



2022 ANNUAL GENERAL MEETING

14 OCTOBER 2022
10:00AM
VIRTUAL ZOOM ATTENDANCE



VACPSP. Better, Together.

Proudly representing Victorian Catholic Primary Principals nationally.

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The VACPSP respectfully acknowledge the Traditional Owners of Country throughout the State of Victoria and recognise the culture and the continuing spiritual connection to land, sea and waters. We pay our respect to their Elders past, present and emerging. We commit to working together for reconciliation and justice.



Catholic Principals
leading with a strong,
courageous and active
voice, promoting
educational excellence
for Catholic schools.

2022 AGM AGENDA

[Click here for AGM ZOOM LINK](#)

Online Registration: 9:45-10:00am

Welcome | Michael Gray (President): 10:00am

Welcome

Welcome to Country

Opening Prayer

AGM Declared Open

Items to be Discussed

1. Recording of Apologies

2. Establish that a quorum is in attendance (online)

3. Consideration and adoption of the Minutes of the Annual General Meeting held 15th October 2021

4. Reports of:
 - 4.1 the President
 - 4.2 the Secretary
 - 4.3 the Treasurer

5. Election of Honorary Auditor

6. Election of VACPSP Vice President

7. Election of VACPSP Treasurer

8. President's announcement of the names of the appointed representatives from the affiliated Zones/Regions.

9. Confirmation of VACPSP membership fee 01/11/2022 – 31/10/2023

10. Motions for Debate:

NO MOTIONS FOR DEBATE UNLESS RECEIVED BY THE VACPSP SECRETARY 7 days prior to the AGM.

11. Other Business (If required as advised by any member 7 days prior to meeting)

Close of Meeting



SUPPORTING INFORMATION

Membership fee

At the 2019 AGM members passed the appointment of a full time President of the Association with funding to be sought as an extra levy from all member schools. This graduated levy was invoiced and paid by members in 2020 on the commencement of the full-time President.

The normal annual membership fee continued to be invoiced to members at the end of each year.

At the November Principal Council meeting it was decided that the two levies should be merged and charged to members as one fee at the end of each year after the Annual General Meeting.

The new fee will now be invoiced to members each year:

School Enrolment	Membership Fee
500+	\$1,500.00
300-499	\$1,300.00
100-299	\$1,100.00
50-99	\$800.00
0-49	\$600.00



PRAYER

LEADER:

Loving and Generous God;
Awaken us to your presence as we continue to discern what is life-giving,
empowering and sustainable for the good of all Catholic primary principals and the
school communities we support.

May our inspiration and commitment deepen as in these meetings, we reflect on and
respond to the needs of principals according to the vision of the Gospel and the voice
of the Spirit.

Pour out your abundant blessings upon all involved in the ministry of leadership in
Catholic education, we ask this through Christ our Lord. **Amen.**

TOGETHER:

Leader: Our Lady of the Southern Cross, Help of Christians

All respond: Pray for us

Leader: St Mary of the Cross MacKillop, Patron of Catholic Education in Australia

All respond: Pray for us



2021 AGM MINUTES





Minutes of the Annual General Meeting held on Friday 15th October 2021

ZOOM Online Meeting

1. WELCOME

Michael Gray welcomed all those present to the 2021 Annual General meeting of the Victorian Association of Catholic Primary School Principals, in particular Life Members & Alumni.

Michael Gray also acknowledged the traditional owners of the land we were meeting on with a welcome to country.

Jennie Douglas led reflection & prayer.

Michael gray outlined the Zoom online meeting protocols and process of voting.

Michael declared the AGM open at 10.10am

2. PRESENT:

Andrew Mullaly	Cathy Blackford	Greg James	Michael Bourne	Trish Armstrong
Anthony Butts	Christine White	Jane Dunstone	Michael Gavaghan	Verona Gridley
Anthony Hockey	Damian Casamento	Jenny Hawkins	Michael Hanney	Alumni
Ben van de Camp	Damian Howard	Judy Degenhardt	Michael Russo	Christine Ash
Brendan Flanagan	Dan Ryan	Julie David	Pat Torpey	Steve Bellesini
Brendan Keeling	David Delaney	Julie Freeman	Paul Dullard	VACPSP
Brendan Gill	David Keenan	Karen Bergin	Rod Sims	Michael Gray
Brendan Welsford	Denis Daly	Karen Colla	Roslyn Joyner	Tyson Brennan
Brian Martin	Erin MacDonald	Kate Quinn	Steve Evans	Jennie Douglas
Carmel Stutterd	Francine Walsh	Leon Colla	Terence Cooney	Carmel Cameron
	Gavin Brennan	Liz Sullivan	Tim McMullen	

3. APOLOGIES & PROXY VOTES

Andrew Leighton	Colleen Hampson	Kerryn Sells	Olga Lyons	Terry Cooney
Angela Lacey	Daniel Barr	Lisa Broeren	Pauline Hindson	Tim Burke
Angela Tonkin	David Delaney	Maree Morris	Pat Bertani	Tracey Brincat
Annice Lappin	Debbie Darvel	Maria Mercuri	Paul Arnel	Vincent Bumpstead
Anthony Hockey	Delfina Pieri	Marisa Matthys	Paul Bissinella	Chris Ray
Anthony McCluskey	Dena Reddan	Mary Jones	Paul Cowan	Claire Pitcher
Armando Gagliardi	Ed Weekes	Mary Kearney	Paul Gleeson	John Downie
Bernadette Venables	Fiona Dawson	Mary Lucas	Paula Stevenson	Josh McElgunn
Brendan Flanagan	Frances Matisi	Matthew Davey	Peter Teggelove	Natalie Heard
Bronwyn Phillips	Frank Dullard	Matt Knight	Phillip Smith	Nick Murrell
Carmel Marantelli	Helen Healy	Matthew Sweeney	Robert Brown	Sonia Riccardi
Caroline Quinton	Jason Micallef	Michael Lane	Rob Costin	Susan Carroll
Catherine Fraser	Joanne Doherty	Michelle Charlton	Rob Horwood	Rachel Holdsworth
Chris Mitchell	Joanne Webster	Michelle Worchester	Sharon Daujat	

4. QUORUM ESTABLISHED

46 in attendance, 68 proxy votes received, total 114 – REQUIRED # 78

MINUTES OF THE VACPSP ANNUAL GENERAL MEETING 16th October 2020

No business arising from minutes

Moved: Leon Colla **Seconded:** Tim McMullen**Carried: Unanimously****5. REPORTS:****PRESIDENT** (addendum 1)**SECRETARY** (addendum 2)**TREASURER** (addendum 3)**Moved:** Anthony Butts **Seconded:** Leon Colla**Carried: Unanimously****6. ELECTION OF AUDITOR:** Crowe Howarth P/L Launceston**Moved:** Julie David **Seconded:** Liz Sullivan**Carried: Unanimously****7. ANNOUNCEMENT OF THE ELECTED REPRESENTATIVES TO THE EXECUTIVE COMMITTEE FROM THE AFFILIATED ZONES/AREAS:****VACPSP Executive Committee 2020/21**

PRESIDENT	Michael Gray	VACPSP
EAST CENTRAL	1. Julie David, 2. Liz Sullivan	Holy Family PS Mt Waverly, St Lukes PS Blackburn
NORTH WESTERN	Julie Freeman	Our Lady of Mt Carmel Sunbury
SOUTH CENTRAL	Francine Walsh	Our Lady of Lourdes PS Prahran East
WESTERN	Leon Colla	St Mary of the Cross Point Cook
SOUTH EASTERN	Jenny Hawkins	St Patricks Murrumbena
NORTH EASTERN	Brendan Keeling	Our Lady of the Pines Donvale
OUTER EASTERN	Michael Russo	Sacred Heart Croydon
OUTER NORTH WESTERN	Denis Daly, Maree Morris	St Pauls Kealba & St Brigids Gisbourne
PENINSULA	Carmel Stutterd	St Louis de Montofrts Aspendale
NORTH CENTRAL	Damian Howard	St Raphaels West Preston
GEELONG	Rachel Holdsworth	Holy Spirit PS Manifold Heights
SALE West	Cathy Blackford	Our Lady Star of the Sea Cowes

