



# MERCEDES COLLEGE

COMPASSION LOYALTY JUSTICE INTEGRITY RESPONSIBILITY MUTUAL RESPECT

## 2016 Mercedes College Annual Plan

### The Year of Mercy

#### Our Mission

To provide all students with the opportunity to reach their God-given potential.

#### Our Vision

As a learning community guided by our Catholic identity, Mercedes College proclaims hope in the future grounded in our faith in the Gospel of Jesus.

As an internationally-focused, co-educational school in the Mercy tradition, we aspire to develop global citizens, committed to living with responsibility, integrity, compassion, loyalty, mutual respect and dedicated to justice, whose passion is to make a positive difference in our world.

#### 2016 Planning

The development of Mercedes College in 2016 will be directed by the Strategic Plan 2013 – 2017 and planning will be guided by the College's Vision and Mission Statements and the Core Strategic Elements which are the drivers of the Strategic Plan.

The following Annual Plan 2016 does not represent the totality of work at the College but rather focuses more on the new directions that are planned. Much ongoing work occurs on an annual basis. It is truncated as a result of the commitment in 2016 to successful development of the CIS Self-Study. The Self-Study will be completed in preparation of the CIS Accreditation/IB Evaluation Team Visit in 2017.

**Peter Daw**  
Principal

## A Rich Catholic Identity

Key Outcome: That Mercedes is authentically Catholic

2016 Goal	Responsibility	Expected 2016 Outcome	Progress
1. Facilitate and promote Homeroom prayer.	K - PT S - RECs	All classes will hold a quality prayer session each morning admin.	
2. Incorporate "Extraordinary Year of Mercy" throughout the RE Curriculum.	K - PT S - RECs	Each year level will have an understanding of w3hat Mercy means in the 21 <sup>st</sup> C.	
3. The focus strand for MITIOG will be 'Being Connected'.	K - PT S - DN, PJ	Students will be able to relate the concept of connectedness to being people of Mercy.	
4. Promote the Mercy Oration.	K - PT S - Faith and Spirituality SC	We are able to attract 100 people to the Mercy Address presented by Sr Maryanne Loughrey RSM.	
5. Continue to develop curriculum links promoting an understanding of social justice.	K - PT S - RECs	RE programmes will provide opportunities for students to develop their sense of social justice. They will be provided with opportunities for action.	
6. Establish a link between the Mercedes Social Justice League and that of SAC.	K - PT S - Student Social Justice Leaders	SAC and Mercedes will combine on at least one social justice activity.	
7. Maintain quality service programmes in RE, PYP MYP and IB Diploma.	K - PT S - SM, AC, RL, MH, PW	A committee of the programme leaders will be established to develop a coherent R to 12 service programme.	
8. Provide greater student access to the College Chaplain.	K - AK S - PT	Students will utilize the improved access to the Chaplin provided by the new RE Resource room.	
9. Provide lunchtime invitation to 'topic chat sessions'.	K - PT S - RECs and Chaplain.	Students will have input into discussion topics that are well attended on a regular basis.	
10. Focus on the mapping of Yr 11 an 12 MITIOG.	K - PJ S - PT	The senior MITIOG programme will be fully documented and appropriately implemented.	

### Ongoing activities:

- 1) Promote greater accessibility for Year 11 students to liturgies. (PT & HA)
- 2) Provide targeted professional development activities for staff. (PT, RECs & AC)
- 3) Maintain the spirit of Jesus and Catherine McAuley in the policy and procedures of the College. (PT & ELT)

## A Quality Contemporary Learning Community

Key Outcome: Mercedes College is recognized as delivering world class learning programmes and is acknowledged as a leader in the use of digital technologies.

