

Coffs Harbour
Bible Church
School



on behalf of

COFFS HARBOUR BIBLE CHURCH Inc.

SCHOOL ANNUAL REPORT 2018

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1. School Context

The Coffs Harbour Bible Church School under the NSW Education Act has been deemed as 'Exempt from Registration' due to a conscientious objection to state registration. Although we comply with all government requirements as a function of our obedience to Romans chapter 13, we do maintain our objection on religious grounds.

The Coffs Harbour Bible Church School is a direct ministry of the Coffs Harbour Bible Church Incorporated.

The School Board of the Coffs Harbour Bible Church, known as the 'Diaconate', is a board of deacons elected from the members of the church, and by the members of the church, in accordance with the rules dictating the incorporation. The diaconate also includes the pastors of the church. The members of the diaconate thus constitute the 'Board of Directors' of the incorporation and hence the school.

This board sits on a monthly basis for one year, after which the deacons are subject to re-election.

The School Principal is Mr. Stephen Truesdale, who is also an elected board member.

The Senior Pastor is a non-elected member and 'Chairman of the Diaconate'; hence, he is the chairman of the school board.

The principal oversees the administration of the school and is directly accountable to the school board, which is ultimately answerable to the church membership.

Our school, in 2018, has a 'registered' status for K – 10 students. When students leave our school, they move into other school systems in accordance with parental choice. We comply with NSW Education Standards Authority's regulation in letting our parents know that because we are a registered K-10 school, the students are not eligible to obtain the Record of School Achievement (RoSA).

2. Message from the Principal on behalf of the School Board

In 2018, there were 21 students enrolled comprising of 10 girls and 11 boys, with at least one student in each year from years K-10 except year 4.

Our 2018 term dates were:

Term One	Tuesday, 30th January to Friday, 6th April	(10 weeks)
Term Two	Monday, 30th April to Friday, 6th July	(10 Weeks)
Term Three	Tuesday, 24th July to Friday, 28th September	(10 Weeks)
Term Four	Monday, 15th October to Friday, 14th December	(9 Weeks)

Throughout the year, the school undertook excursions which students participated in. Some of the highlights for the year were as follows:

- ♦ Our swimming carnival was held on Monday, 26th March, at a Sawtell Pool. Parent and grandparent attendance on the day was very high. The day was a success as the students enjoyed the facilities, with the addition of a blow-up water obstacles course.
- ♦ Student artwork was entered into the local Coffs Harbour Show Society.
- ♦ Premier Reading Challenge was undertaken by many students and completed by 8 students.
- ♦ The School Family and Friends Night - 9th August - was filled with poetry, music, and drama. All students were involved in presenting well-rehearsed plays, poetry and musical items, giving each student ability to display their talents to their parents. The night was well received by parents, grandparents and guests.
- ♦ Monday, 24th September, saw our own school sports carnival in the school's hall as rain caused us to be indoors. Students used this event to gain points for their house teams, and concluded with a barbeque lunch for all attendees.
- ♦ Last week of term 3 saw all of the students go on a school camp to Sydney. Excursion included trip to Taronga Zoo and an Inter-School Sports Carnival.
- ♦ On the Thursday, all students attended the Inter School Sports Carnival. At the Sports Carnival, we competed against schools such as:
 - Condell Park Christian School
 - Southern Cross Baptist Church School
 - Ebenezer Christian College
 - Sherwood Christian School

On the day, all students on camp competed in the sports carnival and many students performed their personal bests. Friday saw all of the students travel back to Coffs Harbour.

- ♦ The Australian Schools Sports Grant was utilised in Term 1 and 2 for Primary and for Terms 2 for High School. The students undertook various sporting activities such as surfing and tennis that were covered under the federal funding.
- ♦ End of Term 4 concluded with our Annual Awards' Night. The senior students led the night, which included student performances in poetry and music followed by our awards program. The attendance on the night was very high, compared to previous years.

- ◆ This year continued the Perpetual House Trophy, which encouraged all three teams to compete throughout the year. Students competed in many events such as spelling bee competitions, sports carnival, 'Golden Apple Award' and the swimming carnival. Points from these events went towards achieving an overall school house champion for the year. C.T. Studd took out the trophy for 2018.

We praise the Lord for another successful year and trust next year brings the same successes.

Stephen Truesdale
(Principal)

3. School Performance

3.1.1. National Assessment Program - Literacy and Numeracy (NAPLAN)

In 2018, the Coffs Harbour Bible Church School participated in NAPLAN. We had 3 students in year 3, 2 students in year 5, 3 students in year 7 and 1 student in year 9.

The following tables give an indication of where the students sit in relation to the state averages and school of similar social economic status.

2018 Year 3 Overall NAPLAN Results Versus SSSG/State

Three students represented in the data, no student below Band 4.

