



ANNUAL GENERAL MEETING MEMBER PACK

15th October 2021, 10AM



<https://us06web.zoom.us/j/87006517337?pwd=QmpoMWdxT2QrZWpYbVRWczBZV3kxUT09>

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

2021 AGM Agenda

2021 VACPSP ANNUAL GENERAL MEETING

9-45-10am Online Registration

10.00AM

Michael Gray (President) – Welcome
Welcome to Country

Prayer: Jennie Douglas

AGM Declared Open

Items to be Discussed:

1. Recording of Apologies
2. Establish that a quorum is in attendance (Zoom online)
3. Consideration and adoption of the Minutes of the Annual General Meeting held 16th October 2020 (provided in this pack pg 3)
4. Reports of:
 - the President
 - the Secretary
 - the Treasurer
5. Election of Honorary Auditor – Crowe Howarth Australia
6. Election of Executive Secretary
7. Election of Executive President
8. President's announcement of the names of the appointed representatives from the affiliated Zones.
9. Confirmation of VACPSP membership fee 1/11/21 – 31/10/22
10. Motions for Debate:

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.

11. Other Business (If required as advised by any member 7 days prior to meeting)
12. **Close of Meeting**

Notosh Video – Ewan Macgregor from Notosh

<https://vimeo.com/627155518>

PRAYER



Lord,

Look lovingly on this group gathered here.

During this meeting, as we discuss and deliberate on issues of importance to the VACPSP Inc, help us to be guided by your Spirit.

May we be wise in our discernment, balanced in our judgment, fair in our decisions and visionary in our planning.

Though we may, at times, have differing views, may we listen to one another and be guided by our common goals.

May we always be mindful in our words and actions of what is best for all children in our schools.

We ask this through Christ our Lord,

Amen

Minutes of 2020 AGM

Minutes of the Annual General Meeting held on Friday 16th October 2020

ZOOM Online Meeting

1. WELCOME

Michael Gray welcomed all those present to the 2020 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.

Helen Healy 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:

Annie Engellenner	Cathy Blackford	Jane Dunstan	Maree Morris	Paul Sheedy (A)
Anthony Butts	Christine White	Jose Blackley	Michael Gavaghan	Peter Brunt
Anthony Drill	Damian Howard	Julie David	Michael Gray	Phillip, Smith
Anthony Hockey	Dan Ryan	Justin Greenwood	Michael, Hanney	Peter Camilleri
Ben Shields	David Keenan	Karen Bergin	Michael Lane	Rachel Holdsworth
Ben van de Camp	Denis Daly	Karen Colla	Michael, McKenzie	Rod, Shaw
Brendan, Flanagan	Fiona, Dearn	Kate Quinn	Natalie Heard	Roslyn Joyner
Brendan, Keeling	Francine Walsh	Leon Colla	Nick Hall	Stephen Madden
Bronwyn Phillips	Gavin Brennan	Liam Buckley	Paul Dullard	Tim Bourke
Verona Gridley	Helen Healy	Liz Sullivan	Paul Bissinella	Tim McMullen

3. APOLOGIES

Amanda Purcell	Dan Ryan	Jennifer Hawkins	Kerryn Sells	Nick Murrell
Andrew Mullaly	Darren Gibbons	Jenny Rohan	Leo Jones	Patrick Torpey
Angela Lacey	David Delaney	Jim O'Sullivan	Lynda O'Donnell	Paul Arnel
Annice Lappin	David Mutimer	Joe Ewing	Maria Mecuri	Paul Cowan
Anthony McCluskey	Dena Reddan	Joel Brayshaw	Marie Dodson	Pauline Hindson
Brian Everett	Des Noack	John Downie	Martin McKenna	Peter Sanderson
Carmel Marantelli	Edward Weekes	Julie Corsaletti	Mary Abbott	Peter Teggelove
Caroline Quinton	Elizabeth Trewick	Julie Freeman	Mary Lucas	Robert Horwood
Cathy Mason	Frances Matisi	Kathryn Lowe	Matthew Hamer	Rodney Sims
Chris Summers	Francis Dullard	Kathy Dalton	Matthew Uzkuraitis	Shane Davoren
Colleen Hampson	Jason Micallef	Katrina Johnson	Maureen Stella	Sharon Daujat
Damian Casamento	Jennifer Gray	Kaylene Carlin	Michael Watt	Simon Dundon
Susan Ryan	Terry Cooney	Vincent Bumpstead		

4. QUORUM ESTABLISHED

50 in attendance, 60 proxy votes received, total 110 – REQUIRED # 79

MINUTES OF THE VACPSP ANNUAL GENERAL MEETING 17th October 2019

No business arising from minutes

Moved: Helen Healy **Seconded:** Phillip Smith

Carried: Unanimously

5. REPORTS:

PRESIDENT (addendum 1)

SECRETARY (addendum 2)

TREASURER (addendum 3)

