

# DANDENONG RANGES STEINER SCHOOL

## Annual Report 2017

[www.drss.vic.edu.au](http://www.drss.vic.edu.au)

ABN 16 320 548 184



## DRSS Committee of Management 2017

Suzie Brannelly	Association Representative (Chairperson)
Holly de Maria	Association Representative
Karin Penny	College Representative
Marianne Bollman	College Representative
Tamsenne Grogan	College Representative
Wendy McMahon	College Representative / Advisory member
Kylee Grace	Advisory Member (Secretary)

# Chairperson's Report – 2018

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*The healthy social life is found, when in the mirror of each human soul the whole community finds its reflection, and when in the community the virtue of each one is living.*

*Rudolf Steiner*

## INTRODUCTION

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At the AGM held in May 2017 I was honoured to take on the role of Chair for the second consecutive year. The role has been fulfilling and I have appreciated the support of my fellow Committee members.

## GENERAL BUSINESS

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- Glenn Rawlinson retired at the last AGM
- Stephen Campbell retired from COM at the end of Term 2, 2017, following the redundancy of his position.
- COM consisted of Suzie Brannelly, Holly DeMaria, Tamsenne Grogan, Karin Penny, Marianne Bollman, Wendy McMahon, and Kylie Grace as Business Manager.

## REMEDIATION AND LEGAL PROCEEDINGS OF CLASS 3-4 BUILDING

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The legal process is still underway through our solicitor MacPherson Kelley. The first defendant is Soft Loud House Architects and the second defendant KA Corp & ANOR Pty Ltd (Hulston Thomas), who have now indicated that they will join the building surveyors, Sam Perna and Associates Surveyors, who may then become the third defendant. The trial is scheduled for 7 November 2018.

COM has been working diligently on these matters throughout the year.

## LEGAL PROCEEDINGS

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The former parent (name suppressed) legal proceeding remains unresolved.

## FINANCIALS

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The COM has been working within strict budgetary guidelines to ensure the ongoing viability of the school whilst maintaining our excellent educational standards.

## PROCESSES AND COMPLIANCE

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The responsibility of maintaining and improving processes and compliance is ongoing. COM has been reviewing the overall structure of school management and met with Virginia Moller of SEA and invited parents to a Community Meeting hosted by her.

## CAPITAL WORKS

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With the completion of the Class 5-6 building, landscaping, and fencing, the Honourable Jason Wood formally opened the buildings in 2017. There are no further scheduled significant capital works at this time.



## EXECUTIVE WORKING GROUP

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During 2017 an Executive Working Group was formed to address the school's financial concerns and review the School's governance. Having completed the workplace changes required, the EWC formally dissolved at the end of 2017. As Chair I would like to acknowledge the contributions made by the EWC to the school community.



## IN CLOSING

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Having been on COM for 5 years, I take the opportunity to thank COM and Association members and formally tender my resignation as Chair and member of COM.

I will continue to work as an Advisory Member for COM for a period through the completion of legal proceedings regarding the Class 3-4 buildings.

*Suzie Brannelly*

*Chair COM*

*31 May 2018*

# College of Teachers 2017 Annual Report

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For Association A.G.M.

31/5/18

The major focus of work for the College of Teachers over 2017 was to manage delivery of our curriculum with a reduced budget across all areas.

All teachers, aides and assistants throughout the school, from Playgroup to Class Six, found the Will within themselves to hold steady in the rhythm of their work to ensure classes were engaged in their learning and play, and children's needs were met.

## **Staffing**

- Working with EWG Group to determine curriculum and staff reductions.
- Farewelling staff.
- Advertising and interviewing some staff replacements.
- Advertising and interviewing for Class One Teacher 2018.
- Review of Class One Teacher 2017 and appointment as a Permanent Staff member.
- Mentoring aligned to classroom pairings for 2018.

## **Roles and Responsibilities:**

- College of Teachers roles discussed, defined, recorded and redistributed among teachers.
- Child Safe Officer appointed.
- Learning Support Team maintained and providing significant support across classes.

## **Policy Work:**

- Child Safe Policy, Teacher Appraisal/Performance and Review Policies, Mentoring Policy and Camps Policy reviewed in response to VRQA feedback.



### Professional Development:

- Fortnightly Study continued – Solving the Riddle of the Child by Christof Wiechert
- Fortnightly Child Study schedule across classes continued.
- all teachers attended on-going Literacy and Numeracy workshops.
- all teachers attended in-house Child Safe training.
- all teachers attended in-house Record-Keeping training.
- all teachers attended in-house Evacuation and Lock-Down training.
- First Aid, CPR and Anaphylaxis update and training for all staff.