SALE Central	Roslyn Joyner	St Gabriels PS Traralgon
SALE East	TBC	
DIOCESE SANDURST	Anthony Butts	St Mary's PS Mooropna
DIOCESE SANDHURST	Paul Dullard	Holy Rosary PS Heathcote
BALLARAT Central	Paul Bissinella	St Francis Xavier PS Ballarat East
BALLARAT SOUTHERN	Ben van de Camp	St Thomas PS Terang
BALLARAT NORTHERN	Kate Quinn	St Marys PS Swan Hill

Moved: Roslyn Joyner **Seconded:** Leon Colla
Carried: Unanimously

8. ELECTIONS:

- Election for Secretary of the Association.**
One nomination received:
Francine Walsh - Nominated by Leon Colla, Seconded by Roslyn Joyner
Francine Walsh accepted the nomination.
Elected unanimously
- Election for the position of President of the Association.**
One nomination received:
Michael Gray - Nominated by Francine Walsh, Seconded by Leon Colla
Michael Gray accepted the nomination
Elected unanimously

9. NOTICE OF MOTIONS TO BE MOVED BY THE CHAIRPERSON.

- Confirmation of VACPSP membership fee 1/11/21 – 31/10/22 – to remain the same
Moved: Francine Walsh **Seconded:** Roslyn Joyner

Carried: Unanimously

- Motions for Debate: That this meeting approves by way of Special Resolution to amend the Constitution of the Association by
That this meeting approves by way of Special Resolution to amend the Constitution of the Association by adopting each of the following proposed changes as set out in the AGM motions doc:
<https://drive.google.com/file/d/1m2R6ftkZUYAkA0brnA6zaw5Z6r0v0ioK/view?usp=sharing>
Note: All motions relate to the changing of the name the VACPSP Executive Committee to VACPSP Principal Council.

Moved: Liz Sullivan **Seconded:** Damian Casamento
Carried: Unanimously

10. OTHER BUSINESS

No other business items received.

Michael thanked everyone for their attendance.

The meeting closed at 11.05am

Presidents Report

Introduction.

The Victorian Association of Catholic Primary School Principals (VACPSP) is the peak professional body for Catholic primary school Principals in Victoria.

Since establishment in 2007, the VACPSP has supported the role of all Principals in Catholic primary schools across Victoria, focusing on the professional and personal wellbeing needs of its members. The VACPSP delivers strong advocacy for, support of and representation of its Principal members on matters associated with their role within the Catholic system.

With membership of 80% of Catholic Primary Principals in Victoria, the Association is primarily focused on supporting Principals to lead with a “strong courageous voice, promoting educational excellence in a contemporary Catholic primary school context.”

Context of the Year 2021.

The 2021 year has again been challenging for people generally and principals specifically. The Covid pandemic is continuing to make an impact through a wide range of education, economic, society and wellbeing factors. I am proud of how each and every principal has supported each other through these very uncertain times. I am in admiration on how each and every school; our system authorities, school staff and communities have been creative, flexible, generous and committed to supporting each other and especially young people.

VACPSP Acknowledgement.

I commend our VACPSP team, all the principal council members, association sponsors and general membership for your partnership in our endeavour of supporting Catholic principals. This steadfast commitment has built a thriving organisation supporting principals. In these uncertain times our values, actions and decisions give us a sense of hope and a future of promise.

I draw specific attention today to our treasurer and secretary reports. These documents presented today by Roslyn and Francine attest to the financial and operational vitality of the association. Support and assurance to Roslyn and Francine is provided by our Operations Business Manager and auditors; this quality work by the team ensures we comply with legislation and have the financial and organisational support to realise our Mission. I acknowledge this effort and thank the team for this work which goes much to supporting principals across Victoria. The auditor confirmed reports will be tabled today.

A snapshot of our financials shows a profit of \$25,889 for the 2020/2021 financial year, aligning with the previous information and forecast that considered the pandemic environment and all its challenges. VACPSP total member funds are \$307,761 as at 30 June 2021. Our preliminary 2021/2022 budget forecasts an income of \$708,746, expenses of \$587,688 and a net income before tax of \$178,158. With the move of the conference to March 2022 this budget will be a separate appendix and form part of our 2021/2022 reporting. The pleasing aspect of this planned conference program is that sponsorship interest has been very strong and is again being co-ordinated by our sponsorship partner, GM Sponsors. Again GM, a company of past primary school principals has been helpful, enthusiast and committed to the association.

I have now been in the full-time President role for six months. As I have shared in many of our communications I am very proud to be representing you, our Members and more generally Catholic primary principalship. It is an honour, privilege and humbling responsibility that fills me with energy, passion and commitment. While I work on sharing our views, thoughts, hopes, dreams and challenges I can do this with confidence knowing the team and Members believe in the role and association.

I note at today's Annual General Meeting (AGM) we will elect Francine Walsh (Principal of Our Lady of Lourdes Catholic Primary School, Prahran East) as association secretary for two years. I also note that Leon Colla (Principal St. Mary of the Cross, Point Cook) will complete his second year of a two-year Vice President position. I also acknowledge Roslyn Joyner (Principal St. Gabriel's, Traralgon West, moving to a new school in 2022) is completing the second year of the two-year treasurer role. I also note my nomination and acceptance of a two-year role as President. On behalf of principals across the state I thank the executive team for their help, support and

commitment to Catholic primary school principalship. I also thank the team for their outstanding, professional and personal support to me in the role of President in the last 12 months.

I also acknowledge and thank our hard-working staff; Business Operations Manager Carmel Cameron, Project Officer – Strategy and Conference Jennie Douglas, Accounts Manager Carol King and Legal Support, Tyson Brennan from Brennan Law Partners; for their creative, talented and hardworking approach this last year; factoring in the pandemic, and not being able to meet face to face the achievements have been remarkable.

The association's most valuable relationship is that of our Network representatives. A Network principal "Rep" promotes and supports the work of the association, gives the association a face at the local level and importantly advocates on behalf of principals within the Network. The Rep becomes a Principal Council member and also contributes to the association's strategy, policy, advocacy and decision-making. To this end I especially thank Christine White and Tim McMullen for their outstanding service, astute advice, generous help and on-going support. I especially welcome their replacements Jenny Hawkins and Michael Russo and offer the association's encouragement, help and collegiality.

Much of our association work happens because of the financial and in-kind support of our many business partners. This group have been resolute, faithful, professional and committed to supporting the work of principals and the many Catholic primary schools across Victoria. I acknowledge and thank our partners for their important support; especially in this time of the Covid-19 pandemic.

Report Scope.

This Annual Report for our Association's Annual General Meeting (AGM) in 2021 covers the activities of the Victorian Association of Catholic Primary School Principals (VACPSP Inc.) and its controlled entities and is inclusive of operations in Victoria.

As the lead, professional association for Catholic primary principals in Victoria, the association is also formally registered with and reports to the Australian Charities and Not-for-profit Commission.

The VACPSP holds a formal board position on the National Australian Catholic Primary Principal Association (ACPPA) and is also a member of Australian Primary Principals Association (APPA). The VACPSP retains association endorsement of the Archbishop of Melbourne and the expressed rights for the association to use the word, 'Catholic' in its name.

The President's report, and associated documents, covers the financial year 1 July 2020 to 30 June 2021. This report has been prepared in accordance with the legislated governance and financial arrangements of the state of Victoria.

The VACPSP is committed to accountability and assurance, which relies on a robust reporting framework which we believe is fundamental to enhancing the credibility of our association.

Professional Association, role of the VACPSP.

The VACPSP represents an important opportunity for our members to play a pivotal role in ensuring that principals contribute to the profession of principalship, Catholic education leadership generally, specifically principal collegiality, and general advocacy for principals, by principals. We are Catholic, Victorian, Primary and Principals.

