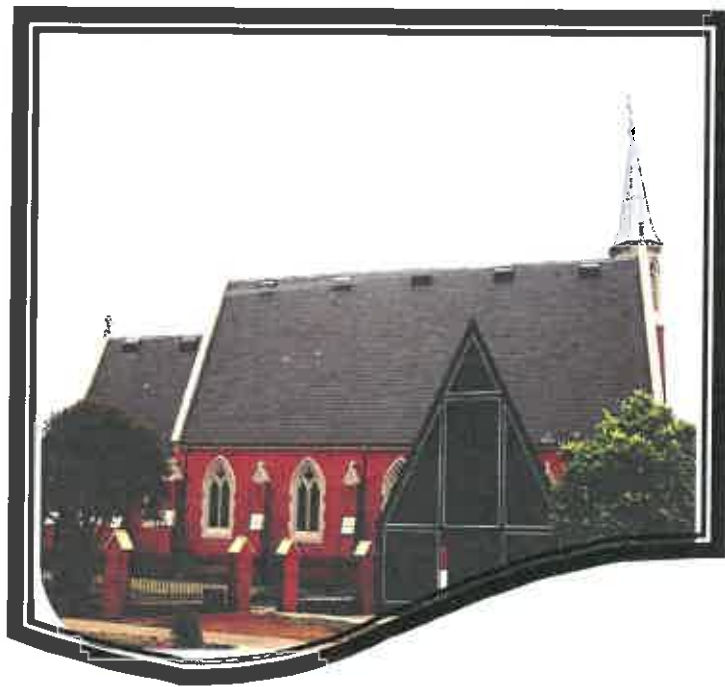


# **Catholic Parish of Bacchus Marsh**

**St Bernard's, Bacchus Marsh  
and  
Our Lady Help of Christians, Korobeit**



**Annual General Meeting**

**Saturday 26th May 2018**

## ***The Memorare of St. Bernard***

**Remember, O most gracious Virgin Mary,  
never was it known  
that anyone who fled to thy protection,  
implored thy help, or sought thy intercession,  
was left unaided.**

**Inspired by this confidence,  
I fly unto thee,  
O Virgin of virgins, my Mother,  
to thee do I come,  
before thee I stand, sinful and sorrowful.**

**O Mother of the Word Incarnate,  
despise not my petitions,  
but, in thy clemency,  
hear and answer me.**

**Amen.**



# *Welcome*

*We, the Catholic Parish of Bacchus Marsh  
are on a journey;  
working together, worshipping God,  
and creating a sense of belonging.*

*In a spirit of service, we share, celebrate,  
and strive to create a place of communion  
and reconciliation.*

*We are respectful to our traditions,  
open and welcoming to people's  
different ideas and beliefs.*

*God is alive in our Parish.*

# St Bernard's Bacchus Marsh

## Parish Pastoral Council

2016-2018

|  |                 |            |
|--|-----------------|------------|
| <b><i>Parish Priest</i></b>  | Fr Fabian Smith | ex officio |
| <b><i>Principal<br/>St Bernard's Parish<br/>Primary School</i></b> | Emilio Scalzo   | ex officio |
| <b><i>Chairperson</i></b>  | Vikki Benson    | 2016-2018  |
| <b><i>Vice Chairperson</i></b>                                     | Shane Cook      | 2016-2018  |
| <b><i>Secretary</i></b>  | Moira Ross      | 2016-2018  |
| <b><i>Parish Council Members</i></b>                               | Cathy Belcher   | 2016-2018  |
|  | Peter Farren    | 2016-2018  |
|  | Tony Fay        | 2016-2018  |
|  | David Loxley    | 2016-2018  |
|  | James Waters    | 2016-2018  |

**RCIA**

*Parish Bulletin*

*Fete Committee*

*Altar Society - Bacchus Marsh*

*Stewardship Giving*

*Baptismal Program*

**OUR PARISH**

*Soul Food*

*Prayer Group*

**COMES TO LIFE**

*Ministers of the Eucharist*

*Morning Tea*

**THROUGH THE**

*Altar Servers*

*Play Group*

**WORK OF:**

*Music Ministry*

*Communion to the Sick*

*The Parishioners - You*

*St Bs Outside Hours Care*

*Josephite Associates*

**Sunday Mass**

*Piety Staff*

*Children's Liturgy*

*Good News*

*Eucharistic Adoration*

*Ministers of The Word*

*Providence Hostel for Elderly*

*Korobeit Church*

*Liturgy Group*

*Hall Management*

*Knights of the Southern Cross*

*Hospital Visitation*

*Parents & Friends Association*

*St Bernard's Parish Primary School*

*Rosary Group*

*Church Cleaners*

*Family Groups*

*Church Grounds*

*Catholic Regional College Melton*

*Religious Instruction*

*Lenten Program*

*First Friday Communion Visits*

*St Vincent de Paul Society*

*Welcoming Committee*

*Senior Parishioners' Mass*

*Catholic Museum*

*Neighbours Place*

*St Bernard's Parish Pastoral Council*

*Extra-ordinary Ministers of the Eucharist*

*Grant Lodge Visitation*

**HOPETOUN cemetery**

# Catholic Parish of Bacchus Marsh



**St Bernard's Bacchus Marsh**

**Our Lady Help of Christians Korobeit**

**Presbytery & Parish Office: 61 Lerderberg Street, Bacchus Marsh 3340**

**T : (03) 5367 2069; F : (03) 5367 4863**

**E : [bacchusmarsh@cam.org.au](mailto:bacchusmarsh@cam.org.au)**

**26<sup>th</sup> May 2018**

**Dear Parishioners,**

It has been sixteen months to the week when Fathers John Paul, Patrick and I took up our appointments as your priests to care for your spiritual wellbeing. As some wise person said, the only thing that remains constant is CHANGE. And so much of it has happened in the past 16 months. These past months have been a steep learning curve for me and a huge adjustment to many in the parish. I myself had to learn to adjust living with Fathers John Paul and Patrick and working with them and learning to delegate tasks and pastoral responsibilities. There had been events that I missed and found out the hard way from parishioners via letters, emails and phone calls.

There is never a dull moment in the life of a priest. Last year I interviewed 125 families for enrolment at Catholic Regional College and 140 for preps for both parishes. Father John Paul interviewed all candidates for sacraments at St Anthony's and Father Patrick for all at St Bernard's. These interviews, although time consuming, give the priests the opportunity to spend some "face-time" with families in our parish, so we can get to know a little bit more about each other.

You would have noticed at some of the 5pm Masses some new faces among the congregation. Many families have joined their children for Mass on Saturday night to support them as they prepare to receive the sacraments of Reconciliation, Confirmation and Holy Communion. It is important that we find new ways to involve our school families to participate more deeply in the Holy Mass, and receive the strength from the Eucharist that they need to nurture the faith of their children.

So that there be some consistency with the priests you meet on a regular basis, Fr Patrick is in the office at St Bernard's every day except on days off, Fr John Paul is in the office at St Anthony's, and I seem to be here, there and everywhere. For weekend Masses, Fr Patrick is the regular celebrant at St Bernard's, Fr John Paul at St Anthony's, and I am generally here on the first and third weekend of every month. Fr John Paul visits children in their classes at St Anthony's and Fr Patrick does the same at St Bernard's. I celebrate Mass for two classes and meet our school children, grade by grade for show and tell in the church every week during school term.

We are truly blessed to have a very good principal, R.E. and staff at our primary school at St Bernard's. During every week of school term, I make a priority to meet up with Emilio, our School Principal, and Gabrielle Piriz, our Religious Education Coordinator. I have also started attending the staff meeting every fortnight to do a short fifteen minute faith formation session.

We are also blessed to have the Dominican Sisters of St Cecilia working at our Catholic Regional College, Melton. The construction of the Convent of St Cecilia will commence as soon as planning and building regulations are met.

Fr Patrick and I, together with John Thorne and Team, visit the sick and housebound regularly. This includes our Hospital, Catholic Homes and all the aged care facilities.

Our beautiful church continues to attract couples who are planning to get married. In the last year, nine couples have been prepared by the three priests for Holy Matrimony at St Bernard's. At the other end, we have celebrated the funeral rites for 22 souls in Masses or Services throughout the year. It has been touching to hear their stories and the wonderful contribution so many have made to the life of our parish.

Since our last AGM, we have farewelled Gail Vas and welcomed Dolores Turcsan as our new parish Secretary. From 1st June 2018, we will be welcoming Judy Johnson to the Parish Office Team. Judy will be preparing our combined parish bulletin and the prayers of the faithful. Judy will also be making all appointments for people who wish to meet with me.

The refurbishment of the Parish Centre, under the supervision of Shane Cook, is underway and will be finished in due course. The Counting Room will soon be converted into a Chapel for daily Mass and will be accessible throughout the day and after hours. Since the priests will be residing at Melton South, the Parish Office will remain as is. Plans for renovating the Presbytery will be revisited.

I thank the Parish Pastoral Council members for all their counsel and support in the past 16 months. I wish to formally thank Vikki Benson, Chair of the Parish Council, for all her care and support offered to Fr Glasheen over the years and to myself in the past months. Vikki will be finishing her term on the Council.

Many blessings,

Rev Fr Fabian Smith

**ST. BERNARD'S CATHOLIC PARISH**  
**2017/2018 PARISH PASTORAL COUNCIL**

The Parish Council has continued to support our Parish priests, assistant priests and the many groups and ministries throughout the parish. On behalf of the Parish Pastoral Council we thank everyone for their tireless efforts in making St. Bernard's what it is today. We strongly encourage new people to get involved in order to help support and strengthen our community. There are a number of vacancies on our Parish council and we ask that you consider nominating people to join this vital group.

Of particular note we draw your attention to the Role of the Parish council:

**The purposes and role of the Council:**

1. To represent the Parishioners in advising and assisting the Parish Priest in the pastoral care of the parish.
2. To assist in coordinating and fostering present and future parish activities.
3. To endeavor to involve the whole of the parish in the work of the Church and to promote the growth of a more Christian Community.
4. To promote the Church's mission to live and communicate the love and values of Christ in the world around us.
5. To share in the responsibility for the ongoing life and development of the parish community, working together with the parishioners to provide support for their efforts to live as followers of Christ.

Throughout the year the Council has had many foci but in particular we have:

\*Promoted the Church's mission to live and communicate the love and values of Chris in the world around us.

\*Shared in the responsibility for the ongoing life and development of the parish community, working together with Parishioners to support their efforts to live as followers of Christ.



- \*Listened to and gathered information about the hopes, ideas, needs and concerns of Parishioners.
- \*Generated responses to identified issues.
- \*Encouraged and supported the continuing work of existing groups within the parish.
- \*Planned for the future of the parish by setting realistic and achievable short- term and long-term goals for the parish.
- \*Overseen the implementation of these goals.
- \*Contributed towards making parish decisions that reflect the values of the Gospel and teachings of the Church.
- \* Supported our parish priests, working collaboratively with them and each other.
- \*Endeavored to manage St Bernard's time of transition and in doing so continue to support Fr. Fabian, Fr. Patrick and Fr. John Paul.

I take this opportunity to thank fellow council members- Cathy, Moira, Peter, James, David and Shane for their time and ongoing commitment to representing our parish through their roles on the Parish Council. I also thank Emilio and Liam for their time and commitment to the Parish Council. Thank you also to Delores and Naim in the Parish office for their continued support and commitment to their respective roles and for supporting Fr. Fabian, Fr. Patrick, Fr. John Paul and our parish community. Finally, on behalf of our Parish Council may I remind all that the Holy Spirit empowers and guides the Council as it offers its ministry of service and leadership to the community from which it is called forth. It is the same Spirit that guides the discernment of gifts that current and prospective members bring to the Council for the life of the Parish.

Vikki Benson  
Chair of the St Bernard's Parish Pastoral Council.  
May 2018

# St Bernard's Parish Pastoral Council

---

## **The Constitution (REVISED)**

Date: **MAY 2018**

1. The Council will be known as St Bernard's Parish Pastoral Council.
  
2. The purposes and role of the Council:
  1. To represent the Parishioners in advising and assisting the Parish Priest in the pastoral care of the parish.
  2. To assist in coordinating and fostering present and future Parish activities.
  3. To endeavour to involve the whole of the Parish in the work of the Church and to promote the growth of a more Christian Community.
  4. To promote the Church's mission to live and communicate the love and values of Christ in the world around us.
  5. To share in the responsibility for the ongoing life and development of the parish community, working together with the parishioners to provide support for their efforts to live as followers of Christ.
  
3. The Council will consist of:
  1. Up to ten members by the Parishioners of Bacchus Marsh and Korobeit. Preferably, at least one member shall be from Korobeit.
  2. Ex-officio members, namely Parish Priest, Assistant Priest, Pastoral Associate, the Principals of the Parish Schools and the Parish Accountant.

3.1 Any parishioner interested in serving on the Parish Council is encouraged to "come and see" (attend meetings) for a period of 6- 12 months, in order to consider committing to a 2 year appointment to Parish council.
  
- 4.1 Election of the Council
  1. There will be an annual Council election
  2. Councillors will be elected after nomination, and appointed for a period of two years. Each year, half the number of elected members will retire and be eligible for election.
  
- 4.1 Election of the Council
  1. There will be an annual Council election

## St Bernard's Parish Pastoral Council

---

2. Councillors will be elected after nomination, and appointed for a period of two years. Each year, half the number of elected members will retire and be eligible for election.
3. The member for Korobeit shall be elected by choosing the Korobeit parishioner who polls highest in the ballot irrespective of their overall place in the voting order.
4. Any casual vacancy on the Parish Council will be filled by Council appointment. The appointed Member shall hold office until the next Parish election.
5. The annual election will be completed no later than the end of June in each year.

### 4.2 Method of Election

1. The election will be conducted by ballot, under the supervision of a Returning Officer appointed by the Parish at the Annual Parish Meeting (see clause 6.1.2).
2. Any Parishioner who has attained the age of 16 years shall be eligible to vote in an election for the Council.
3. Any Parishioner who has attained the age of 18 years will be eligible to stand for election to the Council provided that he or she is nominated and seconded by two Parishioners who are themselves eligible to vote in the election.
4. Successful candidates to be notified personally prior to the publication of results of election.
5. A Parishioner is defined as follows (in relation to election to the Parish Pastoral Council).
  1. Any Catholic who lives in the Parish, attends mass regularly and supports the Parish financially
  2. Any non-Catholic spouse of a Catholic referred to in (.1) above
  3. In the case of a dispute, such status as a Parishioner will be determined by the Parish Priest.