### Curriculum Management:

- Continued development of a whole-school approach in Literacy and Numeracy.
- General class Record keeping and Assessment practices reviewed.

### Planning and Assessment:

- Continued assessing and reporting against VELs documents.
- Formatting of Reporting Records for Learning Needs.
- Providing Records of Learning needs, meetings and follow-up to Learning Needs Team.
- Pilot Audit of Assessment for Learning Needs for NCCD carried out by Price Waterhouse Coopers.



### SEA Engagement:

- Delegates meeting attended by Marianne and Kylie, and report given.
- GLAM conference unattended.
- Business Management conference unattended.

**Outreach:**

- Planning and implementation of program for Education Week, Open days, School tours, Taste of Steiner Education day and Market day with Publicity Group.
- Planning landscape work with Gardening Group.
- Planning on-going Weed Management work.
- Initiating combined College of Teachers and Administration meetings to facilitate communication.
- Implementation of a new Forest Playgroup.
- Installation of our first Beehive for Class Five.



A very full year where sacrifices made did not fail us. We continue to be a vibrant, growing school.

Marianne Bollmann, Carol Farmer

Joint Chairs College of Teachers

29 May 2018



# Publicity and Fundraising Report

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The Publicity Group is a small but active group. There are currently 6 members – Karen Frazier Walsh, Michaela Tory, Emily Hehir, Louise Gilbert, Abbie Lane and Michele Sweeney. Our aim is to continue to fundraise for and publicise the school.

In the past year we have coordinated a number of different publicity and fundraising activities, talks and workshops

- June - Belgrave Lantern Parade
- August – Bush Dance (run by class two)
- September - Father's Day Stall
- October - Spring Fair and Market
- April – Easter Fundraiser, Green Kids Expo Information Stall and Talk
- May - Mother's Day Stall and Education Week Activities

Our biggest fundraising effort is the Spring Fair and Market Day. In 2017 we raised \$9,815 for the school. The Easter fundraiser, Open Day stalls, and Mother's Day and Father's Day stalls raised a combined \$1,684. While these are small scale fundraisers, we do believe these smaller activities provide a service to the school community. The Class Two Bush Dance raised \$2,675.

The recent Open Days and Taste of Steiner Education Workshop were well attended and well received. Twenty-two enquiring families attended the Early Childhood Open Day. Three Playgroup enrolments were taken on the day and we have received one Kinder enrolment already. Twenty-three enquiring families attended the Primary Campus Open Day - two families have scheduled meetings with Teachers in Classes Three and Six. We took 20 bookings for The Taste of Steiner Curriculum Workshop. Fourteen people attended on the day. We had very positive feedback from participants. One Playgroup family who was undecided about where to send their child for Prep next year, has informed us of their decision to proceed with enrolment. Although attendance was lower this year, I believe it was well worth our effort.

Now that Education Week is behind us, the Publicity/Fundraising Group will focus our efforts on the website.



*Karen Frazier Walsh*

<b>Fundraising Jan 2017 to Dec 2017</b>	
<b>Fundraising Income</b>	
Father's Day Stall	<b>\$127.50</b>
Fundraising- Mother's Day Stall	\$254.45
Less Expenses – Mother's Day Stall	\$82.36
Total Profit Mother's Day Stall	<b>\$172.09</b>
Fundraising - Talks & Workshop	<b>\$132.00</b>
Fundraising Bush Dance	\$3,095.80
Less Expenses Bush Dance	\$420.45
Total Profit Bush Dance	<b>\$2,675.35</b>
Fundraising Market Day - Oct	\$13,843.05
Less Expenses Market Day - Oct	\$4,028.01
Total Profit Market Day	<b>\$9,815.04</b>
Fundraising Open Day - May	\$835.45
Less Expenses - Open Day - May	\$210.00
Total Profit Open Day May	<b>\$625.45</b>
Fundraising General Misc.	\$1,712.04
Less Fundraisers Expenses Misc.	\$1,331.58
Total Profit Misc. Fundraising	<b>\$380.46</b>
Fundraising Craft Group	\$120.05
<b>Total Fundraising Income 2017</b>	<b>\$20,120.34</b>
<b>Less Total Fundraising Expenses 2017</b>	<b>\$6,072.40</b>
<b>Total Profit 2017</b>	<b>\$14,047.94</b>

# 2017 Financial Report

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## **2017 Overview**

2017 was a good operational year, with careful management of cash flow. A surplus of \$300,834 was reported, which was attributed to greater income. The surplus from 2017 has boosted reserves, ensuring that financial risk is minimized.

