

Minutes of 12 February 2014 Meeting

Subject Matter:		P&C Association General Meeting			
Purpose:		Regular meeting for work monitoring, reporting, and discussions/ consultation on business arising.			
Attendees:		<ul style="list-style-type: none"> • Paul Haesler – Chair of the Meeting • Valerie Cretegny • Drew Baker • Catriona Dove • Clair Bannerman • Heather Bundy 	<ul style="list-style-type: none"> • Raana Asgar • Tran Tang • Sophie Manoharan • Kit Crooke • Nicola Smith • Pascal Sillick • Andrea Grazziadelli • Justin Brown 	<ul style="list-style-type: none"> • Kirstin Langton • Ben Craig • Ranga Kumarasinghe • Peter Roberts • Charmaine Sisomphou • Hanon Gosselin • Ryan Winn • Jypara Ismailova 	STAFF <ul style="list-style-type: none"> • Kerrie Blaine • Kate Sutherland
Apologies:		<ul style="list-style-type: none"> • Tom Kobal • Emmanuel Texier 			
Agenda Item					
Discussion / Actions					
2.	Confirmation of minutes of the 2013 AGM meeting	Minutes of the meeting of February 2013 were Not accepted. Move: To postpone the acceptance of the Minutes from Feb 2013 till the next P&C meeting.			
3.	P&C President report	<ul style="list-style-type: none"> • Paul Haesler, outgoing President highlighted some of the work undertaken by the P&C Committee in 2013. • Noted that there was a large turnover in office bearers from 2012 to 2013 and it took time for the P&C new office bearers to adjust. • Fete and Raffle Committees were vacant for the first few months, which was not ideal given the lead time required to organise Fete and Raffle. • The 2013 P&C has been involved in activities in commemoration of various anniversaries, 70th Anniversary of Telopea Park School, 30th Anniversary of signing the bi-lateral agreement. • Telopea Park School cookbook publish was a great success. • Thanks to the Music Sub-Committee, there will be a trialling of the music tuition at school. 			

		<ul style="list-style-type: none"> • P&C was excited to be able to fund fully School Wish list in 2013. • Major redevelopment of Primary School playground has been planned for. • 2013 – there were a few things that did not happen or we could have done better, such as P&C Constitution review – that’s on the P&C plan for this year 2014, P&C email list was erratic – Paul has investigated alternatives. • Paul acknowledged and thanked parent contribution to P&C and school.
<p>4.</p> <p>Presentation of accounts – Treasurers Report and Appointment of Auditors</p>	<p>Report from Treasurer has been tabled by Justin Brown.</p> <ul style="list-style-type: none"> • Justin has been elected as a new treasurer at the beginning of the 2013 school year. • Justin noted that it was a very enjoyable and valuable experience. • Noted the constructive discussion with school regarding funding allocation for 2014, that occurred at November P&C meeting • One of the main tasks last year was a selection of an auditor, various options have been looked at and investigated • An Auditor has been nominated for 2014 – it will be a combined audit of the Before and After School Care and P&C Committee. • Audit Plan is scheduled for the end of March • Cleaning up signatories on the bank account was achieved, it was a legacy issue, there have been signatories from many years ago that have since left the school community. • Outstanding item on the Treasurers To Do List is establishing the credit card facility for the P&C Committee • Pages 2 and 3 of his report provide a summary of the transactions over the year. <p>Full report is available at Attachment A</p>	
<p>5.</p> <p>Principals welcome note and report</p>	<p>Kerrie Blain tabled Principal’s report</p> <ul style="list-style-type: none"> • Beginning of the school year report • Kerrie welcomed new parents to the school and noted that it was pleasing to see many new parents at the P&C meeting • Huge thank you to the P&C Committee for the last year’s effort, Kerrie noted the relationship between school and P&C was productive • Cookbook was a huge success; this is an example of what school can do with the help of parents. • Huge thank you to the Fete coordinator, Nicola Smith for her efforts in organising fete • Noted of the 12 new teachers – only 6 are new, the rest are returning from various forms of leave. • Last year enrolments – 1175, this year – 1222 students, total census as of today (12 Feb), real census will be conducted next week • Number of total staff – 132 • There are new teachers in Kindergarten, Primary and Secondary Schools. • School employed extra teachers to cater for an increase of 75 students, this equates to 2.5 teachers. • Careful balancing act, to make sure that the available \$\$ are spend wisely. 	

