

MINUTES

1. Apologies / Attendance

Apologies: David Fredericks, Victoria Young, Laurence Beau, Teresa Barnes, Peter Roberts, Marina Thompson, Tania Kriticos.

Attendance: Kate Lehane, Katrina Lourie, Marie Blythe-Hallman, Charmaine Sismomphou, Elizabeth Fredericks, Mignon Bleach, Louise Dalglish-Smith, Sandra Roussel, Corinne Horton, Delese Brewster, Andrea Grazziadelli

Staff: Kerrie Blain, Christian Soulard. Michelle McLoughlin .

P&C President Elizabeth Fredericks opened the meeting at 7.10 pm.

2. Minutes of previous meeting of 11 May 2011

Draft minutes of meeting held on Wednesday 11 May 2011 were accepted as a true record of that meeting.

Proposed: Katrina Lourie

Seconded: Sandra Roussel

3. P&C President's Report

Elizabeth Fredericks tabled and read the President's report (**Attachment A**).

More information was requested from the school about what equipment was ordered via the Coles Sports for Schools program. Kerrie Blain to follow up and to include details in an upcoming Telopea Topics.

After checking in past minutes and P&C records found that no money has been allocated for refurbishment of the war memorial, so grant funding will be applied for from Department of Veterans Affairs.

There was some discussion about offer of assistance from supervisor of CIT bricklaying course. Kerrie Blain indicated that more information is needed before this can be fully considered.

Consideration of another parent idea that primary teachers accompanying students out to the playground at the end of school to enable parent-teacher interaction.

4. Principal's Report

Kerrie Blain read and tabled the Principal's report (**Attachment B**)

Some further items were discussed:

- School Improvement Paper released early June 2011 with 11 key recommendations
- Australian Sustainable Schools Initiative: aim for all ACT schools to become involved

- InterAct Junior Rotary Club
- Request for parents to encourage all students to wear correct school uniform
- Meeting with heritage architect

5. Proviseur's Report

Christian Soulard read and tabled the Proviseur's report (**Attachment C**)

Christian also proudly reported that two Narrabundah (former Telopea) students, Natasha Hunt and Christina Stuart had received offers of prestigious foreign national scholarships to study in France. Both of these students have gone through the bilingual program from Kindergarten. A further 3 students had received offers of place to study at the high-ranking Science-Politic university.

6. P&C Treasurer Report

The P&C Treasurer's report was read and tabled by Sandra Roussel (**Attachment F**).

Request to reallocate \$16000 P&C money allocated for wireless network to lap top trolleys and notebooks, as the ACT Department of Education and Training has provides the wireless network.

Proposed: Delese Brewster

Seconded: Charmaine Sismomphou

7. School Board Chair Report

School board report was tabled by Elizabeth Fredericks on behalf of David Fredericks (**Attachment D**).

8. After-School Care Report

Active Communities program will be run on Tues, Thurs and Fri for 7 weeks each in Term 3 and 4. This program run by Australian Institute of Sport will be free for students enrolled in ASC.

Still working on recruitment of new ASC Director.

The ASC Audit Report was tabled and accepted by the meeting

Proposed: Corinne Horton

Seconded: Elizabeth Fredericks

9. Fete Report

Andrea Graziadelli will be forwarding discussion paper on fete theme, name and proposed entertainment to Kerrie Blain for consideration.

A brief questionnaire will be offered to potential fete sponsors as a benefit.

Fyshwick Markets has indicated some interest in sponsoring the fete through in-kind donations.

10. Grant Officer Report

Kate Lehane tabled her Grants Officer report (**Attachment E**).

11. Raffle Report

The Raffle Sub-Committee have secured most of the raffle prizes but still need to secure first prize which is usually return airfares to Paris. The P&C may need to consider funding the prize and it is the major drawcard. Will follow-up again with Travelscene Manuka. Budget proposal for incentives program and promotion will be prepared by the Sub-Committee and considered out of session by the P&C Executive.

12. Close

The meeting closed at 8.30 pm.

The next meeting will be on Wednesday 6 July at 7pm in the secondary staff room.

Kate Lehane
Secretary
8 June 2011

Attachments:

Attachment A - P&C President's Report.....	4
Attachment B – Principal's Report.....	5
Attachment C – Proviseur's Report	7
Attachment D – School Board Chair Report.....	9
Attachment E – P&C Grants Officer Report	90
Attachment F – Treasurer's Report	101

Attachment A - P&C President's Report

Grants

Thanks to Kate Lehane for organising the successful application for Coles Junior Landcare grant and getting Bunnings on board. There will be a working bee with Bunnings on Tuesday 5th July so if you are available to help please come along. Please encourage other parents to come along and help.