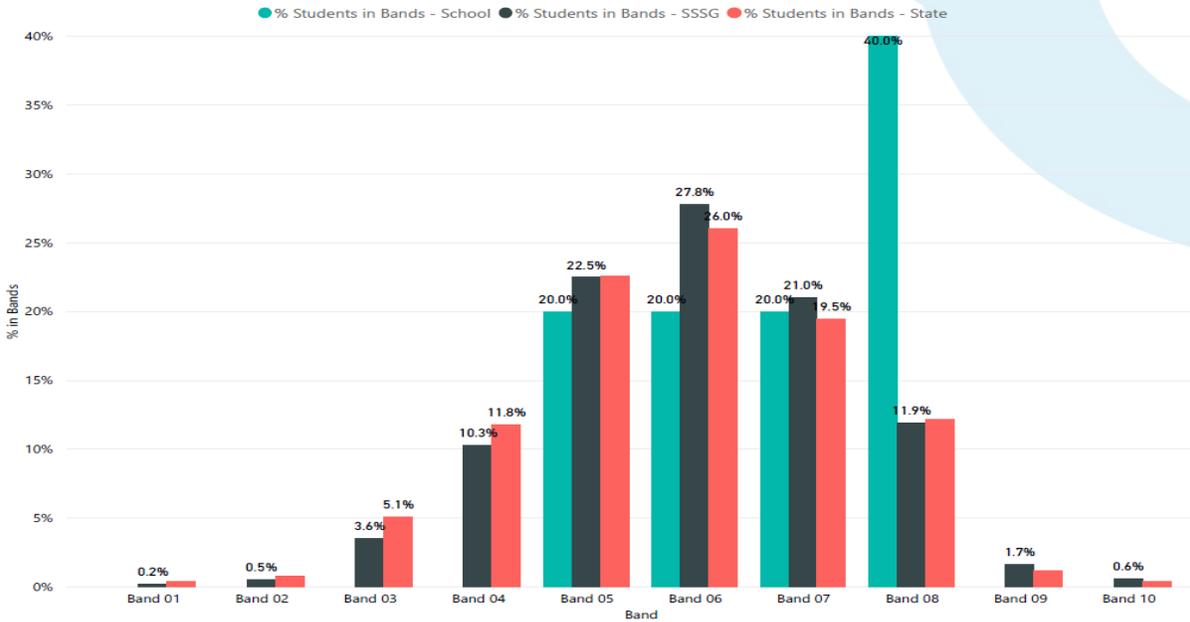
% Students in Bands - School, SSSG and State



Year 5 Overall NAPLAN Results Versus SSSG/State

Two students represented in the data, no student below Band 5.

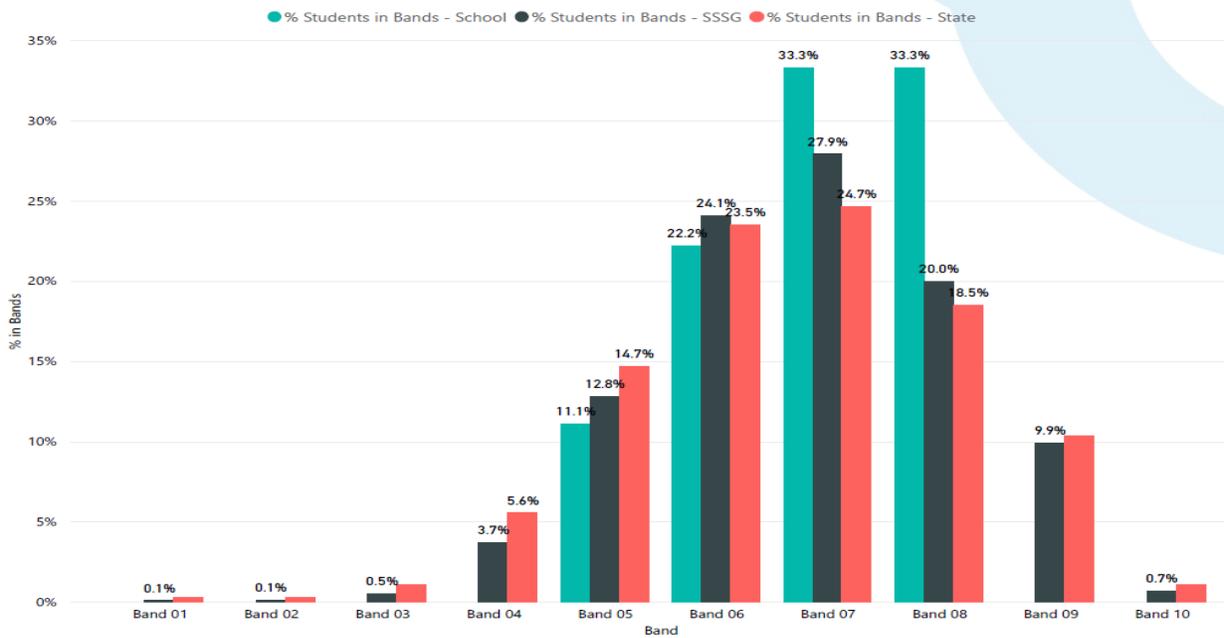
% Students in Bands - School, SSSG and State



2018 Year 7 Overall NAPLAN Results Versus SSSG/State

Three students represented in the data, no student below Band 5.