### 5. Council Procedure

1. The Council shall meet every 2<sup>nd</sup> month. Dates will be communicated.
2. Each Council meeting will last for not more than two hours unless Council decides on an extension of time.
3. The Council will elect from its members each year, at the first Council meeting following the annual election, the following 'Officers':  
Chairperson, Vice Chairperson, Secretary and Assistant Secretary.
4. A quorum of the Council will consist of five of the elected members.

## St Bernard's Parish Pastoral Council

---

5. In the event of a Councillor being absent from more than two consecutive meetings without reasonable excuse, Council may declare his/her seat vacant after consultation with the person.
6. In matters to be decided by vote at a Council meeting, the Chairperson and each member will have one vote each, except when voting is equal the Chairperson will have the casting vote.
7. Council will cause minutes to be taken at each meeting and will require that these minutes be confirmed at the next meeting.
8. A synopsis of minutes will be made available to all parishioners via the church bulletin.

### 6. Annual Parish Meeting

1. The Annual Parish meeting will be held prior to the annual election to:
  1. Receive a report and financial statement from the Council
  2. Elect a Returning Officer for the annual Council elections
  3. Consider any matter of which no less than twenty-one days' notice has been given to the Parish.
  4. Acknowledge formal written reports from all Parish groups.
2. Parishioners wishing to have any matter considered at the Annual Parish Meeting will be required to submit such matters, in writing, to the secretary of the Council via the Parish secretary, not less than 21 days before the Annual Parish Meeting.
3. Advance notice of at least one month of the Annual Parish meeting will be given in the Parish newsletter, on the Church notice boards or by such other means as are found necessary.

### 7. Representation

Any Parishioners may at any time regard any Council member as an Ombudsman, and any matter thus raised must be laid before the Council at its next meeting for investigation as deemed fit by the Council.

### 8. Constitution

Any changes to the Constitution need to be approved and accepted by a majority of Council members and presented to the parishioners at the Annual parish Meeting.

PARISH OF BACCHUS MARSH  
ST BERNARD'S, BACCHUS MARSH & OUR LADY HELP OF CHRISTIANS, KOROBET  
STATEMENT OF INCOME AND EXPENDITURE - YEAR ENDED 31 DECEMBER 2017

| Actual 2015      | Actual 2016      |                                     | Actual 2017      | Budget 2018      |
|------------------|------------------|-------------------------------------|------------------|------------------|
|                  |                  | <b>INCOME</b>                       |                  |                  |
| 220,860          | 212,728          | Thanksgiving Offerings              | 192,340          | 195,000          |
| 10,673           | 7,391            | Parish Centre Rental                | 8,100            | 8,000            |
| 6,824            | 9,645            | Parish Fete                         |                  | 4,800            |
|                  |                  | <b>DONATIONS</b>                    |                  |                  |
| -                | -                | Bequests                            |                  |                  |
| 5,188            | 1,167            | Other                               | 6,886            | 5,000            |
| 2,912            | 2,041            | Interest Received                   | 580              | 2,000            |
| 2,563            | 1,408            | Piety Stall Sales                   | 1,323            | 1,400            |
| 8,356            | 8,854            | Rent - Church Property              | 7,470            | 9,115            |
| 500              | 264              | Museum Fundraising                  |                  |                  |
| -                | 3,945            | Hopetoun Cemetery Fundraising       | 60               |                  |
| 6,761            | 5,716            | Sundry                              | 13,399           | 10,000           |
| <u>264,637</u>   | <u>253,159</u>   |                                     | <u>230,157</u>   | <u>235,315</u>   |
|                  |                  | <b>LESS EXPENDITURE</b>             |                  |                  |
| 5,000            | 5,000            | Loan Repayments                     | 5,000            | 5,000            |
| 1,693            | 1,320            | Interest on Borrowings              | 1,050            | 820              |
| 15,345           | 24,324           | Cleaning & Gardening                | 21,036           | 22,000           |
| 14,812           | 12,910           | Light, Power & Heating              | 13,228           | 14,000           |
| 25,771           | 60,621           | Repairs & Maintenance               | 9,672            | 40,000           |
| -                | -                | Hopetoun Cemetery                   |                  |                  |
| 100              | -                | Museum Expenses                     |                  |                  |
| -                | 4,015            | Rates                               | 11,862           | 8,000            |
| 16,729           | 20,086           | Insurance                           | 19,213           | 20,000           |
| 108,401          | 66,456           | Secretarial & Bookkeeping Salaries  | 59,274           | 27,391           |
| 8,776            | 6,436            | Pastoral Salaries                   | 1,368            | 5,407            |
| 14,681           | 13,135           | Superannuation                      | 5,624            | 4,285            |
| 7,703            | 7,328            | Printing, Stationery & Publications | 12,301           | 13,000           |
| 2,041            | 7,328            | Telephone & Postage                 | 4,321            | 5,000            |
| 2,695            | 3,530            | Church Requisites                   | 19,125           | 7,500            |
| -                | 1,780            | Supply Fees                         | 690              | 1,000            |
| 2,950            | -                | Thanksgiving Campaign Expenses      |                  |                  |
| 25,224           | 2,530            | Donations                           | 1,800            | 2,000            |
| 5,000            | 23,844           | Archdiocesan Levies                 | 24,124           | 23,124           |
| -                | 5,000            | Catholic Regional College           |                  | 5,000            |
| 11,915           | -                | St Bernard's School                 |                  |                  |
| 12,795           | 974              | Furniture & Equipment/Improvements  | 22,455           | 30,000           |
| 1,523            | 6,959            | Sundry Expenses                     | 13,119           | 13,000           |
| 2,910            | 1,653            | Piety Stall Stock                   | 1,115            | 1,200            |
| -                | 3,850            | Catechetics and Adult Education     | 4,920            | 5,000            |
| -                | -                | Architects Fees - Masterplan        | 7,500            |                  |
| <u>286,064</u>   | <u>271,751</u>   |                                     | <u>258,795</u>   | <u>252,727</u>   |
| -\$(21,427)      | -\$(18,592)      | Cash Surplus (Deficit) for the Year | -\$(28,637)      | -\$(17,412)      |
| <u>227,354</u>   | <u>205,927</u>   | Opening Funds 1 January             | 187,335          | 158,698          |
| -(21,427)        | -(18,592)        | Cash Surplus (Deficit) for the Year | -(28,637)        | -(17,412)        |
| <u>\$205,927</u> | <u>\$187,335</u> | Closing Funds 31 December           | <u>\$158,698</u> | <u>\$141,286</u> |

Parish (not including the School) borrowings at 31 December 2017 were \$22500

## **Letter from the Sacraments Coordinator**

The Sacraments of the church are instituted by Christ to make us holy, to build up the body of Christ and, to give worship to God.

Celebrating a Sacrament for the first time is an important step in the life of a Catholic child. Sacraments are vital expressions of Catholic life. Each time people receive a sacrament there is a deeper response to the call of Jesus to discipleship.

Since Sacraments are so important they should be taken very seriously and there is a need to prepare to receive them thoughtfully and thoroughly. All sacraments are events for the whole Catholic community to celebrate together, this is reflected when parishes prepare and celebrate the sacraments as a community.

Sacraments flow from the life of the Church. Religious education, whether it takes place in a school or parish setting, functions as a support to the sacramental life of the Church. The aim of catechesis is communion with Jesus Christ. Catechesis leads people to enter the mystery of Christ, to encounter him, and to discover themselves and the meaning of their lives in him.

Common practice has been that when young people reach a particular year level they automatically receive certain sacraments. This has caused people to unconsciously link sacraments to school life more than to parish life.

The context for sacramental catechesis especially for the Sacraments of Initiation is the parish community. It is important that it takes place within the community of the faithful because initiation is the responsibility of all the baptised. Those who are receiving religious education in the Parish Religious Education Program, the Catholic school, or the home, come together for sacramental preparation. In other words, sacraments are not just conversion moments for those preparing to receive them for the first time, but for the entire parish community. The entire parish community is invited to come to renew and deepen their spirituality in the sacrament.

Sacramental moments are natural times in the life of the parish to gather and renew all the people of God in the sacramental life of the Church. It is a wonderful witness to those receiving a sacrament for the first time that this is not an isolated instance of sacramental celebration, but a way of life lived by a sacramental community.

### **Role of the Family**

The Catechism of the Catholic Church teaches clearly the role of parents in nurturing the gift of the Catholic faith. It is the role of parents as primary educators of their children to present them for initiation into the Christian community. It is in the family where children receive the help and example needed to live a Christian life and share in the mission of Jesus.

Taking an active part in a child's spiritual formation is the right and dignity of Christian parents. It is in the home that children primarily experience and come to know about God. When children experience the loving care of their family, when they are challenged to be the best people that they can be by their parents, and when they witness a family's unceasing striving for healing and reconciliation, then children really learn about who God is.

Parents have the responsibility to pray with their child and to see to it that their child attends Mass each Sunday in order for them to grow in their faith and as members of the Catholic community.

In recognising parents as the primary religious educators of their children, the Catholic Community relies on the cooperation of families for preparing children for the Sacraments.

The Catholic school and the Parish Religious Education Program endeavour to nurture a strong partnership between families and the parish in the sacramental preparation program. Parents are encouraged to take on their central role. The parish, the Catholic school and parish Religious education program assist parents in this task. The church provides the immediate preparation for all sacraments. All three faith communities of family, Parish, Catholic school and Parish Religious Education Program, are deeply significant in a child's preparation for the Sacraments. Cooperation between these three will offer the best possible opportunity for the child's growth in faith.

Preparation for the sacraments should aim at leading the young people towards a more intimate union with Christ. The sacraments strengthen what began in baptism, and further initiating the individual journey of faith, empowering young people to go and proclaim the good news.

Naim Chdid

## St Bernard's Parish Sacramental Program 2018

The preparation for the Sacraments is provided for the Parish children attending schools other than St. Bernard's Parish Primary. This year we have twenty candidates for Eucharist, Fourteen candidates for Confirmation and twenty candidates for Reconciliation.

**The Eucharist preparation** program run for Seven weeks. The candidates have been presented to the Parish community the first week of the program, on the 10<sup>th</sup> February 2017. The preparation program finished on the 17<sup>th</sup> of March, it was held on Saturdays in the afternoon from 2pm till 4:30pm in St Bernard School and followed by Mass in the church. The children were educated by the sister of the Missionaries of Love and Peace of the Two Hearts.

The candidates for the First Eucharist are to resume their preparation on the 14<sup>th</sup> of June. They will attend a retreat day with St. Bernard's School, prior to receiving the Sacrament on the 17<sup>th</sup> of June. Our priest will be present on the day and will administer the Sacrament of Penance to all Candidates.

**The Confirmation** preparation program runs for eight weeks. The candidates have been presented to the parish community on the first week of the program, on the 10<sup>th</sup> February 2017. We had prepared the children for 7 weeks, and the program will resume on the 11<sup>th</sup> of August for the last session. A retreat day will be held on the 18<sup>th</sup> of August prior to the receiving the Sacrament on the 25<sup>th</sup> of August. The program was held on Saturdays afternoon from 1:30 till 4:30 in St Bernard School followed by Mass in the Church. The Children were catechized by Naim Chdid.

The parents of the candidates of all sacraments attended an information session held in the parish Centre and presented by Father Fabian smith. The aim of these information nights is to help the parents understand the importance of the Sacraments and how to nourish the spiritual life of their children.

The information session was held on the 21 of February at 7pm for the Eucharist parent's candidates and on the 14<sup>th</sup> of March at 7pm for the Confirmation Parents candidates.

**The Reconciliation** preparation program will run for eight weeks from 8<sup>th</sup> October till 26 November. The program will be held on Mondays from 7pm till 8:30 pm. The catechist will be Naim Chdid. The parents will attend an information night with father Fabian on 12 September at 7 Pm.

Prior of receiving the sacrament of Penance, a **para-Liturgy** will be celebrated on the 29<sup>th</sup> of November at 7 pm in the church where the parents presents their children to the parish .

The Sacrament of penance will be celebrated on the 1<sup>st</sup> December.

I thank Fr. Fabian for his support throughout the programs. I will like to thank Emilio Scalzo for permitting us to use the school facilities. Also I thank Gaby Piriz, and the teachers of St Bernard's Primary School for their continuing support.

Naim Chdid



# Catholic Parish of Bacchus Marsh



St Bernard's Bacchus Marsh

Our Lady Help of Christians Korobeit

Presbytery & Parish Office: 61 Lerderberg Street, Bacchus Marsh 3340

T : (03) 5367 2069; F : (03) 5367 4863

E : [bacchusmarsh@cam.org.au](mailto:bacchusmarsh@cam.org.au)

## Stewardship Giving Report

From 1/1/2017 to 31/12/2017

- Yearly Income received = \$191,853.32
- Average Weekly Pledge = \$5,512.30
- Average Weekly Income received = \$3,619.87
- Total Giving of pledged amount for 2017 = 65.67%
- Pledge by Cash = 236
- Pledge by Direct debit = 173
- Pledge by Credit Card = 131

### Giving Summary

| Pledge period | Giver Count | Pledge Amount       | Giving Amount       | Giving %      |
|---------------|-------------|---------------------|---------------------|---------------|
| Week          | 173         | \$89,386.50         | \$61,250.30         | 68.52%        |
| Fortnight     | 64          | \$34,265.00         | \$29,216.50         | 85.27%        |
| Month         | 189         | \$103,754.82        | \$80,904.42         | 77.98%        |
| Quarter       | 20          | \$11,330.00         | \$4260.00           | 37.60%        |
| Half Year     | 12          | \$6,250.00          | \$2,585.00          | 41.36%        |
| Year          | 60          | 37,081.00           | \$10,639.10         | 28.69%        |
| None          | 22          | 10,085.00           | \$2,998.00          | 29.73%        |
| <b>Total</b>  | <b>540</b>  | <b>\$292,152.32</b> | <b>\$191,853.32</b> | <b>65.67%</b> |

We thank of all the parishioners for their generous contribution to the financial support of the parish. We are fortunate that many of our parishioners respond with generosity to the need of our faith community.

Also sincere thanks to the team of volunteers who assemble Stewardship receipts and envelopes for distribution.

