STRATEGIC PLAN

for

Yeronga Primary School Parents and Citizens’ Association

2013-2015

Web Version 1.0
25 March 2013
Introduction

This plan is a working document setting out activities and the desired results for the school community by parents and citizens. The plan was developed over a number of months during 2012. All parents were invited to join these sessions and the plan brings together the ideas and aspirations of the group of parents who participated in these planning sessions.

Yeronga State School P&C Five to Seven Year Vision

Relationships within the school and with the school’s broader community are inclusive, happy, positive; where students are cared for, and whole-school events provide opportunities for the school and its community to interact including where older kids can be role-models (relationships include teacher-student, between students, and teacher-parent).

P&C activities will support:
• Holding regular parent events, engagement activities, parent education, and participation opportunities.
• Using smarter ways to apply technology and incorporating digital citizenship
• Creating life-long learners and passion for learning, cater holistically for children and provide opportunities for feedback to and recognition of students
• Using the outdoor spaces available ie gardens, outdoor spaces for activities
• Achieving a balance between change and tradition ie keeping the things that work
• Maintaining and encouraging co-curricular activities.

18 month Goals

• Sustainable investing in technology
• P & C drive - informing people about what P & C does by variety of ways, transition planning, promoting how you can help the P & C help the school, variety of roles (including webmaster), answers to FAQ on-line, post calendar of events
• Fundraise towards landscape master-plan and maintenance plan taking into account perspective of people entering school e.g. signage, fence, nice meeting and learning spaces, tennis courts
• Identify giftedness and willingness of community to involve in roles in the school e.g. parents, high school, business
• Parent education and support – e.g. digital literacy, finding out about high school, psychologists, welcome packs, parent buddies including liaising with ESL families
• Collaborate with school to assist with setting up and maintaining an annual school calendar (school and P & C activities)
• Fundraising events for parents to attend
• P & C fostering opportunities for parent-teacher communication and relationships e.g. information sessions on new curriculum
• Expand co-curricular options to include art, hockey, gymnastics, circus - use YOSH to promote these activities
• Help with advertising and marketing of the school to the broader community
• Foster a garden club and include working bees
• Use e-learning place to feedback to teachers
• Maintain school community notice-boards.
Our Resources

- Grounds, hall, beautiful buildings, tennis courts
- Extra-curricular activities
- School reputation and history
- Community gathering around the Yeronga pool
- People – parents, staff, children – present and past – and local organisations/businesses - great community
- History of fundraising events such as the Bush Dance
- Some IT resources
- High school and local kindergartens

P&C Services

- Yeronga Outside School Hours Care (YOSHC),
- Uniform shop,
- Tuckshop

Our priorities

Fundraising to support the schools’ priorities of a supportive learning community working together to maximise the potential of every child and create caring, successful 21st century citizens. The P&C are particularly focused on supporting Information Technologies in learning and teaching and the schools’ master plan for the grounds and environment.

How we communicate and who we work with to reach our goals

The Parents and Citizens Association (P&C) of Yeronga State School meets at the school on the third Tuesday of each month at 7.00 pm. Besides providing money for essentials, the P&C allows parents to discuss matters pertaining to the welfare of the children. Parent support of the P&C by attendance at meetings is greatly appreciated.

The P&C will use the schools’ web site under the Our Community tab to notify parents and the general community about its activities’. Minutes of previous meetings and current notices will be available on the web site.

How we organise ourselves

The Yeronga Parents and Citizens Association has a constitution available on the web site.

P&C Association and Committee

The P&C has an executive committee with a President, Secretary, Treasurer, Correspondence Secretary, general executive members and the Principal and Deputy Principal. The Committee keeps the P&C running in between meetings and carries out any decisions made at general meetings. The Committee is elected at the annual general meeting.

The P&C through fundraising assists the school to fund technology, library resources, stationery requirements, grounds care, playground and sporting equipment.

