ANNUAL REPORT

2015

Preparing the individual to make a world of difference
ANNUAL REPORT INFORMATION

To comply with Australian Government Regulations under the School’s Assistance Act 2008, all schools publish an annual report on the Internet.

This report is for the 2015 academic year and has been compiled by the school’s Director of Communications and Admissions with assistance and content provided by the School Board, Interim Principal and Administration staff.

Included in this report is:

- Contextual information about Treetops
- Teacher standards and qualifications
- The composition of our workforce
- Student attendance including how non-attendance is managed by our school
- Reporting of national standardized testing
- Information regarding association satisfaction with the school
- School income broken down by funding source
Information About Treetops

Treetops’ nurturing environment provides children with a broad, harmonious and thorough education from Playgroup to High School.

Treetops is independent, non-denominational and co-educational. We are a Montessori school in Children’s House and Primary, continuing the Montessori philosophy in High School alongside Western Australian Curriculum in Years 7 – 10 and International Baccalaureate Diploma studies in Year 11 and 12. The school operates under the Beenong Association and is governed by a School Board. Treetops offers education from Playgroup to Year 12 and is a day school. We are members of the Association of Independent Schools Of Western Australia (AISWA) and registered by the Department of Education Services (DES). This registration as a school has a number of requirements including following a number of policies as well as particular requirements in staffing, governance and curriculum.

The Montessori Australia Foundation developed a curriculum which has been approved by both the Australian and Western Australian education authorities. Treetops has approval from the School Curriculum and Standards Authority to use this Montessori curriculum.

VISION AND MISSION

Treetops provides a dynamic inquiry based education that empowers the individual to reach their unique potential within a natural and respectful setting.

WE BELIEVE

students should be presented with a challenging and broad academic environment that encourages intellectual inquiry and critical thinking.

education is the shared responsibility of students, family and school.

nurturing curiosity and creativity is the key to stimulating exploration and discovery throughout life.

students learn best when they are actively engaged in authentic learning experiences.
TREETOPS MONTESSORI AND INTERNATIONAL BACCALAUREATE SCHOOL

Contextual Information

Treetops runs multi age classrooms – Children’s House (Early Childhood), Wattle (Lower Primary), Karri (Upper Primary), Jarrah (Middle School) and Tuart (High School). Our current enrolment in June 2016 is around 115 students from Children’s House to our Tuart class.

We are a multicultural community with many Treetops families and staff first or second generation immigrants from Europe, Asia and the Middle East. Many students come from the surrounding community, but others travel from as far as Northam, Armadale and Ellenbrook to attend Treetops. Our families are mainly employed in various professional areas.

From Children’s House onward, we provide for individualized learning, including catering for students who are gifted and talented, students diagnosed specific learning difficulties. Our fees are relatively comparable in comparison to other non-denominational, independent schools in the area, and to help maintain our economic diversity we continued with sibling discounts, concession rates and did not have a fee increase for the 2015 school year.

Treetops prides itself on its links with the wider community. We always particulate in the Darlington Arts Festival both as stallholders and in performances. We regularly take part in voluntary local groups and run in school events such as National Tree Day, National Sorry Day, and Harmony Day. We maintain links with former students and members of our community and regularly invite them into the school to give talks and share in community occasions.
Teacher Standards, Qualifications and Workforce Composition

All our teachers are registered with the TRBWA (Teachers Registration Board of Western Australia) and our Children’s House teacher, 3-Year-Old Programme teacher and Lower Primary teachers also have Montessori training and experience.

Our staff is comprised of people from around the globe including New Zealand, Ireland, South Africa, Malaysia, Saudi Arabia and the UK. Our specialist teacher subjects are Japanese, Spanish, Music, Library, Art, Science and Physical Education. We also offer Private Music Tuition through the Music Department and welcoming external specialist teachers.

<table>
<thead>
<tr>
<th>Workforce Composition</th>
<th>Teaching Staff</th>
<th>Non-Teaching Staff</th>
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</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>Part Time</td>
<td>10</td>
<td>8</td>
</tr>
<tr>
<td>TOTAL</td>
<td>16</td>
<td>10</td>
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# Treetops Montessori and International Baccalaureate School

