

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

**Agenda
Wednesday 31 July 2013 7pm**

Secondary Staff Room, NSW Crescent, Barton

1. Apologies/ Attendance
2. Draft Minutes of previous meeting of 19 June 2013 – Attachment A
3. Business Arising
 - Action Items from previous meetings
4. Participants Forum
 - Recipe Cookbook – verbal update
5. Raffle and Fete update
6. Music Sub-Committee Proposal – Attachment B
7. P&C President report – verbal update
8. Report from Principal – Attachment C
9. Report from the Proviseur – verbal update
10. Report from P&C Delegate – Attachment D
11. Report from BAS – Attachment E
12. Report from the Treasurer – to be tabled during the meeting
13. A.O.B.

Minutes of 31 July 2013 Meeting

Subject Matter:		P&C Association General Meeting			
Purpose:		Regular meeting for work monitoring, reporting, and discussions/ consultation on business arising.		Date:	31 July 2013
				Time:	07.10 pm– 09.10 pm
				Location:	School Staff Room
Attendees:	<ul style="list-style-type: none"> • Paul Haesler • Richard Manderson • Valerie Creteigny • Tara Gutman • Christine Williams 	<ul style="list-style-type: none"> • Grant Milthorpe • Charmaine Sisomphou • Maree Graham • Nicola Smith • Raana Asgar • Graham Bannerman 	<ul style="list-style-type: none"> • Kirstin Langton • Katrina Lourie • Justin Brown • Jypara Ismailova • Pascale Sillick • Megan Taylor 	STAFF <ul style="list-style-type: none"> • Kerrie Blaine • Kate Sutherland • Emmanuel Texier 	
Apologies:	<ul style="list-style-type: none"> • Drew Baker • Andrea Grazziadelli • Delese Brewster 				<ul style="list-style-type: none"> • Tom Kobal
Agenda Item		Discussion / Actions			
2.	Review and confirmation of minutes of the previous meeting	Minutes of the meeting of 31 June 2013 were accepted. Moved: Katrina Lourie (KL) Seconded: Tara Gutman (TG) These Minutes will be uploaded on the P&C website. Attachment A.			
3.	Business arising	Action: Paul Haesler (PH) to convene Constitution Committee meeting next month.			
4.	Participants Forum	<ul style="list-style-type: none"> • Recipe cookbook – Valerie Creteigny (VC) provided an update on the progress of Telopea recipe cookbook development – they made a good progress in the last 3 weeks, big rush to send book for printing, should be ready for September 11, launch date, special day for school. There was a good feedback from the school. <p>VC updated the Committee on the price structure: One book would be sold for \$40 per book, 2nd book for \$40 + voucher for a family photo portrait (value \$290) – provided by Professional photographer Helena Stone, 3 books for \$100 + voucher.</p>			

Print cost \$17 per book + professional photographer services amount to \$27 per book.

Discussion ensued re the price structure, as follows:

- The book should be priced at \$40-50
- There should be discount for a multi-buy, eg 1st book – 40\$, 2 books - \$70, 3 books - \$100

Launch of the book is to coincide with the TPS 90th anniversary celebration. Launch will become part of the celebratory events. VC proposed launching a book at a family concert in the evening, 1 hour prior to the concert in the gym hall, a glass of champagne (funded by P&C) would be offered to the attending parents/staff/guests. VC advised that a restaurant catering will be organised for free (restaurant is a book sponsor), Alliance Francaise could do a cheese platter. Other ideas were exchanged – to invite French Ambassador to launch a book. VC stated that the book work group had an opportunity to cook in the Ambassador's house with his chef and they took photos in the house, some will be featured in the book!

Kerrie Blain (KB) then clarified schedule for the 11 September and suggested the following order for the day:

- Assembly in the morning all 1200+ students attend, TPS invited Bill Shorten, to represent Australian Federal Government; it would be a great idea to invite French Ambassador, the Ambassador could represent French Government.
- The big cake will be cut officially at the Assembly in front of all students
- Book launch
- After that there will be a family concert

Kate Sutherland (KS) advised that a week before, there will be a morning tea organised for 80+ alumnis on Saturday, followed by a School excursion. TPS organised a visit for the ex-teachers this week.

VC sought the P&C agreement on the following points:

Launch date – 11 Sep – agreed

Funding for champagne – agreed. PH moved, JI seconded.

Serving of the food – public health issue, there was a discussion on food supplies, not allowed to bring food. Raana Asgar (RA) advised that according to the regulations, the food must be cooked on site. VC was going to invite parents to bring home cooked food, but apparently this is not allowed. However, a commercial provider (Olivia from Fyshwick markets) could be invited to provide crepes.

