

THE MONTESSORI SCHOOL KINGSLEY, INC
2023 ANNUAL GENERAL MEETING
Held on Wednesday 28th June 2023 at 7:30pm
At the School

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ATTENDEES:

D Reuben (Principal)	A Chew (Chair)	Celine Royet	L Miller
M Advani	T Tourabaly	A Zavros	J Burns
Q Massie	J Gravel	M Caldwell	B Oellermann
K Tait	K Burns	C Bond	J McFarlane
F Mannino	A Singh	D Deane	J Burns
R Bradley	N Arnachellum		

APOLOGIES:

- Ruth Tay (Treasurer)
- Amanda Weall (Secretary)
- Sue Hoolohan

PROXIES:

One (1) proxy form was received:

- W Miller

The Chair (A Chew) opened the meeting with the Acknowledgement of country and welcomed attendees.

A presentation supported the discussions of the AGM items.

CONFIRMATION OF MINUTES OF 2022 AGM

The 2022 AGM Minutes had been circulated to all members. As there were no alterations, the minutes of AGM held on Wednesday 22nd June 2022 were confirmed as correct.

Moved: Celine Royet, seconded: Alex Zavros – Passed.

ANNUAL REPORT 2022

Circulated to the members of the Association prior to the meeting.

Under the Australian Government Programmes for Schools Quadrennial Administrative Guidelines, all schools are required to make a commitment to ensure that School Performance Information is made publicly available within six months of the completion of the programme year.

This is the School's Annual Report for the 2022 school year and has been compiled with content provided by the Council, Administration Staff and Principal of The Montessori School Kingsley Inc.

SCHOOL PROFILE

The Montessori School Kingsley is committed to providing a child-safe environment and promoting practices that provide for the safety, wellbeing and welfare of our children and young people at school and in the wider community. The Montessori School expects all school community members including staff, volunteers, students, visitors, and contractors to share this commitment.

The Montessori School is a not-for-profit school, which serves the diverse needs of children from 3 years to 18 years of age. We aim to create and sustain a nurturing, multi-cultural and classic Montessori environment where children are respected as self-directed individuals.

Through the Montessori and International Baccalaureate education, we guide our students to embrace challenges with confidence and become compassionate global citizens.

The Montessori School is an independent, non-denominational and co-educational school, offering Montessori education for children aged from 3 to 18 years. In 2022, August Census, there were 195 students with:

- Three Pre-Primary groups - 3 to 6-year-old students
- Three Lower Primary groups - 6 to 9-year-old students
- Two Upper Primary groups - 9 to 12-year-old students
- One Lower Secondary Advisory (two lower secondary classes) - 12 to 16-year-old students
- One Upper Secondary group - 17 and 18-year-old students, undertaking International Baccalaureate courses.

The Montessori National Curriculum has been approved by the School Curriculum and Standards Authority until December 2024.

The Montessori School's Alternative Method of Reporting has been approved by the School Curriculum and Standards Authority until December 2024.

The Montessori School is a member of Montessori Schools and Centres Australia as well as Montessori Australia.

The Montessori School is a member of the Association of Independent Schools of Western Australia (AISWA).

The Montessori School is registered by the Department of Education Services, and actively implements the School's Child-safe organisation framework: "Creating Child Safe Institutions".

STAFF INFORMATION 2022

Staff Numbers		
Teaching Staff incl. EA	Full-Time and Part-Time Positions	35
Principal	Full-Time Position	1
Administration	Full-Time and Part-Time Positions	7
Staff Attendance		
The average number of days absent per staff member over the year was 7.5 days.		
Long Service Leave was taken by four staff.		
Staff Retention		
Average years of service		5 years
Maximum years of service		24 years
Minimum years of service		0.21 years
Staff Qualification		
Our staff are very well qualified and among them, they have attained:		
PhD		2
Master's Degrees		6
Graduate Diplomas		5
Bachelor's Degree		19
Diplomas and Others		11
All teachers are academically well qualified.		
All Education Assistants are either Montessori qualified or participating in Montessori Professional Development.		
All teachers are registered with the Teacher Registration Board of Western Australia.		
All staff members hold a Working With Children card.		

All non-IB teaching staff are either Montessori qualified or participating in Montessori Professional Development.

PROFESSIONAL DEVELOPMENT 2022

The staff have undertaken various Professional Development courses in the areas of:

- AISWA Aspiring leaders
- AISWA Leadership Course
- AISWA Mandatory Reporting (Child Abuse)
- All Western Australia Montessori Schools Meetings
- Business Management, Risk and Governance Stream
- cHLTAID009 - Provide Cardiopulmonary Resuscitation
- Civica Education Suite Pastoral Care -Teacher Toolkit
- Dumbartung Cultural Awareness Training
- First Aid Training HLTA1D003
- International Bacculaureate Careers Program Personal and Professional Skills Category 1
- International Bacculaureate Creativity, Activity, Service Workshop Category 1
- International Bacculaureate Global Conference
- International Bacculaureate Head of School
- International Bacculaureate Leading the Learning Career-related Programme Category 1
- International Bacculaureate Mathematics: Application and Interpretation Category 1
- International Bacculaureate Physics – Category 1
- Meeting in the Middle
- Mental Health Professional Development
- Montessori Principals Meeting
- Montessori Workshop - Primary Geometry
- Montessori Workshop - The Prepared Adult
- Nationally Consistent Collection of Data Online Seminar
- Raise Your Voice
- Small School Collegiate Meetings
- TMSK Code of Conduct Workshop

STUDENT INFORMATION 2022

Student attendance supplied for the Census in Term 3, 2022 was 86.02%.

