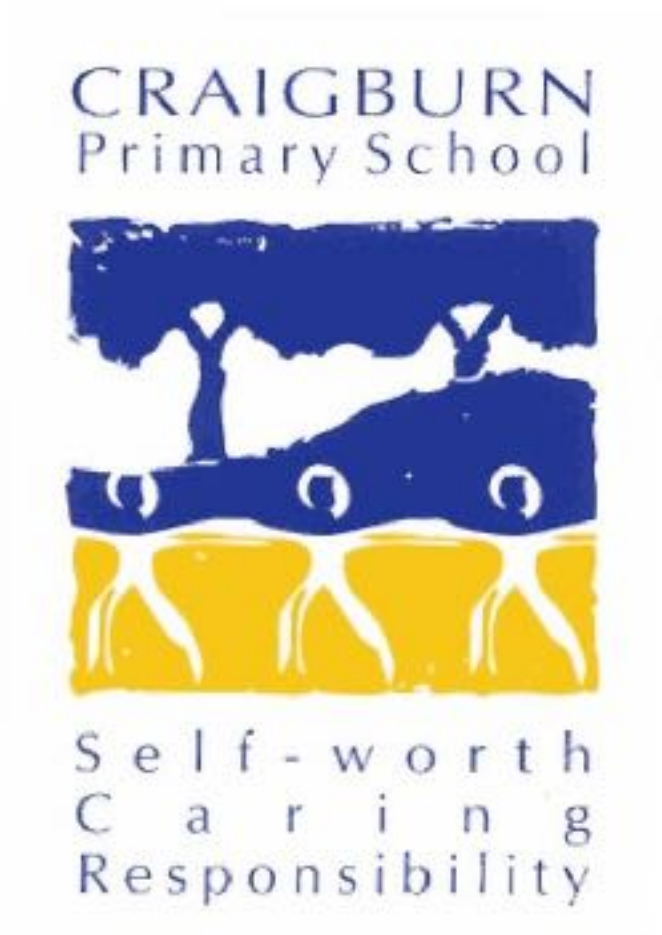
Craigburn Primary School

2017



Annual General Meeting

A report to the school community on the achievements and future directions of the Craigburn Primary School Governing Council.

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Annual General Meeting - Monday 6 March 2017

5.45pm Drinks / Nibbles

6.30pm Welcome *Kerrin Burrow - Governing Council Chairperson*
Apologies

6.35pm Guest Speakers – Teachers & students sharing
Tournament of Minds, Pedal Prix, Garden Club, Maths, BYO iPad and German

7.15pm Minutes of previous AGM – 7th March, 2016
Business Arising from the Minutes

Reports from Sub committees
All reports are tabled and convenors will speak to AGM regarding their report and answer questions from the floor.

- Sport *Rob Warncken*
- Fundraising *Lisa Slate*
- Canteen *Rob Warncken*
- OSHC *Kylie Preece*
- Finance *Glenn Chapman*
- Environment *Kylie Basley*
- Principal *Paul Luke*
- Chairperson *Kerrin Burrow*

General Business *Kerrin Burrow*

Presentation of the Volunteer Award for Outstanding Service - *Kerrin Burrow/Paul Luke*

Election of Officers *Paul Luke*

Members concluding 2 years:
- Darren Kemp (retiring)
- Candi Hinks. (retiring)
- Lisa Slate
- Amelia Balmer

Members who have resigned
- Bryce Woodley

Continuing Members:
- Steve Bottroff
- Belinda Cece
- Katelyn Adams
- Jodie Williams
- Glenn Chapman
- Kylie Basley
- Kerrin Burrow

Nominations (5 required)
- Karen Giakoumis
- Lisa Slate
- Amelia Balmer
- Jane Syme
- Donna Richards Stone

8.00pm Close
The new Governing Council meets for a short while to determine office bearers.
Next Meeting of New Council: Monday 20 March 7.15 pm – Staff Room, Craigburn PS.
Further light refreshments.

Annual General Meeting Minutes - Monday 7 March, 2016

Meeting Opened At: 7:05pm

Welcome – 7:05pm Kerrin Burrow Chairperson

Present – Bryce Woodley (Secretary), Kathy Terrell (Principal), Paul Luke (Deputy Principal), Rob Warncken (Senior Leader), Lisa Slate, Kerrin Burrow (GC Chairperson), Darren Kemp, Grant Stevens, Alyssia Brock, Mark Norris, Kristen Bowden, Kylie Basley, Jodie Williams, Mary Poland, Katelyn Adams, Kate Schipper, Belinda Cece, Genna Dow, Emma Harry, Julianne Lehmann, Hazel Robertson, Fern Thomson, Satima Huxford, Liann Delgardo, Glenn Chapman, Steven Bottrill, Karen Giakoumis, Belinda Angus, Jane Syme, Nicola Corrush, Debora Keulen, David Gill, Lisa Gill, Clare Moyle, Ros Williams, Veronica Khalaf, Lynne Grimmer, Tamsar Bellette, Janis O'Keefe, Stephanie Hook, Karen Prideaux, Renae Humphries, Emma Harry, Jessie Sansome, Larissa Chapman, Sheena-Margot Lavelle, Alice Hilberdink, Katrina Manuel, Kim Nash, Hazel Robertson, Lisa Barkham, Sharon Smith and Jan Farrell.

Apologies – Candi Hinks, Lyndall Pratt, Allison Cale, John Spurr, Mike Hanna, Kerry Rayner, Aileen Nagy,

Guest Speakers – Our Environment Committee – Paul Luke, Kristen Bowden and students. Gardening Club and Environment Committee. Over 30 students involved in the Gardening Club. Special thanks to Miss Bowden and Lisa Slate.

Exciting changes to our Environment – Kylie Basley reported on the Environment Committee. Spoke about Munchie Monster recycling bins to raise money on empty drink containers. Kylie reported on the The Deep Time Garden or the "Dino Dig". Thanked a group of parents and artists for many hours spent developing and building the garden.

