



Victorian Association  
Catholic Primary School  
Principals Inc.

**ANNUAL REPORT TO  
MEMBERS**

**2021**

*Collegial*

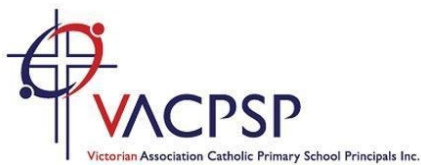
*Professional*

*Leading*

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VACPSP Inc Annual Report

First published 2017

[www.vacpsp.org.au](http://www.vacpsp.org.au)

Correspondence to: The Company Secretary VACPSP Inc PO Box 166 Heyfield 3858

Email: [admin@vacpsp.org.au](mailto:admin@vacpsp.org.au)

ABN: 16 071 964 390

VACPSP Inc PO Box 166 Heyfield 3858. [www.vacpsp.org.au](http://www.vacpsp.org.au)

## STRUCTURE & MANAGEMENT

Australian Charities and Not-for-profits Commission (ACNC).

Auditors: Crowe Horwath Australia

Accountant: Bonnor Accounting Traralgon

# Victorian Association Catholic Primary School Principals

## **STRONGER, TOGETHER.**

**For:**

- **Victorian**
- **Catholic**
- **Primary**
- **Principals**

## **VISION**

Catholic principals leading with a strong courageous and active voice, promoting educational excellence in Catholic schools

## **MISSION STATEMENT**

To advocate and be an influence for principals in enacting their role

## **CORE VALUES**

Unity, Empathy, Courage, Optimism, Daring, Reflective and Discerning.

## **GOALS**

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

## OUR HISTORY

The VACPSP Inc was incorporated in August 2007 as an outcome of the Primary Principals' Professional Forum (PPPF). It was established in response to the recognised need for an Association that works exclusively to support Catholic Primary School Principals in professional matters.

During 2006 the PPPF felt the need for a more formal association that would be the voice for Catholic Primary Principals in Victoria, rather than just the Melbourne Archdiocese.

This association would be a vehicle for principals to share collaborate and support each other in what was becoming an increasingly complex role.

The Executive Committee members represent the principals from their zones and clusters by two way communication primarily raising issues impacting on the role of principalship.

Membership is currently expanding with the VACPSP representing 77% of all Catholic Primary Principals in Victoria.

In 2019, the VACPSP INC. became the National Representative of all Victorian Catholic Primary School Principals who are members of VACPSP INC. at both Australian Catholic Primary Principals Association (ACPPA) and Australian Primary Principals Association (APPA).

## VACPSP LEADERSHIP STRUCTURE & OFFICE BEARERS

As voted at the 15<sup>th</sup> October 2021 Annual General Meeting

### Executive Management

President:	Michael Gray
Secretary:	Francine Walsh
Treasurer:	Roslyn Joyner
Vice President:	Leon Colla

### Operational Management

Strategy & Conference Project Manager:	Jennie Douglas
Business Operations Manager:	Carmel Cameron

### 2021 Principal Council

Representatives from each network

Your VACPSP Representatives			
<b>Ballarat Southern</b>	Ben van de Camp	<b>Peninsula</b>	Carmel Stutterd
<b>Ballarat Central</b>	Paul Bissinella	<b>Sandhurst West</b>	Anthony Butts
<b>Ballarat Northern</b>	Kate Quinn	<b>Sandhurst Goulburn</b>	Paul Dullard
<b>East Central</b>	Liz Sullivan & Julie David	<b>Sandhurst NE</b>	TBA
<b>Geelong</b>	Rachel Holdsworth	<b>South Eastern</b>	Christine White
<b>North Eastern</b>	Brendan Keeling	<b>South Central</b>	Francine Walsh
<b>North Central</b>	Damian Howard	<b>Sale Central</b>	Roslyn Joyner
<b>North Western</b>	Julie Freeman	<b>Sale East</b>	TBA
<b>Outer Eastern</b>	Tim McMullen	<b>Sale West</b>	Cathy Blackford
<b>Outer North Western</b>	Maree Morris/Denis Daly	<b>Western</b>	Leon Colla

## PRESIDENT'S REPORT



*It is with much pleasure that I present to you the 2021 VACPSP Annual Report.  
My Name is Michael Gray, President of the VACPSP Inc.*

### **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.

Our treasurer and secretary reports, presented at the 2021 AGM presented by Roslyn Joyner (Treasurer) and Francine Walsh (Secretary) 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.

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.

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 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 VACPSP Inc PO Box 166 Heyfield 3858. [www.vacpsp.org.au](http://www.vacpsp.org.au)

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 22-25<sup>th</sup> 2022, face to face! (Covid arrangements in place but still dependent in state government and health arrangements at the time).

#### **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.

## VACPSP Project Database

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.

## SUB-COMMITTEES

VACPSP members represent their colleagues on many different committee & groups, here is a list of the major committees:

Sub Committee Name
NCEC 2020 Conference Committee
VRQA
ECSI Committee
OH&S Reference Group
ACPPA/APPA
CEM Education Governance Steering Committee
CEM School Improvement Committee
CEM Long Service Leave Committee
Principals Induction

## LOOKING TO THE FUTURE

The strategic focus for the VACPSP for the following year will include but not be limited to:

### VACPSP PRINCIPALS CONFERENCE



22<sup>nd</sup>-25<sup>th</sup> March 2022

Mantra Lorne Resort

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 22<sup>nd</sup>-25<sup>th</sup> 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.

VACPSP & Brennan Law Partners present the inaugural

## VACPSP PRESIDENTS BALL

MELBOURNE TOWN HALL

17 JUNE 2022



**The unmissable**  
event of 2021

**A WELLBEING INITIATIVE BY THE VACPSP**

Together with Brennan Law Partners, the VACPSP is proud to host the VACPSP President's Ball. A preeminent social opportunity to celebrate the incredible contributions of Catholic Primary Principals across Victoria and to promote the health and wellbeing of all VACPSP members.

**EMAIL CONTACTS**  
admin@vacpsp.org.au  
josephine.brennan@brennanlawpartners.com.au



# OUR GOVERNANCE

## TREASURER'S 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 ACPA/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 discussing 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.

Roslyn Joyner  
Treasurer.



# INDEPENDENT AUDITORS REPORT

**INSERT LETTER FROM AUDITOR**

# FINANCIAL STATEMENTS

**FROM FINANCIAL REPORT 2021 INSERT PGS 5-9 ONLY**

VACPSP IS PROUDLY SUPPORTED BY:

**INSERT ALL LOGOS IN FOLDER**

## VACPSP STRATEGIC PARTNERS



## PLATINUM PARTNERS



## GOLD PARTNERS



**anzuk.education**



## SILVER PARTNERS

