

Wednesday 05 May 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. Other Business

Attachment A- P&C President's Report

Attachment B - P&C Treasurer's Report

Attachment C - Principal's Report

Attachment D - Proviseur's Report

1. Apologies / Attendance

1.1 Apologies: Delese Brewster, Jon Claoué-Long, Raana Asgar, Laurence Beau, Andrea Grazziadelli, Greg Low, Vivien Mitchell, Marina Thompson, Kerrie Blain

1.2 Attendance: Lex Clark, Elizabeth Fredericks, Peter Roberts, Sandra Roussel, Nicki Epinay, Christine Mörner, Shelley Coleman, Carol Blake. **Staff:** Michael Maniska, Christian Soulard, Kate Sutherland

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 7th of April 2010 were accepted as a true record of the meeting.

3. Report from P&C President

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

4. Report from P&C Treasurer

The Treasurer Sandra Roussel tabled and read her report (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. Other Business

7.1 Montgomery Oval Refurbishment

Lex Clark reported that he has had a meeting with Brad from Manuka Oval on the refurbishment of Montgomery Oval. Brad is putting together a quote on the work that needs to be done to get Montgomery Oval as a fully function school oval. Lex stated that once the quote was received that work would begin ASAP. He also stated that he would be sending out regular progress emails to The Principal, the School's Business Manager, the P&C President and the Head of the PE Department. The Treasurer, Sandra Roussel stated that the P&C was in the financial position to give extra money to the refurbishment if necessary.

Lex Clark stated that Paul Andrews was in the process of getting quotes for new tennis nets to replace the current nets. The state of the netball and basketball courts was also raised. The netball courts on the primary side of the school are in a bad state of repair. Michael Maniska stated that once the school grounds have been fenced these courts would be moved or upgraded.

7.2 School Board Elections

After the issue of the timing of the School Board election was raised in the President's report there was further discussion on this issue. Michael Maniska stated that the holding of the recent election seemed to provoke new interest in the School Board and this meant we had a wider range of candidates. It was felt that holding the election in term four was often difficult because parents were tired after the fete, the raffle and all the end of year preparations and did not want to think about school issues. All attendees agreed that potential candidate should still be encouraged to attend the P&C meeting before the election and to present themselves to the meeting. They should also be asked to provide a candidate statement to the school community.

Peter Roberts proposed the motion that the election to be held in term one, Christine Mörner seconded the motion. The motion was carried unanimously.

7.3 Raffle and Fete

Carol Blake asked the meeting how the organisation of the raffle and fete was going. Peter Roberts reported that he has got 3 volunteers to help on the Raffle Committee. Air France is not onboard yet with the tickets to Paris but this is in process.

Elizabeth Fredericks reported that Andrea Grazziadelli was once again the Fete Coordinator and we were slowly getting volunteers to help. Elizabeth encouraged everyone to impress on other parents how important the fete was to the school community and for everyone to consider helping with the fete.

7.4 School Playground Equipment

Shelley Coleman raised the issue of children who are supervised by their parents playing on the playground equipment at the end of the school day. Michael Maniska and Kate Sutherland explained why this was not allowed with particular reference to the school's insurance and liability.

7.5 School Textbooks

Lex Clark again raised the issue of the poor state of repair of many of the English stream textbooks. Michael Maniska stated that he had raised this issue with the School Executive who did not believe it was a big problem. Several of the parents at the meeting disagreed with this. Michael will continue to discuss this with staff but it was felt that the real solution may lay with purchasing new textbooks via the P&C wishlist.

8. Close

The meeting closed at 8.35 pm.

The next meeting is on Wednesday 2nd June at 7pm in the secondary staff room.

Attachment A - P&C President's Report

I would like to thank Michael Maniska for the kind invitation to the opening of the refurbished areas of the school. It was great to that minister Barr could find time in his schedule to come along and perform the official duties. I am sure everyone will agree that it is money well spent.

I have been asked by a parent to put a motion to the P&C on their behalf.

Unfortunately the parent cannot be at the meeting due to illness in the family. The parent would like the P&C to consist running the school board elections in line with the departmental guidelines and the recommended timeframe. That is, that the board election should be held in term 1 of the school year rather than term 4 of the previous year. According to the DET manual all school board elections must be concluded by the 31st of March. Our elections for many years have been held in term 4 but because we had to rerun the election in term 1 of this year the parent felt and I agree that we had a much stronger field of candidates. Many parents are concerned about the timing of the election in term 4 – this is a particularly busy time for the parent community with the organising of the fete, the raffle and helping with all the end of year functions. I would support a change of timing for the school elections and would like other P&C member's thoughts and comments.

Attachment B - P&C Treasurer's Report

TELOPEA PARK SCHOOL PARENTS & CITIZENS ASSOCIATION

STATEMENT OF FINANCIAL POSITION AS AT 3 May 2010

	\$	\$
Balance General Account as at 1 January 2010*		141,730.53
Add: Income year to date		5,689.54
Commissions	-	
Fete proceeds	300.00	
Raffle proceeds	-	
Lease fees	-	
Interest	1,747.23	
GST Holding Account	519.61	
Sale of clothing	1,644.46	
Donations	-	
Debtors receipts		
Other	1,478.24	
Less: Expenditure		3,325.92
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	
Add: Unpresented cheques		586.22
335	300.00	
336	150.00	
350	10.76	
356	26.73	
363	18.73	
376	56.27	
386	23.73	
Cash at bank (Operating Accounts) as at 3 May 2010		<u>144,680.37</u>
Add: Income due		8,662.50
Canteen rent (July to Sept)	2,887.50	
Canteen rent (Oct to Dec)	2,887.50	
Canteen rent (Jan to Mar)	2,887.50	
Operating account - estimated financial position		<u>153,342.87</u>
NAB - General Account		4,843.30
NAB - Cash Maximiser		139,837.07
Bank reconciliation as at 3 May 2010		<u>144,680.37</u>