Future Projects – Butterfly Garden where run off water will be collected, Lower Senior Play and Junior Play Area, Water and Fire Garden, Library Precinct and the School Entry including a Memorial Garden and Entry Plaza.

Students from the Gardening Club – spoke about their involvement and achievements in 2015.

Minutes of previous AGM - 2nd March, 2015

- Moved to be accepted by Kerrin Burrow
- Seconded by Belinda Angus

Business Arising - nil

Reports from Sub committees

All reports were tabled and convenors spoke to AGM regarding their reports.

Fundraising **Sheena-Margot Lavelle**

- Report included in 2016 AGM pack.
- Raised over $28,000 in 2014. Candi Hinks stepped aside and Sheena-Margot took over. Aim in 2015 was to raise money for play ground equipment (aiming for $50,000). Bunnings BBQ was extremely successful.
- $31,517 was raised in 2015.
- Sheena-Margot and Katrina have stepped down as of the end of 2015.

Sport **Paul Luke**

- Report included in 2016 AGM pack.
- Community involvement in sub-committees is amazing. At a level not seen before.
- Huge commitment from parents in running school sport. See the large number of reports written by parents in the 2016 AGM pack. Congratulations and commendations to parents for their support.
- Special thank you to Simon and Kate Beenham for dedication over a 13 year period.
- Basketball State Champions.

Canteen **Kathy Terrell**

- Report included in 2016 AGM pack.
- Special recognition to Sue Letheby and Sue Grundy for their work in the canteen. These ladies would like to acknowledge the work of Tracy Marshall, Renae Krischock, Kate Beenham and Trudi Kluge.
- Qkr App has been a huge success.

Finance **Glenn Chapman**

- Report included in 2016 AGM pack.
- Net equity rose to $372,000. An excellent result.
- Craigburn PS is in a very strong position with thanks to School Leaders.

Environment **Paul Luke / Lisa Slate**

- Report included in 2016 AGM pack.
- Delivered at the beginning of the meeting.

OSHC **Kerrin Burrow**

- Report included in 2016 AGM pack**.**
- The number of students has risen from 70 to 90 with more and more receptions joining the school.
- Kylie Preece would like to specially thank the OSHC Committee.

Principal **Kathy Terrell**

- Report included in 2016 AGM pack.
- Very large number of receptions have enrolled (70 students). Some year levels are at capacity.
- Kathy addressed and tabled the Craigburn Primary School Annual Report for 2015.
- Paul Luke acknowledged for his work in leading the school in Technology.
- Site Improvement Plan and Targets presented and explained. Inquiry Learning spoken about and the important place it has in today's education.
- Australian Curriculum and NAPLAN Data was presented.
- Site Improvement Plans for 2016 delivered.
- Yr 6/7 Student Well Being Survey results presented in the Principal's report. Craigburn students faring much better than the state average.

Chairperson **Kerrin Burrow**

- Report included in 2016 AGM pack.
- Thanked Governing Council members for work in 2015.
- Thanked all parents and volunteers who worked hard in sub committees.
- Leadership, staff and support staff acknowledged.
- Commended Paul Luke for his work on the BYOD iPad program.

General Business **Kerrin Burrow**

- Nil

Presentation of the Volunteer Award for Outstanding Service 2015 Kerrin Burrow / Kathy Terrell

- Sheena-Margot Lavelle – involved for a number of years. Amazing fundraiser and chairperson of the Fundraising Committee. A very big thank you to Sheena-Margot for all her work here at Craigburn PS over the years.

Election of Officers **Kathy Terrell**

- Personal thanks to current Governing Council and members of Sub-Committees.
- Kathy explained the current members and those whose time is up or those who are retiring or have resigned.
- Kylie Basley was added as a nominee.
- Karen Giakoumis withdrew as a nominee.
- Nominee Naomi Ford was absent.
- Each nominee was invited to introduce themselves and then an election was held.

- **Members concluding 2 years:**
  - Lyndall Pratt (retiring)
  - Kerrin Burrow
  - Alison Cale (retiring)
  - Belinda Angus (retiring)

- **Members who have resigned**
  - Louise Allen
  - Naomi Schubert

- **Continuing Members:**
  - Deb Percey (Jodie Williams)
  - Darren Kemp
  - Bryce Woodley
  - Amelia Balmer
  - Lisa Slate
  - Candi Hinks

- **Nominations (6 required):**
  - Kerrin Burrow
  - Glenn Chapman
  - Belinda Cece
  - Katelyn Adams
  - Kate Schipper
  - Debora Keulen
  - Naomi Ford - absent
  - Karen Giakoumis - withdrawn
  - Mark Norris
  - Mary Poland
  - Jodie Williams
  - Steven Bottrill
  - Kylie Basley

Newly elected Governing Council Members

1. Kerrin Burrow
2. Glenn Chapman
3. Belinda Cece
4. Katelyn Adams
5. teven Bottrill
6. Kylie Basley

Meeting Closed at 8:35pm

Next Meeting of New Council: Monday 21st March at 7.15 pm – Staff Room, Craigburn PS.

Sports Report

Craigburn students, parents and families participated in a wide variety of sports offered over the 2016 school year. Opportunities for students to participate in school sport are largely dependent on the support of parent and community volunteers. We are fortunate to have such a dedicated group of parents, friends and families who have taken on roles such as sports coordinator, coach, team manager, umpire, scorer, transport helper and more. A big thank you to everyone involved with special acknowledgement to the following people.

