
2022-2026

STRATEGIC PLAN

WELLERS HILL STATE SCHOOL P&C ASSOCIATION



Introduction

In 2021, the Wellers Hill State School P&C Association undertook a Strategic Planning process to help align its Mission, priorities and planning processes with the School's strategic plan. This strategic plan identifies the core values and sets the objectives and strategies of the Wellers Hill State School P&C Association and guides the delivery of its Operational Plan for 2021-2026. The strategic plan was developed in consultation with the P&C members, Principal and staff of Wellers Hill State School, as well as the opinions and feedback from the school community. The intent is that this plan will be reviewed periodically and updated at least every five years

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1. What is the P&C

1.1. Definition

The Wellers Hill Parents and Citizens Association (P&C) is a group of people who take on a formal role in supporting the school by enabling and providing:

- Close cooperation between parent, community, staff and students
- Give feedback on school policies and activities
- Provide resources to enhance student learning and improve the school environment

(P&Cs Qld, 2020)

1.2. Role

The Department of Education and P&Cs Qld work together to support state school P&Cs under a partnership agreement. The Wellers Hill P&C Association's role is to work closely with the principal and the school community in a productive partnership, to achieve the best possible outcomes for the school's students. The P&C Association does not intervene in the daily running of the school, which is the principal's responsibility. The principal's supervisor (Assistant Regional Director) is responsible for the principal's performance. P&Cs provide feedback and advice on school policies and activities, assist in providing resources to enhance student outcomes and are involved in a variety of school activities including fundraising, school functions, tuckshop and outside school hours care services.

(Ed Qld 2021)

1.3. Function

The main functions of the Wellers Hill P&C:

- To provide advice and recommendations to the school's principal on issues and concerns regarding students, and the general operation and management of the school
- To foster community interest in educational matters
- To encourage closer cooperation between parents, other members of the community, staff and students of the school
- To provide or assist in the provision of financial or other resources for the benefits of students of the school
- To perform any other functions, consistent with the Act, as the Minister may decide (WHSS Constitution 2020)

1.4. Objectives

The objectives of the Wellers Hill State School P&C Association is to promote the interest of, and facilitate the development and further improvement of the school. This will be achieved by promoting parent participation and encouraging collaboration between parents, students, school communities and non-government entities to foster a commitment to achieve the best educational outcomes for children and young people at WHSS. (WHSS Constitution 2020)

2. Mission, Vision and Values of the P&C

2.1. Mission

It's all about the kids!

2.2. Vision

Enriching the lives of Wellers Hill State School kids through increased community engagement and authentic partnerships

2.3. Values

Child-focused – we are all about the kids

Welcoming and inclusive – of all community

Collaborative and respectful relationships – amongst our community and with the school

3. Who is the P&C

The Wellers Hill State School P&C Association consists of:

- An Executive Team
- Sub Committees
- Commercial operations.

3.1. Executive Team

The Executive Team consists of the following roles:

- President
- Vice Presidents:
 - School Age Child Care Service (SACCS)
 - Community
- Treasurer
- Secretary

3.2. Sub Committees

The P&C consists of the following Sub Committees:

- Operations Committee (Helps run our commercial operations)
- Amateur Swimming Club
- School Age Child Care Service (SACCS)
- Facilities and sustainability
- Music Support
- Sports Support
- Cultural Support Network

3.3. Commercial Operations

The P&C consists of the following Commercial Operations:

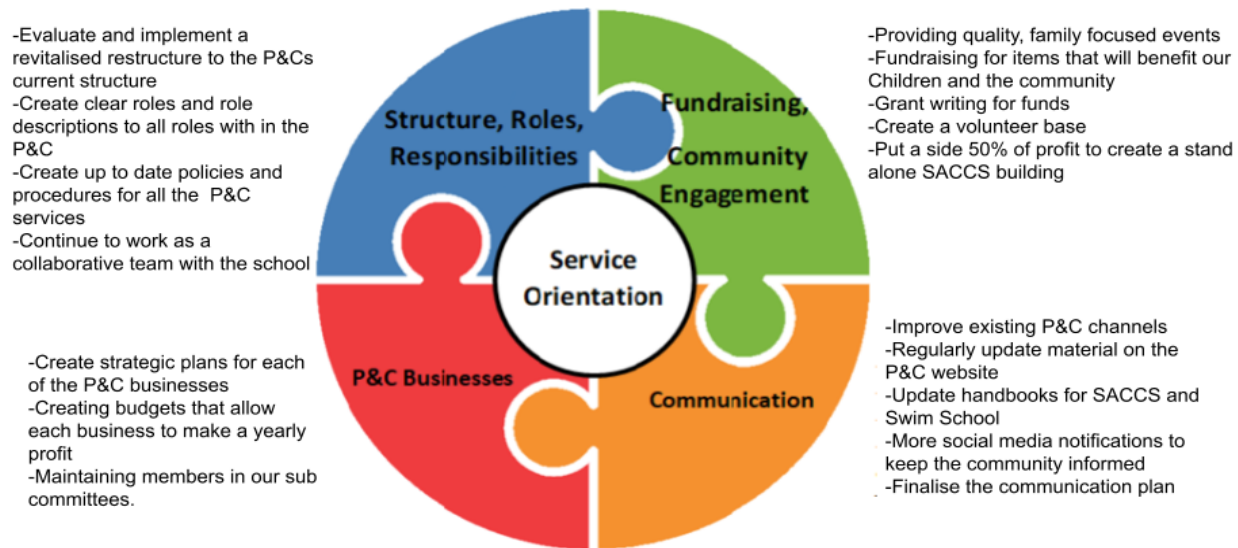
- School Age Child Care Service (SACCS)
- Tuckshop
- Uniform Shop
- Swim School

4. Strategic Priorities

4.1. Subcategories of the P&C strategic Objectives

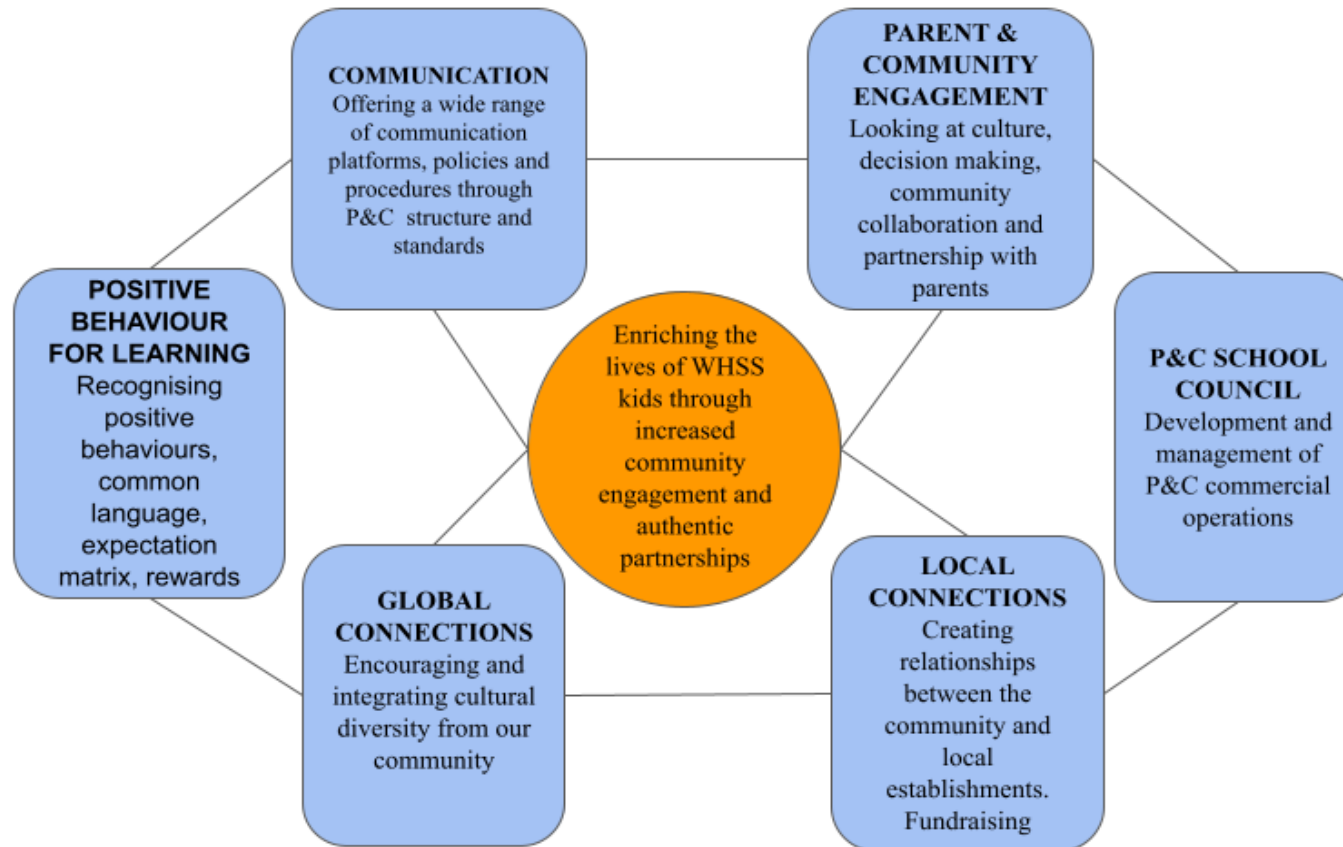
The WHSS P&C has set the following overall objectives for the period of 2022-2026 to support its strategic vision. These objectives are broken down into the following four sub-categories:

- Fundraising/Community engagement
- Structure, roles and responsibilities
- Communication
- P&C Business



4.2. Overall P&C Strategic Objectives

The objectives of the Wellers Hill State School P&C over the next four years, focusing on the following six key areas:



4.3. Strategic Objective Details

The following table provides strategic details for each of the six objective areas in the previous figure.

COMMUNICATION		
Develop and Plan	Action	Review
<p><u>Communication Plan</u></p> <ul style="list-style-type: none"> -P&C -sub committees -SACCS <p><u>Administration</u></p> <ul style="list-style-type: none"> - Update/Create Policies and Procedures for P&C, sub committees and SACCS -Create and implement new employee information packages on expectations, structure etc -Create an annual leave plan -Implement professional development for staff -Standardise selection criteria for job roles during interviews -Standardise role descriptions -Standardise computer systems with the school to be aligned -Additional phone lines - Create a policy for structuring complaints for all P&C committees -Create a bullying and harassment policy -Restructuring the P&C structure 	<ul style="list-style-type: none"> - Establish a communication plan that aligns with the school. Give community members structure on ways to connect the committees and indicate appropriate response times for return contact. -Write and establish up to date policies and procedures to provide structure and guidance for all employees. -New employees need to be given information in regards to their role, expectations of their role and organisation information. - Implement an annual leave plan which is fair and acceptable for all employees. -Implement professional development which is appropriate to their award. Also determine what will be compulsory education for their role. -Make clear and transparent selection criteria that can be used on a regular basis in interviews for uniformity. Use an outside consultant to assist with this. -Make clear and transparent role descriptions that employees need to be held to. -Align computer software and systems with the school. Work as one team 	<p>2022- complete communication plan, bring it to P&C meeting and be voted on. 2023- survey/review community</p> <p>2022- Complete policies and procedures and start plans on implementing the other items in 'Administration'</p> <ul style="list-style-type: none"> -Hire an outside consultant for selection criteria and role description advice. -Bring in two phone lines for SACCS -Create a handover folder from past executives to future executives. Outlining requirement, registrations and documentation needed to fulfil the role <p>2023- Review and evaluate new policies. Standardise computer systems</p>

<p>-Handover, mentoring and succession planning from the previous executive team to the newly appointed executive team or member.</p>	<p>-With our larger commercial operations implementing a minimum of two direct phone lines. (A phone line for parents/answering machine. A second line to make phone calls out of.) - child safety, duty of care. -Adjusting or restructuring of the P&C structure to be more efficient and cost effective. -At completion of an executives term or resignation a minimum of two meetings are held with the new executive or new member to handover, mentor and help with succession planning for the following 12 months</p>	
<p><u>P&C Meetings</u> -Establish two way communication with school leaders, P&C executives and the community. -newsletters</p>	<p>-Allow open discussion between P&C executives and the school leaders and community. -Hold monthly meetings. Encouraging different ideas, and points of view to feel out what is important for all. -Introduce meet and greets with the community to establish relationships -Fortnightly newsletters informing the community of P&C plans, events, and general up to date information (Alt form of communication)</p>	<p>2022- Hold monthly meetings, Evaluate if there is an increase in membership. -Reassess if there is not. 2023- Survey community on P&C meetings and newsletter (Gage reader value and ease of access to meetings and newsletter.)</p>