	<ul style="list-style-type: none"> • Assessment calendar is an important document, ensure you read it with your children • Payment for school fees and excursions is online now, a letter has been sent to all parents explaining the process of making online payments. This method of payment has been hugely successful, eg yesterday \$8000 came through. Online payment system was a school initiative, supported by the Directorate of Education. • Kerrie noted a number of parent vacancies on the School Committees: Health, Cyber safety, Reconciliation Action Plan, Curriculum, School Grounds. • Noted that the current School Board Director – James Poppo – Board Chair, is outgoing. Drew Baker will continue his term as a Board member. There is a very strict timeline, the Board is governed by the ACT Directorate of Education guidelines Vivienne Mitchell retires, and needs to be replaced. • Kerrie noted that the following three committees were meeting before the P&C March meeting, and vacancies on these committees needed to be filled in before the meeting, they are : Health, Curriculum, Reconciliation Action Plan. • Action: Paul Haesler to coordinate informing the parents' vacancies. • Action: KB to advise PH the list of the committees and schedule of meetings. Parent vacancies to be advertised in the TT • KB advised that she was invited to the Governor's House to meet with Michael Bryce. They discussed how to educate young people about melanoma. "Over the years, primary schools and childcare facilities have changed the way young people are protected from harmful sun rays ... I'm afraid to say this is not the case in Canberra secondary schools," he said. • The school is looking at introducing hats in the Secondary School and sought P&C Committee support in this initiative. • The school propose bucket hats, caps do not protect sides of the face, ears and necks. The principal hands this initiative over to the Student Representative Council (SRC), in order for this initiative to be driven by students. • Kirstin Langton noted that she supports every initiative concerning health and requested that Primary teachers remind primary students to apply and re-apply sunscreen. • A question was raised why hat wearing policy was not enforced across ACT schools? Kerrie responded that it was hard to enforce policy, it would mean additional responsibilities for teachers, there are 800 students in secondary school, any policy needs to be enforced and it would be hard to make 800 students wear hats. • A questions was raised if the hats in sec. school could be made part of the uniform. Kerrie responded no, due to the reasons described in the previous paragraph. • Recently, there have been incidences of head lice in both primary and secondary school. Students are not allowed to school until cleared of head lice, there is a Directorate policy on this issue. <p>Full copy of the report is available at Attachment B</p>
<p>6. Election of Executive and Office bearers</p>	<ul style="list-style-type: none"> • Kerrie opened up a meeting for 2014 office bearers nominations. • President - Paul Haesler, outgoing – re-elected • Vice President - Drew Baker – outgoing– re-elected • Vice President - Emma Burns – elected • Secretary - Jypara Ismailova – outgoing – re-elected • Treasurer - Justin Brown – outgoing– re-elected • Public Officer – Katrina Lourie – outgoing