The VACPSP recognises that Education has the power to transform lives. Principal leaders are foundational to supporting young people and their journey to realising their potential; and in the Catholic primary school context enrich faith, meaning, purpose and community.

The VACPSP also supports the Australian education goals as expressed in the Education Council's Declaration 'Alice Springs (Mparntwe) 2019.' The statement seeks goals to support all students and outlines a focus on the skills, knowledge and attributes needed for young people to participate in society and the economy, and contribute to every aspect of their wellbeing.

Association Significant Achievements 2021, value adding for Members this past 12 months.

a) Full Time President (Commenced April 2021).

The highest strategic priority creating association value; as identified by members, which was supported by the

association's principal council and executive was the establishment of the association's full time president.

This work included:

- A special general meeting held with constitution recommendations fully endorsed to establish the first full time president of the association, funded via school levies. (December 2020).
- Issuing the VACPSP President Employment Contract and associated salary terms and conditions.
- Establishing association registrations with the Victorian Catholic Long Service Leave education fund and Smartsalary salary-sacrificing organisation.
- Communication with the Catholic Education Commission of Victoria (CECV) the full-time appointment.
- President starting full time duties in April, 2021.

b) Engagement, informing the Enterprise of Schooling and school workplaces; Position Paper: Principal Terms and Conditions of Employment (October 2021).

The role of the school Principal in the 21st century is one of the most exciting and significant undertaken by any person in our society. Across Victoria committed, resourceful and creative Catholic school principals have helped create learning communities of achievement and faith; built on respectful relationships, student safety, and engagement with communities. Importantly, Principal leadership in our state has been future focused and committed to high levels of learning for all.

Ahead of the forthcoming enterprise bargaining agreement discussions in Victoria, the VACPSP is seeking to proffer information and guidance about the necessary support and conditions for Victorian Catholic primary school Principals to ensure their ongoing success and value in their role.

Supported by a Terms & Conditions Working Party, a team of principal members from each Diocese and Tyson Brennan from BLP, the VACPSP has developed an extensive position paper. This paper seeks to identify and discuss elements of the role from a Catholic primary school Principals perspective and will be shared with members and all system authorities. I thank that working party for their work on this crucial work for Catholic Primary principals.

c) National Initial Teacher Education (ITE), Principal Position.

Over the course of the 2021 school year Principals have been invited to contribute their voice to count in this important multi-stakeholder project. Twenty-five percent of Victorian principals contributed via either surveys or focus group meetings. This ACPPA position paper will have real impact to the Federal Education Minister Alan Tudge's Commonwealth review of initial teacher education.

Principal Wellbeing.

a) Web Based Wellbeing Support

In 2021, a web-based platform dedicated to the health, wellbeing and professional development of Catholic primary principals was introduced; ACPPA Connect. This web site is free to members and accessible from the National web site.

b) The Australian Principal Health and Wellbeing Survey

Opened again in 2021. This has been a mainstay of the public discussion around the role and experiences of our school leaders for more than a decade. The association supported, via our national body (ACPPA and APPA) the program and utilised the information as part of our own Position Paper; "Terms and Conditions of Victorian Primary School Principals". I encourage all principals to keep supporting this long-term valuable research focus on a principal's role and work life.

c) AITSL School Workload Reduction Toolkit

The VACPSP supported AITSL's Review to Reduce Red Tape for Teachers and School Leaders. The Review's report was presented to Ministers in December 2020. The Review, among other findings, identified that the development of a School Workload Reduction Toolkit as a great way to help schools. Trials are now underway.

Professional Development.

a) Announcing the VACPSP 2022 Premier Event: The Lorne Conference, 2022.

As announced on the Association web site this premier Catholic primary event is planned for March 22-25th 2022, face to face! (Covid arrangements in place but still dependent in state government and health arrangements at the

www.conference22.vacpsp.org.au

b) Trans-Tasman Conference; Creative, Courageous & Connected.

The Australian Primary Principals' Association (APPA) and the New Zealand Principals' Federation (NZPF), with the host committee of representatives from the Victorian Principals Association (VPA), Independent Primary School Heads Association (IPSHA-VIC) and the Victorian Association of Catholic Primary School Principals (VACPSP) worked closely with each other to co-ordinate, plan and implement the Trans-Tasman Principal Conference, which was to be held in Melbourne and moved to October for 2021. Suffice to say the event was severely impacted by both interstate, country and state covid arrangements and was eventually cancelled after several moves! While disappointing the spirit of collegiality, Trans-Tasman connectedness, professional learning, and the importance of enriching professional relationships, the overarching body managing this work (the Australian Primary Principals Association APPA) will explore future possibilities.

c) Other Member Professional Development Options.

- **NO TOSH.** Today we announce the connection with NO TOSH Transition Design Team and Ewan McIntosh. Ewan will make available from Term 2 in 2022 "Leadership Conversations" emerging from the work he has completed previously for the association, "Finding the Silver Lining." Ewan believes Now is the time to begin the move from crisis management and "crisis learning" to something different. And that "different" can be even more inspirational and worthwhile than before.
- **ACEL Support to Leaders.** The VACPSP has also negotiated a member discount to the Australian Council for Educational Leaders (ACEL). As previously announced in our communication ACEL is a not-for-profit company that actively supports the development of educational leadership capabilities across Australia through conferences and workshops, leadership programs, in-house publications, online resources, and a bookshop. Access to these leadership-focused opportunities is available for classroom teachers through to system leaders. ACEL is the largest professional association in the education sector in Australia and the wider Asia-Pacific region. It has a growing network of more than 7000 members and over 45,000 educators, with branches in each state and territory.

Operational Overview for Member benefit.

During the year, the association instituted several important procedures to guide communication:

- A communication strategy was added to the association business plan.
- Upgrade of the association sponsorship packages, referencing conflict of interest policy and procedures and the continuation of the 'declaration of conflict of interest' in principal council meetings. Sponsorship support focused on organisations associated with Catholic education (For example Catholic Super) or goods and services members have experience using over time and provide excellent school outcomes.
- Refinement of media connection with a focus on promotion and publicity of the profession of principalship and Catholic education.
- Launch of the VACPSP organisational chart

Lastly this last year the VACPSP has established the VACPSP Project Database. The database co-ordinates and tracks the association's multi-faceted work. The charts below identify the projects and the allocation to our VACPSP strategy.

A list of the current VACPSP projects was provided.

Partnership Development.

The VACPSP has established a comprehensive register of the authorities the association plans to prioritise partnerships with these organisations. With Victoria's Catholic education authorities now being incorporated this will be important for Principals and the association. To access the list of strategic partners please click on the following link:

[VACPSP Strategic Partnerships document](#)

Moving Forward.

Guiding our work over the next 12 to 18 months will be our association's business plan developed from the recent strategic review. A core aspect of this plan is it encourages the association to better engage with the diocesan directors across all four new governing authorities. Currently we meet at a CECV level at which Victorian issues are discussed and then this is followed with specific archdiocesan items. Our hope is to continue to pursue a similar arrangement with each of the regional directors to further build quality representation and constructive relationships.

Another initiative we have been giving consideration too is developing a Victoria Catholic Primary Principal Awards system to share and recognise stories of achievement, endeavour and outstanding principal leadership. This system would link to our conferences and a possible bi-annual "President's Ball.

Conclusion.

I again commit to our Mission; this statement was formally reviewed in 2019. The statement reads:

"To Advocate and be an influence for principals in enacting their role"

and The Association's goals are:

- *To be visionary in the representation of principals.*
- *To be strategic in the advocacy for principals.*
- *Through collaboration, unite and empower principals.*
- *To increase the professional skills of principals.*
- *To improve the wellbeing and working conditions of the principal class*

As 2021 closes and as we build understanding from the experience of the world pandemic and its impact on society and education, I cannot help but go back to our Conference theme. That is one of hope and optimism. Guided by scripture we can lift our heads and hearts to move into our new frontier; safe in the knowledge as leaders we can deal with a complex world, have collegial support and have the mandate to lead our communities with grace, tolerance, respect and dignity.