## Teaching Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peter MacLean</td>
<td>Principal</td>
<td></td>
</tr>
<tr>
<td>Geraldine Woodley</td>
<td>Directress (Scarlet Gums)</td>
<td>Dip Montessori</td>
</tr>
<tr>
<td>Anene Lamb</td>
<td>Directress (Library, Term 1&amp;2, 3 Year Old Programme, Term 3&amp;4)</td>
<td>Dip Montessori, Dip EY Practice</td>
</tr>
<tr>
<td>Sandra Hendy</td>
<td>Teacher Wattle</td>
<td>BEd (Primary) Dip Montessori</td>
</tr>
<tr>
<td>Liz Marcus</td>
<td>Teacher Wattle</td>
<td>BEd, Dip Montessori</td>
</tr>
<tr>
<td>Sandy Eaton</td>
<td>Teacher Assistant</td>
<td>Cert IV Ed Ass</td>
</tr>
<tr>
<td>Liz Wilson</td>
<td>Teacher Assistant</td>
<td>Cert III Ed Ass</td>
</tr>
<tr>
<td>Kaylene Warlow</td>
<td>Teacher Assistant</td>
<td>Dip Childcare</td>
</tr>
<tr>
<td>Amanda Ostenton</td>
<td>Teacher (Karri)</td>
<td>BEd (Primary)</td>
</tr>
<tr>
<td>Fiona Cole</td>
<td>Teacher (Karri)</td>
<td>BEd (Primary)</td>
</tr>
<tr>
<td>Sue Flewellen</td>
<td>Teacher (Jarrah), High School Coordinator</td>
<td>BA, Dip Secondary, LTCL</td>
</tr>
<tr>
<td>Jodi Kerslake</td>
<td>Teacher (Tuart), IBDP Coordinator</td>
<td>BEd (Secondary), BA Eng (Hons), MA Eng</td>
</tr>
<tr>
<td>Jayne Simpson</td>
<td>Teacher (Learning Support Coordinator), Deputy Principal</td>
<td>BEd (Hons), RSA Dip SLD Distinction</td>
</tr>
<tr>
<td>Zoe Neil</td>
<td>Teacher (Art Specialist)</td>
<td>BA (Hons Ceramics), Dip Vis Arts, Dip Design, Grad Dip Secondary Ed</td>
</tr>
<tr>
<td>Mary Pollard</td>
<td>Teacher (Music Specialist)</td>
<td>BEd Music (Secondary)</td>
</tr>
<tr>
<td>Sharon Crossman</td>
<td>Teacher (Languages Specialist – Japanese)</td>
<td>BA Asian Studies, Grad Dip Ed</td>
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<tr>
<td>Brad Favas</td>
<td>Teacher (Physical Education Specialist)</td>
<td>BEd, BSc Education &amp; Health</td>
</tr>
<tr>
<td>Macarena Rubio-Pastor</td>
<td>Teacher (IB Spanish)</td>
<td>BEd</td>
</tr>
<tr>
<td>Rebecca Canon</td>
<td>Teacher (Science Specialist)</td>
<td>BEd</td>
</tr>
<tr>
<td>Giselle Thornton</td>
<td>Playgroup Leader</td>
<td>Cert III Ed Ass</td>
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## Administration Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Peter MacLean</td>
<td>Principal</td>
</tr>
<tr>
<td>Kerry Raak</td>
<td>Business Manager</td>
</tr>
<tr>
<td>Helen Underwood</td>
<td>Bursar</td>
</tr>
<tr>
<td>Jay-Lee Crisp Crow</td>
<td>Administrator/Director Communications and Admissions</td>
</tr>
<tr>
<td>Liz Marjot</td>
<td>IT Specialist</td>
</tr>
<tr>
<td>Kate Myburgh</td>
<td>Receptionist</td>
</tr>
<tr>
<td>Tim Clegg</td>
<td>Grounds and Maintenance</td>
</tr>
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Montessori and the International Baccalaureate – A Perfect Partnership

Treetops Montessori School has been offering a co-educational Montessori education for over 25 years and have continued to celebrate successful graduations of students of the International Baccalaureate Diploma Programme in Year 12.

Treetops has always had an excellent reputation for an outstanding Early Years program. In recent years the school has also received increasing enrolment inquiries from families who are looking to the school to provide the level of care we invest in our students to extend through to High School. Treetops offers smaller than average class sizes, multi-trained, experienced teaching staff, a wonderful community and a multi-faceted individualised approach to education from Playgroup through to Year 12.
The School Board is made up of parents who are elected at the Annual General Meeting (AGM), co-opted members from the community, the Principal and a staff representative. It is responsible for planning and overseeing the administration of the school and setting policy pertaining to governance. The School Board has four office bearers; Chair, Vice Chair, Treasurer and Secretary, who are chosen at the first meeting of the new Board following the AGM. The Principal is a standing member of the Board. The staff representative is elected by staff members each year. Parents are welcome to attend Board meetings but may not participate in discussion and may be asked to leave during discussion of issues of a private nature. All members of The Beenong School Association Inc. have voting rights for Board elections and parents are strongly encouraged to attend the AGM, usually held in March/April. Ample notice is given of the date of the AGM and nomination forms for candidates are available in advance from the office. It is a requirement of anyone seeking election to be prepared to remain on the Board for a minimum of two years to ensure continuity and a certain level of experience among Board members.

The Board was comprised of the following members as elected at the 2015 AGM in April.

Chair: Jo Axford
Vice Chair: Megan Griffiths
Treasurer: Debra Parkin
Secretary: Kerry Raak
Members: Jayne Simpson (Staff Representative), Suzanne Bicker, Deanne Francis, Peter MacLean (Principal).
Chair’s Report

I am very pleased to say that the school and the Board have had another very successful year and it is so pleasing to see the school go from strength to strength.

Our enrolments numbers remain strong and our finances are well managed with our financial position improving. The school has received re-registration and we continue to explore ways in which we can achieve our mission and our Four Strategic Pillars of: Governance and Leadership, Teaching and Learning, Engagement and Promotion, and Finance and Resourcing.

Board Activities

The Board appointed Peter MacLean as Principal for the school from 8 June 2015. Peter has an extensive skills and experience in educational leadership both across Australia and internationally, including roles as a school Education Director and as a Principal in a variety of schools. Peter has strong financial and HR management skills, is a strategic thinker and his child-centred focus and engagement approach, coupled with his strategic planning, is helping to guide the school to a more sustainable future whilst remaining true to our vision and mission.

