



Mt Gravatt State High School Parents and Citizens Association

Strategic Plan 2016-2020

DRAFT FOR COMMENT

September 2016



Mt Gravatt State High School Parents and Citizens Association

Strategic Plan 2016-2020

Executive Summary

This Plan provides a Strategic Vision for the Mt Gravatt Parents and Citizens Association for the years 2016-2020. Information on the P&C provides a background to the organisation, and its current activities. Two major projects aimed at making a great school even better are detailed: ***A Cool School*** aims to provide comfortable and productive learning environments throughout the school, while ***Artistic Arena*** aims to extend the existing hall to better cater for the performing arts. Success in these projects requires involvement and funding from the school and wider communities. Details on recruiting members to the P&C are provided, along with various fundraising activities to encourage involvement and achieve financial goals.

September 2016

Introduction

The Mt Gravatt State High School Parents and Citizens Association (P&C) has a vision to provide upgrades to school facilities for the benefit of students, staff and the school community. Mt Gravatt State High School is one of the top public schools in Brisbane, and our aim is to make it even better.

The purpose of this document is to set out the Strategic Plan for the Mt Gravatt P&C for the years 2016-2020. It provides an overview of the P&C and it's current activities, including existing support services provided to the school.

Following this is the vision for ***A Cool School*** and ***Artistic Arena*** – two significant projects to enhance our school. This includes an overview of these two projects to be undertaken between 2016 and 2020. More detail, including activities planned to support them, is provided in the Appendices.

Success in these two projects will require input and support from the school community. This includes a recruitment drive to increase participation in the P&C, providing social events to increase the sense of community within the school family, and organising fundraising activities to provide crucial financial resources for these projects.

How Can you Help?

If you are a member of the school community, your input is most welcome in a number of forms. It could be as simple as joining the P&C to help boost numbers, through assisting with organising events or and involvement in projects, to providing more significant financial and non-financial support. Please contact the P&C at pandc@mtgravattshs.eq.edu.au, or fill in an application P&C membership form available at: <https://mtgravattshs.eq.edu.au/>.

P&C Organisation

The P&C includes parents, teachers and community members who have an interest in Mt Gravatt State High School and its success as a high quality secondary education facility. Membership is voluntary and requires no specific commitments, however, input and support from all members of the school community is welcome.

P&C Support To The School

The P&C assists the school by providing regular financial support for:

- Academic and sporting awards
- Academic and sporting scholarships
- Loan uniforms
- Sports donations to students
- Shirts for Kokoda Challenge
- Year 12 graduation gifts
- Flowers for funerals, Anzac Day etc.

In addition, the P&C has provided funds for major school projects including:

- Assistance with funding for the School Hall,
- Electronic basketball hoops in the School Hall,
- Shade sails on parade grounds,
- Gym refurbishment,
- Fibre optic connection for C block,
- Band uniforms,
- Purchase of school bus,
- Air-conditioners for Pit Theatre,
- Upgrades to Manual Arts buildings.

P&C Services

The P&C provides two significant services to the School which are major sources of income:

- **School Tuckshop** – provides breakfast, morning tea and lunch for staff and students.
- **Uniform Shop** – provides school uniforms at the most competitive cost.

These are vital services for the school, and it is necessary they are profitable to ensure ongoing financial support for the items described above. Funds from the Tuckshop and Uniform Shop are also used to pay for part-time and permanent positions required for managing these services.

Recent changes to State Government food requirements pose a risk to profitability of the Tuckshop, and there may be a need to move to a cafeteria model to ensure long-term sustainability of this important service.

P&C Membership

Members of the P&C include parents, teachers and other interested members of the community. Membership requires no active involvement, however it is important we increase our numbers to help with Government grants – the more signed up members we have the greater chance we have of succeeding in our grant applications.

The P&C meets 10 times a year from 7:00-8:30pm on the third Wednesday of the month in the School Staff Room – in the Administration Block. The Executive Committee keeps the association running between meetings, and maintains close contact with the school through the Principal and Deputy Principals.

An Annual General Meeting is held prior to the first general meeting of the year in February. This meeting is used to form the Executive Committee for the coming year.

P&C members are welcome to come along to any or all meetings, where they can provide input into current and future activities. Alternatively, members are able to maintain contact with the Executive by receiving copies of meeting minutes, the school newsletter or emails providing information on specific activities.