Michael Gray

President VACPSP Inc.

Addendum 2 – Secretary’s Report

I am Francine Walsh, Principal of Our Lady of Lourdes Prahran East. I am currently the secretary of the association, a position I am happy to continue in for the next two years if members pass that today.

In my role as VACPSP secretary, I work closely with the VACPSP Leadership team, in particular Carmel Cameron VACPSP Business Operations Manager.

The VACPSP Leadership team consists of:

President – Michael Gray

Vice President – Leon Colla

Treasurer – Roslyn Joyner

Secretary – Francine Walsh (me)

Project Manager Strategy & Conference – Jennie Douglas

Business Ops Manager – Carmel Cameron

As part of the Leadership team, I form part of the operational & strategic decision making process for the association outside of the Principal Council. I also attend the meetings held once per term with CECV management team.

Today I would like to present to you the VACPSP 2021 secretary’s report.

When I presented my report last year, I, like everyone else, described the impact the pandemic had had on our year in terms of meetings, events & communications. Little did we know then that we would be in the same (if not worse) situation and constantly juggling the volatile new normal of our world.

The VACPSP 2021 calendar of meetings planned for all to be held face to face at the Catholic Leadership Centre and also include a regional based meeting. Unfortunately, all meetings except one were held via Zoom online.

All meeting processes are still adhered to and achieved, with minutes and a “reps report” produced to aid with dissemination of uniform information to members via the VACPSP Principal Council.

Prior to each meeting the Principal Council are provided with an executive summary document which details:

- Financial information
- Correspondence in/out
- Update on previous meeting action items
- Other pertinent information to support the meeting, including area reports from all Networks.

The Council utilises google docs for storage & sharing of all relevant documents.

Representatives are asked to upload their area reports to a meeting folder prior to each meeting.

A Communications Plan has been completed and includes:

- Type of communication: email quicksend message, president video eblog, larger newsletter or annual report
- Schedule of when comms to be issued
- Audiences including members & stakeholders
- Brand format standard
- 12 month rolling comms calendar

The VACPSP policies & procedures have also been updated to include the impact of the pandemic and other organisational changes. In consultation with Tyson Brennan at Brennan Law Partners we have also documented VACPSP Terms & Conditions policy, managing all events & engagements.

The VACPSP and its committee and members represent Victorian Catholic Primary Principal’s on many different committees. We thank those principals who have given up their time to offer this representation on behalf of us all. Reports from these representatives are included in enewsletters.

All relevant governance components have been completed, including Consumer Affairs & ACNC annual reporting.

The VACPSP Alumni have been able to meet on only one occasion, but the support for this group is part of the VACPSP strategic plan and hopefully will be rejuvenated in 2022.

Planning for the 2022 VACPSP Hope conference is back in full swing with registrations open now, I encourage all principals to attend the conference in Lorne. It presents a wonderful program of internationally renowned keynote speakers.

Finally I would like to acknowledge the work performed by Carmel Cameron. Her work behind the scenes enables me to hold this position.

Thank you.

Regards

Francine Walsh

Secretary VACPSP

Addendum 3 – Treasurers Report

Colleagues, I present to you the 2020/2021 VACPSP Annual Financial Report.

This Financial Report was completed by Bonnor Accounting Pty Ltd, PO Box 2015, Traralgon 3844 and audited by Crowe Howarth Auditors Australia in their national office in Tasmania.

Our audit is completed by this centralised Australian office of Crowe Howarth which works as an arm's length governance check. There were a few small notations made by Crowe Howarth on the audit which have been noted by our accounts team, please refer to the Audit Management letter provided in your AGM pack and I will comment on these later in this report.

You will see that the report includes comparative statements of the 2020/2021 year so a clearer picture can be gained of the actions of the Association in a financial sense amid the COVID19 pandemic.

The Association made a net profit of \$25,889 for the 2020/2021 financial year in comparison with the loss of 2020 which is a good outcome.

The income of the association shows an increase of 37.07% and the expenses decreasing by 7.7% for the financial year. The income change was directly related to the increase of membership fees (AGM 2020) and the change to the Business Partners package moving the majority of sponsors to a higher sponsorship category.

The main reason for the decrease in expenses was directly related to COVID19 pandemic as no meetings or events were conducted and therefore expensed. Also, as the decision to postpone the conference was made late in the financial year, \$61,911 conference expenses were incurred with no income to offset, thus the profit margin could have been stronger.

Major expenses were the Conference expenses (mentioned above), the establishment of the full time President role and the ACPPA/APPA membership fees of \$250 per member school a total of \$83,875 inclusive of GST, as well as the APPA membership fee of \$10,890 (\$30 per member).

Over the next 12 months the income will be increased by further membership payments with the Presidents Levy and also the conference registrations and sponsorship. The 2022 conference budget shows an injection of over \$400,000. At the same time our expenses will also increase as we pay President full time salary, hopefully conduct more face to face meetings & events and cover the costs of running the conference in March 2022 but the budget projections show a small profit once again for this current financial year.

The VACPSP Executive have voted to leave the membership at the same level as we transition to the inclusion of the Presidents levy. Remember we have phased this new fee in charging only 50% at the beginning of the financial year. The aim is to unite all fees into one over the next 2 years as we ensure full transparency.

In reference to the comments made by Crowe Howarth in their Audit Management letter (in AGM Member pack) I advise the following:

1. *Adjustment of the processing of President levy transactions* – This has been done and the financial statement was resubmitted to the auditor and approved, thus the net profit has been adjusted to reflect this.
2. *Providing monthly financial statements to the Principal Council and obtaining signoff* – We have confirmed with Crowe Howarth what change in process would meet their requirements and they have advised the following:

“When providing the documents for audit please prove that the meeting minutes are approved and quarterly financial statements are discussed at the meeting in meeting minutes.

Suggest to use DocuSign in electronic form of minutes by two committee members and provide those signed ones at the audit together with discussed quarterly financial statements & any significant transactions & events.”

This process will be put in place to ensure we are compliant with their request.

It is interesting to note that our current process is to issue the financials to the Principal Council prior to each meeting (held once per term) in the Executive Summary produced for the Council meeting. Meetings are currently held via Zoom once per term.

NOTE: The full audited copy of the financial reports are available to members to view, please email Carmel should you wish to have a full copy. The letter to members from Crowe Howarth auditors is included in your AGM pack.

The full profit & loss and balance sheet follow this report for your information.

Any questions?

Roslyn Joyner
Treasurer.

Profit & Loss**Victorian Association Of Catholic Primary School Principals Inc****ABN 16 071 964 390****Statement of Profit or Loss and Other Comprehensive Income For the year ended 30 June 2021**

	2021 \$	2020 \$
Income		
Members Subscriptions	209,769	173,999
Interest received	80	3,767
Conference Fees And Sponsorships	103,341	36,546
Sundry Income	1,400	4,290
Other non-operating revenue	10,906	10,000
Annual President Salary	7,557	-
Subsidies From The CEO	65,466	62,130
Total income	398,519	290,732
Expenses		
Accountancy	2,586	2,245
Advertising and promotion	759	4,253
Audit fees	2,300	2,150
Depreciation	828	1,061
Hospitality & Conference Costs	61,911	112,181
Legal fees	36,706	28,160
National Representation	78,175	98,800
Secretarial Fees	31,280	39,201
Subscriptions	700	700
Sundry Administration Expenses	24,616	20,987
Superannuation	11,485	8,075
Wages	121,284	86,128
Total expenses	372,630	403,941
Profit from ordinary activities before incometax	25,889	(113,209)
Income tax revenue relating to ordinary activities	-	-
Net profit (loss) attributable to the association	25,889	(113,209)
Total other comprehensive income, net of tax	-	-
Total other comprehensive income (loss)	25,889	(113,209)

The accompanying notes form part of these financial statements.