After-hours Sports Coordinators

Basketball	Kim and Simon Nash	Soccer	Barbara Heaton
Cricket	Trish Francis	Auskick	James Wills
Netball	Erika Hancock , Tamara Armstrong		

SAPSASA Sports
SAPSASA Coordinator - Karen Pettman
SAPSASA Knockout Cricket – Mark Lemmey
SAPSASA Basketball - Kim & Simon Nash
SAPSASA Knockout Football - Mark Lemmey
SAPSASA Knockout Soccer – Rob Warncken
SAPSASA Knockout Girls Netball – Karen Pettman
SAPSASA Knockout Boys Netball – Karen Pettman
SAPSASA Swimming – Karen Pettman
SAPSASA Cross Country – Jenny Poole, Stuart Knuckey & Laura Parsons-Smedley
SAPSASA District Athletics Sports Day - Karen Pettman
SAPSASA Golf managed by individual parents of 1 student

A big thank you to our specialist sports teacher, Karen Pettman, for her outstanding work in coordinating all SAPSASA events - enabling Craigburn students to participate in a variety of individual and team sports. Special thanks to our front office team of Heather McLean, Vivienne Menere and Chelsee Clarke, who support our sports programs who respond to general enquiries and help process registrations.
I would like to acknowledge and commend all students, coaches, managers and supporting families for upholding the Craigburn Codes of Behaviour. It is rewarding to receive positive feedback from parents of other schools who comment on the positive behaviour and culture of Craigburn sports teams.

Special thanks - to all our coaches and team managers who give up numerous hours of their own time to conduct training, communicate with families and undertake duties on game days. After hours school sport would not be able to go ahead without your contribution.

I would also like to formally acknowledge Barbara Heaton (Soccer), Trish Francis (Cricket) and Erika Hancock for their outstanding contributions and invaluable support to Craigburn sport over the last few years. Their coordination of these 3 sports has been excellent and allowed these to run smoothly. Thank you.
As we begin a new school year, we encourage all students and families to consider their participation in school sport and to enjoy the many benefits it brings.

Rob Warncken – Acting Deputy Principal

Fundraising Report

The New Year saw a slightly different team with myself, Lisa Slate and Sam Slattery co-chairing the team. We had sub-committees to run the different events and then bring this information back to the meetings. The Fundraising team did a great job of raising nearly $25,000 for 2016 bringing us to over $67,000 for the 2 year period.

The money raised being earmarked for play equipment. The 5 way swing was purchased and has been enjoyed by all year levels. Another playground has been purchased to go next to the swing and should be in place by term 2. Stage one of the new area by the canteen was completed in 2016 with stage 2 and 3 to go ahead 2017.

The complete list of fundraising activities in 2016 included:

Ongoing Fundraising

1. Second Hand Uniform Shop
2. Cadbury Chocolates
3. Umbrellas

Term 1

1. Sports day T-shirts and wristbands
2. People's Choice Community Lottery
3. Silver and Gold Disco
4. Easter Raffle

Term 2

1. Entertainment Books
2. Mother's day Stall
3. Wackyathon

Term 3

1. Father's Day Stall
2. Bricks

Term 4

1. Illuminate Disco
2. Halloween Quiz Night
3. Christmas Raffle

Sam and I would like to thank the members of the fundraising team Elly Charleston, Katrina Manuel, Deb Keulen, Jane Syme, Kylie Basley, Karen Bolton, Liann Delgado, Alice Hilberdink, Jodie Williams, Julie Carless and Laura Smith.
We would also like to thank the many people who helped out at the discos and Mother's and Father's day stalls. Without your help they would not have been as successful. Special thanks also to Julie Carless who created all the artwork for our various events. We would also like to thank Lisa Barkham for running the school photos and organising the bollards for our discos to create our orderly lines.

2016 Fundraising started off with a bang with Sports day T-shirts and wristbands being sold. Disco with our silver and gold theme and who can forget our special guest. Following last year's success we had the reception disco at lunch time. With the other years in the evening. We had record attendance which was wonderful to see.

People's choice Community Lottery being sold for the first time at Craigburn led by Elly Charleston, raised over $2,000 with every $2 going straight to the school.

Our Easter and Christmas raffles led by Karen Bolton was very well received with many donations from our community for the Easter raffle and using the quiz night donations for the Christmas raffle with record sales.

Great success was had with our Mother's day and Father's day stalls with the students taking great joy in picking out a gift. Entertainment books went really well this year led by Elly Charleston. We had our

Wackyathon which raised just over $6,500 for the school. Thank you to all the families that participated. We had our 2 discos which where a lot of fun and raised over $4,000.

We also sold pavers for fundraising which are due soon and will be placed near the bottom court.
Our Halloween Quiz night was sadly cancelled due to a lack of numbers.

All in all it was a great year and I'm proud of all our efforts.

Lisa Slate

Canteen Report

The canteen has continued to operate successfully during 2016 with the dedicated support of our two canteen managers, Sue Letheby and Sue Grundy. In turn they are supported by a much needed team of volunteer parents. Volunteers are sometimes in short supply and always welcome.

Financially, the canteen, has been operating in profit which is always the aim, however, over the last 12 - 18 months a small surplus has been generated and assisted in guaranteeing the long time viability of canteen operations. The continuation of 'special days' (eg. Harmony Day, sausage sizzles and various other days.) by Canteen Managers and supported by the Canteen Committee, have added to an improved financial position.

Sports Day is always a big event for the canteen and this is an important contribution to the school with the cake stall being most popular. We thank all the many parents who provide donations and assist on this day.

The Canteen has had some upgrades to equipment which have been well received by the managers and volunteers including replacement of an aging oven to a new double oven as well as a new freezer. The new oven in particular has been extremely useful and a great time saver.
The "QKR! App" continues to be a highly successful and feedback from parents has been overwhelmingly supportive. The convenience of online ordering brings us to a more effective and easy to manage process with Qkr sales now equal with, or at times more popular than regular ordering. Children can still purchase from the canteen in the normal way with cash, however, this method of ordering lunches and specials is very convenient for all.

We look forward to a another great year ahead.

Rob Warncken- On behalf of the Canteen Committee

OSHC Report

In Term 1 we had a visit from an Onkaparinga Council Environmental Health Officer. The officer inspected our kitchen and observed our food handling skills. It was recommended we purchase some extra items for the kitchen and that all staff complete and online course in food handling. All recommendations were implemented.

We introduced an eftpos machine and automatic credit card payments to OSHC, offering parents more flexibility with payments. It also saw us implement the online booking form for Vacation care, which received positive feedback on the ease of being able to complete online.

