

# Helena College Parents and Friends Strategic Plan 2019 - 2021

*Supporting Helena College's motto "Bringing Out the Best Together"*

## **WHY the P & F exists: (Constitutional Object)**

To cultivate collaboration between parents, students, school communities to foster a commitment to achieving the best educational, social and emotional outcomes for children and young people of the College.

## **Values that the P & F follow**

There is a high level of participation, engagement and shared responsibility for ideas and action.

People feel included, they belong, feel valued and know how to contribute.

There is a clear purpose and it connects with the work of the school to support the whole student.

<b>GOALS and TARGETS:</b>	
	Create opportunities to support a sense of belonging and connectedness between parents, students and school staff
	Create opportunities for a forum for ideas and discussions on relevant issues.
	Provide for additional facilities and amenities, programmes or services for the College. The allocation of voluntary contributions is transparent, equitable and accountable.
<b>EVIDENCE</b> – Parent Survey undertaken in mid-2018. Parent consultation and planning meetings Oct 2017 to Oct 2018	

STRATEGIES & ACTIONS	MECHANISMS	WHO/WHEN
<p><b>Promote a culture of belonging &amp; connection where parents feel included, engaged and valued.</b></p> <p>Management group to explore the concept of trust, engagement, behaviours</p> <p>Explore ways the P&amp;F of both campuses can connect and co-create.</p> <p>Reform the way meetings operate and structure them, so they enable belonging and connection. First meeting at beginning of year is interactive, invites participation in P&amp;F, informs direction for the year.</p> <p>Develop and promote processes for parent input, feedback, suggestions.</p> <p>Create a P&amp;F parent pack for inclusion in College Handbook.</p> <p>Set up working group to explore options and to organise particular events.</p> <p>Investigate other ways for parental input, feedback, suggestions engagement.</p> <p>Host events and/or invite parents to host/support events:</p> <ul style="list-style-type: none"> <li>• New family welcome morning tea (2019- Mon 18 Feb)</li> <li>• Biggest Morning Tea or other fund raising for charity</li> <li>• Darlington Art Festival - Doughnut stall/book stall</li> <li>• Secondhand Uniform Stall</li> <li>• Colour Run – major annual event.</li> </ul>	<p>Information provided in meetings</p> <p>TBD</p> <p>Events schedule</p> <p>Schedule of dates</p> <p>Call for EOI for small working group to run major event.</p>	<p>JLA</p>  <p>Available at beginning of year.</p> <p>SHUS Coordinator</p>
<p><b>Facilitate parent connection &amp; engagement with the work of the school.</b></p> <p>Collaborate and co-create with College staff specific ways this can occur and integrate ideas into this plan.</p> <ul style="list-style-type: none"> <li>• Provide information to parents about supporting your child’s school work.</li> <li>• Support parents to engage with the curriculum, learning areas, IB to support their child at home.</li> <li>• Provide resources to parents or support school to do so that supports whole child development - social/emotional, mental health, life skills, drugs, study skills etc.</li> <li>• How to get the best out of teacher - parent interviews.</li> <li>• Parent mentors / volunteers helping -parents, grandparents (e.g. reading).</li> </ul> <p>Provide opportunities for parent consultation and feedback.</p> <p>Investigate resources, case studies and other school P &amp; F and what they do in this area.</p> <p>College Council attends 1 P&amp;F meeting / term. Advertise this date in advance.</p> <p>Support World Teacher Day - Morning tea for teachers.</p>	<p>Consultation with school.</p> <p>Develop ideas Yr1 T1 and develop. TBD</p> <p>Learning Potential.gov.au</p> <p>SchoolTV.me (subscription ranges \$2750-\$3950)</p> <p>Provide \$\$ for morning tea. Call EOI parent help.</p>	<p>Yr1, T1</p>     <p>Principal</p> <p>T4</p>

STRATEGIES & ACTIONS	MECHANISMS	WHO/WHEN
<p><b>Facilitate parent connection &amp; engagement with P &amp; F</b></p> <p><b>Operate an effective P&amp;F</b></p> <p>Review meeting, purpose, structure, name, times across the whole year. (Continue with Week 2 &amp; 7 @ 7pm with 2 meetings/year during daytime. Review Executive Team meeting frequency, purpose.</p> <p>Put meeting dates on Admin noticeboard.</p> <p>Ensure clarity of P&amp;F role, function, opportunities for involvement, and independence. Clarify intent and role of Parent Year Reps. Put in welcome pack.</p> <p>Review current processes and mechanisms for communication and promotion and develop new where necessary. (meeting and agenda schedules &amp; templates, clear operating procedures, greater website presence/visibility, Facebook, SEQTA, parent tree.</p> <p>Build and sustain mechanisms for generating ideas, issues and discussion.</p> <p>Communicate to parents directly and regularly –minimum twice per term. Provide written paragraph after meetings rather than relying on minutes.</p> <p>Develop and promote schedule of P&amp;F events for each year; use dates not just school weeks.</p> <p>Provide overview list of ways parents can be involved. Request parent help and record in a parent volunteer registry listing skill set/ services will to help with. Develop parent rosters for events: excursions, sports carnivals, graduation set up.</p> <p>Organise events and/or link parents to a range and number of activities.</p> <p>Create a culture that P &amp; F to strut stuff at parent evenings, other events. – Define how to do this.</p> <p>On Website and SEQTA have more detail about P&amp;F – include items mentioned above.</p>	<p>Parent reps</p> <p>P&amp;F email address receives correspondence from parents.</p> <p>SEQTA information is current &amp; useful</p> <p>Website presence is current and informative</p> <p>Call for parent to help with tasks.</p> <p>President Report in School newsletter, SEQTA,</p> <p>Utilise short term working groups to explore ideas and report to P&amp;F.</p>	<p>P&amp;F Executive Committee</p> <p>Prior to commencement of 2019 T1</p> <p>President; New Role - Communication Officer</p>

STRATEGIES & ACTIONS	MECHANISMS	WHO/WHEN
<p><b>Manage and allocate P &amp; F voluntary parent contributions</b></p> <p>Develop and use a consultation process whereby parents, staff, students, Council provide input into what to spend on.</p> <p>Develop and use a decision-making process and tool for allocation of voluntary contributions.</p> <p>Communicate to the school community each term when and how the voluntary contribution is spent.</p> <p>P&amp;F management abides by the constitution rules relating to monies and financial records.</p> <p>Undertake consultation for options for allocation. (e.g. Concept of Grilled restaurant- voting tokens) - students to develop, parent vote, student vote.</p> <p>Investigate P&amp;F small allocation (e.g. \$500) to each year level for spending on particular thing. Student year reps present option/s to P&amp;F for consideration. A process for how to do this to be developed.</p> <p>Investigate a Yr12 Commemorative Gift using P&amp;F Funds. To be approved by P&amp;F</p> <p>Secondhand Uniform Stall – clarify aims and what the income goes toward.</p> <p>Fundraising</p> <p>Grant Applications</p>		<p>Each term in last newsletter</p> <p>Role - SC- P&amp; F Liaison Officer to go to a SC meeting</p> <p>SHU Coordinator</p> <p>Grants Officer</p>

<b>Year 1 Focus (2019)</b>	Improve operations of the P&F (processes, communications, promotion). Improve the culture of the P&F where people feel valued and know how to contribute. Increase parent participation. Host 1 major event.
<b>Year 2 Focus (2020)</b>	Increase parent participation. Host 1 major event.
<b>Year 3 Focus (2021)</b>	Sustain or increase participation and events.

Future Intention is to align this plan with the College Strategic Plan process and timeline

*Review: each October/November each year.*