P&C Meetings

The P&C welcomes input from all parents and meetings are open to all and occur on the third Tuesday of each month from 7 pm – 8.30 pm. Items can be listed discussion with the P&C manager or Secretary prior to each meeting so that time can be made available on the agenda and so that meetings can finish on time.

P&C paid positions

The P&C employs a P&C Manager as well as a Tuck Shop Coordinator and Uniform Shop Coordinator (for a small number of weekly hours in each case). The P&C Manager undertakes the day to day operations of the P&C and the Tuck Shop and Uniform Shop Coordinators operate those services and work with volunteers to deliver services. YOSHC is staffed by appropriately qualified staff.
Our Legal requirements
Legal requirements for P&C Associations include:

- *Education (General Provisions) Act 2006*
- *Education (General Provisions) Regulations 2006*
- *Statutory Bodies Financial Arrangements Act 1982*
- *Statutory Bodies Financial Arrangements Regulation 1997*
- And for YOSHC the *Education and Care Services National Law including the National Quality Framework (NQF)* for early childhood education and care
- Food safety standards
- Competition and trade practices legislation
- Industrial awards and conditions.

Things we need to look out for

- So our services are able to function well and meet the needs of parents and children we will put in place business and operational plans for each of the P&C’s services ie the Tuckshop, Uniform Shop and YOSHC.
- So we can be sure the P&C is working well, we will put in place good and best practice procedures for all our activities.
- We will raise funds for our priorities and let everyone know what the funds will be spent on.
- So everyone knows what the P&C is doing for the school, we will have a biannual planning process and have an annual calendar of events available on the web site.

Action Plan
During 2012 the P&C worked together through a planning process over a number of months. This planning process enabled P&C members to talk about what was important to the P&C and the school and how the P&C wanted to support the school. This strategic plan document is a result of that planning process. The action plan sets out what is planned for 2013 and some things for 2014. Some of the activities aim to raise funds and some are activities the P&C will do to help parents connect with each other and the school.

The intention is for the Strategic Plan and its associated Action Plan to be a living documents that is, to be updated and modified as required so that the P&C can take up new opportunities or respond to changed circumstances should these arise.

Budget and money
The P&C’s budget is our plan about how we will raise funds and how we will spend the money we raise.
The P&C budget strategy is based four areas: fund raising from the school and its community, direct requests for donations from parents (eg building fund), seeking grant funding for specific purposes, and operating three services, (Tuck Shop, YOSH, Uniform Shop).

Fund raising is focussed on one major event, the Bush Dance, every two years. A significant volunteer effort, input from the school and support from the local community is required to stage the Bush Dance. Previously the P&C has found this effort has been manageable every second year. Holding the Bush Dance and raising funds from this activity will be a major fund raising focus for the P&C in 2013.

During the year when there is no Bush Dance, other activities are undertaken. In addition, the P&C has traditional fundraising events held every year and these include the Easter Raffle, Mothers and Father’s Day bring and buy stalls. Historically the P&C held funds in reserve; however these funds now have been largely spent on grounds improvements and play areas.
The P&C will need to raise funds in order to be able to spend funds on our priorities. Wherever possible, the intended purpose for any fund raising activities will be communicated as part of the activity. The P&C’s budget has a two year cycle of fundraising and expenditure. This allows our fundraising efforts to be focused on one major biannual event and provides a small buffer against any unexpected events and in case any of our fund raising efforts fall short. Each annual general meeting will approve a budget for the forthcoming calendar year so the budget will guide the activities of the P&C.

The budget for 2013 is available from the P&C as is the associated and linked 2013 Action Plan. The budget figures are based on income and expenditure figures from the previous five years of profit and loss statements. Best estimates for specific activities have been used where previous figures were not available.

**Learning from our activities and improving the plan**

The action plan will be reviewed at each annual general meeting. The planning process will be renewed each two years in recognition that new parents join the school community each year and others depart.

The achievements of the P&C will be reviewed against the proposed activities so that we can learn from our activities and use this information to plan better for the next phase of each action plan.