

ORGANISATION & CO-LEADERSHIP

GOALS	STRATEGIES	TIMELINE	RESPONSIBILITY
<p><i>The school will provide the necessary documentation to meet the requirements of the Board of Studies Registration and Accreditation process</i></p>	1.1 Ensure all legislative requirements are implemented and adhered to	1.1 2017	1.1 Principal / A.P.
	1.2 Provide appropriate compliance documentation as required to a high standard and maintain as our organisational procedure	1.2 2017	1.2 Principal / A.P.
<p><i>To establish sound and effective administrative practices</i></p>	2.1 Implement Office procedures that are efficient, professional and welcoming	2.1 ongoing	2.1 All staff
	2.2 Utilise technology to develop an effective means of communication across the community and data collection e.g. Schoolworx, class messenger, Schoolbags, <u>Seesaw</u>	2.2 ongoing	2.2 Principal / A.P. / Office Manager / IT Support / Staff

GOALS	STRATEGIES	TIMELINE	RESPONSIBILITY
<i>Initiate, develop and implement relevant policies and processes</i>	3.1 Implement Diocesan, State and School based policies	3.1 ongoing	3.1 Principal / A.P.
	3.2 Ensure all policies are available to the wider community e.g Website, Parent & Staff Handbooks and Skoolbag	3.2 ongoing	3.2 Principal / A.P./ Office Manager
	3.3 Implement a process of review and refinement so that high expectations of accountability are sustained	3.3 Ongoing	3.3 Principal / A.P.
<i>Embed a model of distributive leadership within the school</i>	4.1 Develop and embed a clear model of distributive school leadership within the staff, Parent Forum and student body	4.1 ongoing	4.1 Principal / A.P.
	4.2 Provide opportunities for leadership that involve collaboration, co-operation and exhibit professional standards e.g PLT, Staff / Leadership meetings according to the needs and interests of staff members	4.2 ongoing	4.2 Leadership Team
	4.3 Initiate and continue to strengthen a culture which values the work of Professional Learning Teams and builds team harmony & unity(staff reflective days, team building activities etc)	4.3 ongoing	4.3 Principal / LOP