



P&C Association Principal Report

A welcoming school leading in excellence, innovation and opportunity

Lambton High School T(02)49523977 F(02)49562429 E:lambton-h.school@det.nsw.edu.au

17/1402

P&C ASSOCIATION MEETING

Business Arising:

New Business:

1. Upcoming School Activities:

- School Photographs 16 February 2017
- School Photographs Catch-Up 21 February 2017
- Athletics Carnival 10 March 2017

2. Information Sessions:

Year 6	14 March 2017
Year 7	14 February 2017
Year 8	20 February 2017
Year 10	6 March 2017
Year 11	27 February 2017

3. Staffing:

New Permanent:

- Mr Darren Ball (Deputy Principal), Mrs Belinda Bruce (ED Class) and Mrs Tracey Barnett (Learning Support Officer)

Temporary:

- Mrs Naomi Creighton (HSIE), Ms Michelle Gray (Applied Technology), Mr Tim Hickey (Music), Mrs Kylie Woods (Project Officer) and Mrs Kirrily Furey (Mathematics)

4. Enrolment Numbers: Total **1,118**

Year 7	190
Year 8	199
Year 9	195
Year 10	189
Year 11	189
Year 12	152
Support	4

The school has set an enrolment limit in consultation with the P&C Association based on our staffing and permanent accommodation. *Places in the buffer (2 positions per class) are not to be offered to non-local students.*

The school enrolment capacity is set at 1,144 students based on the following guideline:

- Year 7-196 (7 classes)
- Year 8-196 (7 classes)
- Year 9-196 (7 classes)
- Year 10-196 (7 classes)
- Year 11-180 (minimum 8 classes on a timetable line)
- Year 12-180 (minimum 8 classes on a timetable line)

5. **Uniform:** School uniform reflects the school community standards and expectations, and the wearing of the correct school uniform is a shared responsibility between the school and parents. We are encouraging students to act responsibly (by following school rules) and will follow up with parents as required. The School Uniform Policy has been endorsed by the Lambton High School P&C Association.

https://www.det.nsw.edu.au/policies/student_admin/uniforms/school_uniform/PD20040025.shtml
<http://www.schools.nsw.edu.au/media/downloads/schoolsweb/studentsupport/studentwellbeing/schuniforms.pdf>

Where the health and safety of the student or of other students would otherwise be compromised, students may be excluded from certain educational activities. Such action may also be required if a student's clothing compromises agreed upon school community standards articulated in the school uniform requirements, and might be considered damaging to the image of the school in the larger community context.

Alternative educational activities must be provided in such circumstances.

6. School Facility Improvements:

Over the Christmas break we had work done on the school to improve the facilities. This includes:

- Carpet replaced in A1, A3, A4, A5, B1, B2, B4, B5, B6, B7, C1, C2, C3, HSIE Staff Study and PE Staff Study.
- Support Class refurbishment
- Installation of RCD units on electricity boards

7. Proposed Major Works in 2017:

Other Proposed Projects	
G1 Kitchen benches	\$20,000.00
Enclose Alfresco Area	\$20,000.00
Common Room Furniture	\$30,000.00
HSIE Staff Study	\$20,000.00
Physical Learning Environment Funds	\$30,000.00
MPC Lighting	\$10,000.00
Ride on Mower	\$15,000.00
Outdoor Seating	\$20,000.00
Bigass Fans	\$35,000.00
English Staff Study	\$20,000.00
Painting Corridors	\$30,000.00

Total: \$250,000.00

The school can no longer self-manage projects or contractors. All projects need approval by DET and AMU prior to commencement. Once approved, the Principal can manage projects under \$30,000.