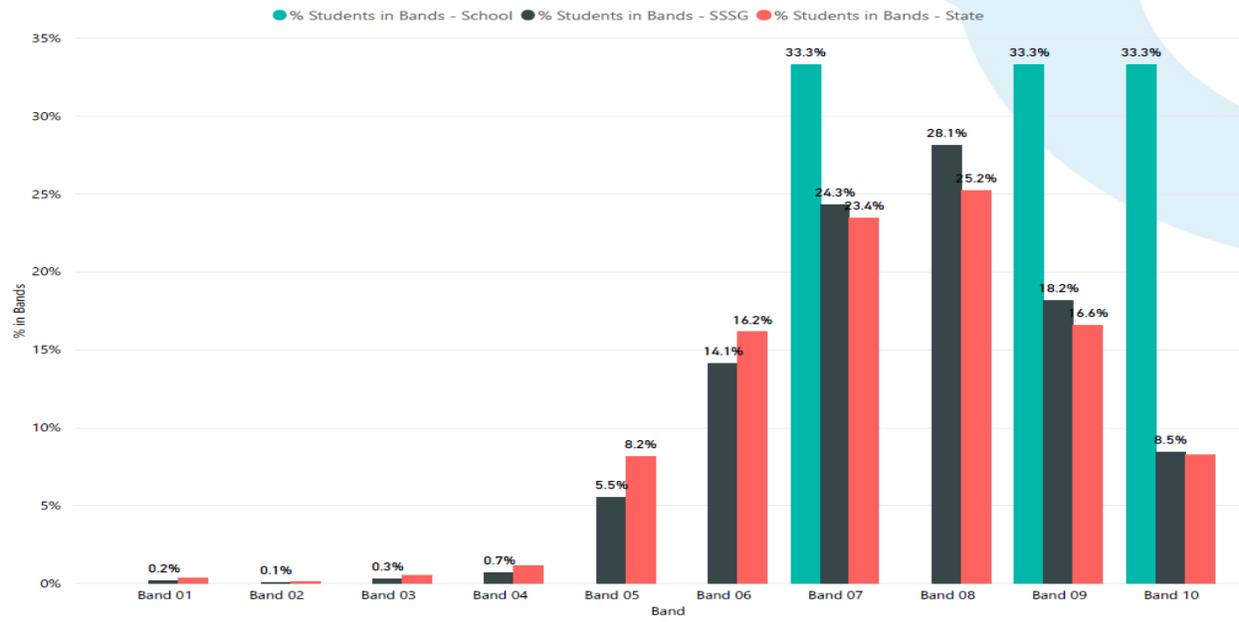
% Students in Bands - School, SSSG and State