Refurbishment of War Memorial Sub-Committee

I have done some investigation work and the results are that no money has been set aside for this project. Lex Clark our previous Grounds Committee rep wanted this work to be done but no funds have been committed. I believe that we can get any refurbishment work done via grants from DVA, RSL and ACT Government. I will work the parents who volunteered to help on project to get some grant applications done. As the War Memorial is part of the front/main entrance of the school the P&C will need to coordinate with any work that is done to the main entrance.

*Elizabeth Fredericks
8 June 2011*

Attachment B – Principal's Report

Students

I am getting to know more students in the Primary School and have been inspired by their friendliness toward me. We do have some interesting conversations. They are delightful children! This is Week 6 of term so the pressure is on many students in Secondary to complete assignments and to plan their time wisely. The Brevet (Year 9 external examinations for French Stream students) will be held shortly and the students are working hard towards these examinations.

End of term/semester reports will be sent home at the end of this term for all students

Week 10 is also Australian Business Week for all Year 10 students who will be off class all week to participate in the program. Each year we ask for parents to assist with this program and would still be grateful for assistance from any parents – not necessarily just from Year 10. Hopefully all students in the school will have a chance in Year 10 to take part in this very worthwhile program.

Plans are progressing for the Year 5 students' visit to Noumea. Parents have been informed and we now await DET approval.

Our senior students who visited Valbonne this year will be welcoming their return billets this term. They are excited at the prospect of showing them Canberra and bringing them to school during Week 9 and 10 this term and Week 1 next term.

Many sporting events have been happening this term with many of our students representing the school at Southside carnivals. The Secondary Athletics Carnival will be held on Thursday 16 June at the Woden Athletics Track/Oval. As always, parents are welcome to attend.

Staff

Christian will update you about the French departures and the new teachers will be arriving in Term 3. All staff positions will be filled next term.

I have pleasure in announcing that our Aboriginal Liaison Officer, Lyle Swan, has won the ACT Public Education

Café scientifique was held in Week 4 and was a great success. Thank you to Olivier Ngo for his leadership and commitment to these events. This was his last Café as Olivier will be leaving us next term to take up a position in Paris.

Traffic and Upgrade

There is now a traffic management plan to support the school in the management of student safety with the building of the apartments on the Telopea Inn site.

**Telopea Park School / Lycée Franco Australien de Canberra
Parents & Citizens Association Meeting 8 June 2011**

Parking continues to be a problem and I am working with the DOMA group as well as DET to improve the situation for our parents and teachers.

Again we ask that our parents drive safely around the school. Children are often unpredictable so please keep this in mind when driving and parking.

This term you have been invited to respond to the *School Satisfaction Survey*, put out by the Department of Education and Training (DET). A letter was sent home to all families last week inviting them to participate and giving them the link to do so. I urge you all to complete this survey as your opinions are important to us. The link is:

<https://www.surveymonkey.com/s/2011ParentSurvey-TPS>

We have been working hard to improve our communication with families. Suggestions are welcome. Information is now sent via four forums – *Telopea Topics*, our website; by email to specific year groups; and by a note home. We are also working with the web-designers in DET to develop a more user-friendly web-site with a choice to be accessed in English or French.

*Kerrie Blain
3 June 2011*

Attachment C – Proviseur’s Report

Mission of M. Boyer, National Inspector

From the 23rd to the 27th of May, M. Boyer, National Education Inspector, visited 4 of our Primary School teachers. He attended quite a few events too (Thinking carnival, Roster Competition, Assembly, ...) He was very pleased with his visit. Below, a few sentences of his report:

‘Le lycée français de Canberra, laboratoire de l’enseignement bilingue, est un remarquable outil de travail accueillant des enfants qui représentent de multiples nationalités dont soixante dix pour cent d’australiens.

Au-delà de la pédagogie, le mélange des cultures, tellement plus riche que les ghettos franco-français de nombreux établissements de la zone, permet de faire vivre ensemble deux concepts d’éducation et de formation. J’ai personnellement beaucoup appris lors de mes missions à Melbourne et Canberra où nous sommes partenaires du pays d’accueil.’

Improving communication with families, update.

As I said last time, we are working on two new tools of communication online: the ‘Cahier de texte’ and Pronotes.

This week, I am contacting families to trial the system, the Secondary P&C parents are going to be contacted.

Stages of implementation:

Weeks 6 to 8: the system will be trialled with some families.