## **Income**

DRSS reported a significant 30% increase in income in 2017, largely attributed to a rise in student enrolments, greater funding, increased tuition fee and donations.

2017 tuition fee income was healthy due to increased student enrolments and a 10% fee increase.

Commonwealth and State Funding both increased significantly. Successful funding submissions and higher numbers led to \$349K increase in funding compared with 2016.

During 2017 DRSS was also successful in receiving an ISV Interest subsidy grant.

In 2017 DRSS received significant donations in relation to the completion of the Class 5 & 6 building and landscaping project. DRSS is very grateful to significant donations made by Biosis, Stelec and current DRSS families.

Fundraising income was also favourable as a result of successful fundraising events, particularly the Spring Fair and the Bush Dance.

## **Expenditure**

Conservative budgeting and expense reductions resulted in 2017 operating expenditure being only 1% higher than 2016 expenses notwithstanding the increase in student numbers.

In 2016 significant other comprehensive expenditure (\$343K) was reported in relation to rectification works performed on Class 3 and 4 buildings. A legal claim is in progress to seek recovery of these costs. In 2017 other comprehensive expenses (\$31K) related to legal fees associated with current litigation action to recover the building rectification costs. At present the proposed timeframe for legal mediation is late 2018.

## Investment Activities

In 2017 the Class 5 and 6 buildings were finalised, completing DRSS's current major infrastructure plans. The finalisation of this project was a major investment project requiring additional financing.



## Cash Flow Position

Cash flows during 2017 were extremely tight. Cash inflows and outflows were strategically managed to ensure continued operations. Expenditure reductions were implemented during 2017 to ensure ongoing sustainability for the school.

The cash position for 2018 is healthier as a result of the 2017 surplus net cash provided by DRSS's operating activities.

The 2018 budget has been prepared to reflect predicted recurrent income and expenditure, with the aim of achieving a cash surplus to bring DRSS into a healthy financial position.

My thanks go to all the staff for their excellent management of finances during 2017, and for their commitment, resolve and persevering spirits.

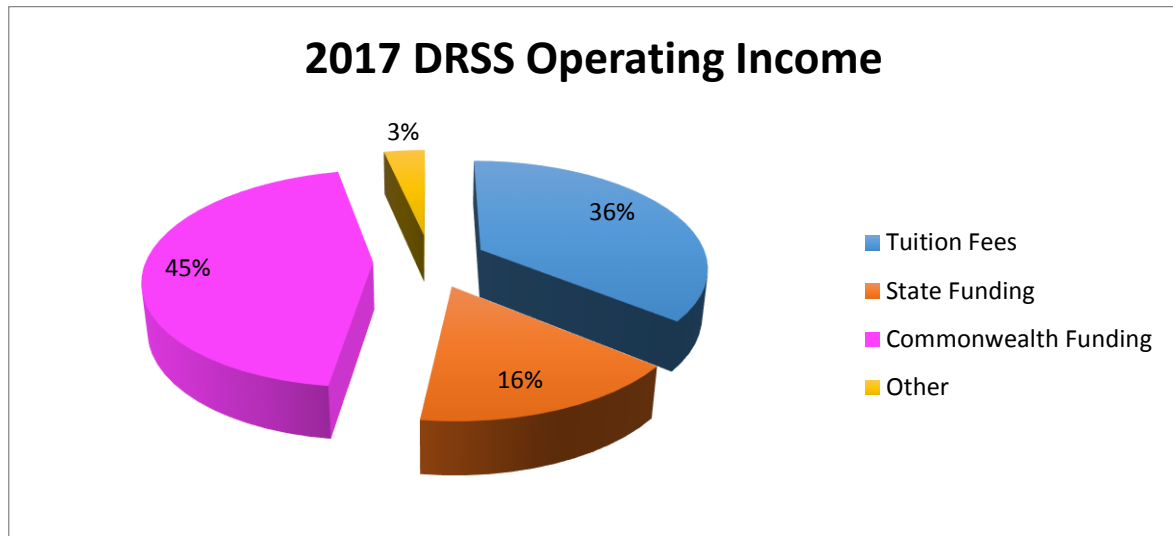
Special thanks goes to Belinda for her perseverance and diligence as finance officer during 2017.