*Accounting for unpresented cheques as at 1 January 2010

**Telopea Park School / Lycée Franco Australien de Canberra
Parents & Citizens Association Meeting 5 May 2010**

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 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	
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 UNSURE	105.00	
30/04/2010					475.35						475.35	
	<u>0.00</u>	<u>300.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,747.23</u>	<u>519.61</u>		<u>1,644.46</u>	<u>0.00</u>	<u>1,478.24</u>	<u>5,689.54</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>	

Account summary - Mozilla Firefox
 National Australia Bank Limited (AU) https://ib.nab.com.au/nabib/acctInfo_acctBal.ctl
 more give, less take Monday 03 May 2010 | print | help | security | logout X

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Account summary

Transaction history | Statements | Account details | Stop cheque | Re-order book | Re-order statement

Account summary

You have **17 new message(s)** | Register for BPAY View | Smart Statements
 Register now Your last login was on Sunday 02 May 10 at 4:39 PM

Banking [Export data](#)

account	current balance	available balance *
0082968790230766 082-968 79-023-0766 Transaction history Pay bill Transfer funds Account details	4,843.30 CR	4,843.30
0082968791075737 082-968 79-107-5737 Transaction history Pay bill Transfer funds Account details	139,837.07 CR	139,837.07
Total credit balances:		144,680.37 CR
Total debit balances:		0.00 DR
Net position:		144,680.37 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.

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TELOPEA PARK SCHOOL PARENTS & CITIZENS ASSOCIATION

Grants to Telopea Park School

Description	Budget \$	Paid \$
2010 Allocation		
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 Terminale	(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	
	<u>69,060</u>	<u>0.00</u>
2009 Allocation		
	(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
	<u>65,945</u>	<u>60,714.88</u>
2008 Allocation		
IT Equipment (wireless network)	(1) 16,000	
Grounds & bicycle storage	(1) 18,000	
Readers audit (Years 1 & 2)	(3) — 2,000	
	<u>34,000</u>	<u>0.00</u>
	<u>169,005</u>	<u>60,714.88</u>
Funds still to spend		<u><u>108,290.12</u></u>

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

Staff Professional Learning

During the recent break, all teachers participated in two days of professional learning. On April 12, all Primary teachers focused on PE and Sport outcomes; on April 13, Australian teachers K-6 focused on English Reading and Writing programs while French teachers K-6 focused on French curriculum requirements. All high school teachers participated in a two-day workshop on the Middle Years Programme, facilitated by three IBO Workshop Leaders, two Australian and one French-Canadian. This workshop was timely in the lead-up to our MYP evaluation visit in late May.

Minister Barr officially opens the school's capital improvements

The school upgrade was completed during the recent holiday break, following over a year of works. Minister Andrew Barr, ACT Education Minister, came to the school on April 29 to officially open our new Front Office and to inspect the range of works, including improvements to students' toilets, disabled access, car parking, administration areas, Before and After School Care, the staff common room, the conference room, as well as a host of environmentally-friendly infrastructure improvements. P&C President, Elizabeth Fredericks, attended the opening.

Campus Developments

Work is 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. I am meeting representatives from the DET and the DOMA next week to plan the next stages and will report back to the P&C when I know more.

NAPLAN 2010

From May 11-13, our Year 3, 5, 7 and 9 students will sit for the National Assessment Program Literacy and Numeracy (NAPLAN). As you would be aware, comparative school data found on the *My School* website is largely derived from schools' NAPLAN results. In 2010, the school has five Literacy and Numeracy Coordinators K-10 whose focus is to improve our students' literacy and numeracy outcomes.

2009 Annual School Board Report

The 2009 Annual School Board Report has been published and is available on the school's website. It contains a good deal of significant data about the school. Please take a moment to consult it on www.telopea.act.edu.au.

Student Events

- Our Valbonne exchange students have returned safely, despite the European volcano situation, with reports of a marvellous time spent in France
- Both Primary and Secondary cross-country carnivals have taken place this term and were highly successful
- In 2010, the school has 25 participants (10 Primary and 15 Secondary) in the federal government's Youth Advisory Group on Cyber Safety initiative
- They Year 4 *Festival de la Pensée* was held today and was very successful
- Approximately 30 students have signed up for this year's Noumea exchange.

Michael Maniska
Principal

Attachment D – Proviseur’s report

Exams

The second ‘Brevet blanc’ will be held in Week 4 this term : Monday, maths; Thursday, histoire-géographie; Friday, French.

Staff

Sylvain Malpaux, the replacement of Nicolas Lefevre, arrived last week. He was two days late, his flight was postponed because of the volcano cloud in Europe.

Parents information meeting

Yesterday, we had an excellent meeting with Year 9 and Year 10 students and families about the organisation of the French studies in Première and Terminale at Telopea and Nararbundah. The PowerPoint presentation is available, just send your email to Catherine Bucholz. For me, it is always a good opportunity to meet parents and for them to share their questions and worries.

Next week, I will have a short meeting with Terminale’s Parents to organise accommodation, transport for the Baccalaureat in Sydney at the end of June.

Christian