

**Telopea Park School / Lycée Franco-Australien de Canberra  
Parents & Citizens Association**

**Agenda  
Wednesday 9 April 2014 7pm**

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Primary School Staff Room\*, NSW Crescent, Barton

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|---|--------|
| 1. Apologies/ Attendance  | 5 min  |
| 2. Endorsement of the Annual General Meeting Minutes from 2013 – Att. A | 10 min |
| 3. Minutes of previous meeting of March 2014 – Attachment B             | 10 min |
| 4. Business Arising   |        |
| • Action Items from previous meetings                                   | 5 min  |
| 5. Report from P&C President – verbal update                            | 10 min |
| 6. Report from Principal – Attachment C                                 | 10 min |
| 7. Report from Proviseur – verbal update                                | 10 min |
| 8. Report from Treasurer – Attachment D                                 | 10 min |
| 9. Report from BASC – Attachment E                                      | 10 min |
| 10. Report from P&C Delegate – Attachment F                             | 10 min |
| 11. Report from the P&C Communications Officer – Att. G                 | 10 min |
| 12. A.O.B.  | 5 min  |

*\* Please note change of venue due to parents teachers interviews.*

### Minutes of 9 April 2014 Meeting

<b>Subject Matter:</b>		P&C Association General Meeting		
<b>Purpose:</b>		Regular meeting for work monitoring, reporting, and discussions/ consultation on business arising.		
<b>Attendees:</b>		<ul style="list-style-type: none"> <li>• Paul Haesler – Chair of the Meeting</li> <li>• Ginny Toller</li> <li>• Emma Burns</li> <li>• Jacinda Still</li> </ul>	<ul style="list-style-type: none"> <li>• Sophie Manoharan</li> <li>• Sophia Lindeyer</li> <li>• Debbie Tucek</li> <li>• Michelle McDonald</li> <li>• Catrona Dove</li> </ul>	<ul style="list-style-type: none"> <li>• Jypara Ismailova</li> <li>• Grant Millthorpe</li> <li>• Justin Brown</li> <li>• Peter Ellis</li> <li>• Elena Storozhev</li> </ul>
<b>Apologies:</b>		<ul style="list-style-type: none"> <li>• Nicola Smith</li> <li>• Pascal Sillick</li> <li>• Andrea Grazziadelli</li> <li>• Drew Baker</li> <li>• Kirstin Langton</li> </ul>		
<b>Discussion / Actions</b>				
<b>Agenda Item</b>				
2.	Confirmation of minutes of the 2013 AGM meeting	Minutes of the P&C Committee Annual General Meeting (AGM) of February 2013 were accepted. Justin Brown (JB) Moved: To accept AGM Minutes from Feb 2013. Paul Haesler (PH) seconded. Minutes of the P&C AGM February 2013 carried.		
3.	Review and confirmation of the previous meeting Minutes	Minutes of the P&C meeting from March 2014 have been discussed. Justin suggested correcting wording of item 2, from September to November. P&C Secretary noted the correction and amended the Minutes. With this amendment, Grant Millthorpe moved and Debbie Tucek seconded the acceptance of the P&C Meeting Minutes from March 2014 meeting.		
4.	Business Arising	<b>Action:</b> PH to send out an email to get Funding and Primary Playground Committees set up. <b>Action:</b> PH to discuss Sophie Manohoran's food concerns with the School Executives.		