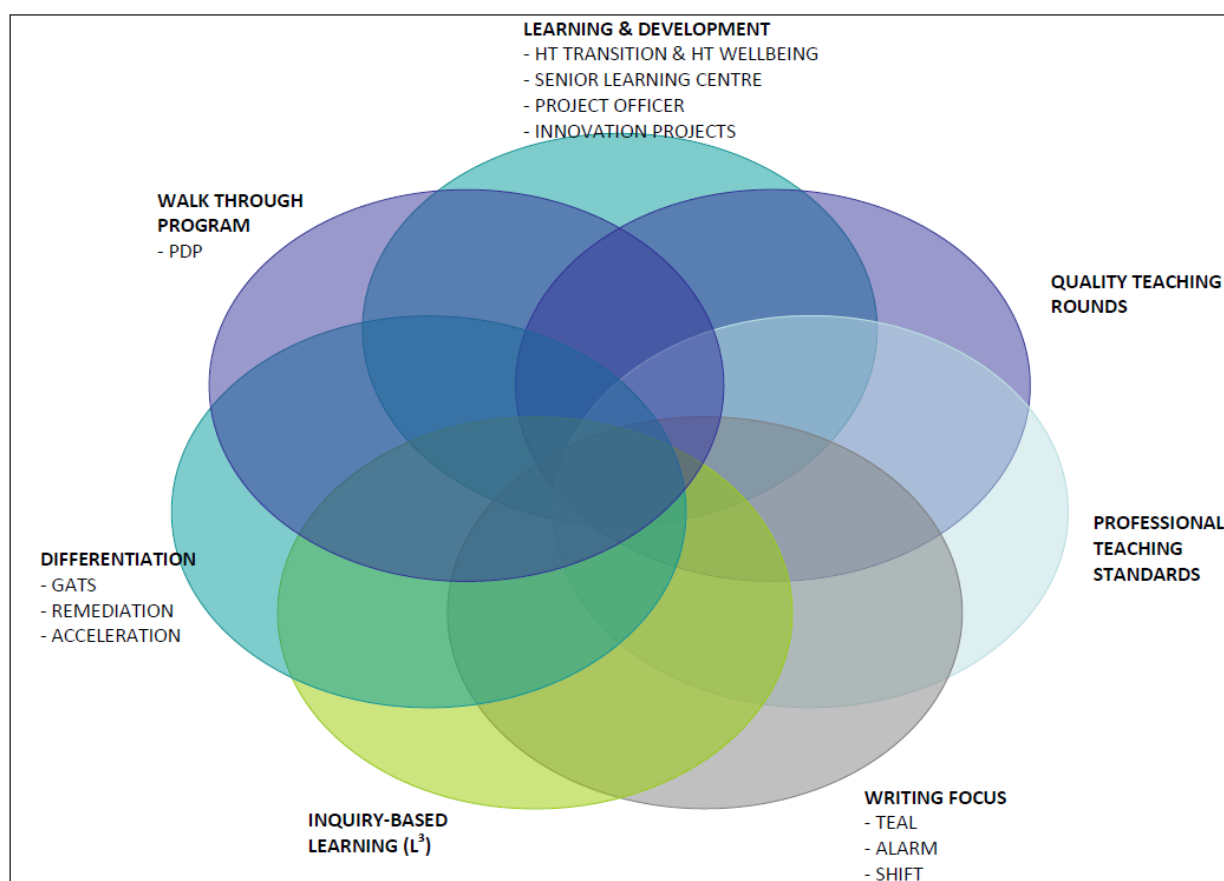
Future directions

- Funding has been saved for the construction of a Learning Centre (\$220,000)

8. School Strategic Directions & Purpose Statements:

STUDENT LEARNING	STAFF & LEADER LEARNING	SCHOOL LEARNING
Teachers will create opportunities for students to achieve their highest potential through dynamic, holistic and differentiated learning.	<p>To build stronger relationships as an educational community by leading and inspiring a culture of:</p> <ul style="list-style-type: none"> - continuous learning through collaboration - leadership that leads learning - effective organisation and communication - 21st century teaching and learning 	<p>To develop quality educational delivery and consistent, high standard and shared professional practices.</p> <p>To ensure a strong sense of culture, belonging and leadership within our school community.</p>

School Key Initiatives:





LAMBTON HIGH SCHOOL

Light The Way

Young Road Lambton NSW 2299

Telephone 4952 3977 – Fax 4956 2429

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Principal: Mr M Rosser

Statement of Duties

Project Officer

The Project Officer is a school-based position requires extensive knowledge of the organisation of the school system and understands the organisation's aims and objectives.

Duties may include:

- carrying out specific projects and research;
- responsibility for accounts and budgets for areas of supervision;
- taking on some of the executive's responsibilities and working closely with senior executive;
- being involved in decision-making processes

The Project Officer will provide both strategic and day to day leadership of the school programs in his/her area of responsibility. The Project Officer is delegated to exercise full responsibility in consultation with the principal in designated areas, including:

- External Validation
- Audits (as required):
 - BOSTES Audit for DoE Registration
 - Photocopying Audit
 - WHS Audit (Including WHS Committee, Action and Management Plan)
 - Annual Tree Audit
- A-Z Tool
- School Planning and Reporting on-line – SPaRO

Assistance and coordination of school programs and events as determined by the Principal

The position is on a term by term basis and funded by the school.

The position is a temporary position one day per week for Term 1 2017 which could be extended based on:

- Future funding for the position.
- Need for the position.
- Performance deemed satisfactory.