Marketing – VC proposed printing Flyers (letter size), will be distributed among HS students, easy to reach PS students via TT newsletter, the flyer will have a payment slip for those wishing to order a book offline. P&C agreed to make a decision at its next meeting on the 21 August,

Action; VC to provide quotes on printing costs for the flyer and for champagne.

5.	TPS Annual Fete and Raffle	<ul style="list-style-type: none"> • Nicola Smith (NS) provided update on Fete. <p>Lots of enquiries from Embassies and random persons and organisations.</p> <p>Questions to &C</p> <ul style="list-style-type: none"> Teloepa non-food stalls Teloepa food stalls Embassies food stalls External food stalls <p>Entertainment is coordinated by Sally Appleton – many great and fresh ideas. NS gave an overview of what is being planned for the Fete, however, they have not been minuted to keep them a surprise for everyone.</p> <p>Layout – has not been prepared yet, as more suppliers have continued to express interest to participate.</p> <p>NS discussed then the clashes that occurred at the last years Fete: High School students coffee+cake stall rivalled with the external suppliers stall.</p> <p>KB confirmed that the school has a commercial coffee machine and many HS students have obtained or are in the process of getting their barista tickets. Charmaine noted that a sponsor company could supply coffee – Charmaine is coordinating the sponsorship side of the Fete.</p> <p>NS noted that a Master of Ceremonies was required and indicated that Lutton could provide a young auctioneer. NS will advertise on the Fete Facebook page.</p> <p>NS sought opinions of the P&C on the showbags. 2011 Fete made \$1500 profit from selling the showbags. Questions: would that be a huge disappointment if there were no showbags this year?</p> <p>Discussion on whether to have showbags ensued. Ideas exchanged, eg. Sponsor funded showbags, only 1000 and advertise that the first 1000 visitors to Fete will get a free showbag per family (big bag + freebies)</p> <p>KB is of an opinion that one of the purposes of the Fete is bringing pleasure to children. Some P&C meeting attendants think that the showbags would be an additional purchase not a replacement.</p> <p>Action: NS is to make a decision on whether to sell showbags at 2013 Fete.</p> <p>NS further sought P&C Committee views on how to charge the external stalls, whether it would be a percentage of the proceeds or flat rate? Kids Pantry want to have a presence. Kids Pantry is keen to support the schools of their clients, they provide healthy food, presence at Fete is a good marketing for them and help create an atmosphere at the Fete.</p>
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		<p>A few more external suppliers expressed interest in having a presence at the Fete. However, the school stalls will have precedence over externals.</p> <p>Justin Brown (JB) queried number of commercial stalls and commercial staff (showbags) as opposed to what school community offers. NS responded that they wanted to strike a right balance between community and commercial staff to create an atmosphere of the School Community Fete. There were examples of different Fetes: Chapman school – all commercial operators and Mawson school – no commercial suppliers, both are not good ideas, should be a mix commercial and community/school.</p> <p>KB queried if the legal license was required for Fete if selling the liquor? NS was looking into it.</p> <p>NS noted that the poster competition entries are displayed and asked if Kerrie Blain and Emmanuel Texier could be judges, there are 3 top prizes. 1st prize is a \$50 voucher Arts and Crafts shop. There have been 20 entries from PS and HS students, all works will be used in the art design of the poster for the Fete.</p>
6.	Raffle update	<p>Graham Bannerman (GB) updated on Raffle. Current prize pool is \$13000 – 17 prizes confirmed, 6 August is a prize cut off date to finalise prizes. GB sought P&C permission to bundle prizes to make them more attractive, eg Hotel Realm stay + wine and food voucher.</p> <p>Major prize is a return airline ticket to France for 2 people. Travelscene confirmed the sponsorship, Air France declined to be sponsors in 2013. Last year, \$1000 was donated by the Travel Agency, Air France paid for Singapore-Paris leg and P&C funded the remaining balance. GB queried if P&C could agree on funding the airline tickets.</p> <p>Timetable for raffle: 6 August – cut off 10 August – start selling raffle tickets (that would give 12 weeks of selling)</p> <p>Price: \$5 per ticket, 5 for \$20. However, as per the past years experience, it is hard to account for multiple buys in school and hard to reconcile. GB thanked the Committee for the advice. GB further noted that the artworks has not been prepared yet, he got a feedback what worked last year and what did not work.</p> <p>GB was advised by the Committee that last year there were prizes for the students selling the most tickets, GB was not aware of this.</p>
7.	Music Sub-Committee	<p>Christine Williams (CW) tabled the proposal by the Music Sub-Committee. The aim was to put a plan to the school on:</p> <ol style="list-style-type: none"> 1. Developing Better communications about musical offerings at the school 2. Developing an After School Care music program. <p>The music program would be run from 3:30-6:00 pm. Morning sessions not attractive to providers.</p> <p>Discussion on legal aspects of the proposal on providing music by external providers in the After School Care and details on the room occupancy. CW noted that they have been asked to provide a broad proposal for the P&C Committee's principal agreement. PH suggested collating information on the outside opportunities. Music teachers will be employed by external providers. Indicative</p>