Kylee Grace

**Business Manager**

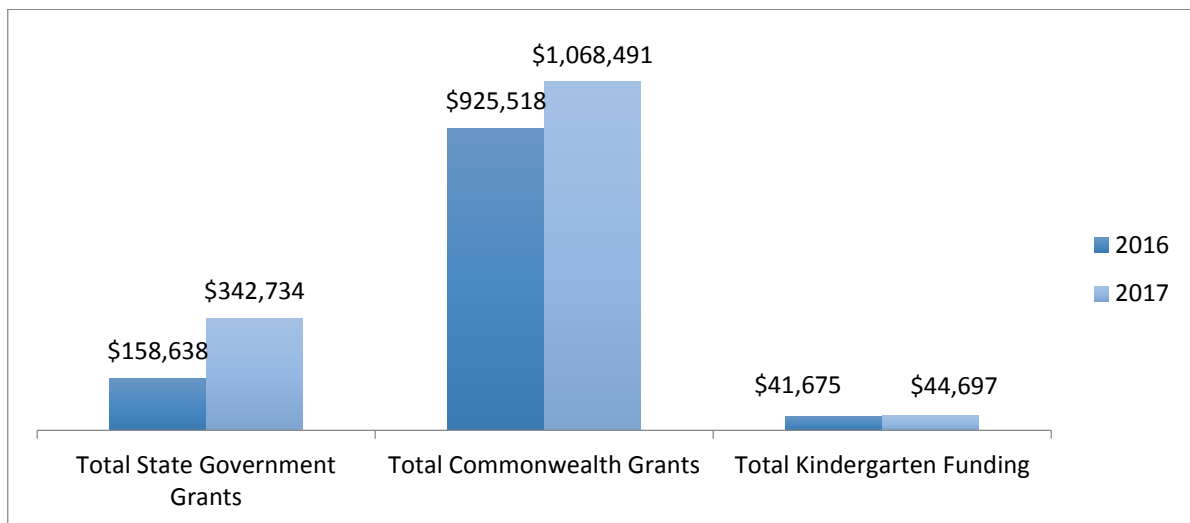


## 2017 Operating Income \$2,401,011



Total State and Commonwealth Funding represents 61% of income for DRSS, tuition fees account for 36% of income and 3% is received from other sources.

## 2017 Funding Income



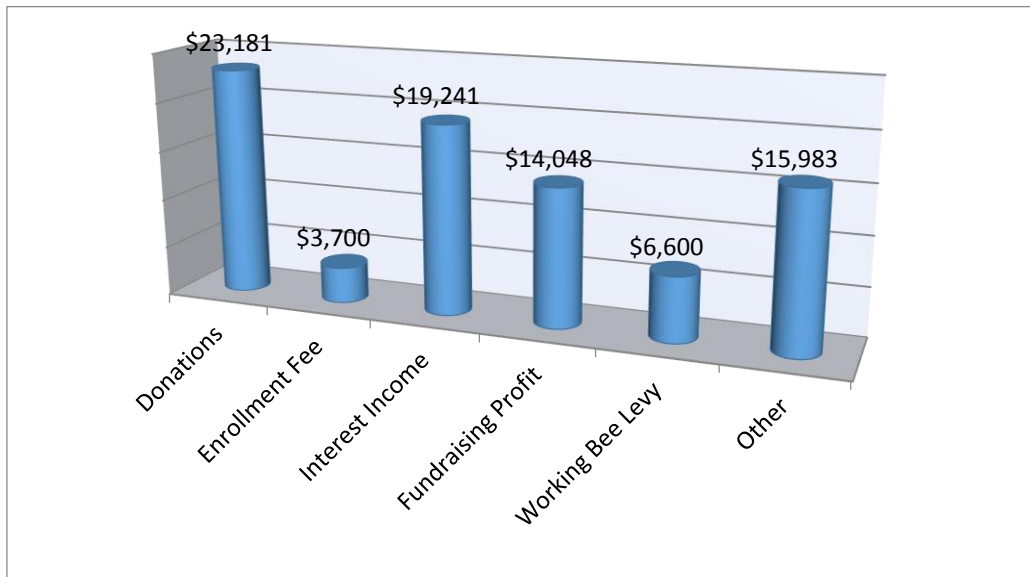
Commonwealth and State Funding both increased significantly due to higher student enrolments and an increase in funding per child.

