



2019 SCHOOL IMPROVEMENT PLAN

SUMMARY OF GOALS FOR 2019

Domain: Catholic Formation and Mission

Priority: The teachings of Jesus Christ permeate in all aspects of St Joseph's vision and mission. In our teaching, planning, communications with each other and the wider community.

Domain: Learning

Priority: This year as a whole staff, we will improve our understanding of and ability to, create assessments that increase the capacity of our students to engage with tasks on the same basis as their peers.

Domain: Leadership

Priority: Develop the capacity of teachers and leaders in our school in their Professional Practice in line with the school goal.

Domain: Service and Governance

Priority: Develop and implement effective policies and procedures for proper governance according to the context and philosophy of St Joseph's. Satisfy legal obligations to monitor and manage risk

School Improvement Plan 2019 — NOTES:

Definitions:

The School Improvement Plan (SIP) refers to the detailed plan for that calendar year of the cycle (i.e. 2017, 2018 or 2019).

A good school improvement plan achieves the following:

- Reflects the values of the system and school
- Clearly defines what is most important for achieving success
- Assists everyone in daily decision making
- Gets everyone on the same page, focused and pulling in the same direction
- Creates a culture of strategic decision making

The System equivalent of the School Improvement Plan (SIP) is the System Annual Improvement Plan (SAIP).

Explanations:

1. There is one SIP template. Prior to completing this template you should review your previous plan for strategies that have become superfluous or need to roll into your next SIP.
2. The 'Strategies' column of the SIP for any year links directly with that year of the School Strategic Plan (SSP).
3. It is recommended that there be few strategies in the SIP and that concise actions indicate how the strategy will be enacted. (ie: The 'Actions to Implement Strategies' column pertains to those specific actions the school will enact to implement the strategy.)
4. Additional APST and NSIT columns have been added to support clear linkages are made.
5. The system recommend that schools use the "Leading Teacher" model and the setting of targets in the Learning Domain to assist learning and teaching success.
6. The 2019 SIP together with the 2017–2019 School Strategic Plan (SSP) should be forwarded to the appropriate Assistant Director by the end of each calendar year.
7. The SIP and SSP will then be uploaded onto the school's COSI website.
8. The SIP is supported with funds from the Catholic Schools Office to assist the implementation of the plan. The funds to support the SIP should be evident in the 'Actions to Implement Strategies' column. The 'SIP Acquittal' column provides a record for schools and should be regularly reviewed.

APST = Australian Professional Standards for Teachers

NSIT = National School Improvement Tool

SCHOOL IMPROVEMENT PRIORITIES 2019 — Domain 1

	OBJECTIVES	STRATEGIES	ACTIONS TO IMPLEMENT STRATEGIES	APST	NSIT	WHO	WHEN	TARGETS/EVIDENCE	SIP AQUITTAL	COMMENTS
CATHOLIC FORMATION AND MISSION	1.1 Prayer and liturgy to be a catalyst of spiritual growth of all members of the school community	All staff and students to participate in regular and meaningful prayer, making Jesus Christ the centre of our faith	Relaunching of MacKillop Moments to be part of Pastoral Care Time each day	4.1.2	3	WAL Student Coordinators	2019	All classes to effectively use the five-minute time slot each day.	\$2400	Annual subscription (to be evaluated during 2019)
			Continuation of Going Deeper program with alternate times for presenting the material. Program to be reviewed at end of Term 1.			WAL Student Coordinators			\$4,000	Attendance at Diocesan seminars and National Conference
			Continued commitment to Make Jesus Real program with emphasis on training staff to integrate the program into Positive Education and Pastoral Care.			WAL Student Coordinators			\$300	Secondary resource books Discounted two year subscription
			Increased use of GPBS resources (Gather Break Proclaim Send) Development of on-line prayer and spiritual formation resources						\$1000	Casual relief cover and resources.
	Staff active in the organisation and facilitation of Catholic life such as retreats		Professional development of staff on retreat programs. Continued involvement in Diocesan retreat review and planning program. Maximum numbers of staff to attend retreats and reflection days as on the job training.	4.1.2	3	WAL Student Coordinator, volunteer RE and other staff	2019	Being done in conjunction with Diocesan Ministry Coordinators reviewing Diocesan policies	\$2500	Cost of travel and casual relief
Faculties and Student Coordinators to be given responsibility for organising prayer for staff meetings and assemblies.			1.5.2	\$3000					Cost of travel and casual relief	
Staff Spirituality day and twilight Retreat on Aboriginal Spirituality.			1.4.2	\$5000					Cost for presenters	