Moved: Leon Colla **Seconded:** Rachel Holdsworth **Carried: Unanimously**

6. ELECTION OF AUDITOR: Crowe Howarth P/L Launceston

Moved:Anthony Butts **Seconded:** Gavin Brennan

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	St Joseph's PS, Warrnambool
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	Christine White	St Francis de Sales PS Lynbrook
NORTH EASTERN	Brendan Keeling	Our Lady of the Pines Donvale
OUTER EASTERN	Tim McMullen	St Judes PS Scoresby
OUTER NORTH WESTERN	Bronwyn Phillips, Denis Daly, Maree Morris	St Mary's PS Castlemaine
PENINSULA	Carmel Stutterd	St Josephs PS Black Rock
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	Nicholas Hall	St Patricks Stratford
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: Michael Gray **Seconded:** Helen Healy

Carried: Unanimously

8. ELECTIONS:

- **Election for Treasurer of the Association.**
One nomination received:

Roslyn Joyner - Nominated by Leon Colla, Seconded by Tim McMullen

Roslyn Joyner accepted the nomination.

Elected unanimously
- **Election for the position of Vice President of the Association.**
One nomination received:

Leon Colla - Nominated by Francine Walsh, Seconded by Tim McMullen

Michael Gray accepted the nomination

Elected unanimously

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

- Confirmation of VACPSP membership fee 1/11/20 – 31/10/21 (see table of new fees in Treasurers report in member pack)

Moved: Francine Walsh **Seconded:** Jose Blackley

Carried: Unanimously

- Motions for Debate: That this meeting approves by way of Special Resolution to amend the Constitution of the Association by

Amending Clause '**63. Election of President**' to read:

"The President of the Association shall be elected by the principal members of the Association present at an Annual General Meeting for a term of two (2) years. If there is more than one candidate for the position of President, an election by secret ballot of principal members present at the Annual General Meeting shall determine the successful candidate. The President must be a principal member of the Association".

Moved: Helen Healy **Seconded:** Cathy Blackford

Carried: Unanimously

OTHER BUSINESS

No other business items received.

Michael thanked everyone for their attendance.

The meeting closed at 11.45am

2021 AGM President 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) AITSIL 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 time).



Here is an excerpt from the VACPSP web page www.conference22.vacpsp.org.au

Now is the greatest time in the world's history where hope and positive change will be the ONLY way forward.

More than ever, the leaders in our Catholic Primary Schools are charged with working together in humanity to develop hope in our students, optimism in our communities and the understanding that together we can create a solution driven future for all. Learning how to make a positive difference in the world is how children can develop confidence, optimism and hope.

Come and join together to hear how you and importantly your team are pivotal to inspiring and instilling hope both now and for future generations.

"I have said these things to you, that in my heart you may have peace. IN the world you will have tribulation. But take heart, I have overcome the world" John 16:33

So, put the date in your diary 22nd-25th March 2022, for you and your leadership teams, to come and experience a Conference designed specifically by your colleagues for you & your colleagues. We are sure that the beautiful coastal town of Lorne and the magnificent Mantra Resort will be a superb setting for our adventure.

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 (VACPS) 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.

STRATEGY PROJECT NAME	PROJECT CLASSIFICATION	STRATEGY PROJECT NAME	PROJECT CLASSIFICATION
Terms & Conditions Working Party	Strategic Directions	VACPSP Business Plan	Operations
Trans Tasman Conference	National Representation	VACPSP Audit	Operations
VACPSP Mass & Function	National Representation	VACPSP AGM	Operations
Initial Teacher Education	National Representation	AGM Motions	Operations
VACPSP Conference	Strategic Directions	AGM Reports & Nominations	Operations
MACs Strategic Planning	Strategic Directions	HR Staff Contracts & Review	Operations
MACS Principal Induction Program "Mentoring Pilot Initiative"	Strategic Directions	HR FT President recruitment & election	Operations
MACs Principal Employment & Appraisal	Strategic Directions	HR Cath Ed LSL scheme	Operations
CECV Review 2021	Strategic Directions	VACPSP Org Structure	Operations
Principal Awards	Strategic Directions	STAKEHOLDERS	Operations
Professional Development	Strategic Directions	VACPSP POLICY & PROCEDURES	Operations
VACPSP Committees	Strategic Directions	VACPSP Database Audit	Operations
		VACPSP DIRECTORY	Operations

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.

Regards,

Michael Gray, President.

Conference Scripture:

"I have said these things to you, that in my heart you may have peace. In the world you will have tribulation. But take heart, I have overcome the world" John 16:33.

2021 AGM Secretary Report

Dear VACPSP Members

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 Principals 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 newsletters.

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

2021 AGM Treasurer 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	<u>398,519</u>	<u>290,732</u>
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
Secreterial 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	<u>372,630</u>	<u>403,941</u>
Profit from ordinary activities before income tax	25,889	(113,209)
Income tax revenue relating to ordinary activities	-	-
Net profit (loss) attributable to the association	<u>25,889</u>	<u>(113,209)</u>
Total other comprehensive income, net of tax	-	-
Total other comprehensive income (loss)	<u>25,889</u>	<u>(113,209)</u>

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.

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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.