



Urangan State High School
Parents and Community (P&C) Association
*Working together to create supportive environments to learn, work
and promote wellbeing at Urangan SHS*

Strategic Plan - 2024

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Contents

Statement of Purpose	
Objectives	3
Strategic Plan – 5 years	
Annual Plan – 2024	4
P&C Financials	
Budget Overview	5
Fundraising	6
P&C Roles and Responsibilities	
P&C Meetings	7
Volunteers and New Members	
Certification	8
Budget – 2024	9
Calendar of Events	10
Parent and Community Engagement Framework DoE Document	11

Statement of Purpose

Urangan State High School (USHS) is an Independent Public School (IPS) located in Hervey Bay on the traditional lands of the Butchulla people.

The purpose of the USHS P&C is to:

- Work in a productive partnership with their school principal and the community to promote the interests of the school
- Facilitate school improvements to achieve the best possible outcomes for students
- Provide feedback and advice on school policies/activities
- Provide services (Canteen and Uniform Shop)
- Assist in providing resources, particularly to improve school facilities and learning environments for all students

Objectives

The objective of the USHS P&C is to foster a supportive learning environment for students by:

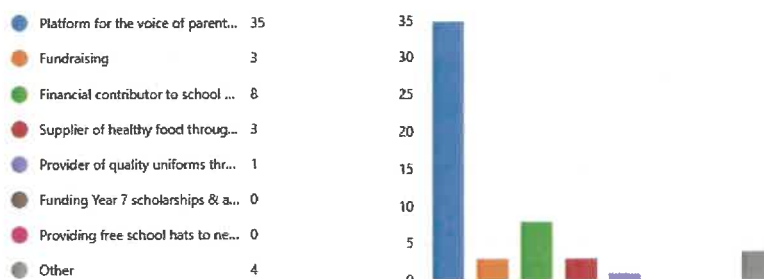
- Providing a forum for parents and the community to engage in school improvements
- Supporting the school to provide optimal educational opportunities
- Assisting the school to provide a caring and nurturing environment
- Operating a Canteen that sells a range of healthy foods for USHS community
- Managing a Uniform Shop with sun safe and unisex clothing

2023 P&C Survey Results:

Nearly 65% of respondents believed that P&C's core objective is to be a platform for parent/community voices. Some respondents believed P&C needs to focus on multiple objectives (all options provided).

2. What do you think P&C's core objective should be?

[More Details](#)

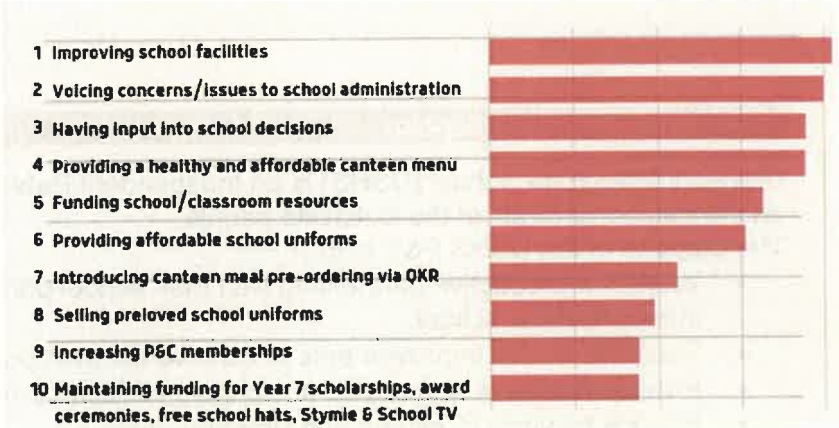


Strategic Plan – 5 Years (2023-27)

The 5 year Strategic Plan adopted in 2023 sets the below goals for P&C

- Increase P&C membership and attendance at monthly meetings
(number of members: 2022 = 10; 2021= 25)
- Provide a variety of fundraising and social opportunities to the school community in partnership with the Student Council (for students, staff, families and community)
- Continue to operate an affordable and profitable Canteen that follows Smart Choices guidelines
- Continue to operate an affordable and profitable Uniform Shop (sole school uniform supplier)
- Develop a formalised master plan for outdoor area surrounding Canteen in anticipation of a future SSS grant application. This will complete infrastructure improvements in the Canteen precinct.
- Develop a formalised master plan for main school entry
- Implement changes to simplify canteen menu and offer varied menu options through the introduction of food themed days
- Transition to the use of updated point of sale (POS) systems to improve efficiency processing canteen sales and general queue flow

2023 P&C Survey Results:
 Respondents ranked improving school facilities as P&C's 1st priority, followed by voicing issues/concerns to school admin. Some respondents requested that wait times at Canteen & supply of food at break times be addressed.