	OBJECTIVES	STRATEGIES	ACTIONS TO IMPLEMENT STRATEGIES	APST	NSIT	WHO	WHEN	TARGETS/EVIDENCE	SIP AQUITTAL	COMMENTS
		Catholic Identity of the school is celebrated through Mass and liturgies	Regular cycle of Masses and school-based liturgies, with emphasis on including parents where possible	3.7.2	3	WAL Student Coordinators staff	2019		\$1200	Compensation to clergy for travel
	1.2 Quality Religion Education that reflects the school commitment to the message of the Gospel Values	Continue to develop the Faith Accreditation of RE teaching staff	Religious Education staff maintain their faith accredited to Teach Religion and encourage them to expand their knowledge. Support is given to staff undertaking tertiary studies.	7.2.2	3	EDM HOR	2019	<i>Any staff requiring update or further training are given the necessary support.</i>	\$1600	<i>Cost of casual relief</i>
		Developing students' knowledge of the key Religious Literacy terminology.	Quality teaching of Religious literacy. Staff are Professionally Developed to help them to achieve quality teaching. Improve student understanding of key religious terminology Broaden teacher's strategy tool kit to teach Religious terminology	2.1.2	3 & 7	EDM WAL SAE	2019	<i>Rank in Diocesan RE Literacy test is maintained or significantly improved</i> <i>Professional Development of RE staff to lift the RE Literacy standards of students</i>	\$1200	<i>Two x RE staff PD days</i>

SCHOOL IMPROVEMENT PRIORITIES 2019 — Domain 2

	OBJECTIVES	STRATEGIES	ACTIONS TO IMPLEMENT STRATEGIES	APST	NSIT	WHO	WHEN	TARGETS/EVIDENCE	SIP AQUITTAL	COMMENTS
LEARNING	2.1 Ensure that all students are engaged in challenging and meaningful Learning	Develop capacity of all teacher to create lesson that engage students and promote learning	<ul style="list-style-type: none"> Staff set attainable goals/homework from staff meetings lead by learning support regarding implementation of certain strategies, to create engaging assessment. 	3.2.2 6.1.2 6.2.2 6.4.2	3	All Staff	2019	With increased student engagement we should be able to recognise less behaviour management issues in our classrooms. Reduction in minor behavioural infractions logged in Compass. Reduction in 0's given out for assessment tasks.		
		Develop staff capacity to write explicit learning goals across a range of KLAs	<ul style="list-style-type: none"> All staff participating in instructional walks and collecting data. All teachers participate in PL to improve ability to set explicit learning goals. Collect and analyse data from the instructional walks and provide feedback to staff. 	3.1.2 6.3.2	3	All staff	2019	50% increase per semester of staff successfully using Learning Intentions and Success Criteria. Collection of instructional walk data and timetabled opportunities.		Timetable of action will for instructional walks will need to be developed.
	2.2 Teachers work to ensure that all students are appropriately engaged, by designing assessments to meet students' learning needs.	Develop staff capacity to develop assessment that is engaging and accessible for all students.	<ul style="list-style-type: none"> Staff meeting time allocated to Learning Support Coordinator throughout the year to deliver professional learning to whole staff. 	6.1.2 6.2.2 6.3.2 6.4.2 1.1.2	7 & 3	All Staff	2019	Schedules showing professional learning opportunities aligned to the school goal. Documents and resources from professional learning put in to a shared folder on OneDrive. The staff meetings/professional learning opportunities will have targets set that will be able to be evidenced at the end of the year by teacher assessment samples and evaluations		

	OBJECTIVES	STRATEGIES	ACTIONS TO IMPLEMENT STRATEGIES	APST	NSIT	WHO	WHEN	TARGETS/EVIDENCE	SIP AQUITTAL	COMMENTS
			<ul style="list-style-type: none"> Engage consultant Leanne Woodley from AISNSW to deliver to staff an introduction to Universal Lesson Design and build their capacity to create lessons engaging for all students. 	1.1.2 1.3.2 1.5.2 1.6.2 2.5.2 3.6.2	7	All Staff	Term 2 & 3	<i>AISNSW outline for each meeting. Staff's documents reflecting learning from time with consultant and targets/goals.</i>	Approx. \$20 000	

