Capalaba State College
Parent and Citizen Association
2015 Annual Operating Plan
Contents

Introduction ................................................................................................................................. 3
Fundraising for 2015 ..................................................................................................................... 4
Projects/Funds proposed for 2014 ............................................................................................... 5
Projects underway with existing funding for 2014 ................................................................. 5
P&C roles becoming vacant during/end 2014 ........................................................................... 5
Appendices .................................................................................................................................. 6
  The Role of the Parent Community ........................................................................................ 6
  P&C Functional Diagram ......................................................................................................... 7
  P&C meetings ........................................................................................................................... 8
  P&C Executive Role Descriptions .......................................................................................... 9
    President ............................................................................................................................... 9
    Vice President ....................................................................................................................... 9
    Secretary .............................................................................................................................. 9
    Treasurer .............................................................................................................................. 10
    Communications Coordinator ............................................................................................. 11
    Fundraising Co-ordinator ................................................................................................... 11
    Class Coordinator .............................................................................................................. 11
    Grants Coordinator ............................................................................................................ 11
    Playgroup Coordinator ..................................................................................................... 11
Sub-Committees and Clubs of the P&C ..................................................................................... 12
  Swim Club ............................................................................................................................. 12
  Parents Auxiliary .................................................................................................................. 12
  Craft Club ............................................................................................................................. 12
  Second-hand Uniform Shop ................................................................................................. 12
Introduction
The current Capalaba State College P&C objectives are to support the school in its endeavours to provide the best educational opportunities for our children by:

- Providing adequate resources and learning materials to all rooms/facilities so as to enhance our children’s learning in a positive and productive way;
- 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 spent, and being accountable for the spend;
- Providing a forum for school community issues to be raised
- Providing opportunities for the school community to celebrate together

The P&C determines its level of involvement and commitment to the school based on the College Principal’s plan for the year and what the teaching staff would like to achieve.

The key goals and initiatives for the CSC P&C in 2015 are as follows:

- Fundraising target of $10,000 for 2015
- Decision on projects by mid-year
- Streamline communications – P&C section within newsletter main source of information, better use of College website, information found in central location
- Provide regular communication and feedback loop to ensure P&C have the facts and can seek greater understanding of decisions reached
- Increase P&C community engagement – increase average attendance at P&C meetings to 20 members, increased attendance of fundraising events
Fundraising for 2015

In 2014, the P&C achieved an income of approximately $12 190.75 comprising parent contributions, revenue from events and profits from P&C operations. Forecast fundraising in 2015 is $23 500 and a breakdown can be found in the table below:

<table>
<thead>
<tr>
<th>Revenue Source</th>
<th>Actual 2014</th>
<th>Target 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent Annual Contributions</td>
<td>$ 2 862</td>
<td>$ 6 000</td>
</tr>
<tr>
<td>Fundraising and Social Events</td>
<td>$ 5 000</td>
<td>$ 10 000</td>
</tr>
<tr>
<td>Tuckshop</td>
<td>$ 1 000</td>
<td>$ 1 500</td>
</tr>
<tr>
<td>Swim Club</td>
<td>$ 650</td>
<td>$ 1 000</td>
</tr>
<tr>
<td>Advertising</td>
<td>$ 2 678.75</td>
<td>$ 5 000</td>
</tr>
<tr>
<td>Total</td>
<td>$12 190.75</td>
<td>$23 500</td>
</tr>
</tbody>
</table>

The Fundraising Coordinator proposes 4 major fundraising events annually and a number of smaller social fundraising events.

These have been mapped out with approximate dates and will be communicated at the beginning of the year so that people know what to expect and can consider where they might like to get involved. The plan is as follows:

Major fundraising events

- Easter Egg Raffle (Term 1)
- Disco (Term 1 and Term 3)
- Skip-A-Thon (Term 2)
- Holiday Raffle (Term 3)
- Spell-A-Thon (Term 4)

Up to 4 social activities including Craft Stalls, Movie Night or World Sporting event.

At least 4 charity events raising funds for outside agencies including World’s Greatest Shave (Term 1), Day for Daniel (Term 4), Canteen Bandanna Day (Term 4) and RSPCA (Term 3).
Projects/Funds proposed for 2015

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Project Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion of kitchenette in Junior Campus Hall</td>
<td>TBC T1 2015</td>
</tr>
<tr>
<td>Providing shade for Year 5 &amp; 6 Playground</td>
<td>TBC T2 2015</td>
</tr>
<tr>
<td>An electronic sign for the College</td>
<td>TBC end 2015</td>
</tr>
<tr>
<td>Change room refurbishments on Senior Campus</td>
<td>TBC end 2015</td>
</tr>
</tbody>
</table>

