

Telopea Park School Parents & Citizens Association
Meeting- Wednesday 16 March 2011

MINUTES

1. Apologies / Attendance

Apologies: Kerrie Blain, Christian Soulard, Muryel Martin, Michele McLoughlin, Sandra Roussel, Tony Atkinson, Laurence Beau.

Attendance: Kate Lehane, Katrina Lourie, Nathalie Bailly, Peter Roberts, Marina Thompson, Andrea Grazziadelli, Louise Dalglish-Smith, Charmaine Sismomphou, Carolyn Rogers, Elizabeth Fredericks, Vivien Mitchell, Victoria Young, Corinne Horton, David Fredericks

Staff: Kate Sutherland

P&C President Elizabeth Fredericks opened the meeting at 7.13 pm.

2. Minutes of previous meeting of 17 November 2010

Draft minutes of Meeting held on Wednesday 17 November 2010 were accepted as a true record of that meeting.

Proposed: Kate Lehane

Seconded: Katrina Lourie

3. P&C President's Report

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

Elizabeth's report included a call for volunteers for vacant P&C positions.

Victoria Young volunteered to represent the P&C on the Schools Ground Committee. Lex Clark has provided handover notes which will be handed over to Victoria.

Andrea Grazziadelli will draw up a list of positions for the fete committee. Louise Dalglish-Smith volunteered to participate on the fete committee.

4. Principal's Report

No Principal's report was tabled.

Kate Sutherland reported that Christian Soulard and Muryel Martin were in Singapore for a professional development course; and that Kerrie Blain and Michele McLoughlin were in Melbourne for an IBO conference.

6. Report from Proviseur

No Proviseur's report was tabled.

7. Report from School Board Chair

The School Board Chair David Fredericks read and tabled his report (**Attachment B**)

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5. Report from P&C Treasurer

No Treasurer's report was tabled.

Additional wish-list items need to be submitted to Kate Sutherland who will forward them to Kerrie Blain and Elizabeth Fredericks for consideration for tabling at the April P&C Meeting.

6. Grant Officer's Report

P&C Grants Officer Kate Lehane read and tabled her report (**Attachment C**)

7. ASC Sub-Committee Report

Chair of the ASC sub-committee Andrea Grazziadelli read and tabled her report. (**Attachment D**). Carolyn Rogers was confirmed as Secretary and Corinne Horton as Treasurer, of the ASC sub-committee.

Andrea asked the P&C to consider approving expenditure for a new stove for the ASC program. The P&C approved expenditure of \$3000 of ASC funds for purchase and installation of a new stove for the ASC program.

Proposed: Andrea Grazziadelli

Seconded: Peter Roberts.

8. Other business

There was no other business raised for discussion.

9. Close

The meeting closed at 8.20 pm.

The next meeting will be on Wednesday 13 April at 7pm in the secondary staff room.

Kate Lehane
Secretary
16 March 2011

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Attachment A - P&C President's Report

Vacant Positions

We still have several positions that need to be filled. In particular we need a parent representation for the Grounds Committee. This position has been ably filled for many years by Lex Clark. As he no longer has any children at the school he will no longer be filling this position. Lex has left comprehensive notes for the person accepting this position and is willing to do a handover.

The Fete Sub-Committee still needs more people to join. Every year we struggle to get people to commit to a position in this sub-committee and it is left to a very small number of parents to organise. If you have any spare time at all please help out by being part of this sub-committee.

Fete

The fete is booked in for the 5th of November this year. With the lack of people putting up their hands to help we are once again at the stage of questioning whether we should or can put on a fete this year. For the last couple of years we have debated this issue and struggled on with a small committee. I personally think that we should canvas the idea of cancelling the fete this year due to lack of volunteers. We have tried every year to be positive when asking for help but perhaps this year we need to tell people how it really is – no help = no fete = no extra money for the school for new equipment etc. Do we need a cut off date or can we manage to get more people to help out?

P&C Contact with the School

Mary Ryan the School Business Manager has requested that all P&C contact with the school goes through me. This saves her time and a duplication of effort. I am generally contactable every day and will pass on any queries ASAP.

New Stove for After School Care

The After School Care Committee has put in a request for funding to replace their stove in the ASC kitchen. This stove is used for many of the ASC activities and is

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getting quite old. Julie Sheedy the administrator of the program would like to replace the stove with a more child friendly and safe stove.

Grants

Kate Lehane, our P&C Grants Officer has already begun working with the school on applying for grants. Already, we have had one success with the Primary School receiving a grant of \$1,100 for a vegetable garden. Well done and I hope that we can talk about other grant success in the coming months.

Elizabeth Fredericks
P&C President

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Attachment B – School Board Chair Report

The Board met on Monday 21 Feb 11, with the next meeting scheduled for 29 Mar 11.