**Please note, a Working Bee is being organised for Tuesday 5<sup>th</sup> June 2018 to prepare new envelopes and receipts. It would be greatly appreciated if you can spare some time to help on that day. It will commence in the morning at 9:30am.**

**Naim Chdid**

# **Rite of Christian Initiation of Adults (RCIA)**

**2017/18**

Fr John Paul and myself prepared three men to be received as Catholics this year. The group bonded well together and we were able to enjoy some lively discussions. Each of them, in their own way, has been touched by the invitation of Christ and sought to deepen that relationship through baptism. Meetings were held at the Presbytery in Bacchus Marsh at 10am on Saturdays in December, February, March and April. During the hour and a half together we covered as much of the Catechism as we could manage. We began by establishing the foundation: nurturing a personal relationship with Christ through Prayer and the Sacraments. The Church, Revelation (Sacred Scripture and Tradition), Ethics and Social Teaching, Church History and The Saints, were also covered. The three men were baptised, confirmed and received their First Holy Communion from Fr John Paul at the Easter Vigil celebrated at St Anthony's. The celebration was a joyful reminder of the power of the risen Christ who calls forth new disciples from our midst.

Looking ahead, we have two serious candidates from St Bernard's for reception into the Church whom I will instruct with a view to initiate at the Feast of Christ the King in November. Please continue to pray for all of our candidates, especially in the period that follows their baptism, as this can be a time where the encouragement and support of the faith community is especially needed. Please don't be afraid to encourage family, friends or work colleagues who may be interested in becoming Catholic, but can't yet see a hand to lead them closer to Christ and the Church. All of us, through our baptism, are called to share in the work of evangelisation, as Pope Francis recently reminded us "Do we believe that baptism is enough, it is enough to evangelise"?

**Fr Patrick Bradford**  
**Assistant Parish Priest**

# **Altar Servers**

**2017/18**

I am very grateful for the help of Bernadette Bygham who assists with the preparation of the Altar servers and communicates with our families the latest rosters and information. The rosters are available for viewing in the sacristy and are emailed to families at the beginning of each school term. Last year we promoted the Altar Servers Ministry to the parish, and were met with seven willing volunteers. Bernadette, Br Michael, Br Joseph and myself conducted a series of training seminars over the course of three Wednesday afternoons where the children learned the basics of serving. While all the children come with a different level of skill and experience, we generally try to pair altar servers in such a way that they can learn from each other over the course of a year. I was particularly impressed by the dedication of the children who assisted at the Altar throughout Holy Week, especially their commitment to attending the practices and their focus and dedication to the Sacred Liturgy. We hope to conduct further training and advertising of Altar Serving to new families later this year and so build on the momentum of last year. One challenge we face is that most families prefer to attend the 5pm Vigil Mass on Saturday night. This sometimes means that there are no servers available for 8.30am or 10am Mass.

**Fr Patrick Bradford**  
**Assistant Parish Priest**

In 2017 we had another successful year. Our events, whether they were fundraisers, stalls, raffles, morning teas etc, for families and children to enjoy, where well attended and received.

The biggest change for us in 2017, was the Fete! Although the weather wasn't kind to us, we believe everyone embraced the changes and jumped on board to help where they could.

Our major Fundraiser, Blue Jean Ball, promoted as a family event, received positive feedback from young and old. Even though numbers weren't as high as we hoped, we were more than happy with the outcome.

| <b>ST BERNARD'S PARENTS &amp; FRIENDS ASSOCIATION</b> |                |                 |                    |
|---|----------------|-----------------|--------------------|
| <b>FUNCTION SUMMARY REPORT</b>                        |                |                 |                    |
| <b>PERIOD:</b>  | <b>1/01/17</b> | <b>to</b>       | <b>31/12/17</b>    |
| <b>FUNCTION</b>                                       | <b>INCOME</b>  | <b>EXPENSES</b> | <b>PROFIT/LOSS</b> |
| Blue Jean Ball  | \$6,623.68     |                 | \$6,623.68         |
| Casual Clothes Day                                    | \$374.00       |                 | \$374.00           |
| Catering  | \$2,395.00     | \$219.48        | \$2,175.52         |
| Chocolate Drive                                       | \$6,888.95     | \$4,979.50      | \$1,909.45         |
| Easter Raffle   | \$375.55       |                 | \$375.55           |
| Father's Day Stall & Raffle                           | \$1,926.85     | \$1,465.18      | \$461.67           |
| Hot Cross Bun Drive                                   | \$709.15       | \$354.00        | \$355.15           |
| Hot Lunches   | \$4,988.50     | \$2,593.99      | \$2,394.51         |
| Mother's Day Stall                                    | \$2,027.80     | \$2,247.20      | -\$219.40          |
| Movie Night   | \$289.00       |                 | \$289.00           |
| School Disco  | \$824.00       | \$394.97        | \$429.03           |
| Silver Coin Challenge                                 | \$2,049.85     | \$133.70        | \$1,916.15         |
| Wilson's BBQ  | \$342.50       | \$42.98         | \$299.52           |
|   |                |                 |                    |
|   |                | <b>TOTAL:</b>   | <b>\$17,383.83</b> |

At the first couple of Parents and Friends meetings for 2018 the following fundraisers and events were discussed:

- **Hot Lunches**
- **Welcoming Committee**
- **Family Welcome BBQ**
- **Easter Raffle**
- **Silver Coin Challenge**
- **Major Fundraiser** (Thinking about doing this possibly every 2<sup>nd</sup> year))
- **Chocolate Drive**
- **Mother's & Father's Day Stalls**
- **Catering**
- **Movie Night** – possibility of moving this event to be hosted at Reading Cinemas
- **Paver Drive**

- **Wilson's Sausage Sizzle**
- **Pie Drive**
- **Student Disco**
- **Mother's Weekend Away/Dinner**
- **P&F Morning Teas for Parish**

We hope to raise around \$8,000 for the year. This year we are going to try and change our events a little to introduce some fresh ideas.

To date, we have run some successful fundraisers and events already.

*Family Picnic* – This was held at the school again this year, with a free sausage sizzle, jumping castle and dunking tank. It attracted lots of families and many new ones.

*Hot lunch days* – Always very popular days. It was decided we would try and do two a term again this year.

*Easter Raffle* – a request was sent out to families to donate Easter eggs, we had a massive response and no expenses. And it was enjoyed by all!

*Paver Drive* – Forms have recently gone out for the paver drive. This is ran every 2<sup>nd</sup> year.

Regards,

*Jac Cook*

Jac Cook  
0428 678 686  
President, Parents and Friends Association  
St Bernards Parish Primary School

|                                 | INCOME              | EXPENSE             | PROFIT/(LOSS)      |
|---------------------------------|---------------------|---------------------|--------------------|
| MAJOR RAFFLE                    | \$ 4,822.00         | -\$ 3,663.31        | \$ 1,158.69        |
| SPINNING WHEEL                  | \$ 986.05           | \$ -                | \$ 986.05          |
| RIDES AND AMUSEMENTS            | \$ -                | -\$ 29.00           | -\$ 29.00          |
| DUNKING MACHINE                 | \$ 589.30           | -\$ 248.00          | \$ 341.30          |
| FACE PAINTING/HAIRSPRAY         | \$ 141.75           | -\$ 20.00           | \$ 121.75          |
| BARBEQUE / TANDOORI CHICKEN     | \$ 2,118.90         | -\$ 878.63          | \$ 1,240.27        |
| DRINKS STALL                    | \$ 284.80           | -\$ 182.26          | \$ 102.54          |
| LOLLY & CRAFT STALL             | \$ 209.30           | -\$ 54.20           | \$ 155.10          |
| CAKE POP STAND                  | \$ 125.50           | \$ -                | \$ 125.50          |
| DESSERTS                        | \$ 261.00           | -\$ 146.34          | \$ 114.66          |
| DEVONSHIRE TEA                  | \$ 387.80           | -\$ 141.57          | \$ 246.23          |
| FAIRY FLOSS / POPCORN           | \$ 337.00           | -\$ 104.18          | \$ 232.82          |
| MYSTERY JARS                    | \$ 894.00           | -\$ 30.00           | \$ 864.00          |
| SHOWBAGS & LUCKY DIPS           | \$ 1,572.80         | -\$ 1,366.51        | \$ 206.29          |
| CAKE STALL                      | \$ 600.00           | \$ -                | \$ 600.00          |
| PLANT STALL                     | \$ 296.70           | \$ -                | \$ 296.70          |
| FOUNDATION                      | \$ 178.15           | -\$ 39.00           | \$ 139.15          |
| JUNIORS                         | \$ 127.80           | -\$ 20.00           | \$ 107.80          |
| MIDDLES                         | \$ 571.30           | -\$ 108.38          | \$ 462.92          |
| SENIORS                         | \$ 491.25           | \$ -                | \$ 491.25          |
|                                 |                     |                     |                    |
| DRAWING COMPETITION             | \$ -                | -\$ 40.75           | -\$ 40.75          |
| SANTA VISIT                     | \$ -                | -\$ 48.34           | -\$ 48.34          |
|                                 |                     |                     |                    |
| OTHER: SET-UP                   | \$ -                | -\$ 24.00           | -\$ 24.00          |
| OTHER: ADVERTISING & PROMOTION  | \$ -                | -\$ 174.50          | -\$ 174.50         |
| OTHER: CASH COLLECTION SERVICES | \$ -                | -\$ 302.50          | -\$ 302.50         |
| OTHER: MOBILE COOLROOM          | \$ -                | -\$ 410.00          | -\$ 410.00         |
| OTHER: EMERGENCY PONCHOS        | \$ -                | -\$ 20.00           | -\$ 20.00          |
|                                 |                     |                     |                    |
| <b>TOTAL:</b>                   | <b>\$ 14,995.40</b> | <b>-\$ 8,051.47</b> | <b>\$ 6,943.93</b> |

|                            |                     |                           |
|----------------------------|---------------------|---------------------------|
| FETE TAKINGS 1/12/2017     | \$ 10,133.40        | PARISH FETE ACCOUNT       |
| MAJOR RAFFLE TAKINGS       | \$ 4,822.00         | PARENTS & FRIENDS ACCOUNT |
| POST FETE SHOWBAGS DEPOSIT | \$ 10.00            | PARISH FETE ACCOUNT       |
| POST FETE DRINKS DEPOSIT   | \$ 30.00            | PARISH FETE ACCOUNT       |
|                            | <u>\$ 14,995.40</u> |                           |

|            |             |
|------------|-------------|
| DIFFERENCE | <u>\$ -</u> |
|------------|-------------|

**PARENTS & FRIENDS ASSOCIATION TRANSFER CALCULATION:**

|                                   |                     |
|-----------------------------------|---------------------|
| PROFIT SPLIT (50/50)              | \$ 3,471.97         |
| <u>LESS: MAJOR RAFFLE TAKINGS</u> | <u>-\$ 4,822.00</u> |
| <u>ADD: TOTAL EXPENSES</u>        | <u>\$ 8,051.47</u>  |
|                                   | <u>\$ 6,701.44</u>  |

**REASONABLENESS CHECK:**

|                            |                     |                     |
|----------------------------|---------------------|---------------------|
| FETE TAKINGS 1/12/17       | \$ 10,133.40        | PARISH FETE ACCOUNT |
| POST FETE SHOWBAGS DEPOSIT | \$ 10.00            | PARISH FETE ACCOUNT |
| POST FETE DRINKS DEPOSIT   | \$ 30.00            | PARISH FETE ACCOUNT |
|                            | <u>\$ 10,173.40</u> |                     |

|                                       |                     |
|---------------------------------------|---------------------|
| <u>LESS: TRANSFER AMOUNT AS CALC.</u> | <u>-\$ 6,701.44</u> |
|                                       | <u>3,471.96</u>     |

## CHURCH GROUNDS MAINTENANCE 2018



The maintenance and upkeep of the properties has been regularly maintained. Some work was done to improve the grass in front of the church and presbytery, which has been successful in making the lawn look a lot better after the dry months.

Thank you to all those dedicated volunteers, past and present, who have been doing such a wonderful job to date. Unfortunately, we have lost a few helpers, either due to health issues or other commitments. A special thanks to Pat O'Leary, Peter Shea and Michael Wale for their support over the years.

A call for more volunteers was published in the weekly newsletter over a number of weeks and, as a result, the mowing roster was updated. We welcome Stephen Millington to the team, but there are still a few gaps where extra help would be greatly appreciated.

There is ongoing concern with parents from the Bacchus Marsh Primary School parking on the church grounds during drop-off and pick-up times, which is causing inconvenience during funerals and other sacramental celebrations. Discussions with the State School principal have taken place, but parking on the property continues to be an issue.

New line marking in the carpark has been completed.

**Dolores Turcsan**  
**Parish Office**



## **REPORT FROM JOSEPHITE ASSOCIATES – BACCHUS MARSH/WOODEND**

In 2017 the Josephite Associates in Bacchus Marsh amalgamated with the smaller group at Woodend and Christine Nicholls-van Order accepted the role of Leader. The group meets four times each year to pray together and reflect on the news in the quarterly newsletter. The gathering always ends with a good old-fashioned cuppa!

Members of the group fulfil various roles in the parish and community of Bacchus Marsh – taking part in the Sunday Liturgies, helping with Seniors lunches, offering friendship and support to those in need. The preparation of used postage stamps to send to the Associates in Sydney, who prepare them for the Sydney Stamp Auction, provides funds for the work of International Mary MacKillop which is an organisation which supports the work of Sisters in Peru and East Timor. This is usually practical involving education, health and formation. Scholarships are offered to those who cannot fund their own education, thus providing a resource for their communities when they return home. (A box for used stamps is in the Church Foyer for parishioners to contribute to)

Groups of Associates exist throughout Australia, New Zealand, Scotland, Timor Leste and Peru where a large group provide sustenance for those in need, act as Catechists, and leaders in their parishes.

The Mission of the Associates is described thus:

**OUR MISSION**  
**As Josephite Associates**  
**we respond to the call to live**  
**the charism of**  
**ST MARY MACKILLOP**  
**and**  
**FR JULIAN TENISON WOODS**  
**in our daily lives ...**  
**in our own unique way.**  
**We support one another through**  
**FRIENDSHIP**  
**PRAYER**  
**and**  
**SERVICE—**  
**making a difference in our local area,**  
**and so furthering**  
**the Reign of God in our world**

Any parishioner interested in becoming a Josephite Associate and giving deeper meaning to their living out of their Christian mission given to them at Baptism may contact Sr Mary Fermio, Co-ordinator for Victoria, on Ph 5367 2078 or email: [mary.fermio@sosj.org.au](mailto:mary.fermio@sosj.org.au)

## **St Bernards Parish Annual General Meeting**

### **2017 Annual Report for The Neighbours Place Inc**

The Neighbours Place Inc (TNP) is an ecumenical initiative of five local Christian Churches. TNP is a Christian not-for-profit organisation whose aim is to serve people of the Moorabool Shire who are disadvantaged, at risk or temporarily unable to feed themselves or their family and are in need of emergency food relief. TNP has operated its emergency foodbank continuously since September 2000.

