

BALGOWLAH HEIGHTS PUBLIC SCHOOL

PARENT COMMUNITY



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Operating Plan — 2019 School Year

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Executive Summary

The current BHPS 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.

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

The key goals and initiatives for the BHPS P&C in 2019 are as follows:

- Fundraising and Contributions target of \$251,000 (including Sponsorship)
- Continue to fund Enrichment and Learning Support programs
- Provide regular communication and feedback loop to ensure parent community have the facts and can seek greater understanding of decisions reached.

Contributions & Fundraising for 2019

In 2018, the Parent Community achieved an income of \$242,218 comprising parent contributions, revenue from events and profits from P&C operations. Forecast revenue in 2019 is \$153,000, as outlined in the table below:

Revenue Source	Forecast 2020	Target 2019	Actual 2018	Actual 2017
Parent Contributions*	\$90,000	\$90,000	\$93,211	\$14,000
Building Fund Donations**	\$9,000	\$10,000	\$10,240	\$70,774
Fundraising & Commissions	\$45,000	\$40,000	\$44,467	\$24,872
Government Grants	-	-	\$21,760	-
Sponsorship	\$22,000	\$12,000	\$21,695	\$20,000
Arabanoo	-	-	\$50,000	\$50,000
Interest Received	\$1,000	\$1,000	\$845	\$1,072
Total	\$167,000	\$153,000	\$242,218	\$180,718
<i>Canteen Transfer</i>	<i>\$10,000</i>	<i>\$10,000</i>	<i>\$25,000</i>	<i>\$25,000</i>
<i>Uniform Shop Transfer</i>	<i>\$20,000</i>	<i>\$35,000</i>	<i>\$35,000</i>	<i>\$5,000</i>

- * 2018 Parent Contributions to the P&C General Fund were collected via the BHPS invoicing system. This was the first year using this process, where **\$50 per student per term** was invoiced, along with school excursions and extra-curricular costs. The Parent Contributions are by nature voluntary, and can be deselected when subtotalling the student's costs for that term. P&C hopes parents will find this method of collection easier administratively and financially, by spreading the costs evenly over the year. It is expected that contribution levels will remain constant through 2019 (66% of families).
- ** During 2018 there was a greater focus on collecting contributions into the P&C General Fund, as these funds are not subject to the restrictions placed on Building Fund donations (tax-deductible). Without a targeted approach to boost these donations, contribution rates dropped to only 20% of families. During 2019, P&C plans to collect donations via individual sponsorship of Bally Bolt participants.
- P&C will also accept Building Fund donations via Flexischools at anytime, at a suggested minimum amount of \$100 per family, other options are available.

Fundraising

This year we propose two large fundraising events and a number of smaller social fundraising and 'fun-raising' community-building events. The events will be communicated at the beginning of the year, but will not go ahead unless they have 1-2 leads and a team supporting them. This stance has been taken due to the same volunteers targeted each year, which simply is unsustainable. We encourage the BHPS community to volunteer for one small part in an event, this will make the process more enjoyable and fulfilling. The plan is as follows:

- Proposed fundraising events:
 - Summer Drinks (Saturday 23rd February)
 - Kindy Drinks (Friday 8th March)
 - Bally Bolt Fun Run (Sunday 17th March)
 - Mother's Day Stall (Friday 10th May)
 - Trivia Night (21st September)
 - Father's Day Breakfast (Friday 30th August)

A number of smaller social activities may also be arranged throughout the year if volunteers propose them and offer to coordinate.

- We are pleased that our whole school sponsor Cunninghams will continue in 2018, their financial contribution of \$10,000 (4 x \$2,500 instalments) provides us with the financial support we require to assist with our budget.

School Support

Learning & Educational Programs

Enrichment, STLA

Future Projects

There are a number of projects to be considered, per below:

- Purchase and installation of 4 Smartboards
- Purchase and installation of 3 Air Conditioning units

The P&C Executive, together with the School Executive will determine the priorities for 2019.

