

**MARY'S MOUNT SCHOOL BOARD  
ANNUAL GENERAL MEETING  
24 November 2020  
Commenced 7.45pm**

**1. Welcome**

Jarod asked for round of applause for our P&F who have done an outstanding job this year where the pandemic stopped the world but they managed to achieved remarkable results.

Jarod gave an outline of the proceeding for the meeting

**2. Attendance:**

Sandro Coniglio, Loretta Hackner, Christopher Smith, Jane Taylor, David Vallis, Steve Sorgiovanni, Sinead Muscat, Michelle Retel, Andrea Martin, Teagan Thresher, Teresa Curulli, Stephanie Freeman, Sarah Di Rosso, Lisa Echeverria, Faye Valli, Naomi Roughsedge, Kylie Stidwell, Sue Blair, Karlie De Marte, Ebony Staker, Jo Dickenson, Naomi Holly, Nataliya Slater, Karen Rucchin, Gabrielle Hoffmann, Emma Bell, Erin Leech, Michelle Sanderson, Bec Haley, Carla Ierace, Jenny Avila, Amanda Tallon, Kris Williams, Samantha Romeo, Nancy Wratten, Karen Forster, Annmarie Baltov, Melanie Eleonora, Adrian Martin, Daniel Bersan, Devina Branche, Angela Smith, Tamara Ellenbroek, Veronica Giancono, Carolyn Gamble, Jarod Avila, Quinton Hoffmann, Merrisa Mc Dougall, Murray Dickson, Anna Oakley, Richard Bailiff, Mel Antoine, Fiona Wittenbaker

**Apologies:**

Allyson Bignell, Nat O'Brien and Cassandra Underwood

**3. Minutes from Previous AGM**

**Accepted:** Kate MacRae

**Seconded:** Adrian Martin

**4. Business arising**

Nil

**Accepted:** Naomi Holly

**Seconded:** Annmarie Baltov

**5. Correspondence In**

Nil

**6. Reports**

**6.1. Chairperson's Report – please see attached**

Jarod Chairperson spoke to his report explaining the who and what of the Board

**Who we are**

- Sandro Coniglio (Principal, ex-officio)

- Fr Anthony Suresh (Parish Priest, ex-officio)
- Jarod Avila (Chair)
- Patrick Hanna (Deputy Chair)
- Quinton Hoffman (Treasurer)
- Andrea Martin (Secretary)
- Daniel Bersan
- David Vallis
- Fay Valli
- Merissa McDougall
- Melanie Eleonora (P&F Representative)
- Sue Blair (Parish Representative)
- Loretta Hackner (Ass. Principal; invited member)
- Chris Smith (Ass. Principal; invited member)

Planning for the near-term and the long-term operation of the school

- Mainly in relation to facilities & investments

Managing the school's finances

Listening and advising on ideas, opportunities and potential investments

- Advisory
- Typically, non-operational

Jarod talked to the year in review:

Covid-19 -a once in a lifetime pandemic who knew it would change the way we do and look at things. The speed and professionalism of the staff as they accommodated remote learning and work at home packs was fantastic. In the mix of all that extra workload, they also took to ensure the pastoral needs for students and families were met.

Once again, a busy year with upgrade of basketball courts, flexible furniture in the 3 / 4 classrooms. A change in the way children were picked up with the introduction of the Kiss and Drop in the ECE area. Dangerous trees were removed due to the European bore beetles, Asbestos removal, lighting upgrade, and painting to name a few.



The maintenance team have been very busy ensuring that the general maintenance of the school is upkept. Thank you to Chris Smith, Dave Vallis and Derek Gair for all your hard work. Please give our maintenance team a round of applause.

Managing our Finances –

The finance team guided by Quinton continued to ensure that we live within our means, ensure our fees are sustainable and affordable, that our balance sheet is healthy whilst making significant investments in capital items for the school.

The Board is responsible for listening and advising and this included selection process for the appointment of the new Principal, Grotto planning, refresh of the strategic plan and the 100<sup>th</sup> year celebrations in 2021.

Jarod said one the highlights for him was being on the selection panel for the appointment of the New Principal. Was certainly a very through process, and feels comfortable that the panel got it right.