2015 Estimated Proposed P&C expenditure is $15 000k compared to targeted revenue of $23 500k.

Projects underway with existing funding for 2014

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Project Status</th>
<th>P&amp;C Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Hot water boiler for Junior Campus Tuckshop</td>
<td>To be completed by the end of 2014</td>
<td>$904 donation to the College plus the additional $1000 from the Smarter Choices Tuckshop Grant</td>
</tr>
<tr>
<td>2 Memorial Garden on Senior Campus</td>
<td>Completed by end of 2014</td>
<td>$2 500 donation</td>
</tr>
<tr>
<td>3 Shade cover for ECDP Play Area</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

P&C roles becoming vacant during/end 2014

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

- President of the P&C
- Vice-President of the P&C
- Treasurer of the P&C
- Fundraising Co-ordinator
- Classroom Coordinator
- Grants Coordinator
- Communications Coordinator
The Role of the Parent Community

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.  
  *NB: the Co-ordinator will not be responsible for organising all the fundraising activities.*
- 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 2015 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 Executive Officers
- Elected by parent community
- Support Principals and teachers
- Leadership and coordination role
- Promotes interest in our school and community
- Accountable for raising funds and delivery of projects
- Communication with parent body

P & C Sub-Committees and Clubs
- Provide specific services
  - Swim Club
  - Second-hand uniform shop
  - Fundraising
  - Tuckshop

P & C Projects
- Initiated by any parent, teacher or student
- Assessed against College objectives
- Funded by P&C
- Delivered by project specific team including parents and teachers

Students
- All P&C activities support student academic and personal development
P&C Meetings
Meetings are held in the P&C Building on Junior Campus (or other convenient location) on the Monday of weeks 3 and 8 of first and third term, and week 5 second and fourth terms and may alternate between evening and afternoon times. 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:

- Evening meetings will start at 7:00 pm — target is a 9.00 pm finish.
- Afternoon meetings will start 4:00 pm – target is a 5:00 pm finish.
- Aim to be informal, friendly, inviting.
- Are minuted, approved at the following meeting and minutes posted on the school website 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.
- The College Principal and or a representative attend meetings. The Principal presents a short report.
- Each sub-committee and club of the P&C reports briefly on any developments/ issues / problems.

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

Detailed below are descriptions of duties for the main office bearers of the Capalaba State College Executive Committee. The role descriptions should be used as a guide only. It is anticipated that they will remain flexible to change in consultation with the College Principal, parent community and volunteer time available by those holding these positions.

President

- Responsible for the general functioning of the P&C.
- Chairs the monthly meetings or appoints an alternate.
- Attend and Chair Special (ad hoc) Meetings.
- Identify and prioritise projects to which the Parent Community can direct its fundraising activities over the next several years. This will be done in consultation with the College Management Team.
- Liaise with School Principal and Administration to coordinate activities relating to School business.
- Liaise with other School Services to understand requirements and how the P&C can be of assistance.
- Represent the P&C at School Functions as required.
- Responsible to ensure all projects are planned, and support the teams in implementation to meet time and budgetary measures/requirements agreed to by the P&C Association.
- Appoint and support project team members to implement / deliver projects.
- Agree on financial reporting requirements per project in conjunction with the Treasurer and agree on payment schedules, notice periods required.
- Provide a verbal report on project progress on a monthly basis. Present this at each P&C Meeting. Details of progress /achievements to be published in the school’s newsletter.

Vice President

- Attend General Meetings.
- Represent the P&C at nominated Functions / Fundraisers.
- Deputise for the President when necessary at Meetings.
- Deputise for the President at School Functions as required.
- Support the President and other office bearers of the P&C as required.
- Support all project team members to implement/deliver projects.

Secretary

- Responsible for general correspondence of the P&C.
- Prepares minutes of P&C meetings; alerts school community to upcoming P&C meetings via newsletter.
- Maintain an up-to-date contact and email distribution list of P&C members.
- Receive and sort out incoming correspondence to the P&C.
- Prepare outgoing P&C correspondence.
- Attend and take minutes at General Meetings, Special Meetings, Informal
Meetings held by the Committee.

- Prepare and distribute agenda for General Meetings in consultation with the President.
- Distribute Minutes of Meetings a week before the next P&C Meeting in order to changes to be made and updated prior to the Committee meeting.
- Consolidate a general core operations running document (CORD) for the school community to enable succession planning and proper information transfer between outgoing committee members and incoming members as well as other fundraising committees, outside parent community subcommittees such as Tuckshop, Second-hand Uniform Shop and general fundraising committees. This will entail the following:
  - Collating and maintaining relevant hardcopies of materials from various Event Liaison Co-ordinators.
  - Consolidating various operation documents and operating plans from the Parents Auxiliary and Swim Club.