2018 Year 9 Overall NAPLAN Results Versus SSSG/State

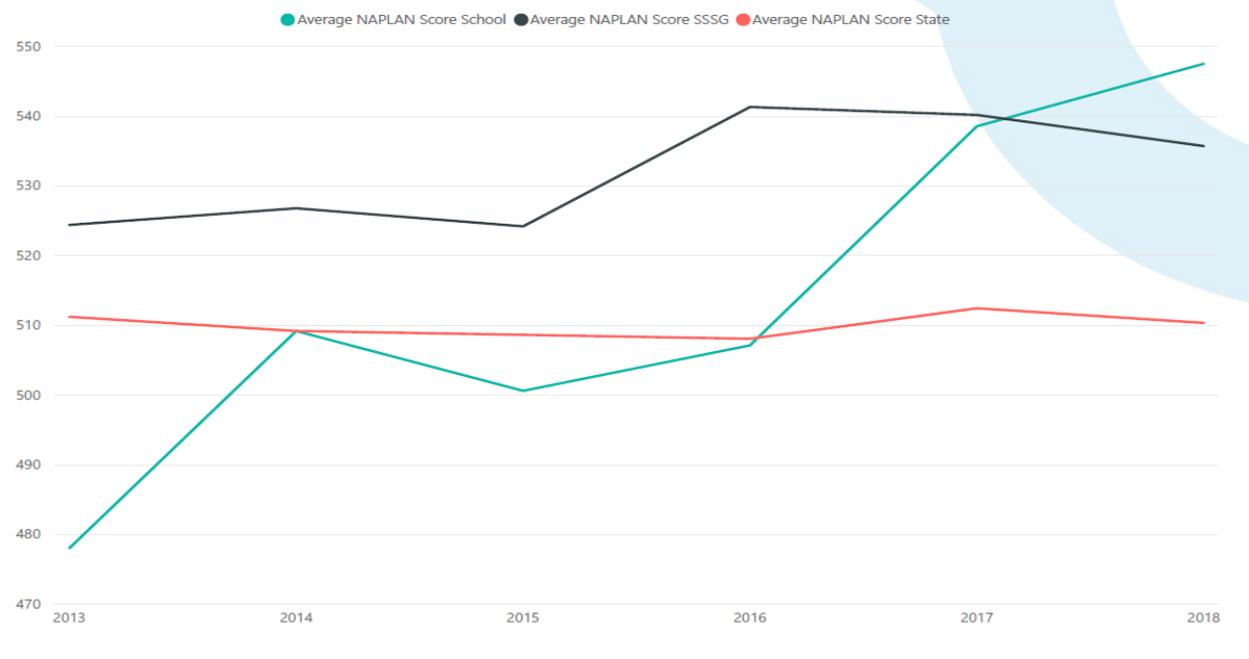
One student represented in the data. This student scored band 7 or above.

% Students in Bands - School, SSSG and State



2013 - 2018 Overall Average NAPLAN Score

Average NAPLAN Score - School, SSSG and State



3.1.2. Summary:

2018 saw a continuing positive trend in our school's average NAPLAN scores. This year our average, for the first time, was above the state school and the Statistically Similar School Group (SSSG).

The following can also be reported:

Year 3 – No students were below the National Minimum Standards

Year 5 - No students were below the National Minimum Standards.

Year 7 – No students were below the National Minimum Standards.

Year 9 – No students were below the National Minimum Standards.

Concerning students, which do fall below the national averages, remedial help is given to the student and the parents are involved to work out independent learning plans for the student.

3.2. UNSW International Competitions and Assessments for Schools

Our school's results for years 2-10 are as follows.

- ♦ Mathematics - 2 candidates
- ♦ English - 4 candidates; 1 Credit award
- ♦ Spelling - 1 candidate; 1 Distinction award
- ♦ Science - 2 candidates; 2 Credit awards

3.3. Big Science Competition

Six students were entered into this exam.

- ♦ 1 Distinction awarded

3.4. National Geographic Test

Six students were entered into this exam.

- ♦ 1 Distinction award

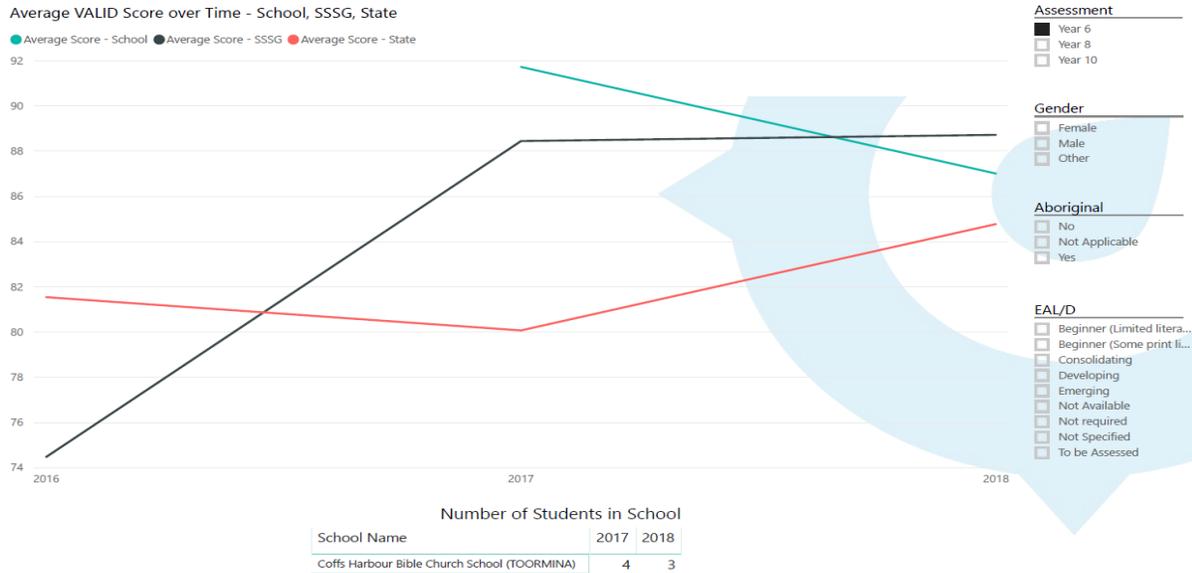
3.5. Validation of Assessment for Learning and Individual Development (VALID)

This year all year 6 and year 10 students undertook the VALID program. This program provides online end-of-stage assessments for the **science** key learning area.