#### **2021 and the Year Ahead**

2021 looks to be a busy year with some major projects being undertaken: Office Refurbishment, Grotto, Distribution Board, Flexible Furniture for Years 5 and 6, Flooring for Kindergarten as well as an upgrade of the Toilet Block.

Our strategic plan was held off this year and we will commence this journey in 2021.

Jarod finished his report with a saying from his favourite movie Stars Wars – “Never tell me the odds.” Very appropriate for the year we have had.

As this is Jarod’s last year on the Board, he reflected on the time spent. He felt privileged to be part of this amazing community and the friends he has made. It has been his pleasure to serve the school in both the P&F and Board capacity and would like to thank all involved for their help and support. It would be remiss of me if I didn’t say thankyou.

Thanks to the staff for keeping the students and families safe and well as we all felt supported throughout the unsettling period of Covid-19 in its early stages. Everyone at school; staff, parents and students have shone through remaining positive.

Our P&F have done an outstanding effort working with limited events due to restrictions – thankyou.

To our smaller sub-committees thank you for your time and efforts throughout the year.

A huge thanks to Sandro Coniglio and Loretta Hackner for all they have done here at Mary’s Mount Primary School. It is very exciting that they are able to go ahead and build a new school community however they will be missed. Please a round of applause. We welcome Emma Bell and Erin Leech it is exciting having them join us this evening.

On behalf of the board we wish you all a happy, safe and Holy Christmas.

**Accepted:** Angela Smith

**Seconded:** Mel Antoine

## 5.2 Treasurer's Report – see attached

### Quinton – spoke to his report:

#### 2019 v 2020 Expenditure

- Salaries & Wages are lower because 3YO Kindy salaries and wages are now under trading expense and moved from main Salaries account
- Overall expenses budgeted to be 60K lower than 2019 due to cost cutting during COVID-19
- Teaching expenses were approximately 10k lower due to COVID-19 due to less spending in these areas.

#### 2019 V 2020 Income

- Reduction in Fees due to the Y6 Sydney Canberra camp not proceeding
- Thank you to the P&F and all families for their support – over \$15K in donations back to the school
- State Grants decreased due to changes in the funding model
- Federal Grants decreased due to Census figures (enrolment numbers)

Quinton went on to explain that over the next couple of years our transition funding for State Government grants will come into play. We are on target to align with the 80/20 rule by 2023. Federal Grants are budgeted to increase by 1% as a guaranteed minimum.

#### Income Sources

- Reduction in gross income of 9K between 2021 and 2022
- Increase in private fees of 3% p.a. or \$57 per student from 2022
- Back to 2021 levels by 2023

#### 2020 Capital Expenditure

##### Improvements (\$6k)

- LED lighting upgrade (Part 2)

##### Furniture and Fittings (\$42K)

- Flexible furniture for classrooms

##### Information Technology (\$70K)

- Promethean screens for classrooms (Y6, Y5 & Y4)
- Additional CCTV cameras



- PA upgrade, comms cabinet and trolley stand
- Laptop replacement and iPads for Year 4 (2021)

#### **Plant & Equipment (\$44K)**

- Air conditioner for Art Room
- Replacement oven for Canteen
- Replacement pump for bore
- Solar Panels

**Our 2021 is provisional and dependent upon CEWA Approval.**

#### **A snapshot of some of the significant points**

- Total Tuition Fee increase of 0% (that's right...nothing!)
- Spending generally consistent with 2020
- Continued focus on capital improvements with \$343K targeted in 2021
- Recurrent surplus of \$108K and capital deficit of \$228K
- Overall result of a \$120K deficit

#### **2021 Planned Improvements**

##### **Improvements (\$99K)**

- Early learning bathroom renovation
- Grotto
- Mains distribution board replacement
- Gardens
- Repairs to early learning roof

##### **Furniture and Fittings (\$121K)**

- Administration refurbishment
- Y5/Y6 flexible furniture
- 4K new flooring

##### **Information Technology (\$85K)**

- Replacement laptops Part 2
- iPads for 2022 Y4 students
- IT hub devices

### **Motor Vehicle (\$30K)**

- Replacement of Principal's vehicle

### **Plant & Equipment (\$8K)**

- Mower for Gardens

### **Fees**

- There is no increase in fees from K – Yr 6
- \$100 increase to 3K to cover costs. (this is not funded and needs to be self-sufficient)
- Year 6 Sydney Canberra Camp included but will be revisited closer to the date dependent on Covid-19 restrictions
- Health Care Card (HCC) or Pensioner Concession Card Holder Discount Scheme available
- We are pleased to continue offering 24/7 accident/injury insurance for all enrolled children
- Fee schedule is available on the MMPS website

