement information and learning management systems	Develop staff competence in school administration systems	6.5.1 Provide staff training in BCEC system software	<ul style="list-style-type: none"> ▪ Work with HAPi team to provide twilight training in BCEC systems 	Done

that enhance student and staff engagement with learning and teaching and school operations					
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PRIORITY 7

Resourcing Catholic Schooling/San Sisto College

INTENTIONS (Intentions detail what BCEC/College aims to do for 2007) We intend to:		GOALS (Goals are what we decide to do to achieve our aims for 2007. They are established as part of the renewal plan and annual goal setting to focus action around our aims.)	STRATEGIES (Strategies detail how goals will be achieved. They align directly to the goals.)	ACTION PLAN (Milestones/actions by when)	REVIEW & REPORT
7.1	Enhance our capacity to be good stewards of financial assets and resources	Ensure best-practice in managing financial assets and resources	7.1.1 Reviewing policies and procedures re financial assets and resource management 7.1.2 Conducting annual stock take of assets	<ul style="list-style-type: none"> ▪ By end Term 2 have begun process with Business Manager of up-dating and modifying policies re finance eg fee collection, music instrument loans ▪ By End Term 3 have begun process for systematic maintenance of buildings ▪ By End Term 1 rewrite policies and practices re Text Hire Scheme and text distribution and collection <p>Work with Business Manager to ensure stock take of assets is conducted</p>	<p>This was partly done. More work needed in 2008/9</p> <p>Done</p> <p>Check</p>
7.2	Ensure resource planning is aligned with school strategic renewal plans inclusive of changing school demographics	Align resource planning with school strategic renewal plans	7.2.1 Using Renewal Plans to guide and inform budgetary decisions 7.2.2 Developing and maintaining a Strategic Marketing Plan to ensure maximisation of enrolments	<ul style="list-style-type: none"> ▪ Regularly monitor budget to actuals to renewal goals ▪ Work with Business Manager and Finance re Marketing Plan ▪ Review Enrolment Policies 	<p>BM to meet with CLT to provide monthly update re accountabilities in 2008</p> <p>Done</p> <p>On-going</p>
7.3	Refine resource arrangements to support learning and teaching in the context of varying socio-economic, cultural and educational support needs	Refine resource arrangements to support learning and teaching for all	7.3.1 Establishing a technology committee to develop and maintain an ICT plan 7.3.2 Ensuring appropriate access to technology for staff 7.3.3 Developing college systems to meet changing needs using newer technologies	<ul style="list-style-type: none"> ▪ By End Term 2 have a consultative committee to establish long-term directions for IC & LTs ▪ Review provisions and budget accordingly ▪ Ensure that parent and external community members 	<p>Done</p> <p>Done</p> <p>Grants assisted in meeting goals</p> <p>Done</p>

			7.3.4 Building College Auditorium to meet needs of community	are consulted re "newer technologies" <ul style="list-style-type: none"> End Term 2 ensure that finance approval has been received and that specific requests have been tabled with architect 		Done
7.4	Ensure that college fee and levy policies and processes are consistent with principles of justice, equity and accessibility	Ensure that college fee and levy policies and processes are consistent with principles of justice, equity and accessibility	7.4.1 Reviewing budget formation process 7.4.2 Reviewing process of levy determination	<ul style="list-style-type: none"> Work with Business Manager to ensure that budget is completed in draft in preceding year, beginning in term 3 Work with Business Manager in Term 3 to ensure equity to funds to best meet agreed goals and needs 		More work in this area to be done in 2008 and 2009 As above
7.5	Consult on the allocation of resources and report transparently on their use	Consult on allocation of resources and report transparently				
7.6	Promote and encourage environmental sustainability in policies and practices	Encourage environmental sustainability in policies and practices	7.6.1 Recycling hardware 7.6.2 Applying for water conservation grant 7.6.3 Seeking practical ways of demonstrating environmental awareness within the college	<ul style="list-style-type: none"> Work with Business Manager to ensure same Employ Victorian company to write grant – Term 2 Apply for grants as possible 		Done Done Done

PRIORITY 8

Renewal and Quality Assurance

INTENTIONS (Intentions detail what BCEC/College aims to do for 2007)		GOALS (Goals are what we decide to do to achieve our aims for 2007. They are established as part of the renewal plan and annual goal setting to focus action around our aims.)	STRATEGIES (Strategies detail how goals will be achieved. They align directly to the goals.)	ACTION PLAN (Milestones/actions by when)	INDIVIDUAL PERFORMANCE (Aligned to Individual Performance Management Plans)	REVIEW & REPORT
We intend to:						
8.1	Ensure that renewal and quality assurance processes have clear focus on realizing the vision and mission of Jesus	Prioritise Renewal as a key activity annually	8.1.1 Engaging P&F, College Board, and Staff in the Renewal Process 8.1.2 Aligning Performance Plans with Renewal Goals and strategies	<ul style="list-style-type: none"> Provide opportunities in Terms 1 and 2 for feedback and input In term 1 Design Plans to align. Term 2 completion of 5- 		Done Done

				year goals and Annual Plan		
8.2	Effectively implement school renewal, validation and compliance processes	Implement practices as required to ensure compliance	8.2.1 Completing Renewal Process, Regulatory Compliance Audit, WH&S Audit 8.2.2 Reviewing policies and procedures	<ul style="list-style-type: none"> ▪ Complete Renewal by mid Term 2 ▪ Complete WHS Audit for due date ▪ Complete Annual Report early June ▪ Complete NSSF Audit ▪ Complete Performance Review processes for Deputy and APRE by end September <ul style="list-style-type: none"> ▪ Work through current manual, updating as required 		<p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>On-going</p>
8.3	Increase the performance management capacity of leadership teams	Increase the performance management capacity of the leadership team	8.3.1 Providing appropriate professional training 8.3.2 Implementing strategies to enhance team operations (Myers-Briggs, Planning Days, Social events)	<ul style="list-style-type: none"> ▪ Encourage PD in priority areas ▪ Encourage networking <ul style="list-style-type: none"> ▪ Plan for Leadership Planning days ▪ Provide regular feedback 		<p>Done</p> <p>Done</p> <p>Done</p>
8.4	Implement strategic quantitative and qualitative processes for monitoring, developing and reporting on religious education and curriculum					
8.5	Refine and integrate reporting mechanisms on school performance to the community, Archdiocese and government	Report on school performance	8.5.1 Collecting data systematically and regularly	<ul style="list-style-type: none"> ▪ Gather data as it is produced by outside bodies ▪ Prepare Annual Report by mid June 		<p>Done</p> <p>Done</p>