Mr Martin Rosser

Principal

PRINCIPAL: EDUCATIONAL LEADERSHIP	SCHOOL MANAGEMENT	SCHOOL COMMITTEES and FOCUS AREAS	EXECUTIVE ROLE, Management and Supervision of:
<ul style="list-style-type: none"> Curriculum Pedagogy Assessment and Reporting Program Innovation Professional Learning Educational Leadership Student Wellbeing School Promotion Supervision of the Deputy Principals 	<ul style="list-style-type: none"> Finance and Budget Asset Management and Properties Work Health and Safety Legal Matters Industrial Relations Staffing and Staff Related Matters DET Liaison Parents and Community Whole school Policies and Procedures Strategic Management and Planning Awards and Presentations 	<ul style="list-style-type: none"> Aboriginal Education BYOD / Technology Gifted and Talented Education Literacy Learning Support Numeracy Professional Learning Quality Teaching Rounds/ Walkthrough Wellbeing Inquiry-Based Learning Innovation Projects 	<ul style="list-style-type: none"> Faculty Policies and Associated Matters Teacher Performance Development Plans Faculty Initiatives to Promote Quality Teaching Faculty Management Plan and Budget Development, Review and Evaluation of Teaching Programs and Assessment Tasks Monitor the Quality of Teachers Reports HSC, Preliminary HSC Compliance Analysis and Review NAPLAN and HSC Assessment Data BOS Requirements and Syllabus Implementation Student Management and Parent Contact

DEPUTY PRINCIPAL YEARS 7 to 9- BALL	DEPUTY PRINCIPAL YEARS 10 to 12- RILEY
<ul style="list-style-type: none"> Responsible for Enrolments for Years 7 to 9 Student Wellbeing Matters for Years 7 to 9 Member of Wellbeing Team Member of Learning Support Team Management of Year 7/8 Boys Mind Marathon Oversight of Wellbeing Programs and Days- Drum Beat, Shine, Men at Work, Brainstorm Productions Oversight of Student Representative Council 	<ul style="list-style-type: none"> Responsible for Enrolments for Years 10 to 12 Student Wellbeing Matters for Years 10 to 12 Member of Wellbeing Team Member of Learning Support Team Oversight of BOSTES Policy and Procedures HSC and Preliminary Monitoring Folders Manage Misadventure Appeals and N Awards Oversight of HSC and Preliminary Assessment Policy

EXECUTIVE STAFF	EXECUTIVE STAFF
<p>ENGLISH- ORR</p> <ul style="list-style-type: none"> Management of Debating Management of English Competitions Coordination of NAPLAN- Literacy All My Own Work Program <p>PDHPE- COBURN</p> <ul style="list-style-type: none"> Coordination of Crossroads Program Management of School Sport Program and Equipment, Premier's Sporting Challenge and Sporting Competitions Management of the Sports Assembly Management of MPC Coordination of ROSE Assemblies <p>CAPA- WILSON</p> <ul style="list-style-type: none"> Management of CAPA Performances and Displays Vocal and Instrumental Ensembles Management of School Assemblies Coordination of CAPA Acceleration Program Oversight of Lambton Leader <p>TECHNOLOGY- BERTRAM</p> <ul style="list-style-type: none"> Coordination of Mandatory Technology VET Coordinator Management of Commercial Kitchen Management of ME and ISTEM Programs 	<p>MATHEMATICS- NOLAN</p> <ul style="list-style-type: none"> Management of Mathematics Competitions Coordination of NAPLAN- Numeracy Coordination of Mathematics Acceleration Program <p>SCIENCE- WARE</p> <ul style="list-style-type: none"> Coordination of Year 8 and 10 VALID Management of Science Competition Organisation of School Photos <p>HSIE- CORLISS</p> <ul style="list-style-type: none"> Management of HSIE Competitions Oversight of Europe Tour ANZAC and Remembrance Day Ceremonies <p>INFORMATION TECHNOLOGY- MCCUDDEN</p> <ul style="list-style-type: none"> Management of Computing Competitions CENTRAL and Moodle Administrator School Reports Administrator Lead the Technology Committee Supervision of Computer Laboratories and Network EMU, AMU, SWIM, SMU, eT4L Administrator Presentation Assembly Technician and PowerPoint <p>ADMINISTRATION- WYNN</p> <ul style="list-style-type: none"> Casual Relief and Voluntary Extras Student Attendance and Rolls Integration Funding Supervision of Learning Support Teachers, School Learning Support Officers and ESL <p>TEACHING and LEARNING- FITZSIMONS</p> <ul style="list-style-type: none"> Promotion of Quality Teaching Practice and Programs Manage implementation of QT Rounds and IBL Lead the Professional Learning Committee Oversight of Institute Accreditation and Maintenance Coordination of Professional Experience Framework <p>TRANSITION- DAVIES</p> <ul style="list-style-type: none"> Partnerships with UoN and Relevant Organizations Lead Lambton LMG Curriculum Programs Coordination of Transition Programs, Bridging Program, RIP Mentor, Parent Community Learning Groups and DP Assembly Roster Oversight 10-11 Subject Selection and PLP Meeting Administration of eBOS Management of Authentic Assessment <p>SECONDARY STUDIES- HOWARD</p> <ul style="list-style-type: none"> Administration of BOSTES Examination Rosters and Timetables HSC Assessment Marks, Highest Academic Achievement and Letters of Achievement Coordination of RoSA and HSC Information Evenings Supervision of Careers Adviser Whole School Timetable, Subject Selection Process and Booklet <p>WELLBEING- SANDLAND</p> <ul style="list-style-type: none"> Management of Year Advisers and implementation of Wellbeing Framework and Wellbeing Days Conduct Annual Child Protection Training Oversight of Commendation System and Immunisation Program Coordination of Report Assemblies, Stewart House, ARCO, Assisted Transport, Peer Mediation, Peer Support and Health Care Plans Annual Review of Anti-bullying Plan, Wellbeing and Discipline Policy and Anti-Racism Policy