While membership of the P&C requires no active commitment, we encourage involvement to increase participation in support of the long-term strategies detailed in this plan. If you can provide support, please do not hesitate to contact the executive pandc@mtgravattshs.eq.edu.au or visit the [P&C School Web Site](#).

A New Vision

The P&C has three major objectives for the coming years:

1. Increase participation in the school community by holding regular social events.
2. Funding and organising **A Cool School** project to provide additional cooling to classrooms.
3. Funding and organising the **Artistic Arena** to enhance the existing hall and provide a more suitable venue for the performing arts.

A Cool School

A Cool School is a school that combines environmentally sustainable and physically comfortable grounds and facilities, supported by a respectful active and productive school community. This project aims to maximise the learning environment for students, and provide a comfortable workspace for staff. This is particularly important in summer months when classroom temperatures can place stress on students and staff.

To achieve **A Cool School**, the P&C aims to identify cooling and heating issues within the school environment, and work with the school community to provide solutions. A range of options will be considered including shade-cloths, insulation, fans, air-conditioning etc., to ensure environmentally friendly and sustainable solutions.

Data gathering, including temperature audits and option selections, will occur through to March 2017. Implementation is anticipated to occur from May 2017 through to December 2018.

Members of the School Community can support **A Cool School** by:

- Supporting and assisting with fundraising activities.
- Assistance with data gathering
- Providing technical support in areas of need such as building, electrical and air-conditioning.

For more detailed information on the project phases, planning and fundraising refer to Appendix A.

Artistic Arena

With the growth in participation in all areas of Performing Arts at Mount Gravatt State High, the P&C believe it is time to provide an **Artistic Arena** to showcase students talents. Initially beginning with a revamp of existing facilities, such as the School Hall, right through to a dedicated Performing Arts complex. This will not only provide a valuable performance space, but also classrooms and soundproof teaching and practice rooms.

In consultation with the the Principal, Performing Arts Staff, Students and other interested parties, the P&C will identify how it can add to existing facilities to create an **Artistic Arena** to accommodate all areas of drama, dance, instrumental and vocal pursuits for students enrolled in subjects or involved in extra-curricular activities.

Data gathering to determine involvement and needs of students and staff in performing arts activities will occur through to December 2016. Upgrades to some facilities are expected to begin from July 2017, with an end date depending on the outcomes derived from consultation with the school community.

Members of the School Community can support **Artistic Arena** by:

- Supporting and assisting with fundraising activities.
- Assistance with data gathering
- Providing technical support in areas of need such as building, staging, lighting, acoustics analysis.

For more detailed information on the project phases, planning and fundraising refer to Appendix B.

Achieving Success

To achieve the outcomes identified in this Strategic Plan requires awareness and engagement with the whole school community – parents, interested community members and, importantly, staff and students. Increasing P&C membership and engaging with staff and students will ensure there is a shared vision for the future, and the P&C is contributing to the school in positive way.

Increasing P&C Membership

At present, the active membership of the P&C is approximately 12 with the school enrolment of nearly 1,200 students. To achieve success, additional members will be required.

Many people are time-poor and unable to make an ongoing commitment to active involvement in the P&C. Recognising this, the P&C aims to recruit two different categories of members:

- **Involved Members** – The traditional form of membership with physical attendance at P&C meetings, school events and fundraising activities. May also provide time and expertise, sponsorship, trade and technical skills to activities including:
 - Research
 - Grant applications
 - Contacting sponsors and contributors
 - Publicity, marketing and communications of P&C events and activities
 - Trade and/or technical skills for P&C projects
- **Informed Members** – No specific involvement in P&C activities and events is required. Inactive members increase our membership numbers, which is important when applying for grants. Inactive members will only receive information on P&C activities through normal school communication channels (school website, newsletter and emails) and dedicated P&C communications; such as emails and newsletters. There will be no direct contact with inactive members.

Recruitment of new members will be vital to success, and can best be achieved by offering these levels of membership. Recruitment requires P&C presence at school functions where parents and interested community members are invited; such as performing arts nights, parent teacher nights etc.

Engagement with In-School Community

It is important the P&C engages with the in-school community (staff and students) to ensure a shared vision of success. It is crucial the P&C informs the in-school community that they are working towards enhancing the learning environment for students, and the workplace for staff.

