



## AGM Minutes

6pm Tuesday 5 March 2024

**Meeting commenced at:** 6pm

1. **Present:** Marissa R, Sarah L, Diem S, Adriana P, Margaret G, Simon C, Courtney E, Diana F, Lee A, Fr Roman P, Helen N

**Apologies:** Kimberley M, Corin M, Peta Y

2. **Prayer:** Fr Roman

3. **Business arising from last meeting:**  
None

4. **Correspondence:**

5.1 IN: None

5.2 OUT: None

5. **Reports:**

**5.1: Principal** (tabled by Lee A)

- Hosted 35 reception teachers as part of Catholic North West Region, which included a tour of the school  
People were happy to stay, and feedback re school facilities, etc, was very positive.  
Placed us on a level if not better playing field with other schools in the area.
- Significant improvement with student behaviour, regulation, restorative practices.
- Increased ESOs providing student support.
- 8/10 classes staffed by permanent teachers
- Literacy focus is strong – InitialLit, PLD, Steven Steps to Writing Success
- Growing school
- Started with 219 students  
2022 8 classes, 2023 9 classes, 2024 10 classes, same pattern of increase predicted up to 2028
- Principal's 2 year appraisal – completed successfully  
Appointed now to 5 year tenure point  
At 7<sup>th</sup> year point, a final appraisal, after 10 years reapply or apply elsewhere.

**5.2: School Board Chairperson** (tabled by Simon C)

- Great year in 2023, thanking all especially the specialist teachers, Art, Drama, P and F
- Importance of volunteers, outside of the Board, including P & F, canteen, etc
- Capital improvements, achieved a lot, including courts, Nature Play areas

- Thanks to Lee who supervised work during the school holidays
- We are in a healthy financial position  
219 students, organic growth, very happy to see the school community grow.
- Strongly encourage for the Board, and in general, for the school to support amazing work of the staff and students
- We need Board members to step up and fill positions  
Have not had a Deputy Chair or Finance Rep, need this structure during meetings with the positions all filled.  
Very lacking in the last few years.  
2024 is Simon's last year on the Board, therefore need people to take up positions of responsibility on the board  
Looking forward to new faces and fresh ideas.
- Thanking everyone for supporting the students at OLQP.

### 5.3: Parish (tabled by Fr Roman)

- Father Roman been here less than a year, getting to know the system, faces and people
- Another priest joining us soon, happy to take school masses, etc

### 5.4: APRIM (tabled by Marissa R)

- Focus on Catherine McAuley and Mercy values of the Sisters
- School focuses on 6 Mercy values now, connecting with Mercy Australia and other Mercy schools
- Staff retreat: Reflecting through the lens of our Mercy values, how we are as a staff
- Good Beginnings programs: unpacking Mercy values and Key Capabilities, very successful
- Farelled Fr Tony and welcomed Fr Roman
- Whole school masses opportunity to come together as a community
- Mercy Day run by Year 6s, with \$1350 donated to Catholic Charities, as well as Catherine House, Socktober
- Finished year with Nativity story at Carols evening, facilitated by SRC,
- Years 6 Graduation and end of year liturgy
- Marissa has brought Catherine McAuley back to life in this community, amazing job bringing people on board.

### 5.5: Finance (tabled by Diana F)

- Sources of income, including:  
\$142k cash deficit, result of the capital works done in the school  
\$269k was predicted so did well to come under that  
Not in red just used money in the bank
- Able to deliver on project even though reducing school fees by \$200 to \$2200  
Fees stable for future
- Improvements listed by Diana
- In consultation with GGA architects re redevelopment of the new building, full steam ahead of detailed market plans
- Working on 10 year financial plan to support building proposal
- OSHC increased in numbers across the board.
- Excellent Parents and Friends year, \$13k  
Colour run, Quiz Night, Community Lottery  
go towards the student chilled water fountain  
Welcomed Josie S in the Canteen  
Increased orders on Friday up to 150

- Qkr! app ordering assisting with increased orders due to convenience
- Looking at using Qkr! app for sport payments and forms.
- Great year in finance this year, lot of work to come to get prepared for the build.

#### **5.6: Staff** (tabled by Adriana P)

- What staff doing in classrooms, big emphasis on Seven Steps to Writing Success , continuous learning, success implementing program
- Literacy intervention: 5 years of literacy support, with upcoming training in Playberry 1 to 1 intervention
- Number of students in literacy intervention dropped but can now offer more support to those who need it
- Increased Learning Intentions co-constructed with students, common language around school
- Great excursions and incursions, building on these with a Year 5/6 camp, and how these relate to the curriculum
- Amazing PD opportunities, including Catholic North Western Cluster meeting Week 6 of every term, OLQP standing out in the crowd compared with our past
- Future areas of development: data driven decision making, support Numeracy intervention
- Student leadership opportunities
- Adriana P has completed 2 years as Staff Board Rep, thank you for your contribution – Lee
- Courtney E, nominated Board Staff Rep, unanimously approved

#### **5.7: WHS** (report tabled by Lee A)

- Frank started in 2023, keeping us well on track and rectifying issues
- We will be audited this year in WHS  
Frank working in the background to ensure all is in place

#### **5.8: Parents and Friends** (report tabled by Lee A)

#### **5.9: OSHC** (report tabled by Lee A)

### **6. General Business**

#### **6.1: General overview** – Lee

- Student attendance sitting around 90%
- Stability in staffing
- In-house OSHC, outstanding Vacation Care program, increase in numbers.
- Review of our leadership structure during 2023  
In 2023, 2 Leaders of Learning, APRIM and Principal  
Under review for 2024: Principal, 2 Assistant Principals, and 2 Key Teachers (Data/SEQTA and Inclusive Practices)  
Internal process for 1 Assistant Principal and the Key Teacher roles  
2024 appointments: Adriana P – APLET, Courtney E – Data and SEQTA, Olivia M – Inclusion  
Great appointments, made their presence felt in their new roles

#### **6.2: School Board** – Lee

- Stepping off the Board: Minal K, Seham A – thank you for your service
- New members: Sarah L, Jackie A – unanimously approved
- Other members: Peta, Kim, Corin, Bec and Michael yet to nominate

### **6.3: Acknowledgements – Lee**

- Thanks to School Board, P & F
- Partnership with Parish (Lee and Marissa sit on the Parish Council) – We are one with church one with parish
- Fr Roman and Julia are invited to visit school during breaks
- Acknowledgement to our staff, who keep getting stronger
- Amazing 2023, community working together
- School Recommendations FB page: thanks to Board members actively responding to OLQP posts.
- School growing, providing the very best to its students  
“Always believe this school has the potential to be great” – becoming the school of choice.
- Leadership is proactive, supporting students with their learning

### **7. Confidential matters**

- Finance

### **8. Closing**

- Meeting closed: 6.50pm