Weeks 9, 10: review of the trial through the feedback of teachers and families.
Preparation of the material for communication to families.

Term 3, weeks 1 and 2: information to parents and implementation of the software.

Exams

French Bacallaureate: three weeks to go.

Students had their practice exam.

Their conseil de classe is on the 9th of June.

Brevet :

Dates, Brevet

- Thursday 23 June, 10h – 17h30 French and Mathematics
- Friday 24 June, 10h-12h0, History and Geography

The exhibition about Histoire des arts has been displayed in the library. Two educators of the NGA came and visited it. They are very keen to welcome our students next year at the NGA.

Staff

Mrs Cécile Guignonnet, French Primary School teacher, is replaced by Frédérique Rabaud-Fremy who is a teacher at FAPS / Red Hill.

Mrs Annie Letouzey, French Primary School Teacher, is replaced by a teacher coming from France, Joanna Staub.

Daniel Cabane, Secondary maths teachers, is replaced by M. Thierry Grenet coming from the lycee Le Clézio, Vanuatu.

M. Ngo, Sciences Teacher, is replaced by Mrs Caroline Prevost, who is a teacher working in Orléans, France.

Café scientifique

I thank M. Ngo for this wonderful initiative. It was the 7th Café scientifique junior. This one was very successful, with the most numerous attendance ever (80 students). He set up a wonderful décor with a giant geological world map. Our two guests were very impressed by the quality of the audience and the pertinence of their questions.

Christian Soulard
8 June 2011

Attachment D – School Board Chair Report

Key items of interest to P&C from 23 May 11 School Board meeting

(excludes Principal's and Proviseur's reports which are tabled separately to the P&C)

- The Language B Curriculum document was reviewed and ratified by the School Board
 - This completes the current review and ratified of all School curriculum
- At the previous Board meeting there was discussion around the ACT Heritage Listing of the school, with an anomaly found in the ACT Government letter to the school incorrectly addressing the assignment of the Heritage listing.
 - School Board chair to formally approach ACT Heritage to have this anomaly corrected
- Ms Vivien Mitchell elected as the Deputy Board Chair. Vivien is one of the three parent reps on the Board.
- Ms Alex Gordon and Ms Mary Welsh welcomed to the Board in their appointed capacities as Federal Education Minister rep and ACT Community rep respectively
- Financial report for March and April periods tabled and accepted, with key highlights being:
 - Completion of the fencing of Montgomery Oval
 - Repainting of the bottom level of the 3 storey building
 - new joinery/sinks will be put in some of the class rooms
 - new desks for year 4 classes
 - 3 new interactive whiteboards installed
 - Tan bark was topped up around the school
 - Gutters and sumps cleaned
- A draft of a Telopea Park School Board Handbook is currently under development, with the goal of releasing it for use at the next Board meeting. This handbook is intended to assist Board members with the conduct of their roles on the Board as well as provide insights and transparency to the school community as to the functions, roles and responsibilities of the Board.
- The Board Communications sub-committee continues to investigate opportunities to improve communications across all school stakeholder groups. The P&C is free to input their views through Ms Laurence Beau, the parent rep on this sub-committee.

David Fredericks

Board Chair, Telopea Park School

6 June 11

Attachment E – P&C Grants Officer Report

Vegetable Garden Project

- Since the May P&C meeting Bunning's Warehouse, Fyshwick has confirmed their assistance for the vegetable garden project via their Schools Sustainability Program.
- Kindergarten students will watch with excitement while a team from Bunning's Fyshwick helps to get their existing rundown vegetable gardens into shape during a working bee on Tuesday 5 July, with the Kindy students planning to start planting seeds and seedlings in their vegetable gardens in Term 3. Phase 2 of the project will involve extending the program by setting up some vegetable gardens for other junior primary grades.
- However, we need some more assistance from parents in the Telopea Park School community for Phase 2. We will be able to purchase some of the equipment needed with the Junior Landcare Grant money, but we still need fencing (to keep inquisitive hands out when they aren't working on the gardens with teachers) and soil for the Junior Primary Vegetable Gardens. Any parents who are able to assist with sourcing these materials should contact Kathy Solomko.
- We have also registered for McCain School Veggie Patches program to help get the extra bits and pieces we need to build our Veggie Patches. This program involves collecting and sending the barcodes from McCain frozen vegetable packs to redeem for points for the extra equipment we need.

