



Good Shepherd Catholic Primary School

Minutes of the Annual Community Meeting

held on 19 November 2024

Attendance Register

Parents/Friends

Stephanie Kingston
Yolandie McDade
Nicola Teicher
Kelsey Roe
Amy Shannon
Vicky Hassell
John McNess
Fred Pilot
Isabelle Wavre-Kuebler
April Hunter
Fiona Daly
Rochelle Hall
Danica Smith

Apologies

April Hunter
Father Pavol

Staff

Paul Hansen (Principal)
Diana Newman (Assistant Principal)
Deb Glorie (Assistant Principal)
Gail Player
Lauren de Souza
Sam Anton
Sue Deckert
Renae Mills
Jenny Marion-Clark
Carrie Archibald
Ethan Dias
Brittany Smith
Sarah Cooper
Georgia Curruli
Keiron Throssell
Sabrina Roberts
Fiona Redden
Wendy Lazzari
Nicole Burnes

1. OPENING

1.1. WELCOME AND PRAYER

Paul Hansen facilitated and declared the meeting open at 6.05pm and also presented the Welcome to Country. Everyone was welcomed and Paul (Principal) led the opening prayer with participation from all in attendance at the meeting.

1.2. MINUTES OF 2024 ACM

The minutes of the 2023 ACM were accepted by Brittany Smith and seconded by Carey Archibald.

2. BUSINESS

2.1 PARISH REPORT

Father Pavol sent his apologies and have no report to present at this meeting.

2.2 SCHOOL COUNCIL CHAIR'S REPORT

It was noted that the position of Chair was not filled for the 2024 year, and the Principal assumed responsibility for overseeing the duties of the Chair during this period. Any items of business will be presented in the Principal's report (Item 2.6).

2.3 SCHOOL COUNCIL TREASURER'S REPORT (PREPARED AND PRESENTED BY FRED PILOT, TREASURER)

The following items were discussed (1) Statement of Income and Expenditure; (2) Budget for 2025; and (3) Fees for 2025.

STATEMENT OF INCOME AND EXPENDITURE	Actual to 31 Oct 2024 \$	Nov-Dec Forecast \$	2024 Forecast \$
Income			
Operating Income	268,760.17	-	368,760.17
State and Commonwealth Grants	2,592,623.94	27,5343.96	2,620,158.90
Capital Receipts	58,614.79	-	58,614.79
Total Income	3,019,998.90	27,534.96	3,047,533.86
Expenses			
Operating Expenses*	2,646,188.48	526,500.00	3,172,688.49
Total Expenses	2,646,188.48	526,500.00	3,172,688.49
Operating Surplus/(Deficit)	(373,810.41)	(498,965.04)	125,154.63
Trading Surplus/(Deficit)	(6,763.68)	(13,400.00)	6,636.32
Total Surplus/(Deficit)	(380,574.09)	(512,365.04)	131,790.95

*Excludes amortisation and depreciation

BUDGET FOR 2024	31 Dec 2025 \$
Operating Income	427,228.80
State and Commonwealth Grants	2,764,761.06
Capital Receipts	42,438.00
Total Income	3,234,427.86
Expenses	
Operating Expenses	3,239,838.77
Total Expenses	3,239,838.77
Operating Surplus/(Deficit)	(5,410.91)
Trading Surplus/(Deficit)	(2,503.02)
Total Surplus/(Deficit)*	(7,913.93)

*Surplus (Deficit) before Authorisation and Depreciation

NON-HEALTH CARE CARD FEE SCHEDULE FOR 2025 (Increase in Tuition Fees)					
Per Student Fees*	Pre-Kindergarten	Kindergarten	Pre-Primary	Yr1-Yr5	Yr6
Tuition Fee	1,560.00	486.00	834.00	834.00	834.00
(Increase from 2024)	0.00	50.00	87.00	87.00	87.00
Amenities Fee		482.00	805.00	805.00	805.00
IT Levy		38.00	62.00	62.00	62.00
Booklist Fee		70.00	70.00	120.00	120.00
Kindergarten Speech Screening		220.00			
Swimming Fee			90.00	90.00	90.00
Insurance Levy		14.00	14.00	14.00	14.00
Additional Cost – Yr 6 Camp					300.00
Additional Cost – Graduation Levy					50.00
Total Fees (Per Student)	1,560.00	1,310.00	1,875.00	1,925.00	2,275.00
Per Family Fees					
Building Levy		160.00	249.00	249.00	249.00
P&F Levy		50.00	85.00	85.00	85.00
Total Fees (Per Family)		210.00	334.00	334.00	334.00
Total Fees for 2025 – Per 1 Child	1,560.00	1,520.00	2,209.00	2,259.00	2,609.00

