2013 Annual Report to the School Community

St. Brigid’s Primary School Officer

Registered School Number: 4044
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## Contact Details

<table>
<thead>
<tr>
<th><strong>Address:</strong></th>
<th>25 Bayview Road, Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Principal:</strong></td>
<td>Mr. Kenneth Gale</td>
</tr>
<tr>
<td><strong>Parish Priest:</strong></td>
<td>Reverend Peter Slater</td>
</tr>
<tr>
<td><strong>School Board Chair:</strong></td>
<td>Mrs. Jane O’Sullivan</td>
</tr>
<tr>
<td><strong>Telephone:</strong></td>
<td>(03) 5943 2447</td>
</tr>
<tr>
<td><strong>Email:</strong></td>
<td><a href="mailto:principal@stbofficer.catholic.edu.au">principal@stbofficer.catholic.edu.au</a></td>
</tr>
<tr>
<td><strong>Website:</strong></td>
<td><a href="http://www.stbofficer.catholic.edu.au">www.stbofficer.catholic.edu.au</a></td>
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## Minimum Standards Attestation

I, Kenneth Gale, attest that St. Brigid’s Primary School is compliant with all of the requirements for the minimum standards and other requirements for the registration of schools as specified in the *Education and Training Reform Act* (Vic) and the *Education and Training Reform Regulations 2007* (Vic), except where the school has been granted an exemption from any of these requirements by the VRQA.

23 May 2014
Our School Vision

St. Brigid’s is a Catholic community where children know they are valued and experience the love of God in an engaging and contemporary learning environment.
School Overview

St. Brigid’s is a Catholic primary school located in Officer 40 kilometres from Melbourne between Berwick and Pakenham. We are one of three primary schools in the Parish of St. Michael’s Berwick. This is St. Brigid’s fourth year and there has been a steady increase in enrolments as we strive to meet the demand for Catholic education in the area. Our school Motto of Knowledge|Strength|Faith|Hospitality is a reminder of the attributes of St. Brigid that guide our school community.

Our school is situated on a four hectare site at 25 Bayview Road, Officer. The spacious grounds include a netball court, adventure playground, large oval, large open areas and attractive gardens. The site also provides safe off street parking for the school community.

Our school comprises of 10 classes made up of two Foundation classes, four Year 1/2 classes, two Year 3/4 classes and two Year 5/6 classes. The buildings consist of a Learning Centre, Multipurpose area, two double portable classrooms and an Administration Block.

The learning centre provides for a contemporary and innovative approach with flexible learning spaces. Our large multipurpose room is used for school assemblies, Perpetual Motor Program (PMP) and other school initiatives. We have been successful in obtaining a Capital Grant for an additional learning centre with flexible learning spaces and a large multipurpose room, and chapel. The new building works commenced in November and should be completed by the commencement of Term 2 2014.

School enrolments have increased over the past four years from forty in 2010 to two hundred and fifty students in 2013. There are twenty eight staff consisting of the Principal, classroom teachers, specialist teachers and school support staff. In 2013 there were three specialists teaching programs offered for the whole year: Performing Arts, Creative Arts and Physical Education. Students in Years 2 to 6 were able to participate in the school choir and students from Years 3 to 6 were able to receive tuition in guitar lessons.

St. Brigid’s is built on a contemporary and innovative design with an education brief based on meeting the needs of each of our students. Our learning spaces are modern, stimulating and appealing and we are well resourced in Information and Technology. The buildings consist of a Learning Centre, Multipurpose area, two double portable classrooms and an Administration Block.

We believe that family is the initial teacher in faith education and we foster faith development through our Religious Education program. We also work in partnership with our Parish in providing a Parish Based Sacramental Program for Reconciliation, Eucharist and Confirmation.

We look forward to a future of working together as a community to provide the very best opportunities for the students in our care.
Principal's Report

It is with great pleasure that I present the 2013 Annual Report for St. Brigid’s Primary School. The year was a very busy and productive time for our school.

In 2013 the school participated in the School Renewal process. This process was particularly valuable as it enabled the school community to objectively review its practices and performance, with the assistance of the Catholic Education Office staff. This review enabled St. Brigid’s to develop a shared vision and mission for our school and provides direction for the next four years.

We continued to develop our knowledge and understandings of contemporary learning. All staff underwent significant Professional Development in contemporary pedagogy and making better use of our flexible learning spaces. It was important for us to embed a shared understanding of what effective contemporary pedagogy looks like at our school and ensure that it is transferred into classroom practice.