Management of Non-Attendance:

Student attendance is marked every morning and every afternoon by the teacher.

Parent/Carer must provide either a written or verbal explanation for the absence or lateness for a child. The explanation must clearly indicate the date and time of the absence or lateness as well as

the reason for the absence or lateness.

Teachers record student attendance electronically, any students whose absence are marked as unexplained; unexplained absences are followed up through the Office and parents of these students are contacted to verify their absence.

The School has a sign-in system for late attendance. A late note is handed by the Office staff and sent with the student to the class which is handed to the teacher, by following this procedure the teacher is aware that School's policy and protocol has been adhered to. Excess late arrivals and absences are discussed in a parent-teacher meeting. Continued absences are referred to the Principal.

In the event of a child being absent for extended periods of their schooling, please inform the School as early as possible. A meeting may be arranged between the Principal and the family to discuss minimum disruption to the child's education.

All attendance details are recorded in the Civica Education Suite Database.

The Montessori School's Attendance Policy is available on the School's website <https://www.themontessorischool.wa.edu.au/>

NAPLAN

The Montessori School believes in the Montessori approach of supporting the full development of the child. The scientifically designed and self-correcting materials provide feedback on developmental progress to the child and teacher in the primary years. The Montessori education is based on student centered lessons and activities based on the teacher's observations and the individual needs of the child.

While The Montessori School complies with ACARA's assessment process and all our students, except those withdrawn on parent request, sit the annual National Assessment Program – Literacy and Numeracy (NAPLAN), we conduct the tests in a very relaxed atmosphere to avoid causing unnecessary stress or concern to our children.

The IB and NAPLAN results vary from year to year as the children undertaking the assessment have varying abilities.

All NAPLAN results were as expected. These results are handed to the teachers and provided to the relevant parents.

These NAPLAN results may also be viewed at the My School website at www.myschool.edu.au.

International Baccalaureate Achievements:

The International Baccalaureate (IB) figures are provided to show results over the last five years IB – Year 12 results and post-school destinations for 2022.

Due to our small numbers, we must take care not to provide information that may lead to a breach of privacy of a student's results. The IB achievements are therefore presented for a period of five years.

2018 - 2022	All students who graduated Y12 at	All students who graduated plus those
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	TMSK	who left after Y11
Total Enrolments 2018-2022	15	22
Number of students enrolled in IB DP	10	14
Number of students awarded the IB DP	7	0
Number of students enrolled in IB Course (Certificate)	5	8
Number of students awarded the IB Course (Certificate)	8	8
Number of students leaving after Y11	NA	7
Post School Destinations Total Enrolment		
Direct University Entry	6	7
University prep/ Bridging Course, then University	1	1
TAFE or equivalent Tertiary Institution	3	6
Work training/Apprenticeship	3	6
GAP Year	2	2

INCOME 2022 (as per audited accounts December 2022)

Income for the Year 01/01/2022 to 31/12/2022	
Grant (operating)	
Comm. Govt. Non-Government Schools recurrent grant	1,474,119
Dept Ed Services WA –per capita recurrent grant	396,544
Other Commonwealth Grants	30,063
Other State Grants	7,115
Total Grant (Operating)	1,907,841
Fees, Charges and Donations	
Application Fees	7,590
Bdg Fund/Capital Contributions	50,654
Enrolment Fees	

	102,456
Fundraising	11,046
Gross Fees	1,535,906
Maintenance Levy	21,344
PayWay Visa Surcharge	2,037
UP Camp income	1,025
Total Fees and Charges	1,732,058
Total Income	3,639,899
Other Income	52,634
Interest earned	4,865

2022 PRINCIPAL'S REPORT

The following report has been prepared and presented by the Principal, D Reuben.

60th Anniversary Celebrations

The year 2022 marked the 60th anniversary of The Montessori School Kingsley; the longest-running Montessori school in Australia: a significant accolade! There were several opportunities for students and the community to reflect on and celebrate the anniversary. The crescendo of the 60th celebrations was held on the school grounds. Planned and run by the students, there were many activities that concluded with the ceremonial cutting of a delicious cake. In attendance were current and past families, current and former staff, three former principals, Mrs Duyker's six granddaughters, her son's partner, and other distinguished guests.

During the year, to coincide with the school's first opening of the school in 1962, in the Duyker's Scarborough home, we held our 60th Anniversary Gala at Joondalup Resort. Guests included current families, alumni, as well as past and present staff for a grand night of celebration.

COVID-19

The grey clouds of COVID-19 became darker over Western Australia, impacting schools, including ours. The implementation of mask mandates presented various challenges for the community. We established a COVID-19 Management Response Team, which was tasked once the virus started to make its presence felt, a significant number of our community members endured infection and the resultant isolation. As time progressed, with positive support from various members of our community, we overcame the variety of challenges we faced.

Student Growth

Our student numbers plateaued to complement our available physical space. Over the year, the School averaged 193 students. We continued to experience great retention across the School and into our

secondary program. With an unwavering interest in our school and Montessori education, our waiting list continued to expand, indicating a promising and robust outlook for the immediate future of the School.

Buildings and Ground Improvement

In the early part of the year, a new kitchen was installed in the Studio, transforming it into a Staff Room for our team. Additionally, we restored the roof of our Heritage Building. To ensure the wellbeing of our community during the COVID-19 pandemic, we diligently monitored the air quality using a CO2 detector, which consistently indicated levels within the acceptable range.