Peter has made many improvements to the way the school conducts its business including the development of a five-year business plan, implementation of a range of quality improvements raised as part of the re-registration process, review of staffing levels across teaching and administration, enhanced marketing and promotion of the school and enhanced opportunities for community engagement.

I would also like to acknowledge the terrific work of Jayne Simpson who took on the role of Acting Principal for several months prior to Peter’s appointment with passion, diligence and professionalism. Jayne also guided the school through the rigorous re-registration process and ensured a smooth transition occurred when Peter took over the reins.

Following on from the last AGM, the Board undertook a further review of the Constitution to ensure it met all the requirements for continued Department of Education Services (DES) re-registration and was in line with the Constitution Checklist and Model rules for constitutions for Independent schools. Whilst the Constitution was subsequently passed at an Extra Ordinary meeting on 4 November 2015, however, DES subsequently advised that two more minor changes were required to make it compliant. The changes to the Constitution were ratified on 30th March 2016.
The Board has also reviewed and updated its Board Policy Manual and has reviewed and endorsed numerous policies. The Board has also developed a process for the Principal’s Performance and Development Review and is ensuring that this is an ongoing process.

**School Key Achievements**

The school achieved re-registration from the Minister of Education for a period of 2 years from 1 January 2016 to 31 December 2017. The process for re-registration is quite rigorous and I would like to acknowledge the staff and board members who assisted in this process. I note that the 2 years is a great outcome as we are aware of several other schools who have only received 1 year registration. We have 2 conditions we had to demonstrate in relation to financial management, which have now been met. Several areas of Quality Improvements were also identified - noting that these are far less than were identified in the previous registration process and actions to address these areas have been put in place and all have now been achieved.

It is worth noting some of the comments from the DES review team as part of the review process

- “Treetops Montessori School provides an environment in which students and staff feel secure and trusted. Reviewers experienced a sense of calmness and positivity during the day of the review.

- The Treetops Montessori School provides a physical environment that is pleasant and safe and affords many opportunities beyond classroom experiences to promote student learning and development. Classrooms are attractive and airy and all furnishings are appropriate for the educational needs of the students.

- Within a framework of order, the children progress at their own pace and rhythm, according to their individual capabilities.

- The school meets the registration requirements and demonstrates satisfactory strengths in the areas of providing quality programs, facilities and learning”.

Other key achievements of the school include:

- Enrolments have steadily increased from 99 in April 2015 to 108 (as at March 2016)

- Introduction of a successful 3-year-old program.

- Introduction of IB course as well as the IB Diploma to provide options for students in Years 11 and 12.
Expansion of enrichment programs including 3 teams participating in the Tournament of the Minds

Introduction of a comprehensive Private Instrumental Music program

Relocation of Karri back to Primary area

Increased Arts space in the High School

A range of engagement activities such as the Shuukai,( a Japanese term for gathering), engagement week, parent liaison meetings, P&F barbecue and participation in Darlington Arts Festival

Development of comprehensive Curriculum plans

Enhanced bushfire preparedness processes in place

New school reporting system

Parent information evenings

Various camps, excursions and incursions

Updated website

Future Activities

The Board is proposing to conduct a school community survey in Term 2; the purpose is to track satisfaction of parents and staff and to identify areas for improvement and to inform the Strategic Development Plan.

We will be reviewing our Strategic Development Plan in late 2016 and aim to do this now on an annual basis, rather than every 3 years.

Other future activities include

Development of Risk Management framework and policy

Preparation for re-registration in 2017

Development of a school engagement plan

I would like to thank our Principal, Peter Maclean, who is providing excellent strategic leadership of the school and is working hard with his staff to ensure the school can grow from strength to strength. I would also like to pay tribute to the dedicated and professional staff of this school, both the teachers and the
administration staff; who all provide such an outstanding contribution to this school and make it such a wonderful school for the students and their families. I would also like to acknowledge the tremendous volunteer work done by the Parents and Friends Committee and the Parent Liaisons and all the volunteers who assist with the school activities.

Finally, I would like to acknowledge the volunteer contribution of my fellow Board members, who are ensuring the school, is sustainable and has effective governance practices in place.

Megan Griffiths
Chairperson
Welcome to Treetops Montessori and International Baccalaureate School Annual Report for 2015.

Our uniqueness as a school derives from our strong values based education. Based on the Montessori approach in Primary and transitioning to the International Baccalaureate Diploma in High School, Treetops values working in partnership with our community, encourages intellectual enquiry, nurtures creativity and exploration, and engages students in authentic learning experiences. We have a clear purpose to empower each individual to reach their unique potential within a natural and respectful setting.

Our school’s caring approach enables our children to flourish and with guidance from teachers and support of parents we have a truly supportive, enriching and accepting community school environment.

2015 was an important year for the school. It was our year of Re-Registration. With work done by many Board members, teaching staff and parents, the school successfully met all Registration requirements. This was also a process of renewal for the school as it allowed us to reflect on all aspects of the school with a view to identifying what was working well and where we could seek improvement.

Gaining greater staff stability, enhancing our financial controls and improving the enrolments became priorities for the Board and Principal. Positively, by term four enrolments were once again increasing and
community feedback was very positive about the quality of education that was being offered at the school.

Careful planning and management of the school’s financial position has allowed us to meet all budgetary demands and primed Treetops for a number of enhancements in 2016 and beyond. This is a good position for us to be in.