We continued to develop our Master Plan and commenced Stage 2 of our building project due to a successful Capital Grant application and additional assistance from our Social and Fundraising Committee. The Social and Fundraising Committee have funded our new amphitheatre and paving. A new Library block will also be established in 2014.

Thank you to all of the parents and grandparents who actively engage in our students learning. I would particularly like to thank Father Peter Slater, our Parish Priest and Father Jeff Kleynjans, Assistant Priest, for their leadership, continued support and pastoral care. I also express thanks to the School Board for their advice and involvement. We have discussed many items throughout the year and their assistance is valued and appreciated. The Social and Fundraising Committee has been outstanding and I congratulate them for their efforts in planning and sharing ideas for social activities and raising funds. Members of this group meet regularly and have worked tirelessly for the benefit of our school.

I would also like to acknowledge the very professional and caring staff that we have at St. Brigid’s for their dedication, commitment and hard work throughout the year and of course the wonderful students that we have.

St. Brigid’s has a strong community presence and we are always willing to work together to keep the warm, welcoming spirit alive.
Education in Faith

Goals and Intended Outcomes

- *That there will be a prayerful school community.*

In 2013, we met this goal through:

- Prayers bags in operation in all classes.
- Sharing of resources and ways of using them.
- Built a ‘toolbox’ of ways of praying for staff to use daily.
- Provided learning opportunities for staff to deepen their capacity for prayer as part of the learning program.
- Enabling staff to plan together for liturgies and special celebrations.
- Connecting students learning to the community.

Achievements

As a Catholic school we provided an education based in faith, working in partnership with our parents and Parish community.

Throughout the year the Leader of Religious Education worked with staff as we celebrated various forms of liturgies. This year our school made some positive and worthwhile steps toward building the students understanding and provided opportunities to celebrate their faith. A major focus was continuing to promote prayer and enhance our liturgical celebrations. We further strengthened our links with story, symbolism, and traditions of our faith through school celebrations of the significant events of the Church calendar such as Lent, Holy Week, Easter, Feast of St. Brigid, Advent and Christmas.

Our Religious Education programs were carefully linked to the Parish Sacramental preparation process to ensure students were adequately prepared to receive the Sacrament and further their faith journey. St. Brigid’s works closely with the Parish and students receiving the Sacrament of the Eucharist and Confirmation attended a Reflection Day with all parish candidates.

The principal provided weekly contributions to the newsletter reflecting on the Gospel, which provided parents with faith opportunities and the Leader of Religious Education provided updates on the Sacramental programs and Parish events. Staff members were encouraged to participate in regular prayer and liturgy opportunities at weekly meetings, taking it in turns to lead each other in prayer. The School Board and Social and Fundraising Committee commenced each of their meetings with the Prayer of St. Brigid.

Resources were purchased to support staff and the Leader of Religious Education provided professional learning opportunities for all staff. All teachers found Liturgy Help, as well as other websites recommended by the Catholic Education Office in Sale invaluable resources to enhance classroom practice. Teachers participated in a Catholic Education Office led learning day focusing on their personal faith journey. There was also support provided for planning units of work.
VALUE ADDED

St. Brigid’s engaged in a range of curricular and extra-curricular activities throughout 2013:

- Prayer cases were sent home with nominated students. These proved very popular and provided a great focus and reason for our school families to pray together.
- There was a whole school approach to our students receiving the Sacraments. Students in Year 4 and 6 participated in the Parish Based program with their parents while the whole school also focused on these significant events in their faith journey.
- We provided many opportunities for the school to meet together to pray and celebrate. We celebrated whole school and level Masses once a Term and the whole school attended Mass at St. Michael’s Church with St. Catherine’s and St. Michael’s schools to celebrate Mass for the Feast of St. Mary of the Cross.
- Our whole school assemblies commenced with prayer that is prepared by a class and an average of ninety parents, grandparents and family members attended.
- A St. Brigid’s family undertook the RCIA program in St. Michael’s Parish and were baptised during the Easter Vigil.
- Student leaders attended the Catholic Education Week Mass at St. Mary’s Cathedral in Sale.
- Linked learning in Religious Education to the Inquiry process.
- There were many occasions that our school community contributed to those in need. We conducted numerous fundraising activities for Caritas and St. Vincent de Paul Society. Students represented St. Brigid’s on the Caritas Leadership Day in the Sale Diocese where they discussed social justice, inequalities in the world and the work that Caritas does on a local and global scale.
- Senior students assisted in the Mass of the Healing at St. Michael’s Church.
- St. Brigid’s is one of the five schools in Officer participating in the ‘Building Harmony in the Growth Corridor in Officer’ project. This allowed us to work with five local schools on a range of activities focusing on tolerance and acceptance of others.
Learning and Teaching

Goals and Intended Outcomes

- That the pedagogy is contemporary and engages students.