Bookings remained consistent in term 2 with BSC averaging 34 children a session and ASC averaging 61 children. Unfortunately, due to poor weather in the July school holidays we had to alter some excursions, but all families were very understanding.

In term 3 we had to cap some ASC sessions at 60 due to low staff numbers, as a number of staff where on teaching placements.

For the first time in 7 years we were assessed by the Education and Standards Board of SA as part of the National Quality Framework in term 4. The assessor was on site from 7am to observe BSC and review our administrative practices and then returning for ASC. The report findings have been used to update our Quality Improvement Plan and our policies.

We finished the school year off with a children's Christmas lunch and jumping castle on the last day of term.

Our finances remained steady in 2016 allowing OSHC to contribute $20,000 to the school playground fund

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The OSHC committee is an integral part of OSHC and I am extremely grateful for OSHC parents, Kerrin Burrow, Monica Dinan, Belinda Cece, Karen Giakoumis and Leonie Kruse for taking time out of their busy lives to support the OSHC service and myself. I'd also like to thank Rob Warncken and Chelsee for their time and support in 2016

The OSHC committee meets twice a term on Monday nights at 6pm. If you're interested in joining the OSHC committee, please chat to one of our lovely committee members or drop in and see me at OSHC.

I look forward to bigger and brighter things for Craigburn OSHC & Vacation care in 2017.

Kylie Preece - OSHC Director

Finance Report

The FAC supports our principal to develop and monitor our school's budget to ensure it will achieve the direction of the school as developed by the governing council, principal and staff.

The Committee consists of our principal and deputy principal, Vivienne our finance officer and currently three parents, Katelyn Adams, Kylie Basley and myself as Treasurer.

In terms of our financial position, or for those financially minded our balance sheet, we currently hold reserves above the Department of Education and Child Development's recommended benchmark of 5% of the school's annual resource entitlement. Put simply, if we need to pay the salary of an additional teacher we have sufficient provisions to do so.

We have accumulated sufficient reserves to fund the fantastic work being undertaken by the environment committee and have budgeted to support our ongoing commitment to the provision of mobile learning technologies equipment and ICT infrastructure.

We should also give special thanks to those on the fundraising committee who have again raised funds to assist in these projects.

We have worked with OSHC who have contributed towards playground equipment and we have worked to ensure our canteen remains viable given the important function it provides.

For those interested in the numbers, our accounting surplus for the year was just over $124k.

From a cashflow perspective, we budgeted a deficit of just over $55k which was supported by our reserves, and due mainly to the planned playground improvements. These improvements are progressing well but as we have not completed them this committed expenditure attributes to the end of year cash surplus of $256k.

As a result of our school's strong leadership team providing sound financial management of our school's budget, I can advise that our school is in an excellent financial position.

Thank you

Glenn Chapman

Environment Committee

Acknowledgments to Steering Group 2016:

Paul Luke – Leadership

Kristen Bowden – Staff representative

Lisa Slate – ELC & Gov Council Representative

Jason Balmer – Public Artist /Sculpture

Brett Lawson – Landscape/Horticulture

Kylie Basley – Urban Design/Architecture & Finance Committee Representative

Acknowledgments to 2016 volunteers:

Claire – Natural resources

Jane – Garden club & Little Growers Market

Peta – Muchie Monsters

Katharine Blindell – ELC & Garden Club

Adam Morton – ELC & Garden Club

2016 Summary:

- Thank you to growing parent volunteers who are supporting the GARDEN CLUB each Friday.
- Thank you to Kristen Bowden whose class is caring for the Munchie Monsters & measuring, running recycling program.
- Thank you to Clare who was successful in securing a grant for the revitalisation of the "bush tucker" area in ELC.
- Thank you to Jane & Lisa who ran market stalls (eg. Day of the Dene) to fund a "science & exploration" table in the ELC.
- Thank you to Peta who has hand painted each Munchie Monster to precisely match the designs of the year 4-5 students.
- Thank you to Jason who has secured a recycled, sustainable timber source for our nature play garden.
- Thank you to the parent volunteers who have been doing regular Friday "working bees" – in particular the clearing of vegetation for upcoming projects.

Community Participation

- Open invitation to parent participation – ongoing, new members are interested in joining for on ground activities.
- Induction includes the history and values of CPS, Environment & grounds/facilities management groups.
- Upcoming:
  - Working Bees (2 per term)
  - Blackforest Garden Training day
  - Garden areas stripped by volunteers.

Finance Summary - Environment Team Account Lines:

Recycling

- Recycling from the Munchie Monsters – approx. $200 per term. Noted that local collector arranges delivery/pick up once a term. Also supplies bins.

ELC

- All funds raised from market and coffee machine.

Grants

- Awarded $1200 grant from the NRM (Bush tucker garden in ELC)

Coffee Machine

- Loaning out machine to other groups (Soccer, Pedal Prix) with a profit split ($2/$1.50)
- Transition and "thank you" days will supply free tea/coffee for parents and committee. Noted that machine is for support of community in all ways – also has potential for profits – sporting. Etc.

Actions – 2017

- Purchase custom sorting table to effective recycle sorting.
- ELC coffee account line invoice transition program for coffee supplies.

2017 Plan - Maintenance and Revitalisation

- Sand management for junior play areas
- General maintenance of targeted garden beds
- Adjustment of irrigation systems
- Community adjacent – sign vandalism, removal, bush clear at vehicle exit/entry
- Ongoing site slashing
- Oil for timber items

Actions - 2017

- Leadership identify key areas from site masterplan
- Schedule major end of year working bee.