		<ul style="list-style-type: none"> • Public Officer – Catriona Dove – elected • ACT P&C Committees delegate – outgoing – re-elected • Communication officer – Drew Baker and Garance Detering – outgoing • Communication Officer – Debbie Tucek – elected • Assistant Secretary – Delese Brewster outgoing, Raana Asgar – elected • Assistant Treasurer – Pascal Sillick outgoing – re-elected • BASC Coordinator – Andrea Graziadelli – outgoing – re-elected • Grants Officer – vacant • Sponsorships Committee – Charmaine Sisomphou proposed formation of a new Committee that would oversee all sponsorships, fundraising activities, raffle prizes, donations and grants. The decision will be made at the next P&C meeting in March. • Action: March P&C meeting to decide on the formation of the new Sponsorships, Fundraising and Grants Sub-Committee • Lost Property Officer – Catriona Dove – outgoing, Chris Burge – elected • Elections Officer – Peter Roberts – outgoing – re-elected • Kerrie congratulated all new office bearers and handed over chairing of the meeting back to Paul Haesler. • PH noted that the Exec team was going to meet to discuss how the P&C was going to structure its sub-committees • Kit Crooke queried if there was an IT School committee. • Kit Crooke is concerned about security of payments, and expressed interest in joining IT Committee. Kit Crooke nominated to the Committee as parent representative. Tom Spollard is the coordinator of the IT committee. • Grounds Committee – Margie Eddington – outgoing parent representative, new nominations are needed. Kerrie noted that in the past this committee's work helped the school to get back Montgomery oval (tennis courts). The role of the committee is to look after the grounds of the school, and best use of the school grounds. • Action: To seek nominations to Grounds Committee from parents with relevant occupation (town planner, ranger, ... etc) • Parking and Safety Committee – Charmaine Sisomphou resigned, unable to continue, wish to concentrate on fundraising activities and Playground Committee.
7.	AOB	<ul style="list-style-type: none"> • Kate Sutherland discussed an issue of drop off and pick up. Complaints from parents about illegally parked cars. Majority of parents do the right thing, however there are still instances of parents parking in the drop off zones. • Drew Baker proposed volunteers in yellow vests coordinate/direct traffic flow at peak drop off and pick up times, similar to Forrest Primary school. • Action: Drew to draw a roster of volunteers to manage traffic flow. • Action: The Exec to discuss offline the structure of the P&C Sub-Committees, noting Charmaine's proposal for a combined Sub-Committee on all fundraising and sponsorships. • Andrea queried of the junior positions in the BASC could be advertised for Telopea students. Students are allowed to work from 14 years and 8 months. • Sophie Manoharan (SM) introduced herself as a new parent, stated that she used to be a Telopea teacher 10 years ago. SM is concerned with about food, and asked if parents would be interested in a canteen in Primary School, with the view to extend it to Secondary school, where children could be served a hot meal once a day, on a plate, at a table. Parents would

		<ul style="list-style-type: none"> • have to pay for that. • Kerrie noted that Telopea School did not have a right kitchen to cook meals for a canteen. SM noted that kitchen should not be an issue, she had some preliminary discussions with Mary Ryan, Telopea School Business manager. Main issue would be time and place. • Discussion ensued about possibility of having canteen. Andrea raised a number of logistical issues. Children lining up, teachers to supervise? Who would cook, serve, clean and supervise? Kerrie noted that TPS used to have a tuck shop that was run by the P&C Committee. SM main concern is to have children sit a table to eat. Kate Sutherland (KS) noted that children break at 1230 and sit at a table to eat their lunch for 10 minutes. Kate is happy to look at how it is functioning and potentially allocate more time than 10 minutes. • KS noted that curriculum was very demanding, with not enough time for extra activities. Activities such as school photos, swim assessments, swim carnival, etc. put additional pressure on time, taking a share from time that could be dedicated to the curriculum. • A Question was asked on how the school canteen's are run in France? Kerrie noted that these are normally run by para-professionals, trained in running the school canteens, there were no such para-professionals in Australia, and that the school is at the limit what they can ask teachers to do, in addition to teaching. • Implementing this initiative will require a culture change and will present logistical challenges. • Paul H proposed forming Canteen and Food P&C Sub-Committee, and presumed that Sophie will take a lead on that. 	
8.	Meeting Closed	Meeting was closed at 8:45 pm. Next meeting is on 14 March 2014	
	Prepared By:	JI	9 March 2014
	Approved By:	P&C Exec	10 March 2014

