



PUBLIC REPORTING POLICY

PREAMBLE

St Patrick's College recognises its responsibility to communicate and report to various interested stakeholders to ensure the College fulfils its mission and complies with its statutory and congregational obligations. The Principal will ensure that an Annual Report is posted to the College website and sent to the Board of Studies on or before 30 June each year.

PROCEDURES

- The College will provide all reports required by Good Samaritan Education.
- The Chair of the Board and the Principal will report twice annually to Members of the Company at the Annual General Meeting and the meeting to receive the budget.
- The Principal will prepare an Annual Report which will be made available publicly in hard copy and on the College website. The Annual Report will be submitted online to NESAs by 1 June in the year following the reporting year and will include information on:
 - A message from key school bodies.
 - Contextual information about the school.
 - The granting of Records of School Achievement.
 - School performance in all statewide tests and examinations in which the College participates, including NAPLAN and Higher School Certificate, which has comparative data represented graphically over time and across other schools.
 - Results of Higher School Certificate.
 - Senior secondary outcomes including:
 - ◆ Percentage of students in Year 12 undertaking vocational or trade training.
 - ◆ Percentage of students in Year 12 attaining a Year 12 certificate or equivalent VET qualification.
 - A summary of professional learning undertaken by teachers (as defined by the *Institute of Teachers Act 2004*) during the year.
 - Workforce composition, including indigenous (as known and with regard to consideration of privacy issues).
 - Student attendance rates for each year level and the whole school.
 - A description of how the school manages student non-attendance.
 - Post school destinations (secondary schools only). For students beyond the compulsory years of schooling, these can be represented in broad terms (eg workforce, further study, unknown) and in the most appropriate way according to each school's circumstances.
 - Characteristics of the student body.
 - Actions undertaken by the school to promote respect and responsibility.
 - Details of all teaching staff who are responsible for delivering the curriculum as described by the *NSW Education Act 1990* in terms of the numbers who:
 - ◆ Have attained a standard of professional teacher competence as determined by the Minister for Education and Training.
 - ◆ Are working towards a standard of professional teacher competence as determined by the Minister.
 - Retention rates in secondary schools, with comments on trends/significant features.



- Enrolment policies, including any prerequisites for continuing enrolment and general composition of the student population.
- Summary of policies for student welfare, anti-bullying, discipline and handling complaints and resolving grievances with information on:
 - ◆ Changes made to policies during the reporting year.
 - ◆ How to access or obtain the full text of policies.
 - ◆ Priority areas for improvement as selected by the school including comments on the achievement of priorities for the previous year. The areas selected for improvement by the College may or may not include targets for student achievement.
- Summary of financial information which includes:
 - ◆ Income from all sources, including Commonwealth and State grants and subsidies and all private income, including fees and donations.
 - ◆ Expenditure on all purposes, including teaching and learning, administration and financing (ie borrowing costs, depreciation etc).
- Financial information will be based on and reported in a form consistent with the detailed information provided to the Commonwealth Government each year in the Commonwealth Financial Questionnaire.
- The financial information will be presented graphically.
- In addition to the Annual Report, the Principal will make available to the Minister any information required for the Minister's annual report to Parliament on the effectiveness of schooling in NSW. This information will be made available in online form.
- The Principal will require information relevant for the Annual Report from the Chair of the Board, the Business Manager, the Presidents of the Alumni and the Parents and Friends, Assistant Principals, Coordinators and student leaders by the end of February following the end of the reporting year.
- The Annual Report will be posted on the College website on or before 30 June each year and will be available to the public in hard copy upon request.
- The College will provide data to the Minister that is relevant in any ministerial report to Parliament on the effectiveness of schooling in the State. Such data will be provided to NESAs in an online or appropriate electronic form.
- All policies, programs and practices, mission and vision of the College, annual reports and other relevant information are publicly available on the College website.