Environmental Learning Centre

- Bush Tucker Trail – 2017
- The original ELC master plan is being restored to reinforce the guiding goal of LEARNING SPACE – Science and environmental learning.
- A successful grant application has awarded some $1200 from the Natural Resources Management board to assist the restoration of the "bush tucker" mounds – with an extension of an interpretative learning trail. This will include plants, a saw dust path and small signage installations. The integration with UR codes and science units will be assisted with a science/learning table.
- The cost of the table and supplies (microscopes) will be self-funded by coffee machine and market stalls.
- A smaller, thinner section of burl has been commissioned as well as a robust storage trolley for equipment.
- The new interpretative trail is adjacent the "learning circle". We hope to restore this space to a viable learning area for use in all learning. (eg. Reading, inquiry topics).
- Riparian Zone
- In 2017, we aim to repair the RIPARIAN ZONE of the garden – which teaches students about local, endemic environs.
- This area was well established in the ELC creation, with local experts.
- In addition to the "bringing back to life" – this area is an important site drainage/ boundary and assists in snake/vermin control.

Budget

- The ELC recognize that for teaching staff to effectively use the space as a learning tool, safety and communication are key.
- Ongoing development of surface, storage, seating, shelter and communication/ management strategies will enable a wider variety of uses.

Projects

- Play NATURE GARDEN / DECK– STAGE 1
- In the extensive consultation with students, the request for "more seating" and "somewhere to sit" will be met by this project.
- Stage 1 will feature a generous deck structure. The deck will allow for outdoor learning, events gathering space, imaginative play.
- The materials used are recycled Australian hardwood which aligns with the DECD ECOLOGICAL SUSTAINABLE DEVELOPMENT Policy.
- The project will be self-managed, which will reduce costs by 20-30%. Suppliers in the community have offered their services at a reduced hourly rate. To manage costs, purchase orders are approved in hourly blocks. Insurance, screening and other standards will still be adhered to.
- The product and milling have also been supplied at a reduced cost – with assistance from committee members.
- Thank you to our community volunteers who have arranged these discounts for a very high quality result.
- With the small residual from the stage 1 budget, we have designed and constructed a nature play table. The table is a slice of a burle, with areas for sorting, natural maths and general play.
- On completion, stage 1 will not only supply a "bump out" learning space for the year 1 block, it will become the centre of school events and weekly sporting activities.

STAGE 2

- The second stage will be a garden for passive play. The deck will appear as a jetty, a bridge or a boardwalk. The under screen will include a "coral reef" complete with fish and "creatures"
- The development of stage 2 will require design and construct contract of approximately $10k. The area will also need to divert the storm water from roof and will benefit from detention of roof water.
- The rule of thumb (with supporting quotes) is $2-3k installation of irrigation for any garden bed. This does not include the ongoing maintenance.

PLAYGROUND REPLACEMENT ($50k)

STAGE 1 – TERM 1 2016

- In term 1 $14k was spent on the first stage of playground replacement.
- A double standard swing was replaced with a "five way swing". The play was both inclusive of all ages and dynamic, new, exciting for the children.
- Full price retail for unit was $26k – CPS offered at $9k. Noting installation, playground edging and soft fall was an addition. Total cost ex GST $14k was a significant saving.

HISTORY

- Fundraising in 2014-2015 target for $50k to replace play equipment on the oval.
- Cost of replacement "like for like" was around $80-150k.
- Use of community contacts to secure a relationship with KOMPAN who have regular "end of line" sales. Up to 50% off item cost.

STAGE 2 – TERM 1 2017

- The four towers has been presented as a "special" clearance item. The towers are arranged in a square. Connections are a range of climbing options.
- This item is the "best fit" like for like replacement of play experience. Additionally four towers are included (where existing has only one).
- The additional benefit of the square arrangement is condensed fall zones – this reduces spatial allowance, thus costs for landscape alterations. etc.
- The rule of thumb cost for unit is approx. $20k per tower – we have been offered four tower unit for $22k. If we purchase before the deadline (shipment fees are waived) can cost only $19k.
- KOMPAN have been supplying regular updates on available products throughout the year.
- The residual $36k had to include landscape edge & soft fall (about $6k), install ($4k), demolition & removal ($3k) which left approx $23k for cost of item.
- In October, an end of year clearance were presented to CPS at significant discount.

STAGE 3 – TERM 1 2017

- When the existing play structure is removed, there is additional space remaining. (Between swings and towers).
- In early quote process, Kathy T requested a price on the rope structures. Range was $32-45 for a medium to small size structure. This item was rigorously explored during Stage 1.
- In October KOMPAN have presented a clearance item at $19k. This is an interesting opportunity to "complete" the oval play area.
- There are no residual funds (FUNDRAISING) available to fund this item. Discussions about funding are ongoing.
- Supply $19k
- Installation $4-5k
- (Depends on ground surface)
- Proposed layout in existing location.

Meetings – ELC ongoing Friday

- Projects – as required.
- Regular steering group meetings are held week 2 & 7 of terms.

Kylie Basley

Principal's Report

2016 has been has been a most enjoyable, satisfying and rewarding year for our students, staff and parent community. At the beginning of the year, we welcomed new teaching staff to Craigburn, including Mrs Veronica Khalaf (permanent) in Year 3, Mr John Spurr in Year 6/7, Miss Terri Green in Year 1 (0.4) as well as the following contract teachers, Miss Kristen Bowden in Year 4, Mrs Janis O'Keefe in Year 3 and Mrs Tamsar Bellette in Year 5 (0.6). We also employed new learning support staff - Mrs Jane Graham and Mrs Lorraine Lohmeyer. In all, school staffing included:

- Leadership Team consisting of Principal, Deputy Principal and Senior Leader. This team met regularly to discuss school directions, improvement plans and school management.
- There were 27 teachers (7 male and 20 female), teaching across 20 classes and providing specialist areas Performing Arts, Physical Education, German and HASS.
- Administration, Learning Support and Grounds staff - 12 in all.
- The school also has a Pastoral Care Worker.

At the end of Term 1, our Principal Mrs Kathy Terrell took leave for Term 2 which was further extended to the end of Term 3, where Kathy announced her retirement from Craigburn and education after 40 years of service. Subsequently, I took on the role of Acting Principal for the remainder the year, with Senior Leader Rob Warncken taking on the Acting Deputy Principal role. Year 6/7 teachers Hazel Robertson and Andrea Grant shared the senior leader role, each working one day per week in leadership.

