

Wednesday 10 March 2010 – 7.00 pm

MINUTES

- 1. Apologies and Attendance**
- 2. Previous Minutes**
- 3. P&C President's Report**
- 4. P&C Treasurer's Report**
- 5. Principal's Report**
- 6. Proviseur's Report**
- 7. School Board Chair's Report**
- 8. Other Business**

Attachment A - P&C Treasurer's Report

Attachment B - Principal's Report

Attachment C - Proviseur's Report

Attachment D - School Board Chair's Report

Attachment E - Funding Wish List

1. Apologies / Attendance

1.1 Apologies: Carol Blake, Catherine McGrath, Sandra Roussel, Kerrie Blain, Kate Sutherland

1.2 Attendance: Raana Asgar, Tony Atkinson, Nathalie Bailey, Delese Brewster, John Claoué-Long, Lex Clark, Nicki Epina, Elizabeth Fredericks, Greg Low, Vivien Mitchell, Peter Roberts, Françoise Spiluttini, Marina Thompson
Staff: Michael Maniska, Christian Soulard

President Elizabeth Fredericks opened the meeting at 7.10 pm.

2. Minutes of Previous Meeting

Draft minutes of the monthly P&C meeting held on 18 November 2009 will be finalised and circulated by the President.

3. Report from P&C President

President Elizabeth Fredericks read her brief report.

There had been very little correspondence or business to deal with over the past month. The School Board election has been run and thank you to Peter Roberts for his work on this. Congratulation to Vivian Mitchell who was success in winning the position.

A request was made by Catherine McGrath for volunteers to help with the parent get-together for Years 9 and 10. Volunteers can email the President if they are interested in helping out. These parent get-togethers at the Press Club have been very successful and I would like to thank Catherine for coordinating these events. The get-togethers are a great way for parents to socialise and meet new people.

4. Report from P&C Treasurer (Attachment B).

5. Report from Principal

The Principal, Michael Maniska, tabled and read his report (Attachment C)

6. Report from Provisieur

The Provisieur, Christian Soulard, tabled and read his report (Attachment D)

7. Report from School Board Chair

The Chair of the School Board, John Claoué-Long, tabled and read his report (Attachment E)

8. Additional Funding of School Projects

At the November meeting of the P&C only the first 6 items on the school wish-list (Attachment F) were able to be funded. The rest of the funding round in November 2009 was deferred, as the amount of funds available from the raffle was not known at the time. The rest of the items on the wish-list was agreed to and ratified. The P&C were very pleased to be able to fund all the projects on this year's wish-list.

8.1 Françoise Spiluttini is to investigate the possibility of getting a discount at Betta Music for the purchase of an oboe.

- 8.2** The music teacher is to contact the President regarding the costing of sound baffling curtains for the Music Room
- 8.3** A motion to fund the remaining items on the school wish list plus the extra request from Jack Spahr (Drama) was proposed by Tony Atkinson, seconded by Peter Roberts and was passed.

9. Other Business

- 9.1** Correspondence was received from Lex Clark on the issue of funding for the English stream, which appears to be lower compared to the French stream. The textbooks in the secondary school are out-of-date and in poor condition, being torn and defaced. The Principal suggested that the introduction of a non-refundable book deposit could assist in providing funds to replace textbooks and act as a deterrent to deliberate abuse of the book by students. At a suggestion that P&C funds could be used to fund books, the principal suggested that these funds were better directed at 'big-ticket' items that the school could not afford otherwise. In addition, the school budgets for textbooks from its own funds.
- 9.2** The School Board election for the one vacant position has been held and the result was announced by the Returning Officer Peter Roberts, with Vivien Mitchell being elected. Official ratification by Departmental Returning Officer will follow.
- 9.3** The canteen manager is retiring and the canteen company will appoint a new manager.

10. Close

The meeting closed at 9.10 pm.