Our school was granted a generous sum of \$900,000 as a Capital Grant by the Capital Grant Authority, a federal project via AISWA (Association of Independent School Western Australia), which will greatly support the construction of our new upper secondary building. We were also approved for a low-interest rate for the construction of the new building.

We also finalised the contracts for the installation of solar panels at the School, which will further reduce our carbon footprint. We also aimed to enhance our technological capabilities by signing a contract to introduce fibre optic connectivity, which will improve our internet speed.

Building Project

The building plans to accommodate our high retention took a blow as a result of an overheated construction industry. As a result, we decided that the planned modular building for our senior secondary students could not proceed. Our Capital Planning Sub-Committee, headed by Warren Miller, returned to the drawing board to develop new plans for a traditional build which, *cet par*, should commence later this year.

Program Enhancements

In 2022, we continued work towards enhancing our curriculum program within the senior secondary program and were successful in attaining candidacy for the International Baccalaureate Careers-related Programme (IBCP), which means that we could work toward authorisation to deliver the course to our students. We implemented Transparent Classroom, commencing in pre-primary, with the view to expanding into lower primary and eventually upper primary. Transparent Classroom is a software program to aid in record keeping and tracking standards, specifically developed for Montessori education. We also put a lot of effort into researching a phonics program and chose Sounds Write, which is an expertly structured synthetic phonics program based on the science of reading, with the view to train all primary staff and implement the program across the school.

Graduates

We were delighted with the pathways our graduates undertook. Each student pursued their first choice of career path. We wait with interest to watch as their careers develop and appreciate their contributions to the community beyond.

Meeting in the Middle

Our school took a significant stride in advancing the Montessori community in Australasia by hosting the first face-to-face Meeting in the Middle (MiM) conference after the pandemic subsided. MiM is a coming together of Montessori adolescent practitioners from across Australasia who gathered to discuss and share Montessori adolescent principles. Hosting MiM for the first time proved to be a success, with the program receiving great feedback.

Staffing Changes

Sue Hoolohan stepped away from the Program Coordinator role, while one of our newer staff members, Michael Caldwell, was appointed into this leadership role. The School aimed to expand leadership opportunities for staff, to build on the leadership roles held by Kate Tottle and Katharina Stillitano. In addition, Monti the mini schnauzer, joined the school as an eight-week-old puppy with

the intention for her to look after the wellbeing of students and staff. The intent is to have Monti registered as and work as a therapy dog. She has already had an impact, going to work on several occasions to assist when our young people are feeling low.

The School was also strengthened by the addition of Leanne McDonald, Peter Zylstra, Natalie Morrison, Kendra Deanne, Siti Hawariyyah, Bernice Oellermann, Megan Beasley, Faye Peel, Leigh Franz, Franziska Brauschke, Michael Caldwell, Dani Kondylis, Ashling Wittle, Gia Stewart, Jemma Wright and Kevin McDonald.

Thanks

I am grateful to the staff who have shown committed service to the School over the short and long term and have moved on during or at the end of 2022. This included Lyn Fairlie, Fern York, Sunny Steffanoni, Maria Vaioleti-Ponga, Faye Peel, Leigh Franz, Shanie Do, Franziska Brauschke, Siti Hawariyyah, Sofija Vusovic, Marilyn Lothian, Nicola Pattison, Dani Kondylis, Jemma Wright, and Graham McMillan.

Thank you to the Board, the Board sub-committees, the sub-committee conveners, the administration team, the staff and, most of all, our students who are the reason we do what we do. Thank you to Hannah Zhang and Melinda Shreeve for their contributions to the Board and School community.

I am privileged to be part of a proud and supportive community, and I am grateful for the opportunity to contribute to its growth and realise its potential. It is inspiring to be surrounded by dedicated professionals, great students, and a committed Board, who collectively work towards the success of our exceptional school, setting a solid foundation for the next 60 years.

BOARD REPORT

The following report has been prepared and presented by the Chair – Angela Chew

- Acknowledgement of Board Directors, including the Principal, and their commitment of time, effort, and skill during 2022
- Thanks to all our teaching staff for working with the Board throughout the past year – your commitment to our School makes it the beautiful Montessori learning environment that it is
- Thanks to the administrative staff, who provided the Board with exceptional support throughout 2022 – in particular, Alison, Queenie, Julie and Felicity who always make time to help us out
- 2022 has seen development of the leadership team in our School with Kate Tottle and Michael Caldwell as part-time program co-ordinators and Katherina Stillitano continuing as IB co-ordinator
- Congratulations to Katharina and the IB team with the support of the Principal, Sue Hoolohan, Michael Caldwell, Lena Streiff Kosok, the Administration team and the Board for achieving 5-year re-registration of our IB Diploma Program and for establishing the IB Careers Program as an alternative education stream for our year 11 and 12 students. By offering the IB Diploma Program and the IB Careers Program we are providing excellent options for our final year students to prepare them for opportunities after finishing at The Montessori School.

The Montessori School Kingsley Vision, Mission, Values & Priorities

Over the past few years the development of a Vision, Mission and Values for our School has been an ongoing project for the Board. We wanted to find the words to describe what it is that makes our School so unique, and clearly share those words with others so that they could understand and be part of our community as well. Key elements of this work have been done by our Heritage Directors, Alex Zavros and Jarrod Burns. Our Heritage Directors are people who have a long-standing connection with the School and deep understanding of Montessori education. Both Alex and Jarrod are alumni of our School, attending from PP through to graduating the IB, and both now have their own children attending the school. They have worked extensively with key Life Members of our Association, past and present staff, parents, and Board directors to refine the Vision, Mission, Values and Priorities of our School. These words will be used as a guide for all decision-making in our School, from the classroom, to the Principal's office, to the Boardroom. Alex has done a magnificent job creating beautiful visuals to go with the words that we have all worked so hard to bring together. These will be available on the website soon and you will see them around the School and in our communications.

