



San Sisto College

Women of Integrity Shaping the Future

ANNUAL OPERATIONAL PLAN

2008

Prepared in consultation with College Staff, College Board and P&F and based upon the 5 Year Strategic Renewal Plan 2007 - 2011

Prepared: 19 December 2007 Updated: Review: 28 October 2008

SAN SISTO COLLEGE:

College Annual Operational Plan 2008

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 2008) We intend to:	GOALS (Goals are what we decide to do to achieve our aims for 2008. 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
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, 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 ▪ Audit values against actions to validate as per Validation Component 1.1 ▪ Foster an understanding of our Dominican "symbols" and rituals that highlight the symbols ▪ 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 ▪ Maintain Dominican Connections group meeting 	APRE PRINCIPAL APRE PRINCIPAL APRE PRINCIPAL	Done and on-going Done Done On-going No discreet audit undertaken. Success of Component 1.1 indicates may not be necessary. Values are very strong. Done This has been effective. Sisters and Parish Priest attend increasing no. of functions. Connections healthy.

				<ul style="list-style-type: none"> and meal 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 Document protocols and procedures for involving the Dominicans in college life 	PRINCIPAL	<p>Done</p> <p>Done. Compatible times are difficult but intentions are clear.</p>
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"> 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 Introduce end of year liturgy or Mass for staff 	APRE APRE	<p>Done & On-going</p> <p>On-going</p> <p>Done & on-going</p> <p>Planned for end of year</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 Encourage new staff to complete in-service re spirituality and faith 	APRE	<p>Done</p> <p>Options are available</p> <p>Include this in Staff Professional Devt priorities</p> <p>On going. Costs are high for some.</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 Develop units with new format (DoL) 	APRE	<p>On-going</p> <p>On-going</p>
1.5	Continue to provide faith development and formation opportunities for students	Continue to provide faith development and formation opportunities for students	1.5.1 Developing a student leadership culture steeped in Dominican values	<ul style="list-style-type: none"> Continue to develop student Christian leadership steeped in Dominican/Gospel values Continue to develop lessons about Dominican heritage, values so that students across year levels are learning/being reminded of these. Develop liturgies and rituals using college symbols, and ensure that their meaning is explained 	APA APRE APRE	<p>Done & on-going</p> <p>On-going</p> <p>On-going</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"> ▪ 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 	APRE	<p>Done & On-going</p> <p>Done</p> <p>Done</p> <p>Done & on-going</p>
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>APRE</p> <p>APRE</p>	<p>Done & on-going</p> <p>Done & on-going</p> <p>Done & on-going</p> <p>Done & on-going</p>

		Develop a culture of excellence and high expectations	<p>2.1.5 Ensuring that homework is given with clarity, is meaningful, is marked and is adapted appropriately for students with special needs</p> <p>2.1.6 Engaging young women in appropriate Career Education and Personal Development</p> <p>2.1.7 Promoting an activity-based pedagogy in Years 8 and 9 where appropriate</p> <p>2.1.8 Developing a strategically planned PDE Program yrs 8 - 12</p>	<ul style="list-style-type: none"> ▪ Implement ESL support and ITAS tutoring ▪ Supervise homework detention. ▪ Monitor Careers education in Years 9 & 10 and organize Careers Day for Yrs 10 & 12 ▪ Implement new PDE program ▪ Monitor the new structure of classes in year 8 that allow flexible groupings and that are blocked ▪ To evaluate PDE Program to ensure relevancy and appropriateness ▪ Implement and Monitor DoL ▪ Implement and monitor new program and timetable ▪ Implement Year 8/9 Financial Maths program ▪ Monitor progress 	<p>STIE and ESL Consultant, DP</p> <p>DEPUTY</p> <p>DEPUTY PRINCIPAL:</p> <p>Stud Devt CC & APA</p>	<p>Done and on-going</p> <p>Done and on-going</p> <p>Yr 10 going well. Yr 9 further work in 2009</p> <p>Done and on-going</p> <p>Done and on-going</p> <p>Done and on-going</p> <p>On-going</p> <p>Done</p> <p>Done</p> <p>Done and on-going</p>
2.2	Implement quality pedagogy that is underpinned by contemporary research	Develop a school-wide authoritative pedagogy	<p>2.2.1 implementing Dimensions of Learning pedagogy progressively through whole of college PD, systematic and gradual program re-writing in conjunction with Essential Learnings</p> <p>2.2.2 Strategically implement Dimension 5 Habits of Mind across the college.</p>	<ul style="list-style-type: none"> ▪ As per Strategic Professional Development Program and College Calendar • Implement Habits of Mind throughout year to years 9 – 12 and to Year 8 in Induction and then with revision 	<p>PRINCIPAL DEPUTY</p> <p>DEPUTY</p>	<p>Following feedback from staff, process and pace of implementation was changed. Amount achieved in 2008 was pleasing. Process for 2009 will be re-developed based on feedback. 2009 will consolidate HOMs and graphic organizers. Planning of units will be scheduled for 2010.</p>
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	<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 	<p>DEPUTY</p> <p>DEPUTY</p>	<p>Done</p> <p>Done and on-going</p>