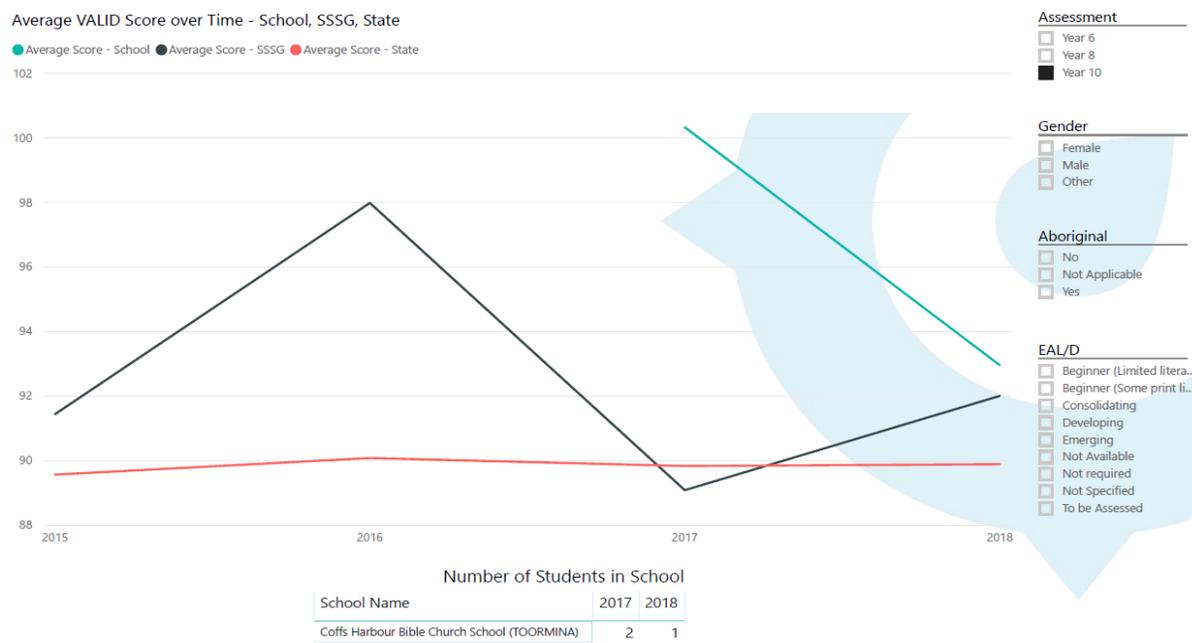
- 3 students in Year 6

- 1 student in Year 10

Year 6 Results



Year 10 Results



The students performed very well overall.

This data now available in Scout will allow our teachers to better assess student and therefore improve curriculum to meet student learning needs.

4. School Staff for 2018

4.1. Employed Staff

Staff at Coffs Harbour Bible Church School are members of the Coffs Harbour Bible Church and are committed Christians, subscribing to the Statement of Faith of the Bible Church. In 2018 the school staff consisted of:

Registered Teachers:

- 1 full-time “provisional” registered teacher
- 6 permanent part-time “provisional” registered teachers

Teacher attendance rate was 97.3% of school days. This figure includes Long Service Leave (LSL). More than 50% of our teachers have worked between 13 and 30 years and are eligible for LSL.

4.2. Professional Development

At the start of Term 1 and Term 3, the school conducts professional development for all teachers, including teacher assistants. These times are for staff to reflect on teaching practices and student learning. Topics covered this year in these sessions are listed below:

- Roles and Responsibilities of all Teaching Staff
- Work Health and Safety Review
- Teacher Resources
- Teacher Goals

All teachers are required to achieve and perform to the Australian Teaching Standards. All New conditional/provisional teachers are closely mentored, helping them to develop their proficiency as a teacher. All teachers are encouraged to undertake qualified professional development wherever possible and arrangements are made to cover their teaching load if it affects their teaching days. Some of the professional development and training undertaken this year by staff were in the areas of:

- VALID Assessment and Marking

- Online NAPLAN
- National Consistent Collection of Data (NCCD)
- NSW Educators' Conference
- First Aid training for more than 50% of Staff
- Scout Training for NAPLAN Data
- PDHPE Professional Development by ACHPER

5. Attendance and Retention Rates

Our school year levels are K to year 10. Because of this, we cannot report on retention rates.

The attendance was a little bit below our average with an average of 94.65% for the year.

