

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

Agenda

Wednesday 10 September 2014, 7pm

---

**Secondary School Staff Room**, NSW Crescent, Barton

- |     |   |        |
|-----|---|--------|
| 1.  | Apologies/ Attendance                                     | 5 min  |
| 2.  | Minutes of previous meeting of August 2014 – Attachment A | 5 min  |
| 3.  | Business Arising  |        |
|     | • Action Items from previous meetings                     | 5 min  |
|     | • Sponsorship and raffle update                           | 10 min |
|     | • Playground Sub-Committee update                         | 10 min |
| 4.  | Report from P&C President – verbal update                 | 10 min |
| 5.  | Report from Principal – Attachment B                      | 10 min |
| 6.  | Report from Proviseur – verbal update                     | 10 min |
| 7.  | Report from Treasurer – verbal update                     | 10 min |
| 8.  | Report from BASC – verbal update                          | 10 min |
| 9.  | Report from P&C Delegate – Attachment C                   | 10 min |
| 10. | A.O.B.  | 5 min  |

### Minutes of 13 August 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>Date:</b>   | 13 Aug 2014  |
|                        |  | <b>Time:</b>   | 07.10 pm– 09.00 pm   |
|                        |  | <b>Location:</b>   | School Staff Room  |
| <b>Attendees:</b>      | <ul style="list-style-type: none"> <li>• Paul Haesler – Chair</li> <li>• Kirstin Langton</li> <li>• Andrea Grazziadelli</li> <li>• Justin Brown</li> </ul> | <ul style="list-style-type: none"> <li>• Sophie Manoharan</li> <li>• Catriona Dove</li> <li>• Stephanie Julienne</li> <li>• Debbie Tucek</li> </ul>  | <ul style="list-style-type: none"> <li>• Jypara Ismailova</li> <li>• Ginny Toller</li> <li>• Franck Leonhardt</li> <li>• Emma Burns</li> <li>• Nicola Smith</li> </ul> |
| <b>Apologies:</b>      | <ul style="list-style-type: none"> <li>• Drew Baker</li> </ul>   |  | STAFF<br><ul style="list-style-type: none"> <li>• Michele McLoughlin</li> <li>• Julien Dugas</li> <li>• Kate Sutherland</li> </ul>                                     |
|                        |  |  | <ul style="list-style-type: none"> <li>• Emmanuel Texier</li> <li>• Kerrie Blain</li> </ul>  |
|                        |  |  |  |
| <b>Agenda Item</b>     | <b>Discussion / Actions</b>  |  |  |
| 2.                     | Confirmation of minutes of the June 2014 P&C Meeting   | Minutes of the P&C Committee from July 2014 were accepted.<br><br>Catriona Dove (CD) moved to accept Minutes from July 2014.<br>Paul Haesler (PH) seconded.  |  |
| 3.                     | Business arising   | <p><b>Action items from previous meetings:</b></p> <ul style="list-style-type: none"> <li>• Issue of dead trees on the New South Wales Cres – is being followed up.</li> <li>• P&amp;C input into the School Welcome Pack for Year 7 families was sought by the school and subsequently provided by P&amp;C.</li> <li>• Catriona raised an issue of wifi access at school during Alliance Francaise lessons at Teloepa School – PH received an email from the ACT P&amp;C Council about the wifi access, he passed this letter to School.</li> </ul> <p><b>Fete and Raffle update</b></p> Nicola Smith (NS) updated on Raffle and Fete progress. <ul style="list-style-type: none"> <li>• The quotes have been received to print the tickets, planning for days to sell is underway.</li> <li>• They need more volunteers, not only on the day of the Fete, but also volunteers to organise donations before the Fete, source produce for School stalls, eg. French Café stall. Kate Sutherland (KS) suggested putting the announcement – call for volunteers in front of Teloepa Topics (TT), saying this is a school fundraising activity and advertise dates when people</li> </ul> |  |