The school is aiming to increase its enrolments in coming years to a range of 120 – 140 students. With capacity in secondary this is an achievable target.

With changes in staff and administration, I wish to extend my thanks to our community who continued to support the school during a period of transition. The collective support and work of the whole school community is what contributes to make the school a great place.

In 2015 all students in Year 12 completed and successfully achieved the International Baccalaureate Diploma Program. This was a great outcome. Graduating students had various study options with the pick of universities. Whilst the IBDP is recognised internationally, the student’s all gained their first preference for entrance to Perth universities. It is of note that one of our graduation students completed all his years of schooling at Treetops.

The Montessori and IB curriculum seek to develop students who understand and contribute to making their world a better place. It was a delight to be involved with students in whole school celebrations such as world peace day and to be involved in class celebrations of learning such as the Children’s House Duwali where students from Pre-Kindergarten upwards are gaining an understanding and appreciation of different cultures.

As a small school with small cohort sizes, we do not gain NAPLAN data that can be used for school analyses purposes. However, with regular monitoring of student work, ‘screening’ of students’ abilities in areas such as literacy, spelling and numeracy, our internal data shows that students cohorts achieve in line or above predicted expectation across year levels. The work of the Learning Support team and teaching assistants ensures that we support students who may need extra assistance or enrichment beyond the normal program. Students have had a range of opportunity within Science, Maths, Music and the Arts for extension. Our High School Art Micro Business displayed a range of wares at the Darlington Arts Festival where a number of our students were also category winners for their individual art entries. It is also of note that in 2015 we had three student ‘teams’ who competed in the ‘Tournament of the Minds’. This extension program was a learning opportunity for a range of students who formed cross age teams (High School and Primary). With some of the youngest students in the program, our students acquitted themselves very well.
We have many supporters and helpers within the school. I extend my thanks to the members of the Board, who all volunteer their time. Our appreciation also goes to Parents and Friends Committee (P&F) who support the operation of the school, whether it be through assisting in Busy Bees, running ‘Fruity Friday’, catering at a Music Night, or providing valuable support and feedback to the general operation of the school.

Thank you also to the work of our Parent Liaisons, whose efforts with other parents; welcoming new families to our community and coordinating activities to support the classrooms, is invaluable. We, of course, have so many of our parents who assist quietly in the background every week: in arts and crafts, help with costumes, providing morning teas and special lunches and the basic but necessary tasks such as the washing roster.

All these efforts create the wonderful school community of Treetops and with your continued support we look forward to an exciting 2016 and a bright future.

_Peter MacLean_

Principal
Professional Development

Professional learning opportunities were again increased in 2015 and became an ongoing focus of the management of the school. The highlights for 2015 were Mandatory Reporting Workshops and a school wide Protective Behaviours Course.

The majority of the teaching and non-teaching staff took the opportunity to update their First Aid qualifications, along with completing PD for Anaphylaxis emergency response training and Asthma certificate updates. All staff also completed SEQTA training for implementation in 2016.

Our High School Maths specialist and Upper Primary staff completed specific training on Fractions, our High School Coordinator attended a Planning for Science workshop for Year 7’s and Exploring STEM Possibilities.

Our Learning Coordinator and Deputy attended the National Quality Standards PD on behalf of the school, along with a PD for On Entry Assessment Information. She also completed a day seminar for new Principals at the beginning of the year.

In Languages, our Japanese specialist completed CLIL (Content Language Integrated Learning), as well as a PD on Japanese and a workshop on Creating and Communicating in the Target Language.

Our Children’s House Directress attended professional development for Possibilities of Projects, and represented the school at Early Childhood Networking functions.

With increased importance places on promotions in 2015, our Communications officer attended PD on Digital Marketing, Public Speaking Sales to Small Groups, completed an online marketing course for eNewsletters and invested in a 3 day marketing course.
Student Attendance

Attendance is recorded twice daily by the teachers and entered into the Maze student database. The front office then contacts any families who are not in attendance by 9.45am via email. If a student is absent on a third day, the front office will call the parents directly.

Students who are late are sent to the office before coming into class. The receptionist completes a late note including the student’s reason for late attendance. These are sent back with the student to the class teacher for their records.

Treetops is in full agreement with the evidence that suggests that any days absent or consistent late arrivals has a negative impact on student learning. Our upgrading of our student database systems and processes around attendance have been updated and improved this year.

Our Attendance policy can be found on our website here: http://www.treetops.wa.edu.au/procedure-and-policies/

<table>
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<tr>
<th>CLASSROOM</th>
<th>Year Levels</th>
<th>% Attendance Rate 2015</th>
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</thead>
<tbody>
<tr>
<td>Coral Pea</td>
<td>Pre Kindergarten</td>
<td>99.21</td>
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<tr>
<td>Children’s House</td>
<td>Pre Kindergarten – Pre Primary</td>
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<tr>
<td>Wattle</td>
<td>Year 1 – 3</td>
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<tr>
<td>Karri</td>
<td>Year 4 – 6</td>
<td>94.35</td>
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<tr>
<td>Jarrah</td>
<td>Year 7 – 9</td>
<td>89.85</td>
</tr>
<tr>
<td>Tuart</td>
<td>Year 10 – 12</td>
<td>95.31</td>
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</table>
NAPLAN Results

At Treetops we believe that the focus of learning should be based on the individual needs of each student. We deliver an interesting and broad curriculum and complementary activities which supports the student’s natural love of learning. Montessori education in the Primary especially involves the use of concrete materials before introducing more abstract learning.