Ongoing Projects/Expenditure proposed for 2019 - estimated \$200,000

	Project Description	Project Status	Parent Community Funds
1.	Learning Support, EIP and Enrichment	Program ran successfully in 2018 and will be continued in 2019.	\$75k (3 days STLA, 2 days Enrichment)
2.	Smartboards	4 replacement Smartboards (plus 4 second hand)	\$20k
3.	Air Conditioning Units	3 new units, plus ongoing maintenance	\$20k
4.	Library Resources	Ongoing Library Resources	\$15k
5.	Miscellaneous	\$100 for every teacher, Maintenance, etc	\$10k
6.	BHPS Masterplan	First instalment towards projects	\$50k
6.	General P&C expenses	Audit Fees, Insurance, Subscriptions, Flexi Fees etc	\$10k

BHPS Masterplan - Future Projects

	Project Description	Project Status	Parent Community Funds
	Eastern Campus Playground Surrounds		\$80k
	2 x Entrances on Radio Ave		\$5k
	Entrance on Lewis St (Admin)		\$40k
	Water Bubblers Area C		\$10k
	Deck in Remembrance Garden		
	Amphitheatre Seating at Netball Courts		
	Western Campus Playground Upgrade		
	Upgrade Vege Gardens		\$2-\$5k
	Canteen Facilities on Eastern Campus		

Uniform Shop

2018 was a successful year for the Uniform Shop, contributing \$35,000 to the P&C General Fund from profits. The shop had a full year using the live stock management system Vend and inventory levels have been (intentionally) reduced during 2018 (from \$102k to \$87k) in order to minimise any risk of holding large levels of stock. Management has continued to improve contracts and relations with suppliers in order to get the best products at a competitive price. A new girls short was introduced for summer due to feedback from parents. Volunteer levels are good.

Canteen

The Canteen had a successful year in 2018, contributing \$25,000 to the P&C General Fund from profits. The new “Healthy Canteen” has been embraced by the school community and we’ve seen an increased demand for homemade snacks, meals and sandwiches (from 28% to 58% of orders). Accordingly this requires an increase in manpower and it continues to be a challenge to find volunteers to work in the canteen. At the end of 2018 it was agreed that we would use 2 managers and 4 workers to man 15 hours per day (16 hours on a Friday) to keep the canteen operating.

A price review will be conducted in Term 2 in order to keep profitability at good levels.

Communications Strategy 2019

PURPOSE:

To provide the P&C with a plan for communications through the whole year. This will help ensure the right messages are going to the right audiences at the right time.

OBJECTIVES:

- Engage and motivate parents/carers to get involved with the P&C either as volunteers or just participants at P & C meetings and communicate the objectives of the P & C
- Help to show the P&C as a welcoming, inclusive, warm and fun community
- Review the P&C communication ongoing to make ensure it is reaching as many people as possible

AUDIENCE/STAKEHOLDERS

1. Parents, carers
2. School management
3. General wider local community
4. Sponsors
5. Political figures relevant to the community

COMMUNICATION CHANNELS

Channel	Audience	Comms objective	Timing	Responsibility
In the Loop (ITL) email newsletter	Class Coordinators who update with class news and forward on to parents/carers	P&C and class-specific news and updates from the President	Weekly every Friday	Diana Worman
P&C section of school email newsletter	Parents/carers	P&C-specific news	Weekly every Wednesday	Alison Pignon
P&C website	Parents/carers and wider community	Static information about the P&C and upcoming events	Ongoing	Alison Pignon
Facebook page https://www.facebook.com/Balgowlahheightsevents/ (FB)	Parents/carers who follow the page and wider community	Information about upcoming events	Ad hoc	Alison Pignon and Diana Worman
Skoolbag app	Specific or general parent/carer groups (TBC)	Static information about the P&C and push notifications re upcoming events/canteen & uniform rosters etc.	Ongoing	Alison Pignon / Canteen and Uniform shop managers
P&C meetings	Parents/carers, school management and wider community	Updates on P&C initiatives, budget and Ops Plan and information from School Management on relevant initiatives	Twice a term	David Young and the P&C Committee
Letters in bags	Specific or general parent/carer groups	Information about upcoming P&C events/initiatives	Ad hoc	Alison Pignon with P&C Committee