The Montessori School Kingsley – Vision, Mission, Values & Priorities

Vision: To lead the way as an exemplar of pure Montessori education whilst inspiring the application of Montessori methods in modern society.

Mission: To provide Montessori education in an environment that inspires curiosity and a love of learning, improving life on our planet by respecting and nurturing the holistic potential of every child.

Values: With the child at the centre of all we do.

- **Peace** – Maintain a calm, harmonious, and courteous environment.
- **Respect** – Demonstrate grace and courtesy to all students, staff, families and the wider community.
- **Community** – Be an engaged School community that is connected by shared values and advocacy of pure Montessori methods.
- **Integrity** – Take an ethical and sincere approach to everything we do.

Strategic Priorities:

- **Education** – Provide Montessori education, nurturing purposeful, self-directed learning, the development of independence and a sense of community, complemented by International Baccalaureate programmes, for students up to 18 years.
- **Prepared Environment** – Create and maintain pure Montessori environments, that are safe and engaging spaces for students to reach their full potential.
- **Staff** – Attract, retain and support passionate, dedicated and skilled professionals with a Montessori heart.
- **Governance** – Set, guide and monitor the strategic priorities of the school to ensure it operates within its legal obligations and regulatory requirements.
- **Finance** – Manage the school's assets and funds, to assure long term financial sustainability and growth.
- **Engagement** – Foster positive connections and collaboration, within the school and the wider community.

- **Natural Environment** – Conserve and manage the school's bushland and surrounds for the benefit of the community.

The Montessori School Kingsley Board Sub-Committees

So much of the work of the Board is completed by sub-committee volunteers. Many thanks to our sub-committee convenors and members. All sub-committees are open to welcoming new members. If you would like to contribute to the School by volunteering on a sub-committee please get in touch with the School office, the Principal, or any Board director.

- **Finance sub-committee**
 - Convened by Ruth Tay (Treasurer) with members Hannah Zhang (past Treasurer), Yulia Wood (past Treasurer), Queenie Massie (Business Manager), Des Reuben (Principal)
 - Throughout 2022 continued to provide strategic oversight of the School budget & financial activities to support communication & recommendations to the School Board and community.
- **Bushland sub-committee**
 - Convened by Laila Miller with members Peter Cardy, Joyce Chela and Ruth Bradley
 - 2022 Highlights include regeneration program including planting, weeding and watering with student involvement, maintenance of plant identification signs throughout the bush to educate students and visitors, successful Grant funding received through State Natural Resources Management Program for weed control, support from the Northern Suburbs Branch of the Wildflower Society of WA, completion of hazard reduction burn of the bushland September 2022 under the guidance of the City of Joondalup Bushfire Risk Management Officer with supervision by the City of Wanneroo Deputy Chief Bush Fire Control Officer and volunteers.
- **Capital Planning sub-committee**
 - Convened by Warren Miller with members Mahesh Advani, Des Reuben, Queenie Massie, Olivier Royet, Aleks Henderson
 - 2022 highlights include management of planning, design and approvals for new Secondary building with construction forecast to begin Sept 2023, Heritage Building roof replacement, and completion of solar panel installations to meet current and future needs of the School.
- **Engagement & Communications sub-committee**
 - Convened by Melinda Shreeve and Alex Zavros with members Kate Tait, Chloe Bond and Julie Gravel
 - 2022 Highlights include Scitech Night, guest speaker Lucy Peach, supporting the School's 60th Anniversary Gala, and family photoshoots, plus playground upgrades at front of school.
- **Risk & Compliance sub-committee**
 - Convened by Jarrod Burns with members Tash Tourabaly and Celine Royet
 - 2022 Highlights include developing key risk indicators, advisory support for on-premise Cloud migration, developing and embedding risk management practices, and review of policies and procedures for IB re-registration

Strategic Planning Day September 2022

- Attended by Principal, Board directors and Kate Tottle as part of the School leadership team
- Areas of discussion and planning:
- New Strategic Plan to be developed for 2024-2029
- Student retention into the Secondary program

- Continuing to increase support for teaching staff in areas such as pastoral care, recording and reporting, professional development
- Returning to pre-COVID levels of community engagement
- Continued development of tools to monitor Montessori student progression and development

Professional Development - Board

- AISWA (Association of Independent Schools of Western Australia) Briefing the Board conference March 2022 – cancelled due to COVID-19

Board Director changes since 2022 AGM

- Ruth Tay – joined Board June 2022 and accepted the role of Treasurer – Ruth has settled into the Treasurer's role admirably and is an asset to our Board.
- Amanda Weall – joined Board August 2022 and accepted the role of Secretary - Amanda has been supported in her role by our previous Board Secretary, Celine, and is pleased to almost be at the end of a full year on the Board so that she knows what to expect each month going forwards.
- Celine Royet – joined Board May 2017 and will be stepping down from the Board tonight after 6 years. Celine has served as the Board Secretary and on the Risk and Compliance sub-committee, and worked on many essential projects including re-registration of our School, review of our Constitution, and development of countless policies and procedures. Celine has brought her incredible skill and work ethic to the Board and contributed an enormous amount of time and effort for the good of our School. Over our years together on the Board (coupled with some excellent camping trips) Celine has become one of my closest friends. She has personally provided me with invaluable support during my time as Chair and I cannot thank her enough.

