



CARNARVON CHRISTIAN SCHOOL

"Walk as the children of light"

ANNUAL REPORT 2023



CONTENTS

Carnarvon Christian School

SCHOOL DETAILS	Page 3
PRINCIPAL'S REPORT	Page 4—10
PRINCIPAL'S MAINTENANCE EXPENDITURE	Page 11
LEARNING/NAPLAN	Page 12
STUDENT ATTENDANCE	Page 13-14
STAFF/PARENT RESPONSIBILITY	Page 15-17
BOARD INFORMATION	Page 18
STAFF 2023	Page 19-20
SCHOOL INCOME	Page 21



SCHOOL DETAILS

Carnarvon Christian School

School Sector:	Independent Christian School Member Christian Education National
School Address:	30 Babbage Island Road, Carnarvon, WA 6701
Total Enrolment:	72 Students (Total from August 2023 census) 11 Kindergarten 61 Pre-Primary to Year 6
Year Levels Offered:	3-year-old Kindergarten to Year 6
Co-educational or Single sex:	Co-educational
Principal:	James Shaw (2023) Stella Jinman (2024)

PRINCIPAL'S REPORT

Carnarvon Christian School

*Trust in the LORD with all your heart
and lean not on your own understanding;
in all your ways submit to him,
and he will make your paths straight. Proverbs 3: 5-6*

As Judy and my time at Carnarvon Christian School draws rapidly to a close, with retirement beckoning I would like to reflect about the past 25 years which have passed by so quickly. Trusting in the Lord with all our hearts has been paramount the whole journey.

The Vision of a Christian school in Carnarvon (CCS) led to a public meeting in July 1992 and the wheels were put into motion.

On 31 January 1995 Carnarvon Christian School embarked on its Christ-centred educational journey; commencing with one teacher and seventeen pupils which met together in a church hall.

The inaugural Board comprised of Terry Muller, Kim Jolley, Ken Birch, Mark Cox. Bruce Walker and Wanda Ludeman.

There were initial setbacks and CCS nearly closed due to teething difficulties but the unseen hand of our wonderful Lord was at work during this sifting and shaking up process. Through the wisdom of a dedicated School Board and the sacrifices made by many people, including a volunteer teacher, the school not only survived but grew in number.

Judy first got the call to come to Carnarvon to be the first teacher when she was doing relief teaching at Kingsway Christian School. At that stage, we had a young family and neither of us was happy to uproot our children and move 900km north.

A mature age graduate teacher (Ruth Andrews) accepted the position and Judy agreed to be her mentor. Ruth did a brilliant job under difficult conditions working out of the Church of Christ Hall which is something we were very grateful of. However, the hall had very few windows and was extremely hot and stuffy in summer. (When I arrived somewhat later I can remember perspiring as I stood in front of a class teaching).

PRINCIPAL'S REPORT

Carnarvon Christian School

Ruth stayed two years. Many of the children under her care, had transferred to CCS and had behavioural problems making it extremely stressful for Ruth considering she also had students ranging from Kindergarten to Year 7 under care.

When Ruth departed, it was decided that CCS would continue with just the Kindergarten. Enter Shirley Birch, a Missionary teacher with a heart for the Lord, who kept the school open by working for \$50 a week because there just wasn't the funding to pay for her salary. This was a huge sacrifice because Shirley and Ken, her husband, had just taken out a mortgage to purchase a house for themselves. Shirley, like Ruth, worked tirelessly for CCS.

In 2003 we were blessed to be able to purchase our current block of land which is found less than 1km from the town centre of Carnarvon. Initially we were purchasing one of the three titles of land from Air Service Defence for \$40,000 but after a discussion with a Air Service Defence personnel we were offered the 2 titles for \$10,000.

So, praise God we purchased the whole school block for \$50,000.

Then in 2004 we shifted to our new purpose built school on this property with 3 Teachers and 40 children.

The Global Financial Crisis 2008-2009 led to the Australian Government response "Building Education Revolution" whereby millions of dollars were allocated to schools to build school halls, etc in 2010. Based on school cohort numbers, CCS received a grant of approx. \$800,000 which was supplemented by a grant of approx. \$200,000 from the State initiative "Royalties for Regions."

