



St Simon Peter
Operational Plan
2016-2017



CEO Strategic Outcomes LEAD	SSP Strategic Plan Link	Board Pillar SMART Goals	Actions/ Strategies How will we do it?	2016/2017 Responsibility and Timeline Who? When?	Resources (Human and Financial Resources)	Success Indicators (How will we know we have been successful)	Future Focus
LEARNING (Education) INTENT Learning is what we do - We are committed to learning at every level.	Objective 5 Provide opportunities and tools for students and staff to engage in best practice.	Future Focus To continue to implement the 21st Century Learner Project including the introduction of one to one environment.	Research, plan & develop the rollout of parent funded One-to-One devices in the school. Roll-out of interactive TV in classrooms Ongoing support of Professional Development opportunities for Staff.	SSP Staff Board	Continued commitment from the Board and school for Financial resources	1:1 rollout in Feb 2018.	
	Objective 6 Attract and retain quality staff and continue to employ methods that help to foster the personal and professional growth of all.	Future Focus	Improved marketing of the school through media, social media, direct marketing, visual image and open days. Continued focus on the Professional Development opportunities for Staff.	Board Leadership Team SSP Admin	Financial support required for incentives, wage increase.	SSP seen as an employer of choice with education professionals	

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ENGAGEMENT (Community) INTENT Engagement is essential – We are committed to Catholic Education’s mission through relationships with all	Objective 1 Provide opportunities to engage and promote the involvement of each family in their child’s learning, faith formation and in the school community.	Promotions and Community Engagement	Through HOPE, FSSP, Give 10, volunteer opportunities within the school, community events, learning opportunities that parents and children can participate in, engagement opportunities with the school and church.	FSSP- Volunteers GIVE 10 HOPE BOARD		Statistics, parent surveys, involvement numbers	
	Objective 3 Review and respond to current trends in communication to effectively reach all in our school community.	Promotions and Community Engagement	Renewed focus on Social Media and alternative methods of communication with our school community. Renewed focus on teacher / parent ecommunication.	Board All SSP Staff	Potential staff allocation of 0.6 FTE	SSP community is engaged and informed Significant reduction in hardcopy communication (reduced school overheads)	
	Objective 4 Staff, parents and students share in the opportunities presented within the Parish community.	Parish	<ul style="list-style-type: none"> •Regular attendance of School Board members at bi-monthly parish council meeting •Improve communication of Parish ministries and services •Utilise Grotto for class prayers, rosaries and as another sacred space available to students and staff. 	School Board through Parish Rep to Board and vice versa. LT to roster attendance.	Newsletter	Increased number of attendance at mass and volunteers at various Parish ministries	

			<ul style="list-style-type: none"> • Investigate the possibility of Music Ministry to sing at some weekend masses. • Attendance in Mass and various Parish social functions held in the year. 				
	<p>Objective 5: Foster opportunities to engage with the broader community.</p>	<p>Promotions and Community Engagement</p>	<p>Work with the Parish for appropriate volunteer opportunities, Open Days, Art Display, promotion of performances and participation in community events. Hosting of community events on school grounds</p>	<p>All SSP</p>	<p>Time impost</p>	<p>SSP is viewed as a vital community member and resource</p>	