* The above fees do not include special or sibling discounts that may be available

2.4 ELECTIONS FOR SCHOOL ADVISORY COUNCIL 2024

Fred Pilot will be concluding his time within the GSK Community and as such will be stepping down as Treasurer at the conclusion of this meeting.

We currently have the following positions vacant – Chair, Treasurer, as well as a few general member positions within the School Advisory Council – please see Paul if you wish to send your nomination to join the Council.

2024 School Advisory Council Members: <ul style="list-style-type: none"> • Chairperson – [Vacant] • Treasurer – Fred Pilot • Secretary – Yolandie McDade • General Member – Isaiah Maji • General Member – John McNess • General Member – Dannielle Paraha • General Member – Yvonne Power • Paul Hansen – Ex Officio (Principal) • Rev Fr. Pavol – Ex Officio (Parish Priest) 	2025 School Advisory Council Members: <ul style="list-style-type: none"> • Chairperson – [Vacant] • Treasurer – [Vacant] • Secretary – Yolandie McDade • General Member – Isaiah Maji • General Member – John McNess • General Member – Dannielle Paraha • General Member – Yvonne Power • P&F Representative – April Hunter • Paul Hansen – Ex Officio (Principal) • Rev Fr. Pavol – Ex Officio (Parish Priest)
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Other contributors to operating of the School Advisory Council:

- Deborah Glorie – Assistant Principal
- Diana Newman – Assistant Principal
- Jenny Marion-Clark – Finance Officer

2.5 GSK P&F REPORTS

2.5.1 President's Report (Prepared & Presented by Stephanie Kingston)

<u>2024 P&F Committee Members:</u> <ul style="list-style-type: none">• President – Stephanie Kingston• Vice-President – Fiona Daly• Treasurer/Secretary – April Hunter	<u>2025 P&F Committee Members:</u> <ul style="list-style-type: none">• President – Stephanie Kingston• Vice-President – Fiona Daly• Treasurer/Secretary – April Hunter• Social Media – [Vacant]
<u>2024 P&F Class Representatives:</u> <ul style="list-style-type: none">• Kindy: [Vacant]• PP: Hollie Summers-Johnson & Carol Earley• Year 1: Larissa Simpson & Anna Tomeo• Year 2: Antonella Gatani & Leonie Handgraaf• Year 3: Vicky Hassall• Year 4: Kylie Richards & Christine Kohler• Year 5: Danica Smith & Rochelle Hall• Year 6: [Vacant]	<u>2025 P&F Class Representatives:</u> <ul style="list-style-type: none">• Kindy: [Vacant]• PP: Lara Miller• Year 1: [Vacant]• Year 2: Anna Tomeo• Year 3: [Vacant]• Year 4: Vicky Hassall• Year 5: Kylie Richards & Christine Kohler• Year 6: Danica Smith & Rochelle Hall

The 2024 year was a very productive one from a P&F perspective. The calendar was filled with a combination of friend-raising and fundraising events, all contributing to a welcoming and supportive school community at GSK.

This year also marked the first time in several years that a full leadership team was in place. As the team learned the ropes and built confidence, they were supported, encouraged, and appreciated by Paul and the school staff.

Throughout the year, the P&F coordinated a range of activities including Mother's Day, Father's Day, Teacher Appreciation Day, the school disco, the quiz night, baked goods for cross-country competitors, and a Bunnings sausage sizzle where over 800 sausages were served to Saturday shoppers.

A particular highlight was the completion of the nature play space. Funds were raised by the P&F in 2023, with continued support provided in partnership with the school throughout 2024. The opening offered an opportunity to see the space in action and to acknowledge those who went above and beyond to deliver a play area that exceeded expectations while remaining within the jointly agreed budget.