5.	P&C President report	<ul style="list-style-type: none"> <li>PH was informed by Emmanuel Texier, the Telopea School Proviseur, that French lessons for Adults by Alliance Francaise would soon commence at the After School for parents.</li> </ul>
6.	Presentation of accounts – Treasurers Report	<p>Report from Treasurer has been tabled by Justin Brown.</p> <ul style="list-style-type: none"> <li>At the end of the month \$153K were held in two bank accounts.</li> <li>\$40K have been transferred from the Operational Account into the Savings account with the higher interest rate.</li> <li>The month has been quiet, with few transactions.</li> <li>Income: A) from cookbook sales, B) 5% commission from Pickles (Uniform shop)</li> <li>Expenses: A) payment of late invoices from Fete last year, B) catering for heritage event</li> <li>Audit for the BASC has been completed</li> <li>Audit for the P&amp;C Committee will be completed by the end of April 2014.</li> <li>It has been extraordinarily difficult to update Telopea P&amp;C Committee bank account signatories, PH and Drew baker (DB) have been added to the list of signatories.</li> <li>JB attended annual briefing by the ACT Parents and Citizens Association about insurance coverage.</li> <li>50 schools combine to get a good deal on insurance coverage.</li> <li>JB has been working to get a credit card processing facility for the P&amp;C Committee.</li> <li><b>Action:</b> JB to check with Mary Ryan, Telopea School Business Manager, how P&amp;C funding for school initiatives will be handed to school (as one cheque or incrementally, as the invoices come in)</li> </ul> <p>Full report is available at Attachment A</p>
7.	Principals report	<p>Kerrie Blain (KB) tabled Principal's report</p> <ul style="list-style-type: none"> <li>The Citizenship ceremony has been a tremendous success, Department of Immigration and Citizenship (DIAC) have asked if Telopea School could host another ceremony.</li> <li>130 people became citizens during this ceremony, including one Telopea teacher, Mr Alhadi.</li> <li>Health Forum (How Safe is Your Child Online) was held during Parent teacher Interview night, KB was disappointed as on 17 parents attended. Notice of the Forum has come out 4 times, it was sent to PC groups, Telopea Topics newsletter, reminders, personalised invitations, ways of communications with parents have improved, however, the attendance was low.</li> <li>New electronic information board at the front of the school will be installed as of next week, that might improve communicating important messages to the parents.</li> <li>KB attended IB conference in Singapore. Transition to new IB program next year.</li> <li>KB will attend a conference in Wellington, New Zealand.</li> </ul> <p>Full copy of the report is available at Attachment B</p>

8.	Report from Provisour	<ul style="list-style-type: none"> <li>• Muriel Martin (MM) presented a verbal update on behalf of the Provisour.</li> <li>• Updated on the Noumea exchange trip</li> <li>• This year, only 20 families at Noumea expressed interest in hosting students from Telopea, where as 30 students expressed interest in participating in the exchange.</li> <li>• The ballot will be held to determine the composition of the group that would go on an exchange trip.</li> <li>• P&amp;C President has been asked to conduct a ballot.</li> <li>• This has been done before, 2 years ago, with parents in attendance. This year the ballot will be conducted without parents</li> <li>• Ballot will be held 10 April, 3:45pm in the Staff room</li> </ul>
9.	Report from BASC Coordinator	<ul style="list-style-type: none"> <li>• PH tabled report from the BASC Coordinator, Andrea Graziadelli. Full report is available at Attachment C</li> </ul>
10.	Report from the P&C delegate	<ul style="list-style-type: none"> <li>• PH tabled report from the P&amp;C delegate, Kirstin Langton. Full report is available at Attachment D</li> </ul>
11.	Report from the Communication Officer	<ul style="list-style-type: none"> <li>• Debbie Tucek (DT), Communication Officer, tabled a report.</li> <li>• Received a hand over from Drew Baker 3 weeks ago.</li> <li>• Has been liaising with the P&amp;C Sub-Committees to update the contents of the P&amp;C website.</li> <li>• Music Sub-Committee will be preparing newsletter to be published on the website, covering music events not only of Telopea, but also events of music interest around Canberra.</li> <li>• BASC are keen to increase their web presence. DT and AG have been discussing creating a sub-domain for BASC and the use of electronic forms.</li> <li>• Minutes of the P&amp;C meetings from 2013 will be published on the website.</li> <li>• DT requested assistance from parents about involvement with the website. Email list has a known issue, many parents on the list do not receive emails from the P&amp;C.</li> <li>• To address email issue, DT established a mailchimp, new email system that, among other features, can also track the efficiency of the emails. 93% success for delivery. There have been 18 bounces. 50% of recipients have opened their emails.</li> <li>• DT will continue to optimize subject line and contents to increase communication efficiency.</li> <li>• PH thanked DT for good work.</li> </ul>
12.	AOB	<p>Full report is available at Attachment E</p> <ul style="list-style-type: none"> <li>• Discussion about sunscreen use in the Primary School. It has been noted it was hard to enforce in both Primary and Secondary Schools. Primary teachers are not responsible for ensuring that children wear sunscreen at all times outside, due to a number of allergies, it is hard for teachers to keep track of different children's sunscreen preferences.</li> <li>• Discussion about religious education and chaplaincy. Public schools don't have religious education. French stream has history of religions subject.</li> </ul>