Treasurer's Report, February 2014, AGM

- As at 12 February 2014, the P&C has approximately \$152K in the bank
 - Of this, \$120K is allocated for school projects in 2014
 - 3 transactions (\$1000) still unreconciled (noted in red in this report)
 - \$1200 discrepancy between bank accounts and ledger... requires investigation
- Crowe Horwath have been engaged as auditor for the combined P&C. Audit for 2013 period is scheduled to start on 24 March. Audited Financial Statements for 2013 will be tabled later in the year, and recommendation to engage Crowe Horwath for 2014 will depend on satisfaction with the engagement.
- Open Actions:
 - Have approached NAB for quote for credit card facility. Action is with Treasurer to finalize proposal for approval and setup.
 - In progress setting up new signatories and removing legacy names; will achieve 2 step approvals for payments/transfers.

Account summary		> Export data	
Account ▲	Current balance	Available balance?	
 0082968790230766 BSB: 082-968 Acct No: 79-023-0766 Transactions Pay bill Transfer funds Account details	44,576.08 CR	44,576.08	
 0082968791075737 BSB: 082-968 Acct No: 79-107-5737 Transactions Pay bill Transfer funds Account details	107,686.04 CR	107,686.04	
Credit balance:	152,262.12 CR		
Debit balance:	0.00 DR		
Net position:	152,262.12 CR		

TELOPEA PARK SCHOOL PARENTS & CITIZENS ASSOCIATION

STATEMENT OF FINANCIAL POSITION AS AT 12-Feb-2014

	\$	\$
Balance General Account as at 1 January 2013		158,843.51
Add: Income year to date		210,604.8
Fete proceeds	58,556.50	
Raffle proceeds	24,025.00	
Interest	3,239.18	
GST Holding Account	0.00	
Uniform shop	2,590.49	
Debtors receipts		
Other	122,193.67	
Less: Expenditure		218,443.0
TPS Grants (see attached schedule)	108,901.00	
Bank Fees	0.00	
Catering	226.16	
Fete Expenses	41,301.31	
Raffle Expenses	11,638.67	
GST Holding account	237.28	
Other	56,138.61	
Add: Unpresented cheques		0.01
Operating balance as at 12-Feb-2014		<u>151,005.3</u>
	NAB - General Account	44,576.01
	NAB - Cash Maximiser	<u>107,686.0</u>
Cash in bank as at 12-Feb-2014		<u>152,262.1</u>

