

**Wednesday 02 June 2010 – 7.00 pm**

**MINUTES (DRAFT)**

- 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**

## **1. Apologies / Attendance**

**1.1 Apologies:** Carol Blake, Delese Brewster, Vivian Mitchell, Laurence Beau.

**1.2 Attendance:** Raana Asgar, Philip Cash, Jon Claoué-Long, Nicki Epinay, Elizabeth Fredericks, Peter Roberts, Marina Thompson, Shelley Coleman, Sandra Roussel, Greg Low, Timo Hemckel, Katrina Laurie, Fiona Bloom, Shiran de Soysa.

**Staff:** Michael Maniska, Christian Soulard, Kerrie Blain.

President Elizabeth Fredericks opened the meeting at 7.15 pm.

## **2. Minutes of Previous Meeting**

Draft minutes of the monthly P&C meeting held on 7 April 2010 were accepted as a true record of the meeting.

## **3. Report from P&C President**

President Elizabeth Fredericks tabled and read her report.  
(Attachment A).

## **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 Proviseur**

The Proviseur, 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. Other Business**

- 8.1** Audit report – has been provided to P&C Treasurer. In addition, the final report will be tabled at the next P&C meeting in June.
- 8.2** The After-school Care is running at a profit. The P&L statement has been sent to the P&C Treasurer, who needs to finalise our documents for auditing purposes. The ASC will run a winter program in the July school holidays – the program has been confirmed for the first week and it is hoped to be held in the second week as well. The ASC has received a letter from the ACT government informing them that they had overpaid the ASC two years ago. They have requested that this amount be refunded.
- 8.3** The President informed the meeting that work on the Montgomery oval will begin soon.
- 8.4** It was reported that the school canteen is up-to-date in its payment now.
- 8.5** The President is to talk to Tony Atkinson regarding welcome packs for the new French teachers. She requested the Principal to inform Laurent Delattre of the farewell function. She also asked for volunteers from the P&C to assist with the farewell function.
- 8.6** Nicky Epinay encouraged all parents to become involved in the School Board, in order to report on the activities of the P&C as well as to bring a voice to the Board. There are two positions available this year on the Board.
- 8.7** There was an urgent request for more volunteers to assist with the fete – please become involved as this is for YOUR child's school.

**9. Close**

The meeting closed at 830 pm.

Raana Asgar  
P&C Secretary  
25 June 2010

## **Attachment A – President’s Report**

### **Parent Get-Together**

A successful parent-get-together for year 9 and 10 parents was recently held at the Press Club. These functions are a good way for busy parents to meet other parents in a relaxed, non-school environment. A big thank you to Catherine McGrath for continuing to organise these functions. The next function will be for grade 5 and 6 parents. The date for this function has not been confirmed yet but notices and invitations will go out as soon as possible.

It was great to meet to some parents who although are not new to the school are new to the P&C. From the get-together we were able to get Lex at least 1, maybe 2 volunteers to help with the Montgomery Oval refurbishment. I was also able to get a volunteer for the fete committee.

### **Canteen**

As people maybe aware we have been having trouble getting Fresh N Fast to pay their bills for the rent of the canteen. Although the bills have now been settle I have discovered a problem with the P&C running the canteen. I was Googling to see if there were other companies who ran school canteens and discovered a 2007 Department of Education and Training Canteen Policy. In this policy it is stated that “In cases where the Canteen Operator is a registered business, the school (not a P&C Association) should enter into the agreement for the operation of a canteen. If there are any arrangements that have been entered into by a P&C Association, the school should enter into any new arrangements once the current arrangements end.”

This policy was written after we entered a contract with Fresh N Fast and it means that at the end of this contract (December 2010) the P&C will no longer have the responsibility of the canteen. I have, of course, discussed this with Michael Maniska and Mary Ryan and also provided them with copies of the canteen policy.

### **School Board**

As Nicki Epinay mentioned at last month’s meeting she will soon be leaving Australia and therefore her position on the School Board. At this time I would like to express the gratitude of the parent community and the P&C Executive for all the hard work Nicki has done for the school. We will all miss you and wish you all the best for your new life back in France.

Nicki leaving during the middle of the year will create a casual vacancy on the Board. Peter Roberts in his role of Assistant Returning Officer has already contacted the DET to discuss how the vacancy is filled until the running of the next election in term 1 of 2011.