13. Meeting Closed	<ul style="list-style-type: none"> <li>• Sophie Manohoran raised again an issue of school lunches and potential increase of time dedicated to eating lunch at school. SM has been researching the Australian and international guidelines on times allocated for lunch.</li> <li>• MM noted that it was a surprise for her when she first came to Australia that children only had 20 minutes to eat lunch, she has tried to change it, but it has proved impossible, as increase in lunch time would mean taking from the school (learning) time. There are union rules as well, that prescribe how many hours teachers can supervise children.</li> <li>• KB noted that in France food preparation and supervision is undertaken by food para professionals, an occupation that does not exist in Australia.</li> <li>• Upper primary students have 10 min for lunch (sit down in class). Lower Primary – 15 min for lunch</li> <li>• SM raised an issue of lost property, sorting and delivering, if they could have access to class lists to facilitate the sorting and identifying lost property owners.</li> <li>• Catriona Dove confirmed that the unlabelled uniform go to Uniform shop for sale, and unlabelled non-uniform cloth to charity.</li> <li>• Peter Ellis (PE) updated on the School Board elections. New parent must be elected to the Board, following the term expiring of the previous Board member.</li> <li>• PE will send documentation and call for nomination to Hedvig, School Administrator.</li> <li>• Jacinda Still (JS) updated on the work by the Fundraising sub-committee. New email for fundraising sub-committee has been created: <a href="mailto:TPStete2014@gmail.com">TPStete2014@gmail.com</a>.</li> <li>• New head lice drug that was discussed at the last P&amp;C meeting is a research drug, has not been approved by Therapeutic Goods Australia.</li> </ul> <p>Meeting was closed at 9:00 pm. Next meeting is on 14 May 2014</p>						
	<table border="1"> <tr> <td data-bbox="507 1601 566 1818">Prepared By:</td> <td data-bbox="507 1818 566 1951">JI</td> <td data-bbox="507 1951 566 2134">10 May 2014</td> </tr> <tr> <td data-bbox="422 1601 507 1818">Approved By:</td> <td data-bbox="422 1818 507 1951">P&amp;C Exec</td> <td data-bbox="422 1951 507 2134">10 May 2014</td> </tr> </table>	Prepared By:	JI	10 May 2014	Approved By:	P&C Exec	10 May 2014
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P&C Principal's Report  
9 April 2014  
From the Principal

This is my report from last Friday's *Telopea Topics* with a few changes - updates. I am happy to answer questions.

With the end of the term approaching, I am pleased to report that it has been successful with many students excelling in academic achievement, on the sporting field as well as representing the school at ACT events and celebrations. School camps have been a highlight this term, with many students learning about team-building, cooperation and survival skills as well as having the opportunity to consolidate new friendships. Year 7 students went to the Sports and Recreation Centre at Jindabyne, Year 6 to Long Beach for the first time and Year 3 to Birragai. Camps are a time to value each other and to engage in outdoor activities together. To this end many tired but happy students returned to school after each camp. A special thank you to the teachers who accompanied the students. These camps are a huge responsibility for them and one which they take very seriously. We are fortunate to have such willing staff at Telopea Park School as such extra-curricular activities enrich the education of the students who participate.