Fete sponsorship

- The primary aim of seeking fete sponsorship is to reduce our costs so that more funds can go back into school projects.
- Victoria Young has been working hard helping me to prepare fete sponsorship proposals for ACTEWAGL, Canberra Milk and Barlens. She has done a really great creative job and fingers crossed we will have some success.
- I will also be approaching Riot Arts and Craft store which has a sponsorship program to see if they can help out with product sponsorship for fete decorations.
- While working on sourcing raffle prizes, Katrina Lourie has found some overall fete sponsorship interest from Fyshwick Fresh Food Markets.

Kate Lehane
5 June 2011

Telopea Park School / Lycée Franco Australien de Canberra
Parents & Citizens Association Meeting 8 June 2011

Attachment F – Treasurer’s Report

TELOPEA PARK SCHOOL PARENTS & CITIZENS ASSOCIATION

STATEMENT OF FINANCIAL POSITION AS AT 2 June 2011

	\$	\$
Balance General Account as at 1 January 2011*		151,248.92
Add: Income year to date		3,943.65
Commissions	-	
Fete proceeds	-	
Raffle proceeds	-	
Lease fees	-	
Interest	2,814.65	
GST Holding Account	-	
Sale of clothing	1,129.00	
Donations	-	
Debtors receipts	-	
Other	-	
Less: Expenditure		12,770.53
TPS Grants (see attached schedule)	7,091.80	
Grants in aid	-	
Bank Fees	-	
Rent	-	
Catering	-	
Fete Expenses	4,159.95	
Raffle Expenses	-	
GST Holding account	28.00	
Other	1,490.78	
Add: Unpresented cheques		7,122.08
	335	300.00
	336	150.00
	350	10.76
	356	26.73
	407	52.06
	430	4,471.75
	433	1,000.00
	434	1,110.78
Cash at bank (Operating Accounts) as at 2 June 2011		<u>149,544.12</u>
Add: Income due		5,775.00
Rent July-Sept 2010	2,887.50	
Rent Oct-Dec 2010	2,887.50	
Operating account - estimated financial position		<u>155,319.12</u>
	NAB - General Account	9,887.20
	NAB - Cash Maximiser	139,656.92
Bank reconciliation as at 2 June 2011		<u>149,544.12</u>

*Accounting for unpresented cheques as at 1 January 2011

Telopea Park School / Lycée Franco Australien de Canberra
 Parents & Citizens Association Meeting 8 June 2011

Account summary - Mozilla Firefox
 nab.com.au https://ib.nab.com.au/nabib/acctInfo_acctBal.ctl
 more give, less take Thursday 02 June 2011 > Print > Help > Security > Contact us > Locate us > Log out

nab Internet Banking nabDEFENCE Your protection against fraud

Account info. Bill payment Funds transfer Apply now Mailbox My settings

Account summary

You have [30 new message\(s\)](#). You might want to [stop receiving paper statements](#). Your last login was on Monday 09 May 11 at 8:44 PM

Banking [Export data](#)

ACCOUNT	current balance	available balance *
0082968790230766 082-968 79-023-0766 Transaction history Pay bill Transfer funds Account details	9,887.20 CR	9,887.20
0082968791075737 082-968 79-107-5737 Transaction history Pay bill Transfer funds Account details	139,656.92 CR	139,656.92

Total credit balances: 149,544.12 CR
 Total debit balances: 0.00 DR
Net position: 149,544.12 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. [Go to NAB Online Trading](#).

Insurance
 There are no Insurance products to display. [See our insurance products](#).

Want your share portfolio displayed here? [Trade shares online with NAB Online Trading](#).
 Want to see your MLC and [General Insurance products displayed here?](#)

Customise the way you bank 50%

Personalise your account
 Why not personalise your account by applying a nickname to the account?
[find out more](#)

Set up SMS Security
 This will provide you more enhanced security when making your online payments
[find out more](#)

Need help?
 Ask our Online Assistant
[Let's chat](#)

Shortcuts

- > Account nicknames
- > Change password
- > Credit Card Limit Increase
- > New international transfer
- > Send message
- > Statements

[Edit this list](#)

Hints & Tips
 Did you know that you can nickname your accounts?
 find out more
 take me there

[previous](#) | [next](#)

Done

Telopea Park School / Lycée Franco Australien de Canberra
Parents & Citizens Association Meeting 8 June 2011
TELOPEA PARK SCHOOL PARENTS & CITIZENS ASSOCIATION

