ST. FRANCIS XAVIER COLLEGE
Berwick, Beaconsfield & Officer

COLLEGE BOARD

2013 - 2014

ANNUAL REPORT TO PARISHES

AND

FINANCIAL STATEMENT
Our College Board Year began with Ms Joanne Rock ably providing leadership whilst Mr Paul Desmond had a well-deserved break. The 2013-2014 year continued the vein of a very busy but exciting time as we as a Board worked to provide support to the Executive Team of St. Francis Xavier College. As an entity we strive to deliver a school of which we can all be proud. A school that continues to focus strongly on the improvement of academic results but is not remiss on ensuring its pastoral care and support of the wider school community is also front of mind.

The St. Francis Xavier College Board is but one part of a wider team that we as parents should duly acknowledge. The growth of our College is testament to the hard work and dedication of many other groups of people including the Canonical Administrators, St. Francis Xavier College Executive Leadership Team across all 3 campuses, the Parents and Friends Association and the Old Collegians Sporting bodies. Needless to say we should never forget to also recognise the entire staff from across the teaching, administrative and maintenance disciplines. Their efforts are largely unsung but are critical to the growth, success and support our students enjoy.

We are fortunate to have within this community a strong school Executive Team and I again commend Mr Paul Desmond for the wisdom and leadership he has shown. Not only as we share in the joys of success but also in those incredibly challenging times that inevitably occur when you have a school population involving over 1800 families. Paramount to his love of teaching is a desire to ensure that our students are provided with an education through St. Francis Xavier College that gives them every opportunity to pursue the next phase of their chosen path in life.

In commencing the 2014 Academic year, the Officer Campus reached another milestone of catering for students in the Year 7-9 levels for the first time and also welcomes the opening of the Stage 2 DATS complex (Design, Arts, Technology and Science Centre). Astute planning coupled with sound financial management continues to allow the Board and the School Leadership team to implement various building and capital projects across Berwick, Beaconsfield and Officer Campuses in order to best meet the needs of each campus in a sustainable manner. 2013/14 has been no exception in the continued demand for investment. Currently at the Berwick Campus, the long awaited Chapel has now commenced construction (a project in partnership with St. Catherine’s Primary School), Beaconsfield will see the commencement of the VCE Centre and associated projects and at Officer, Stage 2C planning is well underway.

At the commencement of 2014 the College had a total student enrolment of 2413 from Years 7 – 12. Student numbers on each Campus comprised:

- Beaconsfield: 997
- Berwick: 988
- Officer: 428

For 2013, it was pleasing to note that over 94.5% of our Year 12 students received an offer of a tertiary placement. The Board acknowledges the diligent work of the Teaching and Administrative teams in supporting and encouraging our students to strive to do their best.
Whilst we certainly aim to drive as much value from our building and capital projects to provide great educational facilities as an outcome, it is only one component of what constitutes our school environment. As a Board, we continue to remind ourselves that in everything we do, we cannot understated the importance of the caring and supportive environment that has been fostered across the 3 campuses. It is an outcome that is carefully guarded and enhances the learning experience at St. Francis Xavier College.

Finance
Unfortunately in recent years we have witnessed other educational facilities fail both locally and in the greater Melbourne district. To this end, the Board acknowledges the importance of strong, stable financial management as achieved at St. Francis Xavier College led ably by Miss Sonya Slocombe (Business Manager). Comprehensive financial management reporting is provided regularly to the Board and is vital to allow both current and future projects to be assessed, rated and reviewed in the light of projected financial sustainability. To this end the Finance team, through their hard work in accurate budgeting, expense management and sound debt reduction allows the Board to be confident in the decision making process and I thank them for their continued efforts here.

School Policy
Ongoing policy maintenance and reform is an important part of school life and the changing world in which our students and their families live.

Over the past year the College Board ratified the following Policies:

- Enrolment Policy – Ratified by College Board March, 2013
- Excursions, Incursions, Camps, Retreats and Educational Tours Policy – Ratified by College Board March, 2013
- Staff Social Media Policy – Ratified by College Board June, 2013
- Staff Dress Code Policy – Ratified by College Board October, 2013
- Concerns and Complaints Policy - Ratified by College Board February, 2014
- Presentation Ball Policy - Ratified by College Board February, 2014

Teacher and Staff Recognition
The annual College Board Dinner was held again this year. This event recognises the outstanding and ongoing commitment of teachers and College staff to the academic and pastoral care of our students. We also take the opportunity to recognise the outstanding achievements of individual and long serving members of staff. This year public recognition was made to the following:

30 Years
Mr Phil Apperley

25 Years
Mrs Maree Chapman
Mr Len Cooke

15 Years
Mr Malcolm Joseph, Mrs Geraldine Nunn, Mrs Jane Watkins, Mrs Loretta Cooke

10 Years
Mr Troy Coggins, Mrs Patricia Dulude, Mr Ian Butler, Mrs Julie Clark, Mr Lance O’Reilly, Mrs Margaret Blythman, Mrs Lauren Buchanan, Mr Hernando Diaz, Mrs Christine Miller, Mr Nino Pasquali
Awards were also presented to the following past Board Members:

- Mr Phil Macreadie, for 6 years service to the Board as Parent Representative of the Berwick Parish. During his time on the Board Mr Macreadie served as Chairperson and Deputy Chairperson.
- Mrs Kym Morgan, for 6 years service to the Board as Parent Representative of the Koo Wee Rup Parish. During her time on the Board Mrs Morgan served as Executive Member and Minute Secretary.
- Mrs Nadine King, for 6 years service to the Board as Parent Representative of the Pakenham Parish.

College Board Members
As a matter of policy, College Board Parent representatives sit at the Board for 2 years and contest an election for another 2 years. Following the call for nominations in February 2014 for parent representatives from the Parishes of Iona Maryknoll and Narre Warren, Mrs Nicola Saunders was elected unopposed to the Narre Warren Parish and Mrs Michelle Collins to the Iona/Maryknoll Parish.

Mr John Beekhof was elected unopposed as the Staff Representative on the College Board for the next 12 months.

One of the stated aims of the governance document for this Board is to “carry out such other duties necessary to promote and sustain the purpose of the College”. As others I’m sure have no doubt stated before me, it is not something the Board undertakes in isolation. The Canonical Administrators play an important role to the Board and I thank them for their ongoing support and guidance not only to the Board but the wider St. Francis Xavier College community.

I wish to also acknowledge the continued support and sound judgement from the College and Catholic Education Office staff in Mr Paul Desmond, (College Principal), Miss Sonya Slocombe (College Business Manager), Mr Dennis Krinas (Staff Representative) and Mr Paul Lomas (Catholic Education Office Representative) and thank them for their contributions over this past year.

Mr Geoff Timmins (Board Accountant), your insights and guidance to the members of the Finance Sub-committee is greatly appreciated as always.

To my fellow parent representatives:

- Mr Phil Van Laeren (Berwick Parish)
- Mrs Leonie Hester (Iona-Maryknoll)
- Mrs Bernadette Laurie (Pakenham)
- Mrs Ann-Maree Head (Koo Wee Rup)

thank you for your continued gift of generosity in both time and input into our discussions that help to shape the ongoing success of St. Francis Xavier College.

Finally, whilst not officially a member of the Board but in many ways an honorary one, I wish to confirm a special acknowledgment for Mrs Lesley Lancaster (P.A. to the Principal).
Lesley has shown tremendous assistance, commitment and dedication to the St. Francis Xavier College Board and to the College itself. We bid her a fond farewell on her well-deserved retirement.

My personal thanks to the countless people I have met and worked with on the Board over the last 4 years. I have thoroughly enjoyed the experience and the opportunities to work with like-minded individuals for the betterment of our College community. As parents there are many opportunities to contribute to the life of the College, whether through the Old Collegians sporting clubs, the Parents and Friends Committee or the Board itself. They are all valued entities and I ask you to consider sharing your skills and talents with any one of them and in turn you may learn some new ones.

I for one will continue to watch St. Francis Xavier College grow and develop our young men and women into well rounded young people ready for the world at large.

Thank you

MICHAEL SCAMMELL
Chairperson
ST. FRANCIS XAVIER COLLEGE

COLLEGE BOARD

The College Board is comprised of:

PARENT REPRESENTATIVES: One elected by parents from each of the five parishes - two year terms – with two or three parent representatives elected each year allowing for a continuity of experience on the Board. Parent representatives may only serve two consecutive terms on the Board.

PRINCIPAL OF THE COLLEGE: An ex officio member of the Board and its Executive Officer.

STAFF REPRESENTATIVE: One elected each year by members of the College staff.

CATHOLIC EDUCATION OFFICE: Sale Diocese C.E.O. nominates a representative.

ACCOUNTANT: Appointed by the Board at its Annual Meeting.

BUSINESS MANAGER: An ex officio member of the Board.