BOARD SUB-COMMITTEE REPORTS

A) Bush Subcommittee 2022 Convenor: L Miller

The Bushland Subcommittee of the School Board was established to manage the conservation and regeneration of the area of bush within the school grounds and to support the School staff in the development of educational and conservation programs that will actively engage students with the bushland.

The Subcommittee, with the guidance of Gemma Broderick, developed a comprehensive Management Plan for the bushland which was initially adopted by the School Council in 2011. The Plan is updated annually and reviewed every 3 to 5 years. It is available to Association members through the School office. During 2021 the Bushland Management Plan was reviewed and an independent review was completed by David Pike. The current Plan was approved by the Board in December 2021.

Membership

The Subcommittee is convened by a member of School Council and membership is open to all members of the School community. In 2022 the Subcommittee was: Peter Cardy, Laila Miller, Ruth Bradley and Joy Chela.

Anyone interested in joining the Subcommittee should speak to Laila Miller or leave their name at the School office.

Regeneration program

The program — begun in 2015 with the upper and lower primary students — of regenerating native species in degraded areas of the bushland, continued in 2022.

In June 2022, under supervision by the Subcommittee, approximately 30 lower primary and upper primary students planted out 40 native plant seedlings in the retaining wall west of the Pre-Primary buildings and along the visitors parking area in front of the School. Students also tended the retaining wall seedlings (weeding and watering) during 2022. In the upper primary classroom, a series of jobs is available which focuses on the native species planted and their characteristics.

Revegetation work conducted from 2015 to 2018 on the hard court banks continues to be informally monitored. No new plants have been planted in that area since 2019.

Subcommittee members and volunteers watered all new plants during the warmer months (October 2021 through March 2022 and October 2022 through March 2023) to help improve survival rates. Thank you to all volunteers and their families who assisted.

School bush walks

The School hosted the annual series of bush walks during the second week in September 2022. Staff and students invited parents to walk the perimeter of the bushland along the firebreak and take the opportunity to identify plants and wildlife. These activities are supported by the Subcommittee who maintain plant identification signs at various locations along the walk.

Grants

During 2022 the Bushland Subcommittee planted native plants with the support of the Northern Suburbs Branch of the Wildflower Society of Western Australia, with its nursery located at Landsdale Farm. Thank you to Joy Chela, David Pike and the Society for their support.

During 2022 the Bushland Subcommittee utilised funds received through the State Natural Resources Management Program (NRM) sponsored by the Department of Primary Industries and Regional Development. This grant provided for weed control during 2021 and 2022. Thank you to NRM for their support.

Fire Protection

A hazard reduction burn took place in the School bushland on Saturday, 17 September 2022, under the guidance of the City of Joondalup Bushfire Risk Management Officer and was supervised by the City of Wanneroo Deputy Chief Bush Fire Control Officer and volunteers. This hazard reduction burn removed an estimated 50-60% of the bushland fuel load. Hazard reduction burns take place every 7 to 10 years to reduce bushfire risk to the School and surrounding area. The last hazard reduction burn at the School's bushland took place in July 2013.

A contractor was engaged by the School in October 2022 to clear the firebreak and the area between the firebreak and the boundary fence. This included removal of overhanging branches encroaching on the firebreak and removal of substantial fallen branches/tree trunks.

Volunteer parents and staff attended a Busy Bee on 5 November 2022 to clear the Fire Safe Building area west of Pre-Primary. Thank you to the small but hard-working group of volunteers and their families who make these Busy Bees enjoyable and productive.

Weed control

The ongoing program of weed control was continued in 2022 with the employment of a contractor during the July school holiday period to undertake the annual spraying of veldt grass. This preventative work was funded by NRM during 2021 and 2022. No other weed spraying was done in the bush during 2022.

During August and September 2022 the Bushland Subcommittee supervised interested Upper Primary students in removal of weeds along the east, south and west boundaries of the School bushland firebreak. Students were taught the names and identification of weed species. This program was carried on from 2021 and continues to be highly successful with much enthusiasm amongst students and a significant improvement in weed control and aesthetic of the bushland along the firebreak. Bushland Subcommittee members also provided training to IB students to complete hand removal and disposal of invasive weeds in the School bushland during August and September 2022 as part of the IB students' service to the community.

B) Finance Subcommittee

2022 Convenor: R Tay

The Finance Subcommittee exists to provide strategic oversight of the school's budget and financial activities and to support transparency, equity and communication of these issues to the school council and community at large. The subcommittee discussions will provide an understanding of funding budget priorities, budget processes and goals that the committee members will communicate to the school council and make recommendations as appropriate.

2022 Members of Finance Subcommittee

- Queenie Massie (Business Manager)
- Des Reuben (Principal)
- Yulia Wood (School parent, ex-treasurer)
- Hannah Zhang (School parent, ex-treasurer)
- Ruth Tay (Treasurer)

During 2022, the Finance Subcommittee concentrated on the following matters:

- Provide financial analysis to help the Board make decision on investment
- Securing funding for the capital investment on new Upper Secondary building like capital grants application and loan applications
- Monitoring of the School's financial performance and providing monthly updates to the Board
- Monitoring of the School's outstanding debtors accounts which contributed to the continuing reduction in the overdue account balances
- Analysis of fees to make decisions on 2023 fee structure
- Draw up 2023 budget
- Review and update school financial policies
- Review and approve any subsidy applications

C) Communication & Engagement Subcommittee

2022 Convenor: A Zavros

Report prepared by A Weall

Scope

The Engagement and Communications Sub-Committee (ECSC) exists to improve communication and connection across our school and into the wider community. As well as this, the ECSC is responsible for planning and organising events that bring our school community together and to raise funds for various student-centred projects.

