



RED CLIFFS PRIMARY SCHOOL SCHOOL BASED CONSULTATION

As per the VGSA 2016 Clause 12 (5), please find the following information regarding the 2016 long term planning and workforce plan for Red Cliffs Primary School attached.

DEFINITIONS

Long-term planning means:

- Development of workforce plans
- The planning and organisation of the program of instruction in the school
- Organisation of teacher work including the face to face teaching requirements
- Organisation of education support class work, including time in lieu
- Organisation of work of teachers in their first 12 months of teaching
- Organisation of classes including class sizes. In determining class sizes, staff of the union at the school may provide the principal as the Employer's representative, with alternatives and following consultation, staff of the union at the school may request that the principal provide reasons in circumstances where the principal, as the Employer's representative determines class size in excess of the planning guidance set out in Clause 25 (3)
- The structure of selection and other panels for the purpose of making recommendations to the principal

Workforce plan means a document setting out the projected staffing needs of a school having regard to factors such as:

- the education program of the school,
- predicted enrolment increase or decrease,
- the mix of ongoing and fixed term teaching and non-teaching staff,
- predicted staff absences due to leave or other reasons and
- any predicted departures of existing staff.

2016 WORKFORCE PLAN

2016 Enrolment	194 (as of 02/08/2016)
2017 Projected enrolment (as of 02/08/2016)	190

NAME	CLASSIFICATION		STATUS
Rod Beer	Principal	PR4	Ongoing
John Warbuton	Leading Teacher	CT3	Ongoing
Brooke Allen	Classroom Teacher	CT2	Ongoing
Jeanette Doering	Classroom Teacher	CT2	Ongoing
Stephanie Knyvett	Classroom Teacher	CT2	Ongoing
Tracy Craig	Classroom Teacher	CT2	Ongoing
Steven Laird	Classroom Teacher	CT1	Ongoing
Vicki Vale	Classroom Teacher	CT2	Ongoing
Tess Thompson	Classroom Teacher	CT1	Ongoing
Hannah Matthews	Classroom Teacher	CT1	Fixed Term 2 yrs
Elissa Johnson	Classroom Teacher/support	CT1	Fixed Term 2 yrs
Amalia Warbuton	Classroom Teacher - 0.6	CT2	Ongoing
Alice Vallender	Classroom Teacher - 0.4	CT2	Ongoing
Jenny Green	Classroom Teacher/Infant support	CT2	Ongoing
Yunbao Yang	Classroom Teacher - 0.2	CT1	Ongoing
Kevin Laity	ES (Welfare)	ES3	Ongoing
Phillipa Whitelegg	ES (Admin) - 0.5	ES2	Ongoing
Catherine Lanigan	ES (Admin) - 0.5	ES2	Ongoing
Shiralee McCarthy	ES (Integration/Library) - 0.82	ES1	Ongoing
Carolyn Nulty	ES (Integration) - 0.79	ES1	Ongoing
DeArne McCarthy	ES (Integration) - 0.86	ES1	Ongoing
Maree Oates	ES (Integration) - 0.86	ES1	Ongoing
Wendy Allford	ES (Integration/Lang) - 0.79	ES1	Ongoing
Janette Mason	ES (Support) - 0.79	ES1	Fixed Term
Tahlia Giles	ES (Support) - 0.79	ES1	Fixed Term
Caitlyn Jones	ES (Support) - 0.79	ES1	Fixed Term
Brad Lever	ES (Maintenance) - 0.25	ES1	Ongoing
Liz Marsh	ES (After School Care) - 0.53	ES1	Fixed Term

Long-term planning means:

- Development of workforce plans
- The planning and organisation of the program of instruction in the school

2017	Predicted enrolments	Class structure	Class Sizes
Prep	25	P and P1	18
Grade 1	25	P1 and 1/2	20
Grade 2	28	1/2 and 2	20
Grade 3	38	3/4	24
Grade 4	22	3/4 and 4/5	24
Grade 5	35	5/6	24
Grade 6	25	5/6	24
	198		