Attendance is listed below for each term:

- ♦ Term 1 – 91.7%
- ♦ Term 2 – 95.94%
- ♦ Term 3 – 92.98%
- ♦ Term 4 – 97.96%

When a student is absent, a covering note is required from the student's parents explaining the absence. If such a note had not been forthcoming the parents would be approached by the teacher.

With a low number of students, and families who are all a part of the Church community, we have not experienced long term absences. If a trend did emerge the Principal would interview the parents of the student involved and help them work through the issue.

Student upon leaving our school after year 10 filter into various educational facilities including:

- ♦ State high schools
- ♦ Private schools locally and via distant education.
- ♦ Home schools registered with the New South Wales Education Authority (NESA).

6. Enrolment Policies

It is the school's policy that we only enrol children who have at least one parent as an active member of the Coffs Harbour Bible Church or who, by virtue of their regular attendance of the Church, demonstrates their intention to apply for membership sometime in the near future and who have stated the same. This assumes they would reasonably be expected to be voted into membership.

For enrolment policy, please contact the Principal of the school.

7. Student Welfare Policies

7.1. Policy Statement

We take very seriously our duty of care to each student in our school, therefore the health and welfare of students are given the highest priority through the policies summarized below.

7.2. Child Protection

The school is committed to providing a safe and secure environment for its students. The school acknowledges that it has a duty of care in respect to all children who attend the school. The school's policy aims to reduce the risk of child abuse, and to ensure that a caring and appropriate response is in place and taken.

For this reason, our school seeks to comply with all the regulations associated with NSW Child Protection Legislation and any mandatory reporting requirements. In 2018, this policy was updated to comply with current government legislation.

For further information, see the Child Protection Policy of the Coffs Harbour Bible Church on the church's website: www.coffsbiblechurch.com.

7.3. Security

The Coffs Harbour Bible Church School acknowledges that the dignity, safety and well-being of people are central to the Church's teaching. The school realizes its responsibility for ensuring the health, safety and welfare of staff, students, volunteers, and other people who either enjoy or use the services and facilities of the school. To meet these social, moral, and legal obligations our school is committed to:

- ◆ Providing a safe and healthy environment that prevents injury and illness.
- ◆ Eliminating or controlling hazards and risks that do, or have the potential to cause injury and illness.
- ◆ Clarifying the roles, responsibilities and accountabilities of the members of the school community.
- ◆ Complying with and being guided by the related Work, Health and Safety Legislation.

To satisfy the above priorities a Work, Health and Safety Management System is in place which includes:

- ◆ A Risk Assessment Policy and Process
- ◆ A Critical Incident Policy
- ◆ A Hazardous Substances Policy
- ◆ School Accident Reports
- ◆ Risk Assessment and Control
- ◆ Emergency Evacuation Plan

For further detail please see the Principal for the school's policy and procedures.

7.4. Supervision

In order to maintain a proper duty of care to each student, our school staff must agree to the following:

- ♦ Maintain an acceptable standard of supervision and discipline both inside and outside the classroom at all times.
- ♦ Know how to keep children safe in both the classroom and playground in a time of emergency.
- ♦ Provide an environment both inside and outside the classroom, which is safe and free from harm.
- ♦ Deal with students who are upset or require medical attention in an acceptable fashion according to school protocols.
- ♦ Complete risk assessments for major changes to school routines and be especially vigilant when conducting excursions and school camps.

For further detail please see the Principal for the school's policy and procedures.

7.5. Codes of Conduct for Staff and Students

7.5.1. Staff Conduct

The staff code of conduct has its foundations based on God's Word. God's Word gives Christians clear instructions and specific commands concerning how to conduct ourselves around children (Matthew 18:1-6), the command to respect, love and honour one another (John 15:12) and to obey those in authority over us (1 Peter 2:13-15).

Therefore, this code of conduct is developed to assist all staff to understand their rights, responsibilities and obligations before God and the governing authorities of the school, and to provide guidance if they are faced with an ethical dilemma at school.

It applies to all employees of the school including:

- The principal
- Head teachers
- Teaching staff
- Non-teaching staff including administration staff
- Cleaning, grounds and maintenance staff

The code of conduct consists of the following component areas:

- Christian Lifestyle
- Dress Standards
- Work Health and Safety
- Privacy Matters

- Dispute Resolution

Please see the Code of Conduct Policy on the school's website: www.chbcs.nsw.edu.au

7.5.2. Bullying Policy

The Coffs Harbour Bible Church School is committed to providing a learning environment for students that is supportive, caring and free from bullying and harassment.

Children are reminded continually that they are to show respect to each other. Older children are reminded of their responsibility to protect those younger than themselves.

The school has implemented an anti-bullying plan that is available on the school's website: www.chbcs.nsw.edu.au.