In 2013, we met this goal through:
  - Staff undertaking significant Professional Development in Contemporary approaches to learning.
  - Staff undertaking significant Professional Development in how to use the spaces in our flexible learning centres for learning.
  - Staff visited contemporary schools to observe learning and teaching.
  - Providing opportunities for the cohort to unpack, share and analyse school based and central data.
  - There were opportunities for staff to share and reflect on co-teaching styles.
  - Using AusVELS for planning.
  - Development a common understanding of an Individual Learning Plan.

Achievements

Throughout 2013 staff continued to develop our understandings of contemporary learning. A major focus was on how best to use our flexible spaces. Professional Development led by Mrs Leanne Rose Munro over most of Term 4 provided staff with clear direction and understandings on the importance of using our learning spaces for the needs of our students. We provided learning opportunities that are relevant, rich, personalised and explicit.

Staff attended professional development in the area of inquiry learning with Dr. Jenni Wilson and we continued to develop our whole school approach. With a collaborative approach we ensured that teaching is balanced and consistent across all levels enhancing the quality of education for our students.

Literacy continues to be a focus as we have worked together examining the components of their Literacy Block. The CAFÉ model has been introduced to Foundation Year to Year 4.

This year we introduced the numeracy intervention program EMU throughout Years 1 to 6. We continued to implement the very successful Rainbow Reading (reading intervention) and Bridges (additional numeracy intervention) throughout the school and our Reading Recovery for Year 1 students. These have provided great additional assistance for the students most in need at St. Brigid’s. Many students participated in the 2013 Premier’s Reading Challenge.

Students were further able to connect their learning with local and global communities through blogging.

Social and Emotional learning has been a major focus and the link clearly established that the skills taught in this area have a direct relationship with a student’s capacity to learn as part of a community.
STUDENT LEARNING OUTCOMES

There has been a pleasing improvement in the NAPLAN results for this year. All students have achieved the minimum standards or above in Years 3 and 5 for all areas that were assessed. There has been an improvement in Year 3 Writing (3.6%), Spelling (2.3%) and Numeracy (3.6%). There has also been an improvement in Year 5 in Reading (6.7%), Writing (13.3%), Spelling (13.3%) and Grammar and Punctuation (13.3%).

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![NAPLAN Year 3](image1.png)

![NAPLAN Year 5](image2.png)
School Community and Student Wellbeing

Goals and Intended Outcomes

Schools may include the goals and intended outcomes from the Annual Action Plan.

In 2013, we met this goal through:

- Having an effective Wellbeing Team.
- Building upon the strategies that have been introduced such as Bounce Back, Circle Time and Class Meetings.
- Making social skills a key focus in the school.
- Making an explicit link to social skills and online behaviour.

Achievements

The wellbeing of students and staff was a high priority as we had many new staff members and students joining our community throughout the year. We developed an induction program to assist new staff in their transition to St. Brigid’s.

The Leader of Wellbeing coordinated a whole school approach to wellbeing with a particular focus on prevention and early intervention. Ongoing professional learning in this area is essential and the Leader of Wellbeing and other staff attended various wellbeing networks and other professional learning activities.

Regular forums were held for parents with children with needs to provide support and establish networks and a connectedness to the school community.

Staff developed Individual Learning Plans for all students with additional needs and held Parent Support Group meetings every term.

We continued the whole school focus on social and emotional learning using strategies such as circle time and recognising the link with SEL and learning outcomes.

All staff completed their Level 2 First Aid training, which included asthma and anaphylaxis.

We continue to value the need for communication with St. Brigid’s community. We introduced the St. Brigid’s App provided through Frayneworks to improve our communication.

We participated in the Positive Schools Project.

Staff developed a Scope and Sequence Chart for Social Emotional Learning.
HOW NON-ATTENDANCE IS MANAGED

Parents are reminded in the weekly newsletter of the importance we place on regular attendance at school. If a student is absent for 3 consecutive days parents are contacted. Parents of students who are regularly absent are contacted and support offered by the school.

VALUE ADDED

St, Brigid’s provided a number of programs and school activities that had positive effect on the wellbeing and achievements of students and the school community.