PLANNED P&C COMMUNICATION IN 2019*

Message / Event	Timing of comms	Channel/s
Ethics, canteen and uniform shop roster, Arabanoo info, gardening club updates	Ongoing	ITL, newsletter, website, FB, Skoolbag
P&C meeting – 11 Feb	02/02 to 11/02	ITL, newsletter, website, FB
Kindergarten drinks – 08/03	Jan to March	ITL, newsletter, website, FB, Email to all Kindy parents
P&C meeting – 11 Mar	05/03 to 11/03	ITL, newsletter, website, FB
Balgowlah Bolt – 17/03	Jan to March	All + externa website and printed posters/banners
President's welcome	Feb	ITL, Website, FB
Update all sections of website	Feb - March	Website
Mother's Day Stall – 10 May	March to May	ITL, newsletter, website, FB, Email to all parents/Skoolbag
P&C meeting – 13 May	07/05 to 14/05	ITL, newsletter, website, FB
P&C meeting – 17 June	11/06 to 18/06	ITL, newsletter, website, FB
President's mid-year message (TBC)	July	Email to all parents with video, FB
P&C meeting – 05 Aug	30/07 to 06/08	ITL, newsletter, website, FB
Cybersafety talk - 19 Aug	June to Aug	ITL, newsletter, website, FB, Email to all parents/Skoolbag
Father's Day Breakfast – Fri 30 Aug	June to Aug	ITL, newsletter, website, FB, Email to all parents/Skoolbag
P&C meeting – 02 Sept	27/08 to 03/09	ITL, newsletter, website, FB
Trivia Night – 21 Sept	June to Sept	ITL, newsletter, website, FB, Email to all parents/Skoolbag
P&C meeting – 28 Oct	22/10 to 29/10	ITL, newsletter, website, FB
P&C meeting – 25 Nov	19/11 to 26/11	ITL, newsletter, website, FB
President's end-year message (TBC)	Dec (TBC)	Email to all parents with video, FB

*This plan will evolve as more events/initiatives are planned, eg. Working Bees etc.

P&C roles vacant in 2019

- All P & C roles have been filled this year.

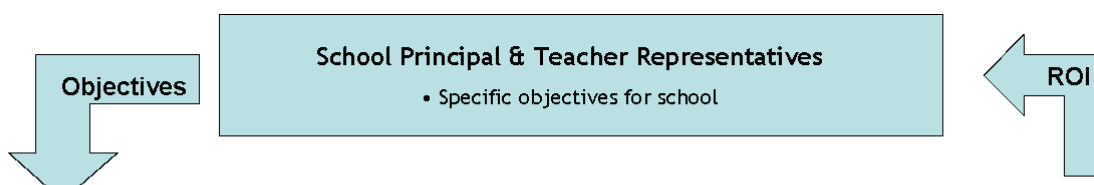
Appendices

The Role of the Parent Community

The role of the Parent Community 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 Parent Community can direct its revenue from fundraising activities over the next several years.
- To provide funds to support Parent Community programs and to supplement the school's operating and capital budgets.
- To improve coordination of fundraising activities.
- To improve grounds maintenance. Working Bee co-ordinators will draw up a plan annually for the maintenance and improvement of school grounds, including a series of regular working bees organised generally per class or year.
- To ensure adequate transparency and interaction between the Parent Community and the wider school community through regular communication.
- Succession planning. To ensure sufficient people are ready to replace those not standing for re-election 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 school services such as the Canteen, the Uniform Shop and the Band program when needed

Parent Community Functional Diagram



Parent Community Meetings

Meetings are held in the BHPS Library (or other convenient location) on the Monday of weeks 3 and 8 of each term, and 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:

- Start at 7:00 pm — target is a 8.30 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. They generally start with a 20 minute presentation by a member of staff or relevant speaker on a particular aspect of the school's operation or curriculum.
- The Principal and the Deputy Principal usually attend meetings. The Principal and Deputy Principal each present a short report.
- Each sub-committee of the Parent Community reports briefly on any developments / issues / problems.

In addition, ad-hoc meetings of the Parent Community Executive held as required.