Parent and Community Engagement		
Develop and Plan	Action	Review
<p><u>School Culture</u></p> <ul style="list-style-type: none"> -Making executive team known and seen -Creating events where parent involvement is encouraged -Develop a database of parent expertise -Building our volunteer base <p><u>Decision Making</u></p> <ul style="list-style-type: none"> -Allow active participation by parents in decisions made by the P&C -Work collaborative with the school leaders <p><u>Partnership with Parents</u></p> <ul style="list-style-type: none"> -Get feedback from parents on a regular basis -Create surveys to see what is working well or what needs improvement 	<ul style="list-style-type: none"> -Establish a meet and greet at each P&C meeting. Enabling parents and community to engage in one on one conversations and being able to bring up issues the parents/community may not be comfortable with in a large setting. -Encourage ongoing involvement from parents in school events. ie. Mothers day stall, tuckshop, uniform shop, fetes, family fun nights -Through P&C membership and newsletter develop a database of parent expertise. -Allow question sessions or make a frequency asked question page on the P&C facebook page/school website to help answer commonly asked questions. -Bringing up and discussing plans/policies with the community and allowing the P&C member community to vote and comment on our new plans/policies. -Invite the school leaders to P&C meetings so the community sees unity and alignment between the P&C and school. -Encourage open communication with the community and regularly ask for feedback and comments on how the P&C is operating 	

P&C COUNCIL		
Develop and Plan	Action	Review
<u>Tuckshop</u> - Health and safety standards -Temp and fridge/freezer checks	-Implement safety standards for food storage and handling as per food safety regulations. -Maintain daily fridge and freezer temps checks and keep an accurate record. -Stock rotation needs to be done and decreasing of stock supply coming up to school holidays	2022- Develop a daily temp log and evaluate that we are up to date with health and safety standards
<u>Uniform shop</u> -Brand new uniforms -Music uniforms -Second hand uniforms	-Maintain stock inventory. Consider out-sourcing to a more convenient option for parents. Investigate future options for the uniform shop. -Consider some type of platform to keep the second hand uniform option open. ?Chappy room, ?Buy/Sell/Swap school page	2022- Investigate out sourcing options for a more convenient option for parents. Minimum of 2-3 options to be presented to P&C Exec and taken to the P&C meeting. Or consider other options for the uniform shop that may offer more convenience for parents
<u>Sub Committees</u> - Incorporate them into the strategic plan, giving them guidelines and structure	-Encourage involvement of volunteers within the sub committees. Help current and future volunteers by creating a strategic plan outlining structure and goals of the sub committees. -Prioritise what is needed to run and plan daily activities. -Establish regular inventory stocktakes. Make a 'Check in, check out' log to eliminate lost resources and to hold staff members accountable. -Create a SACCS strategic plan which will be achieved by assistance from an outside OSHC consultant.	2022-2023- Make a decision to incorporate subcommittee into the main P&C strategic plan or to create individual subcommittee strategic plans.

<p><u>SACCS</u> - Create and maintain a satisfactory resource list that can be adjusted and looked at in a any moment. -Create a strategic plan -Integrate the expectation matrix into daily activities -Integrate the school's Positive Behaviour for Learning (PBL) into daily activities and expectations -Put aside 50% of the P&C yearly funds to create a stand alone SACCS building</p>	<p>-Make sure the expectation matrix and PBL are integrated into daily SACC activities. Continue on going development with the school leadership team through education, training and development days. -Make sure we are up to date and aligned with the schools expectations on PBL --create an extra account for saving for a stand alone SACCS building. A minimum of 50% of yearly surplus is added to this account.</p>	<p>2022- SACCS supply an adequate resource list than can be reviewed by Exec team and taken to a P&C meeting -create a resource sign in/out log, allocate a staff member for this to be maintained/checked by -Provide on going education, training and development to staff -Provide statements to the amount of money saved for a stand alone SACCS building</p>
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LOCAL CONNECTIONS

Develop and Plan	Action	Review
<p><u>Fundraising</u> -Family fun nights -Grants -Colour runs -Fetes -General fund raisers</p> <p><u>Local connections</u> Reaching out to: -Child care centres -Surrounding businesses -Supporting business</p>	<p>-Meet and include local businesses or supporting businesses in our school events to help develop relationships -Involve local or supporting business in our fundraising events</p>	

GLOBAL CONNECTIONS		
Develop and Plan	Action	Review
<p><u>Encouraging global perspectives</u> -Integrating cultural diversity -Include families ethnicity into P&C plans -Sharing of past travel experiences -Japanese focus -Celebrating special Japanese cultural events</p>		

4.4. Key Measurable Goals

Monthly:

- Monthly meeting with Principal to discuss goals, progress and any issues
- Monthly meeting with all key staff to discuss goals, progress and any issues
- Monthly meeting with the executive team to discuss goals, progress and any issues
- Monthly P&C meetings are no more than 2 hours long
- All meetings are only during school terms. Impromptu meetings during vacation periods are on a needs by needs basis
- Meeting culture is friendly, inclusive, respectful, fun and productive
- All visitors or new members are personally greeted and made to feel welcome and valued
- Communication with the community is regular, timely and across a variety of mediums to maximise reach
- At least one new or existing wider community relationship/s are created and/or nurtured
- At least 70% of meeting action items are completed and removed by the following meeting

Yearly:

- Raise at least \$20,000 surplus through fundraising activities
- Increase P&C ability to generate a surplus across all business units by at least 10% each year
- Completing at least 4 fundraisers or school events each year
- Increase P&C memberships by at least 10% each year
- Increase the number of active volunteers by at least 10% each year
- Guarantee the school a donation of 20% of the P&C surplus through fundraising
- Put a side 50% of the P&C surplus to be put into an account to go towards a stand alone SACCS building
- Survey the school community every year to establish the community goals and priorities
- Re-evaluate the strategic plan every year and adjust to match the goals of the community

4.5. Individual Sub Committee Objectives

4.5.1. SACCS

Objectives

Our goals are to encourage and support children to:

- Have a strong sense of identity
- Be connected with and contribute to their world
- Have a strong sense of wellbeing
- Be confident and involved learners
- Be effective communicators

We provide Educators with a safe and respectful workplace with a strong focus on professional development, collaboration, inquiry and critical reflection. Our service operates under the National Quality Framework for Education and Care and adheres to Education and Care Services legislation. Policies and procedures, including Child Risk Management Strategies, are in place.

2022

- Putting aside a minimum of 50% of SACCS surplus to go towards a dedicated SACCS building
- Investment in available technologies to improve service operations
- Active SACCS Sub-Committee with a minimum of 4 Sub-Committee meetings per year
- Involvement from children, families, Educators and the wider school community in our SACCS Quality Improvement Plan

2023-2026

- Investment in, and establishment of, dedicated SACCS facilities
- A minimum of 50% annual SACCS surplus to be re-invested into SACCS
- Investment in available and emerging technologies to improve service operations
- Active SACCS Sub-Committee with a minimum of 4 Sub-Committee meetings per year
- Involvement from children, families, Educators and the wider school community in our SACCS Quality Improvement Plan
- Implementation of a whole-of-service sustainability program at SACCS
- Development of a Reconciliation Action Plan at SACCS

4.5.2. Swim School

Objectives

The Club's objectives are to foster water safety, promote fitness and encourage the general development and competitiveness of its members.

They achieve this by providing swimmers with a fun and friendly, yet socially competitive, atmosphere giving them the opportunity to experience carnival style races in a more relaxed environment. Swim club tries to provide competitive swimmers an opportunity to compete against other competitive swimmers and to monitor their progress against their own previous times. Swim club provide parents and families with an opportunity to socialize with other parents and families at the end of a working week.

2022

Swim Club will be seeking new leadership for the 2022-23 season, with many of the sub-committee executives' youngest children leaving the school.

We will be seeking to ensure a smooth transition of leadership, and continuation of Learn to Swim and Swim Club.

2023-26

Swim club and Swim school are seeking funds for:

- Replacement and repairs to damaged and old drainage lines
- Renovate change rooms, with urinals in the boys change area and added privacy screens for when children are changing in both the girls and boys change areas.

4.5.3. Tuckshop

Objectives

Our tuckshop aims to provide a range of meal options for our school community, observing the Smart Choice Strategy of Education Queensland.

2022

In 2022, our tuck shop will be focused on implementing the Queensland Government's single use plastic items ban, reinstating a five-day service and expanding the availability of items currently limited to single day service. We will also be reintroducing special food events each term.

2023-26

Beyond 2022, we will be seeking to consolidate the menu and special food event calendar, and preparing to accommodate tranche two of the Queensland Government's single use plastic items ban.

4.5.4. Uniform Shop

Objectives

Students are required to wear their school uniform (or sports uniform) as it develops a sense of pride and identity with the school. We aim to provide a reliable and local service, and to maintain autonomy over our school uniform design and price, and the ability to directly support families in need via our secondhand uniform program

2022

Emerging technology and services create opportunities for our school uniform shop. We will continue to explore more efficient options to provide uniforms efficiently and effectively.