Balance Sheet**Statement of Financial Position as at 30 June 2021**

	2021 \$	2020 \$
Current Assets		
CDF Cheque Account	241,489	281,649
Accounts Receivable	102,707	8,897
Prepayments	67,439	69,745
Total Current Assets	411,635	360,291
Non-Current Assets		
Capital Assets	10,998	10,998
Less: Accumulated depreciation	(9,067)	(8,239)
Total Non-Current Assets	1,931	2,759
Total Assets	413,566	363,050
Current Liabilities		
Payable To ACPPA	-	83,875
NAB - Visa Card	-	767
Contract Liability	83,125	-
Overpayments	1	-
GST Payable/Refundable	7,558	379
GST Receivable	-	(7,625)
Amounts withheld from salary and wages	5,000	1,608
Superannuation Payable	5,914	2,174
Salary Sac - MVehicle	4,207	-
Total Liabilities	105,805	81,178
Net Assets	307,761	281,872
Members' Funds		
Accumulated surplus (deficit)	307,761	281,872
Total Members' Funds	307,761	281,872

The accompanying notes form part of these financial statements.

Statement of Changes in Equity for the year ended 30/06/2021

Balance at 01/07/2019	395,081	395,081
Comprehensive income		
Profit attributable to the members	(113,209)	(113,209)
Other comprehensive income for the year		
Total comprehensive income for the year attributable to members of the entity	<u>(113,209)</u>	<u>(113,209)</u>
Balance at 30/06/2020	<u>281,872</u>	<u>281,872</u>
Comprehensive income		
Profit attributable to the members	25,889	25,889
Other comprehensive income for the year		
Total comprehensive income for the year attributable to members of the entity	<u>25,889</u>	<u>25,889</u>
Balance at 30/06/2021	<u>307,761</u>	<u>307,761</u>

CROWE HOWARTH LETTER TO MEMBERS



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MM:DN

11 October 2021

Victorian Association of Catholic Primary School Principals Inc
 The Committee
 PO Box 166
 HEYFIELD VIC 3858

Dear Committee

Completion of 2021 Audit

We have completed our audit of your financial statements for the year ended 30 June 2021 and attached a copy of the financial statements including our draft audit report, together with a committee representation letter. Please sign and return all copies of the financial statements together with the committee representation letter. We will then finalise our audit report and forward these to you for lodgement with Consumer Affairs and Fair Trading.

Audit report – Unqualified
<ul style="list-style-type: none"> We have expressed a clear audit opinion

We highlight the following suggestions for improvement:

Governance and internal controls
<ul style="list-style-type: none"> During the audit we noted that monthly financial statements were not presented and accepted, and the board meeting minutes were not signed by the members of board. We recommend that the financial performance and position are reviewed during the board meetings and chairman or equivalent signs each of the meeting minutes, and that these meeting minutes are provided at the time of audit.

Supporting documentation
<ul style="list-style-type: none"> No suggestions for improvement

Bookkeeping
<ul style="list-style-type: none"> During the audit we noted that Annual President Salary income, which is relevant to 1 June 2021 to 1 June 2022 has fully recognised to 2020/2021 period and was corrected during the audit. Please ensure that all income is recorded in the correct financial year.

Liability limited by a scheme approved under Professional Standards Legislation.

The title 'Partner' conveys that the person is a senior member within their respective division, and is among the group of persons who hold an equity interest (shareholder) in its parent entity, Findex Group Limited. The only professional service offering which is conducted by a partnership is the Crowe Australasia external audit division. All other professional services offered by Findex Group Limited are conducted by a privately owned organisation and/or its subsidiaries.

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We highlight that the objective of our audit is to obtain reasonable assurance that the financial report is free of material misstatement. We are responsible for forming and expressing an opinion on the financial report that has been prepared by management and, as applicable, with the oversight of those charged with governance. Our audit of the financial report does not relieve management or those charged with governance of their responsibilities.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal controls or for identifying all significant deficiencies that may exist. Accordingly, our audit would not usually identify all such matters that may be of interest to you and it is inappropriate to conclude that no such matters exist.

This communication is prepared solely for your information and is not intended for any other purpose. We accept no responsibility to a third party who uses this communication.

A handwritten signature in black ink, appearing to read "Malcolm Matthews", written over a horizontal line.

Yours faithfully

Malcolm Matthews
Audit Partner

VACPSP Is proudly supported by:



The VACPSP is committed to the safety, wellbeing and dignity of all children and young people.



The VACPSP respectfully acknowledge the Traditional Owners of Country throughout the State of Victoria and recognise the culture and the continuing spiritual connection to land, sea and waters. We pay our respect to their Elders past, present and emerging. We commit to working together for reconciliation and justice.

Principal Council Declaration

On Behalf of the VACPSP Principal we, the undersigned hereby confirm the above minutes reflect a true account of the VACPSP Annual General Meeting held 15th October 2021 at 10am online via Zoom.

Francine Walsh (Secretary)

DocuSigned by:
Francine Walsh
BDF85DA280FC479...

Roslyn Joyner (Treasurer)

DocuSigned by:
R M Joyner
3CE62C0CC4C14DE...

Dated: 10/28/2021

2022 AGM PRESIDENT'S REPORT



Michael Gray
VACPSP President



PRESIDENT'S REPORT 2022 AGM

WELCOME AND ACKNOWLEDGEMENT

On behalf of the Victorian Association of Catholic Primary School Principals (VACPSP), our Leadership Executive and the VACPSP Operations Team, it gives me great pleasure, as well as a deep sense of pride, to present the 2022 Annual General Meeting President's Report for members.

The VACPSP acknowledges the Traditional Owners and Custodians of Country throughout Australia and their continuing connection to land, sea, waters, and community. We pay our respect to culture; to Elders past, present, and emerging. I also acknowledge that today I stand in Warrnambool on land that lies within the Marr nation and that we join this online meeting from many traditional lands across Victoria. I continue to commit the VACPSP to the promotion of, and support for, reconciliation, justice, and treaty.

Joining the meeting today are our leadership team, our association business development team, Tyson Brennan (Brennan Law Partners) as legal counsel and the AGM returning officer. I also welcome the VACPSP alumni leader, retired Principal, and past Chairperson Ms Christine Ash. I also formally acknowledge the VACPSP life members; Paul Carlin, Damian Cassemento, Christine Ash and Gary Trainor.

THE VACPSP IN CONTEXT

The Victorian Association of Catholic Primary School Principals ("The Association") is the peak professional body for Catholic Primary School Principals in Victoria. The Association supports all Principal colleagues to realise a better tomorrow; through developing, improving and delivering well-considered support, engaged representation and just advocacy. The Association fosters a collegial, professional, and educational community serving the needs of all its Principal members whilst supporting the broader education agenda in Victoria and Australia.

The VACPSP emerged from the visionary work of the Primary Principals' Professional Forum (PPPF). Exclusive and dedicated support to Victorian Catholic primary Principals was prioritised to ensure that they could meet the requirements of their role whilst delivering quality educational outcomes for



students in Victoria. The VACPSP was formed and incorporated in August 2007. The 'Catholic' imprimatur was conferred by the Archbishop of Melbourne, and the Association was endorsed, and jointly funded by the Catholic Education Commission of Victoria (CECV), schools, individual Principals, and various commercial sponsors.

Since its incorporation, the VACPSP has continued its path to growing success and value and has become a leading Principal Association in Australia. The Association supports and enhances the personal and professional capacity and well-being of Principals through a wide range of initiatives and offerings.

I am immensely proud to represent this incredible Association and its wonderful people, promoting, highlighting, and building upon the wonderful achievements of the dedicated members in its midst.

VACPSP COMPANY OBJECTS (PURPOSE)

The VACPSP company objects define the six board priority areas of work for the VACPSP. The VACPSP works in collaboration with all Catholic, Victorian, and Australian education communities and authorities in delivering on its purpose for Principals. The priorities are:

- Priority 1: Professional and personal development for Principals
- Priority 2: Capacity building; collegiality and supportive relationships.
- Priority 3: Promoting the role of the Principal and the development, welfare and employment conditions of Principals.
- Priority 4: Liaison, and as a representative body for Principals between Diocesan, Government and Statutory bodies, on a local, state and national level.
- Priority 5: Sharing and the dissemination of ideas, information, and material relevant to educational matters.
- Priority 6: Continuation of the Catholic theological tradition of learning with a focus on engagement in strategic foresight.