CCS was given permission by AISWA to design its own plan to build a school hall. We were blessed to get the services of a local builder, Colin Lawyer, who engaged local tradesman (John Smith—Plumber, Bob Lawyer—Electrician, Ted Wilson—Tiler, the Faithful brothers who were painters and a Bricklayer.

Carnarvon Christian School

Building costs were minimalized and when the hall was completed we still had an excess of \$200,000. Permission was sought and granted by AISWA to design and build two more classrooms were attached to the new hall. Works were completed with an amazing outcome of a building containing a library, stage, storerooms, office, fully equipped canteen, 2 large sized classrooms with central storeroom and toilets in the hall area. This whole building was complete with floor coverings and tiling, stage curtains and shelving.

CCS was now on the map and Carnarvon residents now noticed our presence. The school student population steadily grew to its maximum of almost 160 students in 2015. During that time, we had added a year 3 classroom and a large pre-primary classroom, completed a nature playground complete with waterfall and running creek, large ship and mud kitchen and bicycle track.

Again Colin Lawer, our builder, we added a large undercover area which is now used for sports and school assemblies.

Since moving to our current location along Babbage Island Road, we have cleared lots of scrub (regrowth) and reticulated large areas. We got approval from the Environmental Protection Authority to clear the scrub on the western side of the school. Once cleared, Peter Bell, levelled the site with his laser guided tractor and the entire area was reticulated and a large AFL oval was established.

Brian Moore has worked tirelessly installing and maintaining the majority of the reticulation system throughout the school, including the AFL oval. Kurt Schaeffer was instrumental in lobbying the Shire and getting approval to use recycled water from the ponds. When we moved on to the school block there was only one eucalypt tree in the south eastern corner. The school is now a green oasis on the edge of the desert.

PRINCIPALS REPORT

Carnarvon Christian School

At the completion of 2022, 3 teachers—Donna Bywaters, Vanessa Isaac and Lucy Hales handed in their notice. Donna, after being at CCS for a number of years was moving to Geraldton. Vanessa and Lucy returned to Perth after one year at CCS, all with valid family reasons.

This left us with the unenviable position of finding 3 new staff members during a period of severe teaching shortage in Australia. Praise God we were fortunate to already have recruited Maria Miranda during Term 4 in 2022. Sarah Collado, a local living in Carnarvon also joined the team.

Finding and recruiting a suitable Kindergarten teacher was incredibly difficult. In the end we needed to use a recruitment agency to find a short term Kindergarten teacher, Misty Daszkiewicz for Term 1, with Chelsea Renton and Judy Shaw covering Kindy classes at the start of Term 1 until Misty arrived from Perth.

Term 2 saw a teacher currently living in Carnarvon apply to run the kindy part time as she also wanted to continue her role as an art therapist teacher in the Community. Chelsea and Judy continued to fill in for the 1 day per week that Jo was not available.

Term 3 and 4 thankfully Sally Strang answered the Lord's prompting and moved temporarily to Carnarvon to run the Kindy and give the children continuity.

Judy Shaw continued 2023 as a senior teacher, organizing rosters and mentoring teachers as well as running the Mac Literacy Program, liaising with Special Needs AISWA consultant, Allied Health; assisting teachers with Documented Plans etc. Judy also ran the Health program throughout the school and Art classes for the Year 4/5/6 students.

The Leadership team in 2023 were myself (Principal) and Judith Shaw (Senior Teacher). Judy filled in many of the Deputy roles in the absence of a Deputy at CCS.

PRINCIPALS REPORT

Carnarvon Christian School

I would like to thank each and every staff member who works at CCS. Our fantastic teachers, the ladies in the office who stand in the 'front line', to our dedicated education assistants who work alongside our fantastic teachers and the hard working "Pompy" Brian Moore, you are all terrific. Thank you!

Sally Strang had stayed on longer than her original one term contract to help us out with Kindy staff shortage so I would extend a huge thankyou to her for assisting us in this way. Apart from Sally the remaining staff continue in to the 2024 year—with the exception of Judy and I who are retiring.

During the year Maria Miranda, at the end of semester 1, sadly left for personal reasons and was replaced by the very capable Susan Andreoli. The transition in the year one class was seamless for the children as a long handover period was possible.

I would like to once again sincerely thank our friendly, dedicated office staff—Toni and Christin. You do an amazing job as the 'face' of the school.

Toni has continued to confidently meet the high standards expected in the finances/Bursar role with a smile and been a terrific support for me in my dual role with teaching and administrative matters.