2016 RED CLIFFS PRIMARY SCHOOL LEARNING TEAMS = 9 CLASSROOMS

INFANT LEARNING TEAM				
Class	Room	Numbers	Teacher	Extra Staff
Prep T		18	<u>Tess Thompson</u>	<u>Caitlyn Jones, Maree Oats</u>
Grade P/1 V		22	<u>Vicki Vale</u>	<u>Tahlia Giles</u>
Grade 1/2 M		24	<u>Hannah Matthews</u>	
Grade 2K		25	<u>Steph Knyvett</u>	
GRADE 3 TO 6 LEARNING TEAM				
Class	Room	Numbers	Teacher	Extra Staff
Grade 3/4 C		21	Tracy Craig	Janette Mason, DeArne McCarthy
Grade 3/4 L		21	Steven Laird	Carolyn Nulty
Grade 4/5 D		20	Jeanette Doering	
Grade 5/6 A		21	Brooke Allen	Wendy Allford, Shiralee McCarthy
Grade 5/6W		22	John Warburton	

SPECIALIST & SUPPORT LEARNING TEAM			
Teacher	Program	Level	Time Fraction
Amalia Warburton	Art/Koorie	P-6	0.6
Alice Vallender	Science	P-6	0.4
Yunbao Yang	Chinese	3-6	0.2
Jenny Green	Reading Recovery	P-2	1.0
Elissa Johnson	Support	P-6	1.0
Kevin Laity	Welfare	P-6	1.0

Administration Teams

2016 Leadership Team

Rod Beer - Principal

John Warburton - Leading Teacher

1 x Senior Unit Rep

1 x Infant Unit Rep

2016 Consultative Committee

Rod Beer (Principal), John Warburton (Leading Teacher) and all staff who wish to be involved.

- The Consultative Committee shall be chaired by the principal
- The Consultative Committee shall meet as required or at the request of the union delegate or any staff member
- The Consultative Committee shall meet at the conclusion of any staff meeting
- The outcomes, recommendations and minutes of meetings shall be recorded and distributed to all staff

Organisation of Teacher Work including the face to face teaching requirements

Face-face teaching time at Red Cliffs Primary School is 22 hours per week. The specialist program (Art, Science and Chinese) generates 3 hours non teaching time for classroom teachers in the senior unit. The specialist program (science, art and technology) generates 3hours non-teaching time in the infant unit. Specialist teachers and part time teachers receive time release on a pro-rata basis.

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Organisation of Education Support Class Work, including time in lieu

A full time Education Support employee will be in attendance for a minimum of 7.6 hours daily between 8am - 4.00pm from Monday to Friday to a maximum of 38 hours.

In line with the VGSA 2013:

- An Education Support employee who is required to attend outside of normal hours will receive time in lieu.
- Education Support employees who attend outside of normal hours by agreement will only receive time in lieu by prior arrangement.

Organisation of Work of Teachers in their first 12 months of teaching

At Red Cliffs Primary School, teachers in their first 12 months of teaching will teach a maximum of 21.5 hours face to face. They will receive 4 hours of non-face to face time a week.

Organisation of scheduled Meeting times to attend meetings after school in 2016

Attendance – Unless otherwise agreed between the Principal, as the Employer’s representative, and a teacher, a teacher will be in attendance for a minimum of seven hours daily commencing no less than ten minutes before the morning instructional session.

Teachers are required to attend meetings of up to two hours per week in addition to the attendance requirements.

After School Meeting Schedule:

In 2016 two meetings will be held on:

Monday 3:30 - Admin meeting

Tuesday 3:30 - Staff meeting

Tuesday 3.30 - Professional learning Meetings (alternate weeks)

One meeting will be held each Wednesday - Unit meetings from 3.30

Apart from sickness and approved PD, all teachers are required to attend the Tuesday and Wednesday meetings as part of the planning of instruction at Red Cliffs Primary School. al.

Organisation of classes including class sizes.

Maximum class sizes in 2016 at Red Cliffs Primary School will be*

Prep – Grade 2 - 21*

Grade 3 – 6 - 25

- Subject to date of student enrolment

The Day Structure for 2016

8:55 am	Music
9:00 am	Session 1
11:00 am	Lunch
11:45 am	Session 2
1:45 pm	Recess
2:15 pm	Session 3
3:15 pm	Dismissal