- Installed a ‘Friendship Seat’ as part of the Alannah and Madeleine Foundation
- Successful and supportive camp program for students in Year 4,5 and 6.
- Conducted an extensive Foundation Year orientation program.
- Picnic in January for Foundation Year students prior to the commencement of the school year.
- Buddy Program throughout the school using the Alannah and Madeleine Foundation.
- Regular communication with Kindergartens and Secondary Schools as part of the transition programs.
- Food Bank for families in need.
- Linked student learning with community service by providing entertainment for elderly citizens by our School Choir.
- Student leadership opportunities including school leaders, sports leaders and Sustainability leaders.
- Season for Growth program for families experiencing loss and grief.
- Social skills program.
- Newsletter items that focused on building resilience and confidence.
- Provided a parent information evening on cyber safety.
- St. Brigid’s hosted a Cyber safety Day for Year 5 and 6 students from five local schools.
- PALS program
- Established on site Before and After School Care provided by Mission Australia.
- Family Life Years 1-6.
- Guest speakers for students on Cyber bullying (Years 3-6) and Protection Practices (Years F-2).
- Introduced SRA (Speech Pathology) Program.
- Celebrated a whole school Wellbeing Day with special speaker Jacqui Cooper.
STUDENT SATISFACTION

Our students are very enthusiastic and are engaged in their learning. The students have experienced very high levels of confidence and motivation in their learning.

PARENT SATISFACTION

Our Insight SRC Data indicated our parents experience a high level of satisfaction and there was a consistency in the results of overall high satisfaction with the school's performance. Parents are very willing to be involved at our school and we have a very active School Board and Social and Fundraising Committee.

Parental assistance in the classroom and in other activities such as running the uniform shop is very high. The high level of parent support is an indicator of parent satisfaction as is their attendance at the following major events:

- Working Bees
- Assemblies and special events
- School Masses and Liturgies
- Over 350 Dad and Grandfathers at the Father’s Day Breakfast
- Over 200 Mothers and Grandmothers at the Mother’s Day Concert and Assembly.
- Over 300 parents and friends at the Carols Night and Graduation.
- Parent attendance at Book Week activities.
- Annual Sports Carnival
Leadership and Stewardship

Goals and Intended Outcomes

- To establish a Leadership Team that enables distributive leadership.
- Implement the Master Plan for the ongoing maintenance of school buildings

In 2013, we met this goal through:

- Used a model of empowerment in School Renewal.
- Reviewed the processes and protocols with PLTs and Staff meetings.
- Focused on capacity building of staff.
- Established procedures to enable the appropriate maintenance of buildings.

Achievements

As part of the School Renewal process we updated all school policies and developed St. Brigid’s four year plan which included a Vision and Mission Statements, intended outcomes and targets and strategies in the areas of Learning, Faith, Wellbeing, Stewardship and Leadership.

Professional Learning Teams (PLTs) are operating across all levels of the school. This structure has contributed to developing the professional learning of staff, consistent understandings and the implementation of best practice. The PLTs have focused on using student data to link data to purposeful learning and teaching and sharing best practice.

The Leadership Team met regularly and developed Principles of Leadership to provide clarity of roles and responsibilities for leaders in our community.

All staff participated in Annual Review Meetings to set professional goals.

We welcomed staff from many schools in our diocese to view our literacy practice and our contemporary approach to learning including blogging.

Staff presented at the Diocesan Learning Expo in the areas of Wellbeing, CAFÉ, our Literacy approach and contemporary learning.
EXPENDITURE AND TEACHER PARTICIPATION IN PROFESSIONAL LEARNING

DESCRIPTION OF PL UNDERTAKEN IN 2013

Twenty staff members attended professional development in 2013. $19,450.00 was spent on professional development. This figure includes replacement costs of staff when attending in-services and guest speakers who attended. Professional learning that teachers have been involved in include:

- Literacy workshop
- Bridges the Early Years
- Zart Art
- Larmenier Behaviour Management
- First Aid Training Level 2
- Wellbeing Leader Conference
- Reading Recovery Conference Sydney
- Training for Seasons for Growth
- Principal’s Conference
- Communicate Speech Pathology
- Fraynework Administration
- Religious Education Reflection Day CEO Sale
- Spirituality Reflection Day Fr. Denis O’Bryan
- Religious Education Leaders Conference
- CAFÉ PD by Pearsons
- APPA Conference Melbourne
- Learning Leaders CEO Sale
- Inquiry with Kath Murdoch
- Visiting Chase Primary School
- Visiting Silverton Primary School
- Certificate of Religious Education
- iPad training through Apple Fountain Gate
- CEO Learning Expo
- Deputy Network Meetings
- Wellbeing Professional Development Day
- EMU training
- VIT Mentor
- Positive Partnerships Autism
- Reading Recovery Continuing Contact
- Aspiring to Principalship Course
- Country Dioceses Leadership Program
- Primary RE Nurturing the Spirit in the Journey of Life
- World Youth Day Brazil
- Leanne Rose Munro Flexible Learning Areas
- Aus/VELS Implementation for English, Numeracy and Science
- Aus/VELS History
### TEACHER SATISFACTION