2016 Goal	Responsibility	Expected 2016 Outcome	Progress
1. Ensure that the CIS Self-Study, including the IB three programme review process, is successfully completed	K – Steering Committee S – AM, JK, AC, SM, AC, RL	The CIS self-study will be completed to a high standard and in a timely fashion.	
2. Develop a formal review process for POR staff in order to provide effective and timely feedback.	K – PW S - AC	All POR staff will undergo a formal review in the second year of their appointment.	
3. Develop a formal process of professional development for POR staff.	K – PD S – PW, AC, AM, JH, AW	A series of PD activities will be developed that will assist POR staff to develop their leadership skills.	
4. Further develop the Child Protection Curriculum  a. That the R to 12 GPS programme will be reviewed in line with Child Protection Curriculum, Mind Matters, Learning Curve Planners, Cyber Safety initiatives.  b. That AOS Coordinators will review ways that the CPC can be integrated into their learning areas	K – PW S – AC, AM, AW, PJ  K – AC S – AW, AOS Coordinators	A coherent and comprehensive GPS programme will be developed in preparation for implementation in 2017.  The CPC will be appropriately integrated into all learning areas.	
5. Further progress and refine the process of Continual Improvement for staff focusing around the AITSL standards.	K – HOS	The process introduced in 2015 will be improved upon to better meet the needs of the teaching staff.	
6. Establish and support the new POR positions.	K – PD S – PW, AC	The staff undertaking the newly established POR positions will be clear about their roles and responsibilities and feel supported in their roles.	
7. Establish a Year 10 transition curriculum and structure to better prepare them for SACE or the IB Diploma.	K – AC S – MF, FG, RL, JB, BD.	A new structure will be planned for implementation in 2017.	
8. Finalise the new timetable changes discussed in 2015 are readied for implementation in 2017.	K – AC S - HOS	A more effective timetable will be developed for 2017.	

9. Develop a Technology Strategic Plan.	K – BR S – AC	A plan will be developed that will drive the College's technological directions into the future.	
10 Provide effective data management and its use in the learning process.	K – JL S - IEMT	All staff will have access to, and have an understanding of, student data that will enable them to better differentiate their learning programmes.  Synergetic data entry will be refined to a level which enables effective use of data by all.	

**Ongoing activities:**

- 1) Continue to provide effective professional development for all staff that incorporates individual and College needs including:
  - a) opportunities for teaching staff to develop their skill to incorporate relevant technology into their teaching and learning programmes.
  - b) OHSW requirements.
  - c) Teacher Registration requirements
  - d) PYP, MYP, IB Diploma and SACE requirements.
  - e) opportunities for faith formation
  - f) f. individual skill development (AC & ELT)
- 2) Continue to ensure that the College delivers its programmes to excellent levels. (AC & RL,JB, AC, SM & AOS Coordinators)
- 3) Continue to offer students high level leadership opportunities and create further opportunities for student voice to be heard. (AM)
- 4) Continue to develop effective use of technology in the learning process. (AC & CLT)

## A Global Outlook

Key Outcome: The Mercedes College community is aware of its place in the world and its responsibility to others

2016 Goals	Responsibility	Expected 2016 Outcome	Progress
1. Ensure that the CIS Self-Study, including the IB three programme review process, is successfully completed	K – Steering Committee S – AM, JK, AC, SM, AC, RL	The CIS self-study will be completed to a high standard and in a timely fashion.	
2. Establish the Mercedes Language Centre	K – PD S – ISP Team	There will be an average of five students per week in the facility.	
3. To deliver a high quality ISP programme that caters for a variety of nationalities.	K – PD S – ISP Team	The ISP enrolment will be maintained at 80.	
4. Ensure that all staff have a similar understanding of terms that describe internationalism.	K – AM S – Steering Committee	All staff will have a similar understanding of the terms – internal mindedness, internationalism etc.	

### Ongoing activities:

- 1) Maintain a vibrant student exchange programme. (AM)
- 2) Continue to promote the international focus round the College. (AC & ELT, ISP Team)

## A Commitment to Inclusivity

Key Outcome: Students and staff feel valued and have a strong sense of self-worth.

2016 Goals	Responsibility	Expected 2016 Outcome	Progress
1. Review and reposition the R to 12 Health and Well-being strategy.	K – AW S – Wellbeing Action Group	<ul style="list-style-type: none"> <li>a. A working party will be established with representation across the College.</li> <li>b. Surveys will be conducted to gain a baseline measure of wellbeing across the College.</li> <li>c. The R to 5 Scope and Sequence document incorporating the updated CPC and Australian Curriculum will be reviewed.</li> <li>d. A draft 6 to 12 Scope and Sequence document will be developed.</li> </ul>	
2 Fine tune learning support strategies and documentation for students identified as gifted and talented learners.	K – JL S – IECT	A more effective process of support for identified G&T learners.	
3. Plan resource requirements for a cross-battery approach to assessing student learning needs.	K – AW S – NO'B	An appropriate resource is developed ready for implementation.	
4. Review the Scholarship Policy of the College	K – PD S – KD, Ed SC of Council	The scholarships offered by the College will meet both its needs and the needs of the wider community.	