At the commencement of 2023 Christin Manser stepped into the Administrative role with minimal transitioning time and impressed us all from day one. Part way through the year I discovered Christin also had another talent—she has a PhD in Science! Not to waste this talent we applied for a LAT—Limited Authority to Teach and she was then granted permission by the Education Department to become our Science specialist teacher.

At the start of 2023 Natalya Mackay became the specialist Sports teacher for one day per week. In Term 4 she took on a full time role giving her the opportunity to transition into the year 4,5,6 class role in 2024 once I had retired. Natalya covered a variety of subjects and has done a fantastic job.

PRINCIPALS REPORT

Carnarvon Christian School

Education Assistants, as their title indicates, are more than Teaching Aides. In the classroom, they are a vital member of the teaching/learning team. A tight knit group of Education Assistants (EA's) has continued working at CCS throughout 2023. I would like to personally thank each one of you for your work and continued commitment to both CCS and to the children in your care.

Mr John Tompkins, Pastor of the local Uniting Church and previous CCS Chairperson has continued teaching faithfully Bible to the Year 4,5 and 6 classes in 2023. As mentioned in last year's report, John has now been running this programme for many years and we consider ourselves to be blessed to have his services. Many students have been touched by his mission and faithfulness.

Leticia Andreoli from Centacare Family Services rotated throughout the school during the year teach protective behaviours to the children. This is an extremely important program which gives children the skills to understand their emotions and protect themselves in dangerous situations.

Pompy (Brian) continued to manage the school's reticulation in 2023. He also completed the installation of the new reticulation system to the grassed area on the southern side of the school.

Term 4 saw the appointment of Stella Jinman to take on the Principal role for 2024. Funds had been set aside for her to transition into the role during term 4. Praise God his amazing provision in guiding Stella to CCS. Her story will be expanded by Maureen Cosh I am sure. Handing over to such a capable and proven leader allows me to depart knowing the school is in safe hands. I am confident that Stella, under the Lord's banner, will continue to grow and develop CCS which is an educational 'oasis' in the desert. Once again Judy and I would like to thank everyone for giving us the privilege to work and serve the Lord at CCS.

PRINCIPALS REPORT

Carnarvon Christian School

FINANCE

We had a \$254,679 surplus at the end of 2022 and this increased to a surplus of \$274,971 at the end of 2023.

The school very generously received a \$145,000 donation from Mountain Christian School who were closing their doors and chose a few random schools around Australia to donate funds to. This was a surprise and a blessing for our school. This figure is included in the surplus for 2023.

CENSUS

Census in August 2023 saw student numbers at 72 students for the whole school with 11 Kindergarten students and 61 Pre-Primary to Year6 students.



PRINCIPALS REPORT

Carnarvon Christian School

Building and Equipment Maintenance 2023:

Repair large shade sail— New Heights Tree Lopping donated their time to re-lash this to the new frame built to secure the shade.

New shade added to the Kindy deck so that the Kindy can utilise the deck during the warmer months.

Painting to Pre-primary and Primary veranda areas

Routine checking of fire extinguishers

Routine testing of RCD's

Plumbing repairs to toilets, cisterns, leaks etc.

Electrical work to points, lights etc. (upgrade LED where appropriate)

Routine AC maintenance (filters etc.) - unable to get anyone to do this

Replacement of AC which were US.—new Aircon in Pre-primary

Routine Carpet cleaning—done in December after school finished

Carpet replaced in room 3 (current Year 1 class)

Electrical repairs to Bobcat

Routine checking of security system—this is done quarterly

Change lock on Pre-Primary door as handle broke off.

Door repairs

Routine testing and tagging of electrical appliances

Ground Expenditure in 2023 included the following:

New heavy duty commercial quality ride on mower

Fertilizer

Reticulation repairs

Annual tree lopping

Replenishing soft fall to sand pits and around playground equipment

Planting of new shrubs, flowers and trees around school grounds.

Maintenance new blades etc. to push mower etc.