In delivering upon its company objectives, the Association formally reports to members via its Annual Report and is an incorporated entity registered with the Australian Charities and Not-for-Profits Commission. The Association prioritises quality governance structures and practices, providing transparency and openness to members and maintaining integrity and professionalism in all



its functions.

VACPSP'S ONGOING ACHIEVEMENT FOR MEMBERS

As all VACPSP members would appreciate, the reporting period between July 2021 and June 2022 brought immense challenges but also incredible opportunities for VACPSP members and the Victorian education landscape more broadly. Whilst the journey has at times felt insurmountable, the resilience, development and positivity that has been demonstrated by Catholic primary school Principals have been breathtaking and I offer my sincere congratulations to each person that has taken on Principalship through this time.

From a personal perspective, it also brings me great pride to highlight the incredible work of the Association throughout these challenging times. 2022 has seen the VACPSP deliver another successful year, reflecting the work of our amazing team and their unwavering focus on our members. It has been a year our Association can be truly proud of.

Through this period the VACPSP embraced the challenges and opportunities that were presented and continued a sharp focus on its Company Objects (Purpose). In doing so, the VACPSP was able to grow membership numbers, engage with the Catholic Education Commission of Victoria's VACPSP Organisational Reflection, initiate several strategic partnerships, present an acknowledged engaging and thought-provoking leadership conference, achieved record levels of membership advocacy, consolidated a disciplined approach to growing and running the Association and is building options for future financial success.

SPECIFIC 2022 SUCCESSES AGAINST THE COMPANY OBJECTS

Over the past 12 months, the VACPSP has achieved outstanding results for members in each of its Company Objects. The strength of the Association's operations is based on the balanced and consistent enhancement of offerings in each of the identified objects and the achievements across these areas speak for themselves.

Some of the accomplishments of the Association in the 2022 reporting year include:

Priority 1: ***Professional Development***



- The implementation of the 2022 VACPSP Lorne Conference. With a focus on “Courage, for now, and whatever lies ahead”, 320 delegates gathered in Lorne to engage with peers and global creative thinkers to share knowledge, build relationships and develop insight for leadership today and tomorrow. Prayer, liturgy, and authentic connection to faith underpinned the program. Online feedback confirmed an outstanding program that was a thought-provoking and challenging learning experience. We now look for to the March 2024 event in the magic location of Lorne, coastal Victoria.

Priority 2: ***Collegiality***

- The conception of the inaugural VACPSP President’s Ball is to be run in March 2023. This event will be the preeminent event on the VACPSP social calendar and will bring together colleagues from across the state to celebrate the incredible contributions of Principals to Catholic education in Victoria.
- Coordination of eight Principal Council Meetings; all meetings were delivered by video-link and for two we also invited attendance of the Principal Council for a hybrid meeting. Agendas ranged from policy work, consultation, focus groups, member reporting and professional learning.
- Melbourne Archdiocese Catholic Schools (MACS); connection with the strategy reference group forums. This work involved supporting the writing team and testing draft statements.

Priority 3: ***Principal Role***

- The launch and development of the ‘professional’ identity theme and value of the association, forming a foundation to guide the Association’s support for and offerings to members throughout future years.
- The launch and operationalising of the Australian Catholic Primary Principal Association’s (ACPPA) APConnect Principal Wellbeing Portal, through the VACPSP membership with ACPPA. The portal now has 300 signed-up members, and contractual arrangements with the National Catholic Secondary Principal Association and Lutheran Principals Australia, offering free membership and well-being support for Principals across Australia.
- Building and enhancing VACPSP key Principal Association Partnerships, including Australian Catholic Primary Principals Association (ACPPA),



Australian Primary Principal Association (APPA), Victorian Principal Association (VPA) and Principals' Association of Victorian Catholic Secondary Schools Inc. (PAVCSS)

Priority 4: ***Principal Advocacy***

- Catholic Schools Multi Enterprise Agreement: Strong and ongoing engagement with the CECV's employer negotiation team. The VACPSP has had a focus on Principal operational perspectives to the next agreement and a Principal employment position; that being of a future separate agreement for Principals. This work is still progressing with the eventual aim of a new Enterprise Bargaining Agreement for the next Victorian Catholic Education Multi-Enterprises Agreement (VCEMA) Education in Victoria and the development of a separate primary Principal agreement.
- The VACPSP has coordinated successful Principal engagement with both the Commonwealth Government's Quality Initial Teacher Education Review and the Australian Catholic Primary Principal Association (APPA) 'Initial Education Review.' The key result of these reviews is the development of a future expanded connection with primary education and catholic schooling with both the Australian Catholic University (ACU) and Note Dame University.
- The Victorian Registration and Qualifications Authority (VRQA) is the statutory authority responsible for ensuring that providers of education and training (including course and qualification owners) meet quality standards. The VACPSP continually engages with the VIT reviewing policy, strategy, communication, and processes. In 2022 the VACPSP focus was on school review.
- The Victorian Institute of Teaching (VIT) is an independent statutory authority for the teaching profession, whose primary function is to regulate members of the teaching profession to ensure quality teaching and provide for the safety and well-being of children.
- Catholic Education Commission of Victoria (CECV). The VACPSP has two representative positions on the Occupational Health and Safety Committee (President and Deputy President). The last 12-month agenda has covered the new OH and S requirements, award connection to health and safety, staff and Principal well-being, Workcover insurance program, COVID-19 plans and impacts and employment.



- National Education Advocacy:

Throughout 2022 the VACPSP engaged with the various Commonwealth Government education reviews, including:

(i) The Productivity Commission review of the Education Ministers National School Reform Agenda.

(ii) The review of red tape in education.

(iii) The review of the national curriculum.

(iv) The Australian Teacher Workforce Data (ATWD) collection.

This process is designed to inform the future of the teaching profession. Through the organised building of the evidence base that will inform the future of the teaching profession. By connecting initial teacher education data and teacher workforce data from across Australia, the ATWD is providing nationally consistent data on subjects like:

How many teachers do we have?

How many graduates get jobs?

The types of contracts teachers are employed under.

Teacher career paths and experiences.

How many teachers are entering and leaving the profession.

Priority 5: ***Resource Sharing***

The VACPSP has spent much time to establish professional partnerships with the following trusted organisations to support the professional role of a Principal, their school staff and the wider school educational community.

- *A.E.R.O.* is the Australian Education Research Organisation and is Australia's independent education evidence body. ERO's vision is for Australia to achieve excellence and equity in educational outcomes for all children and young people through the effective use of evidence.



In support of this vision, AERO generate high-quality evidence that is relevant and accessible and encourages the adoption and effective implementation of evidence in practice and policy.

- V.C.A.A. is the Victorian Curriculum and Assessment Authority and is the pre-eminent Victorian authoritative body for school curriculum guidance and development. The VACPSP now have formalised consistent representation on the VCAA primary advisory group.

Currently, the VCAA is preparing for the next generation of Victorian F to 10 curricula. Victorian Catholic primary school Principals and staff can now be part of an exciting opportunity; to express interest in engaging with the authority to support adopting and adapting the recently endorsed Australian Curriculum into the next Victorian generation document.

- ESA Education Services Australia is a ministerial not-for-profit company committed to making a positive difference in the lives and learning of Australian students. ESA works with all education systems and sectors to improve student outcomes, enhance teacher impact, and strengthen school communities.

Essentially ESA creates, publishes, disseminates, and markets curriculum and assessment materials, ICT-based solutions, products and services to support learning, teaching, leadership and administration.

- A.C.E.L. is the Australian Council for Educational Leaders and is a not-for-profit company that actively supports the development of educational leadership capabilities across Australia through conferences and workshops, leadership programs, in-house publications, online resources, and a bookshop. Access to these leadership-focused opportunities is available for our Principals.