7.5.3. Pastoral Care

7.5.3.1. Spiritual

The school being a ministry of the Church is well placed to offer the children a caring and nurturing environment. e.g. The Church's Pastor is available on a weekly basis for spiritual and emotional help at any time in and out of school hours.

7.5.3.2. Health Care

In the event of children having special health care needs the principal will arrange with parents to oversee the application of that care in the school setting.

Children who become sick at school are allowed time out from the classroom. If there is deterioration in their condition the student's parent are notified.

7.5.3.3. Homework Policy

Homework is an important part of the learning process. The following are guidelines for both parents and school staff:

- ♦ Students are aware that if their daily goals are not achieved in the time permitted at school, these goals must be completed as homework. Any scoring for this work has to be done before the start of school the next morning.

- ♦ Students are expected to read literature set at the appropriate level of ability. This is checked on each day. Other homework or projects are set by the teachers according to need.

7.5.3.4. Critical Incident and Trauma Counselling

The school is committed to assisting students who are traumatized through death or serious injury of someone close, through injury, or emotional and physical stress and trauma.

The school:

- ♦ seeks to guarantee a student's safety during a traumatic situation.
- ♦ encourages students to work through the incident in a way, which will help them to grow emotionally and spiritually.
- ♦ maintains close contact with parents or caregivers during crisis.
- ♦ is committed to ongoing support after the crisis.

8. Discipline Policy

This year the school sought to further update its Discipline Policy. Please note the following points about our policy:

- ♦ The School provides discipline which encourages student's individual growth to Christian maturity. The policy is based on the principles of procedural fairness.
- ♦ In all matters of discipline students are invited to state their version of events leading up to the need for discipline. Discipline is administered fairly and according to the seriousness of the misdemeanour.
- ♦ A system of 'merits' to reinforce appropriate attitudes and behaviours, and 'demerits' to discourage the opposite is employed. All teachers and monitors have the right to give either merits or demerits within stated limits. Three demerits or more earn a student a 'detention'. A 'detention slip' is sent home for a parent to sign making the parent aware of the discipline with the student and stating the reasons.
- ♦ Matters that are of a serious nature are referred to the Head Teacher who may refer the incident to the Principal.
- ♦ Suspension and Expulsion procedures are handled with procedural fairness and consultation with parents/guardians.
- ♦ To satisfy Government legislation the school does not employ the use of corporal punishment.

For further information the discipline policy is available on the school's website:

www.chbcs.nsw.edu.au.

9. Complaints and Grievance Policies

There are occasions when parents have concerns about aspects of their child's schooling. Since the school values the maintenance of 'Christian harmony' the following procedures are followed as soon as possible after the problem arises:

- ♦ Issues are to be dealt with according to Biblical principles.
- ♦ Student matters of relatively minor concern should, in the first instance, be directed to the School's Head Teacher.
- ♦ Matters, which parents consider as more serious, should be referred directly to the Principal. Parent's concerns are treated sensitively and fairly.
- ♦ Where there are perceived issues arising between one parent and another resulting from an issue between students, parents should leave the matter for the school to deal with. Phone calls between parents often only exacerbate the issue.
- ♦ Issues of concern relating to parents and the school should not be discussed publicly until the appropriate school personnel are aware of the matter and have had time to deal with the issues.
- ♦ Any complaints and grievance matters in relation to child protection or reportable conduct are to be reported directly to the Principal or another Board Member. Please see Child Protection Complaints Policy on the Church's website:
www.coffsbiblechurch.com

Further details about complaints and grievances, please see the policy on the school's website:
www.chbcs.nsw.edu.au.

10. School-Determined Improvement Targets

Area	Improvement	Achievement
<u>Capital Investment</u>	New White Board Projectors to Learning Centre 2 and 3.	New foyer completed in 2018. - This improves school security and access to the school.
<u>School Board</u>	Undertake governance training to satisfy NESA's requirements.	Governance training was completed by Christian School's Australia (CSA).
<u>Principal</u>	Review of - Policies and Procedures - Curriculum	Started the review process late 2018

<u>Staff</u>	Teacher Staff Training – beginning of term 1 and 3.	Continual development and improvement of staff.
<u>Curriculum</u>	NAPLAN - Professional Development of new Scout NAPLAN Analysis Platform. - Extensive review of NAPLAN Scout data	Teachers spent more time assessing and correlating data from Scout data to understand student growth and improvements. - This impacted curriculum development with the KLA English.
	Review of Curriculum requirements for PDHPE and TAS. - extra PD for staff.	Teachers undertook a complete review of Scopes and Sequences and purchasing of new curricula resources.

11. Initiatives Promoting Respect & Responsibility

Being a Bible-based school curriculum, the PACES the children use for four Key Learning Areas each contain situational examples usually in pictorial form which promote healthy attitudes at school and at home. The students are confronted with themes that help them understand and identify what respect and responsibility means in everyday life.