		appropriately challenging for all students	<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>	<p>exams. Work with key staff on QCS preparation in Yrs 11 & 12.</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 CC Science re Leading Lights program Facilitate staff attendance at conferences and PD days 	<p>DEPUTY</p> <p>DEPUTY</p> <p>DEPUTY</p> <p>DEPUTY</p> <p>DEPUTY</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going VARK is very useful tool for empowerment of learners</p> <p>Greater financial allocation needs to be made to PD in 2009.</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>2.4.2 Developing an integrated task focusing on numeracy and literacy</p> <p>2.4.3 Continue rewriting new junior school Mathematics program</p> <p>2.4.4 Ensure that literacy and numeracy is developed across the curriculum</p>	<ul style="list-style-type: none"> Review Literacy and Numeracy plans Provide support for re-writing junior school Mathematics program Attend in-service for developing a Numeracy Plan. Test Yr 8 at the induction day and/or 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. 	<p>DEPUTY</p> <p>DEPUTY</p> <p>DEPUTY</p> <p>DEPUTY</p>	<p>In 2008 NAPLAN testing, QCAT etc took precedence. Plans need to be reviewed and up-dated in 2009</p> <p>Done</p> <p>Done</p> <p>Done</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>	<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. 	<p>DEPUTY</p>	<p>Done and on-going</p>

			2.5.2 Involving staff in QCS preparation, marking and data analysis	▪ Key staff involved in QCS preparation. Staff made aware of recent trends and problems. Staff involved in SRI marking.	DEPUTY	Done
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PRIORITY 3

Student Support

INTENTIONS (Intentions detail what BCEC/College aims to do for 2008) We intend to:		GOALS (Goals are what we decide to do to achieve our aims for 2008. 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
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>3.1.1 Reviewing leadership of PDE Program</p> <p>3.1.2 Reviewing student protection procedures and college practices</p> <p>3.1.3 Reviewing a the process of leadership development, selection, celebration and support</p> <p>3.1.4 Providing opportunities for student leadership development</p> <p>3.1.5 Developing an ethos of service and stewardship in leadership</p>	<ul style="list-style-type: none"> Ensure compliance of staff re training Monitor implementation of Behaviour Support Plan and procedures Work with APA to ensure systems of compliance and understanding of consequences are clear to staff, parents and students Seek opportunities for student attendance at Leadership opportunities Meet with SRC following meetings Encourage and affirm student activities involving both. Make suggestions when appropriate at SRC Feedback sessions 	<p>PRINCIPAL</p> <p>Guidance Counsellor</p> <p>APA</p> <p>PRINCIPAL</p> <p>APA</p> <p>PRINCIPAL</p>	<p>Done</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>
3.2	Develop and implement professional learning strategies to meet the needs of students from culturally diverse and minority backgrounds			<ul style="list-style-type: none"> With funding approved in 2007 for 2008, implement program for ESL students to enhance learning outcomes (See Maria Murtas re QCS preparation) 	DEPUTY	Done and on-going Outside of class support needs to be regular
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>STIE</p> <p>PRINCIPAL</p> <p>DEPUTY</p>	<p>On-going</p> <p>Done and on-going</p> <p>Done</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"> ▪ Complete and maintain handbook ▪ Provide links in handbook to BCEC intranet 	PRINCIPAL	On-going On-going
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 	PRINCIPAL	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)	INDIVIDUAL PERFORMANCE (Aligned to Individual Performance Management Plans)	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 Resourcing PDE, Dimensions of Learning Pedagogical Framework, Using Data to enhance learning outcomes)	<ul style="list-style-type: none"> ▪ Provide staff with copy of a Strategic Professional Development Plan for 2008 ▪ Prioritise PD ensuring that student learning is not impeded by teacher absence from the classroom 	PRINCIPAL DEPUTY	Done Done
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"> • Maintain networks • Attend Dominican opportunities ▪ Ensure that Leadership team uses intranet effectively 	PRINCIPAL PRINCIPAL	Done Done and on-going
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 or other efficient methods to train all staff as programs are rolled out 	PRINCIPAL	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 	PRINCIPAL	Done and on-going Plan for "Mystery Tour" in 2009

PRIORITY 5

Partnerships and Relationships

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:						
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 for Masses Campus Minister to prepare girls e.g for readings, prayers of the faithful Mass to be advertised in Verigram and invitation extended to all Employ Pastoral Worker to increase pastoral and spiritual support of the girls 	DEPUTY APRE PRINCIPAL	Done Done Done Done Highly successful
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 Maintain IC & LT Consultative Committee Communicate effectively through various avenues re college progress and activities Assist College Board in redeveloping policies consistent with new structure and framework Maintain Thanksgiving Evening Plan for "Industry Breakfast" 	PRINCIPAL PRINCIPAL PRINCIPAL	Done Highly successful with increased numbers Done Done and on-going Done
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 	PRINCIPAL PRINCIPAL	On-going Done and on-going
5.4	Strengthen links with vocational education providers, industry, civic	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	<ul style="list-style-type: none"> Become full member of SCIPS 	PRINCIPAL	Done

	groups and employers		5.4.2 Conducting Industry breakfasts and tours of college	<ul style="list-style-type: none">▪ Maintain Visitors' Day concept▪ Conduct Industry Breakfast	PRINCIPAL	Done
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PRIORITY 6