Capital Expenditure in 2023 included the following:

New school oval

Purchase of books for library

Security camera

TEACHING AND LEARNING

Carnarvon Christian School

NAPLAN TESTING RESULTS 2024

For Carnarvon Christian School NAPLAN results and other information about the school please refer to My School website (link below)

<https://www.myschool.edu.au/school-search>

For more information on NAPLAN please take a look at the link below:

<https://www.acara.edu.au/reporting/national-report-on-schooling-in-australia/naplan-national-results>

POST 2024 SCHOOL DESTINATIONS– YEAR 6

Carnarvon Community College

St Marys Star of the Sea Catholic School

Strathalbyn Christian College

ATTENDANCE

Carnarvon Christian School

MONITORING ATTENDANCE - from the CCS Attendance Policy

Carnarvon Christian School is responsible for developing and implementing an attendance monitoring and action system for systematic, consistent and effective identification and action for all students with attendance issues.

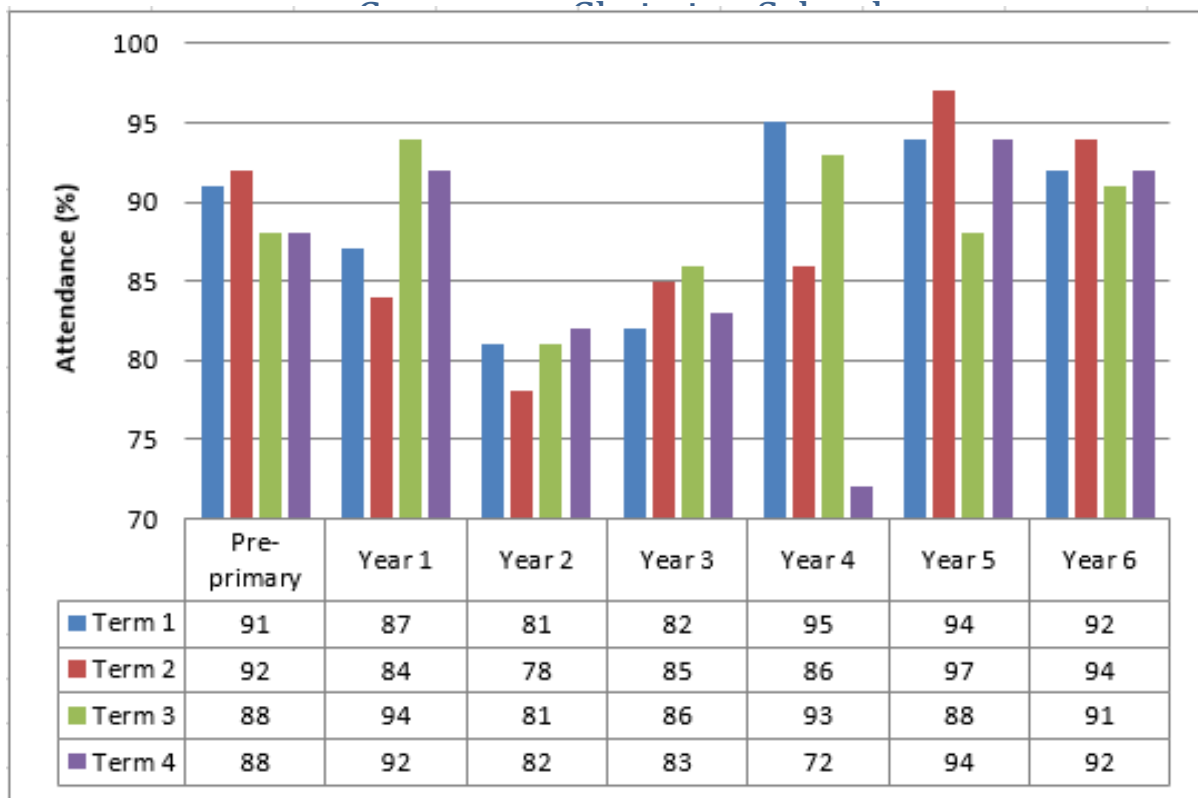
- When a student has been absent from school and an acceptable explanation has not been forthcoming, the school is to:
 1. Office staff, on behalf of the Principal, will contact the student's family to establish reasons for non-attendance.
 2. If the absences continue the Principal shall request an interview with the children's parents and explain the importance of regular attendance.
- An attendance record sheet will be circulated to all classrooms at 9 am every school morning and returned to office staff. For those students marked as 'unexplained', office staff will contact parents by text establishing the reason for the absence and recording it.
- If it is established that the student was absent from CCS for a legitimate reason, no further action is taken unless the frequency and or number of absences gives the school cause for concern.
- *As there is no requirement in the School Education Act 1999 for the reason to be provided in writing, **staff must record all details when a parent or caregiver provides the school with a verbal reason, either in person or over the telephone, that the school believes is an acceptable reason in the context of the school.*** Teachers must record details in Grade Expert.
- The School will use a case management approach for attendance issues. Staff must be mindful of consulting with all stakeholders, and accessing support from other community groups and agencies if required.
- Any student leaving the school, late to school or returning to school must sign the sign in / sign out book in the front office. The teacher then updates Grade Expert.