Membership

The ECSC includes a member of the School Board and membership is open to all members of the School community. In 2022 the ECSC was: Alex Zavros (Convenor), Melinda Shreeve (Secretary), Julie Gravel (Marketing), Chloe Bond and Kate Tait (Community Events and Class Representatives Coordinator, 2022).

Marketing

In 2022, Julie Gravel has continued in her role as the school's marketing administrator and continues to bring a significant level of expertise and momentum to this aspect of the group's activities. This year, the ECSC aimed to take a different approach with weekly Facebook posts – hoping to share meaningful content while including valuable Montessori information. The goal of this activity has been to further educate the school community about what it means to be a Montessori parent. The Facebook page has continued to experience ongoing growth and membership.

Community Events

The organisation of, and participation in, community events was heavily impacted by the COVID-19 pandemic. A number of exciting and creative events had to be postponed or cancelled in 2022 including an Alumni Sundowner, the African drumming night and a school AQWA night.

Despite the challenges, the ECSC were able to coordinate two well received events in 2022:

- August – Scitech Night: as always, this much-loved event by TMSK community was well attended and provided a wonderful opportunity for families and staff to reconnect and spend some sorely needed time together.
- November – Lucy Peach: an internationally published author and TEDx speaker, the ECSC were able to secure Lucy Peach to provide her much anticipated show with singing, education and performance.

The ECSC also played a large role in the organisation and planning of the 60th Anniversary Gala that was held on the 30/07/2022. The Gala was described as a memorable, sentimental and well-run event that many members of the school community enjoyed.

Class Representatives

Despite ongoing restrictions and numbers of cases fluctuating, in 2022 class representatives continued to contribute to the school and its community including:

- Sourcing a new sewing machine, tabletop oven and fridge for Upper Primary
- Sewing polishing cloths for Lower Primary

- Collecting items for 'junk play' with great success
- Continued maintenance of the voluntary class contact lists
- Continued organisation of class level playdates

Playground Upgrade

During the 2022 April school holidays (and for many months leading up to this) the ECSC were instrumental in coordinating significant works carried out by parent volunteers to complete the water pump project, the dry creek bed and other upgrades to the PP/LP play spaces. Parent volunteers received cards of appreciation from teachers and students for their immense effort in completing this project. The number of children finishing the school day in spare clothes due to water pump enjoyment is a testament to how successful this project has been!

Volunteers – note of appreciation

The work of the ECSC would not be possible without the generous support of parent and family volunteers. The ECSC frequently call on the school community for support in terms of parents and families volunteering their time, services and resources in order to achieve certain goals and to ensure the events offered to the school community are enjoyable, well catered for and, above all, special opportunities to connect and relax. We acknowledge all volunteers who have offered their time and support in 2022 – you have been essential to so many projects and events in 2022 and your contributions are appreciated immensely.

D) Capital Planning Subcommittee

2022 Convenor: W Miller

The Capital Planning Subcommittee of the School Board was established to investigate and develop short-, medium- and long-term plans for the future capital needs of the School.

The Subcommittee met on a monthly basis with additional infill meetings as required.

Membership

The Subcommittee includes a member of the School Board and membership is open to all members of the School community. In 2022 the subcommittee was: Des Reuben, Queenie Massie, Olivier Royet, Aleks Henderson, Mahesh Advani and Warren Miller (convenor).

Anyone interested in joining the Subcommittee should speak to one of the current members or leave their name at the School office. We are particularly keen to attract new members with knowledge and/or interest in builds (structural, exteriors, interiors, electrical, etc.), estimating, construction, and financials.

School Building Regeneration Program

Based on forecasted student populations and the state of existing buildings currently in use by the School, an initiative to investigate replacement of aging structures with new ones (commenced in 2020) continued to be progressed throughout 2022.

The following actions were carried out in 2022 with respect to ongoing progress for replacement of the Shamai Building with a new Upper Secondary Building:

- Evaluation of tender submissions from modular builders deemed unacceptable to proceed;
- Conceptual design progressed to detailed design with inputs and guidance from registered architect;
- Finalized building design and specifications submitted to City of Joondalup for approval (forecast approval date April/May 2023, forecast tender issue date June 2023, and forecast start of construction date August 2023);
- Funding position progressed including grant approved CGA AISWA (grant value of ~\$900K) plus supplementary funding avenues.

Heritage Building Roof Replacement

The Subcommittee oversaw completion of repair and replacement of roof of Heritage Building. Works in 2022.

Replacement of Solar Panel of Lower Primary Buildings

The Subcommittee oversaw completion of solar panel installations for the Lower Primary Buildings to cover current and anticipated future needs.

Small Scale Projects Forward Looking 2023

The Subcommittee anticipates the following smaller scale projects to be completed in 2023:

- School security system upgrade
- Completion of Lower Primary enclosure
- NBN fibre installation
- Double gate installation on hard court.

E) Risk and Compliance Subcommittee

2022 Convenor: J Burns

The Risk & Compliance Subcommittee of the School Board was formed in May 2020 to advise and assist the School in meeting its compliance requirements mandated by legislation, regulatory bodies and recommended codes of practice. This Subcommittee's additional area of focus is to ensure that the School operates and maintains an appropriate framework to identify and effectively manage risk.