|    |                      |  |
|----|----------------------|--|
|    |                      | <p>can drop off donations, books, plants, etc.</p> <ul style="list-style-type: none"> <li>• Durkins ticketing – the Fete organisers have issues every year, the Fete Committee will talk to Justin Brown (JB) and Andrea Grazziadelli (AG) about how to best approach ticketing this year.</li> <li>• There are 10 markets stalls in total, on condition that they will not compete with school stalls. A good mix of stalls – a few returning, a few new.</li> <li>• Volunteers can register via the P&amp;C website.</li> <li>• The P&amp;C queried if the volunteers register can be linked to the Raffle page. Debbie Tucek (DT) clarified that it's a different set of activities; she can split the sign-up sheet into Raffle and Fete volunteers and keep two separate lists. There was a discussion, an exchange of ideas on how to manage Fete and Raffle volunteers vs pre-Fete Volunteers. <b>Action:</b> NS to discuss with DT further offline – how best to organise volunteers.</li> <li>• KS queried when the tickets will be available for distribution. Graham Bannerman received quotes today, he anticipates that the tickets will be available beginning of September.</li> </ul> <p><b>Playground Sub-Committee update</b></p> <ul style="list-style-type: none"> <li>• Sophia sent a draft copy of the Master Plan to PH for review and approval. MP was written late June by Sophia in consultation with Kerrie Blain and Mary Ryan (School Business Manager).</li> <li>• The Playground Sub-Committee is meeting on Friday morning. KS won't be able to attend but requested that the vegetable garden be considered as a school priority. Sarah Buckley, Chairman of Sustainability Committee, will attend.</li> <li>• KS also requested to prioritise Grade 1 playground.</li> </ul> <p><b>Bon Appetit Teloopa</b></p> <ul style="list-style-type: none"> <li>• Sophie Manoharan (SM) provided an update. P&amp;C Executive Com decided to adopt Bon-Appetit as a Sub-Committee of the P&amp;C.</li> <li>• KS noted that the School is implementing ACT Government initiative "Fresh Taste" (targeting obesity) – and it will be good to integrate this initiative with Bon Appetit Committee.</li> <li>• NS proposed to have a Bon Appetit stall at the Fete among Primary school stalls, on healthy eating.</li> <li>• Emma Burns (EB) praised the dedication and persistence of Sophie Manoharan in creating this Committee, and noted that in the first instance it's about relationship building, about healthy eating and celebrating French cuisine.</li> <li>• KS asked to check the ACT Government website, it describes the initiative, it is proposed for Bon Appetit to work within the scope of this initiative.</li> </ul> |
| 4. | P&C President report | <ul style="list-style-type: none"> <li>• Pal Haesler (PH) advised that Drew Baker resigned from the P&amp;C and School Board due to work commitments that clash with the school board and P&amp;C meetings, he will continue working offline.</li> <li>• New Board member had been selected from the next in line in the old ballot list, no new elections were conducted.</li> </ul>  |
| 5. | Principals report    | <p>Kerrie Blain (KB) tabled the Principal's report.</p> <ul style="list-style-type: none"> <li>• Julien Dugas started as Conseiller Pedagogique.</li> </ul>  |