Engagement with students will occur through:

- Seeking student involvement in data gathering and facilities reviews for the projects detailed in this Strategic Plan.
- Contact with student leadership and representative bodies to find out what the P&C can do to enhance their school experience.
- P&C presence at school cultural and sporting events where refreshments can be provided.
- Organising social events such as school discos, trivial nights etc.

P&C organised events will be included in the school calendar so dates are known well ahead of time, and these events are seen as part of the typical school year.

Engagement with staff already exists through the P&C committee. This will be further enhanced by publishing this Strategic Plan and seeking their input to enhance it. Contact with staff groups on specific projects such as **Cool Schools** and **Artistic Arena** is vital to ensure the the requirements of these projects are well established.

Appendix A – A Cool School

Overview

The Mt Gravatt Cool School Review, organised by and for the P&C, aims to identify cooling and heating issues, collect data, consult with the school community and propose solutions for a cool school. The review is to address school community feedback and concerns regarding classroom temperatures.

The review will include (but not limited to) the following:

- For all school facilities existing cooling and heating issues and current passive cooling strategies including insulation, fans, window treatments, shade sails and blinds, ground coverings, reflected heat etc.,
- Issue prioritisation and risk analysis including what can and cannot be funded from the Department of Education and Training (DET) and/or existing P&C funds,
- Detailed community consultation and communication strategy targeted at students, families and staff,
- Cost benefit analysis with phasing options and capital and operating cost splits including review points for technological advancement,
- Identify and address energy use and cultural and behavioural change needed for successful implementation for students and staff,
- Financing/fundraising/sponsorship strategy including DET and/or existing P&C funds.

Timeline

A phased approach to the project involves:

- **Phase 1** – Data gathering,
- **Phase 2** – Facilities review internal and external,
- **Phase 3** – Analysis and option formulation for passive and other cooling/heating options
- **Phase 4** – School community consultation,
- **Phase 5** – Launch "Mt Gravatt High, A Cool School - how you can help cool our school",
- **Phase 6** – Facilities implementation.

Phase 1 – Data Gathering – July 2016 to January 2017

Thermal audit for all classrooms – so that future decisions can be based on facts:

- Data for temperature profile including humidity,
- Existing cooling and heating measures (window tinting, curtains, window awnings, insulation, ceiling fans, external shade sails, foliage, extraction fans, ground cover, air conditioning),
- Issues e.g., reflective heat, radiated heat, inadequate window seals, dark roof paint, floor gaps, ceiling heights, concrete floors, extent of brick work etc.
- DET funding restrictions,
- Student numbers per square metre,
- Projector and computer use and location in classrooms,
- Frequency of use for non-classroom rooms (hours per day) and hotspots (eg Tuckshop?),
- Current power board, line and capacity, existing air-conditioning and rooms,
- Current solar panel program status, space available per roof suitable for solar panels and current solar cost/benefit.

Phase 2 – Facilities Review – July 2016 to January 2017

Facilities review (internal and external), building and classroom:

- Greenery and play space options,
- Builder - insulation and window treatment,
- Fans - replacement, new, placement,
- Shade - mitigate reflected and/or radiated heat,
- Window - tinting, gaps, orientation,
- Awnings, blinds and shutters - shade and mitigation of reflected/radiated heat,
- Electrical – board/lines/capacity, air-conditioning, loadings,
- Comfort options for all 3 typical seasons,
- Asbestos restrictions,
- Any Heritage restrictions?

Phase 3 – Report – March 2017

Prepare detailed report for **A Cool School** for the P&C and School Committee.

Phase 4 – Community Consultation – April 2017 to July 2017

Begin school consultation involving:

1. Communication strategy development required:
 - Tools and channels

- Social media,
- School and community newsletters,
- Media spots,
- T-shirts and buttons (Mt Gravatt High - A Cool School)?
- Laminated posters explaining plan and fundraising posted at local pools, library, local MP and councillor's office, community centre and sponsoring businesses,
- Schedule of presentation opportunities at local organisations Lions, Rotary, Toastmasters, RSL.

2. Themes:

- Discourage tone of "DET won't pay"
- Encourage themes of legacy building,
- Sustainability,
- "Cool our School",
- Investing in the future,
- One dollar and one degree at a time.