As in previous years, two class representatives were appointed per year level. This structure, originally implemented by Paul to help share the P&F workload, continued to prove its value throughout 2024. The positive feedback from families and the enthusiasm shown by students at each event demonstrated the success of this approach.

The 2024 class representatives played an important role in strengthening the connection between the school and the community. Their dedication and support were integral to the success of many events, and the Committee extends its sincere thanks to each representative for their commitment throughout the year.

The P&F also received generous support from the wider local community. Contributions came in various forms and are gratefully acknowledged. In a challenging economic climate, donations are no small gesture, and this generosity enabled the P&F to increase revenue and offer valuable opportunities at events through prizes, silent auctions, and more. Appreciation is extended to the following supporters:

- The Tomeo family and Karragullen Meats (Yr 1, 3 and 5 family)
- The Gilladuchi family (PP and Yr 1 Family)
- Jenny and Fletcher at Sparks & Spanners (Yr 5 Family)
- Kathy Kelly Pilates (Pre-Kindy Family)
- Emma Woodham and Elevated Mind Body & Soul (Pre-kindy & Year 1 Family)
- Hair by us Armadale
- Soils and Soils (Kindy family)

- Shambala
- Perth Observatory
- That Plant Café
- Dan Murphys
- Roleystone Hardware
- Olsen Butchers
- Coles & Woolworths Kelmscott
- Seven Sins
- Toni Buti MP
- Araluen Estate

Stephanie acknowledged the significant contributions of Fiona Daly (Vice President) and April Hunter (Secretary/Treasurer) for their dedication to the school community and the ongoing support they have provided throughout the year.

The Father Project continued to be an active component of the P&F in 2024. Fathers and father figures within the school community organised a range of events aimed at strengthening bonds with their children and fostering connections within the wider community. Activities held during the year included Lego Nights, Dads' Dinners, the Camp Out, a fishing day, and a pool night.

Special thanks were extended to Dylan Tiecher, Matt Hyland, and Kieron Shannon for their commitment to keeping the Father Project active and vibrant within the community.

It was also noted that Dylan Tiecher received the Catholic School Parents WA Awards of Excellence in the "Parent" category this year. This recognition was considered well-deserved, acknowledging the significant and ongoing contributions Dylan has made since joining the school community. His positive influence continues to be greatly appreciated.

Looking ahead to 2025, the P&F aims to encourage greater parent involvement in both the Committee and its events. Participation is seen as a meaningful and rewarding way for parents to support both their children and the school community, with children responding enthusiastically when they see their families involved.

A new "Social Media" representative role will be added to the leadership team to strengthen communication with the school community. This role will be tailored to the school's needs and is expected to be an important part of the Committee's ongoing development.

The P&F will work with the school to develop a "wish list" and prioritise future spending in consultation with the broader community.

Meetings in 2025 will be held in Ward House at 6pm on either Tuesday or Wednesday evenings, with dates to be confirmed and shared with the community at the start of the year. The Committee looks forward to welcoming new members and seeing increased participation, all working together to ensure the best possible environment and opportunities for the students.

Warm wishes were extended for a smooth and festive end to the school year, along with a Merry Christmas and a reminder to stay safe.

2.5.2 Treasurer's Report (prepared by April Hunter & presented by Stephanie Kingston)

The 2024 year has seen the P&F provide the committed funds for the nature play from 2023 fundraising efforts, the results and feedback from the community speaks for itself. Investing into this major project has been fulfilling and what the P&F strive to do.

The P&F have created a calendar full of events, raising just over \$5K. We approved the purchases of the new School-logo shade tent, provided transport to the "Performing Arts Festival", supported the Fathering Project and committed to adding to our own resources for the future from funds raised at Bunnings.

Looking at 2025 we will work with the School to create a "wish list" and look at prioritising future spending in consultation with the Committee and community.

Our remaining funds for 2024 are yet to be allocated to a specific project but will roll over and contribute to the 2025 projects. This will be guided by a School survey so that the whole School community has the ability to say where the money will go.