Information, Communication and Learning Technologies

INTENTIONS (Intentions detail what BCEC/College aims to do for 2008)		GOALS (Goals are what we decide to do to achieve our aims for 2008. 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:						
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. Organise staff inservice on Word 2007. 	DEPUTY	
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 Develop further resources with IOS and Capital Grants 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 Maintain committee with BCEC Support. 	PRINCIPAL PRINCIPAL PRINCIPAL	Done Done Done Done
6.3	Enhance the IC and LT competence of staff	Enhance the IC and LT competence of staff		<ul style="list-style-type: none"> Provide a desk top for each staff member Provide data projectors, lap tops and sufficient other resources in classrooms to promote IC&LT use Purchase and train staff in use of ClickView 	BUSINESS MANAGER	Done On-going Done and on-going
6.4	Develop online processes, inclusive of interactive school websites, to more effectively communicate within, and across, schools			<ul style="list-style-type: none"> Continue to seek developmental support to enhance functionality of website 	BUSINESS MANAGER	On-going
6.5	Implement information and learning management systems that enhance student and staff engagement with learning and teaching and school operations	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 or other training in BCEC systems 	PRINCIPAL	Done

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)	INDIVIDUAL PERFORMANCE (Aligned to Individual Performance Management Plans)	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"> Update all financial and asset management and business related policies and procedures and ensure that the handbook contains latest version Refine collection of text hire resources at end of year, based on end 2007 review of new procedures 	PRINCIPAL PRINCIPAL	Done on-going On-going Not done in 2008.
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 Prepare Educational Plan for BCEC in January 	PRINCIPAL PRINCIPAL	Done Done On-going Done
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 7.3.4 Building College Auditorium to meet needs of community	<ul style="list-style-type: none"> Review provisions and budget accordingly Ensure that parent and external community members are consulted re "newer technologies" Finish Siena Centre by May 	PRINCIPAL PRINCIPAL PRINCIPAL	Done Done On-going Done. Completed for 29 August opening
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 timely and with respect to goals and objectives Work with Business Manager to ensure that funds best meet agreed goals and needs 	PRINCIPAL PRINCIPAL	Done and on-going Done and on-going

7.5	Consult on the allocation of resources and report transparently on their use	Consult on allocation of resources and report transparently		<ul style="list-style-type: none"> • Complete Annual Report 	PRINCIPAL	On-going
7.6	Promote and encourage environmental sustainability in policies and practices	Encourage environmental sustainability in policies and practices	<p>7.6.1 Recycling hardware</p> <p>7.6.2 Applying for water conservation grant</p> <p>7.6.3 Seeking practical ways of demonstrating environmental awareness within the college</p>	<ul style="list-style-type: none"> ▪ Work with Business Manager to ensure same ▪ Apply for grants as possible 	<p>PRINCIPAL</p> <p>PRINCIPAL</p> <p>PRINCIPAL</p>	<p>On-going</p> <p>80 000 l tanks installed</p> <p>On-going</p>

PRIORITY 8

Renewal and Quality Assurance

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)	INDIVIDUAL PERFORMANCE (Aligned to Individual Performance Management Plans)	REVIEW & REPORT
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"> Keep same groups updated re progress Communicate Annual Goals to parents groups Trial Cycle 2 Renewal and Validation Process in Feb for components 1.1 and 8.2 and selected others as per plan 	PRINCIPAL PRINCIPAL PRINCIPAL	Done Done Done. All selected areas completed.
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 Annual Report Complete NSSF Audit Complete Performance Review processes for APA by end June 	PRINCIPAL PRINCIPAL	Done
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 (Planning Days, Social events, Retreat)	<ul style="list-style-type: none"> Encourage PD in priority areas Encourage networking Plan for Leadership Planning days Provide regular feedback Planning Days, Social events, Retreat, APAPDA – Learn, Lead, Succeed) Include Business Manager in more College Leadership Team meetings as /when appropriate 	PRINCIPAL PRINCIPAL	Done Done This area needs higher prioritization in 2009. Leadership commitment to daily routines reduces time available to meet.
8.4	Implement strategic quantitative and qualitative processes for monitoring, developing and reporting on religious education and curriculum			<ul style="list-style-type: none"> Complete Renewal and Validation processes for component 1.1 		All planned validation of components was completed.
8.5	Refine and integrate reporting mechanisms on school performance to the community,	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 	PRINCIPAL	Done

	Archdiocese and government					
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