Membership

The Subcommittee is convened by a member of the School Board and membership is open to all members of the School community.

In 2022 the Subcommittee was: Celine Royet (Convenor), Tash Tourabaly and Jarrod Burns.

Anyone interested in joining the Subcommittee should speak to one of the current members or leave their name at the School office.

Risk Management

A formal Risk Management Framework has been developed, and endorsed by the Board, to formalise roles and accountability for the responsible management of risk.

Incident & Breach Management

The subcommittee has drafted an Incident & Breach Management escalation Policy and process to further strengthen the School's management of material risk events.

Compliance Management

Several Policies were refreshed out of cycle to prepare and support the IB re-registration process.

Advisory Services

The subcommittee was involved in providing advisory support and/or briefings for the following initiatives to ensure key compliance and risk consideration were appropriately managed:

- On-premise compute to Cloud migration
- Security cameras
- Anaphylaxis & Specific Food Bans in Schools

Looking forward

The subcommittee plans to focus on the following initiatives to further strengthen the School's governance and risk management practices:

- Support the development of formal a Business Continuity Management Plan, that can be endorsed by the Board
- Refine the Risk Register in line with proposed strategic pillars, leveraging the outcomes of the Business Continuity Management Planning process

TREASURER'S REPORT

Presented by R Tay for the year ended at 31/12/2022

2022 Audited Accounts

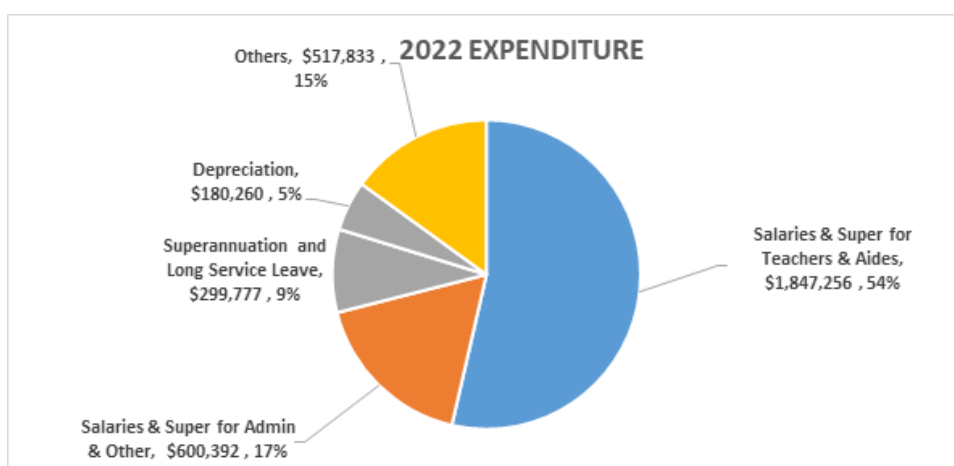
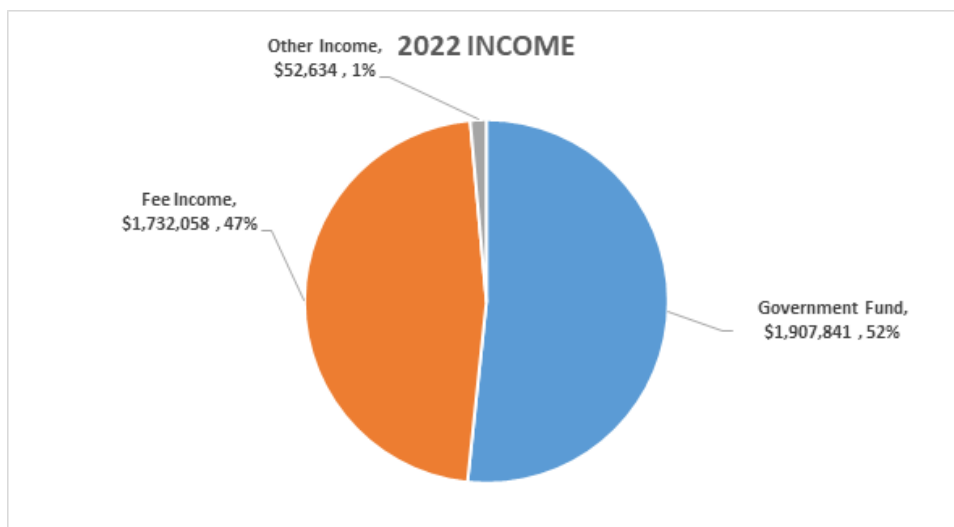
The 2022 Financial Statements have been audited this year and are presented to the school community as part of the 2023 AGM. Total income continued to increase in 2022 whilst total expenditures only increased slightly, which led to a 45% increase in the operating surplus for 2022 to \$247,105, making up 6.8% of total income, an increase compared to 4.8% in 2021.

In 2022, the school spent \$157,219 on capital expenditure, a decrease from 2021 which was \$219,170. The main expenditures were \$53,944 on the new US building for designs, quantity surveyor, consultancy, etc and also solar panels, furniture and resources for classrooms and Science lab, videography (digital asset), heritage building roof restoration, etc.

We did not take on any new loan in 2022 and the current liabilities reduced from \$662,872 in 2021 to \$588,106 in 2022.

We successfully secured a \$900,000 grant from CGA AISWA for the new US building project and have been pre-approved for both a low interest loan from the Department of Education and also a commercial loan from Westpac. We will split the balance required for the project, after taking into account the grant, between the 2 loans based on interest rates considerations, pending quotes from tenders for the project.