	(EXPENSE)	INCOME	BALANCE
	\$	\$	\$
Opening Balance 1 January 2024			30,035.12
<i>GSK School</i>			<i>11,572.00</i>
P&F Levy		11,472.00	
Cash Float		100.00	
<i>Fundraising Events</i>			<i>3,983.45</i>
Mother's Day	(713.86)	1,396.55	
Interschool Cake Stall	(120.23)	1,005.50	
Father's Day Stall	(510.10)	1,071.95	
Disco	(429.96)	750.00	
Quiz Night	(1,014.51)	1,013.70	
Bunnings Sausage Sizzle	(2,026.54)	3,656.70	
Dad's Camp Out	(475.75)	380.00	
<i>Donations</i>			<i>1,040.00</i>
Interschool Cake Stall – Mysta Barisa Coffee Van		40.00	
Quiz Night Prize		1,000.00	
<i>Other</i>			<i>(31,783.60)</i>
Staff Appreciation Day Morning Tea	(86.36)		
Donation to School - Sacrament Cakes	(115.92)		
CSPWA Conference Dinner Tickets	(452.00)		
Donation to School – Performing Art buses	(4,255.45)		
Donation to School – Nature Playground	(22,933.02)		
Donation to School – Sports Marquee	(1,899.09)		
CSPWA 2024 Affiliation Fee	(834.60)		
Fathering Project – Primary School Engagement Program	(1,000.00)		
Renewal Fee			
Tablecloths for P&F	(40.91)		
Containers for Change		34.20	
Opening of Nature Playground	(200.45)		
Closing Balance – 15 November 2024	(37,108.75)	21,920.80	14,847.17

2.6 PRINCIPAL'S REPORT AND SCHOOL DATA FOR 2024

Paul reported that 2024 had been a notably different year for several reasons, one of which was the absence of external audits. In previous years, these audits provided formal feedback and tangible data that helped guide priorities in school processes and programs. Paul noted that many initiatives currently in place were developed in response to feedback from earlier audits.

- Paul outlined that previous audit recommendations centred on a two-pronged approach to school improvement:
 - a focus on strengthening students' social and emotional wellbeing to place them in the best position to learn; and

- a continued educational focus on Mathematics—identified as a priority through whole-school data—and on Reading, particularly Reading Comprehension.
- Catholic schools in Western Australia operate under four key pillars:
 - Catholic Identity
 - Education
 - Community
 - Stewardship

2.6.1 Catholic Identity

Paul acknowledged the strong ongoing relationship with Fr Pavol and the wider parish community. Fr Pavol's support of regular whole-school Masses, both on-site and at the parish church, was noted and appreciated, particularly given the logistical challenges created by the 2-kilometre distance between the two locations. His gentle manner and ability to connect the day's readings to the students' lives were highlighted as strengths.

The school continued to prioritise staff and student understanding of the religious charisms that form a significant part of Good Shepherd's history. Support from CEWA RE consultant Lisa Harrison has been utilised to progress this work. Another ongoing focus is developing students' knowledge of the cognitive components of the Religious Education curriculum. Paul noted that the school population remains approximately 60% Catholic, which is relevant to shaping this approach.

Acknowledgement was given to Diana Newman for her leadership in this pillar, including coordinating the liturgical calendar, supporting teachers in sacramental programs, liaising with Fr Pavol, and helping ensure whole-school and class Masses and liturgies run smoothly. Her efforts in supporting and strengthening the Catholic culture of the school were recognised.

2.6.2 Education

Paul reiterated that the two-pronged approach to school improvement aims to build strong foundations that support students to reach their academic potential. Efforts to enhance student physical fitness were highlighted, based on the belief that increased physical confidence can positively influence confidence in learning and students' willingness to take risks and persist in academic tasks.

The installation of the URStrong program was identified as a key initiative in developing students' social and emotional skills. Staff also continued their professional learning through the Berry Street Education Model, having completed two of the four days of training in 2024. The remaining two days are planned for early 2025. Paul outlined the five domains of the program—Body, Relationship, Stamina, Engagement, and Character—and noted that the systematic structure of the model supports the development of safer, more engaging learning environments. Staff have worked with elements of these domains in past years, but the program provides a cohesive framework for continued growth.

- **Body** – Increasing students' capacity for physical and emotional regulation of the stress response, de-escalation and focus.
- **Relationship** – Nurturing on-task learning through relational classroom management strategies.
- **Stamina** – Creating a culture of academic persistence by nurturing resilience, emotional intelligence and a growth mindset.
- **Engagement** – Motivating students with strategies that increase their willingness to learn.
- **Character** – Harnessing a values and character strengths approach for learning and future pathways

Paul highlighted the benefits of undertaking this professional development alongside staff from three other Catholic primary schools, noting the opportunities for collaboration and professional networking.