Phase 5 – Major Fundraising Drive – July 2017 – December 2017

Launch Mt Gravatt High as a 'Cool School'. Fundraising overall principles:

- Cash is king,
- Building fund contribution minimise effort maximise profit,
- Maximise use of existing skill set and resources of school families not only their cash,
- Stagger events and effort to avoid fatigue,
- Variety of events and channels to flex with variety in school demographic,
- Keep a visible tally of funds raised to bolster communication and community vibe,
- Total transparency of \$ raised vs \$ spent at every single event and implementation phase,
- Celebrate effort as much as dollars raised.

Phase 6 – Facilities Implementation – August 2017 – December 2018

From [Purchasing Policies and Procedures for Parents and Citizens Associations:](#)

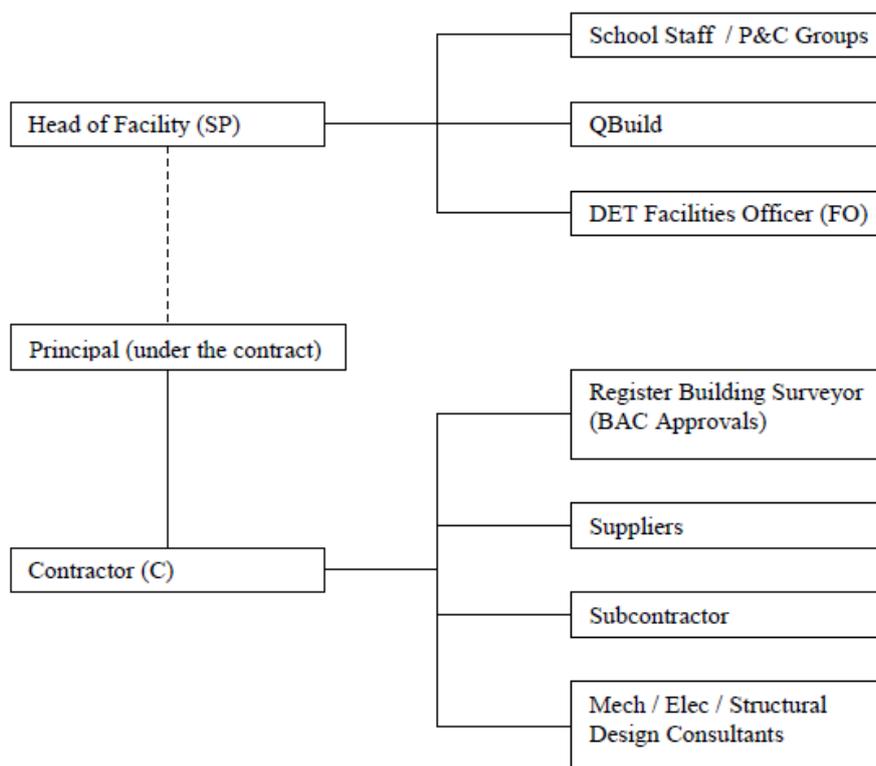
Purchases that impact on school infrastructure or grounds must be approved in advance in writing by the School Principal who will, if necessary, obtain advice from DETEs capital works and infrastructure advisors. This applies to the:

- Construction of improvements to a school’s premises,
- Addition of a fixture to a school’s premises,
- Purchase of furniture for a school.

Building work can become complex projects (e.g. removal of asbestos materials or other workplace health and safety restrictions). The Principal to ensure that the activity is treated as a school managed facilities project and completed in accordance with DETEs School Managed Facility Projects procedure.

The P&C holds no delegations for school infrastructure projects and therefore cannot enter into a contract or sign the letter of acceptance for any building consultants or contractors. The school Principal is authorised, within the limit of their delegation, to sign letters of acceptance.

Organisational Chart (some terms out of date)



Appendix B – Artistic Arena

Overview

The Mt Gravatt Arts Arena Review, organised by and for the P&C, aims to identify performing arts needs for now and into the future by collecting data, consulting with the community and proposing enhancements to the infrastructure for and Arts Arena. This will include consultation with the Principal, Performing Arts Staff, Students and other interested parties, and determining what funding streams are available through the DET.

The review will include (but not limited to) the following:

- Identifying the number students involved in the Performing Arts, both as subjects and as extra-curricular activities.
- Identifying the range to Performing Arts subjects and activities available, or proposed, at Mt Gravatt State High School.
- Determining staff and students needs to enhance Performing Arts experiences, and prioritising what can be provided within the constraints of school plans and available funding.
- Determining the funding streams available through either; the DET, sponsorship and existing or needs-based specific P&C funding.