Consistent with the *Records Management Policy*, staff must keep detailed written records of all contact, or attempts to make contact, with the student's family and the Intervention strategies implemented to restore a student's attendance.

If the Principal requires clarification of attendance matters then he will contact The Midwest Education Office on 0899561600.

Email: midwest.ero@education.wa.edu.au

ATTENDANCE



Non-attending Students

Where a student is not attending school and either their location is known or contact with the student's parents/caregivers is still possible they are not regarded as 'missing'. A non-attending student includes one whose:

- Location is known but they are not actively engaged in an education program;
- Contact is still possible with themselves or their parents/caregivers but they are not engaged in an education program.

Missing students—A student can be regarded as 'missing' when they cannot be located and their parents/caregivers cannot be contacted and the school has not received advice that the student is being educated elsewhere.

The SWU Request Form should be completed for missing students within 15 school days of their last date of attendance. A missing student is to remain on the current roll of the school's enrolment register until confirmation is received from Student Tracking to move the student to the former roll.

The Principal is required to regularly review the 'Children Whose Whereabouts Are Unknown List' and advise the agency if a child has enrolled at the school.

ATTENDANCE

Carnarvon Christian School

PARENT RESPONSIBILITIES

Parents as primary care givers are held responsible for upholding government laws and ensuring their child/ren attend school regularly. At CCS parents/caregivers are expected to;

- Take responsibility for getting their child/ren to and from school on every school day.
- Ensure their child/ren arrive at school between 8am and 8:15am when staff are on duty.
- Ensure their child/ren attend school on every day instruction is offered unless the school receives a valid reason for being absent (eg illness).
- Promptly provide the school with an appropriate explanation for any absences of their child/ren. This comprises of a letter or telephone call from a parent/caregiver or a medical certificate where a student has been absent for three or more days.
- Explain the reason to either office staff or the class teacher when a child is late for school.
- Let the school know in person, if an extended absence is likely or if the school needs to arrange work for students.
- The parent of any student leaving or returning to school during normal school hours must sign the student sign in/out book at the front office.

TEACHER RESPONSIBILITIES

Teachers are required by law to keep accurate records of each child's attendance.

- Check attendance twice a day, morning and straight after lunch and record information in Grade Expert. (Also record information on circulating attendance book).
- Ensure all verbal notifications of absences are passed on to the front office and instruct parent to fill in written notice.
- Ensure all absentee notes are forwarded to the front office.
- Absentee notes are required by law to be kept in school records for a number of years. Care must be taken in their storage for this reason.
- Absent children are to be recorded on the Student Absence Sheet that circulates around the school at 9am each day.

a) Students where the teacher is already aware of the reason for the absence [ie parents have already notified them] are marked with a tick.

b) Students where the teacher is unaware of the reason should be marked as unexplained. have already notified them] are marked with a tick.

ATTENDANCE

Carnarvon Christian School

TEACHER RESPONSIBILITIES—(continued)

- Teachers are responsible for monitoring and follow up of student's whose absences are of concern. This may be because of the frequency or long periods of absence.
- Teachers are responsible for alerting the Principal of ongoing and unresolved absentee issues as soon as they arise.

OFFICE STAFF RESPONSIBILITIES

CCS Office staff are required to keep an accurate whole-school data base of CCS students' attendance. This is to be achieved by;

- In 2023 we were using the program—Grade Expert—for recording our student information and attendance;
- Ensuring the student information in Grade Expert is kept up to date with new enrolments;
- Receiving the student absences list after it has circulated each morning;
- Checking that teachers have completed attendance in Grade Expert;
- Contacting parents of those students absent and who are marked as 'unexplained';
- Keep a detailed record of the phone call including; time & date; person spoken to, brief description of reason for absence and if possible the approximate length expected absence;
- Alerting Principal to any suspected 'truancy' issues arising from phone call;
- If after 3 days there has still been no explanation from parents as to reason for a child's absence, the teacher is to phone home and make contact with parents;
- A child who arrives late or returns to school after an appointment should go directly to the front office and sign the student sign in /sign out book. Office Staff will then upgrade Grade Expert with time and reason for being late, leaving early or medical or dental appointments.