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ACCOUNTABILITY (Stewardship) INTENT Accountability is not optional – We have personal and collective responsibility for our system’s success	Objective 1 Ensure the financial sustainability of St Simon Peter School.	Finance	<ul style="list-style-type: none"> • Balance budget for 2016 • To create a sustainable budget for 2017 • Annual external audit • Continue with Regular Finance Committee Meetings 	Finance Committee		<ul style="list-style-type: none"> • 2016 Balanced budget • 2017 Budget achieved without the sustained use of an overdraft facility • Unqualified audit opinion 	<ul style="list-style-type: none"> • Fee setting sensitivity
	Objective 2 Generate and reinvest capital reserves into St Simon Peter School.	Finance	<ul style="list-style-type: none"> • Ensuring Capital Income is sufficient to meet planned capital expenditure 	Finance Committee		<ul style="list-style-type: none"> • Appropriate funds available for budgeted capital projects 	
	Objective 3 Ensure our physical environment and infrastructure meets the ongoing and changing demands of society through our capital works and maintenance plans.	Building and Maintenance Team	Seeking continuous feedback for parties affected by languishing capital development needs. Forward planning of ongoing maintenance requirements to allow for financial constraints. Exploring capital development needs and corresponding solutions.	A working group consisting of S Baker, A Cantrill, C Prout & T Nunn is established. The working group will meet regularly to discuss maintenance and future development requirements. There is a need around SSP for ongoing capital maintenance. The working group will create an overview of what is needed and discuss timeframes and costs in order to	Key parties to allocate the necessary time outside of regular contact hours at school board meetings to deliver on capital development goals. Working group and some engagement with Board Treasurer. Sourcing external quotes for specific items of work.	The key parties will at the end of the year be able to demonstrate delivery or planning of key capital development goals. Completion of works or provision of appropriate planning along with funding allocation if appropriate Drafted responses to submitted proposals even if not taken forward	Grow and maintain school facilities to above average standard through a continuous renewal program, finance permitting.

				prioritise requirements. A financial breakdown of the capital maintenance budget is needed along with any cash flow restrictions.	Working Group Proposals from extended school colleagues for review	Recommendations for capital development added to long term plan with funding sources	
	Objective 4 Market St Simon Peter as a school of choice, which is reflected in maximum enrolments.	Promotions and Community Engagement	Targeted marketing campaign with focus on lower years. Promotion of ELC and onsite Services.	Leadership Team Board	Financial cost of marketing	Wait lists and future enrolments.	
	Objective 5 Continue to promote an ethos of inclusivity, multiculturalism and acceptance of all.	Promotions and Community Engagement	In house activities such as Kids Matter, classroom learning, mainstream integration of special needs students	All SSP			
	Objective 6 Provide an environment where technology is a benefit not a burden.	ICT A plan for the upgrade, replacement, purchasing and use of	Staff will plan and demonstrate the integration of ICT in at least one Learning Area each term. ICT Budget sufficient to achieve goals. Identify replacement needs Identify upgrade needs Identify infrastructure needs for future years ICT Team ICT Teacher	Renewed focus on student-centred learning. Teachers to further integrate technology into programs	<ul style="list-style-type: none"> • A budget that allows for the ongoing replacement of the • SmartBoards and ongoing upgrade & purchasing of equipment. • Refresher sessions for Teachers 	<ul style="list-style-type: none"> • Feedback from classes receiving equipment – report to Board. • Agreed plan with Board consultation. 	<p>Update Website</p> <p>E communication via SEQTA</p> <p>Continued utilisation of School Facebook page.</p>

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<p>DISCIPLESHIP (Catholic Identity)</p> <p>INTENT Discipleship is our calling – We are committed to deepening our relationship with Jesus</p>	<p>Objective 3 Promote Gospel values as intrinsic to everyday life.</p>	<p>Promotions and Community Engagement</p>	<ul style="list-style-type: none"> • Participation of School board members on Parish fundraising committee. • Increase the level of participation in community service in the local community • Invite Parish community to some school events • Students continue to learn and uncover through Pastoral care classes the lives of people in less fortunate circumstances and how we can help. <p>Appreciating the value of our local aboriginal communities through visits or excursions wherein indigenous culture is absorbed</p>	<p>Joint Grotto fundraising venture</p> <p>SSP Day</p> <p>Utilising HOPE to gather data on what issues and needs our parents are faced with.</p> <p>Pastoral Care class</p> <p>Class and school assemblies</p>	<p>HOPE</p>	<p>Raising funds for the Grotto</p> <p>Participation in local community service events</p> <p>Attendance of parishioners at school events</p> <p>Students who learn to care for the less fortunate</p> <p>Increase in Students' knowledge of local aboriginal traditions.</p>	<p>HOPE working with the Parish in regards to Pastoral care issues. HOPE could be a point of referral for the Parish Pastoral Care program, which is currently being looked into.</p> <p>Service learning for staff to tap into parish needs to complete their hours of service per year.</p>