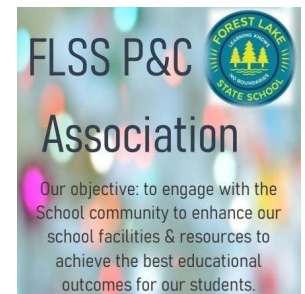




## Forest Lake State School P&C Association Strategic Plan 2022 – 2024



### Who we are:

The FLSS P&C is a not-for-profit organisation, which operates several services to the school and wider community. Our objective is to engage the school community to join with us in our aim to value add to the school facilities and resources to achieve the best educational outcome for our children and young people. We are made up of parents and other community members who volunteer our time to invest into our school.

### Our Structure:

The FLSS P&C Association has an executive team:

- **President**
- **Vice President**
- **Secretary**
- **Treasurer**

And auxiliary positions:

- Events and fundraising coordinator
- Social media and newsletter coordinator
- Parent and community liaison

We also have a Business Operations Manager.

We provide three main services to the school: Outside School Hours Care (OSHC), Uniform Shop and Tuckshop.

### Our Vision:

To enhance the school experience of every Forest Lake State School student by working with the school community to provide the students with:

- Plentiful and diverse opportunities for learning, growth and development
- Additional & improved resources & facilities to support & enhance teaching and learning and the overall school experience
- Unique & rewarding experiences to ensure a fun, safe and memorable primary school experience
- A highly engaged and inclusive community, focussed on making everyone feel welcome, valued and appreciated.

### Purpose:

The purpose of this document is to guide us for the next 3 years on where we want to focus fundraising / spending.

The spending plan will be for 2022 to 2024. This plan is meant to be reviewed yearly to look at how we are tracking against forecasted spending and to see if our priorities remain the same or shift.

Ongoing Covid impacts will also inform our future fundraising and spending.

## Fundraising & Community Events Ideas:

A loose guide of what the P&C would be looking at doing every year by term:

Term 1 – Prep Welcome BBQ / Tea and Tissues (Jan/Feb) (\*\* note due to COVID this has not been done for 2020 or 2021 – we could look at doing something across lower year levels to include those that have missed out previously due to covid. A chance for parents to meet and get to know each other, as well as a chance for the P&C to let parents know what we do and how they can join and be a part of the community).

Easter Raffle (Mar/Apr)

Term 2 – Mother's Day Stall (May)

Tuckshop pantry drive (June?)

Term 3 – Father's Day stall (Sept)

Term 4 – Christmas event (raffle/stall/market) (Dec)

Plus other fundraisers throughout the terms as picked from table below.

Cookie dough Fundraiser	Mother's Day Stall
Loose Change / 5c challenge	Father's Day Stall
Fun Run / colour run	Subway meal deal
Fete	Market Day Stalls
Pie Drive	Raffles, Easter Raffle
Tuckshop pantry drive	Guess the jar competition
Icy cups	Car boot / trash-treasure day
Grant applications	Corporate sponsorship / donations
BBQ / sausage sizzle	Movie night on oval
Discos	Trivia night
Working bees	Brick - design or engrave
Spencil fundraiser (school supplies)	Mont Marte fundraiser (art & craft supplies)

This is not a complete list and if a new fundraiser idea is undertaken it should be added and a work instruction created. Each time a fundraiser is done, the work instruction should be reviewed and updated if necessary.

At least once a year, a grant application should be submitted (for example there are multiple funding rounds available for Community Gambling fund every year). There will be a bumper one at the start of 2022 – where grants up to \$100,000 are available, instead of the usual \$35,000.

We should also be asking for corporate sponsorships at least once a year.

One idea I have seen for this is new library books – calling on local businesses to sponsor library book packs (list out new books and how much they cost and bundle them into subjects / categories or amounts and ask for local businesses to sponsor a pack).

Prepare a list of possible sponsorship goals – materials for a working bee, supplies for sausage sizzle, raffle prizes etc.

## Acknowledgement and Priorities for spending

The P&C would like to acknowledge and thank all our wonderful volunteers who continue to help, as well as the wider school community which continues to generously support our fundraising events.

The P&C has successfully contributed significant finances to the school in the past, including

- Amayda Program 2020 and 2021
- School Chaplaincy Program
- Molly the Therapy Dog
- Multiple playgrounds across the school
- Purchasing technology resources such as iPads, robots and 3D printers
- Maintenance projects for the grounds and school hall,
- Air conditioning for the entire school,
- Undercover eating area outside the tuckshop,
- Artificial turf,
- Music Equipment,
- Hall audio upgrade
- Hall and much more....

We aim to continue providing financial support to the school to encourage student achievements.

Our major project for 2022 – 2024 is: Beautification of school /front waiting area enhancements.

All requests to access P&C funds must be submitted in writing to the P&C Executive and presented at one of the general P&C meetings for P&C approval.

### **Key Strategic Areas / Key Goals:**

**Belonging** — Community integration in a welcoming environment — Offering a forum for concerns and input, while giving updates on school activities

**FUNdraising** — Putting the FUN in fundraising — Investing in the learning environment

**Services** — Providing support services (Tuckshop, Uniform Shop, OSHC, Fundraising & Events, Grants & Infrastructure, Classroom Resources, Chaplaincy)

**Positive education** — Optimise and enhance the school's ability within a positive learning environment

**Administration** — Improving the effective and efficient operation of the association in accordance with the constitution and financial guidelines

Our three areas for improvement for 2022 are: re-engaging volunteers, tuckshop improvements and uniform shop improvements.

#### Re-engaging volunteers

- QAST – brochure on volunteers [connections@qast.org.au](mailto:connections@qast.org.au)
- Centrelink form to register as an approved organisation
- Email contacts that have expressed interest through form
- Volunteer advertising and recognition –
  - photos and blurbs of volunteers
  - celebrate volunteer week
  - promote what they do/skills learnt/benefits of volunteering
  - Say thank you and acknowledge after events etc
  - Facebook, newsletter, email newsflash, posters around school

#### Tuckshop Improvements

- Review survey results and brainstorm ideas
- Recruiting volunteers (as above)
- Promoting food photographs on Flexischools, on Facebook and possibly in newsletter or as a newsflash (photo, description, cost, days available etc)
- New menu – advertise and see if we can have on Flexischools (PDF view?)
- Change the layout on how you view items (less categories?)

- run pantry drive calling for donations of non-perishables and cleaning products
- Review fees/charges from Flexischools – ask if they can do better!

#### Uniform Shop Improvements

- Review selling second-hand items. Consider having a pinned post on FB for parents to buy/sell and remind parents they can donate to uniform shop to help families in need.
- Senior shirts 2022 – look to order in term 4, 2021
- POS system – square, online booking system, moving away from Flexischools – do some exploration, cost analysis etc. If changing consider doing in Term 2, 2022 (quiet time for shop)

#### **Evaluation and Review:**

The P&C Executive and membership should annually evaluate and review this strategic plan following the AGM in conjunction with the annual operating plan. The FLSS P&C Strategic plan is to be updated every 3 years. The next complete update of this plan is to take place following the AGM in March 2024.

After an AGM the following should also be reviewed and updated:

- Website content on school website
- This strategic plan (annual review)
- Annual operating plan
- P&C Flyer
- Fundraiser guides and instructions (as they occur throughout year)
- Other items as required....

This document was prepared by the Forest Lake State School P&C Association Executive Team and endorsed at the November 2021 General P&C Meeting.

If you have any questions about this strategic plan please email:

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