Swimming carnivals have been happy events for both sectors of the school this term with many students then going on to represent the school at the ACT level. Congratulations to these students! The Primary Cross Country Carnival was another occasion to show-case athletic ability and team-building.

Our secondary students left for the exchange visit to Lycée Internationale de Grenoble, France, on Saturday 5 April. Again thank you to Patricia Blumstein (Head of Languages) together with Baba Alhadji (French teacher in the Australian Stream) for their willingness to accompany the students and for taking the responsibility of the students on the exchange. This will be an experience that the students will remember forever.

I have pleasure in announcing two new Board members for this year. Nick Rothwell is the new teacher representative and Philippa Evans, Year 9, is the student representative. We thank them for their commitment to the school.

The school was invited to host an Australian Citizenship Ceremony for the Department of Immigration this term. It was our pleasure to do so on Tuesday 18<sup>th</sup> March. This was a learning opportunity for our students as they witnessed what citizenship means for Australians as well as joining with us to celebrate one of our teachers, Mr Baba Alhadji, taking citizenship.

In week 8 we hosted the annual Francophonie Assembly. This was another opportunity for Telopea students to learn about the Francophonie countries, the importance of French culture and to celebrate the mission of the Francophonie Organisation: the development of democracy; mutual understanding between nations; solidarity; a strong focus on education; and the French language. Ten Ambassadors and one High Commissioner were present together at school on that day – quite an achievement which has probably never happened before in the school. Each Assembly was a time to show-case the excellence that abounds in the school as well as opportunities for students to learn. A sincere thank you to teachers, parents and students who were involved.

Also in week 8, we also hosted a visit of a French MP, M.Thierry Mariani, in charge of French Citizens Abroad, as well as a visit from M.Patrick Ténèze representing the AEFÉ (Agency for French Education Abroad).

Last week several teachers in the primary sector were undergoing the usual French inspections. We welcomed M.Bruno Delvalée, inspector, to our school.

Harmony Day was celebrated in primary and secondary assemblies with primary students collecting for the Snowy Hydro SouthCare Helicopter Service and donating \$1 000. This was an excellent way to demonstrate to our students that we can be participating members of our community and assist those in need. Thank you to the students and parents/carers who contributed to this very worthwhile cause again this year.

Secondary Reports were sent home with students on Thursday 3 April and will be followed by parent/teacher meetings this week – Tuesday 8 April (4-6.30pm) and Wednesday 9 April (6-8pm). Please ask your children for their reports. Once again the on-line booking system (PTO) has been used. Any parent/carer who did not have access to this service was able to phone the front office and ask for interviews to be booked for them.

Primary Reports will be sent home with your children on the last day of term, Friday 11 April.

A Health Promoting Schools Forum was also held this week on Tuesday 8 April at 6.45pm to 7.45pm (after the first parent/teacher interviews). "Is your child safe on line?". All parents were invited as the topic is one which should interest all parents of students K-12.

Year 9 students have been working hard in preparation for the Brevet Blanc last week, the trial examinations preparing them for the Brevet (DNB), the external French examinations, to be held next term. We wish them well.

A group of Year 5 students attended a presentation ceremony at the ACT Legislative Assembly last week to receive a French Atlas from the Speaker of the Assembly, Ms Vicki Dunn. This was a generous gift and this special atlas will be available for students to use.



Secondary parents/carers have received information about the provision of information communication technologies (ICT) in the school and have been asked to return their permission notes. Primary parents will be receiving these notes soon. We ask that you respond as soon as possible. This will enable the school to use accredited websites that support learning in the school.

I wish our school community happy, safe and relaxing holidays at the end of term. School holidays are times for students and teachers to refresh and prepare for the following term.