Expenditure

TELOPEA PARK SCHOOL P&C EXPENDITURE												
DATE	CHQ #	PAYEE	TPS GRANTS \$	BANK FEES \$	Catering \$	FETE EXPENSES \$	Raffle Expenses \$	GST HOLDING \$	MISC. \$	Cashed	TOTAL \$	
19-Feb-2013	.	Teloepa Park School	2,500.00								2,500.00	French readers
20-Feb-2013	.	Teloepa Park School	2,500.00								2,500.00	French readers
22-Feb-2013	.	Teloepa Park School	2,500.00								2,500.00	French readers
27-Feb-2013	.	Paul Leslie					599.92				599.92	2012 raffle expenses
8-Mar-2013	.	Teloepa Park School	2,396.00								2,396.00	French readers (minus art show frames)
19-Jun-2013	.	Genplus hire				2,303.95					2,303.95	2012 fete, generators
26-Jun-2013	450	Mailboxes Etc.					440.80				440.80	2012 extra raffle ticket printing
15-Jul-2013	451	TravelScene					2,634.12				2,634.12	2012 raffle plane ticket
23-Jul-2013	452	Create a Cook Book Pty Ltd							13,499.10		13,499.10	Cookbook Project Printing
26-Jul-2013	.	Kirstin Langton								131.57	131.57	Teacher Welcome Packs
26-Jul-2013	.	Drew Baker						10.72		107.18	117.90	Domain Name & Web Site Hosting
1-Aug-2013	.	Civic Insurance Brokers						94.28	942.80		1,037.08	Insurance: "P&C Public & Products Liability"
15-Aug-2013	.	Create a Cook Book Pty Ltd								133.20	133.20	Invoice 1180 (2 book proofs, 10 images)
16-Sep-2013	.	ACT P&C Council						115.63	1,040.69		1,156.32	ACT P&C Council Affiliation Annual Fee
16-Sep-2013	.	Kulture Break				300.00					300.00	Invoice 806 Fete Entertainment
14-Oct-2013	.	BASC								120.00	120.00	Transfer to BASC refund OoC payment
28-Oct-2013	.	Bensons Trading Company				1,721.50					1,721.50	Showbags
28-Oct-2013	.	Promo Concepts				1,265.00					1,265.00	Teloepa 'showbags'
28-Oct-2013	.	Focus Press				220.00					220.00	Poster Printing
31-Oct-2013	.	Barlens				1,685.50					1,685.50	Furniture Rental (30% deposit)
31-Oct-2013	.	Mailboxes Etc.					1,500.00				1,500.00	2013 raffle ticket printing
31-Oct-2013	.	Sue Ailanson				80.00					80.00	Officeworks Flyer Printing
31-Oct-2013	.	Spy in Canberra				180.00					180.00	Poster Campaign
31-Oct-2013	.	AAP Medianet				38.47					38.47	Fete Promotions
1-Nov-2013	454	Cash - Justin Brown				7,000.00					7,000.00	Fete Float
7-Nov-2013	.	Australian Security Patrol				2,425.50					2,425.50	Security Personnel
7-Nov-2013	455	Durkins				6,224.00					6,224.00	Balance of 80% of Ticket Sales
8-Nov-2013	.	Stassia Saad				407.52					407.52	Costco Ice Cream
8-Nov-2013	.	That's Cool				660.00					660.00	Cool Room Hire
8-Nov-2013	.	Andrea Graziadelli				299.95					299.95	Foods & Drinks
11-Nov-2013	.	Bidvest				656.28					656.28	Cups, etc. & Ice
11-Nov-2013	.	Parmalat				143.10					143.10	Milk
11-Nov-2013	.	Zierholz				1,237.50					1,237.50	Beer
11-Nov-2013	.	Catherine Herron				90.59					90.59	Tattoos
11-Nov-2013	.	Kirstin Langton							164.07		164.07	World Teachers Day Gifts
11-Nov-2013	.	Femke Rensen				1,823.97					1,823.97	Satay
11-Nov-2013	.	Chris Burge				389.74					389.74	BBQ
11-Nov-2013	.	Nicola Smith				778.60					778.60	Fete Expenses & Milkshake Machines
11-Nov-2013	.	Wanda Beeby				100.00					100.00	Indonesian Food
11-Nov-2013	.	Cosmorex				244.30					244.30	Coffee
11-Nov-2013	456	Barlens				3,889.08					3,889.08	Furniture Rental (70% balance)
12-Nov-2013	.	St John Ambulance				210.00					210.00	First Aid
12-Nov-2013	.	Grant Michl				1,338.06					1,338.06	German Wurst
18-Nov-2013	.	Sound Workshop				1,256.75					1,256.75	Audio/visual Services
18-Nov-2013	.	Mr. Showbags				841.50					841.50	Showbags
19-Nov-2013	.	Sound Workshop				1,256.75					1,256.75	Sound Workshop - audio/visual services
20-Nov-2013	.	ACTEW				110.00					110.00	ACTEW Tent Repair
28-Nov-2013	.	Stephanie Julienne				93.70					93.70	Tent Pegs
28-Nov-2013	.	Xavier Michel					420.00				420.00	Raffle Top Seller Award
28-Nov-2013	457	Travelscene Manuka					3,853.16				3,853.16	Raffle First Prize Airfare
29-Nov-2013	453	Mansoor Syed			226.16			16.65			242.81	2013 AGM Catering
29-Nov-2013	.	Internal Transfer							40,000.00		40,000.00	Internal Transfer from Cash Maximizer Account
2-Dec-2013	.	Sally Aplin				223.70					223.70	Miscellaneous Items for Stalls
2-Dec-2013	.	Graham Bannerman					1,960.00				1,960.00	Raffle Expenses (permit, stamps, prizes...)
2-Dec-2013	458	Teloepa Park School	99,005.00								99,005.00	2013 Grants to Teloepa Park School
9-Dec-2013	.	Fairfax Media					230.67				230.67	Publication of Prize Winners
9-Dec-2013	.	Wild Digital/Copy Trends				1,000.00					1,000.00	Street Sign Printing
20-Dec-2013	.	SITA				806.30					806.30	Fete Garbage Bins and Collection
			<u>108,901.00</u>	<u>0.00</u>	<u>226.16</u>	<u>41,301.31</u>	<u>11,638.67</u>	<u>237.28</u>	<u>56,138.61</u>		<u>218,443.03</u>	
											<u>218,443.03</u>	