All Treetops students, other than those withdrawn by their parents, sit NAPLAN testing. The subjects covered in NAPLAN are already part of our curriculum and no special classes or lessons are dedicated to the test’s outcomes. Our teachers use the results to assist in identifying strengths and weaknesses of our numeracy and literacy programs but we do not consider them as reliable as the ongoing assessments conducted by class teachers throughout the year. Our 2015 participation rate was 95% of students eligible to be assessed.

We believe that NAPLAN is a snapshot of what a student can do on that time on that day. We can look at the progress a student makes in three NAPLAN test phases over seven years and it helps us to gain some information about their achievement, but it does not tell us as much as our continuous and careful teacher observations, our assessments based on whether they have understood the material they have just been taught or our standardized tests, giving us a sense of how they are going compared to their same aged peers, given by their class teacher in familiar circumstances. So we happily comply with NAPLAN as part of the government assessment of the system that helps to fund us, but we do not put pressure on our children to perform and we conduct it in as relaxed an atmosphere as possible.

<table>
<thead>
<tr>
<th></th>
<th>Reading</th>
<th>Persuasive Writing</th>
<th>Spelling</th>
<th>Grammar and Punctuation</th>
<th>Numeracy</th>
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<tbody>
<tr>
<td>Year 3 Treetops</td>
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<td>Year 5 Treetops</td>
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<td>Year 7 Treetops</td>
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<tr>
<td>Year 9 Treetops</td>
<td>582</td>
<td>517</td>
<td>512</td>
<td>546</td>
<td>579</td>
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<td>Australian Average</td>
<td>580</td>
<td>547</td>
<td>583</td>
<td>568</td>
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</table>

* Results not published as student population below reporting threshold.
Parent, Student and Staff Satisfaction

For Parents:

- Parent and Parents delivered positive feedback from themselves and community members both formally and informally.
- School events where parents are specifically invited have an excellence attendance rate.
- Our parent/teacher/student interviews had virtually 100% attendance.
- School community groups such as the Parents and Friends and Parent Liaison groups had higher engagement than in previous years with increased satisfaction reported, both formally and informally.
- Active engagement in advisory and school engagement from our school Board.
- Increased enrolments and retention in the student body.
- Increased demand for tours indicating the profile of the school in the wider community is improving.

For Students:

- Increased participation in extracurricular activities including netball clubs, lunch time clubs, and events.
- High level of attendance to parent/teacher/student interviews.

For Staff:

- High level of support for extracurricular activities.
- Positive feedback received by Management both formally and informally.
- Appreciation given for a new Open Door policy for staff to be able to speak to the Principal and Deputy Principal.
Community

Our community is a thriving, passionate and vibrant collection of diverse parents, staff and students.

We welcome:

VOLUNTEERS

Treetops is the fortunate recipient of a number of parents, grandparents and friends of the school who volunteer their time to assist in some way at the school. We welcome volunteers to our classrooms, our gardens, our community and school events, inter school carnivals and even working in the school administration to assist coordinating school events. We thank these volunteers who provide an integral support in our school community.

PARENTS AND FRIENDS

The Parents and Friends (P&F) Committee is officially comprised of every enrolled parent, with the committee decisions being made by the parents who attend the committee meetings. All parents of Treetops are encouraged to participate in the activities, events and fundraising and community opportunities that the P&F coordinate throughout any given year.

Fundraising initiatives included: a Community Shindig, a Play & Stay, Coffee Van, Fiori Coffee Drives, School Event Sausage Sizzles, School Banking, Whole of School Lapathon, a Bunnings Sausage Sizzle, and the end of year Family Gathering.
The money raised went towards a matching donation for the purchase of new student chairs in the High School, additional Montessori equipment for Wattle, a range of instruments (including a sousaphone!) for the expansion of the School's music program.

STUDENT COMMUNITY SERVICE

Community service activities from IBDP students as part of CAS in 2015 included:

- catering for high school sleepover
- making a bench for outdoor school furniture
- cleaning (vacuumed) the High School "between" cleaners
- Working with Primary and High School students to create a display of Hands for International Day of Peace
- Running Physical Education lessons

Year 9 and 10 students created their own design company, then sold products at the Darlington Arts Festival. The funds raised bought outdoor furniture for the High School.
Treasurer’s Report

As per the Constitution of the School, the accounts have been independently audited. The Auditor has conducted the audit in line with Australian Auditing Standards and are based on the information as provided by the School.

Recommendations made by the Auditor have been reviewed and taken on board.

The 2015 audited financials have been made available for inspection.

In Summary:

- Income from previous year has decreased by 9.36%
- Reduction of student numbers from 2014 year to 2015 year has affected the level of Government grands and income coming in
- Reduction in expenses overall with merging of classes and staff reductions
- Increase in costs of CBA loan due to reduced offset from cash flow

Overall, whilst there was a reduction in income, this was more than offset by the reduction in expenses.

School numbers have begun to increase which will, it itself, lead to eligibility of higher Government grands being obtained.

Therefore, the financial health of the school is showing signs of improvement. School is currently tracking ahead of forecast in relation to income and expenses.