**Treasurer**

**Payment** – including:

- Actions of all requirements within a reasonable time frame (nominally 1 week) for all P&C Accounts.
- Ensuring payments are valid and represent value for money, and approved by authorized members only
- Implementing a process whereby any payments are authorized (ie preapproved by the P&C in meetings and/or included in annual budget) prior to any financial commitments by the P&C are made
- Complete Bank Reconciliations and Formal Reports which will be presented at the monthly Parent Community Committee meeting.

**Receiving** – including:

- The receipt of cash is received via the Parent Voluntary Contribution, Building Fund Donations Receipts and Fundraising Receipts.
- Issue to all parents the Parent Community letter requesting contributions and donations in Term 1. A reminder letter is sent out each term to those who have not made payment. Payments are currently made by cash, cheque or credit card and these are all received in the P&C Box in the General Office. Communication is then made by email or phone as to queries over payments received or not received.

**Reporting** – including:

- Reconciling the bank statements and providing monthly accounts to the P&C with actual year to date figures compared to yearly cash flow forecasts for all incoming and outgoing funds
- Yearly Cash Flow forecasts are to be made based on expected income and expenditure, anticipated fundraising income and budgeted project spending. Budgeted project spending and anticipated Fundraising Income are made in liaison with P&C Committee e.g. P&C Executive and Fundraising Co-ordinator.
- Finalising the end of year accounts to the auditors for the P&C and various sub committees. Presenting these to the P&C along with the audit report for signing
and presenting copy of accounts to the auditor
• Attending to administration details such as – yearly insurance, taxation and legal requirements for charity status etc.

These descriptions also apply to the various sub-committees that are operational within the school.

Communications Coordinator
• Work with the P&C Executive to maintain and improve communications to and from the parent community
• Provides regular weekly updates on P&C news via school newsletter and Class Coordinators weekly e-mail
• Ensure P&C sections of the school website are updated regularly
• Liaise with School Administration/ Newsletter editor to facilitate communication between P&C and the College with regard to P&C events, venues and dates.
• Liaise with the class coordinators to inform and encourage participation in P&C activities.

Fundraising Co-ordinator
• Co-ordinate all activities of the various committees for nominated events to ensure proper process is followed and the necessary funding agreed to.
• Assist with the planning of the function where required
• Assist with the necessary documentation needed should Council permission be required.
• Liaise with Communications Committee Member to ensure information is communicated at the appropriate time
• Assist the various committees with their approach and pitch to potential sponsors.

Class Coordinator
• Organise a “Welcome Morning Tea” at the start of year (this includes catering, liaising with other parent supported services within the school which are looking for volunteers, eg Tuckshop, Secondhand Uniform Shop, Swim Club, Volunteer Reading Program, School Banking, to ensure they have their ‘sign up forms’ on display; advertising it in newsletter, putting up signage, setting the date with the Campus Principals at the end of the previous year)
• Inform teachers of what is happening with the P&C via a weekly email

Grants Coordinator
• Undertake regular reviews of grants available to schools from Federal, State, and local Government.
• Liaise with parents re: grants available to schools, sporting teams and community initiatives from private enterprise, industry associations etc.
• Assist with the development and submission of grant applications
• Coordinate any feedback correspondence post grant.

Playgroup Coordinator
• Liaise with Junior Campus P-3 HOC to provide a playgroup within the College grounds
• Responsible for setting up and putting away of playgroup equipment
• Willing to relay messages from attending parents to P&C Executive for comment or action.
• Responsible for parent sign-on when attending playgroup

**Sub-Committees and Clubs of the P&C**

These Sub-Committees and Clubs are normally described as School Services. They are an important part of our school community, and are supported by the P&C Executive.

**Responsibilities of the P&C Sub Committees**

• Manage the operation as determined by the responsible subcommittee.
• Liaise with the President of the P&C to review requirements and provide details of how the P&C can be of assistance on a quarterly basis.
• Provide monthly written reports on progress / projects / funding requirements and financial reporting to be tabled at the Parent Community meetings each month.
• Provide the Treasurer of the P&C with copy of accounts on a monthly and annual basis for audit purposes.
• Provide progress reports of projects undertaken to the P&C when applicable.

NOTE: Each sub-committee is run by a group of parent volunteers. Their roles and responsibilities should be aligned with those of the P&C and tailored specifically for their service area.

**Swim Club**

• Manages the Capalaba State College Piranha Amateur Swim Club
• Responsible for advertising, managing memberships, running carnivals, etc.

**Parents Auxiliary**

• Works with the paid Convenor to operate the Junior Campus Tuckshop.
• Ensures the Tuckshop complies with the Qld Government’s Healthy Canteen Strategy

**Craft Club**

• Operates on a Tuesday and Friday making items to be sold at the Market Stalls for Mother’s Day, Father’s Day and Christmas.

**Second-hand Uniform Shop**

• Manages the sale of second-hand uniforms provided to the College
• Open on Tuesday and Fridays, operating out of the P&C Building