



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 - 2025

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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

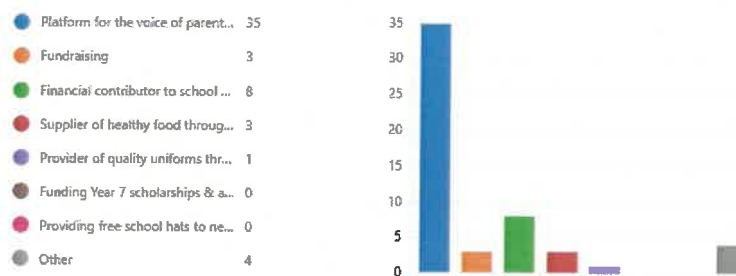
The objective of the USHS P&C is to foster a supportive learning environment for students by:

- 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](#)



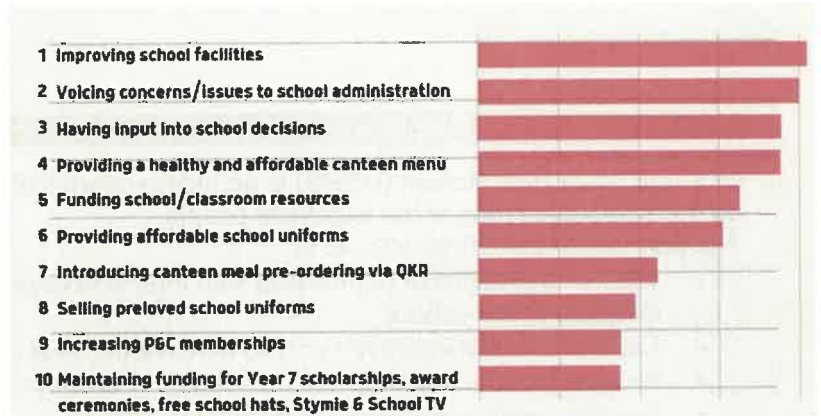
Strategic Plan – 5 Years (2023-27)

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: 2024 = 15; 2023 = 16; 2022 = 10)
- 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.



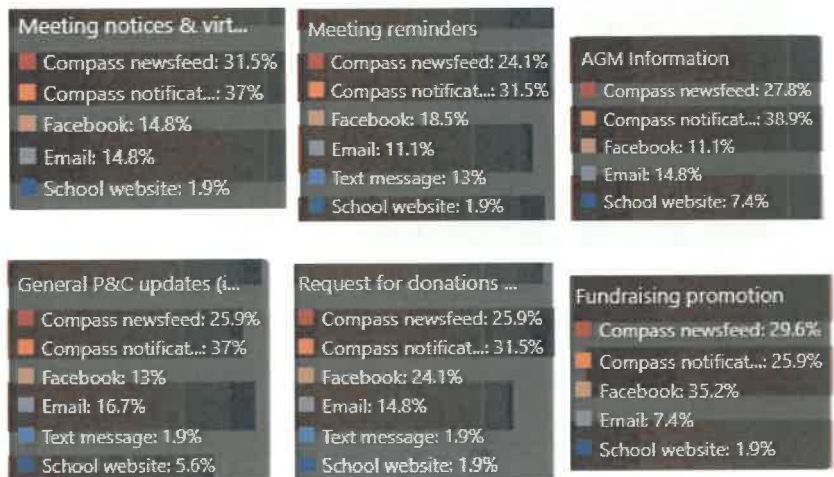
The P&C Executive will consult with the School Executive about potential projects requiring funding (i.e. equipment, resources and facility upgrades) as required. Any allocation of funds to school projects will be discussed at a general P&C meeting and documented in meeting minutes.

Annual Plan – 2025

During 2025 the P&C will endeavour to:

- Encourage attendance at monthly general P&C meetings
- Increase P&C membership, particularly the number of parent members
- 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 (\$7536.17) to finalise stage 3 Canteen renovation
- Begin construction of stage 4 Canteen Infrastructure outdoor master plan
- Implement recommendations from Canteen Working Group Report/QAST Tune-up

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 an annual school donation (\$20,000 – 2025 & 2024; \$15,000 - 2023 & 2022) to contribute towards the cost of STYMIE subscription (supporting student emotional wellbeing and making USHS a safer place to learn), SchoolTV subscription (provides range of resources for parents to support student wellbeing), Year 7 scholarships, Celebration of Excellence and Sports Awards Dinner. School to provide a donation expenditure summary for audit purposes.
- P&C will continue to provide a free USHS bucket hat to all new students.
- The P&C aims to provide financial assistance to improve student facilities and learning environments with a focus on helping all students, not individual 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 2024 the P&C:

- Continued support of USHS Sun Safe Policy by providing a free school hat to new students (359 hats - \$4304.41)
- Made a \$20,000 school donation. Summary of expenditure allocation:
 - Stymie \$2500; SchoolTV \$2075
 - Celebration of Excellence \$654.32; Sports Awards Dinner \$3295.45
 - 2025 Year 7 scholarships \$3290 (Total = 14; 10 x academic/cultural; 4 x community)
 - Breakfast Club \$500
 - Grants Plus \$7685.23
- Funded school Staff Appreciation Day hampers (17 hampers - \$537.80)
- Engaged Queensland Association of School Tuckshops (QAST) to conduct a Tuckshop 'Tune-Up' (\$1800)
- Increased Qkr Canteen pre-ordering to daily (Term 2)
- Expended \$9581.34 from General Account to Kimini Constructions for retentions paid on practical completion (stage 3 Canteen renovation project).
- Expended \$51,202.83 of SSS stage 3 Canteen renovation project funds (hot & cold boxes; permanent bollards in entry way; outdoor master plan; signage; pre-order window security roller door; window security mesh; security mirrors).
- Updated Canteen desktop (\$1161.60) and Uniform Shop laptop (\$907) due to age and Windows 11 school upgrade.
- Reduced accounting costs by changing to Xero Accounting (\$86.25 p/m with NFP discount applied; MYOB plan costs previously \$272 p/m). Change permitted completion of 1 set of audited financial statements (2 separate statements previously completed).
- Was represented at Sports Dinner, Awards Night and Scholarship morning tea/presentations by the President
- Raised \$1582 from raffles (Easter= \$614; End-of-year= \$968)
- Provided Canteen and Uniform Shop services for the school community

Source: 2024 Audited Financial Statement

	2023	2024
Canteen Sales	\$488,605.79	\$446,289.22
Uniform Shop Sales	\$142,729.59	\$139,653.69
Gross Trading Profit	\$276,578.09	\$267,670.84
Total Income	\$286,660.26	\$275,764.30
Total Expenses	\$241,731.88	\$274,739.88 *
Net Profit	\$44,928.38	\$1,024.42

* depreciation (\$14,205) & leave accruals (\$13,086.54) were included in 2024 expenses

Recommendations from 2024 Audit Report

- Super balance may be incorrect – auditor advised that bookkeeper reconcile the super payable balance up to date accessing all accounts (MYOB and ATO). Super must be paid at least 28 days after each quarter to avoid Super Guarantee Charges, interest and penalties.
- Several BAS had not been lodged for 2024 period. Double check that bookkeeper is lodging and processing on time to avoid ATO penalties and charges.

Auditor noted that it will be the Committee members at fault when BAS fall overdue and super payable is in arrears.

Forecast for 2025 (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 subscriptions 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 \$50,418.66 of General account funds (remaining P&C financial commitment to \$342,000 SSS grant for Canteen renovation project). These funds were previously held in P&C Building bank account prior to its closure. Additional project funds to be allocated from Canteen account.
- Fund Staff Appreciation Day hampers (all school staff)
 - Hold fundraising raffles
 - Support events to bring the USHS 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 2025, the P&C will aim to conduct a fundraiser each semester. P&C will also work to support Student Council fundraising events where possible.

The proposed fundraising events for 2025 include:

Semester 1 Easter Raffle

Semester 2 End of Year Raffle

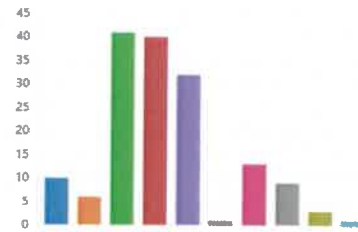
- The P&C will continue to work in partnership with Student Council on their fundraising ventures and goals, providing ongoing support as required.
- P&C will also strengthen ties with the Hervey Bay business community, offering businesses the opportunity to donate prizes for fundraising ventures in 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 Outdoor Infrastructure Project (progression)
- Working party: Fundraising (as required for events)
- Representation on Year 7 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.