Debra Parkin

Board Treasurer
School Income

Per Capita Recurrent Grant - State
- 1st Qtr - $61542.00 + GST = $67696.20
- 2nd Qtr - $46698.00 + GST = $51367.80
- 3rd Qtr - $54120.00 + GST = $59532.00
- 4th Qtr - $51218.00 + GST = $56339.80

Total Grant - $213578 + GST = $234935.80

Special Education Grant - State
- Semester 1 - $7943.30 + GST = $8737.63
- Semester 2 - $6879.60 + GST = $7567.56

Total Grant - $14822.90 + GST = $16305.19

Universal Access Grant - Universal Access Supplementary Grant - State
- 2015 = $5220 (no GST)

AEA Recurrent Funding - Federal
- 1st Payment (50%) - $289302.00 + GST = $318232.20
- 2nd Payment (25%) - $144651.00 + GST = $159116.10
- 3rd Payment (25%) - $77185.00 + GST = $84903.50

Total Funding - $511138.00 + $51113.80 GST = $562251.80
Grants

30x30x30

Treetops continues to be reaping the benefits of the 30x30x30 back in 2012. The funds are still being utilised in 2015 – in Term 1 we purchased new resources for our Art Department.

Protractors, rulers and set squares were purchased and the Jarrah and Tuart students got to use them first as they explored the world of Op Art (creating their own optical illusion drawings).

A potter’s wheel was hired and every age, from Wattle through to the staff, explored their messy sides. Wattle created cityscape clay tiles and learned to throw pots. One of our IBDP students took a particular liking to the wheel and threw some amazingly large and beautiful pot pieces.
1.1 OVERVIEW

Treetops is a Montessori and International Baccalaureate (IB) school utilising the Montessori, Australian National and IB Diploma curricula.

Our class groupings are arranged in three year cycles aligned to the Montessori *Planes of Development*. They are well ordered, nurturing environments where our teachers inspire and guide students through learning which is often self-paced, using a combination of specific Montessori and other educational materials. We are innovative and responsive, rather than traditional and purist.

We recognise the importance of engaging our entire school community. A strong collaborative approach provides an environment that complements and reinforces the values, culture and educational goals we seek to provide for our students.

1.2 CURRICULUM (ABBREVIATED)

Curriculum arrangements at the school are as follows:

- The Montessori National Curriculum (MNC) is used from Children’s House (ages 3-6), through Wattle (ages 6-9) and until Karri (ages 9-12). This is supported by the use of the Australian National Curriculum (ANC) standards in the core subjects of Maths and Language.
- The ANC is used in the secondary school (Jarrah (ages 13-15) and for Year 10 high school students (Tuart).
- The curriculum set by the IBO is employed for Year 11 and 12 students undertaking the IB Diploma.

The secondary school is currently working towards candidacy of the IB Middle Years Program (MYP). The ANC will continue to be used under the MYP framework once fully endorsed and implemented.
1.3 VISION AND CORE VALUES

VISION
Preparation the individual to make a world of difference.

MISSION
Treetops provides a dynamic inquiry based education that empowers the individual to reach their unique potential within a natural and respectful setting.

CORE VALUES
Education is the shared responsibility of students, family and school.

Students should be presented with a challenging and broad academic environment that encourages intellectual inquiry and critical thinking.

Nurturing curiosity and creativity is the key to stimulating exploration and discovery throughout life.

Students learn best when they are actively engaged in authentic learning experiences.

2. PURPOSE

During 2014, the School Board in close consultation with the school community created a Strategic Development Plan (SDP) to clearly define the strategic direction of Treetops Montessori School over the next two years (2015 – 2017).

This summary document outlines the key strategic goals developed as a result of this process. These strategic goals in turn are supported by a number of detailed processes to be employed to achieve them, and a series of measures to be used to evaluate progress against them.

A School Improvement Plan (SIP) will be developed by the Principal on an annual basis which will contain more detailed information outlining how the strategic goals and processes established will be practically implemented at an operational level.

3. EVALUATION AND REVIEW

In order to drive continuous improvement and ensure timely achievement of outcomes, the Board in conjunction with the Principal will review progress against strategic goals on a periodic basis. This will also enable the school to remain flexible and adapt to changing circumstances.
2015 Events

**February**
- Engagement Week
- Transition Ceremony
- Pamoja Vist

**March**
- Children’s House Science Alive Incursion
- High School Sculpture by the Sea Excursion
- Community Day at Mundaring Village
- Children’s House AWCH Hospital Familiarisation Programme Incursion
- Harmony Day Celebrations
- Interm Swimming Lessons
- IBDP Art students attend Art Gallery of WA

**April**
- IBO Network Visit
- Children’s House Autumn Shop

**May**
- Wattle Reptile Incursion
- High School Career Expo Excursion
- Parent Information Evening – Year 11 & 12 Options
- Whole School Lapathon

**June**
- Karri Scitech and King’s Park Excursion
- Morning Tea for new Principal (Peter)
- Karri Sports Carnivals
- DES Visit for Re-Registration
- Children’s House African Drumming Incursion
- Wattle and Karri Constable Care Incursion
- Karri Excursion to Mundaring Art Centre
- Children’s House Child’s Play Music Incursion
July
Parent Day – Open classrooms
Darlington Dental visit for screening
French students arrive
Coral Pea 3 Year Old Program starts