2022 School Finance Performance

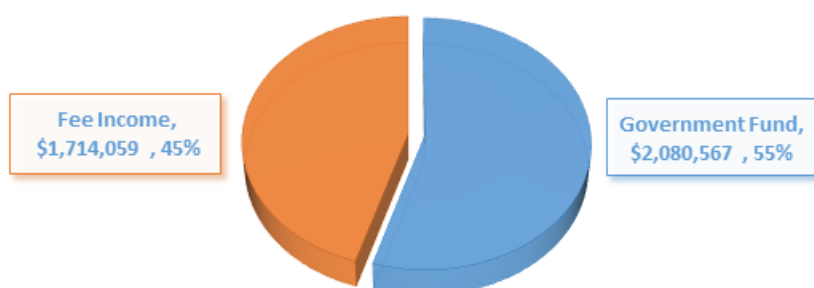


Indicators		31-Dec-22	31-Dec-21	Comments
Working Capital	Current Assets	1,020,077	889,725	Liquidity is very good at this stage that means school has enough current assets to cover its short-term debts.
	Current Liabilities	588,106	662,872	
	Current Ratio	173%	134%	
Operating Surplus	Operating surplus	247,015	170,483	Our school has achieved an operating surplus in 2022 which accounts for 6.8% of total income
	Total income	3,639,899	3,574,492	
	Ratio	6.8%	4.8%	

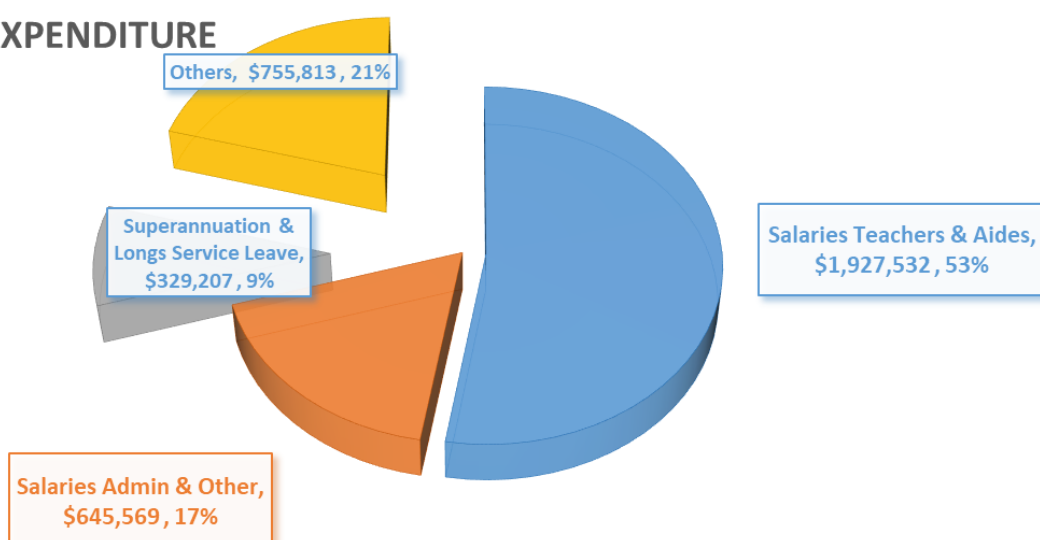
2023 Budget

2023 Budget Income & Expenditure

2023 INCOME



2023 EXPENDITURE



	2023 Budget	2022 Actual	Change
Enrolment Number	195 (Feb census) + 7	194 (Ave)	6% ↑
Government Fund	\$2,080,567	\$ 1,907,841	9% ↑
Fee Income	\$1,714,059	\$ 1,732,058	1% ↓
Capital Expenditure (including new US Building)	\$3,975,994	\$157,219	↑
Total Operating Expenditure	\$3,658,120	\$3,445,518	6% ↑

The 2023 budget is based on 195 students enrolled at 2023 February census and 7 students who will start during 2023. In 2023 budget, we have a \$3,975,994 allowance for capital expenditure, which includes \$3,803,448 on the new US building, and \$172,546 on maintenance, building upgrades including the LP enclosure, school security system upgrades including cameras and alarms and IT infrastructure upgrades. The US building project is scheduled to start later this year. You can get more details from the Principal report.

In summary, the school is in a strong financial position with sound cash reserve and low debt, we can move forward with the plans on capital investment.

I would also want to take the opportunity to thank the staff of our school finance team, Queenie Massie, the business manager and Rachelle Edwards, the bookkeeper. Maintaining good account information on which we can make informed decisions is a complex task. Many thanks to both of you for your expertise, and for your ongoing management of the financials and for providing information promptly where required.

Many thanks also to all the other members of finance subcommittee and board who provide guidance and direction in dealing with all the financial matters that affect the school.

APPOINTMENT OF AUDITOR

That the auditing company Anderson, Munro & Wyllie is appointed auditor for the school for 2023. Moved: Queenie Massie, seconded: Julie Gravel – Passed.

BOARD ELECTIONS

There are four (4) vacancies on the School Board. The following nominations have been received:

- Ms Laila Miller – current director. Renominating.
- Ms Tash Tourabaly – current director. Renominating.
- Ms Amanda Weall. Nominating.
- Mr Anmol Singh. Nominating.

No election was conducted as the number of nominees was the same as the number of vacancies. All above nominees will become members of the Board.

GENERAL BUSINESS

No questions.

Meeting closed at 8:24pm.