ACEL is the largest professional association in the education sector in Australia and the wider Asia-Pacific region. It has a growing network of more than 7000 members and over 45,000 educators, with branches in each state and territory.

ACEL has now partnered with the VACPSP to further enhance our member's access to the most current research and best practice in their field. In 2022 ACEL and the VACPSP have provided 12-month membership access to all VACPSP network representatives.



- *Ochre Education* is a new Australian not-for-profit online classroom and resource hub, created by teachers, for teachers. It was established to help Australian teachers deliver more great lessons. Ochre is supporting every child to have access to quality education.

Priority 6: ***Catholic Identity***

- Regular and highly valuable meetings with CECV Directors discussing matters relevant to the Catholic education landscape and the role of Principals within it.
- Throughout 2022 the VACPSP was engaged with the planning of the National Catholic Conference which was subsequently held in Melbourne recently.
- Development of a bespoke Association Prayer drafted exclusively for the VACPSP for use throughout its engagement with members.
- The revitalisation of the Association Acknowledgment of Country
- Through CECV, the VACPSP is a key member of the Enhancing Catholic Schools Identity (ESCI) oversight committee. The ESCI Project provides ongoing international research that gives school communities a theological framework to better understand and clarify their Catholic identity and beliefs.

Through this project, the VACPSP supports the Catholic primary school Principals' vision of Catholic schools operating as communities of faith rather than bureaucracies and school communities incorporating spirituality into all aspects of their curriculum.

Initially, the project focus was on tools and surveys to support leaders accessing Catholic identity, and leadership professional development. Now with the voice of Principals, via VACPSP support, the ESCI project is making available practical tools and projects (prayer, sacraments, identity) for leaders to impact staff, students and the community's identity and contemporary interpretation of the Catholic faith.



CONGRATULATIONS FOR 2022

I draw specific attention today to our Treasurer and Secretary Reports. These documents presented by Roslyn Joyner (Principal, St. Joseph's Primary School Warragul) and Francine Walsh (Principal, Our Lady of Lourdes Primary School Prahran) attest to the financial accountability and operational vitality of the Association. Support and assurance to Roslyn and Francine are provided by our Operations Business Manager (Previously Carmel Cameron and from July 2022 Josephine Brennan), accountancy firm Bonnor Accounting and auditors Crowe Howarth Head Office; this quality work by the team and contractors ensures quality governance, that we comply with company legislation and have the financial and organisational support to realise our mission. I acknowledge this effort and thank the team for this work which goes much to supporting Principals across Victoria. The auditor confirmed reports will also be tabled today.

Today I can also formally thank our outgoing treasurer, Ros Joyner for her expertise, wisdom, oversight and generous commitment to Principal professionalism and this Association. Ros has completed the role for two terms equating to four years. Ros has been an outstanding member of our Executive Leadership Team, including attending the regular directors' meetings in Melbourne. Ros has always been balanced in thought, wise in discernment, supportive of Association members, and articulate in speaking to directions, decisions, and actions. I thank Ros for this support and offer her our heartfelt best wishes. I note that Ros will also stay on as one of the two Sale Diocese Principal Network representatives.

At this Annual General Meeting, I would like to also thank our Deputy President, Leon Colla, Principal of St Mary of the Cross Primary School Point Cook, and Francine Walsh, Principal of Our Lady of Lourdes Primary School Prahran, for their professional commitment to the Association, all our colleagues, and the work of the Association. Again wisdom, courage, clarity, and commitment has been the hallmark of leadership in 2021 and 2022. I note and thank Leon for his commitment to a further 2 years as deputy president (subject to election today) and thank Francine for the continuation of another year of her current two-year representation.

It also gives me great pleasure to welcome, upon election today, Carmel Stutterd, Principal of St Louis de Montfort's Primary School Aspendale, to the role of Association Treasurer. Carmel has indicated her intention to support the Association leadership in this role. Carmel will commence in the role in 2023 and will be mentored and supported by the Association's current Business



and Operations Team and past Operations Manager Carmel Cameron. On behalf of our Principal members, I thank Carmel for accepting this role and look forward to the insightful, professional support she will provide for us all.

ENCOURAGEMENT

In 2023 the Association is planning an ambitious event; The 2023 President Ball. This gathering will celebrate Principal leadership, professionalism, collegiality, and our wonderful school communities. Let's come together to celebrate the profession and acknowledge the significant achievements of school communities; particularly through the COVID-19 pandemic

I also take this opportunity to remind you that each year the VACPSP congratulates our retiring colleagues with a formal award. Please ensure you notify us of all retiring Principals so we may present them with their awards.

CONCLUSION

I commend our VACPSP team, all the Principal Council members, Association sponsors and general membership for your partnership in our endeavour of supporting Catholic primary school Principals across Victoria. This steadfast commitment continues to build a purposeful and thriving organisation supporting exceptional people. In these uncertain times, our values and care drive decisions and actions that give us a sense of hope and a future of promise.

Regards,

Michael Gray

Michael Gray
VACPSP President



2022 AGM SECRETARY'S REPORT



Francine Walsh
VACPSP Secretary
Principal Our Lady of Lourdes, Prahran East



SECRETARY'S REPORT 2022 AGM

Dear VACPSP Members,

As Secretary of the VACPSP, I am proud to present the VACPSP 2022 Secretary's Report.

Over the reporting period, I have worked closely with the VACPSP Leadership team that consists of:

President – Michael Gray

Vice President – Leon Colla

Treasurer – Roslyn Joyner

Secretary – Francine Walsh

Business Operations Manager – Carmel Cameron

Tyson Brennan – Brennan Law Partners (Legal Counsel)

As part of the Leadership team, I form part of the operational and strategic decision-making process for the Association outside of the Principal Council. I also attend the meetings held once per term with CECV management team.

VACPSP MEMBERSHIP

The VACPSP membership has increased to 320, a net increase of six.



IMPACT OF COVID 19

Like all organisations, the VACPSP suffered setbacks during the COVID19 pandemic, that directly impacted planned meetings, functions, and other events. Fortunately, we successfully held our biennial VACPSP Conference in March, which was wonderful event supported by over 200 Catholic Primary Principals.

The majority of our Principal Council meetings (formally known as the Executive Committee) were held via an online platform. This enabled strong representation from across Victoria for our Principal Council members. More recently, meetings have also been offered in a hybrid environment – combining the online zoom with face-to-face attendance. This model is now working well, and we will continue to adopt this strategy in the future. These Principal Council meetings are normally held at the Catholic Leadership Centre (CLC), but some availability issues have been experienced and we are currently exploring other meeting venues.

PRINCIPAL COUNCIL MEETINGS

Prior to each meeting the Principal Council are provided with an executive summary document which details:

Financial information

Correspondence in/out

Update on previous meeting action items

Other pertinent information to support the meeting, including area reports from all Networks.

The Principal Council members complete a Representative's Report prior to or during the meeting to provide an update from their areas, including raising any issues to be discussed and resolved.



The minutes of each meeting are signed and authorised by two Principal Council members that attended the meeting to verify the content accordingly.

OTHER UPDATES

All relevant governance components have been completed, including Consumer Affairs and ACNC annual reporting.

VACPSP communication plan has been revisited recently and now involves:

Quick email updates – as needed

Weekly email newsletter

Video President updates – as needed

Social media presence on Facebook and Instagram

Infographic Principal Council Representatives Meeting Reports

The VACPSP website is also under review and will be launched 2023.

As you are aware Carmel Cameron has resigned her full-time position and I welcome Josephine Brennan to the role of Business Development Manager.

Regards,

Francine Walsh

Francine Walsh

VACPSP Secretary



2022 AGM TREASURER'S REPORT



Roslyn Joyce
VACPSP Treasurer
Principal St Joseph's, Warragul



TREASURER'S REPORT 2022 AGM

Colleagues, I present to you the 2021/2022 VACPSP annual Financial Report.

This Financial Report was completed by Bonnor Accounting Pty Ltd, PO Box 2015, Traralgon 3844 and audited by Crowe Howarth Auditors Australia in their national office in Tasmania.