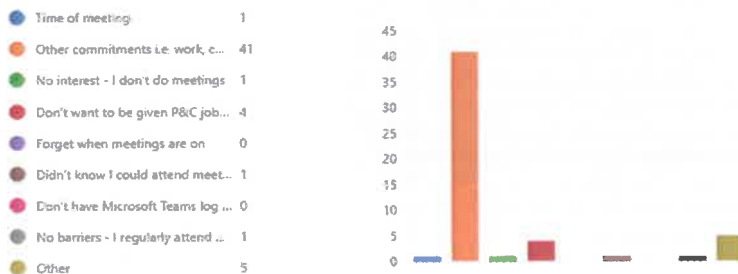
In general, P&C meetings:

- 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



In addition:

- 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&Cs 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:

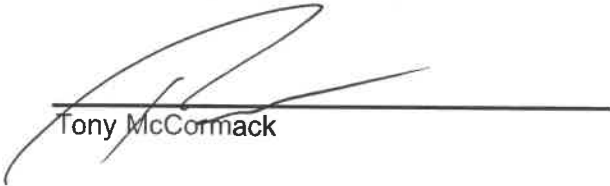


Lorna Waerea (President)



Amanda Bird (Treasurer)

Endorsed by USHS Principal:



Tony McCormack

Date: 27/03/2025

Urangan State High School P&C Budget 2025	
INCOME	Jan-Dec 2025
Uniform Shop	\$38,800.00
Canteen	\$33,000.00
Bank Interest	\$6,900.00
Fundraising	\$2,000.00
TOTAL INCOME	\$80,700.00
EXPENDITURE	
Operating Expenses	
Bookkeeping Fees/Xero Subscription	\$12,840.00
Audit Fee	\$2,500.00
P&Cs Qld Membership/Insurance/HR Service	\$5,196.00
Bank Merchant Fees	\$6,020.00
Bank Fees	\$120.00
Workcover	\$800.00
Admin Expenses	\$500.00
Subscriptions	\$450.00
Stationary & Printing	\$750.00
Repairs & Maintenance	\$8,000.00
Projects & Programs	
Sun Safe School Hat Program (\$11.99 x 380)	\$4,556.20
Staff Appreciation Hampers	\$600.00
Canteen Infrastructure Outdoor Project (negotiated & minuted) *	\$50,000.00
School Donation	\$20,000.00
TOTAL EXPENDITURE	\$112,332.20
Uniform Shop	
Total Trading Income	\$140,000.00
Less Cost of Sales	\$86,000.00
Less Super	\$1,200.00
Less Wages	\$14,000.00
GROSS PROFIT	\$38,800.00
Canteen	
Total Trading Income	\$445,000.00
Less Cost of Sales	\$230,000.00
Less Superannuation	\$22,000.00
Less Wages	\$160,000.00
GROSS PROFIT	\$33,000.00

Note: \$50, 418.66 of General account funds to be expended on Canteen Infrastructure project (remaining P&C financial commitment to Canteen SSS grant).

* Allocated project funds to be expended from Canteen Account.

Calendar of Events

2025

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
		School Leaders Induction	School Award Nights (academic; sports dinner) Approval: P&C documents for enrolment pack & 2026 back to school promotion Staff Appreciation Day	Fundraiser: Multi-draw Raffle	Last 2025 P&C meeting (celebration) 🍷

* P&C AGM Checklist

Documents Required for AGM

- ✓ Minutes from previous AGM
- ✓ Audited financial statements/Auditor's Report
- ✓ Compliance Report
- ✓ Proposed budget/Strategic Plan
- ✓ President's report
- ✓ USHS P&C membership forms
- ✓ Executive Officer nomination forms
- ✓ DoE P&C Exec Member Details form
- ✓ Bank account signatory forms
- ✓ P&C Constitution
- ✓ DoE Parent & Community Code of Conduct
- ✓ Student Protection Risk Management Strategy & completed Annual Checklist
- ✓ Uniform supplier contract
- ✓ Meeting schedule for the year

Meeting Motions

- ✓ Endorsement of Auditor's Report
- ✓ Appointment of Auditor
- ✓ Adoption of Strategic Plan & Budget
- ✓ Bank signatories; owners of EFTPOS machines (President/Treasurer); ATO authorised contact
- ✓ Endorsement of Student Protection Risk Management Strategy
- ✓ Endorsement of DoE Parent & Community Code of Conduct
- ✓ Specified annual school donation amount; number of year 7 scholarships
- ✓ Proposed fundraising; alcohol use
- ✓ New member applications accepted

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.



94%

of Queensland state school parents say a child staff are approachable.

92%

of Queensland state school parents say their school works with them to support their child's learning.

92%

of Queensland state school parents say their school encourages them to take an active role in their child's learning.

What did the parents at your school say?

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)