		<p>cost is \$25-35 per half hour. Standard of the teachers influence the hourly rate, lesser qualified teachers for beginners, MLC will not have teachers qualified (they charge \$80-90 per hour) Music Learning Centre work with many schools. Nick Pearson – CEO of MLC, proposed starting with piano and guitar for such a small time slot 3:30 – 6:00 pm. Start small and build on it, if MLC finds that the initiative is financially viable, then MLC can introduce more instruments. There will also be a choir group lesson available from 330 to 430 pm. Instruments will be taught one on one.</p> <p>Christine Williams sought a motion from the P&C in principle agreement to go ahead with the proposal as set out in the Music Sub-Committee proposal.</p> <p>Kate Sutherland noted that a few issues needed to be sorted out, eg if the room is provided from the school, who will pay for the insurance – P&C, Provider or BASC?</p> <p>PH proposed to approve the Music Sub-Com proposal in principle on the condition that the Music Sub-Com will further discuss with the School and BASC.</p> <p>Moved: by Paul Haesler Seconded: by Graham Bannerman</p> <p>A copy of the proposal is available at Attachment B.</p>
8.	Report from Principal	<p>Kerrie Blain (KB) tabled a report. There has been an influx of students in the High School, school does not have capacity however, the school has to accept all students from the area.</p> <p>KB noted fantastic results from Brevet and Baccaalaureat exams!</p> <p>KB noted that they put a request to the Directorate on a new building in the campus, potential to accommodate 150 more students.</p> <p>Full report is available at Attachment C.</p>
9.	Report from Proviseur	<p>Emmanuel Texier (ET) updated P&C on the matters concerning the French part of the School. It has been a busy time last week, end of the French School Year, 30th anniversary of the Teloepa Lycee. Exams and graduation ceremony, the results were amazing, 3 students out of 10 have received 99% at the Baccaalaureat exam, 7 others have got merits. The Brevet results are better than any other government school in the ACT. This is also the beginning of the French school year for the year 8-9-10 students.</p> <p>The school welcomed new teachers, ET thanked the P&C for the welcome bags for new teachers</p>
10.	Report from the P&C delegate	<p>Kirsting Langton briefed the Committee on the ACT P&C Associations meetings and activities. Council indicated that signing up to Gonski will require schools to have a parental engagement policy. KB noted that parental engagement is vital for education;</p>

		education is a partnership between schools and parents. Full report is available at Attachment D
11.	Report from BASC	Report from BASC has been tabled. No comments were raised. Full report is available at Attachment E
12.	Treasurer report	Justin Brown (JB) tabled Treasurer report. Ongoing challenge with bank setting up internet approval process. There have not been many transactions in the last month. Large transactions have been payment for the cookbook and raffle payments from the last year. There are a few deposits that JB was unable to reconcile. Full report is available at Attachment F.
13.	AOB	<ul style="list-style-type: none"> • Chris Burge (CB) had a query re unclaimed lost property. All unclaimed lost property will go to jumbo sale at Fete. He also noted that he needed help with the HS lost property. • Drew Baker is working on the Funding Policy, will circulate draft to the Executive Committee. • Kerrie Blain asked for a copy of the P&C Public Liability Policy.
14.	Meeting Closed	9 :10 pm
		Prepared By: JI 18 July 2012
		Approved By: P&C Exec 19 July 2013

Proposal prepared for the Telopea Park School Parents and Citizens Association by the Music Committee

Recommendations

The Music Committee recommends that the Telopea Park School Parents and Citizens Association support

- 1) *developing better communications* about musical offerings available to students at the school,
- 2) *developing a program of after school musical activities* for primary school students enrolled in the After School Care program.

Proposal details

- 1) *Developing better communications* about musical offerings available to students at the school

The proposal is that the Music Committee provide free labour to develop a set of web pages on music to be housed on the Telopea Parents and Citizens Association website. These web pages would be designed to enable students and parents to access a broad range of information on musical activities and requirements, including those activities provided by the Telopea Park School (where information would be provided by the school), by the Telopea Parents and Citizens Association, and by other parties.