In recent years, Craigburn has maintained enrolments around the 520-30 mark, with strong growth in the early years. Our Reception intake has been averaging in the mid-70s, whilst our current cohort of students in the upper primary years has been averaging in the mid-40s.

High numbers of families attended school tours throughout the year, with many additional enquiries coming from families living interstate and overseas. The common feedback received from prospective school families is that 'We have heard that Craigburn is a good school.' Whilst this feedback is rewarding to hear, we recognise the ongoing importance of sharing our learning journey and future directions with families and the community. Due to the high numbers of requests for placement in our Reception classes, we enacted our school zone of enrolment in early Term 2, offering guaranteed placements only to families residing within the school zone as described on the DECD website. In early Term 4, there were approximately 15 families residing outside the school zone on our waiting list. Our 'zone of enrolment' remains in place and we will continue to monitor enrolments.

As a result of large intakes in the Reception years, we have continued to place a high importance on our structured Transition program - which includes visits of Craigburn Reception teachers and support staff visiting local preschools and kindergartens midway through the year to meet with preschool / kindy teachers and directors. In mid-Term 4, we again hosted three transition visits, where our early years teachers worked with all students prior to forming class placements for the new year. A major focus of Transition is building strong relationships with families. This has been supported by the excellent efforts of Lisa Barkham (parent), working with Reception teachers and leadership to plan and manage the transition program. A highly valued and successful component of this program has involved the Reception teachers meeting with families in the first week of school.

In 2016, we continued with the implementation of our site improvement plan (SIP), aligned with the DECD and Partnership priorities of Results Plus. Results Plus strategy is to build, 'higher achievement,

engagement, intellectual stretch, resilience and a growth mind set for every learner in numeracy and literacy – to develop powerful learners of numeracy and literacy.'

The key driver of our SIP is our vision for learners at Craigburn, where:

'Craigburn Primary School is a learning community sustained by quality relationships.
We aim to empower all students to become successful learners, confident and creative individuals, and active and informed citizens. Students have a strong sense of identity and wellbeing, are connected and contribute to their world.'

This is underpinned by our schools values of, 'Self Worth, Caring and Responsibility.'

Furthermore, our SIP is very much guided by key learning and teaching frameworks including: The Australian Curriculum, Teaching for Effective Learning & Learning Design, Inquiry Learning, Professional Learning Communities, The Early Years Learning Framework

Our plan in 2016 focused on strengthening our work as a professional learning community - with a specific focus on teachers working in teams to implement the DECD Results Plus strategy, to:

- Track and monitor every learner's growth
- Have a literacy and numeracy improvement cycle
- Enact changes in pedagogical practice
- Identify and enact clear intervention processes

More specifically, this has involved teachers working to:

- identify key learning goals for students from the Australian Curriculum with a focus on Mathematics and Reading
- plan effective common assessments to gather evidence of student learning
- and to respond to students needing intervention and / or extension of learning.

Throughout 2016, teachers participated in various projects. Of particular note:

- Our Year 6/7 team participated in a Years 6-9 Numeracy Project with teachers from Years 6-9 from local partnership schools including Aberfoyle Park High School (APHS). The focus of this project was to deepen students' understanding of algebraic reasoning by teachers themselves developing a deeper knowledge base in this mathematical area and in best teaching practice. This has proven to be a highly successful project, in that it has positively impacted on students' results as evidenced in NAPLAN and PAT Maths test results. Additionally, maths teachers at APHS highly commended our teachers for their teaching of maths, commenting that students who come from Craigburn significantly achieve at high standards in comparison to other schools in our Partnership. I would also like to acknowledge Mark Lemmey, who worked one day each week in Terms 3 and 4 to support our Partnership's work in Maths.
- Our Year 3 Team participated in a maths project facilitated by maths consultant Tierney Kennedy, entitled 'Back to Front Maths.' The team explored and used research-based instructional teaching strategies to improve how students learn maths. Much of this work was initiated and driven by the team, with evidence of positive learning outcomes for students.
- I would also like to commend our Year 2 team, who at short notice participated in a Partnership video showcase of their practice in using common assessment practices in Maths, which again, provided strong evidence of students progressing in the area of maths. This video showcase was presented at the South Valley Partnership Review Day in September to a review panel comprising

of the DECD chief executive officer and education directors. Craigburn's work was well received and praised.

Our program of Inquiry Units are well established across the school with each year level expected to undertake a minimum of four Units each year. Teams of teachers work together to plan these Units and this allows high quality outcomes to be achieved and consistency of learning as well.

Key professional learning activities undertaken by the whole staff on student free days included:

- 'Developing the Balanced Reader - A Comprehension Focus' - led by Literacy Consultant Carmel Small with a focus on the links between writing and reading of the Australian Curriculum texts, strategies for comprehension, with a focus on inferential comprehension, and revisiting Guided Reading to explicitly teach comprehension
- 'The Art and Science of Teaching' - led by consultant Judy Brown of the Marzano Institute, exploring research-based instructional teaching strategies.

21st Century Learning has continued to be a prominent focus, with the launch of our voluntary BYO iPad program for students in Years 2 -7. This program has been in the making for many years and has been guided by; our vision for learning, distributed and shared leadership, focussed professional learning and exploring how technology can be used to transform learning and teaching practices. As is written in our school's vision and purpose statement:

We are committed to providing a learning environment which focusses on essential 21st century learning skills - in literacy, numeracy, information and communication technology (ICT), creative and critical thinking, collaboration and communication.
Students and teachers leverage the use of ICT to create engaging and personalised learning experiences.