P&C Meeting dates in 2019

Term 1

Monday 11th February @7pm (library)

Monday 18th March @7pm (library)

Term 2

Monday 13th May @7pm (library)

Monday 17th June @7pm (library)

Term 3

Monday 5th August @7pm (library)

Monday 2nd September @7pm (library)

Term 4

Monday 28th October @7pm (library)

Monday 25th November @7pm (AGM) (library)

Parent Community Executive Job Descriptions

Detailed below are descriptions of duties for the main office bearers of the Balgowlah Heights Public School Parent Community Committee. The job descriptions should be used as a guide only. It is anticipated that they will remain flexible to change in consultation with the school principal, parent community and volunteer time available by those holding these positions.

President

- Responsible for the general functioning of the Parent Community. 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 School Teaching Executive.
- Attend the School Teaching Executive Meetings monthly.
- Liaise with School Principal and Administration to coordinate activities relating to School business.
- Liaise with other School Services to understand requirements and how the Parent Community can be of assistance.
- Represent the Parent Community 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 Parent Community Committee.
- 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 Parent Community Meeting. Details of progress /achievements to be published in the school's newsletter

Vice Presidents

- Attend General Meetings.
- Represent the Parent Community 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 Parent Community as required.
- Support all project team members to implement/deliver projects
- Additionally, there are two independent areas of responsibility, that are split into three separate roles. These are:
 - Fundraising and Events co-ordination and management;
 - Services – Uniform Shop/Canteen co-ordination and management
 - Communications -

Secretary / Knowledge Management

- Responsible for general correspondence of the Parent Community.
- Prepares minutes of Parent Community meetings; alerts school community to upcoming Parent Community meetings via newsletter.
- Maintain an up-to date contact and email distribution list of Parent Community members.
- Receive and sort out incoming correspondence to the Parent Community.
- Prepare outgoing Parent Community correspondence.
- Co-ordinates activities / catering associated with Parent Community Meetings.
- 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 Parent Community 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 sub-committees such as Band, Canteen, 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 band program, the canteen committee and the uniform shop.

Treasurer

There are three independent areas of responsibilities. These are:

- Banking
 - Main contact and administrator for Westpac Banking for all P&C accounts and users.
 - Ensure all funds held by the P&C are properly held and openly accounted for.
 - Action payments within a reasonable timeframe, ensuring payments are valid and represent value for money, and are approved by authorised committee members.
 - Receipt of cash via the P&C Contributions, Building Fund Donations and Fundraising, to be reconciled and banked in a timely manner.
- Payroll Administration
 - Collect, check and submit timesheets, for Canteen and Uniform Shop, to payroll company. On receipt of pay calculations, BAS, Super calculation, ensure monies have been paid to employees, ATO and Super Clearing House on timely basis.
 - Ensure Payslips and Group Certificates have been provided to employees.
- Reporting/Administration
 - Work closely with BHPS administration to collect Parent Contributions
 - Issue letter to all BHPS families requesting donations to Building Fund

- Provide official Tax receipts for donations to Building Fund and receipts for community sponsorship.
- Reconcile receipts and payments on Xero at least weekly, and oversee the reconciliation of Band, Canteen and Uniform Shop accounts.
- Report Year-to-Date figures with comparatives to Prior Year and Forecast information, to P&C at general meetings, or as required by executive committee.
- Report any large receipts, expenditure or commitments to P&C at meetings.
- Yearly Cash Flow forecasts are to be established in collaboration with the school, executive committee and parent community.
- Prepare the end of year accounts for external audit. Present audited accounts and signed audit report to the Parent Community prior to (or at) the AGM.
- Submit audited account to P&C Federation and ACNC, as part of annual renewal of membership and charity status.
- Review and renew P&C Federation insurance policies with President and School Principal.

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 Parent Community news via school newsletter
- Ensure P&C sections of the school website are updated regularly
- Liaise with School Administration/ Newsletter editor to facilitate communication between Parent Community and School with regard to Parent Community events, venues and dates.

- Liaise with the class coordinators to inform and encourage participation in Parent Community activities.