The Music Committee proposes working in conjunction with Telopea Park School staff, the Telopea Park School Parents and Citizens Association communications officer and website designer, and providers of information about musical activities in Canberra outside the school environment. This work is envisioned to include collating existing material and rewriting material where necessary to make it easier for parents and students to understand. Where material supplied by Telopea Park School staff was rewritten, to help parents and students understand what choices were available and any prerequisites applicable, clearance by Telopea Park School staff would be sought prior to posting of the material on the Telopea Park School Parents and Citizens Association website. The information about musical activities in Canberra outside the school environment would include information about eisteddfords, rock competitions, workshops, ensembles and so on relevant to the 5 to 16 year old age bracket. The intent of posting this information would be to make it easier for parents and students to find and thus encourage greater participation in music.

- 2) *Developing a program of after school musical activities* for primary school students enrolled in the After School Care program

The proposal is that the Telopea Park School Parents and Citizens Association enter into a contract with a private sector provider of music lessons to provide half hour long individual music lessons and one hour long group choral lessons to primary school students enrolled in the After School Care program. The cost of this would be met by the parents or guardians of the students receiving the lessons.

The Music Committee is presently partway through the investigation of options, having explored the offerings of some but not all of the private sector providers employing a range of music teachers in Canberra. In the interests of having a program operational no later than Week 6 of Term 3, the Music Committee seeks approval in principle for the idea, and if this is granted will come back to the Executive of the Telopea Park School Parents and Citizens Association with a specific proposal for implementation

before the end of Week 2 of Term 3. The Music Committee asks the Telopea Park School Parents and Citizens Association to delegate power to enter into a contract on this matter to its Executive.

The option discussed below is indicative of the class of options being explored, and is one the Music Committee would recommend if it does not succeed in identifying a better option.

Canberra Music Tuition (formerly trading as the Music Learning Centre) has recommended beginning by offering half hour individual (one to one) piano and guitar lessons between 3.30pm and 6pm and one hour group choral lessons between 3.30pm and 4.30pm to primary school students enrolled in the After School Care program. The cost of this would be \$31 per half hour for the individual lessons and approximately \$100 per child per term for the choral lessons. Telopea Park School would need to provide rooms, preferably close to the After School Care facilities. Parents and guardians would be asked to pay for a term in advance (or a half term in the case of Term 3 2013 only) and lessons missed by the student would be charged for at the full rate applicable except where at least 24 hours notice has been given and a medical certificate provided.

Canberra Music Tuition would bear responsibility for police checks of teachers and student safety, and carries public liability insurance to cover harm to students. Canberra Music Tuition would collect the students from and return them to After School Care. In practice, this means that in every thirty minute timeslot, students would only receive a lesson of approximately twenty-five minutes in length. Responsibility for the safety of privately owned instruments would remain with the parents and students. Canberra Music Tuition also hires instruments for fees, but the hire policy still leaves the liability for damage incurred to the instruments with the parents and students.

Primary school students would not necessarily need to be enrolled in the After School Care program to attend lessons, just as they do not have to be enrolled to attend extra-curricular activities. If the child attended a lesson immediately after school, and the child was collected straight after the lesson, the child would not have to be enrolled. If the child required care before or after the lesson, the normal after school care fee would be payable.

The Music Committee notes that Canberra Music Tuition provides lessons at a variety of schools in Canberra, including Hughes Primary, Sacred Heart Primary, Melrose High, Thomas Aquinas Primary, Canberra High, Torrens Primary, Macgregor Primary and St Matthews Primary. The organisation is owned and operated by Nick Pearson, who established it in 1996. It also runs private instrumental music schools at Weston and Belconnen. The organisation has a good reputation and provides regular free concerts at which its students can perform, to provide performance experience and enable students to show what they have learnt. If a professional accompanist is required to support a student's performance at such a concert, an extra fee is charged. The organisation has quality control measures in place to ensure its music teachers are of an acceptable quality.

Principal's report

P&C

31 July 2013

As I am writing this at the same time as my *Telopea Topics* Report, many of you will already have this information. A very warm welcome to the new school term! It was good to see the students back this week keen to start a new semester's work. The teachers and I look forward to working with you to ensure that your children are given the opportunity to reach their potential. We also want your children to be happy and secure at school knowing they are supported in their learning.

As is usual at this time of year, we have welcomed many new students as well as several new teachers to the school. We wish them many happy years at Telopea Park School.

In Primary, Marie Raphel replaces Joanna Staub in Year 1 and Janeen Crowe replaces Karami in the primary office.

In secondary: Jurek Paradowski is the new Head of Mathematics ; Tom Spollard, Head of the Arts and Technology; Alexandre Raphel replaces Caroline Cottet in the French Stream and Diana Lawrence replaces Jaron Worsley for the term in Technology.