We also operate a No Interest Loans Scheme (NILS) in partnership with the Good Shepherd Microfinance and NAB. This service provides access to loan finance to people who might not qualify for credit through the standard financial system. These loans are generally used for the purchase of larger one off necessities such as domestic whitegoods, hot water service replacements, tools of trade and more recently purchase of computer for school children.

2017 has been another busy and rewarding year for TNP. Bacchus Marsh continues to grow as do cost of living pressures on an increasing number of members of our community. In 2017 TNP provided emergency food on more than 1200 occasions, assisting more than 1500 individuals. The NILS scheme is managed around 30 low interest loans throughout the year.

Through the generosity of grants, donations and donations in kind of food we have been able to operate at small surplus for 2017. Additionally TNP has been fortunate to receive an \$8000 capital grant from the Federal Government to assist us in undertaking the badly needed renovation of the NILS office space. Since the move to 77 Main Street NILS has operated out of the old outdoor laundry at the house. This was meant to be temporary and has never been appropriate. Over the year the laundry has continued to deteriorate to the extent that it was becoming unusable. The renovations are now well progressed and should be finished before the end of June 2018.

TNP operates under the management of a Committee of Management. Each of the founding Churches has two representatives on the Committee. Since the retirement of Bernie Coburn during 2017 I have been the sole representative for our church. While this is not creating any immediate problems it would be good if a second representative could join the Committee.

Yours in Christ

Brendan Harrison

St Bernards Representative

The Neighbours Place Inc.

## **PIETY STALL REPORT 2018**

The Piety Stall is open after all Weekend Masses. We stock a wide variety of religious items and can order special items on request. To keep postage costs to a minimum orders are only placed three times a year. Due to lack of sales it has been decided to cancel our order of Melbourne Catholics. Many thanks to the 10 Parishioners who are on our roster. New members are always welcome.

Margot Short (Piety Stall Co-Ordinator)

# ST. BERNARD'S CATHOLIC PARISH

## 2017/2018 BAPTISMAL PROGRAM REPORT

The Baptismal Program Team have enjoyed welcoming many families to the Program over the past twelve months. Fr. Patrick has been joining the Team members each month as we prepare the parents and Godparents for the role they play in the Baptismal Ceremony.

Bacchus Marsh and the surrounding area is quickly growing, and many young families are making the move to raise their families here. There are also families that have a long history or connection to Bacchus Marsh and the Parish, either having attended the Primary School or been baptised or married at St. Bernard's. For those new to the area, the Baptismal Program is often their first introduction to the Parish community, so we endeavour to offer a friendly, relaxed and welcoming environment.

The Baptismal program is held in the Parish Centre on the 4th Sunday of each month at 11:15 am, except for the month of December. The program usually runs for about an hour as we discuss the importance of the Baptism, and the commitment the parents and godparents are making on behalf of their children.

Generally, we have somewhere between 2-6 families attend each session with their newborns or infants, and occasionally we have families who wish to baptise their older children who can be primary school age. Once the parents, and accompanied by the Godparents, have attended the program a date for their child's Baptism can be confirmed. The parents are also asked to attend a welcome Mass prior to the Baptism, where the Priest will welcome the parents and child to the congregation. Baptisms are held at St. Bernard's on the 1<sup>st</sup> & 3<sup>rd</sup> Sunday's of the month at 11.30am. Parents can download registration forms from the Parish website and bring them along to the Program.

Over the course of the year we have had four couples who rotate on a roster each month to run the program. Joining Rosemary and I are Steve and Geraldine Vereker, Kate and Danny Conroy and Caitlin and Steve Lalor. Caitlin and Steve are not continuing in 2018, so we would like to thank them very much for their contribution to the program over the past few years. Replacing them will be Justin and Katie Lindorff. We would like to welcome them and wish them good luck for their first program in June. Also, we wish Kate and Danny all the best for the arrival of their new child, which is expected any day now.

We would like to thank Fr. Fabian, Fr. John Paul and Fr. Patrick for their continued support of the program. Particularly to Fr. Patrick who has greatly assisted the teams with his attendance and support each month.

On behalf of the Baptismal Team

Peter and Rosemary McDonald

**ST. BERNARD'S SENIOR PARISHIONERS' MASS GROUP**

**ANNUAL REPORT - MAY 2018.**

**This past year has seen very little change in the activities of the Senior Parishioners' Group, coming together each month to celebrate the Eucharist in a relaxed and informal way in the Parish Centre. Attendance numbers do vary from month to month which is to be expected, considering age and health problems which do arise within the group. The average is probably about 25 seniors and, of course, each month we are joined by the students from St. Bernard's Primary School. As has been reported in the past, the young ones are a delight - always polite, well-behaved and friendly. It is great combining the young and the "not-so-young". Thank-you to Mr. Emilio Scalza and his teaching staff who make this happen.**

**As usual, we had our Christmas Mass on 8th. December 2017; Father Fabian celebrated the Mass and a large group of St. Bernard's boys and girls also attended. Following Mass, 35 folk enjoyed our traditional Christmas Luncheon, beautifully prepared and served by Melinda Martin, Liz Shelley and their great team. A big thank-you, again, one and all. Entertainment was provided, for the third year running, by Liz's Grandson - James who provided us with lovely guitar music - much appreciation James.**

**Sadly, during the year two dear friends passed away. Verna Walsh had been active within the Seniors and Parish Community since her arrival in Bacchus Marsh and died in November 2017. Tess & Alf Mercieca have been regulars, and helpers, of the group for many years. Tess passed away, after a long illness, in March of this year. Both these two dear ladies are truly missed and remain in our prayers.**

**A very big thank-you to our drivers, "food-providers", furniture shifters and all helpers who assist every month. To Marie and Terry Casey, our thanks for regularly setting up the Parish Centre - this is really appreciated! And to our priests - Father Fabian and Father Patrick much appreciation for your presence and support.**

**In conclusion, should anyone like to come to the Seniors' Mass and is requiring transport, please do contact me.**

**ELIZABETH LUMMIS**

**Co-ordinator.**

## ST BERNARD'S PARISH CENTRE CONDITIONS OF USE – March 2018

All bookings and arrangements are made through the Hall Manager:  
Mrs Marie Casey, 46 Labilliere Street, Maddingley, Phone: 53673427

### Prior to use

The appropriate BOND deposit must be made immediately to secure the booking for your particular function and before signing this contract. Event starting and concluding times must be arranged with the Booking Officer and also indicated below.

1. Prior to confirmation, the booking applicant must provide full and frank disclosure of the nature of the activities planned for the respective booking.
2. BALANCE PAYMENT of HIRE FEE MUST BE MADE NO LATER THAN ONE MONTH prior to the required date.
3. All functions to be held in the Centre are to CEASE AT 11:00pm.
4. *NOISE levels emanating from the land shall not exceed LEQ 50 DBA at the boundary of the subject site.* The sound shall be measured using a Sound Level Meter complying with the requirements of Australian Standard 237, Sound Level Meter Type 1 – General purposes; OR Australian Standard 238, Sound Level Meter Type 2 – Precision.
5. No nuisance or annoyance to persons being residents beyond the site shall be caused by the use hereby permitted. The Committee of Management reserves the right to close the Hall at any time if this condition is NOT adhered to.
6. *Any use of the Centre on SATURDAY night MUST NOT INTERFERE with MASS being celebrated in the Church from 5:00pm to 6:00pm. Prior, during and after the 5:00pm Mass, parishioners have the right to have access to the toilets in the Parish Centre. For functions commencing before 5:00pm - you are asked to park cars on the SOUTH SIDE of the Centre to leave space for those attending 5:00pm Mass.*
7. Cars are to park in asphalt areas only.
8. **SMOKING is STRICTLY PROHIBITED INSIDE THE PREMISES.**
9. *Approval for the use of CANDLES must be arranged with the Hall Manager. Please note: No Candelabras nor Confetti allowed*
10. The key is to be collected from the BOOKING OFFICER, prior to the booking time and RETURNED to the LETTER BOX of the BOOKING OFFICER.
11. At the conclusion of your function, **all furniture** is to be returned to the storeroom and stacked in an appropriate manner, as per instructions of the Hall Manager.
12. Damage and/or accident to furnishings, fittings and fixtures to be reported to Booking Officer by 9:30am the next day.

13. Rubbish bins are provided for food scraps only (using garbage bags supplied). **Bottles, cans and empty cartons are to be removed by HIRER.**
14. All areas including toilets, kitchen and surrounding grounds, must be left clean and tidy by no later than 9:30am the following morning.
15. *Lights, heaters and air-conditioner must be turned OFF when leaving. All windows must be closed and all doors checked from the outside to ensure that the Parish Centre is left in a secure state at the conclusion of your function.*
16. The Committee of Management of the St Bernard's Parish Centre is NOT responsible for the loss or damage of PERSONAL belongs inside or outside the buildings.
17. In the event of property damage, noise pollution or aggravation to neighbours, forfeiture of bond money will be at risk.
18. All damages will be the responsibility of the HIRER.
19. Bond money will be refunded through the Hall Manager 7 days after the event and provided all Hire Conditions have been met.

**CATERER:**

- Mrs Marie Casey also offers a Catering Service for funeral wakes, afternoon teas, etc, and weddings.

**For Booking Manager Use Only**

|                                    |
|------------------------------------|
| Event date: _____                  |
| Event starting time : _____        |
| Event concluding time : _____      |
| Deposit provided (Amount) \$ _____ |
| Name of Hirer _____                |
| Address of Hirer _____             |
| Phone No of Hirer _____            |

**I (Hirer) have read the 'Conditions of Use' and accept responsibility for the maintenance of such conditions.**

.....  
**Centre Manager**

dated: ...../...../.....

.....  
**Hirer**

dated...../...../.....

## Hopetoun Catholic Cemetery St Bernard's Parish, Bacchus Marsh

Report to St Bernard's Parish Annual Meeting May 26<sup>th</sup>, 2018 from the Hopetoun Catholic Cemetery Preservation Group

### Key points:

The memorial stones with the listing of all known burials has created interest and extra visits from locals and those interested in family history. Very few copies of the booklet containing information on persons buried are left.

The website (which is still under construction by Bernice Clarke) is proving to be popular. We have had some valuable feedback. Bernice would welcome appropriate photos to include on the site. Should one ever turn up of the St Laurence O'Toole Church which stood in the grounds our group would be overjoyed.

Several working bees have been held during the past twelve months to paint the wrought iron with fishoilene. This is to arrest rust damage and preserve the ironwork. Brendan Griffith, our volunteer caretaker, still manages weed control at the cemetery. Working bees also assist with this work.

Late last year thieves stole several wooden planks from the post and rail fence. Shane Cook had his workers make the remaining planks more secure and has offered to replace the rails. Wilson's Timber and Hardware have offered to donate the timber.

Regular watering has kept the rose cuttings alive. More will be planted during the winter. Ken and Sue McDonald are growing cuttings of the climbing rose for the fence and Kerrie Shea, Jill Braithwaite and I are growing the original 'Hopetoun' rose cuttings.

Many of us have attempted, unsuccessfully, to get seeds from the rare, heritage noted blue cypress.

Vicroads have agreed to clean up their land which borders much of our cemetery. They will start with rabbit control and serrated tussock removal.

Our next major project will be the preservation of broken headstones. Our bank balance of approximately \$5000.00 will need a significant increase to do all the work required in this area. Our most recent fund-raiser, the sale of the original framed watercolour paintings from which the cards were produced, resulted in two prints having been sold for 400.00 each, two ordered and two left still for sale. The two still for sale are the Connell homestead and the Leahy property. Families who have ancestors in the cemetery and who would like to donate towards the cost of the headstone work are welcome to contact me.

Margaret Love



## **ST BERNARD'S CATHOLIC MUSEUM REPORT – MAY 2018**

The Catholic Museum reports that during the past year we have held the following openings.

Open Day at St. Bernard's School incorporating visits by parents and grandparents.

Items for sale were very popular. There was a lot of interest in past first communion groups. Text books used by students in the past were also on display.

The Strawberry Cherry Festival and the Geelong Heritage Festival days prompted good attendances.

Members were again involved in selling car raffle tickets for the raffle sponsored by the Ballarat South Rotary Club, for the benefit of the Museum.

Our Museum volunteers along with the Josephite Associates Group, served a delicious morning tea after 10am Mass in August.

Thank you to the Knights of the Southern Cross for their continued support for the maintenance and mowing of the grass around the Chapel.

We would like to see any person interested in Catholic history to join our small group.

Lucille Wheelahan  
27<sup>th</sup> April 2018

## **Knights of the Southern Cross** **Branch 50 Bacchus Marsh**

*Presentation of Activities to St Bernards Parish Pastoral Council AGM,  
May 2018*

The Knights of the Southern Cross is committed to promoting the Christian way of life and supporting family values.

Some of the local actions in the past year include:-

- We erected our Christmas Crib in the Village Shopping Centre again and it created additional interest because we left baby Jesus out of the crib until Christmas Eve!
  - Six scholarships were presented to St Bernards Grade 6 pupils. The winners were chosen for displaying the gifts of compassion, respect and making a positive contribution to school and parish.
  - The KSC Racing Game and the Bonfire night are run within the parish to fund these scholarships.
  - New grass was installed in front of the Presbytery and a watering roster established by us.
  - A public 50year membership presentation was made to two of our members by the World President of Catholic Knights.
  - Members have performed various works around the church grounds, the school and the Catholic Museum.
  - Meetings are regularly held with other KSC groups within the district (Melton, Sunbury, Werribee) to share activities and review improvement opportunities.
  - The Easter Retreat was another success. This retreat is aimed at senior primary students, but also includes junior secondary where appropriate. This year included Christian learnings, fun and physical activities.
- For 2019, we want to get other parish groups and parents involved to continually improve this event.

Thank you to all parishioners for supporting our efforts in fostering Catholic and Christian values.

## St Vincent de Paul Society Bacchus Marsh Conference

The Bacchus Marsh Conference has had a very busy year.

In November our new Vinnies Store opened with Fr Fabian blessing the building and contents

Dawn Lewin received an award for her 25 years of running The Shed and the retiring volunteers were congratulated on their long and tireless service.