August
Wattle Birds of Prey Incursion
School Photograph Day
Parent Information Evening – Year 11 & 12 Options
High School Constable Care Incursion
Better Beginnings visits Kindy students
MAF visits school
Karri Bunnings Father’s Day Incursion
Wattle WA Police Incursion
Book Fair
Book Week Celebrations and Book Character Dress Up Day
Karri and High School Perth Zoo Excursion
Students participate in Tournament of Minds Regional Finals

September
Children’s House Minibeasts Incursion
Children’s House King’s Park Excursion
International Peace Day
Japanese University students visit
Instrumental Music Program starts
Music Night
Children’s House Spring Shop
Shuukai

October
Children’s House Constable Care Incursion
Parent Information Evening – Transitions
Karri Camp to Woodman Point
High School Japanese Film Excursion
Darlington Arts Festival Music Performance
Darlington Arts Festival stall – cakes and High School art students’ clothing/bags
SEQTA introduced
November
IBDP Year 12 final exams
Children’s House Science Alive Incursion
Year 12 Perspectives artwork on display
High School Camp/Fremantle Excursion
P&F Bunnings Sausage Sizzle
Music Recital Morning

December
Year 11 Excursion to Kingsley
High School Adventure World Excursion
Playgroup Party
Children’s House Nativity Play and morning tea
High School Circus Incursion
Family Gathering
Year 12 Graduation

Class Events

With the launch of an updated website in 2014 and the school run Facebook page in 2015, parents and our community are more informed about daily happenings at the school than ever before. Clippings is the fortnightly newsletter for Treetops and contains information about what happens on a regular basis in individual classes along with other information about events at the school. Clippings also had an upgrade in 2015 and is now sent through a central CRM.
Independent Auditor’s Report

TREETOPS MONTESSORI SCHOOL

ABN 83 617 052 625

FINANCIAL REPORT

FOR THE YEAR ENDED 31ST DECEMBER 2015

D M TRUSLOVE FIPA
143 JAMES STREET
GUILDFORD WA 6055

PH. (08) 9379 1444
FAX. (08) 9379 2856
TREETOPS MONTESSORI AND INTERNATIONAL BACCALAUREATE SCHOOL

TREETOPS MONTESSORI SCHOOL

ABN 83 617 052 625

STATEMENT BY MEMBERS OF THE SCHOOL BOARD

In the opinion of the directors of the School Board

1 (a) The Profit & Loss Statement gives a true and fair view of the School's profit or loss for the financial year ended 31st December 2015.
(b) The Balance Sheet gives a true and fair view of School's state of affairs as at 31st December 2015.

2 At the date of this statement, there are reasonable grounds to believe that the School will be able to pay its debts as and when they fall due.

3 (a) The School has kept such accounting records as to correctly record and explain the transactions and financial position of the School.
(b) The School has kept its accounting records in such a manner as would enable true and fair accounts of the School to be prepared from time to time.
(c) The School has kept its accounting records in such a manner as would enable the accounts of the School to be conveniently and properly audited in accordance with the Corporations Law.
(d) The accounts have been properly prepared by a competent person.

This statement is made in accordance with a resolution of the Board of Directors and is signed on behalf of the Directors by:

[Signature]

Full Name: [Name]

Dated this 18th day of February 2016
INDEPENDENT AUDIT REPORT

SCOPE

I have audited the financial statements of Treetops Montessori School for the year ended 31st December 2015. The Board of Management is responsible for the preparation and presentation of the financial reports and the information contained therein. I have conducted an independent audit of those statements in order to express an opinion on them to the School Board.

My audit has been conducted in accordance with Australian Auditing Standards, to provide a reasonable assurance as to whether the financial statements are free of material misstatement. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, and the evaluation of significant accounting estimates. These procedures have been undertaken to form an opinion as to whether in all material aspects, the financial statements are presented fairly so as to present a view of the School’s activities, which is consistent with my understanding of its financial position and the results of its operations and cash flows.

The opinion expressed in this report has been formed on the above basis.

INDEPENDENCE

In conducting my audit, I have complied with the independence requirements of the Australian professional accounting bodies.

AUDIT OPINION

In my opinion the financial statements of the Treetops Montessori School present fairly, the financial position of the School as at 31st December 2015 and the results of its operations and cash flows for the year then ended.

DAVID TRUSLOVE.

16th February 2016
# Treetops Montessori and International Baccalaureate School

## Profit & Loss [Last Year Analysis]

**January 2015 to December 2015**

<table>
<thead>
<tr>
<th>Income</th>
<th>This Year</th>
<th>Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fees</td>
<td>$707,967.30</td>
<td>$767,780.37</td>
</tr>
<tr>
<td>Stationary Recoveries</td>
<td>$31,450.00</td>
<td>$38,033.61</td>
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<tr>
<td>Other Fees</td>
<td>$493,313.13</td>
<td>$52,527.85</td>
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<tr>
<td>Recoveries</td>
<td>$11,030.06</td>
<td>$43,445.15</td>
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<tr>
<td>Fundraising</td>
<td>-$24.90</td>
<td>$16,083.75</td>
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<tr>
<td>Government Grants</td>
<td>$744,758.30</td>
<td>$319,080.45</td>
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<tr>
<td>Other Income</td>
<td>$2,157,34</td>
<td>-$1,601.00</td>
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<tr>
<td><strong>Total Income</strong></td>
<td><strong>$1,566,842.03</strong></td>
<td><strong>$736,278.18</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Direct Costs</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Staff Costs</td>
<td>$891,301.80</td>
<td>$665,345.99</td>
</tr>
<tr>
<td>Travel costs Teaching Staff</td>
<td>$0.00</td>
<td>$1,614.55</td>
</tr>
<tr>
<td>Consumables, Resources &amp; Equi</td>
<td>$37,046.70</td>
<td>$1,515.72</td>
</tr>
<tr>
<td>Other Activities</td>
<td>$19,402.50</td>
<td>$30,428.73</td>
</tr>
<tr>
<td><strong>Total Direct Costs</strong></td>
<td><strong>$947,451.00</strong></td>
<td><strong>$129,605.04</strong></td>
</tr>
</tbody>
</table>