SCHOOL IMPROVEMENT PRIORITIES 2019 — Domain 3

	OBJECTIVE	STRATEGIES	ACTIONS TO IMPLEMENT STRATEGIES	APST	NSIT	WHO	WHEN	TARGETS/EVIDENCE	SIP AQUITTAL	COMMENTS
LEADERSHIP	3.1 Improve staff capacity to identify areas for improvement in their teaching practice and develop goals that support personal, learning team & school goals surrounding a culture that promotes learning	Employment of a teacher in the role of Leader of Learning	<ul style="list-style-type: none"> Time allocation given to facilitate mentoring of new career teachers. Time allocation for collegial conversations with teachers working towards proficiency Time allocation provided for overseeing the PP&D process. Time allocation provided to mentor PP&D leaders through goal setting and conversations. 	6.1.2 6.2.2 6.3.2 7.2.2	5	Leader Learning	Ongoing	<p>All New Career Teachers linked with a mentor</p> <p>Documentation of all Mentor/New Career teacher meetings</p> <p>New Careers teachers due for Proficiency Accreditation will submit their documentation and copies kept on site.</p> <p>Leadership Team meeting will have time dedicated to training PP&D leaders in the art of the conversation and helping them to identify effective and achievable goals that align with those of the school and faculty.</p> <p>Record of conversation, PP&D goals submitted to OneDrive,.</p>	\$35 622.20	0.3 FTE
		Provision of time for PL in the areas associated with school goals and coaching conversations	<ul style="list-style-type: none"> PL time during staff meetings revisit SMART goal setting and how-to evidence working towards goal achievement. PL time at Leadership meetings regarding coaching conversations and recognising SMART goals that address school priorities. 	6.3.2 6.1.2 7.2.2	5	Leader Learning & Staff	Term 1 and Term 3	All staff complete PL conversations and develop SMART goals for their PP&Ds which align to the CSO, school and faculty goals.		

	OBJECTIVE	STRATEGIES	ACTIONS TO IMPLEMENT STRATEGIES	APST	NSIT	WHO	WHEN	TARGETS/EVIDENCE	SIP AQUITTAL	COMMENTS
	3.2 Develop the capacity of middle management as leaders in our school and enhance leadership opportunities in our school context	Engaging Roisin McVeigh from CSO in her role as Middle Leader Coach to develop the capacity of our existing Leadership Team to be effective managers and Leaders of Learning	<ul style="list-style-type: none"> • PL time with Roisin for the Leadership Team development and coaching • Group and individual coaching to develop Leadership skills. 	6.3.2 6.2.2 7.2.2	1	Leadership Team	2019	<p><i>Leadership team collaborating, reflecting and recognising their roles in the school</i></p> <p><i>Development of the Leadership skills to better equip them for the challenges they face each day.</i></p>		

SCHOOL IMPROVEMENT PRIORITIES 2019 — Domain 4

	OBJECTIVE	STRATEGIES	ACTIONS TO IMPLEMENT STRATEGIES	APST	NSIT	WHO	WHEN	TARGETS/EVIDENCE	SIP AQUITTAI	COMMENTS
SERVICE AND GOVERNANCE	4.1 Improve the communication facilities between staff and management regarding notification of daily operations and risk management	Investigate software to track issues of maintenance and work, health & safety	Purchase appropriate tracking software to facilitate the management team to effectively and appropriately respond to issues reported by staff	7.2.2	3	BRJ	ASAP	Software purchased and used by staff, maintenance issues dealt with in a timely manner	\$500	Before Compass introduction tracking software was used by staff via Sentral.
		Investigate the effectiveness of the critical incident alarm system and pa notifications	Upgrade and review critical incident facilities to meet with compliance standards	7.2.2	3	BRJ	At the end of the building program	Upgrade critical incident facilities shortly after the conclusion of the building program. Staff surveyed after another evacuation drill to ensure the system is working efficiently	\$25,000	
		Increase capacity of staff to handle critical incidents	PD for staff on First Aid Training. Two Twilight Sessions with a qualified First Aid officer to gain certification	7.2.2	3	TIA	Term 1 and Term 2	All staff to gain First Aid certification	\$5600	
	4.2 Evaluation of School Policies and Procedures	Review and evaluate school policies and procedures in line with CSO policies and school practice	During Leadership Team meetings we will systematically review the CSO policies and school procedures to reflect current school practices. Employ clerical assistant to collate and publish the documentation	7.2.2	3	Leadership Team	Fortnightly during Leadership Team meetings. To be completed by end of year.	Publish updated policies and procedures on Compass.	\$5400	All policies need updating to reflect Compass implementation.