Moving out of The Shed was a and difficult task. Many thanks go to The Knights of the Southern Cross for their help in finishing the job.

Our new store manager Snjezana Decourcy is doing a wonderful job. She is a tireless worker. She runs the store, supports and encourages the volunteers and treats the shoppers as family.

The profits come back to Bacchus Marsh to support the people in need.

Since May last year we have made 65 home visits.

We have spent \$5,800.00 on -

Accommodation

Food Vouchers

Purchased food

Transport

Furniture

Medication

Christmas Hampers

Christmas Gift Vouchers for children.

Central Highlands Regional Council were fortunate enough to receive a sum of money to spend on education. With some of these funds our Conference has been able to purchase computers for a number of children entering year 7 and 11. We have also helped out with school fees and book lists etc.

The Winter Appeal plus the Christmas Appeal have been very successful. Many thanks to the very generous parishioners at St Bernard's

Thanks also go to the children at St Bernard's Primary School for their wonderful support.

On the 5<sup>th</sup> Nov 2017 Verna Walsh passed away.

Verna had been a member of the Conference for many years and up until her death had helped our treasurer Jim Scott, balance the conference accounts.

God bless you Verna.

Annette Marum

President

Bacchus Marsh Conference



# 'Soul Food'

Under the Auspice of Uniting Church  
Supported by the Combined  
Churches of Bacchus Marsh

Mrs Jenny Kearney      Coordinator  
19 Gisborne Road      Mobil: 0408 104155  
Bacchus Marsh.      Phone: 9743 7382  
POSTAL ADDRESS:  
50 Lark Rd,  
Exford 3337      jennykearney1206@hotmail.com

## Soul Food 2017/18

Soul Food helps the people in our community who regularly struggle to put food on the table, and/or who are lonely and are looking for social contact. Everybody is made very welcome. We give our clients a hot cooked main meal, followed by fruit and cake, and tea and coffee. We provide a non judgemental and friendly environment in which our clients can share a meal and interact socially. We work hard to ensure that there is a friendly atmosphere, and there is a good community feel. If our clients have further needs we can help with, we work in with the Neighbours Place and St. Vincent's for food supplies, and CAFS for accommodation.

**Our motto continues to be: "Sharing food and eating together is a social activity that builds trust, establishes connections and creates a sense of inclusion and community. Providing meals is more than a means to address poverty & poor health; it can also be an opportunity to develop positive relationships between people".**

The total figures for the last 12 months, were 1825 meals provided, plus a further 332 meals to the helpers, with a gain of \$995.55. Our highest weekly attendance was our Christmas lunch, when 88 people attended, but we generally have around 40 people each week.

Soul Food continues to cover our costs, and keep the meal free for our clients, due in part, to a donation of \$1000 from the Bendigo Bank in May 2017. Our profit was also helped by the continued generosity of Foodworks, as they have continued to sponsor Soul Food by providing up to \$80 worth of groceries each week. Foodworks donated a total of \$2849 worth of food over 2017, which is a wonderful ongoing assistance. Soul Food also received a donation of \$400 from the Silver Lining Op Shop, and early in 2018, we also received a very generous donation of \$1000 from the Marsh Rodders Club. I would encourage everyone to continue to shop at Foodworks, as a show of our appreciation. Soul Food have also had the continued support of Second Bite, with donations of Fruit and Vegetables about once a month, and Shepparton Cannery Outlet in Ballarat donate goods once yearly. Soul Food also very gratefully received a donation of \$400 from Companions, a local women's group.

We had 88 people attend our Christmas function this year, and 19 of those were children. Santa handed all the children presents, predominantly sports gear. A variety of basket balls, tennis racquets, footballs, and cricket bats were handed out, and the children all had big smiles on their faces!

As an extension of our ministry, Soul Food has sponsored a number of children to join in a few different sports. the last year, we sponsored six children to attend Auskick, and two girls to join in the NetSetGo netball program, this was a huge success. We also arranged sponsorship of four children to participate in the summer Milo program. This year, we also have 2 juniors participating in Hookin2Hockey, and one 14 year old in Juniors. There are many benefits for the children who participate in these sports, including an increase in their social skills, and their level of physical activity. It helps immensely with their sense of inclusion, and we have also some fun in their lives! These children had a wonderful time joining in with the sports, and this is a program we to extend and continue.

During 2017, Soul Food once again participated in the Avenue program, and had 2 students come along each week and help prepare and serve food. This program helps those who are at risk of dropping out of the school system, and teaches them some extra skills, as well as encouraging them to continue their learning, and develop their confidence. About 10 students from the Year 9 leadership group at Bacchus Marsh Grammar also come along and help for the last week of each term, and also donate some cooked food from time to time.

We have a wonderful team of helpers who work well together, get lots done, and have much fun while we are at it! At present, we have 4 cooks to help spread the load, which is fantastic. We are looking forward to another successful year of providing meals for those who are in need, and to sharing more food, fun, and friendship together with our clients.

**Jenny Kearney Coordinator.**



Jack in action at Milo Cricket.



Matt, very proud of his award at Milo Cricket.

(Parental permission has been given for the use of these photos.)

## **Report for AGM from Playgroup at St Bernard's Primary School**

Playgroup is still meeting every Friday morning after school drop off until about 9.30am. About 3 families attend. Happy for day/time to move or someone else take over as organiser.

Regards

Natalie Watson



# ANNUAL REPORT

TO THE SCHOOL  
COMMUNITY

**SAINT BERNARD'S PARISH PRIMARY SCHOOL**  
Bacchus Marsh Victoria



2017

REGISTERED SCHOOL NUMBER: E1042

## Contact Details

|                           |   |
|---------------------------|---|
| <b>ADDRESS</b>            | Gisborne Road Bacchus Marsh<br>PO Box 174 Bacchus Marsh 3340                                      |
| <b>PRINCIPAL</b>          | Emilio Scalzo   |
| <b>PARISH PRIEST</b>      | Father Fabian Smith   |
| <b>SCHOOL BOARD CHAIR</b> | Kathy Warwick   |
| <b>TELEPHONE</b>          | (03) 53665800   |
| <b>EMAIL</b>              | principal@sbbacchusmarsh.catholic.edu.au  |
| <b>WEBSITE</b>            | <a href="http://www.sbbacchusmarsh.catholic.edu.au">http //www.sbbacchusmarsh.catholic.edu.au</a> |
| <b>ABN</b>                | 3169 9223 738   |
| <b>E NUMBER</b>           | 1042  |
| <b>FEDERAL DET NUMBER</b> | 020414  |

## Minimum Standards Attestation

I, EMILIO SCALZO, attest that ST BERNARD'S PARISH PRIMARY SCHOOL. BACCHUSMARSH is compliant with:

- All of the requirements for the minimum standards and other requirements for the registration of schools as specified in the Education and Training Reform Act 2006 (Vic) and the Education and Training Reform Regulations 2007 (Vic), except where the school has been granted an exemption from any of these requirements by the VRQA
- Australian Government accountability requirements related to the 2017 school year under the Australian Education Act 2013 (Cth) and the Australian Education Regulations 2013 (Cth)

20<sup>TH</sup> APRIL 2018



## School Overview

### Geographical Location

St Bernard's Parish Primary School is situated within the township of Bacchus Marsh, which is located 53km west of Melbourne en route to Ballarat via the Western Freeway. It is now part of greater Melbourne and in the path of a growth corridor.



### Historical Context

#### Education in Bacchus

Marsh dates from the mid-nineteenth century. A church school that preceded St Bernard's was established in 1863. The roots of St Bernard's can be found in the historic Hoptoun Cemetery site and later Fiskin Street. Mary Mackillop's work bringing education to the poor, lead to our school being the third run by the Josephite order and the first in the Archdiocese of Melbourne. The name "St Bernard's" came into being in October 1890 when the Josephites commenced teaching in portables. Originally, these were Fiskin Street and then moved to the site of the old convent, which still on our land. A two-storey brick convent, also used as a boarding school was erected in 1900, followed by a Chapel in 1905. These buildings are still onsite but not in use.



in  
sits

In 1915 a brick building, which is still in use today, was constructed on the current site of the school, adjacent to the convent. At various intervals between this and 2010 buildings were added as the school population grew. In 2008 refurbishment and minor extensions were carried out. Currently the school caters for the children of Bacchus Marsh. In 2017 we celebrated our 127th year as St. Bernard's School and on our current site. **Proud of our Past**

**Living and Learning in the Present**

## Principal's Report

2017 was another successful year at St Bernard's School. I am proud that we are widely recognised for our strong student well-being model, which continues to grow. We have developed strong partnerships with local and community services to ensure that our children receive the best, all round, Catholic Education possible. We have worked hard to continue improving our whole school, whole school approaches.

*Whole-school approaches are those involving ethos, relationships, communication, management, physical environment, learning strategies, curriculum, support procedures and responses, relationships with parents and the surrounding community. (Weare, K 2009, Developing the Emotionally Literate School, Sage Publications, London.)*

St Bernard's School has experienced a great deal of growth in recent years. Our pupil numbers have grown substantially with 3 extra class groups being added over the last four years. Additional staff has also been employed, bringing fresh vigour and enthusiasm. Bacchus Marsh is a growing suburb on the outskirts of Melbourne and housing affordability is underpinning this growth. We are ensured an exciting future in that Catholic Education Melbourne is investigating the future requirements of Catholic Education in Bacchus Marsh. We have a strong partnership with Catholic Regional College in Melton and plans are underway to ensure the continued provision of high quality, Catholic Education for our children. We value partnership with parents, and our Parents and Friends Association and School Advisory Board, have played a strong part in the ongoing development of our school. They have been of particular support within the educational sphere of Community and Leadership and Management.

Emilio Scalzo  
Principal



proud

We  
child



## Learning & Teaching

### Goals & Intended Outcomes

Our four year goal is : **To create and sustain a highly effective learning and teaching environment where learning is consistently challenging, engaging and personalised.**

Our intended outcomes have been focused on the curriculum area of Reading and Viewing.

Our intended outcomes have been to:

**Build teacher's pedagogical content knowledge about Reading**

**Ensure that staff use consistent whole of school pedagogical practices.**

**Ensure that staff use consistent assessment data**

### Achievements

**Build teacher's pedagogical content knowledge about Reading**

We have attended external professional development on reading, held workshops and completed professional reading at Professional Learning meetings held at the school to build our pedagogical knowledge.

We have developed our understandings and ability to write learning intentions and success criteria in reading and viewing.

We have begun documenting a reading and viewing continuum of learning from Foundation to Level 6 which is compliant with the Victorian Curriculum

**Ensure that staff use consistent whole of school pedagogical practices.**

We have trialled mini lessons to set up a structure within the classroom for reading

We have facilitated peer visits to consolidate our understandings of practices in reading and viewing.

We have trialled the elements of an independent approach to reading in Foundation and levels 3 & 4.

**Ensure that staff use consistent assessment data**

We have audited the assessment schedule for reading and viewing.

We have increased the frequency of running records

We have improved our tracking of data using Cleartrack

We have developed "Data Diamonds" to help us plot where each student is in relation to our benchmarks

We have improved our ability to analyse running records (miscue analysis)

## STUDENT LEARNING OUTCOMES

## STUDENT LEARNING OUTCOMES

| PROPORTION OF STUDENTS MEETING THE MINIMUM STANDARDS |           |           |                             |           |                             |
|--|-----------|-----------|-----------------------------|-----------|-----------------------------|
| NAPLAN TESTS   | 2015<br>% | 2016<br>% | 2015 - 2016<br>Changes<br>% | 2017<br>% | 2016 - 2017<br>Changes<br>% |
| YR 03 Grammar & Punctuation                          | 100.0     | 97.0      | -3.0                        | 95.1      | -1.9                        |
| YR 03 Numeracy                                       | 93.3      | 97.1      | 3.8                         | 95.1      | -2.0                        |
| YR 03 Reading  | 96.7      | 97.1      | 0.4                         | 97.6      | 0.5                         |
| YR 03 Spelling                                       | 93.3      | 87.9      | -5.4                        | 97.6      | 9.7                         |
| YR 03 Writing  | 100.0     | 100.0     | 0.0                         | 97.6      | -2.4                        |
|  |           |           |                             |           |                             |
| YR 05 Grammar & Punctuation                          | 69.3      | 97.5      | 8.2                         | 100.0     | 2.5                         |
| YR 05 Numeracy                                       | 100.0     | 92.3      | -7.7                        | 93.1      | 0.8                         |
| YR 05 Reading  | 96.4      | 89.7      | -6.7                        | 93.1      | 3.4                         |
| YR 05 Spelling                                       | 96.4      | 87.5      | -8.9                        | 96.6      | 9.1                         |
| YR 05 Writing  | 89.3      | 100.0     | 10.7                        | 96.6      | -3.4                        |

## Student Wellbeing

### Goals & Intended Outcomes

To ensure a supportive learning environment based on healthy relationships where students flourish. Ensure that staff use a consistent school-wide approach to our Social Emotional Learning program

#### Key Improvement Strategy:

- To develop an understanding of social and emotional learning.
- Audit whole school SEL program against The Australian Curriculum.
- To develop an understanding of Social Stories in F, 1 and 2.