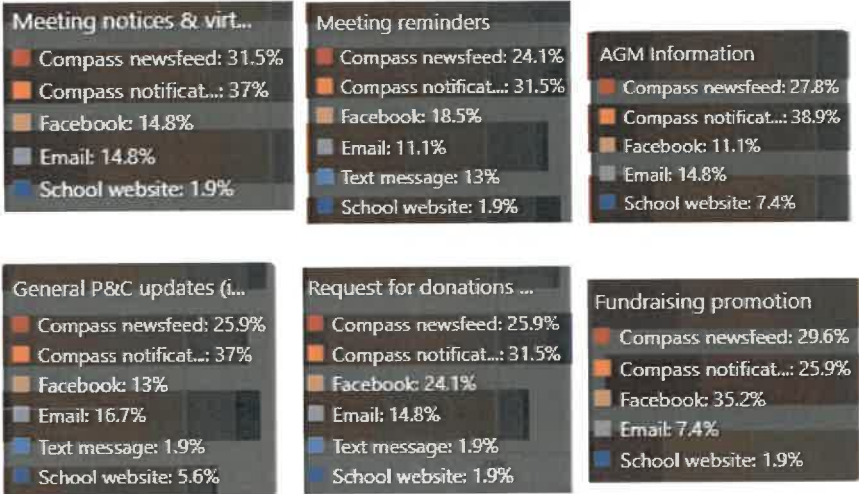
The P&C Executive will consult with the School Executive about potential projects requiring funding (i.e. equipment, resources and facility upgrades) as required. Any allocation of funds to school projects will be discussed at a general P&C meeting and documented in minutes.

Annual Plan – 2024

During 2024 the P&C will endeavour to:

- Encourage attendance at monthly general P&C meetings
- Increase P&C membership, particularly the number of parent members (2023 members = 16)
- Promote volunteer opportunities within the school, especially Canteen
- Maintain regular communication with the school community (via preferred channels), including continuation of meeting summaries for USHS staff, parents and carers.
- Continue inclusion of guest speaker presentation (10 minutes) at the start of general meetings when appropriate

2023 P&C Survey Results:
 Compass notifications via email was respondents most preferred method of communication for everything except fundraising promotion.
 Maintaining regular communication was the most favoured way to strengthen partnerships with parents/carers. A further suggestion was to communicate P&C achievements.



- Continue partnership with Student Council, particularly for fundraising ventures
- Expend remaining SSS project funds to finalise stage 3 of Canteen renovation (hot/cold boxes; permanent bollards in entry way; outdoor master plan; signage; pre-order window security roller door; window security mesh).
- Finalise outdoor master plan for stage 4 Canteen Infrastructure and main school entry with R.J & M. Fiedler Design Consultants
- Begin construction of stage 4 Canteen Infrastructure outdoor master plan
- Increase QKR Canteen pre-ordering days to minimise queues and student wait times
- Engage Queensland Association of School Tuckshops (QAST) to conduct 'Tune-Up' and implement selected recommendations

P&C Financials

- The P&C determines its level of involvement and financial commitment to the school based on its projected budget and in conjunction with the P&C annual plan.
- The P&C support the school applying for grants under the P&C name and engaging the services of a professional grant writer.
Note: All grant writer fees are to be paid by the school.
- P&C will make annual school donation (\$20,000 - 2024; \$15,000 - 2023 & 2022) to cover items including Year 7 scholarships, academic and sport awards, Stymie membership and School TV membership (see budget for predicted breakdown).
- The P&C focuses on providing financial assistance to improve student facilities and learning environments with a focus on helping *all* students (not individuals).
- P&C will continue to provide a free USHS bucket hat to all new students.

Budget Overview

5 Years (2023 – 2027)

P&C will allocate funds towards progressing infrastructure improvements in the outdoor Canteen surrounds, which will be the final phase of this long term project. This will continue to be a priority focus until full implementation of formal master plan. P&C will also commit funds (dependent on grant availability) to improving the main school entry as a second priority area in an effort to maintain a consistent design flow between these two highly used and visible school areas.