- ♦ Posters are also placed in the school to promote Respect and Responsibility.
- ♦ PDH&PE curricula also include these themes from the earliest years.
- ♦ Our Annual School Camp was an opportunity for cooperation and responsibility. On our various outings we had a ‘buddy system’ where older students looked out for younger students.
- ♦ Daily assembly focuses on having right relationships with God and others.
- ♦ Respectful words and practices are presented. Living for others is promoted on a daily basis as part of the ethos of our school.
- ♦ Support, interest in and communication with overseas missionaries promotes a global concern for others.

12. Satisfaction Report

The parents, staff, and students of our school fellowship together on a regular basis through the various ministries of our church. There is also a very high level of parent involvement in the school including board members, teachers, and ancillary staff. Because of these factors, there is a regular communication between staff and parents at all levels. Teachers work very closely

with parents especially if students have extra need requirements regarding disabilities or educational needs. Feedback is regularly given and received over every aspect of school life.

This year we undertook an online parental survey allowing parents to give direct feedback to the school concerning various curricula activities and opportunities to comment on school practices and culture. Results from this survey were positive and some recommendations from parents will be considered for coming years. We thank the Lord for the good relationships overall.

13. Financial Summary

The School operated at profit of \$ 2,924 for 2018. These details are verified by our independent auditors - Clayton & Foster Accountants.

See below for our income verses expenses:

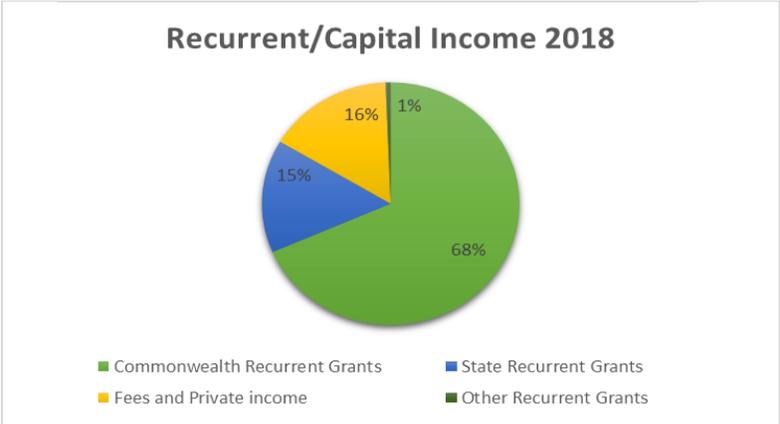
Income

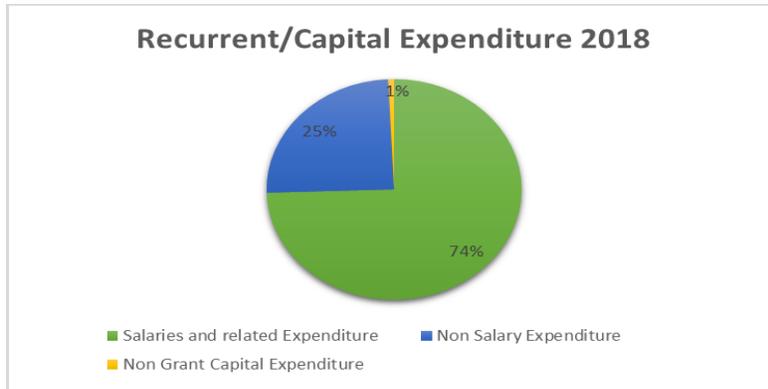
Commonwealth Recurrent Grants	68.5%	287248
State Recurrent Grants	15.1%	63231
Fees and Private income	15.8%	66419
Other Recurrent Grants	0.6%	2600
	100.0%	419498

Expenditure

Salaries and related Expenditure	<u>74.5%</u>	312771
Non Salary Expenditure	<u>24.7%</u>	103803
Non Grant Capital Expenditure	<u>0.7%</u>	3125
Investing in Our School Grant		
	<u>100.0%</u>	419699

The graphs listed below shows a graphic summary of the distribution of income and expenditure for the 2018 period.





14. Conclusion

We praise the Lord for another successful year in 2018. It is truly a privilege to serve our local families and school community.

The end of 2018 sees the school preparing for an inspection next year with NESAs. The school will undertake an extensive review of policies and procedures and school curriculum.

Many thanks again to the dedicated staff, who toil and labour in the School. We all understand that our service is for the Lord.

It is the policy of The Coffs Harbour Bible Church School to fulfil all requirements for Public Disclosure of our educational and financial reports.

This document is posted on the following website: www.chbcs.nsw.edu.au.