Warm regards  
Kerrie Blain  
Principal  
7 April 2014

## Treasurer's Report, April 2014

- As at 7 April 2014, the P&C has approximately \$153K in the bank. Of this...
  - \$120K is allocated for school projects in 2014
  - \$40K moved into the P&C Cash Maximizer account to increase interest earning
- Crowe Horwath are working on our 2013 Audit; have completed the BASC audit, and are working on the P&C audit. Expected to complete by end of April.
- 2 new (current Executive) signatories have been added to the P&C accounts. Once tested, we will remove the legacy accounts.
- Treasurer attended the ACT P&C Council annual insurance briefing. Have the renewal paperwork, and process is underway. Our Insurance (liability, D&O, property & workers comp) renews on 1 July.
- Open Actions:
  - Have approached NAB for quote for credit card facility. Action is with Treasurer to finalize proposal for approval and setup.

Account summary		Export data	
Account ▲	Current balance	Available balance?	
 <b>0082968790230766</b> BSB: 082-968 Acct No: 79-023-0766 <a href="#">Transactions</a>   <a href="#">Pay bill</a>   <a href="#">Transfer funds</a>   <a href="#">Account details</a>	5,671.28 CR	5,671.28	
 <b>0082968791075737</b> BSB: 082-968 Acct No: 79-107-5737 <a href="#">Transactions</a>   <a href="#">Pay bill</a>   <a href="#">Transfer funds</a>   <a href="#">Account details</a>	148,095.47 CR	148,095.47	
Credit balance:	153,766.75 CR		
Debit balance:	0.00 DR		
Net position:	153,766.75 CR		

### OOOL PARENTS & CITIZENS ASSOCIATION

#### NCIAL POSITION AS AT 7 April 2014

	\$	\$
	NAB - General Account	44,406.08
	NAB - Cash Maximiser	107,471.54
<b>Balance Bank Accounts as at 1 January 2014</b>		<b>151,877.62</b>
<b>Add: Income year to date</b>		<b>4,437.46</b>
Fete proceeds	0.00	
Raffle proceeds	0.00	
Interest	623.93	
GST Holding Account	0.00	
Uniform shop	3,103.53	
Debtors receipts		
Other	710.00	
<b>Less: Expenditure</b>		<b>2,548.33</b>
TPS Grants (see attached schedule)	0.00	
Bank Fees	0.00	
Catering	144.00	
Fete Expenses	2,404.33	
Raffle Expenses	0.00	
GST Holding account	0.00	
Other	0.00	
<b>Add: Unpresented cheques</b>		<b>0.00</b>
<b>Operating balance as at 7 April 2014</b>		<b>153,766.75</b>
	NAB - General Account	5,671.28
	NAB - Cash Maximiser	148,095.47
<b>Cash in bank as at 7 April 2014</b>		<b>153,766.75</b>





**Before and After School Care Sub Committee  
P&C Meeting Report  
9 April 2014**

**Audit**

The audit for B&ASC is complete and went very smoothly with new auditor, Crowe Horwath. We are awaiting advice on journals so that the final report can be submitted. A special thanks to Julie Sheedy for having all the required documentation prepared in such a timely manner.

**Before and After School Care Enrolments**

Current numbers of children enrolled in before school care has increased significantly this year. At this time last year, the average was 13 children, however attendance on mornings are now around 20 children.

After school care has between 80 and 100 children, which is consistent with previous years.

**Extra Curricula Activities**

Extra curricula activities (ECAs) continue to be popular with many activities having more enrolments than positions available. We have introduced two "Drama and Comedy Theatre" classes for Term 2 – one for K-2 and one for 3-6. The teacher is award-winning (theatre sports, radio, film), Evan Croker.

We will also be registering for Hook in2 Hockey – a **free program** to introduce primary children to the basic skills of this sport. If successful, this would be run by ACT hockey over four weeks.

**CMT/Mojo Music Classes**

The arrangements for the signing in and out of children who have enrolled in music classes are going well. B&ASC has also distributed communications on behalf of CMT and Mojo.

**Alliance Française**

Initial communications have been had with Vincent Brousse, Deputy Director, to distribute literature to the B&ASC mail list promoting the French language classes that will commence at the school in Term 2. A meeting will be organised soon to discuss other opportunities between the Alliance and B&ASC.

