

GSSHS Project Fund Guidelines



PURPOSE OF THE GSSHS P&C PROJECT FUND

The Governor Stirling Senior High School Project Fund has been established to support the initiatives of staff and students, to support education, extra-curricular activities and facilitate meeting the aims of the school business plan and educational goal/targets. The P&C will allocate a sum to a pool, available to support these projects.

PURPOSE OF THESE GUIDELINES

These Guidelines have been developed to assist the P&C to understand their obligations in relation to the use and allocation of funding; including requirements for consultation, prioritisation, and reporting. Applicants are responsible for determining projects, consistent with these Guidelines.

AVAILABLE FUNDING

The GSSHS P&C Project Fund will be available to staff and students and each project will be assessed on their individual merit. The funding pool will be floating based on expenses out and funds in, and the balance will be assessed at the time of assessing a funding proposal. The main funding pool will also be linked to and variable based on the needs to the Canteen fund account. The Canteen fund account will have a minimum operating pool and reserve amount allocated for covering any exit costs and to remain solvent in all situations.

HOW CAN THE GSSHS P&C PROJECT FUND BE SPENT?

The GSSHS P&C allocates funds to benefit the school community through a range of initiatives, to meet the needs of students and teachers and improve facilities.

1. **CAPITAL EXPENSES** (Aiming for no more than 40% of the account balance at time of assessing the proposal).
 - 1.1. **Major School Project:** funding to larger scale priority infrastructure and services or projects that deliver long term economic and social benefits to Governor Stirling SHS, must be endorsed by the Principal, and is anticipated that this would be a combined school and P&C project. For high-cost projects the P&C may establish a special fund-raising committee. This committee will create additional fund-raising initiatives outside of the school canteen. This special committee will raise additional funds to bridge the gap between the 30% funded by the P&C and that funded by the school. The committee will consist of some P&C members but will predominantly consist of the recruitment of parents and community. This will ensure the office bearers and Executive Committee can focus on the day to day running of the P&C.
 - 1.2. **Staff/School Projects:** for projects providing a benefit to a range of students addressing areas of the current Governor Stirling SHS Business Plan. It is anticipated that these projects are limited to smaller amounts (max \$2,000); larger amounts may be considered but would require the endorsement of the Principal.

- 1.3. **Individual/Student support**, the P&C can consider individual requests from students or a group of students to assist with a project or individual development, under the following circumstances:
 - 1.3.1. Student can clearly demonstrate how the project/activity can benefit the greater school population.
 - 1.3.2. Application is in line with Governor Stirling SHS Business Plan.
2. **STUDENT AND TEACHER EXPERIENCES** (Aiming for no more than 30% of the account balance at time of assessing the proposal).
 - 2.1. **Student Experiences**: this could be used for anything that would enrich the student's learning journey and should aim to meet the GSSHS Business Plan.
This could be used for anything from having a keynote speaker come and present at a school assembly or to a specific year group or education area (eg Science, Maths, English, Engineering, AFL, or Arts Media).
 - 2.2. **Teacher / Staff Experiences**: this could be used for anything that would enrich the Teachers education journey and should aim to meet the GSSHS Business Plan.
This could be used for anything from having an education expert present or additional staff and teacher training outside of what the school would be expected to fund.
3. **EDUCATION RESOURCES** (Aiming for no more than 30% of the account balance at time of assessing the proposal).
 - 3.1. **Student Resources**, this category is to be used to fund the purchase of resources which are directly related to the delivery of education. Each application will be assessed on its own merit and needs to consider whether these resources are outside of the school's responsibility or not.
 - 3.2. **Teacher / Staff Resources**: this category is to be used to fund the purchase of resources that are directly related to the delivery of education. Each application will be assessed on its own merit and needs to consider whether these resources are outside of the school's responsibility or not.

CRITERIA FOR SELECTING PROJECTS

The GSSHS P&C will be required to ensure that the staff and students are adequately consulted and provided with the opportunity to put forward ideas for funding. The P&C is to fund projects that deliver new or improved infrastructure, resources, and experiences to Governor Stirling SHS. Projects that are prioritised for funding must meet the following criteria:

- ☐ have been through consultation process
- ☐ demonstrate social and/or economic benefits to the school
- ☐ consider issues of sustainability and equity across the broader school community
- ☐ demonstrate a link to the Governor Stirling SHS Business Plan or student welfare.

STAFF/SCHOOL PROJECTS CRITERIA

To be successful for funding, Staff/School projects must meet the following criteria:

- ☐ deliver identified benefits to Governor Stirling SHS and/or students.
- ☐ address an identified school priority from the Governor Stirling SHS Business Plan
- ☐ be well defined with a clear budget and timelines
- ☐ demonstrate that any ongoing or recurrent costs of the project can be met by the school.
- ☐ provide details of how the P&C contribution will be acknowledged.

INDIVIDUAL/STUDENT SUPPORT

To be successful for funding, Individual/Student support must meet the following criteria:

- ☐ clearly demonstrate how their project/activity can benefit the greater school population
- ☐ funding requested cannot exceed 50% of the total costs.
- ☐ provide a well-defined, clear budget and timelines
- ☐ application is in line with the GSSHS Business Plan.
- ☐ provide details of how the P&C contribution will be acknowledged

Payment can only be made once proof of costs have been received, eg copy of receipts and/or invoices.

HOW ARE THE PROJECTS TO BE ASSESSED?

Governor Stirling SHS Project Funding will be presented to the P&C at the next General meeting (or Exec Meeting) for consideration and a recommendation for funding.

All proposed projects need to be vetted by the Principal and any related parties within the school (via the Principal's referral) to ensure the proposal falls outside the school's responsibility and funding responsibilities and the proposal does not contradict any future school plans or standards.

Once the go-ahead is given by the Principal the proposal will move to the P&C for consideration. The P&C have the responsibility to assess projects using the defined criteria for each project and make recommendations to the P&C Assessment Panel for funding.

The Assessment Panel is to include:

- ☐ 4 people - President or Vice President
Principal or another nominated school representative
Minimum of 2 other Executive members of the P&C (these may include Vice President, Secretary, Treasurer or another Executive Member).
- ☐ Must not contain a member that has a conflict of interest in the project (eg individual request from P&C member's child).

The Assessment Panel must provide an explanation to the P&C for any decision that is in contradiction with the recommendation received from the P&C and will be assessed against the criteria for funding request.

All applicants will be notified of the outcome in writing within 1 week of the P&C meeting.