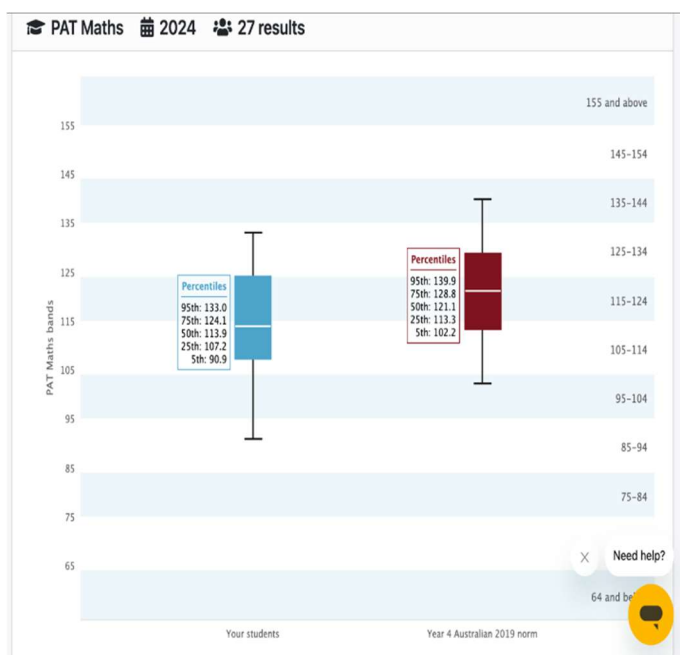
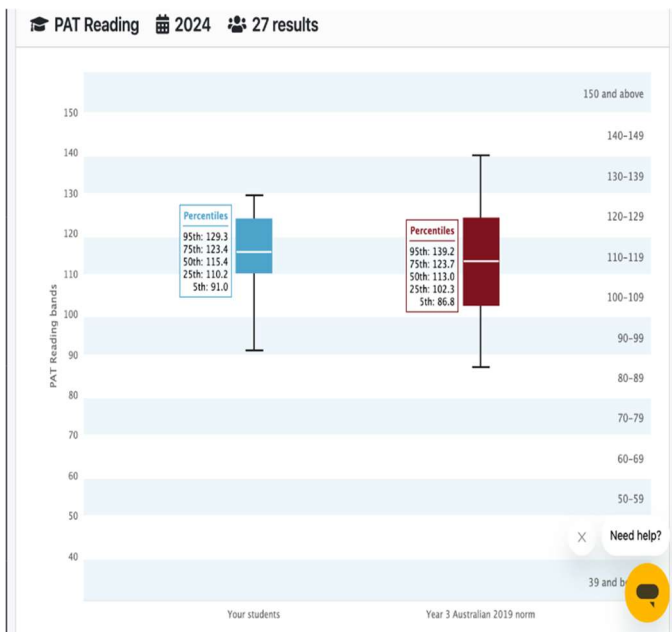
In addition, the school has formed a formal networking partnership with St Jude's, Langford, due to shared school characteristics and similar program offerings. Since mid-2024, year-level teams from both schools have participated in curriculum meetings with a strong focus on Mathematics, a collaboration set to continue in 2025.

School data indicates that Mathematics will remain a key priority area for staff professional development. Reading Comprehension has also been identified as a literacy focus, building on work begun in 2024. To support these priorities, the school has engaged CEWA Mathematics consultants for professional learning, utilised the partnership with St Jude's to deepen curriculum knowledge—particularly around planning—and sent staff to Mathematics professional development sessions through CEWA. Similarly, CEWA's Liz Harper has facilitated several professional learning opportunities to enhance the school's approach to the teaching of Reading Comprehension.