**Holiday Program**

A holiday program will be run over the April holidays. The cut off date for enrolments is Monday 7 April. Enrolments can be received after this date pending availability. The program has been well received to date.

**Sub Committee Positions**

Corinne Horton and Pascale Sillick will take up the positions of Treasurer and Secretary respectively. They will be formally appointed at the Term 1 Sub Committee meeting on 7 April 2014.

Andrea Graziadelli  
Chair  
Before and After School Sub Committee

## **Delegate report – April 2014**

### **CYBERBULLYING ONLINE SURVEY**

Delegates were encouraged to ask their P&C parents to complete the cyberbullying on line survey if their children had any experience of such bullying. The survey is at:

<http://www.acsso.org.au/youth-exposure-to-and-management-of-cyberbullying-incidents/>

### **SUN SMART POLICY IN SCHOOLS**

There appears to be no ETD school wide policy on this matter. Primary school delegates confirmed that a “no hat no play” policy was enforced in their schools ie no hat no playing in the sun. However, following Cancer Council advice, this policy did not apply in the winter months.

The application of sun screen to children not happening - could not be done by teachers, so parents needed to apply their own sun screen to their children prior to them entering the school.

Parents should be aware of the choking danger of hat cords and should ensure they have collapsible cords or bucket hats. The provision of sun shaded /sheltered areas for students in schools was important and should be encouraged by P&Cs.

The greatest problem existed in high schools and colleges where students were not inclined to follow the same policy that applied in primary school. The use of school uniform in new high school and colleges, may help but the best solution for these schools seems to be the provision of shade and sheltered areas. Cancer education of students could also be useful.

### **PARENTAL ENGAGEMENT**

The Minister has announced funding for a research project to develop tools etc to improve parental engagement in schools. Communication with parents is considered one of the biggest problems in getting their involvement. Suggested strategies include:

- Parent (& student workshop) on how to use their Ipads to engage in the school and student activities.
- P&Cs use P&C Council newsletters to reprint useful advice etc for parents.
- All forms of communication should be used, no reliance on just one method.
- Teacher/parent interviews could be used to facilitate better parent engagement.
- Council should conduct a social media use workshop. This could be sponsored and prizes offered to attendees.

### **CHAPLAINS AND RELIGIOUS EDUCATION CLASSES**

Delegates agreed there was general satisfaction with the chaplaincy program. The difference between the ACT legislation and other states and territories on religious education in public schools, could cause concerns for parents who do not want their children involved in religious education. Concerns about the timing of such religious education in schools, possible impact on curriculum time, the process for its introduction to schools and the impact on students who are not involved in it need consideration.

Delegates were asked to advise their parents to report to Council any concerns about religious education in their school.

## **P&C Communications Officer Report April 2014**

### **Hand over**

Received official hand over of Comms role from Drew Baker in mid-March.

### **Website Updates**

The content on the P&C website has been systematically updated over the past month.

- The Music sub-committee is developing content and news for their subdomain and I expect this information to become available in the next month.
- BASC is considering an expansion of their web presence as well. I'm liaising with Andrea as to whether our existing website can support their requirements.
- Outstanding is the 2013 minutes and I'm liaising with Jypara about getting these online.
- Call for content: Parents should have a reason to visit our website and read our emails/posts/newsletter additions. Parents are encouraged to keep their eyes and ears open for newsworthy items that may be of interest to our school community. All forwarded content will be considered for at least one of our communication channels.

### **Testing of New Email List**

In conjunction with Drew Baker, I've set up a new email list account with Mailchimp. This is an email marketing campaign tool that should help us overcome past problems with parents not receiving our emails. I've been testing different functionalities over the past couple of weeks and I've migrated our list of subscribers over to that service in preparation. Once I'm satisfied that it's working well, then I will remove our current emailing list service and embed the new one into our website. Progress will be reported next month.