

Minutes of 15 October 2014 Meeting

Subject Matter:		P&C Association General Meeting			
Purpose:		Regular meeting for work monitoring, reporting, and discussions/ consultation on business arising.		Date:	15 Oct 2014
				Time:	07.10 pm– 08.45 pm
				Location:	School Staff Room
Attendees:	<ul style="list-style-type: none"> • Paul Haesler – Chair of the Meeting • Valerie Creteigny • Catriona Dove • Debbie Tucek 	<ul style="list-style-type: none"> • Sophie Manoharan • Nicola Smith • Justin Brown • Emma Burns • Jacinda Still 	<ul style="list-style-type: none"> • Kirstin Langton • Ben Craig • Jypara Ismailova • Maree Graham • Isabelle Reynier • Ginny Toller 	STAFF <ul style="list-style-type: none"> • Kate Sutherland • Michel McLoughlin 	
Apologies:	<ul style="list-style-type: none"> • Drew Baker • Clair Bannerman • Andrea Grazziadelli • Pascal Sillick 			<ul style="list-style-type: none"> • Tom Kobal • Emmanuel Texier • Kerrie Blain 	
Agenda Item		Discussion / Actions			
2.	Confirmation of minutes of the August 2014 P&C Meeting	Minutes of the meeting from August 2014 were accepted. Moved by Paul Haesler Seconded by Debbie Tucek			
3.	Business arising	Fete and Raffle <ul style="list-style-type: none"> • Emma spoke about Sponsorship and Raffle. The preparations are underway and fine, • Concern is the complete lack of volunteers, there are only 10 names for the whole Fete! Encourage people to sign up online in TT • P&C could pay for a membership in the volunteer organisation, \$121 for external community volunteers to man the stalls. It is not too late to pay the fee and get the external volunteers for the Fete. 			

		<ul style="list-style-type: none"> • Discussion was held on strategies how to attract more volunteers from the school community, student stalls vs parent stalls. <p><u>Music Sub-Committee update</u></p> <ul style="list-style-type: none"> • Maree Graham provided an update. After School Music Program started this year and has been successful, both providers are happy, Canberra Music Tuition is operating in Primary School only. • Both providers are wishing to double the numbers. Maree noted that the Music Sub-Committee want to discuss the availability of rooms with the school to increase tuition hours. • Requested school to tune the piano, need to contact Mary Ryan to organise that. • Kate advised that the Committee must send an email to Kerrie seeking increase of hours. <p><u>Bon Appetit Telopea Sub-Committee update</u></p> <ul style="list-style-type: none"> • Sophie Manoharan provided an update. The Committee is working with the School. They are planning an event in November when the professional chef will cook with the high school students and then they will serve the food to primary school. • Kate noted that since food will be prepared by external provider on School premises they need to be covered by insurance. • Action: Justin Brown to check if P&C insurance covers that. • The Committee issued flyers about the Committee Bon Appétit. They are looking for sponsors to fund the next year's breakfast. <p><u>Sponsorship</u></p> <ul style="list-style-type: none"> • Emma spoke about Corporate Sponsorship. They considered L'Oreal but it may not be appropriate due to the nature of their business, they are now looking into second option – Peugeot. Kerrie is checking with the ACT Directorate if corporate sponsorship was allowed in ACT public schools.
4.	P&C President report	<ul style="list-style-type: none"> • Paul Haesler has been busy transitioning into the new job and his focus was on that. • Attended French Embassy in the past month – Kerrie received knighthood insignia.
5.	Presentation of accounts – Treasurers Report and Appointment of Auditors	<p>Report from Treasurer has been tabled by Justin Brown.</p> <ul style="list-style-type: none"> • P&C is now registered with the ALNC – a new body to manage non-profit orgs • Two things were presented for approval: <ul style="list-style-type: none"> ○ \$103000 was pre-approved for the school plus additional funds for the sound-proofing of the radio room. No vote was taken re: approval as these monies had previously been approved and allocated by the committee. ○ Discussion of seed funding was undertaken. Kate Sutherland suggested that we consider replacing the playground cover as part of these projects. Justin stated that seed projects are multi-year (like the current primary playground revitalization project) and emphasized that these projects ideally need someone to manage them over the long-term.