Timeline

A phased approach to the project involves:

- **Phase 1** – Data gathering,
- **Phase 2** – Facilities review internal and external,
- **Phase 3** – Analysis and option formulation for performing arts resources,
- **Phase 4** – School community consultation,
- **Phase 5** – Launch "Mt Gravatt High, An Arts Arena – how you can help our performing arts",
- **Phase 6** – Facilities implementation.

Phase 1 – Data Gathering – July 2016 to January 2017

Identifying the requirements for Performing Arts:

- How many students are involved in Performing Arts – both as subjects within school hours and as extra-curricular activities,

- Find out from Students and Staff what resources they would like to see added for Performing Arts – performance space, classrooms and equipment,
- Identify future directions for growth in Performing Arts within Mt Gravatt State High School – subjects, extra-curricular activities, school performances.

Phase 2 – Facilities Review – July 2016 to January 2017

Review the existing facilities:

- What facilities can be re-furbished and what new facilities are needed,
- Identify strengths and weaknesses of existing facilities,
- Classrooms,
- Performance space,
- Practice rooms,
- Identify existing resources such as sound equipment and its suitability for current and future needs.

Phase 3 – Report – March 2017

Prepare a detailed report on an **Artistic Arena** for the P&C and School Committee.

Phase 4 – Community Consultation – April 2017 to July 2017

Begin consultation with the School Community including:

- Principal and Administrative input,
- Head of Department for Performing Arts, and other Performing Arts Staff,
- Performing Arts Students,
- Other affected parties throughout the school community,
- P&C and Parents input.

Phase 5 – Major Fundraising Drive – July 2017 – December 2017

Launch the Artistic Arena initiative as a major fundraising priority.

Funding principles are the same as those in Phase 5 of **A Cool School**.

Phase 6 – Facilities Implementation – August 2017 – December 2018

Refer to Facilities Implementation in Phase 6 of **A Cool School**.

Appendix C – Fundraising Ideas

School Disco

Participants – Years 7 to 9

Date – Confirm appropriate date with staff and students

Details – Evening Disco held in School Hall

Requirements

- Disco provider
- Security
- Food, drinks and other refreshment stalls (popcorn, sno cones etc.)
- Tickets printed and distributed
- Marketing – flyers and posters, school newsletters

Personnel

- Event organiser(s) – booking disco provider, security, food and donated drinks
- Event marketing – tickets, flyers, posters
- Event staging – ticket collection; food, drinks and refreshments distribution; assist with security; clean-up

Co-Activities – Organise sausage sizzle/BBQ for parents who may want to stay during event.

Trivia Night

Participants – Students, Staff, Parents

Date – Confirm appropriate date with staff and students

Details – Trivia night with teams consisting of parents, students and staff. To be held on School Hall, or other suitable venue

Requirements

- Trivia Master(s) – questions, scoring and other activities on the night
- Food, drinks and other refreshments (popcorn, sno cones etc.)
- Tickets printed and distributed
- Marketing – flyers and posters, school newsletters

Personnel

- Event organiser(s) – booking food and donated drinks
- Event marketing – tickets, flyers, posters
- Event staging – ticket collection; food, drinks and refreshments distribution; assist with security; clean-up

Performing Arts Night Auction

Participants – All people attending Performing Arts nights

Date – Scheduled Performing arts nights

Details – Auction of gifts donated to P&C held during the Performing Arts night. Items to be displayed on tables in Hall entrance while attendees arrive.

Requirements

- Donations of gifts from school families, local politicians, businesses etc.
- Auctioneer for the night
- Marketing – flyers and school newsletters

Personnel

- Event organiser(s) – requesting and collecting donations from families, politicians and businesses
- Event marketing – flyers detailing items to be auctioned
- Event staging – auctioneer, transport items to hall, collection of money for items

School Sporting Events

Participants – Students and staff

Date – Scheduled sporting events (swimming, athletics, cross country)

Details – Provide refreshments such as sno cones, coffee and snacks during school sporting events

Requirements

- Sno cone machine, coffee van, other refreshments,
- Marketing – flyers and school newsletters.

Personnel

- Event organiser(s) – organising items required for sno cones and refreshments, book coffee van,
- Event marketing – flyers detailing items available and cost,
- Event staging – people to make and distribute sno cones or other refreshments.