Significant to note is that State government funding increase was mostly attributed to notably higher eligible CSEF applications, 35 in 2017 compared with 12 reported in 2016, allowing DRSS to recover an additional \$133K funding in 2017.

DRSS was also granted a one-off bonus disability funding in 2017, in addition to individual student disability grant funding.

Overall, successful funding submissions and higher numbers led to \$349K increase in funding compared with 2016.

## Other Income \$82,753



### Donation Income – \$23,181

- Biodiversity Assessment and Vegetation offset donated by BIOSIS
- Electricity Work donated by Stelec Pty Ltd
- Fence & landscaping donations
- Building Fund donations

### Interest Income – \$19,241

- ISV Interest Subsidy Grant of \$19,093 received in 2017

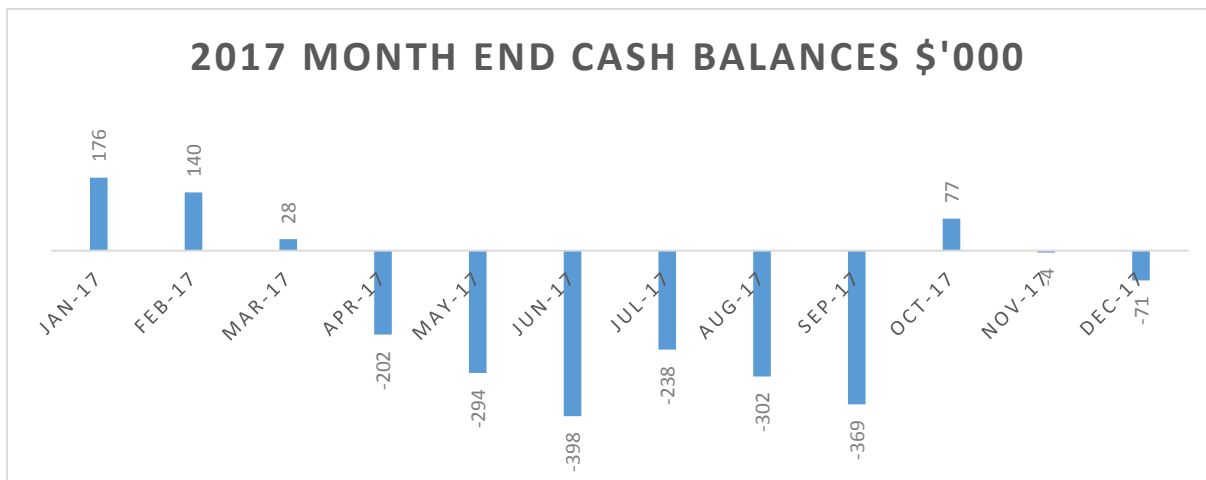
### Fundraising Profit - \$14,048

- Market Day Profit \$9,815
- Bush Dance Profit \$2,675

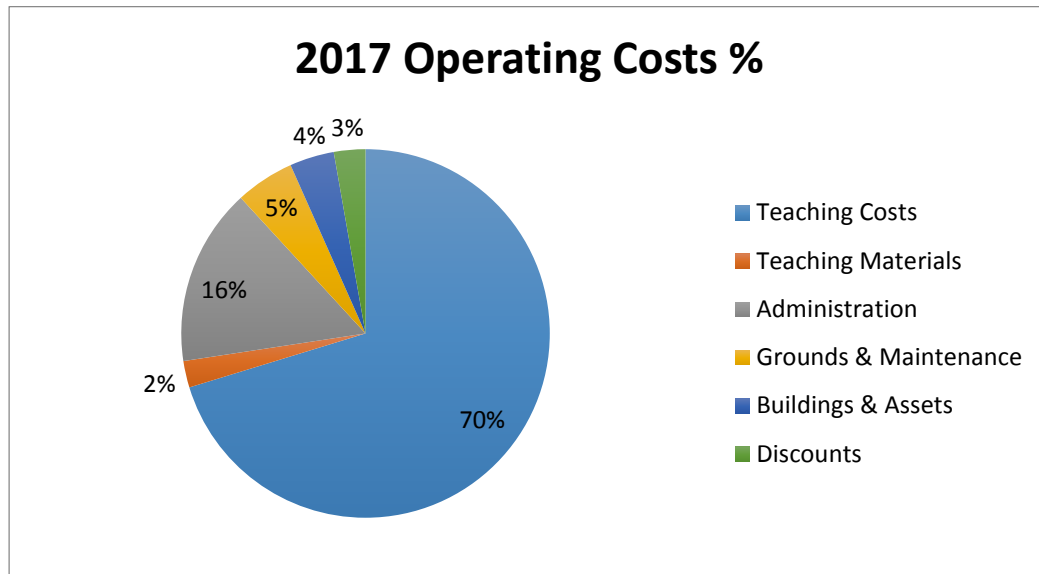
## DRSS 2017 Cash Position

DRSS made a successful application for a \$500K overdraft to see the school through a financial dip during 2017.