		<p>He suggested that we undertake smaller, higher priority projects and fund them separately. Kate agreed that this seemed like a good approach and stressed the importance of the playground project due to the large number of primary children. It was highlighted that a multi-year plan would need to be put in place to ensure early projects are not superseded by later ones. Emma pointed out that we haven't had a Grants Officer for 2 years. This role would usually oversee these types of long-term projects. Paul stressed that the P&C's goal is still to allocate funds to progress the playground project.</p> <ul style="list-style-type: none"> • Audit reports for BASC and the P&C have been completed. Justin has been focusing on improving the audit process and reducing the costs involved. While difficult and drawn out, this iteration of the process was more cost effective. He has thoughts to improve the process further. Justin asked the committee whether these reports needed to be tabled at an AGM? • Justin's question initiated discussion regarding the issue of either a) bringing the 2015 AGM forward or calling a Special General Meeting. Catriona said that also related to the need for herself, Justin and Paul signing an ORS-related declaration at an AGM. She stated that the ACT Government insisted on AGM approval of the ORS declaration. Emma suggested we shift our AGM to Nov 2015. • Part of the approval of the Auditors Report is the engagement of next year's auditors. What they recommend (Auditors Company) to reduce audit time from 8 months to ... months. • ACTION: P&C Exec to determine <i>whether</i> and <i>when</i> we can hold a Special General Meeting in November to push this paperwork through. • There are 50 P&C Committees in the ACT and they experience similar problems. • Telopea P&C do not have Procurement Guidelines, Justin believes that BASC Program have a set of such guidelines. Emma raised an issue of 3 quotes. The BASC needs new fridge and dishwasher, if the cost estimates are between \$2K-10K – 3 quotes are sufficient, if over \$10K – open market tender. <p>Full report is available at Attachment A</p>
6.	Principals report	<p>Kate tabled Principal's report (Kerrie Blain)</p> <ul style="list-style-type: none"> • Band trip to France was extremely successful. • Request from Kerrie to change P&C meetings from monthly to two per term, in the 2nd week and in the 8th week of the term. • Maree Graham asked if Telopea was part of the AFEE, Kate responded that Telopea School was partner, but not a full member. Maree asked who pays for the delivery of the French curriculum, answer was that it is used to be fully funded but now requires a levy. At this point Kerrie Blain was called on her mobile and she provided further clarifications on the impending introduction of fees in the Primary School. Kerrie answered that they will be compulsory and everyone will have to pay them. Q – is the fee now required because the French Government can't fund the school anymore? A – Now requires contribution towards delivery of the French curriculum. Q – Where does the \$\$\$ go? Does the school administer it or the French Government? A – It will stay in the school, administered within the school, it will also help fund stipends. Q – How was the fee set up? It is \$600 A – is based on \$150 per term. Q – Is there a multiple children policy? A – It is being worked on at the moment.

		<ul style="list-style-type: none"> • Kerrie further stated that compared to Lycee Condorcet, the fee is extremely reasonable. The school does not want to lose the sight of the Government side of the public school system. <p>Full copy of the report is available at Attachment B</p>
7.	Report by the P&C Delegate	<p>Kirstin Langton presented her report. Over 1000 people responded to Traffic Survey.</p> <p>Full copy of the report is available at Attachment B</p>
8.	AOB	<ul style="list-style-type: none"> • Debbie Tucek noted that meeting in November will be the last meeting of the year and since it will be held after Fete, it could be an opportunity for the broader school community to get together for a celebration, this could be an opportunity to get more people involved in the P&C. • Justin noted that they have a celebration for Fete stall holders at the Brasserie hotel last year. • Emma noted that November meetings are usually take a long time to go through the funding list and allocate the P&C funds, plus this year we will have to potentially organise Special GM to accept audit reports. • Justin noted that the school should provide a Wish List to prepare in advance funds allocation. • Question was asked as to whether we could do funding allocation at a February meeting. Justin responded that this was linked to the school budget cycle. Kate confirmed that the school needs to have a budget for 2015 by the end of November. • Justin and Kate explained to the P&C Committee how the funding is allocated. • Valerie requested P&C approval to reduce the cookbook retail price; current price is \$40 to reduce to \$30 for one book, \$50 – for two. P&C agreed to discount the cookbooks, P&C made a \$5000 donations from the cookbook sales.
9.	Meeting Closed	Meeting was closed at 8:30 pm. Next meeting is on 3 December 2014
		Prepared By: JI 2 Dec 2014
		Approved By: P&C Exec 2 Dec 2014