Throughout the early stages of the program we experienced many successes and some challenges along the way. These included:

- approximately 180 students who have taken up the program and whose families participated in parent information / induction sessions,
- 21 parent induction sessions delivered over 3 terms,
- strong support for the program by students, teachers, families involved, and the Craigburn Governing Council,
- positive feedback through our external school review, held in Term 3 2016,
- increased opportunities for students to demonstrate their learning (making their learning visible) – e.g. using apps such as Seesaw, Explain Everything
- increased learner engagement by students using iPads as evidenced by a student survey in Term 4,
- a shift in the way teachers have designed learning tasks to support personalised learning and higher order thinking,
- purchasing and providing paid apps.

We continue to invest in ICT infrastructure to support our learning programs and the important use of technology. Teachers are to be commended for their willingness to embrace the use mobile technologies in their classrooms. We will continue to strengthen our program in 2017 and in many years to come.

In Term 2 we prepared for an external school review (ESR) which was undertaken over two days in early Term 3.

The purpose of ESR is to support schools to raise student achievement and sustain high performance and is intended to strengthen a school's focus on learning.

Despite a change in leadership structure from the end of Term 1, we collectively embraced the challenge of undertaking the ESR, where leadership, teachers, students and members of the community including Governing Council members participated in self-review processes, which were then externally reviewed to determine the impact that our improvement plans were having on student learning through the overarching question, 'How well does the school improve achievement, growth, challenge, engagement and equity.'

Over two days in August the ESR team met with the leadership team, teams of teachers and students, and community members to review school improvement practices. Post review findings reported include:

- Staff are hard working, committed to the school community and demonstrate a strong commitment to improving practice through professional learning.
- Outstanding sense of belonging and ownership from parents and the wider community e.g a committee put out a call for help to staff for an event they were running, they received offers of support from 23 staff members.
- Governing Council and parents determined that the current school community culture be maintained and are looking at implementing succession plans to ensure the 'country community' feel is not lost.
- School is seen as being a safe and happy environment where parents are welcomed.
- Survey results from staff state that the current structures for Professional Learning teams (PLTs) have had the greatest impact on the school improvement agenda and the initiative is being implemented regularly.
- Staff have worked collaboratively and effectively within their PLTs
- PLCs in the main work and plan together, Year 6/7 unit has developed an effective approach to differentiation within their unit with staff taking different groups according to need and learning area.
- Staff very positive and supportive of the digital literacies initiatives with great take up from staff.
- Digital learning, and BYO iPad initiatives, strongly supported by staff, students, Governing Council and wider parent community
- Parent group highly appreciative of the acting principal and acting deputy in the training of parents for the BYO iPad program, they spoke glowingly of their commitment

The outcomes of the ESR as they relate to our school's improvement planning are:

At Craigburn Primary School teachers are provided with and use structured time for ongoing collaborative professional learning. The school is to be commended for the way it works in partnership with parents and stakeholders. The Principal will work with the Education Director to implement the following Directions:

- *Strengthen the work of PLTs through existing structures and processes by including opportunities for vertical alignment and connections.*
- *Support students to know how to improve by creating opportunities to engage in goal-setting, develop strategies to achieve the goals, and receive timely and detailed feedback in an ongoing cycle of review and improvement.*

- *Increase intellectual stretch for all students by supporting teachers to collaboratively design rigorous learning tasks and assessment rubrics, which require students to apply their understanding and skills to new contexts, and are aligned with the Australian Curriculum and assessed via the Achievement Standards.*
- *Increase teacher capacity to improve student learning outcomes through the alignment and strategic linking of the Site Improvement Plan with Professional Learning, validated by Performance Development processes.*

Our NAPLAN, Progressive Achievement Test results in Maths / Reading and Running Records from 2016 continue to demonstrate quality learning achievement of our students. We have maintained a very similar standard to previous years and have noted those areas where we believe we can look for improvement. More specific information from the NAPLAN tests will be published in our Annual Report.

Craigburn School has a reputation for having excellent teachers and support staff and I would like to thank and congratulate every one of them for their ongoing high level of commitment, effort and professionalism throughout 2016 and especially during the external review. The increasing demands of high quality teaching are ongoing and our staff continue to work collaboratively to understand these changing demands and to ensure the best possible learning outcomes for students at Craigburn. Their willingness to embrace new learning and acknowledge the accountability demands of our education system and community is outstanding. Congratulations and well done to everyone for their efforts in 2016.

Our specialist learning areas have contributed to many highlights and achievements throughout 2016. Kerry Rayner has continued to ensure that the Performing Arts maintains a strong presence at Craigburn. Kerry continues to be leader in her field, providing opportunities for students to participate in and excel in performance - including Choirs, Band and in coordinating the instrumental music program. Carly Smith provided an engaging German LOTE program for students across all year levels. Karen Pettman and Geoff James continued to provide a fun and stimulating physical education and health program for our students as well as coordinating many opportunities for students to represent their school in SAPSASA individual and team events. Ros Williams, our teacher librarian also worked with students across R-7 delivering a great program in Humanities and Social Sciences.

Students also participated in many extra value added programs, strongly supported by staff and parents - some of which will be highlighted at the AGM. A big thank you to all of the staff and supporting parents for coordinating and running programs such as - Pedal Prix, Tournament of Minds, ICAS, Garden Buddies, Coding Club, SAPSASA Sports, Craigburn's Got Talent and Gala Day. These programs present excellent opportunities for students to demonstrate their commitment and endeavour to activities to activities of their choice.

Additionally, the work of our Student Representative Council and Student Leaders Executive Group of students and staff are to be commended for providing 'student voice and leadership' to the many fun programs and special events run throughout the year.

In 2016, we said a temporary goodbye to our Pastoral Care Worker, Amanda Eckert (on parenting leave) and in Term 4 we welcomed Catherine Chambers, who has successfully established herself in the PCW role. We thank both Amanda and Catherine for their work.

Our SSO team are deeply committed members of staff who play vital roles in administrative and learning support. Our front office, finance, learning support, ICT and grounds staff are a credit to the school and themselves and have been very much central to the successes and achievements in 2016.

I would also like to acknowledge our Out of School Hours Care team under the excellent leadership of Kylie Preece. The OSHC program is professionally run and provides a fabulous service for the school. The OSHC team operate under clear guidelines and are always flexible and supportive when working with the school.