There were a number of factors that led to the need for additional financing during 2017. The main factors included the 2016 operating deficit, unplanned expenditure in 2016 for Class 3 & 4 rectification works, and the need to meet final contractual payments in 2017 for the Class 5 & 6 building project.



## DRSS 2017 Operating Costs



### Teaching costs – 70%

- Teachers who provide classroom instruction
- Learning Support who monitor academic and social development
- Classroom Assistance who support students learning and development
- Individual and group music tuition for music program
- Librarian who encourages reading and research

### Teaching Materials – 3 %

- Provision of quality classroom materials & food costs
- Craft materials
- Woodwork materials

### Administration - 16%

- School office staff who support the school's daily operations
- Office supplies, postage, photocopier costs
- IT support and communications costs
- School Insurance, License Fees and subscriptions
- External Professional Services and Legal Fees
- Bank Charges and Financing Costs

### Grounds & Maintenance 5%

- Maintaining school grounds including repairs and garden supplies
- School cleaning costs
- Costs of electricity, gas, water and council rates

### Buildings & Assets 4%

- Building and asset depreciation expense

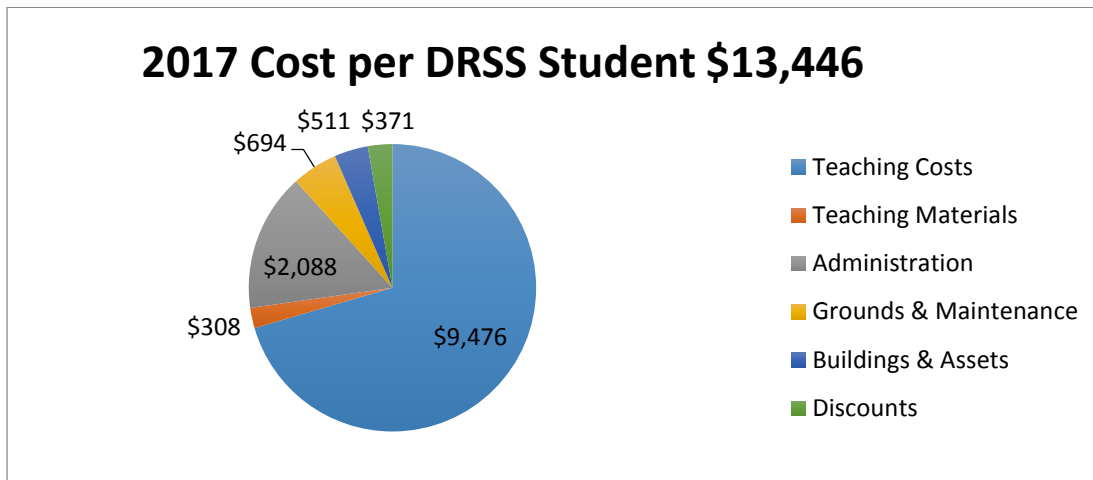
### Discounts 3%

- Early Payment, Sibling Discount, Fee Assistance



# 2017 Cost per Student

How much does it cost to educate one DRSS Student?



## \$9,476 for Teaching

- Teachers who provide classroom instruction
- Learning Support who monitor academic and social development
- Classroom Assistance who support students learning and development
- Individual and group music tuition for music program
- Librarian who encourages reading and research

## \$308 Teaching Materials

- Provision of quality classroom materials & food costs
- Craft materials
- Woodwork materials

## \$2,008 Administration

- School office staff who support the school's daily operations
- Office supplies, postage, photocopier costs
- IT support and communications costs
- School Insurance, License Fees and subscriptions
- External Professional Services and Legal Fees
- Bank Charges and Financing Costs

## \$694 Grounds & Maintenance

- Maintaining school grounds including repairs and garden supplies
- School cleaning costs
- Costs of electricity, gas, water and council rates

## \$511 Buildings & Assets

- Building and asset depreciation expense

**TOTAL \$13,446 per student**