### Achievements

- SW team completed professional reading to gain an understanding of SEL definition. The SEL (CASEL) image was chosen to present and align the staff's understanding (used and discussed at workshops/PD all year)
- Pre and Post Survey teacher knowledge/understanding before and after (start of year, end of year)
- investigated the capabilities for each level
- Whole School PD - Circle Time Solutions: Francis Totney
- Collected and audited classroom timetables
- Audit the planning of Bounce Back Programs against Vic Curriculum and make recommendations
- SW worked with the Seniors and Foundation to develop a planning template to link and align Bounce Back and Vic Curriculum (Health and Capabilities)
- Working with teams towards developing the Health and Capabilities planner to link Bounce Back in with the Victorian Curriculum
- SW worked with the Senior team to develop a Bounce Back planner, which also links with the key components of Circles
- Workshop from
- PINARC based on Social Stories.
- The strategy of Social Stories are on some students PLPs and Behaviour Plans
- The strategy of Social Stories on Work Programs on a need basis - whole class, groups and individual
- Professional Reading was given before workshops to discuss during workshops.
- Session 1: Escalation, de-escalation, brain breaks,
- Session 2: Self-regulation
- Term 1: 5 members of staff attended the ASD PD
- Term 2: Workshop based on ASD PD ran by staff members who attended PD
- Professional Reading and sharing of resources
- Professional Reading for teachers who were implementing ABLES (Reading, Writing, Speaking and Listening, Capabilities), parent handout, explanation at PSGs



#### VALUE ADDED

- Completed review of Learning Support Officer Policy.
- Commenced review of all Student Wellbeing policies and documents.
- Established working partnership with Warringa Park Specialist School, Hoppers Crossing.
- Learning Support Officers (LSOs) restructured model introduced to effectively support children's needs across the school. The model has 5 LSOs, one Learning Support Officer working in each level of the school. The LSOs meet once per fortnight to discuss concerns/questions, to plan and to review. The LSOs also participate in professional development, which has included:
  - communication devise training
  - visits to Warringa Park Special school to engage in specialist staff
  - training around recommended programs, such as: Learning Letters and Sounds, Speech Programs and oral language programs
- Established partnership with Healing Minds Psychology Service. This service provides in- house support for children and families at St Bernard's. Currently 14 families are engaging in the service.
- The implementation of our Social and Emotional Program (Bounce Back) has been implemented across the school. Teachers implement weekly sessions, while teachers are working on developing scope and sequence charts. A number of library resources have been purchased for the junior school to support the implementation of the program. The long term goal is to continue to purchase resources for the middle and senior schools.
- Weekly Bounce Back article in the school newsletter to inform community about the program and the core goals of the program.
- Completion of Aboriginal and Torres Strait Islander Funding applications (ATSI). Currently we have applied for 8 children. The allocation of money is used to employ one teacher to work on a Friday during the year to support the needs of the 8 children e.g.: one child may require additional literacy support, while another child may require extension activities. The remainder of the funds (if any) will be used to purchase ATSI resources for the school.
- Continued to enhance the possibilities for children on the playground, to engage in a variety of activities.
- Established a staff social club. Different events are organised during the year to support the social wellbeing of staff along with opportunities to build relationships.

## Achievements

St Bernard's Parish Primary School has always prioritised child safety and is currently fully compliant with the Child Safe Standards.

Evidenced by;

- Reporting Obligations policy
- Child Safety policy
- Staff Code of Conduct
- Working with Children policy
- Social Media policy
- Attestation by all members of staff, including outside hours care and volunteers.



## Goals & Intended Outcomes

To actively engage in ongoing partnership with parents, parish and wider community  
To foster a high performing professional culture that is focused on student learning and wellbeing

Key Improvement Strategies

- Build leadership and pedagogical capacity through the implementation of a Performance and Development Cycle

## Achievements

- Flu vaccines offered for all staff.
- Continuation of Forward Year Transition PLTs.
- Collaborative approach to school development via the School Improvement Team
- Collaborative approach to leadership via the School Improvement Team
- Each teacher is supported via the ongoing implementation of the Student Welfare Support Group.
- School Improvement Teams have had opportunities to plan, organise and implement PLTs based on professional learning
- School's Advisory Board, currently focused on the School Community Sphere
- A weekly briefing meeting for the school's Education Support Officers aimed at ensuring staff meeting content is widely disseminated.
- The school has an induction process for all new staff members, with two graduates well supported by mentor staff.
- There is a high retention rate of staff. This has been a factor at the school for many years.
- Senior students are identified as leaders. Students attended the "Student Leadership Conference" in Melbourne and in small groups comprised "Student Leadership Groups" who have undertaken action.
- All staff members use the AITSL standards to self-reflect and set goals
- Annual Review Meetings are held with the principal each year giving feedback to staff
- Peer feedback given at team levels
- Student Wellbeing leaders work with staff on PLPS
- Professional learning for POLS through network meetings
- Build the instructional leadership capacity of the SIT
- To align the professional learning of staff with the school's goals

## Leadership & Management

To actively engage in ongoing partnership with parents, parish and wider community

To foster a high performing professional culture that is focused on student learning and wellbeing

Key Improvement Strategies

- Build leadership and pedagogical capacity through the implementation of a Performance and Development Cycle
- Flu vaccines offered for all staff.
- Continuation of Forward Year Transition PLTs.
- Collaborative approach to school development via the School Improvement Team
- Collaborative approach to leadership via the School Improvement Team
- Each teacher is supported via the ongoing implementation of the Student Welfare Support Group.
- School Improvement Teams have had opportunities to plan, organise and implement PLTs based on professional learning
- School's Advisory Board, currently focused on the School Community Sphere
- A weekly briefing meeting for the school's Education Support Officers aimed at ensuring staff meeting content is widely disseminated.
- The school has an induction process for all new staff members, with two graduates well supported by mentor staff.
- There is a high retention rate of staff. This has been a factor at the school for many years.
- Senior students are identified as leaders. Students attended the "Student Leadership Conference" in Melbourne and in small groups comprised "Student Leadership Groups" who have undertaken action.
- All staff members use the AITSL standards to self-reflect and set goals
- Annual Review Meetings are held with the principal each year giving feedback to staff
- Peer feedback given at team levels
- Student Wellbeing leaders work with staff on PLPS
- Professional learning for POLS through network meetings
- build the instructional leadership capacity of the SIT
- To align the professional learning of staff with the school's goals
- SIT to create a formalised weekly meeting protocol (e.g.: data analysis, chair, minutes, professional reading, agenda

## EXPENDITURE AND TEACHER PARTICIPATION IN PROFESSIONAL LEARNING

### DESCRIPTION OF PL UNDERTAKEN IN 2017



## School Community

### Goals & Intended Outcomes

To actively engage in ongoing partnership with parents, parish and wider community

#### Key Improvement Strategies

- Create and sustain a variety of forums and opportunities that will foster parent voices in developing collaborative practices in supporting student learning and wellbeing

### Achievements

The OSHC program is now breaking even and a mild shift in fees and increased patronage should ensure continued success in 2017. Fee collection continues to be a challenge and as a Catholic school we try to balance the pastoral needs with the economic reality of running such a service. A before hours care program commenced during the year.

- Well attended school disco.
- Well attended movie night.
- Community groups' use of school facilities.
- Hot lunch days.
- Convivial P & F meetings.
- Hard working School Advisory Board.
- Gold Coin Donation Days – RCH, Sponsor Child and Bacchus Marsh Hospital
- Ongoing collaboration between school and parish at the annual fete.
- Community bush dance
- Ongoing requests from beginning teachers to attend our school as part of their preservice training.
- School helpers assisting in all areas of the school.
- Facebook page.
- SMS alerts.
- CareMonkey – Mobile Phone alerts for excursions.

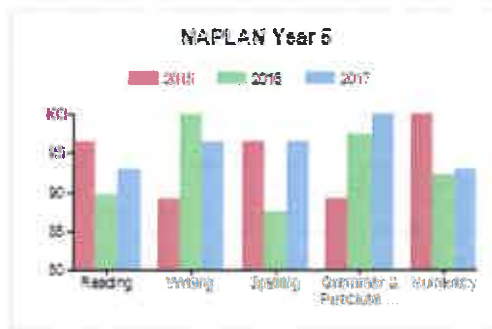
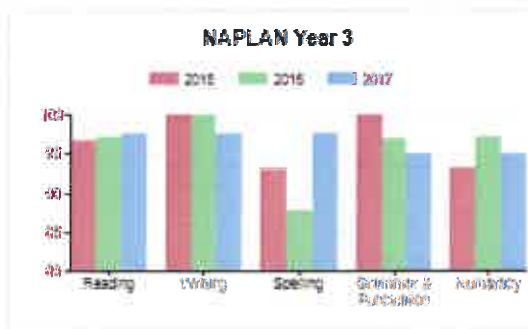


St Bernard's implements a range of extra-curricular activities. These include; camp experiences at every school level, excursions, incursions, family picnic, school disco, movie night, Party at the Parish, swimming competition, inter-school sports, house sports, cross-country competitions, year six Adventure Park excursion, Open Day, Book Week, Stations of the Cross, annual school production, Ecumenical Way of the Cross, school choir, Bacchus Marsh ANZAC commemorations, students participated in 100 year Gallipoli celebrations, Wonder of Living parent forum and participated in Bacchus Marsh Literacy Trail.

## VRQA Compliance Data

|  |
|--|
| <b>E1042</b><br>St Bernard's School, Bacchus Marsh |
|--|

| PROPORTION OF STUDENTS MEETING THE MINIMUM STANDARDS |           |           |                             |           |                             |
|--|-----------|-----------|-----------------------------|-----------|-----------------------------|
| NAPLAN TESTS   | 2015<br>% | 2016<br>% | 2015 - 2016<br>Changes<br>% | 2017<br>% | 2016 - 2017<br>Changes<br>% |
| YR 03 Grammar & Punctuation                          | 100.0     | 97.0      | -3.0                        | 98.1      | -1.9                        |
| YR 03 Numeracy                                       | 93.3      | 97.1      | 3.8                         | 95.1      | -2.0                        |
| YR 03 Reading  | 96.7      | 97.1      | 0.4                         | 97.6      | 0.5                         |
| YR 03 Spelling                                       | 93.3      | 87.9      | -5.4                        | 97.6      | 9.7                         |
| YR 03 Writing  | 100.0     | 100.0     | 0.0                         | 97.6      | -2.4                        |
| YR 05 Grammar & Punctuation                          | 89.3      | 97.5      | 8.2                         | 100.0     | 2.5                         |
| YR 05 Numeracy                                       | 100.0     | 92.3      | -7.7                        | 93.1      | 0.8                         |
| YR 05 Reading  | 96.4      | 89.7      | -6.7                        | 93.1      | 3.4                         |
| YR 05 Spelling                                       | 96.4      | 87.5      | -8.9                        | 96.6      | 9.1                         |
| YR 05 Writing  | 89.3      | 100.0     | 10.7                        | 96.6      | -3.4                        |



| AVERAGE STUDENT ATTENDANCE RATE BY YEAR LEVEL | %     |
|---|-------|
| Y1  | 88.88 |
| Y2  | 91.77 |
| Y3  | 93.18 |
| Y4  | 94.41 |
| Y5  | 93.96 |

# 2016 ANNUAL REPORT

TO THE SCHOOL COMMUNITY



Catholic Regional College Melton

REGISTERED SCHOOL NUMBER: 1811

## Contents

|  |           |
|--|-----------|
| <b>Contents</b> .....                      | <b>1</b>  |
| <b>Contact Details</b> .....               | <b>3</b>  |
| <b>Minimum Standards Attestation</b> ..... | <b>3</b>  |
| <b>Our College Vision</b> .....            | <b>4</b>  |
| <b>College Overview</b> .....              | <b>5</b>  |
| <b>Principal’s Report</b> .....            | <b>6</b>  |
| <b>Education in Faith</b> .....            | <b>8</b>  |
| <b>Learning &amp; Teaching</b> .....       | <b>9</b>  |
| <b>Student Wellbeing</b> .....             | <b>12</b> |
| <b>Child Safe Standards</b> .....          | <b>15</b> |
| <b>Leadership &amp; Management</b> .....   | <b>16</b> |
| <b>College Community</b> .....             | <b>18</b> |
| <b>Future Directions</b> .....             | <b>20</b> |
| <b>VRQA Compliance Data</b> .....          | <b>21</b> |

## Contact Details

|                           |   |
|---------------------------|---|
| <b>ADDRESS</b>            | 109-141 Bulmans Rd<br>Melton West, 3337   |
| <b>PRINCIPAL</b>          | Mr Mark Sheehan   |
| <b>PARISH PRIEST</b>      | Fr Brian Glasheen, St Bernard's Parish, Lerderberg St, Bacchus Marsh<br>Fr Michael Moody, St Dominic's Parish, Unitt St, Melton<br>Fr Fabian Smith, St Anthony's Parish, Wilsons Rd, Melton South |
| <b>SCHOOL BOARD CHAIR</b> | Father John O'Reilly  |
| <b>TELEPHONE</b>          | (03) 8099 6000  |
| <b>EMAIL</b>              | principal@crcmelton.com.au  |
| <b>WEBSITE</b>            | www.crcmelton.com.au  |

## Minimum Standards Attestation

I, Mark G Sheehan, attest that Catholic Regional College, Melton is compliant with:

- All of the requirements for the minimum standards and other requirements for the registration of schools as specified in the Education and Training Reform Act 2006 (Vic) and the Education and Training Reform Regulations 2007 (Vic), except where the school has been granted an exemption from any of these requirements by the VRQA
- Australian Government accountability requirements related to the 2016 school year under the Australian Education Act 2013 (Cth) and the Australian Education Regulations 2013 (Cth)

19 May 2017

## Our College Vision

Catholic Regional College, Melton, is a Catholic Secondary school serving the Parishes of Bacchus Marsh, Melton and Melton South. The mission of the College is to nurture the personal, spiritual and academic growth of each individual in this community in an atmosphere of faith, care, support and encouragement. We aim to foster the growth of personal worth and to develop the gifts of each individual through the pursuit of prayer, knowledge, communication and service to each other.

While respecting individual differences, we challenge each other to use our God-given talents to the best of our ability. We encourage personal excellence, self-discipline, and a sense of responsibility, which is displayed in our respect and concern for the wellbeing of all. All involved in CRC Melton - students, parents and staff - ought to be a sign of God's presence in the local community.

### Educational Goals

In this Catholic College, our goals are:

**Catholic Values:** To provide an environment that nurtures and encourages Catholic Values.

**Community Responsibility:** To lead students to see that they have a responsibility to the broader community and so encourage them to become members of society who are:

- active
- worthwhile
- effective

**Lifelong Education:** To recognise that at CRC Melton, students are receiving part - albeit a significant part of their lifelong education which began at home with their families and involves primary, secondary and further education.

**Critical Thinking:** To encourage in students the will and capacity to:

- think independently
- develop responsibility for their own learning
- make choices that are informed
- analyse critically

**Learning through Experience:** To acknowledge that effective learning takes place both within the classroom as well as through significant activities outside formal classes, so that the students are provided with opportunities to express their creativity and to explore options in order to apply their knowledge and learn through experience.

**Relevance of Programs:** To enrich learning, teaching and the school experience by making the curriculum:

- challenging
- relevant
- varied
- accessible

To take students beyond the boundaries of the known to a broader range of knowledge and skills.

**Building Self Esteem:** To develop in the student a sense of:

- personal worth
- achievement
- self-confidence

This will enable them to express their individuality in appropriate ways, and to explore and participate comfortably on their own or within a group.