P&C will continue to operate the Canteen and Uniform Shop for the school community.

Reflection on Previous Year

During 2023 the P&C:

- Continued support of USHS Sun Safe Policy by providing a free school hat to all new students (374 hats - \$3250.06)
- Made \$15,000 school donation to contribute towards costs associated with:
 - Celebration of excellence and sports dinner awards
 - STYMIE membership (supporting student emotional wellbeing and making USHS a safer place to learn)
 - School TV subscription
 - Year 6 scholarships for local students attending USHS in 2023 (14 scholarships)
- Finalised payment for school mural #2 by artist Akos on external wall of Performing Arts building (\$7,865)
- Funded school staff appreciation hampers (18 hampers - \$504.93)
- Provided Canteen and Uniform Shop services for the school community
- Established QKR Canteen pre-ordering (required new merchant account - \$199 establishment fee)
- Changed to P&Cs Qld Bookkeeping Service in September to reduce associated costs

P&C Account	2022 Gross Profit	2022 Net Profit/Loss	2023 Gross Profit	2023 Net Profit
Canteen	\$201,421.40	\$33,304.48	\$239,868.42	\$44,067.48
General/Uniform Shop	\$57,643.87	-\$29,760.96	\$130,312.15	\$80,407.31

Source: December 2022/23 Profit & Loss Statements

Recommendations from 2023 Audit Report

- Nil

Forecast for 2024 (see Budget page 9)

- Continue provision of USHS hat to all new students
- Allocate \$20,000 for school donation to contribute towards cost of school events and memberships that support student wellbeing
- Begin construction of stage 4 Canteen Infrastructure master plan to maintain commitment to this long-term project. Note: Priority is to expend \$60,000 of General account funds (P&C commitment to \$342,000 SSS grant for Canteen renovation project). These funds were previously held in P&C Building account (now closed). Additional project funds to be allocated from Canteen account.
- Transition to Xero Accounting and cease MYOB subscription
- Fund staff appreciation hampers (all school staff)
- Engage QAST to conduct 'Tuckshop Tune-Up'
- Hold fundraising events to bring the school and community together in partnership with Student Council
- Continue to operate the Canteen and Uniform Shop facilities
- Consider submissions for funding, determine action at monthly P&C meetings and minute all associated decisions
- When opportunities arise for grant applications, these will be addressed and where appropriate, discussed at a P&C meeting and actioned accordingly

Fundraising

During 2024, the P&C will aim to run one major fundraiser each semester. P&C will also work to support Student Council fundraising events where possible.

The proposed fundraising events for 2024 include:

- Semester 1 Easter Raffle
- Semester 2 End of Year Raffle

- The P&C will continue to work in partnership with Student Council on their fundraising ventures and goals, providing ongoing support as required.
- P&C will also strengthen ties with the Hervey Bay business community, offering businesses the opportunity to donate prizes for fundraising ventures in return for promotion of their business.

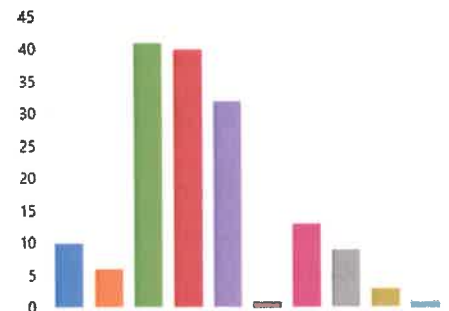
2023 P&C Survey Results:
Supporting fundraising was a key way respondents felt they could contribute to P&C

7. How do you/could you contribute to P&C?

Multiple options can be selected

[More Details](#)

Attend P&C meetings	10
Current/become P&C member	6
Keep up to date with communic...	41
Complete P&C surveys	40
Support school fundraising	32
Volunteer at school canteen/uni...	1
Donate prizes for P&C raffles	13
Donate non-perishable food to ...	9
Parent representative on School...	3
Other	1



P&C Roles and Responsibilities

The following Executive roles are elected at the USHS P&C AGM in March each year:

- President
- Vice President
- Treasurer
- Secretary

The role of the P&C Executive Committee is to:

- Serve in an honorary role without payment
- Provide good governance and management of the P&C
- Work closely with the Principal, students and staff to promote the interests of the school
- Promote parental/carer and community engagement
- Ensure adequate transparency and interaction between the P&C and the wider school community through regular and transparent communication
- Ensure succession planning and ongoing support is sufficient for incoming Executive to receive a transfer of operational capability and knowledge, respective to their roles
- Ensure President/or representative attends School Council Meeting

The USHS P&C will have operational groups including:

- Sub-Committee: Canteen/Uniform shop (operations)
- Working party: Canteen/Uniform renovations (progression)
- Working party: Fundraising (as required for events)
- Working party: Multi-Purpose Complex/Performing Arts Complex (progression)
- Representation on scholarship panel

As required, P&C will conduct school community surveys to inform strategic decisions and direction. Survey findings are to be presented at a P&C general meeting and communicated to the school community via preferred channels (as indicated by survey results).