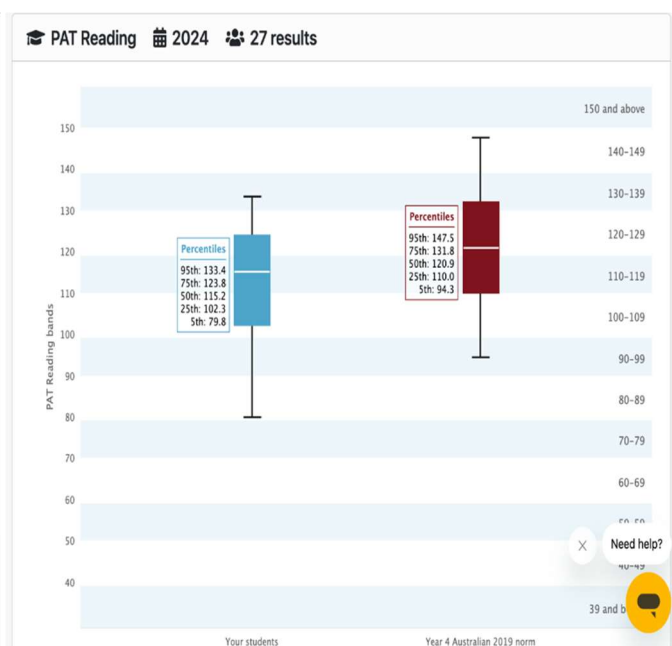
Paul noted whole-school data with the community to illustrate cohort progress in the two primary areas of focus: Mathematics and Reading Comprehension.

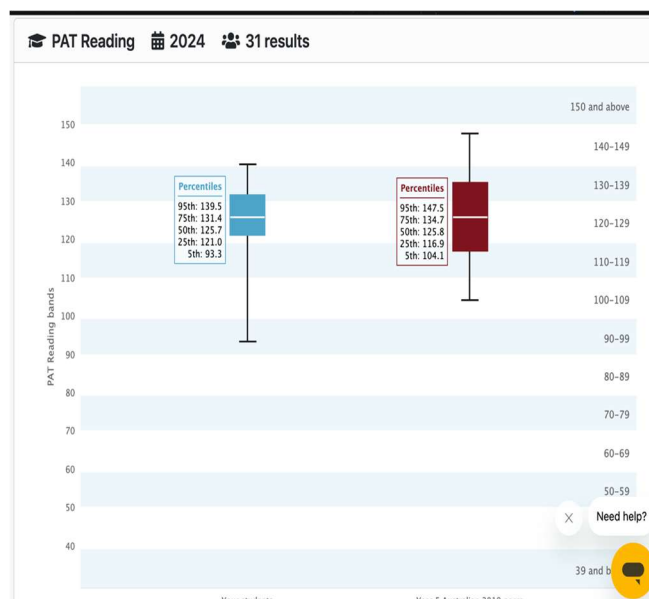
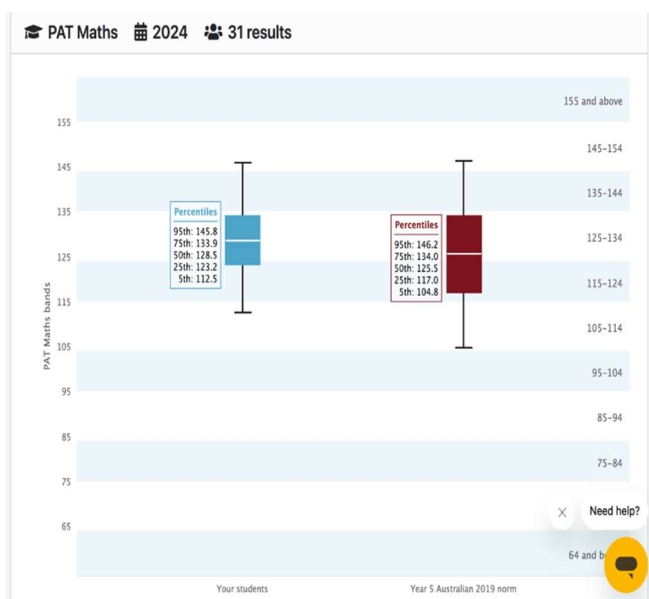


Year 3 Cohort



Year 4 Cohort





Year 5 Cohort



Year 6 Cohort

2.6.3 Community

The focus of the Community pillar in 2024 centred on strengthening parent engagement and establishing the URStrong program within the school.