Raana Asgar
P&C Secretary
15 March 2010

Attachment A - P&C Treasurer's Report

TELOPEA PARK SCHOOL PARENTS & CITIZENS ASSOCIATION

STATEMENT OF FINANCIAL POSITION AS AT 26 March 2010

| | \$ | \$ |
|--|-----------------------|--------------------------|
| Balance General Account as at 1 January 2010* | | 141,730.53 |
| Add: Income year to date | | 1,914.03 |
| Commissions | - | |
| Fete proceeds | - | |
| Raffle proceeds | - | |
| Lease fees | - | |
| Interest | 780.53 | |
| GST Holding Account | - | |
| Sale of clothing | - | |
| Donations | - | |
| Debtors receipts | - | |
| Other | 1,133.50 | |
| Less: Expenditure | | 3,231.18 |
| TPS Grants (see attached schedule) | - | |
| Grants in aid | - | |
| Bank Fees | - | |
| Rent | - | |
| Catering | 113.21 | |
| Fete Expenses | 311.68 | |
| Raffle Expenses | 64.85 | |
| GST Holding account | 95.35 | |
| Other | 2,646.09 | |
| Add: Unpresented cheques | | 3,321.71 |
| | 335 | 300.00 |
| | 336 | 150.00 |
| | 350 | 10.76 |
| | 356 | 26.73 |
| | 363 | 18.73 |
| | 376 | 56.27 |
| | 386 | 23.73 |
| | 404 | 444.40 |
| | 405 | 539.00 |
| | 406 | 1,752.09 |
| Cash at bank (Operating Accounts) as at 26 March 2010 | | <u>143,735.09</u> |
| Add: Income due | | 5,775.00 |
| Canteen rent (July to Sept) | 2,887.50 | |
| Canteen rent (Oct to Dec) | 2,887.50 | |
| Operating account - estimated financial position | | <u>149,510.09</u> |
| | NAB - General Account | 4,864.53 |
| | NAB - Cash Maximiser | 138,870.56 |
| Bank reconciliation as at 26 March 2010 | | <u>143,735.09</u> |

*Accounting for unpresented cheques as at 1 January 2010

Account summary - Mozilla Firefox
 National Australia Bank Limited (AU) https://ib.nab.com.au/nabib/acctInfo_acctBal.ctl

more give, less take Friday 26 March 2010 | print | help | security | logout X

nab Internet Banking

account info. bill payment funds transfer apply now contact us my settings

Account summary

You have **17 new message(s)** | Register for BPAY View | Smart Statements
 Register now Your last login was on Thursday 25 Mar 10 at 8:23 PM

Banking [Export data](#)

| account | current balance | available balance * |
|--|-----------------|----------------------|
| 0082968790230766 082-968 79-023-0766 Transaction history Pay bill Transfer funds Account details | 4,864.53 CR | 4,864.53 |
| 0082968791075737 082-968 79-107-5737 Transaction history Pay bill Transfer funds Account details | 138,870.56 CR | 138,870.56 |
| Total credit balances: | | 143,735.09 CR |
| Total debit balances: | | 0.00 DR |
| Net position: | | 143,735.09 CR |

* Account balance listed is the total amount of funds available. Transfers are subject to uncleared funds eg a deposited cheque.

Investment There are no Investment products to display.
Insurance There are no Insurance products to display.

Want your share portfolio displayed here?

Shortcuts

- Account nicknames
- Change password
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- New international transfer
- Send message
- Statements

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Done

Telopea Park School / Lycée Franco Australien de Canberra
Parents & Citizens Association Meeting 10 March 2010

INCOME RECEIVED

| DATE | COMMISSIONS | FETE PROCEEDS | RAFFLE PROCEEDS | CANTEEN RENT | INTEREST | GST HOLDING | UNIFORM SHOP | DONATIONS | DEBTORS | OTHER | TOTAL |
|------------|-------------|---------------|-----------------|--------------|---------------|-------------|--------------|-------------|-------------|-----------------|-----------------|
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 28/01/2010 | | | | | | | | | | 593.00 unsure | 593.00 |
| 29/01/2010 | | | | | 396.53 | | | | | | 396.53 |
| 15/02/2010 | | | | | | | | | | 150.00 unsure | 150.00 |
| 26/02/2010 | | | | | 384.00 | | | | | | 384.00 |
| 24/03/2010 | | | | | | | | | | 390.50 UNSURE | 390.50 |
| | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>780.53</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>1,133.50</u> | <u>1,914.03</u> |