Our Canteen Service managed by Sue and Sue also provide a quality service with the invaluable support of canteen volunteers. The introduction of the QKR! App for families to order and purchase food items has proven to be a winner and help bring about improved profit margins. Thank you Sue and Sue for your ongoing efforts.

Craigburn is extremely fortunate to have a Governing Council that provides strong support and advocacy for our learning programs and improvement plans. Their support during our External School Review was outstanding and I would like to thank all members who made the extra time to participate in the review evening. The outcomes of the ESR are very clear and provide our school with clear and concise directions.

A focus for the Council throughout 2016 was to explore and consider how we could further strengthen parent and community engagement in the focus areas of, Communication, Learning Partnerships, Community Collaboration, Decision Making and Participation. Members were asked to reflect on current strategies that serve us well, and also look for areas of improvement. This will form the foundation for the work of the Council in 2017. I would like to thank the following members for their efforts and work throughout 2016 - Kerrin Burrow, Bryce Woodley, Darren Kemp, Belinda Cece, Candi Hinks, Glenn Chapman, Jodie Williams, Katelyn Adams, Kylie Basley, Lisa Slate and Steven Bottrill. Special thanks to retiring members, Candi Hinks and Darren Kemp who have been great supporters of our school.

A big thank you to all members of the various subcommittees from 2016 - Sport, Fundraising, Environment, OSHC, Canteen, and Finance and a special mention to the support of the second-had uniform shop led by Deb. I ask you to take time to read through each the various subcommittee reports and note their achievements.

I would especially like to thank Kerrin Burrow, the Chairperson of the Governing Council, for her excellent support to the school, and personally to me as I took on the Principal role from the start of Term 2. Kerrin manages a busy professional working life, however, always takes time to support the school when she can.

This is the time where we say farewell to members of staff who are retiring or completing a contract position. We say a very special goodbye and thank you to Grant Stevens who has provided outstanding service to public education for 40 years and the last 10 years at Craigburn. Grant has been much loved by staff and students and his special interest in teaching maths has been valued within the school. We wish Grant the best of health and happiness in his retirement. I also would like to acknowledge Fern Thomson for her wonderful efforts in teaching a Year 1 class.

I would like to acknowledge and thank Rob Warncken who stepped out of a senior leader's role to act as deputy principal. Rob is a committed professional who has provided significant curriculum leadership

over the course of 2016. I would also like to mention Hazel Robertson and Andrea Grant, both of whom took on part time leadership roles and supported the leadership of the school.

Finally, I would like to make a special mention to retiring Principal, Kathy Terrell. I had the pleasure of working with Kathy for just over three years and found her to be a highly dedicated leader with a strong professional work ethic. Kathy often commented to me on how much she loved leading a 'leading edge' school. On behalf of the staff at Craigburn, I would like to sincerely thank Kathy for her tireless efforts as Principal and wish her all the very best in her retirement.

As evidenced in the outcomes of the 2016 External School Review, Craigburn Primary School is in a good position to further embrace the ongoing challenges of being a high quality performing school. This will be determined by the collective endeavours of students, staff and parents, in realising our school vision and working as a learning community to meet the learning needs of our students.

I look forward to providing ongoing leadership in these endeavours.

Thank You

Paul Luke – Acting Principal

Chairperson's Report

In 2016, we had a very dedicated group of parents on the Governing Council and I'd like to acknowledge their valued contribution and enthusiasm throughout the year. The Governing Council Members for 2016 were Katelyn Adams, Amelia Balmer, Kylie Basley, Glenn Chapman, Candi Hinks, Darren Kemp, Bryce Woodley, Lisa Slate, Steve Bottrill, Belinda Cece and Jodie Williams. In collaboration with the Leadership team and staff representatives, the Governing Council is responsible for determining the overall vision and goals of the school and support best practice in the achievement of these goals.

I would like to acknowledge the fantastic work of the sub-committees in 2016. A group of over 50 parents and caregivers spread across 7 sub-committees including Sport, OSHC, Canteen, Fundraising, Environment, Finance and Uniform. They work tirelessly behind the scenes to bring us such events as Sports Day, Discos, the Wackyathon as well as wonderful play experiences like the Environmental Learning Centre, the 5-way swing and nature play areas.

The Leadership team of Paul Luke, Rob Warncken, Hazel Robertson and Andrea Grant continued to provide strong leadership to staff, students and the wider school community in 2016 in all aspects of school life. Your professionalism, expertise and commitment to Craigburn is to be commended, particularly during the leadership transition with Kathy Terrell's departure.

I would also like to thank the teaching staff and support staff. You provide our children with a quality education working collaboratively to deliver a rich learning program, with emphasis on developing literacy and numeracy skills, personal wellbeing and encouragement for all children to achieve their very best.

In Term 3 we undertook an External School Review where the leadership team, teachers, students and Governing Council members participated in the 2 day review process. The purpose of the review was to support the school in raising student achievement, sustaining high performance and strengthen the school's focus on learning. A key finding of the review was an outstanding sense of belonging and

ownership from parents and the wider community and that the 'country community' feel is not lost in years to come.

I am very proud of the continued commitment and investment in information and communication technology (ICT) in 2016. With this investment in technology, I believe the teaching staff are well placed to enrich and enhance our children's learning in the rapidly changing pace of 21st century learning. The rollout of the BYO iPad Program for Years 2-7 was a prominent focus and I'd like to congratulate Paul Luke for championing this program in 2016 and into the future.

I would like to personally thank the current group on the Governing Council for a rewarding and enjoyable year and wish our outgoing members, Darren Kemp and Candi Hinks all the best in their future pursuits. I would also like to also thank Bryce Woodley who retired as a member in August.

I'd like to take this opportunity to invite any parents and caregivers who may be interested in joining the Governing Council to please do so. It is another wonderful and rewarding way to be a part of the Craigburn community, and you can really help to make a difference.

Kerrin Burrow