|  |  |  |                          |         |              |                     |         |   |  |        |  |  |  |  |                       |        |  |  |         |                                     |                    |          |  |
|--|--|--|--------------------------|---------|--------------|---------------------|---------|---|--|--------|--|--|--|--|-----------------------|--------|--|--|---------|-------------------------------------|--------------------|----------|--|
|  |  | <ul style="list-style-type: none"> <li>Michele Mcloughlin has been appointed Deputy Principal for MYAB 7-10 years.</li> <li>Update on the primary school enrolments – several applicants went to appeal, appeal is to be heard by external Review Committee.</li> <li>World Challenge Year 10 students will go to Malaysia and Borneo at the end of September.</li> <li>School Band is leaving for France last day of the term – for 2 weeks.</li> <li>Reminded parents to participate in the School Satisfaction Survey. The survey results are important help improve school. There was another survey recently – School Climate survey, developed by ANU. Next year, this survey will be integrated in the School Satisfaction Survey.</li> <li>KB is on leave on Weeks 6-8 to visit family and some schools in USA. Tom Kobal is acting Principal.</li> </ul> <p>Full copy of the report is available at Attachment A.</p>   |                          |         |              |                     |         |   |  |        |  |  |  |  |                       |        |  |  |         |                                     |                    |          |  |
| 6.   | Report from Provisieur   | <p>Julien Degas (JD) tabled Provisieurs report and invited questions. No questions were raised.</p> <p>Full copy of the report is available at Attachment B.</p>   |                          |         |              |                     |         |   |  |        |  |  |  |  |                       |        |  |  |         |                                     |                    |          |  |
| 7.   | Presentation of accounts – Treasurers Report   | <p>Report from Treasurer has been tabled by Justin Brown (JB).</p> <ul style="list-style-type: none"> <li>Not many transactions in the last month – only reimbursement for Welcome teachers pack.</li> <li>\$159K is still in the bank, ready to go for Fete and School projects.</li> <li>Audit is still ongoing, Julie (After School Care) is back and it will be finalised soon.</li> <li>JB is leaving for 3 weeks and audit will be finalised before the P&amp;C next meeting in September.</li> <li>NAB credit card facility – JB provided quotes. JB estimated – given raffle tickets sales, Durkins tickets transaction, uniform sales – at least \$20-30K worth transactions in one month.</li> </ul> <p><b>Option 1 - No Minimum Commitment Period</b></p> <table border="1"> <tr> <td><b>Establishment Fee</b></td> <td>\$99.00</td> <td>per merchant</td> </tr> <tr> <td><b>Terminal Fee</b></td> <td>\$24.90</td> <td>per terminal per month (or part thereof).</td> </tr> <tr> <td><b>Nominated Card Service Fee (Fixed)*</b></td> <td>0.417%</td> <td>Fixed Costs include 'acquirer' costs associated with transaction processing, fraud and fraud p<br/>24 hour Merchant Service Centre. For more detail refer to Pricing Notes.</td> </tr> <tr> <td><b>Nominated Card Transaction Fee (Variable)</b></td> <td colspan="2">The variable costs comprise Credit Card Interchange Fees and Nominated Card Issuer Fees. For more de</td> </tr> <tr> <td><b>Debit Card Fee</b></td> <td>\$0.25</td> <td>per transaction (Purchase Transactions only)</td> </tr> <tr> <td></td> <td>\$0.249</td> <td>per transaction (Cash-out Purchase)</td> </tr> <tr> <td><b>Closure Fee</b></td> <td>\$150.00</td> <td>per terminal if you terminate your merchant services or change your legal entity at any time</td> </tr> </table> <p><b>OR</b></p> <p><b>Option 2 - Minimum Commitment Period of 2 Years</b></p> | <b>Establishment Fee</b> | \$99.00 | per merchant | <b>Terminal Fee</b> | \$24.90 | per terminal per month (or part thereof). | <b>Nominated Card Service Fee (Fixed)*</b> | 0.417% | Fixed Costs include 'acquirer' costs associated with transaction processing, fraud and fraud p<br>24 hour Merchant Service Centre. For more detail refer to Pricing Notes. | <b>Nominated Card Transaction Fee (Variable)</b> | The variable costs comprise Credit Card Interchange Fees and Nominated Card Issuer Fees. For more de |  | <b>Debit Card Fee</b> | \$0.25 | per transaction (Purchase Transactions only) |  | \$0.249 | per transaction (Cash-out Purchase) | <b>Closure Fee</b> | \$150.00 | per terminal if you terminate your merchant services or change your legal entity at any time |
| <b>Establishment Fee</b>                         | \$99.00  | per merchant   |                          |         |              |                     |         |   |  |        |  |  |  |  |                       |        |  |  |         |                                     |                    |          |  |
| <b>Terminal Fee</b>                              | \$24.90  | per terminal per month (or part thereof).  |                          |         |              |                     |         |   |  |        |  |  |  |  |                       |        |  |  |         |                                     |                    |          |  |
| <b>Nominated Card Service Fee (Fixed)*</b>       | 0.417%   | Fixed Costs include 'acquirer' costs associated with transaction processing, fraud and fraud p<br>24 hour Merchant Service Centre. For more detail refer to Pricing Notes.   |                          |         |              |                     |         |   |  |        |  |  |  |  |                       |        |  |  |         |                                     |                    |          |  |
| <b>Nominated Card Transaction Fee (Variable)</b> | The variable costs comprise Credit Card Interchange Fees and Nominated Card Issuer Fees. For more de |  |                          |         |              |                     |         |   |  |        |  |  |  |  |                       |        |  |  |         |                                     |                    |          |  |
| <b>Debit Card Fee</b>                            | \$0.25   | per transaction (Purchase Transactions only)   |                          |         |              |                     |         |   |  |        |  |  |  |  |                       |        |  |  |         |                                     |                    |          |  |
|  | \$0.249  | per transaction (Cash-out Purchase)  |                          |         |              |                     |         |   |  |        |  |  |  |  |                       |        |  |  |         |                                     |                    |          |  |
| <b>Closure Fee</b>                               | \$150.00   | per terminal if you terminate your merchant services or change your legal entity at any time   |                          |         |              |                     |         |   |  |        |  |  |  |  |                       |        |  |  |         |                                     |                    |          |  |