Telopea Park School/Lycée Franco-Australien de Canberra
Principal's Report to the P&C
Wednesday 12 February 2014

This week I have welcomed the school community back to the new school year through *Telopea Topics*. I repeat part of that here.

A very warm welcome to the new school year! I hope you all have had relaxing and happy holidays and that your children are refreshed to start the new school year. This has been a busy week with 83 Kindergarten children and 200 Year 7 students joining the school on Monday 3 February. Several students have also joined in all other years, so that the school is now over capacity. It is affirmation of the high standards that Telopea Park School demonstrates for families to move into our area so that their children can attend the school.

Again this year we will be focussing on our school values of respect, cooperation, honesty and fairness to underpin all that we do. Academically we would like to see all students doing their best to achieve their potentials. We will focus on improved literacy and numeracy for all children. In spite of the fact that our NAPLAN results are outstanding, we believe that all students can improve and grow as they become lifelong learners. This again is a priority in the 2014 Annual Operating Plan, the draft of which I share with you at this first P&C meeting of the year. I also share with you the 2014-2017 School Strategic Plan. This was written in collaboration with the Executive team at the end of 2013 after the recommendations from the Bi-National Review were known. Again, I share the Commendations and Recommendations with you.

Another priority is to improve communication both within and outside the school. As parents we ask that you assist us with this. A new website was launched last year and we hope that this is an improved communication tool for you. This new site allows you to access all information in either French or English. This year all Directorate (ETD) and school policies and procedures will be on our website, with as many documents translated as possible.

Please join with me in welcoming the following new teachers to the school:

Primary: Michael Ellis and Sandra Baurele with Maria Lamrani-Raphel and Joanna Staub returning
Secondary:

Ben Yuen – Executive Teacher of PE/Health

John Daniels – Humanities

Frances Kleine – Japanese

Thomas Greig – Science

Nick Rothwell – Science

As well as several teachers returning after leave from the school:

Andrew Livermore – English

Pat Garratt – English

Melanie Consola – Languages

Diana Lawrence - Technology

We wish them a happy and successful time at Telopea Park School.

This year you will receive information about the provision of Information Communication Technologies (ICT) in the school. From time to time teachers access various safe sites for their students. It is now necessary for you to know which sites/programs that we use and for you to give your approval to do this. Please read the information and return the permission note to the school as soon as possible.

Secondary parents, please see attached to these Topics, this term's Assessment Calendar. We ask that you work with your children to plan their time wisely and to be aware that at various times in

the term there will be several assessments due. Reinforcement of good time management and organisational skills are areas where parents and teachers can work together to support students. This year in secondary we will be using a program called *Turnitin*, to ensure that all student work is original. We will brief students on best practice in research skills.

This will be a busy term with several camps as well as both sectors having their annual Swimming Carnivals. Parents and carers are most welcome to attend these carnivals and support their children.

I would like to take this opportunity to wish all members of our school community a happy and rewarding year. I look forward to working with the P&C Association again this year, as your goals are the same as ours – to deliver the best possible education to every child so that each one is empowered to reach his/her potential.

Kind regards

Kerrie Blain

10 February 2014