| Gross Profit            | $619,391.04 | $606,673.13 |

## Overhead Costs

<table>
<thead>
<tr>
<th>Overhead Costs</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Overhead Staff Costs</td>
<td>$394,016.62</td>
<td>$436,864.67</td>
</tr>
<tr>
<td>Communication Costs</td>
<td>$5,949.34</td>
<td>$5,410.39</td>
</tr>
<tr>
<td>Office Costs</td>
<td>$33,922.39</td>
<td>$38,658.13</td>
</tr>
<tr>
<td>Promotion Costs</td>
<td>$214,504.61</td>
<td>$122,481.29</td>
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<tr>
<td>Property Costs</td>
<td>$41,491.02</td>
<td>$38,417.37</td>
</tr>
<tr>
<td>Professional Fees</td>
<td>$47,991.91</td>
<td>$42,556.83</td>
</tr>
<tr>
<td><strong>Total Overhead Costs</strong></td>
<td><strong>$759,100.74</strong></td>
<td><strong>$614,294.65</strong></td>
</tr>
</tbody>
</table>

| Operating Profit        | -$139,709.70 | -$207,621.27 |

| Other Income            |           |           |
| Other Income Write Off  | -$15.62    | -$7,670.10 |
| **Total Other Income**  | -$15.62    | -$7,670.10 |

| Net Profit/(Loss)       | -$139,725.32 | -$215,291.27 |

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This report includes Year-End Adjustments.
# TREETOPS MONTESSORI AND INTERNATIONAL BACCALAUREATE SCHOOL

## Balance Sheet [Last Year Analysis]

**December 2015**

<table>
<thead>
<tr>
<th>Assets</th>
<th>This Year</th>
<th>Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Assets</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Cash at Bank</td>
<td>$53,411.14</td>
<td>$78,292.76</td>
</tr>
<tr>
<td>Building Fund</td>
<td>$62.32</td>
<td>$64.32</td>
</tr>
<tr>
<td>CRA Retention HMA</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Cheque Account</td>
<td>$1,664.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Undeposited Funds</td>
<td>$6.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Multiple Payments</td>
<td>$43,301.26</td>
<td>$84,783.64</td>
</tr>
<tr>
<td>Trade Debtors</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Debtors Others</td>
<td>$-20,085.25</td>
<td>$-20,085.25</td>
</tr>
<tr>
<td>Prepaid for Doubtful Debts</td>
<td>$66.10</td>
<td>$0.00</td>
</tr>
<tr>
<td>Petty cash and vouchers</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Grants Receivable</td>
<td>$2,274.09</td>
<td>$2,274.09</td>
</tr>
<tr>
<td>Salary Payments</td>
<td>$0.00</td>
<td>$16.25</td>
</tr>
<tr>
<td>Fixed Assets</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Buildings</td>
<td>$2,477,677.68</td>
<td>$6,639,477.68</td>
</tr>
<tr>
<td>Furniture &amp; Equipment</td>
<td>$5,575.05</td>
<td>$11,641.69</td>
</tr>
<tr>
<td>Plant &amp; Machinery</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Intangible Assets</td>
<td>$39,558.05</td>
<td>$52,718.05</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>$2,602,013.84</td>
<td>$2,847,142.14</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Liabilities</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Liabilities</td>
<td>$31,339.98</td>
<td>$56,722.62</td>
</tr>
<tr>
<td>Clearing Accounts</td>
<td>$332,164.09</td>
<td>$399,581.58</td>
</tr>
<tr>
<td>Long Term Liabilities</td>
<td>$1,043,899.03</td>
<td>$1,117,062.78</td>
</tr>
<tr>
<td>Other Liabilities Provisions</td>
<td>$251,122.73</td>
<td>$222,242.71</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td>$1,361,216.73</td>
<td>$1,466,616.71</td>
</tr>
</tbody>
</table>

| Net Assets                            | $1,240,797.11| $1,380,522.43|

<table>
<thead>
<tr>
<th>Accumulated Funds</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accumulated Funds</td>
<td>$1,193,904.93</td>
<td>$1,193,904.93</td>
</tr>
<tr>
<td>Retained Earnings</td>
<td>$186,517.49</td>
<td>$401,909.10</td>
</tr>
<tr>
<td>Current Year Earnings</td>
<td>$-139,725.32</td>
<td>$-215,291.61</td>
</tr>
<tr>
<td>Historical Balancing</td>
<td>$0.01</td>
<td>$0.01</td>
</tr>
<tr>
<td><strong>Total Accumulated Funds</strong></td>
<td>$1,240,797.11</td>
<td>$1,380,522.43</td>
</tr>
</tbody>
</table>

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This report includes Year-End Adjustments.

Page 1 of 1
School Information

ABN 83 617 052 625

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Front office email: office@treetops.wa.edu.au
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