

In progress

Completed



## Annual Implementation Plan 2019

### FINANCE, FACILITIES AND RESOURCES

**Goal 1: We provide safe, attractive, contemporary educational facilities to meet the needs of 21<sup>st</sup> Century learners.**

Focus area SIRF	Strategies / Actions this year	Performance measures (links to targets in SSP)	Leadership and resources	Timing
Facilities management	Development of School Master Plan in consultation with all stakeholders	Maintenance and Master Plan Consultation forums	Catholic Education office WHS Coordinator & Principal	In consultation with Principal and school board
	Evaluate recommendations from LEaRN Project 2018 to consider improvements to classroom learning environments	Board feedback	Leadership meetings FFR meetings	Consideration in Term 1
	Complete works for installation of sensory playground in courtyard using BGA funding	Completion of BGA Works	BGA funding Gary Pollock-CEO	End Semester 1
	Purchase furniture for flexible classroom spaces e.g stand up desks / workstations /	Furniture orders	Finance Officer Teachers	Semester 1

	bean bags for reading corners		Education consultants	
	Action recommendations from 2017 External Audit WHS MSDS, chemical storage, maintenance, safe operating procedures, risk assessments	WHS Agenda items at Meetings	Whole staff	Ongoing
	Lodge application for Long Day Care upgrade to ELC installation of shade to fairy garden and screening Cavanagh Street		A/D ELC	Term 2
	2020 BGA Application for Funding to install new SALTO locking system	BGA application	Garry Pollock-CEO	End February
	Acoustic tiling for rooms 5-8 on main wall	Quotes from Nolan Carpets -		Mid Year holidays
	Purchase Portable whiteboards for Rooms 10, 11			Before start of year

**Goal 2: We promote effective use of school resources and the use of Digital Technologies by providing appropriate and contemporary resources, training and development.**

Focus area SIRF	Strategies / Actions this year	Performance measures (links to targets in SSP)	Leadership and resources	Timing
<b>Resources Management</b>	Technology requirements-NAPLAN online 2020-Purchase 1:10 hardware DET		WHS coordinator	Term 2
	Induction and training in WHS policies and procedures for all staff including relief staff, short term staff	Records of online Training Scheduled Staff meetings Induction Records	WHS Coordinator and Principal	Term 1 (ongoing for new staff)
	Provide training for appropriate staff to develop and maintain online newsletter	Training	Principal Leadership Team Secretary Finance officer	Term 2
	Implementation of new CES /GradeXpert School reporting system		Catholic Education Office Damien Brotherton / John Morton Admin staff / DIP /Curriculum Coordinator	Term 2

**Goal 3: We actively promote and implement transparent and efficient financial practices, processes and procedures.**

Focus area SIRF	Strategies / Actions this year	Performance measures (links to targets in SSP)	Leadership and resources	Timing
Financial Management	Review Policies for FFR Critical incident; Kiss and Go; Lock Down; Debt collection; Cyclone policy	Policies ratified	Principal, School Board, WHS coordinator	End 2019
	Implement a direct debit system for all families	Outstanding debts are below the benchmark of 5% of total ledger at end of year.	Finance Officer and Principal	Semester 1 ongoing
	Monitor and follow up regularly with Debtors	Family spreadsheet with details of communication Monthly meetings with Principal	Finance Officer	Ongoing
	Professional Learning for staff and Implementation of Tech One financial management system.	Attendance at PD Implementation of Tech 1	Catholic Education Office Staff; Finance officer	Semester 1
	Source a Debt Collection Agency to pursue outstanding debtors Mercantile Credit Management - T 1300 364 282	Debt collection Engaged	Bookkeeper and Finance Officer	Engage Term 1 ongoing

	enquiries@mercredit.com.au			
--	----------------------------	--	--	--

**Goal 4: To ensure school practices and educational programs promote a commitment to environmental stewardship and sustainability**

Focus area SIRF	Strategies / Actions this year	Performance measures (links to targets in SSP)	Leadership and resources	Timing
<b>Environmental Sustainability</b>	Promote recycling program and widespread participation and education within the community	Use of Recycling bins at community events Education sessions at assembly	Principal and Groundsman Year 5/6 Recycling coordinator	Semester 1/2
	Monitoring of Solar Panels SM.Solar@nt.catholic.edu.au		Finance Officer Principal	ongoing
	Implementation of Water Smart irrigation, resources and education program		Joel Spry PAWA	
	Environment Guardians	Roles and responsibilities established and circulated	Year 6 Leadership group SIRF Leader-Leadership	Semester 1

**Goal 5: To market and promote St Mary's Catholic primary school consistently and effectively to the wider community**

Focus area SIRF	Strategies / Actions this year	Performance measures (links to targets in SSP)	Leadership and resources	Timing
<b>Marketing</b>	Employ person to update website regularly, Facebook posts, Front office smart TV and market the school to the wider community.	Updates to website, brochure updates & Facebook	Marketing Manager & Principal	Semester 1
	Promotion of school in various publications including Parish Bulletin, NT News, Unity, TV ads, Letter Box Drop, School Merchandise with logo	Articles in Parish Bulletin, Unity Magazine, NT News, Defence Newsletter	Admin officer and Principal	Ongoing
	Engage Dream Media to upgrade photos on website (photos cropped by Shaana McNaught for website)	Photos	Principal	Semester 2