EXPENDITURE

| DATE | CHQ # | PAYEE | TPS GRANTS | Grants in aid | BANK FEES | RENT | Catering | FETE EXPENSES | Raffle Expenses | Fund-Raising | GST HOLDING | MISC. | Cashed | TOTAL |
|------------|-------|----------------------------------|-------------|---------------|-------------|-------------|--------------------|-------------------------------|---------------------|--------------|--------------|------------------------|--------|-----------------|
| | | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | | \$ |
| 18/01/2010 | 400 | The Canberra Times | | | | | | | 64.85 Public notice | | | | x | 64.85 |
| 10/02/2010 | 401 | Elizabeth Fredericks | | | | | 113.21 P&C meeting | | | | 5.95 | | x | 119.16 |
| 1/03/2010 | 403 | Lyne Simard | | | | | | 311.68 Candian icecream stall | | | | | x | 311.68 |
| 22/03/2010 | 404 | ACDC (ACT) Pty Ltd | | | | | | | | | 40.40 | 404.00 Canteen repairs | | 444.40 |
| 22/03/2010 | 405 | Total Catering Equipment Repairs | | | | | | | | | 49.00 | 490.00 Canteen repairs | | 539.00 |
| 25/03/2010 | 406 | BCF | | | | | | | | | | 1,752.09 Gazebos | | 1,752.09 |
| | | | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>113.21</u> | <u>311.68</u> | <u>64.85</u> | <u>0.00</u> | <u>95.35</u> | <u>2,646.09</u> | | <u>3,231.18</u> |

Attachment B- Principal's Report

School Review Findings

- The External School Review Report has been received and the School Review Committee has ratified the Report. The report is an affirming one for the school, and includes key commendations as well as recommendations for the future. The review group is currently designing a process to action some of the recommendations found within the report. A summary of commendations and recommendations will be published in Telopea Topics in Week 9.

National Curriculum developments

- The Deputy Prime Minister and Minister for Education, Julia Gillard, launched the new draft National Curriculum on March 1, and visited Telopea Park School on March 2 as part of the launch. Consultation on the draft national K-10 curriculum in English, Mathematics, History and Science will be from February to May. Visit www.australiancurriculum.edu.au
- Telopea Park School will trial the draft curriculum in History for Year 8. This will enable the school to have a clearer sense of the impact of the national curriculum on Bilingual stream students.

IBO Evaluation Visit

- The school's evaluation visit for the Middle Years Program is scheduled for May 31, June 1 and June 2 this year. To this end, the high school has been busy completing a comprehensive Self-Study Questionnaire, and preparing a raft of documentation required by the IBO prior to the evaluation visit. I shall be attending the IBO's Asia-Pacific conference in the week of March 22. To reinforce the understanding of the MYP among our high school staff, the focus of two professional learning days in the April stand-down period will be the MYP. Three IBO-accredited workshop leaders, two Australian and one French/Canadian Francophone, will be brought in to run sessions for staff.

Campus Developments

- Work continues apace on the school upgrade. Toilets for Kindergarten and high school students have been upgraded. The main reception area and adjacent staffroom are due for completion by the end of this term. Work is also progressing on our new Primary building, which is scheduled for completion by the end of July this year. Later in the year, a fence will be erected around the perimeter of the school, and traffic changes will also apply around New South Wales Crescent. Owing to Heritage requirements, parking along the primary side of the school may be restricted to parallel parking only, but the overall parking provision is not expected to decrease.

Student Events

- The Valbonne exchange departs on March 27
- The school has been invited to participate once again in 2010 in the federal government's Youth Advisory Group on Cyber Safety initiative. In 2010, 10 TPS primary students will be involved in addition to 15 secondary students.
- The school has developed a new K-10 Mobile Phone/Electronic Device Protocol, aimed in part at reducing cyber bullying.

Attachment C – Proviser’s report

Exams

Brevet, First trial ‘Brevet blanc’: week 5, term 1

Good experience for the students. That is the way they acquire methodology, they learn to deal with the stress and it is an experience they live as a group. Everybody was very focused. The second will be in Term 2 week 4.

AEFE visitor

M. Gilles Joseph, the regional head of the Asia, Middle East and Pacific area for AEFE came at Telopea on Friday 12 February. He was very pleased with what he saw. Before coming, in France, he had a long talk with M. Warzee who was our reviewer in October and his visit confirmed all M. Warzee comments.

Further education, projects with AEFE and Lycée Condorcet.

25, 26 February: a Career adviser, M. Fichter, from the AEFE, came on the 25th and 26th of February at Canberra. He had 22 interviews with families and students during his two days. He had an excellent impression of his stay here. His comment was: “your students thought already about which studies they are going to undertake. They think in terms of pathways for themselves with original ideas, they think of double certification and do not think only in terms: which kind of studies I must choose to make money. They are very well informed.” He was amazed by the level of high expectation and high ambition of students and parents.