P&C Meetings

P&C Meetings are held in the USHS Boardroom (Administration Building) on the second Tuesday of each month at 5:30pm. They provide a regular and formal opportunity for school and wider community members to meet with the elected P&C Executive, school principal, staff, student council and representatives of the community.

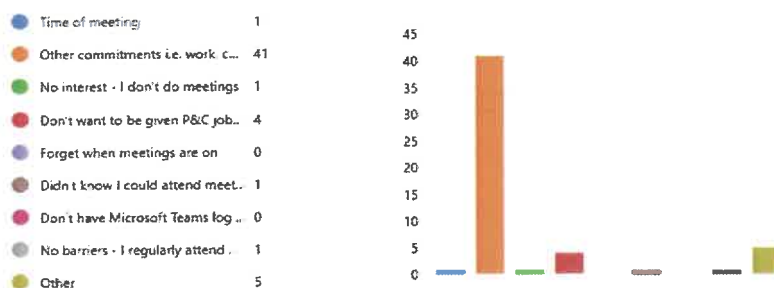
In general, P&C meetings:

- Commence at 5:30pm and aim to finish by 7pm
- Can be attended virtually via Microsoft Teams
- Aim to be informative and friendly (include a guest speaker when possible)
- Are minuted and minutes are approved at the following meeting (flying minutes used as required). Members will receive a copy of minutes via email prior to each meeting.
- Are attended by the school Principal (or a representative) and a short school report is presented

2023 P&C Survey Results:
The main barrier preventing respondents from attending meetings was 'Other Commitments'. Over 80% of respondents thought the Teams attendance option should continue.

What is the main barrier that stops you attending meetings?

[More Details](#)



- Special meetings of the P&C are held as required and advertised via Compass newsfeed and Facebook (as required).
- As necessary, the P&C Executive will meet or communicate via email to follow through with items required. These items will be tabled at the next general meeting.
- A request for agenda items and a finalised agenda will be circulated via email to all members prior to each meeting.
- Budgets, events, dates and reports will be delivered at P&C Meetings by the Executive Committee members or the delegated member (record key projects/ decisions on the minutes).

We encourage all parents/carers, staff and interested community members to attend the P&C meetings in person or via Microsoft Teams. However, if people are unable to attend meetings they are encouraged to contact USHS P&C Executive via email with ideas, suggestions or concerns.

Volunteers and New Members

The P&C Committee aims to:

- Make sure new volunteers and P&C members feel welcome
- Operate under the P&C QLD Code of Conduct
- Identify and advertise opportunities within the school for parents to volunteer
- Give volunteers any information they might need as a new member
- Operate an efficient, timely and friendly meeting to encourage people to attend, join and contribute
- Celebrate the P&C and USHS achievements
- Provide a variety of channels to disseminate information to members
- Share the workload by utilising working groups to progress projects to action/completion
- Encourage new ideas and provide opportunities for USHS community to share their ideas
- Support each other

Certification

This USHS P&C Association Strategic Plan was developed in consultation with the school community (through the responses received from a school community survey and presentation of findings at a general P&C Meeting). As a P&C we will continue to monitor, review and implement agendas that will lead to better learning outcomes for USHS students.