|     |                              |  |  |   |
|-----|------------------------------|--|--|---|
|     |                              | <b>Establishment Fee</b>   | \$99.00  | per merchant  |
|     |                              | <b>Terminal Fee</b>  | \$14.90  | per terminal per month (or part thereof) and must use a NAB Nominated Account.  |
|     |                              |  | \$24.90  | if you change your Nominated Account to a Non-NAB Account, any change in the Terminal Fee month.  |
|     |                              | <b>Nominated Card Service Fee (Fixed)*</b>   | 0.417%   | Fixed Costs include 'acquirer' costs associated with transaction processing, fraud and fraud pre 24 hour Merchant Service Centre. For more detail refer to Pricing Notes. |
|     |                              | <b>Nominated Card Transaction Fee (Variable)</b>   | The variable costs comprise Credit Card Interchange Fees and Nominated Card Issuer Fees. For more detail |   |
|     |                              | <b>Debit Card Fee</b>  | \$0.25   | per transaction (Purchase Transactions only)  |
|     |                              |  | \$0.249  | per transaction (Cash-out Purchase)   |
|     |                              | <b>Closure Fee</b>   | \$450.00   | per Merchant ID if you terminate your merchant services or change your legal entity within the 2 \$0 Closure fee if minimum 2 year commitment period is reached.          |
|     |                              | <ul style="list-style-type: none"> <li>P&amp;C voted for Option 2. Justin Brown moved, all in favour.</li> </ul> <p>Full report is available at Attachment C.</p>  |  |   |
| 8.  | Report from BASC Coordinator | <p>Andrea Grazziadelli – verbal update.</p> <ul style="list-style-type: none"> <li>Andrea said that they had a licensing inspection last Friday. They received a good report and were addressing some minor issues. They have hired an Assistant Coordinator, Shannon Spenser, who has previously worked at French-Australian Preschool and Yarralumla primary and has a certificate 3 qualification in child care.</li> <li>They have gone through their audit.</li> <li>They need advance warning if Numea students require after school care.</li> <li>BASC will have \$20,000 to provide to the P&amp;C shortly.</li> </ul>  |  |   |
| 9.  | Report from the P&C delegate | <p>Kirstin Langton (KL), tabled P&amp;C Delegate report.</p> <p>Full report is available at Attachment D</p>   |  |   |
| 10. | AOB                          | <ul style="list-style-type: none"> <li>Valerie Cretegnny (VC) sought an update from the Treasurer on cookbook sales, profit and lost. JB noted - \$14K spend, \$20K raised in sales, approx. \$5-6K profit was made.</li> <li>As previously discussed and approved at the P&amp;C Meeting, 50% of the profit was to go to the Welfare Fund of the School and 50% - to the organisation that support children (exact organisation was not decided at the time).</li> <li>VC advised that they have now chosen the charity organisation that they want to donate 50% of the profit to– it's Mercy ships, they run hospital on board of the ship, the doctors and nurses work for free, the ship just went to Sierra Leone.</li> <li>VC asked P&amp;C committee's approval for the chosen charity.</li> <li>PH moved, all in favour.</li> <li>Kate Sutherland announced that she will be retiring in January. Everyone congratulated Kate on her contribution to the</li> </ul> |  |   |