**Attachment B - P&C Treasurer's Report**

**TELOPEA PARK SCHOOL PARENTS & CITIZENS ASSOCIATION**

**STATEMENT OF FINANCIAL POSITION AS AT 30 May 2010**

	\$	\$
<b>Balance General Account as at 1 January 2010*</b>		<b>141,730.53</b>
<b>Add: Income year to date</b>		<b>17,239.54</b>
Commissions	-	
Fete proceeds	300.00	
Raffle proceeds	-	
Lease fees	11,550.00	
Interest	1,747.23	
GST Holding Account	519.61	
Sale of clothing	2,732.96	
Donations	-	
Debtors receipts		
Other	389.74	
<b>Less: Expenditure</b>		<b>3,325.92</b>
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	2,740.83	
<b>Add: Unpresented cheques</b>		<b>511.22</b>
	335	300.00
	336	150.00
	350	10.76
	356	26.73
	386	23.73
<b>Cash at bank (Operating Accounts) as at 30 May 2010</b>		<b><u>156,155.37</u></b>
<b>Add: Income due</b>		
<b>Operating account - estimated financial position</b>		<b><u>156,155.37</u></b>
	NAB - General Account	6,318.30
	NAB - Cash Maximiser	149,837.07
<b>Bank reconciliation as at 30 May 2010</b>		<b><u>156,155.37</u></b>

\*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 Sunday 30 May 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 **18 new message(s)** | Register for BPAY View | Stop paper statements  
 Your last login was on Monday 03 May 10 at 7:40 PM

**Banking** Export data

account	current balance	available balance *
<b>0082968790230766</b> 082-968 79-023-0766 <a href="#">Transaction history</a>   <a href="#">Pay bill</a>   <a href="#">Transfer funds</a>   <a href="#">Account details</a>	6,318.30 CR	6,318.30
<b>0082968791075737</b> 082-968 79-107-5737 <a href="#">Transaction history</a>   <a href="#">Pay bill</a>   <a href="#">Transfer funds</a>   <a href="#">Account details</a>	149,837.07 CR	149,837.07
Total credit balances:		156,155.37 CR
Total debit balances:		0.00 DR
<b>Net position:</b>		<b>156,155.37 CR</b>

\* 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.

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TELOPEA PARK SCHOOL PARENTS & CITIZENS ASSOCIATION

2010 CASH BOOK

INCOME RECEIVED

DATE	COMMISSIONS	FETE PROCEEDS	RAFFLE PROCEEDS	CANTEEN RENT	INTEREST	GST HOLDING	UNIFORM SHOP	DONATIONS	DEBTORS	OTHER	TOTAL
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
28/01/2010							593.00				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				390.50
30/03/2010		300.00	Barlens 2009 refund			519.61 GST I	1,644.46	Commission		239.74 Anglicare & C	2,703.81
31/03/2010					491.16						491.16
31/03/2010					0.19						0.19
30/04/2010							105.00				105.00
30/04/2010					475.35						475.35
20/05/2010				2,887.50	Jul-Sep 09						2,887.50
20/05/2010				2,887.50	Oct-Dec 09						2,887.50
20/05/2010				2,887.50	Jan-Mar 10						2,887.50
20/05/2010				2,887.50	Apr-Jun 10						2,887.50
	<u>0.00</u>	<u>300.00</u>	<u>0.00</u>	<u>11,550.00</u>	<u>1,747.23</u>	<u>519.61</u>	<u>2,732.96</u>	<u>0.00</u>	<u>0.00</u>	<u>389.74</u>	<u>17,239.54</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	x	444.40
22/03/2010	405	Total Catering Equipment Repairs									49.00	490.00	Canteen repairs	x	539.00
25/03/2010	406	BCF										1,752.09	Gazebos	x	1,752.09
30/03/2010		Anglicare, dishonoured cheque										94.74		x	94.74
			<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>2,740.83</u>		<u>3,325.92</u>	

