



Manly State School P&C Strategic 5 Year Plan

STATEMENT OF PURPOSE

A P&C is a school based organisation consisting of parents, teachers and interested citizens and aims to bring the school community together. Parents, teachers and community members can work together to help meet the needs of the school community and contribute to decisions about the school.

Manly P&C is committed to working in partnership with the school in order to:

- Foster community spirit;
- Work with the school on policies and activities; and
- Provide financial assistance to the school to improve school and student facilities.

OBJECTIVES

The Manly P&C objectives are to successfully support and enrich the quality education of our students through:

- Providing a forum for parents and the community to learn about the activities at the school, raise concerns and have input into the decisions affecting their children.
- Providing adequate resources and learning materials so as to enhance our children's learning in a positive and productive way;
- Providing a Before and After School and Vacation care service on site at the school;
- Providing a Tuck Shop service in the school;
- Providing a Uniform service for the school;
- Optimising and enhancing the current use of infrastructure and facilities;
- Communicating the fundraising needs based on the long term plans for the school, detailing why the money is required and how it will be spend, and being accountable for the spend; and
- Providing opportunities for the school community to celebrate together.

5 YEAR STRATEGIC PLAN

The Manly P&C strategic plan for the next five years:

1. Develop and implement a parent engagement and communication framework to build an enhanced capacity for parent and the community to engage as partners in learning;
2. Increase P&C membership by 20%;
3. Hold at least 4 fundraising events each year;
4. Apply for at least 2 government and community grants per year and establishment of a grant writer role/committee; and
5. Develop a P&C levy or building fund to enable community tax deductible donations with the aim to raise enough funds to put air conditioning in the school.

ANNUAL PLAN

Manly State School P&C Association

63 Ernest St, Manly QLD 4179
ABN 86 091 091 963



To support its role and function, the Manly P&C will:

1. Foster parent and community spirit, engagement and communication by:
 - Holding regular P&C meetings;
 - Holding at least 4 fundraising and community events to maintain/improve school facilities;
 - Improve communication channels through use of Q Schools app and other social media arenas;
 - Publishing weekly newsletters; and
 - Developing and implementing a five year strategic plan and annual operating plan.
2. Maintain the Manly P&C businesses such that:
 - They are compliant with all relevant legislation and regulations
 - They are financial viable
 - Provide the community effective services to support children's school experience.
3. Provide financial support to:
 - Enhance the educational outcomes of the school
 - Maintain P&C assets appropriately
 - Encourage the continued professional development activities for staff of P&C businesses.

FUNDRAISING

The Manly P&C major fundraising activities include:

Term 1	Bush Dance
Term 2	Walkathon
Term 3	Musical Evening
Term 4	Art Show and Trivia Night
	Christmas Carol

Other fundraising events and social occasions to be held throughout the year by volunteers if viable:

Hot cross bun drive	Cookbook and or tea towels
Bunnings sausage sizzle	School banking
Entertainment books	Gold coin days

Should the P&C get the volunteers and support required to enable it to hold a fete during the year this will also be added to the fundraising events.

The P&C will also investigate the possibility of renting out the school hall, when not in use, to increase funds raised.

The school does not have any air conditioning at present, over the next few years the Manly P&C will aim to set up a P&C levy or building fund which will allow local businesses and parents to make tax deductible donations to the school for this purpose.

GRANTS

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The P&C will apply for the following grants during the year as a minimum:

Wynnum Manly Leagues Club	Stage for the school
Gaming & Lottery Commission Grant	
Port of Brisbane	

The P&C will also review the grant writing process and put forward a proposal to have a grant writing position approved and for larger grants, those exceeding \$100,000, engage a professional writer to provide expertise in the grant process at an acceptable cost to the P&C.

P&C ROLES AND RESPONSIBILITIES

The following roles are becoming vacant during the year. By recruiting new people early on we will ensure plenty of time for handovers.

- President
- Vice-President
- Treasurer
- Secretary

The role of the P&C Executive Committee is:

- To work closely with the Principal, Teachers and Administrators to promote the interests of the school and our children.
- To identify and deliver projects to which the P&C can direct its revenue from fundraising activities over the next several years.
- To provide funds to support P&C Association programs and to supplement the school's operating and capital budgets.
- To improve co-ordination of fundraising activities. The Fundraising Co-ordinator will act as a 'register' of any fund-raising activities, thereby keeping the P&C abreast of all current and proposed parent-initiated fundraising activities throughout the school.
- To ensure adequate transparency and interaction between the P&C and the wider school community through regular communication.
- Succession planning. To ensure sufficient people are ready to replace those not standing for re-election in 2016 and to ensure that there is sufficient transfer of operational capability and knowledge management to any incumbent presidents or committee members in their respective areas.
- To assist the various P&C sub-committees when needed.

P&C MEETINGS

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Meetings are held in the Library (or other convenient location) on the second or third Monday of each month. They provide the regular, formal opportunity for the wider parent body to meet with their elected parent representatives, senior teaching staff and representatives of all elements of the school services. In general meetings:

- Commence at 7pm and target an 8.30pm close;
- Aim to be informal, friendly and inviting;
- Are minuted, approved at the following meeting and minutes posted on the school newsletter generally within a week of each meeting;
- Seek to include an element of education/update for parents regarding the school's academic philosophy and programs when needed to discuss or update parents on any aspect of the school's operation or curriculum; and
- The school principal and or representative attend meetings and present a short report.

In addition, ad-hoc meetings of the P&C are held as required.

A request for agenda items and finalised agenda will be circulated by email to all parents and carers and posted on the school newsletter.

Annual budgets, events and dates and reports will be delivered at P&C meetings by the executive committee.

We encourage all parents and carers and interested citizens to attend the P&C meetings. Ideas and suggestions can be raised with a member of the P&C Committee where an individual is unable to attend a meeting.

VOLUNTEERS AND NEW MEMBERS

The P&C committee aims to:

- Make sure new volunteers or P&C members are made to feel welcome;
- Give them any information they might need as new members but not overload them;
- Operating an efficient, timely and friendly meeting to encourage people to attend and join in;
- Celebrate your successes;
- Share the workload;
- Encourage new ideas;
- Support each other;
- Operate under a code of conduct; and
- Make time for a chat at meetings.

CERTIFICATION

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This P&C Association Budget, Strategic Plan and Annual Operational Plan was developed in consultation with the school community.

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P&C President

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P&C Secretary

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P&C Treasurer

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