Quinton acknowledged his time on the board was over and thanked the leadership team, Jane Taylor for her work behind the scenes with finance and the parent body. We have some interest for this position in 2021 and look forward to a smooth transition of this role.

Any questions? No there was no questions.

Please accept the Treasurer's report detailing highlighted aspects of 2020 performance and the 2021 budget which has been approved at board level.

**Accepted:** David Vallis

**Seconded:** Sarah Di Rosso

### **5.3 Principal's Report – See Attached**

Sandro commenced with how quickly our plans can change. No-one had any idea of what was to come from the news reports of a flu like illness in Wuhan. Little did we know that that Covid-19 was born and with borders closed, no fly zone out and into Australia, schools closed, remote learning became the norm and the Covid Response team was born. Team meetings held daily, constant updates to the community and addresses by the WA Premier.

Staff, students and parents embraced what was thrown at them and everyone worked within the constraints we had.

Students returned to school with increased restrictions and cleaning rituals. Loretta and Chris joined Sandro in cleaning of equipment around the school at each break. Sanitising became the new buzz word. The term calendar dotted with postponed against many items

Expressed his thanks to the staff for making this remote learning work. They answered the challenge with gusto and just went with what was needed. Thanks to the parents for their support during this time. Please a round of applause for the staff for their outstanding efforts.

In 2020 the key focus area was literacy in particular the development of Grammar/Punctuation and Vocabulary. However, we were not able to focus on this due to limited opportunities and this will be an area of focus in 2021.

Amid the uncertainty of Covid-19 we were fortunate that the staff Professional Development was able to run, this included

- Student anxiety and relationship building
- Godly/Saintly Play – Catholic Institute of WA
- CARITAS Dr. Nathan Leiber
- Social Justice ‘Hands-on’. Cooking for the vulnerable- was great and rewarding day with meals dropped to families in need in the community as well as to the Shopfront.
- Staff Wellness Day
- NCCD PD for Staff – Christine Williams
- Vision or Learning – Fran Italiano

**As Naplan did not proceed in 2020 it prevented us from evaluating data to ascertain individual results.** The school continued to reflect on internal data such as weekly assessments and PAT results.

2020 CEWA inc was introduced to the schools and with it some internal changes to the way our schools operate and effects the operational aspect of the school. However with all the changes and Covid-19 our school improvement plan that was due for discussion this year has been deferred to 2021.

As a school we continued with our programmes to provide opportunities for our students. These included

- School based ‘Homework Club’
- Performing Arts (extra curricula) - School Choir Stirk Park Festival
- Yr. 6 Student Leadership Roles
- Focus music
- Yr. 6 Camp
- Buddy classes
- Yr. 5 Camp
- Support for children with learning needs
- Educational Psychologist and Sp. Edn. Consultant Services
- Extension Program – Yrs 3-6
- Green Team Sustainability Program
- Mary’s Mount Active Dads Group (MMADS)
- Early Intervention Speech and Occupational Therapy Program – 4K



- Parent Information sessions - MMADs
- Consolidation of "Talk 4 Writing" program
- One Big Voice – school based
- Remote Learning
- Science Week Activities
- St Vinnies Support
- Retreats for Sacramental years
- Sacraments of Reconciliation, Holy Communion and Confirmation
- Class masses and liturgies
- Incursions/Excursions
- Student Disco
- Individual 2020 Child Protection Procedures and Mandatory Reporting
- School/Parish relationship
- IT Committee
- Incursions and Excursions.
- Teaching Sprints.
- Interschool Athletics
- Swimming Carnival
- Aboriginal Education Plan and Scope and Sequence.
- Transforming Lives Educational Officer (TLEO) – Candy McKay
- Individual staff PDs
- NQS sessions.