## TELOPEA PARK SCHOOL PARENTS & CITIZENS ASSC

### Grants to Telopea Park School

Description	Budget \$	Paid \$
<b>2010 Allocation</b>		
Primary French Readers	(4) 10,000	
Primary & Secondary Awards	(4) 7,000	
Multi-purpose building	(4) 10,000	
Interactive whiteboards (4 @ \$3,500)	(4) 14,000	
French rources for Premiere and Termin	(4) 1,500	
Wakakirri	(4) 2,000	
Sport & PE	(5) 3,980	
Pastrol care	(5) 2,690	
Mathematics	(5) 3,890	
Arts	(5) 6,500	
Science	(5) 7,500	
	<b>69,060</b>	<b>0.00</b>
<b>2009 Allocation</b>		
	(2)	
Seismoscope	5,000	5,000.00
Interactive white-boards	28,000	28,000.00
French readers subscriptions	10,000	10,000.20
Primary & Secondary Awards	5,000	5,000.00
Replacement Shade-covers K-6 Area	3,885	3,885.00
Secondary music program	4,750	3,545.00
Art program	800	
Technology	1,420	
Sport & PE	1,120	726.00
Science textbooks	3,970	3,966.00
Artistic creativity	2,000	592.68
	<b>65,945</b>	<b>60,714.88</b>
<b>2008 Allocation</b>		
IT Equipment (wireless network)	(1) 16,000	
Grounds & bicycle storage	(1) 18,000	
<del>Readers audit (Years 1 &amp; 2)</del>	(3) <del>2,000</del>	
	<b>34,000</b>	<b>0.00</b>
	<b>169,005</b>	<b>60,714.88</b>
<b>Funds still to spend</b>		<b>108,290.12</b>

**Notes**

- (1) Carried forward from 2008 allocation; Re-approved 18 November 2009
- (2) Approved 19 November 2008
- (3) Funding allocation removed 18 November 2009
- (4) Funding allocation approved 18 November 2009
- (5) Funding allocation approved 10 March 2010

## **Attachment C - Principal's Report**

### **Principal's Report for Telopea Park School P&C Meeting – June 2, 2010**

#### **Staffing**

I have written to all parents through Telopea Topics with details of our French staff turnover in July. A community farewell for Laurent Delattre has been scheduled for Friday July 23 at 3.30pm in the Staff Common Room. This event can also do double duty as a P&C welcome to our new French teachers.

#### **School Satisfaction Survey**

Please complete this on-line if you have not already done so. Responses will be accepted until Sunday June 6. Data provided from the survey of staff, students and parents is invaluable to the school in its planning processes.

#### **Campus Developments**

Work is progressing on our new Primary building. At this stage, the construction is running a few weeks behind schedule, and is due for completion in August.

I have met with DOMA and DET officials in recent weeks. The fence will start to be put up around the perimeter of the school during the Term 3/4 school holidays, followed immediately by works associated with the traffic changes around New South Wales Crescent. It is envisaged that the works will be completed in time for the start of the 2011 school year. I would like to call for expressions of interest from parents who may be interested in joining a Traffic Management working party. This group will meet with members of the school executive during Term 4 to establish a TPS Traffic Management Plan.

The school is spending \$10,000 on the Montgomery toilets and change rooms.

#### **IBO Evaluation Visit**

The school's evaluation visit for the Middle Years Program took place this week. Thank you to the ten parents who took part in a parental focus group run by our evaluation team.

#### **Student Events**

- Years 3-6 Rostrum was very successful
- Approximately 30 students have signed up for this year's Noumea exchange
- Thank you to those parents who attended this evening's Health Promoting schools
- Forum on Cyber Safety
- The AFP's Thinkuknow website will be launched at TPS on Thursday June 3 at 9am by the Honourable Brendan O'Connor, Minister for Home Affairs. Parents welcome to attend the launch!
- Youth Advisory Group initiative has been very successful. On June 8, 4 TPS students have been invited to take part in a Cyber Safety Summit, opened by Minister Stephen Conroy. On June 9, Reuben Drake in Year 6 has been invited to be the only ACT student representative in a further meeting
- Year 8 students have just completed a trial of the draft Australian History Curriculum.

Michael Maniska

## **Attachment D – Provisieur’s report**

### **Exams**

The exam for Terminale S ‘Practice in lab’ was held on Thursday 27 May, the Sports facultative exam on Tuesday 25 May.

The Brevet will be held in Week 9 on Tuesday 22 June with French and Histoire-Géographie, on Wednesday 23 June with Maths.

The Brevet jury will meet on Monday 28 June and results should be available by Tuesday morning (TBC).

A graduation ceremony will be held on Friday 02 July at the Alliance Française. Students will organise a party following the ceremony.