Other appointments are made as necessary

OFFICERS OF THE BOARD: The Chairman and Secretary are elected by the Board from elected or appointed members and hold office for one year.

ALL PARISH PRIESTS ARE MEMBERS OF THE COLLEGE BOARD

The Board is responsible for the management of the College, the setting of guidelines, policies, control of finances and forward planning.
ST. FRANCIS XAVIER COLLEGE

COLLEGE BOARD REPRESENTATIVES FOR THE PAST YEAR 2013 – 2014

CHAIRPERSON
Mr Michael Scammell
Parent Representative
NARRE WARREN

DEPUTY CHAIRPERSON
Mr Phil Van Laeren
Parent Representative
BERWICK

ACCOUNTANT
Mr Geoff Timmins

PARISH PRIESTS
Fr Brendan Hogan
Our Lady Help of Christians Presbytery
P O Box 166
NARRE WARREN  3805
Fr Bernard Mahony
St Patrick’s Presbytery
P O Box 231
PAKENHAM  3810
Fr Peter Slater
St Michael’s Parish
119 High Street
BERWICK  3806

COLLEGE PRINCIPAL
Mr Paul Desmond

BUSINESS MANAGER
Miss Sonya Slocombe
St. Francis Xavier College

CATHOLIC EDUCATION OFFICE REPRESENTATIVE
Mr Paul Lomas

COLLEGE STAFF REPRESENTATIVE
Mr Dennis Krinas

OTHER PARISH PARENT REPRESENTATIVES

IONA-MARYKNOLL
Mrs Leonie Hester

PAKENHAM
Mrs Bernadette Laurie

KOO WEE RUP
Mrs Ann-Maree Head
### Financial Performance
**Financial Performance for the year ended 31 December 2013**

<table>
<thead>
<tr>
<th>Framework</th>
<th>Modified Cash $</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Recurrent income</strong></td>
<td>Tuition</td>
</tr>
<tr>
<td>School fees</td>
<td>$4,777,877</td>
</tr>
<tr>
<td>Other fee income</td>
<td>$1,133,895</td>
</tr>
<tr>
<td>Private income</td>
<td>$610,505</td>
</tr>
<tr>
<td>State government recurrent grants</td>
<td>$5,109,202</td>
</tr>
<tr>
<td>Australian government recurrent grants</td>
<td>$17,864,588</td>
</tr>
<tr>
<td><strong>Total recurrent income</strong></td>
<td><strong>$29,496,067</strong></td>
</tr>
<tr>
<td><strong>Recurrent expenditure</strong></td>
<td>Tuition</td>
</tr>
<tr>
<td>Salaries, allowances and related expenses</td>
<td>$19,505,902</td>
</tr>
<tr>
<td>Non salary expenses</td>
<td>$7,008,136</td>
</tr>
<tr>
<td><strong>Total recurrent expenditure</strong></td>
<td><strong>$26,514,038</strong></td>
</tr>
<tr>
<td><strong>Capital income and expenditure</strong></td>
<td>Tuition</td>
</tr>
<tr>
<td>Government capital grants</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Capital fees and levies</td>
<td>$2,078,213</td>
</tr>
<tr>
<td>Other capital income</td>
<td>$539,990</td>
</tr>
<tr>
<td><strong>Total capital income</strong></td>
<td><strong>$4,618,203</strong></td>
</tr>
<tr>
<td><strong>Total capital expenditure</strong></td>
<td><strong>$9,016,656</strong></td>
</tr>
<tr>
<td><strong>Loans (includes refundable enrolment deposits and recurrent, capital and bridging loans)</strong></td>
<td>Tuition</td>
</tr>
<tr>
<td><strong>Total opening balance</strong></td>
<td><strong>$24,958,531</strong></td>
</tr>
<tr>
<td><strong>Total closing balance</strong></td>
<td><strong>$29,163,406</strong></td>
</tr>
</tbody>
</table>

*Note that the information provided above does not include the following items:*  
System levies charged to individual schools, intra-systemic transfers and diocesan supplementary capital fund (SCF) supported borrowings for primary schools. The information provided is not comparable with other educational sectors. This VRQA template is not comparable to the ACARA school-level income reporting requirements which are to be reported on the MySchool website. ACARA school level reporting requirements will require system level income from Government grants and some private income to be allocated by school. This will be a small adjustment in relation to the total level of school resources. At this stage, recurrent income from Government sources, school generated income and capital expenditure are to be reported by schools. Additionally when assessing the private income of the school include both recurrent and capital school fees.