Board membership

- The outcomes of the recent election of parent representatives saw Ms Laurence Beau and Mr David Fredericks assume the two vacant parent representative positions at the 21 Feb Board meeting. Both are in acting appointments pending the formal start of the new Board year being wef 1 Apr 11.
- A vote of the Board resulted in Mr David Fredericks and Ms Vivien Mitchell being nominated for the position of Chair of the School Board. Mr Fredericks was duly elected as Chair. This is an acting appointment pending the formal start of the new Board year wef 1 Apr 11 at which time the appointment will be ratified.
- Mr David Croaker has tendered his resignation as the community representative on the Board, effective 1 Apr 11. At this time, a replacement has not been finalised.
- Two student representatives were yet to be nominated to the Board. (Names of nominations advised on 13 Mar 11 – Pierre Burmeister and Jack Henderson).

Discussion on School Communications

- Recent issues with the ACT School email system and address lists resulted in problems distributing the first Telopea Topics of the year as well as other important 'school to family' communications. This highlighted ongoing concerns over the effectiveness of current communication arrangements between the School, students and parents.
- The Board has formed a sub-committee to improve communications, with the first phase being an assessment of the current communication arrangements. Phase one findings will be reported back at the next Board meeting.
- Based on phase 1 findings, a second phase will be implemented to assess options to improve communications.

Updated Curricula

- The following curricula were approved by the Board as part of the ongoing effort to update our high school curriculum:
 - 9/10 Maths
 - 9/10 Arts
- The following curricula will be distributed to Board members for review prior to the next Board meeting at which they will be tabled for approval:
 - 9/10 PE & Health
 - 9/10 Language B ESL

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- Advice received from the Principal is that this will complete the current curricula review activity.

Finance Report

- A quote has been accepted for the fencing of Montgomery Oval.
- New cisterns have been put into the senior toilets
- Tan bark is to be topped up under the primary playground equipment
- Voluntary contribution letters have been sent out to families
- Quotes are being obtained for the painting of some primary classrooms

Other Business

- Proposals for 2011 trips to Malaysia and Noumea were tabled and accepted by the Board. They now go to the ACT Education Department for review and approval

David Fredericks
Board Chair
14 March 2011

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Attachment C – P&C Grants Officer Report

After working in partnership with Kathy Solomko, we have been successful in receiving a Coles Junior Landcare Grant worth \$1100 (inc GST) to undertake refurbishment of the Kindergarten vegetable garden and to help establish vegetable gardens for the other junior primary grades. As total costs for this project will be approximately \$3000 we are also pursuing support for the project via the Bunnings Warehouse Sustainable Schools program.

I am also looking into applying for sponsorship to help cover major fete costs. Some companies provide in-kind and/or financial support and applications need to be submitted up to 6 months in advance. We will need to consider what we can offer in return, i.e. mentioning in publicity and/or allowing presence on the day. The companies I am considering applications for include Barlens (equipment hire), ACTEWAGL and Canberra Milk.

Kate Lehane
P&C Grants Officer

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Attachment D – Before and After School Care Program Sub-committee Report

Program Restructure

A restructure of the roles within the program was completed last year – the Administrator's role is now responsible for the overall administrative and financial management of the Program and the Director's role has been made part-time and renamed 'Coordinator'. The Coordinator position will focus on planning and implementing the before, after and vacation care programs.

The restructure took place to overcome management issues that have been experienced over the past number of years and to bring the positions in line with other Centres (i.e. part time). The current Director's position was made permanent to attract more qualified candidates but is not justified with the restructure of duties.

Katie Malloy (current Director) was advised of this change last year and will run the program as the Director until the new Coordinator position has been filled.

The Coordinator position has been advertised in The Canberra Times, Seek and All Jobs. There has been some interest, but unfortunately most are not suitably experienced or qualified. We will take a more detailed look at the prospects at the end of the week.

Accreditation

The Program is currently undergoing accreditation and licensing. A representative from the National Childcare Accreditation Council (NCAC) was visiting the program on the 15th and 16th March.

Audit

The annual audit was completed last week and it is expected that the paperwork and financial statements will be provided to the P&C in the next two to three weeks.

New requirements for long service leave

The Program was advised of the requirements for a new portable long service leave entitlement to staff. The scheme was introduced last year and introduces a pro-rata payment at five years instead of seven years. The Program must now pay an employer contribution levy at approximately \$2 000 a quarter. This expenditure has been accommodated in the recent budget.

Approval from P&C

The Program requests approval from the P&C for the purchase of a stove for the kitchen. The stove is used to prepare food for both the before and after school programs, as well as cooking classes that are conducted as extra curricula activities.

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The current stove is electric and not considered safe around children. The Program would like to buy a stove with an induction cook top at approximately \$2 500.

Andrea Grazziadelli

Chair, P&C Before and After School Care Program Sub-committee