



ESHSP&C

Emerald State High School Parents & Citizens

Operational Plan 2025 – 2026

PO Box 419

Emerald, QLD, 4720

PandC@emeraldshs.eq.edu.au

Secretarypandceshs@gmail.com

ABN: 19433430937



Annual Events

Ongoing	Bites	Heart of ESHS community <ul style="list-style-type: none"> • Daily: provide healthy and affordable meal options • Community catering, functions and tenders (as supported by staff, committee and volunteers) • Special Day promotional events, for eg, R U OK?, Valentines Day
	Uniform Room	Provide school uniform as per Uniform Policy
	Lockers	Supply and maintain under hire agreement
	Executive Committee	Staff Reviews

	Event	Purpose	Contribution	Committee Nominee
Term 1	Welcome Breakfast	Family engagement, welcoming new students and staff members Information to engage new ESHS P&C members	Participation Funding of event Advertising	Committee Members
	Leadership Ceremony	Ceremony	Participation	President
	ANZAC Day	Ceremony	Participation	President
Term 2	P&C Day	Volunteer recognition	Facebook Appreciation Post	Committee Members
Term 3				
Term 4	World Teachers/Staff Day	School Community Engagement	Catering / Cake / Bites coffee voucher	Committee Members
	Tuckshop Day	Staff acknowledgement	Facebook appreciation Post Purchase of gift for ESHS Employees.	Committee Members

	School Musical	Community Event	Catering Ticket Sales Support	Committee Members Administration Assistant
	Graduation	Ceremony	Participation	President

Annual Financial Contributions

Contribution	Type	Donation Paid To	Amount	Contribution Date
Chaplaincy	Monetary	ESHS	\$5 000.00	As approved
Awards Night	Monetary	ESHS	Up to \$2 000.00	Term 4
Camps	Monetary	ESHS	\$20 per student up to \$2,000.00 cap	As approved
Year 7 Scholarships	Monetary	ESHS	\$1 000.00	Term 4
Student of the Week	Bites Voucher	ESHS	\$360.00 (x 2 \$5.00 voucher per week)	Term 1 = for the year
Operating	Monetary	Various	\$21 000.00	Throughout the year as due
Care package	Monetary	Various	As per requirements in consultation with School Admin (\$100 per student)	Through the year as required
SRC Colour Run	Supply	SRC	Value of chalk required	Term 4
Yr6 Transition Days	Supply	ESHS	Number of hats donated for Yr7	Term 4

Cashflow

[insert annually budget requirements for the year]

	Uniforms/Lockers		Tuckshop		Events	
	Income	Expenses	Income	Expenses	Income	Expenses
JAN	Before Week 1	Welcome Breakfast				
FEB	Winter orders	Winter orders		Renew Insurance		
MAR						
APR						
MAY						
JUN						
JULY				Renew Workcover		
AUG						Colour Smash
SEP		New year orders			Colour Smash	
OCT						
NOV		Increase insurance cover over holidays				
DEC						

Annual Priorities

To action over 2025-2026

- **Priority Area 1** – Student support (funding, care package support, resources)
- **Priority Area 2** – Community Involvement (parent engagement, events, communication)
- **Priority Area 3** – Services and Operations (tuckshop, uniforms, lockers, governance, membership, training)
- **Priority Area 4** – School development (grounds, environment)

Priority Area 1 – Student support (funding, care package support, resources)

Measures of success

- Students feel safe within a positive environment
- Every student has success

Goals	Details	Responsible Person	Expected Date for Completion
Support school admin	Attend meetings and address and respond as required	Executive committee members	Ongoing
Care Package	Requirements identified and	President / Secretary	As requested, when need.

	communicated via principal or Deputy		
Support SRC	Attend meetings	President	Ongoing

Priority Area 2 – Community Involvement (parent engagement, events, communication)

Measures of success

- Parent involvement
- Open communication with stake holders

Goals	Details	Responsible Person	Expected Date for Completion
Newsletter submissions	Newsletter once a term	Secretary	Once each term (week 1 or 2)
Welcome breakfast	Annual event	Executive Committee Members	January each year

Priority Area 3 – Services and Operations (tuckshop, uniforms, lockers, governance, membership, training)

Measures of success

- Profitable business operations
- Efficient running of recurring meetings
- Increased memberships and attendance at meetings
- Succession in executive roles

Goals	Details	Responsible Person	Expected Date for Completion
Tuckshop Operations	Daily supply of healthy meals for School Community	Tuckshop convenor President / Treasurer	Ongoing
Catering	As per requests received	Tuckshop convenor President / Treasurer	Ongoing
Takeaway family meals	As per requests received	Tuckshop convenor President / Treasurer	Ongoing
Locker management	Issue of Lockers, Coding, Cleaning, Bond refunds and Maintenance.	Administration Assistant	Ongoing
Uniform stock	Maintain stock levels Receive and order stock Bi - Annual stocktake	Tuckshop convenor / team members Administration Assistant	Ongoing

Priority Area 4 – School development (grounds, environment)

Measures of success

- Maintenance and improvement of grounds and facilities

Goals	Details	Responsible Person	Expected Date for Completion
Gardens	Continue work with gardens - working bees as required.	Committee members	Ongoing
Sprinklers	Bore water options Obtain information and requirements	Committee members	Ongoing
Water Taps	Work with school re install of new drink facilities – continue plan	Committee members	Ongoing
Shade	School map - Identify areas that require shade and seating and prioritise, obtain quotes.	Committee members	Ongoing
ESHS Tuckshop	Ground cover, Tables and chairs, shade	Committee members	Ongoing
Sports Equipment	Goals for grants – Handball courts Athletics Install Long Jump Pit	Committee members	Ongoing