Endorsed by 2024 USHS P&C Executive Committee:

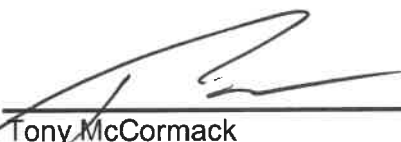


Lorna Waerea (President - 2024)



Amanda Bird (Treasurer - 2024)

Endorsed by USHS Principal:



Tony McCormack

Date: 13/5/24

Urangan State High School P&C Budget 2024	
INCOME	Jan-Dec 2024
Uniform Shop Net Profit	\$113,650.00
Canteen Net Profit	\$45,500.00
Fundraising	\$3,000.00
TOTAL INCOME	\$162,150.00
EXPENDITURE	
Operating Expenses	
Bookkeeping Fees/Accounting Subscription	\$14,500.00
Audit Fee	\$2,500.00
P&Cs Qld Membership/Insurance/HR Service	\$5,000.00
Office Equipment	\$2,200.00
Admin Expenses	\$1,400.00
Subscriptions	\$480.00
Stationary & Printing	\$700.00
Repairs & Maintenance	\$8,000.00
Projects/Programs	
Sun Safe School Hat Program (\$11.55 x 380)	\$4,389.00
Staff Appreciation Hampers	\$600.00
QAST Tuckshop Tune-Up	\$1,800.00
Canteen Infrastructure Outdoor Project (negotiated & minuted) *	\$40,000.00
\$20,000 School Donation	
Celebration of Excellence	\$3,702.00
Stymie Subscription	\$2,500.00
Student Scholarships	\$3,290.00
School TV Subscription	\$2,075.00
Breakfast Club	\$500.00
Sports Dinner	\$2,933.00
Miscellaneous	\$5,000.00
TOTAL EXPENDITURE	\$101,569.00
UNIFORM SHOP	
Total Income	\$144,000.00
Less Total Cost of Sales	\$16,600.00
Less Merchant/Bank Fees	\$1,750.00
Less Wages	\$12,000.00
PROFIT	\$113,650.00
CANTEEN	
Total Income	\$495,000.00
Less Total Cost of Sales	\$255,000.00
Less Merchant/Bank Fees	\$5,300.00
Less Superannuation	\$20,000.00
Less Workcover	\$1,200.00
Less Wages	\$168,000.00
PROFIT	\$45,500.00

Note: \$60,000 of General account funds to be expended on Canteen Infrastructure project (P&C financial commitment to Canteen SSS grant).

* Allocated project funds to be expended from Canteen Account.

Calendar of Events

2024

January	February	March	April	May	June
Uniform Shop opens last two weeks of school holidays Audit commences		P&C AGM * Fundraiser: Easter raffle			

July	August	September	October	November	December
		Attend School Leaders Induction	Attend School Award Nights (academic, sports) Meeting Approval: documents for enrolled 2025 students	Fundraiser: Multi-draw Raffle	Last 2024 P&C meeting (celebration)

* P&C AGM Checklist

Forms/Meeting Documents

- ✓ DoE P&C member details form
- ✓ USHS P&C membership forms
- ✓ Executive Officer nomination forms
- ✓ Audited financial statements
- ✓ Auditor's report
- ✓ Budget for new financial year/Strategic Plan
- ✓ CBA Application and Authority for Business Accounts form (fully complete if *any* new Executive members)
- ✓ Uniform supplier contract
- ✓ President's report
- ✓ Meeting schedule for the next 12 months
- ✓ Minutes from previous AGM

Meeting Motions/Approvals

- ✓ Issues raised by Auditor report
- ✓ Appointment of Auditor for next year
- ✓ Any changes to bank signatories and owners of EFTPOS machines (President/Treasurer)
- ✓ Specified annual donation amount to school; number of year 6 scholarships
- ✓ Proposed fundraising; alcohol use
- ✓ New member applications

Advancing Partnerships

Parent and Community Engagement



What is parent engagement?

A meaningful relationship between the parent/carer and teachers with the goal of better learning and wellbeing outcomes for the student. Parent engagement goes beyond 'parent involvement' at school. Parent engagement directly benefits a child's learning at school and at home.



What is the role of the community?

Sustainable relationships with the local community, including child and health services, community organisations, education and training providers, local businesses and industry may be used to leverage experiences, support, intellectual and physical resources not available within the school to improve students' learning and wellbeing outcomes.

The Parent and Community Engagement Framework

Schools that continue to renew, strengthen and innovate their approach to engaging with parents and the broader community are rewarded with improved school community cohesion, student achievement and job satisfaction for staff. This framework prompts schools to reflect on their current practice, suggests strategies for engagement, and assists in ensuring school approaches align with the National School Improvement Tool.



Around 85% of a child's time is spent outside school.

Each year, a child spends



If done well, parent engagement could add the equivalent of 2 or 3 extra years schooling for a child. (Hattie, 2008)



<http://education.qld.gov.au/schools/parent-community-engagement-framework/resources/pdf/pace-overview.pdf>

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