There was a numerous attendance at the library on Thursday to be informed about Tertiary Education. I had technical problem to send his PowerPoint through email. It should be worked out very soon.

I think we will renew this action next year. Just a little comment: we would have appreciated more enthusiasm during his information meeting.

31 March: following this mission, we will attend the ‘forum des metiers’ in Condorcet Sydney.

Narrabundah College: the next parents / teachers meeting will be on Tuesday 16 March at 5:00 pm.

Inspector’s mission for Primary school Teachers

Six of them were inspected. He was positive with each of them. He had an excellent impression of the school and teachers. An idea for parents we are going to develop: to buy a few reference books (grammar and dictionary for kids). We will give this information soon.

Francophonie week

Cinema for Primary and Secondary

Conferences in Primary and Secondary.

Booklet about the ten words of the Francophonie week.

Kangourou des maths (French maths competition) in Primary.

Flag raising ceremony on Thursday 25 March.

Café scientifique, ‘Life beyond earth’

It was today. A huge attendance with an obviously passionate speaker, Dr Lineweaver. More comments tomorrow.

Attachment D – Chair of School Board’s Report

Board membership during 2010

Thank you to Peter Roberts for conducting the latest Board election on behalf of the P&C. Parents are now well represented with the three representatives interested in all three major sectors of the school – the primary and both streams of the secondary.

At the first Board meeting of the year, Year 10 student Divya Kaliyaperumal was elected as the Deputy Chair.

School review and strategic plan

The 2009 school review process has now been completed, with ratification of the review report by the steering committee. The report is notable for offering more commendations than recommendations. It makes specific mention of the strong presence of the P&C in this school and the real improvements in learning from P&C support for initiative such as the interactive whiteboards.

The Board will meet to discuss the review outcomes on 29 March and will work with the school Executive to create a 4-year strategic plan to take the school towards the next four-yearly review, due in 2013. Considerations which require input from the wider ACT school system will continue to have oversight from the external Review Steering Committee.

New DET arrangements

Parents should be aware that the previous DET chief executive and her deputy moved to the Commonwealth last year. The new leadership team has restructured the Department and the inner-south schools (which include Telopea) have a new network director in Steve Kyburz, formerly Principal of Narrabundah College.

Curriculum

In the past four years our secondary school staff have been busy remodelling the curriculum and assessment documents to be compatible with the IBO Middle Years Program. Another wave of change is arriving in the form of the new Australian national curriculum. This year will see a stream of new curriculum descriptions come to the Board: documents currently in the pipeline include English, Arts & Technology, and Gifted & Talented policy.

Jon Claoué-Long
Board Chair
10 March 2010

Attachment E – Funding Wish List

P & C WISH LIST 2010

| Priority | | |
|----------|--|------------------|
| 1 | Primary French Readers | \$10000 |
| 2 | Awards K-10 | \$7000 |
| 3 | Multipurpose building | \$10000 |
| 4 | Interactive Whiteboards (3) | \$14000 |
| 5 | French Resources for Premiere and Terminale | \$1500 |
| 6 | <u>Wakakirri (parent request)</u> | \$2000 |
| 6 | <u>Sport/PE Faculty</u> | |
| | 2 Sets of multi-purpose playing shirts 30 x \$40 | \$1,200 |
| | Basketball Playing singlets | \$720 |
| | Washing machine and dryer | \$860 |
| | Portable PA system | \$1200 |
| 7 | Pastoral Care – Guest motivational media presentation | \$1090 |
| | Brainstorm drama production | \$800 |
| | Greg North Bush Poet | \$800 |
| 8 | Mathematics Faculty – Virtual IWB unit | \$490 |
| | projector | \$1300 |
| | laptop | \$1800 |
| | trolley | \$300 |
| 9 | Arts Faculty | |
| | New Oboe | Up to \$2000 |
| | Sound Baffling for Music Room (parent request) | tba |
| | Mac Computers for Drama classes | \$4500 |
| 10 | Science Faculty | |
| | Data Projector Lab 2 | \$4,400 |
| | Speakers Lab 4 | \$100 |
| | PC for Labs 2,3 & 5 | \$3000 |
| | Total | \$69, 060 |