The leadership team reported feeling positive about parent engagement throughout the year. While there is always room to grow, several indicators reflect strong progress. The development of the P&F over the past 12 months was noted, largely due to the establishment of a full P&F Executive led by Stephanie, Fiona, and April. The Executive embraced the structures introduced in previous years,

including allocating events to each class group and ensuring parent representatives acted as effective communicators for their cohorts. Events such as the Quiz Night, Fathering Project Camp Out, and the Bunnings Sausage Sizzle showcased the renewed enthusiasm and energy within the P&F.

A significant achievement this year was the opening of the new Nature Play development. This project, first presented to the community 12 months ago, has now been successfully completed. The result is a natural and inviting play space that complements the school environment. Many staff, parents, and community members contributed their time after school, during holidays, and on weekends, making the project a notable community accomplishment. Thanks and congratulations were extended to all involved.

The Fathering Project Camp Out remained a favourite event among fathers, father figures, and students. The relaxed environment continues to support meaningful connections between fathers and their children, while also offering a well-appreciated break for mothers. Additional Fathering Project events included Lego Nights, Dads' Dinners, a fishing day, and a pool night.

In 2025, a new parent engagement initiative titled Parent Forum will be launched. This initiative emerged from a discussion between John McNess and school leadership, with input from Council members. The Forum aims to tap into the skills and expertise of parents within the community by identifying topics of interest and offering supportive, non-judgmental parent sessions guided by a sub-committee. Further details will be provided at the 2025 Parent Information Evening.

The implementation of the URStrong program continued to strengthen students' social and emotional skills, aligning well with the staff's ongoing professional development under the Berry Street Education Model.

It was noted that Pre-Kindy and Kindy classes for 2025 were filled by mid-year. New families frequently commented on the positive reputation of the school within the wider community. Staff were acknowledged for their consistent commitment to working collaboratively with families in the best interests of the students.

2.6.4 Stewardship

The school's 13-acre natural environment requires extensive upkeep, and appreciation was expressed to Clayton Rickman for his significant contribution to maintaining and improving the grounds. Projects completed in 2024 included removing pea gravel near the undercover area and replacing it with cracker dust and synthetic turf, upgrading garden beds, and installing limestone steps and a slide near the Kindy entrance. These improvements have enhanced both safety and aesthetics and are expected to be completed before Christmas.

School leadership acknowledged the collective effort required to guide the community and expressed sincere thanks to Diana Newman and Deb Glorie for their outstanding support. Their complementary skill sets have contributed greatly to the school's success.

Staff were thanked for their commitment to living out the school motto—Learning Through Faith, Love and Laughter—noting ongoing growth in their ability to uphold Catholic values, demonstrate mutual respect, and maintain a positive and supportive environment for 240 students.

Special thanks were extended to Jenny Marion-Clark for her work managing school finances at a Council level, supporting the P&F, and leading marketing efforts in the lower school. Her enthusiasm in engaging families about enrolments was particularly acknowledged.

Appreciation was expressed to the broader parent community, including the P&F Executive, Class Representatives, and School Advisory Council members, for their ongoing contributions and collaboration.

A farewell was noted for Fred Pilot, who served as Treasurer of the School Advisory Council in recent years. His calm manner and strong financial acumen have been greatly valued. His contributions were acknowledged with thanks as his youngest child moves on to Mazenod.

The school also acknowledged several staff members finishing their service in 2024, including:

- Hannah Lake – Kindy EA, relocating to Karratha
- Georgia Franco – moving to Honeywood Primary School
- Alex Lindsay – resigning after extended parental leave
- Hollie Summers-Johnson – resigning full-time role to become a relief teacher
- Kristy Maher – relocating to a new school after 19 years of service
- Phyl Greaves – retiring after 25 years as both parent and staff member
- Linda Aldworth – retiring after a 43-year connection to the school community

Official farewells will take place at the end-of-year assembly on Friday, 6 December.

Best wishes were extended to the entire community for a positive end to the school year and a joyful Christmas spent with family and friends.

2.7 APPROVAL OF ACM REPORTS

In conclusion of the Business, we resolved to approve and accept the Chair, P&F, Treasurer and Principal's Reports accepted by Carrie Archibald and seconded by Gail Player.

3. GENERAL BUSINESS

No general business was discussed.

4. MEETING CLOSED

There being no further business, Louise Archibald closed the meeting at 7.08pm.

Signed as true record of the School Advisory Council meeting held on 19 November 2024.

Chair – School Advisory Council

Date: _____