Sandro then discussed Staff Movement. At this stage the classroom teachers have not been finalised and we will know in the next couple of weeks which teachers are teaching which class, please bear in mind that the list is not in class order.

He preceded the list by discussing movement for 2020

- Loretta Hackner and Sandro both leaving MMPS at the end of this year.
- Kristine Williams is taking a year off in 2021.
- Jo De Barro is extending her Leave without Pay for 2021.
- Shirley Shaw will be resigning from the Canteen at the end of this year. Personal reasons, her health is not 100%. There will be a farewell to Shirley at an appropriate time. (an audible gasp of oh no went around the room)

#### **New staff for 2021**

- Emma Bell – Principal
- Erin Leech Assistant Principal
- Samantha Romeo

**(all 3 stood up so the room could identify the new staff)**

- Mrs Annmarie Baltov
- Mrs Michelle Retel
- Miss Teagan Thresher
- Mr Stephen Sorgiovanni





- Mrs Sinead Muscat
- Miss Karlie DeMarte
- Mrs Tamara Ellenbroek
- Miss Samantha Romeo
- Mrs Devina Branche

**SUPPORT:**

- Mrs Carolyn Gamble
- Mr Christopher Smith
- Karen Forster
- Mrs Angela Smith
- Mrs Veronica Giancono

**SPECIALIST AREAS:**

- Physical Education – Teresa Curilli
- Art – Mrs Wendy Hull Deane
- Music – Mrs Stephanie Freeman
- Italian – Elvira Algeri

**TEACHER ASSISTANTS:**

- Mrs Allyson Bignell
- Mrs Belinda Henderson
- Mrs Nancy Wratten
- Mrs Angela Smith
- Mrs Veronica Giancono
- Mrs Karen Forster
- Mrs Fiona Wittenbaker

**ADMINISTRATION:**

- Mrs Jane Taylor
- Mrs Gabby Hoffmann

**GROUNDS:**

- Mr. Derek Gair

**LEADERSHIP TEAM:**

- Mrs Emma Bell
- Mr Christopher Smith
- Ms Erin Leech

Candy McKay who is the Aboriginal Liaison Officer and works between 4 schools and is here 1 week a month to help us in this area.

**Future project for 2021 includes:**

- Continue working with the Western Australian Curriculum and school programs/incentives
- Homework Club
- Reinforce the implementation of our Aboriginal Education Plan
- Flexible Learning classrooms (Years 5 & 6)
- IT Committee to continue working on IT plan
- As part of our Governance and Accountability we continue to work from:
  - Strategic Plan

- Curriculum Plan
- School Improvement Plan
- Quality Improvement Plan (QIP) - NQS
- Quality Catholic Schooling - ongoing
- Board and P&F joint projects
- Regional network with surrounding Catholic schools
- Occupational Therapist and Speech Therapist services in the school.
- Finalise Stage 2 of Loquat Grove play area.
- Re commence Mazenod and St Brigid's partnerships
- Electronic Reports – *SEQTA Engaged – Semester 1*
- 100 Year Committee - Gabrielle Hoffmann is doing a sensational job with this committee
- Staff Wellness Day
- Social and Emotional Learning PD
- Dianna Rigg Spelling and Phonics K – 6 PD.
- RE Units of Work PD
- Aboriginal Perspective/Sustainability PD
- Reflect Form (Wellbeing survey for students) involves the students filling out a form each day

## 2020 Board and P&F

Thank you to the 2020 board members a lot of fun was had this year. Thanks to all our members who oversee the school's direction, the school is in a great position moving forward.

Sandro has been fortunate to only have 3 chairmen during his 12 years at MMPS, Alan Barnett, Simon Di Rosso and Jarod Avila. Felt blessed to have had such supportive people around him. A big thank you to Jarod for all of his support over the last 6 years, it has been fun as he made the meetings entertaining. Sandro presented Jarod with a gift.

Quinton Hoffmann has been a rock to the finance team, his knowledge and support is phenomenal and he thanked him for his support over the last 10 years. Sandro says goodbye to you as a treasurer and he welcomes you as a friend. Sandro presented Quinton with a gift.

Sandro then thanked the P&F team who have been amazing during a very difficult year and he presented gifts to the 4 members of the executive.