|     |                |   |
|-----|----------------|---|
|     |                | <p>school and upcoming retirement.</p> <ul style="list-style-type: none"> <li>• SM said the Bon Appetit are thinking of having a 5 day continent celebration incorporating education on healthy foods. They are keen to see new things at the canteen for children to try. They would like to get secondary students involved. Their first project may be something at the fete. There may be opportunities to link in with after school care but Andrea noted that there were strict guidelines they had to adhere to for ASC. There was also the possibility of holding a French breakfast in term one next year.</li> <li>• Fete – Nicola Smith said that Garran Primary are keen to borrow our marquee and equipment. Discussion on the pros and cons of this was had.</li> <li>• Emma Burns said the fundraising group had come up with the idea of getting a major corporate sponsor for the school to help provide a regular source of income and something that could be mutually beneficial. One possibility was to approach L'oreal, with its French connection and present them with a proposal. There was some concern that the company may not be appropriate due to its focus on beauty even though they also promoted women in science. It was agreed that another company, such as Peugeot may be more appropriate. It was agreed that Emma would float the idea via email to Kerrie as more investigation may be needed on whether public schools are allowed to have a corporate sponsor.</li> <li>• JB said that the P&amp;C has a 'library fund' which was not needed or used and advised we should shut it down. There was consensus that Justin should proceed in organising to shut it down.</li> <li>• SM suggested children could be involved in helping clean up and more was needed to encourage parents to collect lost items. A number of parents indicated that it is difficult to find lost items and often they turn up many weeks or months later when they are finally returned.</li> </ul> |
| 11. | Meeting Closed | Meeting was closed at approx 9.00 pm. Next meeting is on 10 September 2014  |
|     |                | Prepared By: JI and KL 6 Sep 2014   |
|     |                | Approved By: P&C Exec 8 Sep 2014  |

## **Delegate Report – September 2014**

### **Outcomes of 26 August ACT Council of P&C's meeting**

#### **Upcoming forums:**

- Education Exchange forum with Companion House 5.30pm Wed 12 Nov 14
- Learning Difficulties Conference 8.30am – 3.30pm 24 September 2014 in Sterling

Contact Terry for more information [contact@actparents.org.au](mailto:contact@actparents.org.au)

#### **PRESENTATION BY HOLLY GODFRAY AND OLIVIA NEILSON ON THE STATE OF TEACHER LIBRIANS (TLs) IN THE ACT**

Holly and Louisa gave a presentation on the current situation in the ACT for teacher librarians (TL). They noted the decline in TL numbers and the particular shortage in early childhood and primary schools. The benefits of having TLs in these schools were explained and their impact on the future capabilities of students was noted. The effect of school autonomy was seen as impacting on the employment of TLs as some Principals could be inclined to engage less costly teachers. Cuts in TL hours and the use of TLs as relief for other teachers was reported.

Discussion occurred on what Council could do to address the reported problems facing schools without TLs. It was agreed to:

- Include additional targeted funding for employing more TLs at primary school and early childhood schools in our next ACT budget submission.
- Raise the issues with the Minister.
- Develop a strategy to address the concerns raised in the presentation.
- Place an article in the next issue of ParentACTion re librarians and also to obtain an electronic copy of questions to ask at your school, for distribution to delegates.

The ACT Council members worked on a number of Council policies, including:

- Students Requiring Additional Support
- Welfare and Mental Health
- English as an Additional Language or Dialect
- Sun Safety
- Equality of Opportunity and Diversity