The ‘Epreuves anticipées’ for Year 11 / Première will be held on Thursday and Friday afternoon from 2:00 pm at Narrabundah College like last year. The ‘Oral exam’ will be at the Alliance Française on Monday 28 June, start at 8:20 am for the first candidate.

The Baccalauréat for Year 12 / Terminale will be at Lycée Condorcet from Monday 21 June to Friday 25 June. A graduation ceremony will be held for the ‘Bacheliers’ at Narrabundah College on Thursday 1 July at 5:30 pm.

Legal responsibility: the legal situation is not the same as that for an excursion (in which the school will always provide a responsible member of staff). With an exam held out of Canberra, the school is responsible only during the hours of the exam – an official letter has been sent to families - and Condorcet will take care of that.

Outside the examination time, students are the legal responsibility of their families. This legality applies in Australia, and also in France if families must transport their student to distant exam venues. Families usually combine to provide a parent escort for students, are responsible for the travel and living arrangements, and take responsibility for students turning up to the exam. The Canberra Provisieur and the Sydney Provisieur, M. Mahdi Tamene, have provided their mobile number for 24-hour contact in case of problem or emergency. This arrangement applied in earlier years when the Bacc exams were held in Singapore, presenting a much bigger hurdle than Sydney.

### **Staff**

Ten staff are leaving in July, seven in Primary and three in Secondary. Seven teachers are recruited under the lead of the Provisieur, and we found 7 teachers who accepted the offered position. Three persons are recruited by the Foreign Office in Paris. Two of them have accepted positions; they will replace M. Granet, the Mathematics teacher and Mrs Belaud-Chiron, the French teacher. We should know the name of the last one, replacing Laurent Delattre, as French responsible for Primary, on 15<sup>th</sup> June.

### **Cafés Scientifiques, fourth edition: Thursday, May 10 – 3:30pm – Library The satellite revolution**

‘Cafés Scientifiques’ offer a unique opportunity for students to meet scientists in an informal, relaxed, café-like atmosphere and explore issues in science and technology. The format is simple. After a brief introduction of the topic and the guest scientists (5 to 10 minutes), the café is open for questions and debate. The talks are deliberately kept uncomplicated and are led by the interest and the concerns of the audience. Cafés are open to Year 8 to 12 students, parents, teachers, *etc.* Refreshments are served during the discussion.

Cafés Scientifiques are now part of the school life and encounter huge success in our school community. The discussion will be held in English and will be focused on the multiple applications of

satellites. Guest speakers will be two distinguished researchers: Mr Medhavy Thankappan (Geoscience Australia) and Dr Paul Tregoning (ANU).

**Attachment E – Chair of School Board’s Report**

The Board met on 10 May, and the June meeting is next week.

Board membership

The Board is still awaiting the outcome of teacher representative elections. Student elections have resulted in Eddie Berko (Yr 10) joining the Board.

Nicki Epinau has notified that she will be leaving Canberra next month. Nicki has brought a unique perspective to the Board, over four years, as our first ever parent representative from a French expatriate family. She has also been a major contributor to the P&C’s wide range of activities.

Following DET guidelines, the other candidates in the parent election will be invited to take up the casual Board vacancy to the end of the year.

Updated Curricula and School Policies

The continuing effort to update our Australian high school curriculum and assessment brought the 7-10 Technology curriculum for approval at our last meeting.

The Board also ratified an updated ‘challenge’ policy describing our implementation of the DET policy that applies to all ACT government schools. This is distinct from the enrolment policy, and describes the school’s internal arrangements for identifying and progressing ‘challenge’ students K-10.

A revised ‘High School Language B’ curriculum is due for approval next week, along with updated Primary school curricula in Science & Technology, and Arts.

Provision of class texts

Parent concern about the availability and condition of high school class texts emerged at recent P&C meetings. This issue will continue to be represented at the Board.

Bi-national school review, IBO review, and the 2010-13 strategic plan

Last year we received the latest in the cycle of 4-yearly bi-national reviews conducted for the French, Australian and ACT governments. The Executive is preparing a draft 2010-13 strategic plan to implement its recommendations. This week it is the turn of the IBO which has a team in the school reviewing our first four years with the 7-10 Middle Years Program. We look forward to the report of those assessors.

Extensive international benchmarking, and access to international standard professional development for staff, are the distinctive features of this school. They lead directly to high level student outcomes and the justified confidence of the school community.

Jon Claoué-Long  
Board Chair  
2 June