Staff have embraced innovations to reflect a more contemporary approach to learning and teaching. They have willingly undertaken professional development and implemented a co-teaching approach. They have been enthusiastic and expressed satisfaction with our shared vision for the school.

Teachers have consistently remarked on the good behaviour of our students, which as a consequence enables staff to have increased class time focused on learning.

Teachers have regularly acknowledged the high level of parent support and the positive energy of our school community.
## Financial Performance

### Reporting Framework

<table>
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<td>Private income</td>
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<td>State government recurrent grants</td>
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<td>Australian government recurrent grants</td>
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<td><strong>Total recurrent income</strong></td>
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<th><strong>Recurrent expenditure</strong></th>
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<td>Non salary expenses</td>
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<td>Capital fees and levies</td>
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<td><strong>Total capital expenditure</strong></td>
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<td><strong>Total closing balance</strong></td>
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*Note that the information provided above does not include the following items: System levies charged to individual schools, intra-systemic transfers and diocesan supplementary capital fund (SCF) supported borrowings for primary schools. The information provided is not comparable with other educational sectors. This VRQA template is not comparable to the ACARA school-level income reporting requirements which are to be reported on the MySchool website. ACARA school level reporting requirements will require system level income from Government grants and some private income to be allocated by school. This will be a small adjustment in relation to the total level of school resources. At this stage, recurrent income from Government sources, school generated income and capital expenditure are to be reported by schools. Additionally when assessing the private income of the school include both recurrent and capital school fees.*
Future Directions

In 2014 the Annual School Improvement Plan indicates that the focus will be on:

Teaching and Learning
- Contemporary Teaching and Learning practices
- A whole school approach to Inquiry Learning is established
- Professional relationships underpin the positive learning environment at St. Brigid’s.
- Learning will be student focused purposeful and based on evidence.

Faith
- That prayer and spirituality of St. Brigid’s community is nourished.
- Contemporary teaching and learning practices are embedded in Religious Education across the curriculum.
- Catholic Social Teaching underpins the core mission of St. Brigid’s.

School Community and Wellbeing
- To cultivate an inclusive environment where all staff are valued, professional and work as a team.
- To further develop social and emotional learning too enable students to be confident, resilient lifelong learners.
- That there is a diverse range of leadership opportunities for students that encourages commitment and personal development.
- That relationships are supported within the whole school community: staff, students, parents and Parish.

Stewardship
- Implement the Master Plan for the ongoing development and maintenance of school buildings and playgrounds.
- That all Occupational Health and Safety requirements for compliance are adequately met.
- Teachers are confident to regularly use St. Brigid’s ICT equipment e.g. Laptops, iPads, Interactive Boards, Blogs, and Mathletics to support student learning.

Leadership
- Improved role clarity
- Clearer communication
- Further development of a collaborative and unified staff.
### VRQA Compliance Data

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<th>AVERAGE STUDENT ATTENDANCE RATE BY YEAR LEVEL</th>
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<td>Year 6</td>
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<td>Overall average attendance</td>
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<td>Masters</td>
<td>5.56%</td>
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<tr>
<td>Graduate</td>
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<tr>
<td>Certificate Graduate</td>
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<tr>
<td>Degree Bachelor</td>
<td>72.22%</td>
</tr>
<tr>
<td>Diploma Advanced</td>
<td>11.11%</td>
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<tr>
<td>No Qualifications Listed</td>
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<table>
<thead>
<tr>
<th>STAFF COMPOSITION</th>
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<tr>
<td>Principal Class</td>
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</tr>
<tr>
<td>Teaching Staff (Head Count)</td>
<td>20</td>
</tr>
<tr>
<td>FTE Teaching Staff</td>
<td>19.150</td>
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<tr>
<td>Non-Teaching Staff (Head Count)</td>
<td>7</td>
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<tr>
<td>FTE Non-Teaching Staff</td>
<td>5.378</td>
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<tr>
<td>Indigenous Teaching Staff</td>
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