2017 BUDGET ALLOCATION	Staff FTE	790 Teaching Resources	810 Textbooks	320 Minor Equipment	660 Paper	130 Teach Consumables	570 LSM	School Budget	Balance Fwd	Total 1	130 Subject Contributions	Possible Total 2
201 English	9.5	\$554.30	\$4,167.37	\$677.75	\$4,107.23	\$760.00	\$0.00	\$10,266.65	\$118.00	\$10,384.65	\$3,340.00	\$13,724.65
211 Mathematics	10.4	\$2,146.44	\$920.76	\$0.00	\$4,496.34	\$832.00	\$0.00	\$8,395.54	\$180.00	\$8,575.54	\$110.00	\$8,685.54
221 Science	9	\$538.00	\$0.00	\$8,183.76	\$3,891.06	\$720.00	\$1,000.00	\$14,332.82	\$0.00	\$14,332.82	\$8,250.00	\$22,582.82
231 HSIE	9.4	\$1,976.15	\$11,436.26	\$0.00	\$4,064.00	\$752.00	\$0.00	\$18,228.41	\$0.00	\$18,228.41	\$3,610.00	\$21,838.41
241 Languages	1.35	\$285.00	\$450.00	\$0.00	\$583.66	\$108.00	\$0.00	\$1,426.66	\$0.00	\$1,426.66	\$2,725.00	\$4,151.66
251 Applied Tech	3.5	\$400.00	\$1,973.60	\$1,462.48	\$1,513.19	\$280.00	\$2,500.00	\$8,129.27	\$0.00	\$8,129.27	\$33,995.00	\$42,124.27
252 Industrial Arts	5	\$375.00	\$0.00	\$3,981.00	\$1,978.00	\$320.00	\$2,500.00	\$9,154.00	\$0.00	\$9,154.00	\$14,107.00	\$23,261.00
261 Visual Arts	2.9	\$0.00	\$0.00	\$2,405.18	\$1,253.79	\$232.00	\$0.00	\$3,890.97	\$743.88	\$4,634.85	\$9,590.00	\$14,224.85
262 Music	2.6	\$215.95	\$0.00	\$8,188.00	\$1,124.08	\$208.00	\$2,500.00	\$12,236.38	\$0.00	\$10,449.03	\$5,410.00	\$15,859.03
264 Drama	2	\$49.00	\$804.65	\$770.94	\$864.68	\$160.00	\$0.00	\$2,649.27	\$0.00	\$2,649.27	\$1,490.00	\$4,139.27
271 PDHPE/Sport	6.8	\$160.00	\$683.40	\$1,021.20	\$0.00	\$544.00	\$2,500.00	\$4,908.60	\$0.00	\$4,908.60	\$1,408.00	\$6,316.60
282 Careers	1	\$300.00	\$0.00	\$856.38	\$200.00	\$80.00	\$0.00	\$1,436.38	\$0.00	\$1,236.38	\$0.00	\$1,236.38
300 Information Technology	2	\$400.00	\$650.00	\$0.00	\$864.68	\$160.00	\$0.00	\$2,074.68	\$0.00	\$2,074.68	\$0.00	\$2,074.68
295 Transition	1	\$0.00	\$0.00	\$0.00	\$432.34	\$80.00	\$0.00	\$512.34	\$0.00	\$512.34	\$0.00	\$512.34

		320 Minor Equipment	780 Subscriptions	820 Book Expenses	660 Paper	130 Consumables	830 Video Audio/Games	School Budget	Balance Fwd	Total 1	130 Subject Contributions	Possible Total 2
335 Library	0	\$2,657.50	\$12,333.95	\$3,000.00	\$400.00	\$2,000.00	\$200.00	\$20,591.45	\$1,187.59	\$21,779.04	\$0.00	\$21,779.04

\$118,233.06	\$2,229.47	\$118,475.53	\$84,035.00	\$202,510.53
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