Event Liaison 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 Liaison

- 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, e.g. Canteen, Uniform Shop, Arabanoo, 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 Teaching Executive at the end of the previous year)
- Collect names and contact details from those volunteering to be Class Co-ordinators for each class for each term. Prepare master list and distribute to relevant people e.g. school office, Parent Community Executive
- As soon as possible after the morning tea (ideally the next day), provide Term 1 Class Co-ordinators with job description, and instructions on how to go about preparing their class list
- Facilitate gathering of family contact details for class lists for example notice in newsletter/website info

- Just prior to start of Terms 2, 3 & 4 email that terms Class Co-ordinators, reminding them they volunteered for that term and providing a job description
- Encourage Class Coordinators to attend Parent Community Meetings
- Coordinate Class Coordinator Q&A Forums each term (as required) with members of the Parent Community Executive.

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.

Working Bee Coordinator

- Co-ordinate all working bees, nominally one per term
- Liaise with the Teaching Staff Working Bee Coordinators

Environment Coordinator

- Liaise with the Teaching Staff Environment Coordinator
- Assist with the planning of all landscape elements of building projects
- Support the environmental education within the school,
- Coordinate support for the school vegetable gardens as required and
- Coordinate support of the Bushland Group

Sub-Committees of the Parent Community

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

Responsibilities of the Parent Community Sub Committees

- Manage the operation as determined by the responsible sub committee.
- Liaise with the President of the Parent Community to review requirements and provide details of how the Parent Community 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 Parent Community with an electronic copy of accounts on MYOB on a monthly and annual basis for audit purposes.
- Provide progress reports of projects undertaken to the Parent Community 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 Parent Community and tailored specifically for their service area. The Federation of Parent Community Associations of NSW also provides detailed job accountabilities and the sub committees need to refer to these.

Uniform Shop

The aim of the P&C Association Uniform Shop is to provide the school uniform to students and parents of the school in a reliable and cost-effective manner. The Uniform Shop Co-ordinator will be responsible for planning, organizing and

controlling the day-to-day operations of the Uniform Shop and specific duties include:

- Open Uniform Shop at designated times throughout each school term
- Sales to parents and students and collecting, processing of online orders
- Stock control
- Liaison with suppliers and their representatives
- Consult with the Principal, P&C and wider school community any suggested changes to uniforms
- Preparation of rosters, training and supervision of volunteer helpers
- Annual stocktake
- Maintain a clean and safe shop environment
- Display and sell donated uniforms in the clothing pool
- Attend P&C meetings and prepare verbal reports for same

Canteen Manager

- Implements operations strategy for the Canteen
- Works with the paid supervisors to operate the school canteen.
- Ensures the Canteen complies with the NSW Government's Healthy Canteen Strategy
- Planning, organising and monitoring the day-to-day operations of the canteen,
- rostering of volunteers, daily record-keeping, opening and closing the canteen, preparation and cooking.
- Ordering, purchasing and checking all supplies against invoices and delivery dockets.
- Online banking and paying suppliers.
- Orientating and training volunteers in food preparation and other procedures to deliver an affordable food service to students and staff.
- Ensuring that the food product prices are monitored and value for money considered.
- Counting and recording the daily takings.
- Providing a canteen report to the P&C on the activities of the canteen each

month.

- Ensuring that stock is kept at appropriate levels.
- Equipment purchase and repairs.

Band Administrator (to be a paid position from 2019)

- Ongoing communications with the Band Music Director, Band Teach Representative regarding Band Program Operations and activities
- Brief and liaise with band coordinators regarding band activities and provide support where needed
- Management/oversee the recruiting/auditioning for Concert, Senior and Junior Band
- Assisting with All-Band events such as Band Camp, Festivals, Performances etc
- This role usually has the additional responsibility of managing Concert Band
- Report to the P&C Executive on a regular basis regarding band operations and activities

Arabanoo

Before and After School Care - Whilst the Parent Community Executive do not actively participate and are not responsible for the day to day running of Arabanoo, the Parent Community provides support from time to time when required.

Early Intervention Program (EIP)

- Co-ordinate the volunteer timetables to ensure that parents are available to assist the children as and when needed.
- Assist the Reading Recovery teacher where required.