**Realising Potential:** To provide a supportive environment where students are challenged and inspired to recognise and maximise their potential:

- spiritually
- academically
- creatively
- socially
- physically



## College Overview

Catholic Regional College (CRC), Melton is part of the CRC Federation, which includes Year 7-10 campuses at Caroline Springs, North Keilor and St Albans and a Year 11-12 campus at Sydenham. CRC Melton provides secondary co-education for Catholic students from the Parish feeder schools, namely, St Bernard's Bacchus Marsh, St Dominic's and St Catherine's Melton and St Anthony's Melton South.

The CRC Melton Campus was established on an 8.4 hectare site on Bulmans Road, Melton West in 1980 as a Year 7-10 College. Students, on completion of Year 10, went onto the CRC Sydenham Campus for their Year 11 and 12 studies.

In 2006, the CRC Council decided after consultation with the Catholic Education Office, Melbourne that the Melton Campus would develop into a Year 7-12 College to cater for the growing enrolments from Melton, Melton South and Bacchus Marsh. Hence, after five years of planning and preparation, CRC Melton proudly hosted the first VCE classes at Bulmans Rd in 2011.

A whole school planning process was undertaken from 2006 to present to cater for the school's expansion to Year 12. Construction of major building projects occurred in the past nine years:

- Information technology class block (2008)
- VCE Science Building (2010)
- VCE Classroom Block (2011)
- Food Technology classrooms (2011)
- General Office/Staff Administration block (2011)
- Year 7 Classroom block (2012)
- Year 10 Classroom block (2012)
- Western Edge Trade Training Centre (2013)
- Performing Arts Centre (2014)
- GADAL Classroom Block (2015)

The College is administered by the Catholic Regional College Council, with Father John O'Reilly as Chairperson, and Mr Mark Sheehan as CRC Melton Principal. CRC Melton has been served by four Principals, namely Sister Helen Reed (1980-84), Mr Frank FitzGerald (1985-1995), Mr Paul Daffey (1996-2008) and Mr Sheehan who commenced his appointment in January 2009. Sister Helen Reed, the inaugural Principal, is a member of the Sisters of St Joseph of the Sacred Heart whose founder St Mary Mackillop was a passionate believer in the value of education for all children.

## Principal's Report

The 2016 school year was a notable year for CRC Melton as the school continues to grow. Student enrolments soared to over 1,050 with a record number of 139 students going through to Year 12. The College further consolidated its position as a VCE and VCAL provider in its fifth year with senior students. The student body was well led by our College Captains who demonstrated the servant leadership style we are so familiar with at CRC Melton.

### Opening of the Gadal Centre

Fr John O'Reilly and Fr Michael Moody were on hand to officiate at our Blessing and Opening Ceremony for the Gadal Centre in Term 2. The Gadal building has provided opportunities for teachers to incorporate different teaching strategies and methods in the classroom to engage students. This building has many flexible learning spaces.

The College further consolidated its position as a VCE and VCAL provider in its fifth year with senior students. The Director of Learning led the teaching staff in analysing our NAPLAN and VCE data and planning strategies for improving Literacy and Numeracy across the school. Our Professional Learning teams continue to meet regularly focusing on themes such as Numeracy, Literacy, Formative Assessment and Using Data to improve learning.

In regard to Numeracy, the school established a Maths network with our four Primary feeder schools, whereby network meetings were held and data and strategies shared. In the area of VET, Allied Health was introduced at the school, and student interest was healthy as it seen as a pathway to nursing and other medical fields.

### Production – Grease

A highlight of the school year was the 2016 Musical 'Grease' which involved over 100 students performing over three nights to a full house in the Performing Arts Centre. 'Grease' was a celebration of the Performing Arts and it was supported by the hospitality department. Evening performances were preceded with delicious hors d'oeuvres and the opportunity to view student artwork. The performance included high quality singing, a great band and exciting dance performances. It was a fabulous performance by all involved – actors, dancers, back stage crew, audio visual students and their teachers.

### Annual VCE Student Folio Exhibition

The Annual VCE Student Folio Exhibition was held in the Performing Arts Centre during Graduation week. Over 200 staff, students, staff and parents came along and saw first-hand the creativity and commitment that the VCE students put into producing a Year 12 folio. The subjects displaying work included Media Studies, Studio Art, Visual Communication Design Materials Technology - Food and Wood Technology.

CRC Melton continues to be active in the local community through our membership of the Western Edge Cluster, which provides extensive VET programs. We are also actively involved with the City of Melton and the Police and Schools Consultative committee. CRC continues to be connected to the following community groups: Melton Youth, Melton Health, Headspace, Caritas, Asylum Seeker Resource Centre, and Beyond Blue.



### College Masterplan

The College Masterplan continues to unfold as facilities are planned, designed and built to support the learning programs of the school. There were two major landscaping projects undertaken in 2016, being the front entrance to the College and in the central courtyard between the Hall and the PAC. These works have enhanced both the aesthetics and function of the College.

CRC Melton continued to make significant progress in 2016 due to the ongoing support of all associated with the College –Priests, staff, parents and students. We look forward to celebrating many more achievements in 2017.



## Education in Faith

### Goals & Intended Outcomes

- To seek to be a model of Jesus in the community.
- To strengthen the Catholic identity of our community.
  1. *That staff, students and parents express their faith through their actions and behaviours.*
  2. *That students are active participants in an engaging RE program.*

### Achievements

- Continue to strengthen relationships with local parishes – meetings with priests, through parish masses and invitation of priests to the college community to celebrate the Eucharist.
- Continuing to sponsor and support staff in upgrading qualifications in RE.
- Involvement in Eucharistic celebrations - whole school Mass, Year level Masses, Class Masses, Parish Mass, St Patrick Day Mass, Annual Children's Mass.
- Implementing a Community Service Program for Year 9 linked with Gadal and Rite Journey
- Maintaining a student centred Community Service Program for Yr11&12.
- Continue modelling of special prayer liturgies (Ash Wednesday, ANZAC Day) for staff to then deliver.
- Continue practice of Liturgy for deceased members of CRC Melton community on All Souls Day
- Maintenance of garden and commemorative wall for deceased members of CRC Melton community.
- Maintain calendar of RE accreditation PD opportunities for staff.
- Celebration of Catholic traditions, Back to Parish/ Celebration Day.
- Religious Education Scholarship for students continued.
- Continue RE bursary for an RE teacher in each year.
- Morning Prayer rosters.
- Daily Prayers on Simon portal
- Weekly Class Masses held in chapel.
- Reflections written for weekly newsletter.
- Continued development of Liturgical ensemble.
- Ongoing staff professional development – Federation Twilight Sessions, Federation Day, at school RE accreditation sessions
- Curriculum program – defining a curriculum which completes the alignment to a 7-12 campus.
- Supporting the position of Social Justice Coordinator
- Chapel open at lunchtime for student prayer

## VALUE ADDED

- RE accreditation opportunities offered at school, after school and externally
- Reflection Days at all year levels
- Fostered ongoing relationships with priests
- Student attendance at Conversations with the Archbishop
- Year 12 Retreat
- Back to Parish Mass & Celebration Day
- Weekly class Masses
- Project Compassion collection and awareness raising throughout Lent.
- Graduation Mass for Year 12 and community
- Maintenance of program of Community Service at Yr11&12
- Creation and support of student social justice group
- Election of Student Liturgy Captains and their greater involvement in liturgical and reflective activities.
- Election of Social Justice Captain
- Social Justice awareness is high. Places for soup van are over-subscribed.



## Learning & Teaching

### Goals & Intended Outcomes

- To engage students in a contemporary pedagogy which challenges them to achieve excellence and enables them to be lifelong learners.
  1. *That students will be guided and inspired in their learning by teachers who are committed to continuous improvement*
  2. *That student learning outcomes in literacy, numeracy and VCE will continue to improve.*

### Achievements

The achievements in the Learning and Teaching Sphere 2015 include:

- The review and redesign of all Year 7 to 10 courses to ensure they are compliant with the introduction of The Victorian Curriculum in 2017 has been an ongoing task this year. Courses have been reviewed not only for compliance to the The Victorian Curriculum, but also for academic rigour, student engagement, inclusion of ICT and tasks that require higher order thinking skills to complete.
- The first year of the Year 7 Mathematics Program that focused on pre-testing and rearranging classes for each topic to enable teachers to target teach to student misconceptions and misunderstandings. This program was heavily staffed and anecdotally saw an improvement in student attitude and work ethic in Mathematics.
- The Student Support Department completed their review in 2016 and has influenced the planning for a improved, more efficient Department in 2017. The creation of new staff positions and a teacher handbook has been completed; policies have been updated and the introduction of new procedures around Parent Support Group meetings and the use of SSO's in the classroom has been planned for introduction in 2017.
- Teachers have been involved in professional learning including the effective use of ICT in the classroom, differentiating to meet the learning needs of all students and teaching students with disabilities.
- The GADAL program has evolved in 2016 and has seen the completion of a very successful City Experience week and The Enquiring Minds Projects completely online amongst other things. Students have been engaged in a more hands on and engaging approach to learning in 2016 that has seen maths classes outside on occasion, classrooms opened to enable team teaching in many subjects, subjects that are almost paperless and the creation of a positive attitude towards learning in most Year 9 students,
- At the VCE level, students have participated in a practice GAT exam and received feedback from an external assessor. Having participated in the practice period during the September holidays, students appeared to be more focused and less anxious during the actual exam period.

## STUDENT LEARNING OUTCOMES

In Year 7, we saw an increase in student results in both writing and spelling when compared to those results achieved in 2014. A total of 97.3% of the 2016 cohort met the minimum standard for writing in 2016, compared to 94.7% in 2014. For spelling, the 2016 cohort saw 97.3% meet the minimum standard, which was 6.2% better than the 2014 cohort.

Grammar results also showed improvement in 2016 when compared to the 2014 results. The 2016 cohort showed a total of 96.2% of students performing at the state minimum standard, 2.8% more than in 2014. The 2016 Year 7 Reading results were below those achieved in 2014, with a 5.7% decrease in the number of students who met the minimum standard of reading in 2016.

Numeracy at Year 7 in 2016 saw 98.4% of students meet the minimum standard, which was on a par to the 2014 cohort where 98.1% of students met the minimum standard.

In Year 9, the College was pleased with the improvement in NAPLAN results for reading, writing and numeracy in 2016 when compared to 2014. Although the improvement for reading was small at only 0.3%, it was pleasing to see a larger improvement in the writing test achievement at 5.5% over the three years. Spelling, punctuation, and grammar showed a decrease in results from 2014 of 2.9% and 3.9% respectively.

Numeracy at Year 9 showed an improvement in results of 1.3% in 2016 when compared to 2014. This was pleasing and was a greater improvement when compared to the 2016 Year 7 student cohort achievement.

Overall, of the ten NAPLAN tests conducted in both Year 9 and Year 7 in 2016, the College saw an improvement in student achievement in seven of the tests when compared to the 2014 cohort.

## POST-SCHOOL DESTINATIONS

|                              |       |
|------------------------------|-------|
| TERTIARY STUDY               | 56.0% |
| TAFE / VET                   | 13.0% |
| APPRENTICESHIP / TRAINEESHIP | 9.0%  |
| DEFERRED                     | 10.0% |
| EMPLOYMENT                   | 11.0% |



## Student Wellbeing

### Goals & Intended Outcomes

- To continue to develop a culture at the College where wellbeing is integral to learning and consciously connects wellbeing to student achievement.
  1. *That students will further develop into confident and respectful young people with a sense of integrity, compassion, initiative, resilience and well-being, imbued with a sense of responsibility for their learning and the local and global community.*

### Achievements

- An approach to student behaviour management using aspects of Restorative Practices. Two Professional Days for staff devoted to Restorative Practices
- Full School Assemblies run by Senior Student Leaders
- Student leadership induction workshop conducted
- Yr 12 Student Leaders coordinated and ran Celebration Day-additional activities and food options provided. Organisations invited to set information tables eg St Vinnes, Melton Youth Services, Relay for Life, Sea Shepherd, Edgar's Mission and Lighthouse Foundation. \$9500 raised from the day and distributed evenly to Headspace, Wild Team Water project and Bro Beausang College, Nairobi, Kenya
- Student leaders raised \$17,500 throughout the year to support others in need.
- Increased number of students enrolling in VCAL course across Yr 11 and Yr 12
- Regular Case Management Meetings for each year level to identify students at risk - Student Counsellors, YLC and Deputy Principal meet regarding students with feedback from individual teachers and/or SSG staff.
- Continue awarding School Spirit Award for each year level, which is given to two students nominated by the Homeroom teachers and peers in recognition of the student's positive qualities.
- Engagement of Project Rockit - focusing on anti-bullying, relationships; presentations to Year 7 and 8-Full Day Workshop DOT COM
- Presentation to Yr 10 Students-Success Integrated-Shape Your Destiny to complement careers program
- SIMON expands its features for easier access to student data
- Assistant Level Coordinators operating at Years 7-10
- Rite Journey Program embedded into Year 9 GADAL curriculum
- Winter Sleepout-\$2500 raised-23 students and 5 staff participated
- Years 10-12 Biennial Careers Expo and Seminar Program-55 representatives from universities, TAFE providers, employment agencies and independent colleges
- Out of Africa Evening to celebrate our cultural diversity

### Student Attendance

CRC Melton believes that student attendance is a measure of student wellbeing and is crucial to building relationships, a healthy self-esteem, and a sense of belonging and connectedness to the school community. Just as important, students who regularly miss school are at risk of missing out on key learning activities and may experience long-term difficulties with their learning.

When a student is absent from school an SMS is sent to the parent/guardian alerting them to the student's absence. Parents also have access to a report of student attendance through PAM. The relevant Year Level Co-ordinator and all teachers can access a daily report of student absence. If a student is absent for multiple days, the Homeroom teacher will make contact with the student's parents/guardian. The relevant Year Level Coordinator will make conduct a meeting with the parents/guardian. If there is a welfare concern regarding the student's absence, one of the College counsellors or psychologist will become involved by conducting parent interviews and home visits. A formal letter is sent to parents of students with a high degree of absence by the Deputy Principal-Students if earlier steps have not achieved the desired result of the student returning to school.