Sandro then thanked the staff. He stated we have family at home but another family at school –it's a real privilege to work with them. He stated he would have another opportunity to thank this incredible school family.

2020 was the last Board Meeting. With the introduction of CEWA inc we can't have a board within a board and it will now be known as the School Advisory Council.

Catholic Education Western Australia Limited (CEWA Ltd) commenced operating on 1 January 2020.

The Catholic Education Commission of WA (CECWA) is the board of CEWA Ltd and has responsibility for governing Catholic education in WA and for ensuring its financial sustainability.



Given this change the Mary's Mount School Board is now referred to as the Mary's Mount Primary School Advisory Council to reflect CEWA Ltd.'s new governance structure. The existing CECWA Catholic School Board Constitution is currently under review by CECWA to ensure appropriateness and consistency with CEWA Ltd's new governance structure. It is due to be implemented in 2022.

The primary purpose of the MMPS Advisory Council is to provide advice and support to the Principal in order that the Principal may lead the school effectively as a Catholic school community, with its evangelising and educational mission shaped by spirituality and educational practice.

Sandro finished his report with a quote:

***I thought that 2020 would be the year that I get everything that I want.***

***HOWEVER, now I know that 2020 is the year that I appreciate everything that I have.***

**Accepted:** Murray Dickson

**Seconded:** Melanie Eleonora

### General Business

#### Nominations for Board

Jarod then took the floor. He stated that we do have positions available on the board. We are fortunate to have 7 nominations for 6 positions. He then asked those nominating to stand up and speak to their nomination:

- Mel Eleonora – 3 boys in the school. Was the P&F representative on the board. Due to work restrictions felt that a position on the board would allow her to be more actively involved. Mel is a Solicitor, Migration Agent and Justice of the Peace. Mel feels she can bring valuable ideas and support to the board.
- Daniel Bersan –has a boy in Year 2. He works in the IT area of Jason Windows. Previous member of the board and would like to stay on and offer support to Emma and Erin.
- David Vallis – an old boy and class of 1970. Been on the board for 2 years, works at Mazenod and involved in other boards in the community. Has a building earthmoving company and does maintenance and other civil works.
- Sarah Di Rosso- has 3 girls at MMPS, has an accounting background and worked in the Finance industry. Currently advises on a board at her work on accounting matters, and is happy to take on the treasurer's role.
- Andrea – been involved at P&F and Class Rep level. Been on the board and has a background in social work, strategic works and planning.
- Merrisa McDougall – been 2 children at the school and been active in P&F, 100<sup>th</sup> year Committee and at Board level.



- Karen Rucchin – parent of 2 boys in the school. Karen is a Business Analyst, involved in Project Management. Help with accounting systems and involved in implementing Accounting systems in companies. this could be helpful at school level. Is happy to help with the treasurer role.

Jarod then asked everyone to vote. Voting slips were passed around. Jarod Avila and Quinton Hoffmann collected the slips and went into the Multipurpose room to count the votes.

After the voting had been held and counted. Jarod thanked Daniel Bersan for his nomination and work he had contributed at Board Level. Voting was close but unfortunately there was only 6 places and, on this occasion, he was unsuccessful.

Jarod then welcomed the following members onto the School Advisory Council for 2021, Melanie Elenora, David Vallis, Sarah Di Rosso, Andrea Martin, Merrisa McDougal and Karen Rucchin.

**Meeting closed 9.00pm**

1921-2021

*100 Years*

CATHOLIC EDUCATION





Jarod stated that it was great that we have so many people wanting to join the board. However, we do need to go to a vote. Quinton and Jarod handing out voting slips which were then counted.

Jarod commenced by stating it would have been simpler to just have all those who nominated however he went back to the constitution and it clearly states how many can be on the board. He then welcomed the following to the School Advisory Board.

Karen, Merrisa, David, Sarah, Melanie, and Andrea. He also stated that we are chartering new territory and we may need to cull numbers in this area.

He asked for a round of applause for the outgoing members of the board for all their support. He thanked them for all that they have done and all the support given.

He also stated that the Nature Playground – Stage 2 was now completed. A big thankyou to Faye and Kate for driving this project. (round of applause)

**Meeting closed at 8.54pm**

1921-2021

*100 Years*

CATHOLIC EDUCATION