### Ongoing activities:

- 1) Maintain equal support for the IB and SACE Programmes delivered by the College. (PD & AC)

## An Engaged Community

Key Outcome: Members of the Mercedes College community feel connected to each other.

2016 Goals	Responsibility	Expected 2016 Outcomes	Progress
1. Continue to provide opportunities for R to 12 parents to attend presentations that relate to their child's developmental needs.	K – AW S – NO'B	The College will provide at least two opportunities to attend relevant and meaningful sessions.	
2. Implement an efficient and effective College Portal.	K – BR S – KD	The College community will be able to access a fully functioning portal.	
3. Make the "Extraordinary Year of Mercy" a focus throughout the year..	K – ELT S – POR Staff	Staff and students will have a sense of connectedness that comes from a commitment to being a member of a Mercy community.	
4. Finalise the processes of the College's Foundation and use this as a catalyst for developing a culture of philanthropy amongst the College community.	K – KD S – BR	The rules of the Foundation will be clear and agreed upon by College Council and the Dioceses.	

### Ongoing activities:

- 1) Continue to distribute two relevant surveys per year to the community. (KD)
- 2) Maintain support for the MPF&A, MOSA and Mercurian organisations. (KD & AMorse)
- 3) Maintain a strategic approach to the Colleges Marketing programme. (KD)
- 4) Continue to expand the volunteer register. (KD & SB)

## Fiscal Sustainability

Key Outcome: Mercedes College is sustainable in all aspects of its operations.

2016 Goals	Responsibility	Expected 2016 Outcomes	Progress
1. Develop online user financial manuals that provide detailed accounting policies, administrative procedures and guidelines.	K – CT S – RL	Manuals completed and published.	
2. Develop system reports that summarise the College's financials through use of dashboards, KPIs and charts. Prevent manual reporting.	K – CT S – RL	Systems developed and implemented.	
3. Implement Synergetic general ledger re-structure consistent with CESA chart of accounts	K – CT S – RL	Ledger re-structured by end of January.	
4. Implementation of the Magiq software for better integration with Synergetic.	K – CT S – BR	Software implemented leading to improved efficiencies.	
5. Finalise the integration of the capital assets within Synergetic.	K – CT S – BR	The Capital Register complete.	
6. Using Magiq improve budget control and accountability of budget managers.	K – CT S – BR, PD	Budget lines will remain within issued limit.	
7. Review enrolment strategy and align to current need.	K – PD S – Enrolment & Marketing Team	Processes reviewed to and enrolments, both local and international, are maximized. – 1200 enrolment for 2017.	
8. Manage the College's Capital Projects.	K – BR S – PD	Projects will be completed on time and on budget.	
9. Review disaster recovery processes.	K – BR S – ES	The College will have effective disaster recovery processes.	
10. Develop a Risk Management Register that can be used as an effective working document.	K – BR S – ELT, Risk Management SC of Council	Risk Register developed and implemented.	
11. Plan a strategy for documenting the College's key business processes.	K – BR S – appropriate College business	Strategic plan developed.	

	groups.		
12. Review the operations of the Tuckshop to ensure a balance between financial stability and level of service and product offerings.	K – BR S – JH & Ed SC of Council	A viable plan will be established to guide future operations.	
13. Develop a budget and future business strategy that will enable appropriate College development but minimize fee increases.	K – PD S – BR, CT & Finance SC of Council	Required surplus will be met and 2017 and future years and fee increases will be minimized.	

**Ongoing activities:**

- 1) Policy and procedures driven by the College's Vision and Mission Statements. (PD & ELT)
- 2) ELT members continue to address Council on their area of responsibility. (PD)
- 3) Review the College Policies as determined by the Policy Review process. (PD)