

Avalon College Boarding Premises Annual Performance Report

1. Executive Summary

The 2024 reporting period marked another strong year of residential service at Avalon College, supporting the wellbeing, safety, and academic development of international students aged 10–17. Key improvements included infrastructure upgrades, enhanced student engagement programs, and continued alignment with the VRQA Minimum Standards and Ministerial Order No. 1359. While occupancy remained strong, challenges such as device use management and Wi-Fi performance were noted. Ongoing focus will be given to student voice, environmental upgrades, and improved daily routines.

2. Occupancy Overview

- **Total Boarding Capacity:** 95 beds
- **Average Occupancy Rate:** 70%
- **Peak Occupancy:** 100% in July–August
- **Total Students Accommodated in 2024:** 228

3. Facilities and Maintenance

Upgrades & Renovations

- Carpet replacements in multiple rooms
- 4 x hot water unit replacements
- Courtyard revamp to improve outdoor recreation
- Outdoor lighting increased

Ongoing Maintenance

- Monthly building maintenance checks
- Regular plumbing and electrical inspections
- Ongoing grounds care under scheduled maintenance

Issues & Resolutions

Dishwasher and cool room breakdowns resolved through immediate servicing and upgraded parts

4. Health, Safety, and Security

- **Fire Drills Conducted:** 12 (monthly, including term-based drills)
- **Emergency Incidents:** 4 (minor injuries; first aid administered onsite)
- Emergency equipment checked and serviced quarterly
- Emergency evacuation maps displayed across buildings

5. Staff Performance Overview

Role	Number of Staff
Boarding House	14
Housekeeping & Catering	3
Grounds & Maintenance	2

All staff completed annual child safety training and were briefed on updated policies aligned with MO1359. Performance reviews were conducted through formal observations and feedback cycles.

6. Student Feedback Summary

- **Overall Satisfaction:** 80% of students gave positive responses
- **Top Praise Areas:** Friendly and supportive staff, food quality
- **Suggested Improvements:** Wi-Fi coverage and access rules, clarity around phone/device use during free time
- Student feedback was collected via surveys, informal forums, and suggestion boxes, as outlined in the Boarding House Curriculum & Wellbeing Program.

7. Financial

- All superannuation, payroll, and tax obligations for boarding staff are up to date
- Financial reporting completed by external accountant
- ATO lodgements completed on schedule

8. Goals for 2025

- Investigate installation of solar panels for sustainability
- Replace heating units in the dining room and boys' games room
- Continue rollout of cultural inclusion and student empowerment visuals and resources
- Expand visual wellbeing displays and feedback channels around the boarding premises

9. Conclusion

Avalon College's boarding operations in 2024 continued to meet compliance requirements and delivered a secure, nurturing, and culturally rich residential experience for international students. In 2025, we will continue to embed student voice, enhance the physical environment, and ensure all programs support student safety, wellbeing, and learning.

Approved by: Avalon College Managing Director

Signature: 

Date: 27 March 2025