Grants to Telopea Park School

Description		Budget \$	Paid \$	Remaining \$
2011 Allocation	(6)			
Awards K-10	(6)	7,000		7,000.00
Primary French Readers	(6)	10,000	4,471.75	5,528.25
Primary other	(6)	19,180		19,180.00
Sport/PE facility	(6)	1,788		1,788.00
Pastrol care	(6)	1,150		1,150.00
Mathmatics facility	(6)	5,000		5,000.00
Arts facility	(6)	8,900		8,900.00
English	(6)	10,000		10,000.00
Science faculty	(6)	500		500.00
Language B	(6)	910		910.00
Humanities	(6)	4,200		4,200.00
Wakakirri	(6)	2,500		2,500.00
Early Intervention Program support package	(7)	3,730		3,730.00
Printing curriculum documents	(7)	7,000		7,000.00
Parent supervisions online subscription	(7)	1,000	1,000.00	0.00
		82,858	5,472	77,386.25
2010 Allocation				
Primary French Readers	(4)	10,000	9,999.20	
Primary & Secondary Awards	(4)	7,000	7,000.00	
Multi-purpose building	(4)	10,000		10,000.00
Interactive whiteboards (4 @ \$3,500)	(4)	14,000	14,000.00	
French rources for Premiere and Terminale	(4)	1,500	1,500.00	
Wakakirri	(4)	2,000	2,000.00	
Sport & PE	(5)	3,980	3,980.00	
Pastrol care	(5)	2,690	1,090.00	1,600.00
Mathematics	(5)	3,890		3,890.00
Arts	(5)	6,500	4,500.00	2,000.00
Science	(5)	7,500	7,500.00	
		69,060	51,569.20	17,490.00
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	1,205.00
Art program		800		800.00
Technology		1,420		1,420.00
Sport & PE		1,120	726.00	394.00
Science textbooks		3,970	3,966.00	
Artistic creativity		2,000	592.68	1,407.32
		65,945	60,714.88	5,226.32
2008 Allocation				
IT Equipment (wireless network)	(1)	16,000		16,000.00
Grounds & bicycle storage	(1)	18,000	13,036.00	4,964.00
Readers audit (Years 1 & 2)	(3)	2,000		
		34,000	13,036.00	20,964.00
		251,863	130,791.83	121,066.57

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
- (6) Funding allocation approved 17 November 2010
- (7) Funding allocation approved 13 April 2011

Telopea Park School Parents & Citizens Association Meeting- Wednesday 8 June 2011

TELOPEA PARK SCHOOL PARENTS & CITIZENS ASSOCIATION

INCOME RECEIVED

DATE	COMMISSIONS	FETE PROCEEDS	RAFFLE PROCEEDS	CANTEEN RENT	INTEREST	GST HOLDING	UNIFORM SHOP	DONATIONS	DEBTORS	OTHER	TOTAL
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
27/01/2011							412.00				412.00
31/01/2011					572.48						572.48
28/02/2011					526.22						526.22
31/03/2011					0.14						0.14
31/03/2011					584.72						584.72
8/04/2011							717.00	Guess			717.00
29/04/2011					549.20						549.20
31/05/2011					581.89						581.89
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,814.65</u>	<u>0.00</u>	<u>1,129.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,943.65</u>

TELOPEA PARK SCHOOL PARENTS & CITIZENS ASSOCIATION

EXPENDITURE

DATE	CHQ #	PAYEE	TPS GRANTS	Grants in aid	BANK FEES	RENT	Catering	FETE EXPENSES	Raffle Expenses	Fund-Raising	GST HOLDING	MISC.	Cashed	TOTAL	
			\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		\$	
6/01/2011	.	Genplus Hire						1,882.65	generators, etc				.	1,882.65	
2/02/2011	.	SITA						441.10	Toilet facilities				.	441.10	
2/02/2011	426	Total Catering Equipment Repairs									28.00	280.00	Canteen fridge re	x	308.00
14/02/2011	427	Lycee Franco-Australien de Car	1,620.05											x	1,620.05
14/02/2011	.	St John Ambulance						108.00	St John ambulance services					.	108.00
28/03/2011	429	Carol Blake										100.00	Tara Black, rep g	x	100.00
22/04/2011	430	Lycee Franco-Australien de Car	4,471.75	Primary French readers										.	4,471.75
22/04/2011	431	Boromey Catering Pty Ltd						1,728.20	Cambodian stall					x	1,728.20
2/06/2011	433	Lycee Franco-Australien de Car	1,000.00	Online subscription										.	1,000.00
2/06/2011	434	ACR Council of P&C Assoc										1,110.78	Affiliation fees	.	1,110.78
			<u>7,091.80</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,159.95</u>	<u>0.00</u>	<u>0.00</u>	<u>28.00</u>	<u>1,490.78</u>		<u>12,770.53</u>	