Our audit is completed by this centralised Australian office of Crowe Howarth which works as an arm's length governance check. There were a few small notations made by Crowe Howarth on the audit which have been noted by our accounts team, please refer to the Audit Management letter provided in your AGM Member Pack and I will comment on these later in this report.

As is the common standard of financial reporting the report includes comparative statements of the 2021/2022 year so a clearer picture can be gained of the actions of the Association in a financial sense amid the COVID19 pandemic and 2022 VACPSP Principals conference.

The Association made a net profit of \$14,883.00 for the financial year 01/07/2021 to 30/06/2022, which is down slightly from 2021 profit of \$25,889.00.

The income and expenses of the Association during this period are inflated considerably due to the transactions of the Conference. Membership income has increased slightly whilst the actual fee remained the same due to the increase of membership.



Business Partnerships have also remained static with two new partners replacing those not renewing.

In 2021 expenses were at a reduced rate due to the COVID19 pandemic and we can see even with the conference expenses normal trading in 2022 beginning again and being reflected in the results.

The 2022 Conference profit of \$48,941.00 was a healthy result mainly due to close financial management and the fantastic sponsorship. The full conference profit and loss would have been even stronger should the COVID19 refunds of \$48,276.00 not have been processed. It should be noted that the Mantra Lorne were very supportive through this difficult time. The full conference profit and loss is available on request.

Major expenses throughout the year were the Conference expenses, VACPSP employee wages and the ACPPA membership fees of \$77,275.00 (\$250.00 per member) inclusive of GST, as well as the APPA membership fee of \$10,890.00 (\$30.00 per member). The ACPPA fees were discounted with a \$25.00 rebate per school for the year 2021-2022 so expect this fee to increase next year.

The change of VACPSP staffing structure brought about by the resignation of full time Business Operations Manager Carmel Cameron, will see a change to employment expenses.

Michael Gray discussed in his report the strategy to engage Brennan Law Partners administrative services Josephine Brennan to perform the administrative duties. The 2022-2023 budget reflects this amendment.

Michael Gray also discussed the strategy to combine the regular annual membership fee with the president levy, initially established to fund the transition to full time



presidency, as recommended in my 2021 AGM Treasurer report. The combined amount will fund the main income along with our business partnership sponsorship funds for the next 12 months and beyond.

We have noted the comments have been received from Crowe Howarth in the audit for action. The Audit Management letter is available in the AGM Member pack. My comments:

Governance & Internal Controls

We noted a reimbursement that had no evidence of committee approval. We suggest all reimbursements should be formally approved by the committee and minuted.

Whilst our operations team has been given authorised authority limits which have been documented in the VACPSP Financial policy, which was approved by the Principal Council, we will seek further clarification on this suggestion with Crowe Howarth to ensure we are compliant.

Bookkeeping

During the audit we noted that the invoices to Brennan Law Partners on the 1st July and one lump sum employee payroll captured on the bank statement in July 2022 hasn't been included in the financial year and were corrected during the audit. Please ensure that all expenses are recorded in the correct financial year

The specific transactions have been changed to be reported in the correct financial year as requested.

NOTE: The full audited copy of the financial reports are available to members to view by emailing admin@vacpsp.org.au. The letter to members from Crowe Howarth auditors is included in your AGM pack.



The full profit and loss and balance sheet follow this report for your information.

This is my last report to you as VACPSP Treasurer and I wish the new incumbent all the best with this position, and I thank the members for the opportunity to hold this role.

If you have any questions, I welcome you to contact me.

Regards,

Roslyn Joyner

Roslyn Joyner

VACPSP Treasurer



Victorian Association Of Catholic Primary School Principals Inc
ABN 16 071 964 390

Statement fo Profit or Loss and Other Comprehensive Income
For the year ended 30 June 2022

	2022	2021
	\$	\$
Income		
Members Subscriptions	211,376	209,769
Interest received	48	80
Conference Fees And Sponsorships	707,738	103,341
Sundry Income	5,295	1,400
Other non-operating revenue	-	10,906
Annual President Salary	80,761	7,557
Subsidies From The CEO	-	65,466
Total income	1,005,218	398,520
Expenses		
Accountancy	2,773	2,586
Advertising and promotion	1,296	759
Audit fees	2,400	2,300
Depreciation	579	828
Hospitality & Conference Costs	484,024	61,911
Legal fees	39,137	36,706
National Representation	77,275	78,175
Secreterial Fees	18,855	31,280
Subscriptions	2,099	700
Sundry Administration Expenses	34,145	24,615
Superannuation	29,093	11,485
Wages	298,658	121,284
Total expenses	990,335	372,631
Profit from ordinary activities before income tax	14,883	25,889
Income tax revenue relating to ordinary activities	-	-
Net profit (loss) attributable to the association	14,883	25,889
Total other comprehensive income, net of tax	-	-
Total other comprehensive income (loss)	14,883	25,889



Victorian Association Of Catholic Primary School Principals Inc
ABN 16 071 964 390

Detailed Statement of Financial Position as at 30 June 2022

	2022	2021
	\$	\$
Current Assets		
CDF Cheque Account	331,416	241,489
Accounts Receivable	14,025	102,707
GST Payable/Refundable	12,873	(7,558)
Prepayments	-	67,439
Total Current Assets	358,314	404,077
Non-Current Assets		
Capital Assets	10,998	10,998
Less: Accumulated depreciation	(9,646)	(9,067)
Total Non-Current Assets	1,352	1,931
Total Assets	359,666	406,009
Current Liabilities		
Accounts Payable	6,207	-
Contract Liability	-	83,125
Overpayments	-	1
Amounts withheld from salary and wages	11,910	5,000
Superannuation Payable	5,957	5,914
Employee Payroll Liability	10,523	-
Salary Sac - MVehicle	2,425	4,207
Total Liabilities	37,022	98,248
Net Assets	322,644	307,761
Members' Funds		
Accumulated surplus (deficit)	322,644	307,761
Total Members' Funds	322,644	307,761



2022 AGM CROWE HOWE LETTER TO MEMBERS



10 August 2022

Victorian Association of Catholic Primary School Principals Inc
The Committee
PO Box 199
HEYFIELD VIC 3858

Dear Committee

Completion of 2022 Audit

We have completed our audit of your financial statements for the year ended 30 June 2022 and attached a copy of the financial statements including our draft audit report, together with a committee representation letter. Please sign and return all copies of the financial statements together with the committee representation letter. We will then finalise our audit report and forward these to you for lodgement with Consumer Affairs and Fair Trading.

Audit report – Unqualified

- | |
|---|
| <ul style="list-style-type: none">• We have expressed a clear audit opinion |
|---|

We highlight the following suggestions for improvement:

Governance and internal controls

- | |
|--|
| <ul style="list-style-type: none">• We noted a reimbursement that had no evidence of committee approval. We suggest all reimbursements should be formally approved by the committee and minuted. |
|--|

Supporting documentation

- | |
|--|
| <ul style="list-style-type: none">• No suggestions for improvement |
|--|

Bookkeeping

- | |
|---|
| <ul style="list-style-type: none">• During the audit we noted that the invoices to Brennan Law Partners on the 1st July and one lump sum employee payroll captured on the bank statement in July 2022 hasn't been included in the financial year and was corrected during the audit. Please ensure that all expenses are recorded in the correct financial year. |
|---|

We highlight that the objective of our audit is to obtain reasonable assurance that the financial report is free of material misstatement. We are responsible for forming and expressing an opinion on the financial report that has been prepared by management and, as applicable, with the oversight of those

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charged with governance. Our audit of the financial report does not relieve management or those charged with governance of their responsibilities.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal controls or for identifying all significant deficiencies that may exist. Accordingly, our audit would not usually identify all such matters that may be of interest to you and it is inappropriate to conclude that no such matters exist.

This communication is prepared solely for your information and is not intended for any other purpose. We accept no responsibility to a third party who uses this communication.

Yours faithfully

Malcolm Matthews
Audit Partner

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