This is another exciting term for the school with the planning for the 90th Anniversary celebrations on the 11 September under way. Telopea Park School is the oldest ACT school still in operation. We are proud that we are part of Canberra's history with many of the school's alumni calling Telopea "their school".

The safety of students as they arrive at, and leave the school each day is a concern to us all. Please drive carefully around the school and make sure that your children are dropped off only where and when it is safe to do so.

The new drop-off zone on the primary side will only be successful if all parents follow the advice we have given. Only the first car is asked to drop off the children without the parents getting out to assist. The second car can then move into the first position and do likewise. There is provision for five or so cars to be waiting in line to reach the first position. If you need to get out of your car DO NOT use the drop-off parks.

The new school website was launched last term. We hope you have had time to view it. Note that it can be read in English or French. Please give any suggestions of what you would like to see included on the site. We will be continuing to upload our school policies and procedures. It is our wish that this will improve our communication with the wider community and to keep you informed.

School reports were sent home with your children at the end of last term. If you did not receive a report, please phone the front office for a copy. As noted to you in a letter posted home, in secondary this was the first report to include an A to E grade in line with the Australian Achievement Standards for the Phase 1 Australian Curriculum subjects of English, History, Mathematics and Science. In primary, we are auditing the Harmonised Curriculum to affirm that the content required for the Phase 1 Australian Curriculum subjects is covered while at the same time satisfying the requirements of the French National Curriculum.

In secondary, the term Assessment Calendar was emailed to parents/ carers on Tuesday 30 July as well as a hard copy given to the students for use in their diaries. Parents can assist in this regard by being aware of assessment dates and timelines and in assisting their children to manage their time wisely. We also ask that all students use their school diaries.

Secondary Course Outlines for the semester will also be sent home in week 2 for parents to sign as affirmation of having read them.

I wish our students, parents and staff a happy and successful term. Parents please do not hesitate to contact the school with any concerns and/or questions. We look forward to working with you - the education of your child is a partnership: students; parents; and teachers. Together we can make a difference.

Kerrie Blain
Principal
25 July 2013

Delegate Report – July 2013

Working with Vulnerable People Checks

AFP agent Russell Rowell Co-ordinator Criminal Records provided an outline of the new requirements that come into force in November 2013. The screening unit can look into the details of a case, including spent convictions, to make a determination. The Directorate will be putting out a policy in fourth term and P&C Council will ask if it can provide comments on a draft. Individuals reported there is a big backlog in processing new applications.

New private schools in the ACT

P&C Council is concerned about the process for the Directorate approving new schools due to little transparency or accountability and no opportunity to appeal decisions. The current model provides an incentive for the ACT government to approve private schools over public schools, which will receive a large portion of their funding from the Federal Government.

Data mining

Some Council members have concerns about the Directorate's IT policy and the possibility of data mining – eg Google policies may not protect personal details as self regulated and many companies have their offices overseas. Directorate has indicated it is considering student privacy issues.

'Gonski' requires parental engagement policy

Council indicated that signing up to Gonski will require schools to have a parental engagement policy. This may provide an opportunity for P&C to work with schools on this.

Members were keen to brainstorm ideas around parental engagement with the school and between parents. Initial ideas included:

- areas and times where parents can talk to teachers regularly; inviting parents to attend assemblies;
- emailing teachers;
- online tools to communicate with teachers and online information eg workplans;
- school promoting opportunities for parents to help eg in the library, helping out in the classroom eg with craft activities, gardening;
- keeping a skills bank of parents;
- there could be a role for a sub-committee of the board to look at school engagement under Gonski.

**Before and After School Care Sub Committee
P&C Meeting Report
31 June 2013**

Staffing

Unfortunately our Coordinator, Clare Swanston, has resigned. Clare returned from maternity leave in Term 2 and was managing her split shifts and hours with a young baby. Clare was offered a job in a long day care centre with shorter hours and a substantial discount on child care. It was largely due to the latter that she accepted.

Clare's last day was Friday 26 July. The school has been informed, as has the Office for Children, Youth and Family Support, and a temporary solution is in place with our current qualified and Certified Supervisor staff.

I have contacted several recruitment agents and am in discussions with a highly experienced candidate who is currently running an after school care program at a nearby private school. A formal interview will be held this week.

This has been the focus of the Sub-Committee over the past few weeks.

Holiday Program

B&ASC held a successful holiday program during the July break, with numbers in the 20s and 30s each day. This is a good attendance for this time of year.

Andrea Graziadelli
Chair
Before and After School Sub Committee