



Department of
Education

UNLOCK YOUR SCHOOL'S FUTURE

Independent Public Schools

Coolbinia Primary School Delivery and Performance Agreement

Commencement date: 1 January, 2014
Review date: 31 December, 2016



Introduction

This Agreement is between the:

- Principal, [Coolbinia Primary School](#)
- Chair, [Coolbinia Primary School Board](#)¹
- Director General, Department of Education.

The Agreement sets out the:

- performance and accountability expectations of [Coolbinia Primary School](#) to the Director General; and
- resourcing and support that [Coolbinia Primary School](#) can access.

This agreement is part of a suite of instruments and processes through which [Coolbinia Primary School](#) will demonstrate accountability for the quality of its learning environment and the standards of student learning.

These are as follows:

- delivery and performance agreement;
- business plan;
- school self assessment;
- reports to the School Board;
- annual school report;
- principal performance review; and
- independent school review.

¹ The School Board is equivalent to the School Council as defined in the *School Education Act 1999*.

Section 1: Resourcing and support

Financial resources

Coolbinia Primary School will be resourced in accordance with the Department's allocative mechanism. The resources will be allocated in a one-line budget so the school can allocate the resources in ways that best enable it to implement its business plan.

The Resourcing Schedule (Appendix 1) is based on school classification, context of the school, number of students and student profile. A salary component is allocated within the one-line budget that allows the school to determine the staffing profile that best meets its needs.

The principal is required to

- articulate how the financial and human resources will be used to deliver the education program; and
- develop a workforce plan encompassing future needs.

The Director General is accountable for meeting Government cross-agency targets. The workforce plan must include strategies to increase the number of women in leadership positions and employment of people from culturally diverse backgrounds, Indigenous Australians and people with disability.

School support

The Department will provide support to Coolbinia Primary School that includes but is not limited to:

- student support services including attendance, participation, student exclusions and managing student behaviour;
- support for the management of critical incidents;
- curriculum support including access to professional learning for system initiatives and programs;
- information and communication technology programs and support for system approved programs and software;
- buildings, maintenance and infrastructure including provision of transportable classrooms in growth areas;
- financial services;
- workforce management including graduate teacher support and induction;
- legal advice;
- employee support service; and
- central reporting and management of allegations of misconduct.

The Department will also represent Coolbinia Primary School in industrial negotiations and provide support on legal and industrial matters.

² The business plan is a long term strategic plan that outlines strategies to achieve student improvement targets.



Section 2: Program delivery

Coolbinia Primary School will:

- deliver education programs that meet the needs of students and are in accordance with requirements of the *Curriculum Council Act 1997* and any determination under section 67; and
- ensure the safety and welfare of students on school premises, and away from the school premises but on school activities, so far as can be done reasonably.

Coolbinia Primary School may be provided funding to deliver additional programs as varied from time to time. The Principal will be accountable for their effective implementation and for meeting the reporting requirements.

Existing agreements made between the Department and the school specifying program delivery remain in place and are attached.

Section 3: Compliance

The Principal recognises that the school must operate within the following parameters to meet its obligations as a public school:

- Compliance with all legislation including, but not limited to, the *School Education Act 1999*, *Public Sector Management Act 1994*, *Financial Management Act 2006*, *Curriculum Council Act 1997*, *Occupational Safety and Health Act 1984*, *Corruption and Crime Commission Act 2003*, *Children and Community Services Act 2004*, *Working with Children (Criminal Record Checking) Act 2004*, relevant State and Australian Government anti-discrimination legislation including the *Disability Discrimination Act Education Standards 2005* and all industrial instruments.
- Whole of Government policies and initiatives that apply to all public schools.
- Compliance with all agreements between the Australian and WA Governments as outlined in the National Education Agreement.
- Provision of relevant data to enable the Department to meet Statewide reporting obligations.
- Compliance with the Department's School Audit process.

Modifying, replacing or opting out of Departmental policy and procedures is subject to the above. Independent Public Schools wishing to explore the development of alternative policy should contact the School Innovation and Reform Unit, which will facilitate the necessary processes with the relevant business areas.



Section 4: Governance

The Principal is responsible for the educational leadership, operation and management of the school.

Coolbinia Primary School must have an effective School Board that includes community and business/industry representation. To maximise the input of the School Board in developing school policies, the Principal will seek advice and receive recommendations from the School Board.

The School Board will participate fully in:

- endorsing the delivery and performance agreement;
- endorsing and reviewing annually the school budget and business plan;
- processes to review the school's performance;
- processes to determine satisfaction levels of parents, staff and students, with results reported in the annual school report;
- endorsing the annual school report; and
- selecting the principal when a vacancy arises.

To enable the School Board to function effectively, the Principal will report regularly to the School Board on progress against the school's business plan.

In the event that the Principal and School Board are unable to reach agreement on developing recommendations made by the School Board, the School Board and/or Principal may call on the Director General to make a decision. The Director General will consult with the School Board and Principal before making a ruling. The decision of the Director General will be final.

Coolbinia Primary School will participate in an independent review in the final year of this delivery and performance agreement, with the report made public. The school performance will be monitored through the school performance monitoring system. In the event that the school's performance is of concern, the Director General may respond in a variety of ways, including initiating an internal review or bringing forward the independent review. The school will be given up to three months to address the findings of the review.

Section 5: Student achievement

The Principal is accountable for ensuring appropriate standards of academic and non-academic achievement. Information on student achievement will be gathered from the school performance monitoring system, national and state assessments and the school's own assessment of student achievement. The monitoring of student performance will encompass the achievement of relevant student cohorts and subgroups of students.

This information will be considered in the school's self assessment process resulting in judgements about the standards being achieved. These judgements will inform the school's improvement plans.

As part of the school improvement planning outlined in their Business Plan, the Principal and staff will set specific student academic and non-academic achievement improvement targets relevant to its context. The school will review annually the appropriateness of the improvement targets against the school's annual data collection and self assessment.



Section 6: Business plan

The principal is accountable for ensuring that there is an effective Business Plan that outlines the long term strategic planning required to achieve the student achievement improvement targets. The business plan will describe key focus areas and strategies intended to have maximum impact on overall school performance and is to have the same time span as the Delivery and Performance Agreement.

The business plan will outline student achievement improvement targets and specify:

- what is to be improved – which outcomes and which students;
- the amount of improvement;
- how this will be measured; and
- by when.

The targets in the business plan will also reflect the Department's *Plan for public schools, Focus: Directions for schools* and Australian Government accountability and reporting requirements as varied from time to time. Schools that receive additional program funding may have specific targets to achieve.

The Coolbinia Primary School Business Plan is to be endorsed by the School Board and signed by the Chair of the Board.

Section 7: Endorsement of agreement

Name of Principal Julie Bettenay

Signature of Principal

Date 14 February, 2014

Name of Chair, School Board Mark Wirtz

Signature of Chair, School Board

Name of Director General

Signature of Director General

Date

Attachments:

1. Coolbinia Primary School Workforce Plan
2. Coolbinia Primary School Business Plan