We also offers a facility to donate uniforms for the repurposing of second-hand uniforms either for resale (gold coin donation) or to assist the school with their management of families in need. We will seek to advertise this facility more broadly.

2023-2026

The uniform shop will be seeking funds for:

- New and space appropriate storage areas for uniform stock.

4.6. Financial Growth Strategy

The Wellers Hill P&C requires a substantial amount of money each year to achieve our strategic goals, support the school with donations and give back to the school to benefit the kids.

We intend to generate the funds required through the following means:

- Surplus Generated from the Tuckshop
- Surplus Generated from the Uniform Shop
- Surplus Generated from SACCS
- Surplus Generated from the Swim School
- Fundraising activities including:
 - **Active (High Touch)**
 - Food Sales (e.g. swim club sausage sizzle / P&C stalls) at school events
 - Events (Disco's, Colour run, Family Fun Nights, Mother's & Father's Day stalls, etc.)
 - **Semi-Passive (Medium Touch)**
 - Homestyle Bake Drives
 - Easter Chocolate Drives
 - **Passive (Low Touch)**
 - Markets
 - Hosted Community Events (in collaboration with other organisations)
 - Sponsorship and/or donations.

4.7. Fundraising and Events Calendar

Different fundraising and event ideas that the P&C can run over the year and how each activity relates to the strategic plan.

	Positive behaviour for learning	Communication	Local connections	Global connections	Parent and community engagement	P&C school council
Mother/ Fathers' Day stall		X	X		X	
Symphony under the stars night		X	X	X	X	
Movie Night		X	X	X	X	X
Family Fun night		X	X	X	X	X
Twilight markets		X	X	X	X	X
Colour run	X	X	X	X	X	X
Trivia night		X	X	X	X	
Easter choc drives		X	X		X	X
Homestyle bake drive		X	X		X	X
Inflatable end of year event	X	X	X			
Tea & Tissues morning tea		X			X	
Teachers' Day		X	X			

Disco	X	X	X	X	X	X
Transition to prep days		X			X	
Friday night swim club		X	X	X	X	X
Swim club BBQ's		X	X		X	X

4.8. SWOT Evaluation of P&C

<p>S</p> <p>Strengths</p>	<p>W</p> <p>Weakness</p>	<p>O</p> <p>Opportunities</p>	<p>T</p> <p>Threats</p>
<ul style="list-style-type: none"> -Caring -Driven -Passionate -Focus on benefits for the children -Skilled and knowledgeable staff and volunteers -Excellent SACCS services -Motivational and evidence based programs for kids -Vibrant swim school and swim club 	<ul style="list-style-type: none"> - Poor P&C member applications -Poor volunteer numbers and engagement -Weak yearly surplus without substantial fundraising -Low awareness of our services with in the school community 	<ul style="list-style-type: none"> -Wide group of community members to collaborate with -Emerging need for our services with in the school community -Build a strong community volunteer group -Expend children numbers to work our services at full capacity -Attract new students with positive culture and wonderful services 	<ul style="list-style-type: none"> -Members with their own agendas -Changing environment and need for our services -Misconceptions of our services -No clear plans or future views -Poor goal setting -Lack of new, interesting programs to entice new students

5. Annual Plan

5.1. Intent of Annual Plans

Each Year the P&C shall prepare the following annual plans:

- Annual Operational Plan with budget
- Fundraising and Events Calendar for the year with projected surplus
- SACCS Annual Operational Plan
- Communication Plan

The annual plans are to be written and updated within the first 2 months of each P&C's term, with the President delegating to a responsible party for each annual plan. At the end of the 2 month plan updating period, the P&C executive will sign off on each plan and task annual actions to members of the P&C or volunteers.

At the end of an executive's term or resignation. The executives will either meet as a team or on a one to one basis for a minimum of two meetings with the executive team or new executive member to hand over plans, guide with mentoring of the role and help continue with the P&Cs succession planning for the coming 12 months.

5.2. Monitoring and Evaluation

In the final month of the P&C's term, compare the actual costs and incomes against planned and provide lessons learnt to the following year's annual plan preparation.

A brief summary will also be presented at the yearly Annual General Meeting.

6. P&C Strategy Summary

Wellers Hill P&C is integral in ensuring EVERY CHILD at Wellers Hill State School is given EVERY CHANCE to grow & succeed and has a wonderful school experience.

By ensuring we have a strong team, a welcoming and positive "family like" community and culture, successful and surplus generating businesses and clear goals, we will ensure we are in the best possible position to maximise our contribution to the school and impact on the lives of our students.