ATTENDANCE

Carnarvon Christian School

PRINCIPAL'S RESPONSIBILITIES

The CCS Principal is to ensure that accurate attendance records are kept for each student enrolled at the school. The CCS Principal is responsible for implementing the necessary actions of follow up for;

- All staff documenting attendance details correctly
- Students with unexplained absences
- Students with poor attendance rates
- Students with absentee rates needing Attendance Officer notification
- Students requiring forms submitted in regards to 'Unknown Whereabouts'
- Liaising with DCP as needed in regard to absentee issues
- Review list of students of whereabouts unknown regularly.

SCHOOL BOARD

Carnarvon Christian School

BOARD

I would like to extend a huge thank you to each of our dedicated Board members who are effectively the rudder that steers the school ship.

The school Board plays a vital role in the running of CCS. As visionaries and protectors of the school mission, board members oversee and are responsible for all aspects of school life either directly or through the Principal who liaises directly with them. Board members are elected officers who meet a minimum of once a month on a voluntary basis without any remuneration. We were lucky to have John Tompkins return to the Board in Term 3, 2023.

BOARD MEMBERS 2023:

Mrs Maureen Cosh	Chairperson
Mrs Jean Beard	Secretary/Member
Mrs Jillian O'Brien	Treasurer/Member
Mrs Chelsea Renton	Member
John Tompkins	Member

STAFF 2023

Carnarvon Christian School

All teaching staff at Carnarvon Christian School are registered with the Teacher Registration Board Western Australia (TRBWA) and have teaching qualifications from an accredited higher education authority.

ADMINISTRATION

Mr James Shaw	Principal
Mrs Judith Shaw	Senior Teacher
Mrs Toni Radcliffe	Bursar
Mrs Christin Manser	Student Administration

KINDERGARTEN, PRE-PRIMARY & PRIMARY TEACHERS

Mr James Shaw	Principal and Year 4/5/6 combined
Mrs Judy Shaw	Senior Teacher/Mentor & Resource Teacher Art, Health, Kindergarten and Bible
Ms Misty Daszkiewicz	Kindergarten Term 1 2023
Joanna Schapel	Kindergarten Term 2 2023
Mrs Sally Strang	Kindergarten Term 3 and Term 4 2023
Chelsea Renton	Kindergarten part time relief
Mrs Jennifer Windsor	Pre-Primary 2023
Mrs Maria Miranda	Year 1 Term 1 to Term 3 2023
Mrs Susan Andreoli	Year 1 Term 4 2023
Mrs Sarah Collado	Year 2/3 2023
Mrs Natalya Mackay	Year 4/5/6/ combined Term 4 2023 Sport & HASS one day per week Term 3 2023
Mrs Chelsea Renton	Relief Teacher
Christin Manser	Science Teacher part time 2023
Mrs Andrea Anderson	Library and Year 2/3 Education Assistant

STAFF 2023

Carnarvon Christian School

EDUCATIONAL ASSISTANTS

Ms Andrea Anderson	Full time / Library
Mrs Sharon West	Full time
Mrs Trish Thompson	Part time
Mrs Jenna York	Full time
Mrs Janet Rudge	Part time

EDUCATIONAL SUPPORT

Mrs Judy Shaw	Part time
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MAINTENANCE STAFF AND GROUNDS

Mr Brian Moore	Maintenance & Groundsman—full time from Term 4 2023
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CLEANER

Mrs Noriko Gaylard	Part time
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CANTEEN

Volunteers

CHAPLAIN

No Chaplain in 2023

LOTE

MR JAMES SHAW

SCHOOL INCOME

Carnarvon Christian School

SCHOOL INCOME 2023—TAKEN FROM FINANCIAL STATEMENTS ENDING 31/12/2023

Total Tuition Fees	\$90,678.00
GRANTS—State and Federal	\$1,497,777.00
Donations and fundraising Inc Donation from Mountain Christian School	\$182,225.00
Other revenue	\$33,680.00
Interest (all accounts)	\$11,500
Total	\$1,815,877.00