### Value Added

- Outdoor education programs
- Comprehensive careers and pathways advice
- Membership of SACCSS, enabling students to participate in a large range of sports with other Catholic schools including Premier League sports at Years 7 & 8
- Social justice and faith enrichment experiences eg Winter Sleep out
- Year 10 work experience
- Year 9 Rite Journey Camp
- Special interest clubs (eg. Chess club)
- Ensemble
- Cross Country
- Year 10 Tertiary Experience day
- Project Rockit Workshop –Yr 7 & 8-Anti bullying program
- Yr 12 Elevate Education – Student Program
- Year 10 Shape Your Destiny Workshop-Careers
- VCE Awards Ceremony
- Years 7-11 Awards Ceremony
- Student Leaders Investiture
- ANZAC Day and Remembrance Services conducted by the student leaders for the school community
- VicSRC Conference held at the College
- Creation of Academic Student Captain position
- All Year 9 students participated in a community service program eg St Vinnies, Melton Food Bank, tutoring primary school students.
- NAIDOC Week Celebrations

### STUDENT SATISFACTION

The results of the School Improvement Framework indicated a high satisfaction level with the College from students. Students were asked to consider the College's performance in a variety of different key focus areas, and a score /100 was allocated according to responses.

The students of CRC Melton saw their connectedness to their peers and school, and their safety at school as the keys strengths of CRC Melton. When questioned on their attitude to school, they rated the following:

1. Student Safety 88.21
2. Connectedness to school 81.13
3. Student Motivation 95.44
4. Connectedness to peers 92.23





## Child Safe Standards

### Goals and Intended Outcomes

The College has implemented all steps required in establishing our Child Safety Standards Policy.

### Achievements

The College has developed and published the following policies:

- Child Protection - Reporting Obligations
- Pastoral Care Policy
- Digital Devices Policy
- Acceptable Network Use and Internet Use Agreement
- Volunteer's Policy
- Grievance and Complaints Procedures
- Staff Recruitment Policy
- Professional Learning Policy

The College has undertaken training and awareness raising strategies that have included:

- Staff meeting discussions and feedback on all policies listed above
- On-line Mandatory Reporting training

As part of the development of our Child Safety Policy, community members were asked for feedback and the policy was presented to our Parents & Friends Committee for feedback.

Our Child Safety Policy is displayed on the College Website.

New Human Resources practices have been implemented for all staff appointments, visitors, Pre-Service Teachers and volunteers. Along with the new practices, accompanying role descriptions, application forms, Code of Conduct acceptance and interview criteria have been completed.



## Leadership & Management

### Goals & Intended Outcomes

- To create and sustain a staff culture that is characterised by shared vision, a strong sense of teamwork, and a focus on continuous improvement and leadership development.
  1. *That a vibrant pedagogical culture where staff continuously reflect on their practice and commit to continuous improvement will be established.*
  2. *That understanding and practice of distributed leadership will be improved and staff empowerment increased.*

### Achievements

- Continued development of targeted curriculum structures and learning programs.
- Continued focus on Year 12 VCE curriculum and teaching.
- Continued review of College policies and roles.
- Provision of new College learning facilities.
- Focus on student learning.
- Use of student learning data to inform teachers.
- Expansion of Assistant Year Level Coordinator Roles.
- Refinement of Student Leadership / Peer Support Coordinator's Role.
- Middle Leaders part of interview process with staff ARMS.
- Use of external person in ARM interviews.
- Advertisement of Pedagogy Coach roles to work with staff in 2017
- Advertisement of Year 7 & 8 Comprehension Coach role for 2017

## EXPENDITURE AND TEACHER PARTICIPATION IN PROFESSIONAL LEARNING

### DESCRIPTION OF PL UNDERTAKEN IN 2016

|   |   |
|---|---|
| Child Restorative Practices Training                      | Applied Suicide Interventions Skills                                      |
| Gifted Students   | Religious Education / Liturgy   |
| Law Awareness   | Technology / eLearning  |
| RITE Journey Training                                     | EAL   |
| Specific VCE Studies preparation and Information sessions | VCAL / VET  |
| VCE Administration  | Australian Curriculum / Victorian Curriculum Preparation / Implementation |
| Subject Association Conferences                           | Administration Training   |
| Gifted and Talented Students                              | Leadership Training   |
| Student Support / Services                                | Middle Leaders Training   |
| Student Management  | RE Accreditation  |
| Student Wellbeing   | First Aid / Asthma / Anaphylaxis Training                                 |

### NUMBER OF TEACHERS WHO PARTICIPATED IN PL

105

### AVERAGE EXPENDITURE PER TEACHER FOR PL

\$1075

## TEACHER SATISFACTION

The results of the School Improvement Framework indicated a slight dip in level of satisfaction with the College from staff. Much of this may have been due to a major restructure of the College's Student Support team and associated extra staff expectations and work space re-allocations. These certainly unsettled many staff.

*Our 2016 Organisational index target was 66.5 and we achieved 62.2. Our 2017 target is 64.5.*

*Our 2016 Teaching climate index target was 69.9 and we achieved 65.3. Our 2017 target is 69.*

*With the Student Support changes now implemented we expect the 2017 Index targets to be met.*



## College Community

### Goals & Intended Outcomes

- To foster and maintain active partnerships both within the College community and between the College and the wider community.
  1. *That the participation and involvement with the parent and wider community continue to grow.*

### Achievements

- Increased attendance at information evenings, learning expos, art exhibitions, musicals, assemblies and celebrations of student learning.
- Launched College Facebook page.
- Social Justice Events - Soup Vans, Blood donations, Fund raising, Relay for Life.
- Year level Information / Welcome evenings.
- Continued promotion of the Parent Access Module, allowing parents to access up-to-date data about student absence, access presentations, student reports and timetables.
- CareMonkey Parent Seminars.
- Regular College Tours.
- Back to Parish Masses.
- Annual BBQ with previous year's Year 12 students.
- Weekly College Newsletter.
- Regular scheduling of Parent/Student/Teacher interviews.
- Regular workshops facilitated by Afro-Care
- Continuing relationship with Sister school in Cividale and Brother Beausang
- George Otereo – Family School Partnerships
- College App introduced
- Awards Night (ACAN) includes a number of awards which involve community organisations, such as: the Caltex All-Rounder; ADF Long Tan Award; Kwong Lee Dow Scholarship.
- Memorial Garden opened



### VALUE ADDED

- Students represented the college on the Junior Council in the city of Melton
- Student representatives on Youth Advisory Committee (YAC)
- Member of the Melton Community Safety Committee
- Member of the Melton Police and schools Consultative Committee
- Senior Levels - Community Service program
- Students attended the Melton and Bacchus Marsh Dawn Service on ANZAC Day.
- Staff Community Service day
- Parental assistance in many school activities, including canteen, uniform shop, Parents and Friends Committee, Swimming and Athletics Carnival, Production and Cabaret Restaurant
- Year 5 feeder school visits to the College
- Peer Support Program
- University visits
- Work Experience Program
- Breakfast Club
- Melton Youth Services
- Use of College facilities by the 'Sons of the West'

### PARENT SATISFACTION

The Parent and Student Engagement at CRC Melton was rated Very High by parents. They saw the key strengths of the College as being:

1. Connectedness to School (93.75) increase
2. Student Motivation (77.42) drop opposite to how students perceive
3. Parent Input (93.75)





## Future Directions

In looking at Future Directions for the College, we are informed by a range of factors, including:

1. Demographic data from CEM in the Parishes of Melton, Melton South and Bacchus Marsh
2. Enrolment data from our feeder schools- St Anthony's Melton South, St Bernard's Bacchus Marsh, St Catherine's Melton West and St Domenic's Melton
3. The ongoing development of VCE and VCAL pathways which cater for a diverse student cohort

In relation to points 1 & 2 above, the CRC Council has determined in consultation with the CEM that the Enrolment ceiling for our Year 7 intake be capped at 196 students for the foreseeable future. This cap will cater for the students in our feeder Primary schools, and allow for some Catholic families who move into the catchment area.

In terms of the buildings and physical resources to cater for the increased enrolment, the next stage of the College Masterplan is to design and construct a Sports Stadium, which will cater for PE and Sport, and allow us to conduct Whole School Assemblies attended by 1400 staff, students and parents in a formal seating arrangement.

In the area of Visual Arts and Technology new facilities are being planned to cater for the student interest in these areas. A new Wood Technology building will be placed adjacent to the Trade Training Centre, and this will allow the current Wood Technology classroom to be converted to an Art learning area.

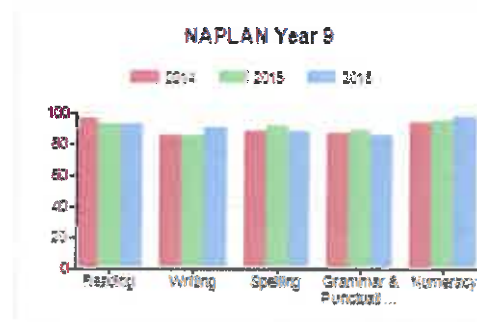
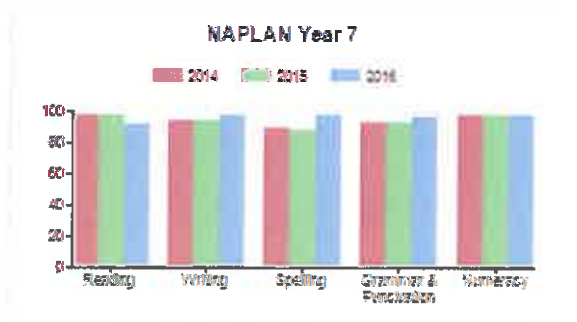
The direction of Digital Learning has also been an ongoing focus for the College Leadership team and staff. The introduction of iPads across Years 7-12 and students accessing eResources, such as Jacplus are priorities for the College in the immediate future.



## VRQA Compliance Data

|   |
|---|
| <b>E1318</b><br><b>Catholic Regional College Melton, Melton</b> |
|---|

| PROPORTION OF STUDENTS MEETING THE MINIMUM STANDARDS |           |           |                           |           |                           |
|--|-----------|-----------|---------------------------|-----------|---------------------------|
| NAPLAN TESTS   | 2014<br>% | 2015<br>% | 2014–2015<br>Changes<br>% | 2016<br>% | 2015–2016<br>Changes<br>% |
| YR 07 Reading  | 98.0      | 98.4      | 0.4                       | 92.3      | -6.1                      |
| YR 07 Writing  | 94.7      | 94.6      | -0.1                      | 97.3      | 2.7                       |
| YR 07 Spelling                                       | 90.1      | 88.8      | -1.3                      | 97.3      | 8.5                       |
| YR 07 Grammar & Punctuation                          | 93.4      | 93.1      | -0.3                      | 96.2      | 3.1                       |
| YR 07 Numeracy                                       | 98.1      | 98.4      | 0.3                       | 98.4      | 0.0                       |
| YR 09 Reading  | 96.2      | 93.1      | -3.1                      | 93.4      | 0.3                       |
| YR 09 Writing  | 85.9      | 85.8      | -0.1                      | 91.3      | 5.5                       |
| YR 09 Spelling                                       | 88.6      | 91.5      | 2.9                       | 88.6      | -2.9                      |
| YR 09 Grammar & Punctuation                          | 87.3      | 89.8      | 2.5                       | 85.9      | -3.9                      |
| YR 09 Numeracy                                       | 94.8      | 96.0      | 1.2                       | 97.3      | 1.3                       |



| YEARS 9–12 STUDENT RETENTION RATE |        |
|-----------------------------------|--------|
| Years 9–12 Student Retention Rate | 82.25% |

| AVERAGE STUDENT ATTENDANCE RATE BY YEAR LEVEL | %     |
|---|-------|
| Y10   | 91.77 |
| Y07   | 93.70 |
| Y09   | 91.40 |
| Y08   | 91.48 |

|                            |       |
|----------------------------|-------|
| Overall average attendance | 92.09 |
|----------------------------|-------|

| TEACHING STAFF ATTENDANCE RATE |        |
|--------------------------------|--------|
| Teaching Staff Attendance Rate | 91.73% |

| STAFF RETENTION RATE |        |
|----------------------|--------|
| Staff Retention Rate | 92.94% |

| TEACHER QUALIFICATIONS   |        |
|--------------------------|--------|
| Doctorate                | 0.00%  |
| Masters                  | 22.35% |
| Graduate                 | 52.94% |
| Certificate Graduate     | 4.71%  |
| Degree Bachelor          | 84.71% |
| Diploma Advanced         | 17.65% |
| No Qualifications Listed | 0.00%  |

| STAFF COMPOSITION               |        |
|---------------------------------|--------|
| Principal Class                 | 4      |
| Teaching Staff (Head Count)     | 83     |
| FTE Teaching Staff              | 78.672 |
| Non-Teaching Staff (Head Count) | 35     |
| FTE Non-Teaching Staff          | 29.111 |
| Indigenous Teaching Staff       | 0      |

| MEDIAN NAPLAN RESULTS FOR YEAR 9 |        |
|----------------------------------|--------|
| Year 9 Reading                   | 589.40 |
| Year 9 Writing                   | 653.80 |
| Year 9 Spelling                  | 566.60 |
| Year 9 Grammar & Punctuation     | 547.40 |
| Year 9 Numeracy                  | 558.90 |

| SENIOR SECONDARY OUTCOMES |     |
|---------------------------|-----|
| VCE Median Score          | 28  |
| VCE Completion Rate       | 98% |



|                      |     |
|----------------------|-----|
| VCAL Completion Rate | 99% |
|----------------------|-----|

| <b>POST-SCHOOL DESTINATIONS AT AS 2016</b> |       |
|--|-------|
| Tertiary Study                             | 56.0% |
| TAFE / VET                                 | 13.0% |
| Apprenticeship / Traineeship               | 9.0%  |
| Deferred                                   | 10.0% |
| Employment                                 | 11.0% |

*THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY*

# What is This Place

What is this place, where we are meeting?

Only a house, the earth its floor.

Walls and a roof, sheltering people,

Windows for light, an open door.

Yet it becomes a body that lives

when we are gathered here,

and know our God is near,

Words from afar, stars that are falling.

Sparks that are sown in us like seed:

names of our God, dreams, sign and wonders

sent from the past are all we need.

We in this place remember

and speak again what we have heard:

God's free redeeming word.

And we accept bread at his table,

broken and shared, a living sign.

Here in this world dying and living,

we are each other's bread and wine.

This is the place where we can receive

what we need to increase:

our justice and God's peace.

# **Catholic Parish of Bacchus Marsh**

**St Bernard's, Bacchus Marsh  
Our Lady Help of Christians, Korobeit**

**Presbytery & Parish Office:**

61 Lerdererg Street, Bacchus Marsh Vic 3340

**Tel:** (03) 5367 2069, **Fax:** (03) 5367 4863

**Email:** [bacchusmarsh@cam.org.au](mailto:bacchusmarsh@cam.org.au)

**Website:** <http://pol.cam.org.au/bacchusmarsh>