

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

**Agenda
Wednesday 16 October 2013 7pm**

Secondary Staff Room, NSW Crescent, Barton

1. Apologies/ Attendance
2. Draft Minutes of previous meeting of September 2013 – Attachment A
3. Business Arising
 - Action Items from previous meetings
4. Participants Forum
 - Purchase of commercial grade milkshake for the Fete.
5. TPS Annual Fete and Raffle – update
6. Report from P&C President – Attachment xxx
7. Report from Principal - Attachment C
8. Report from Proviseur – Attachment D
9. Report from P&C Delegate – Attachment E
10. Report from BAS – Attachment F
11. Report from Treasurer – Attachment G
12. A.O.B.

Minutes of 16 October 2013 Meeting

Subject Matter:	P&C Association General Meeting			
Purpose:	Regular meeting for work monitoring, reporting, and discussions/ consultation on business arising.		Date:	16 October 2013
			Time:	07.10 pm– 08.30 pm
			Location:	School Staff Room
Attendees:	<ul style="list-style-type: none"> • Paul Haesler • Drew Baker • Graham Bannerman – present until 730 pm 	<ul style="list-style-type: none"> • Nicola Smith • Sally Aplin • Raana Asgar • Katrina Lourie • Michelle Macdonald 	<ul style="list-style-type: none"> • Kirstin Langton • Justin Brown • Jypara Ismailova • Christina Munzer 	STAFF <ul style="list-style-type: none"> • Kerrie Blaine • Muriel Nartin • Tom Kobal
Apologies:	<ul style="list-style-type: none"> • Chris Burge • Delese Brewster • Andrea Grazziadelli • Katriona Dove 			<ul style="list-style-type: none"> • Kate Sutherland • Emmanuel Texier

Agenda Item	Discussion / Actions
2. Review and confirmation of minutes of the previous meeting	Minutes of the meeting of September 2013 were accepted. Moved: Drew Baker (DB) Seconded: Nicola Smith (NS) The Minutes will be uploaded on the P&C website. Attachment A.
3. Business arising	
4. Participants Forum	<ul style="list-style-type: none"> • <u>Purchase of commercial grade milkshakes</u> – Purchase of milkshakes and coffee machines for Home Economics and then borrow for Fete was discussed. Action: Nicole Smith to get a few quotes for milkshakes and coffee machines. • School has purchased a 2nd hand coffee machine for \$2500, has been in use a few years, old, needs to be replaced.

		<ul style="list-style-type: none"> • Paul Haesler moved a motion to support in principle a purchase of milkshake and coffee machine as above. Raana Asgar seconded
5.	TPS Annual Fete and Raffle	<ul style="list-style-type: none"> • Graham Bannerman (GB) provided an update on Raffle. • The raffle books have been sent by post to families, however, many did not receive them. Action: GB to follow up why some families did not receive the books. A few books have been distributed immediately during meeting to the parents present at the meeting. • 1800 tickets distributed, all sold/unsold books should be returned by 31 October, a few tickets will be sold on the day of the Fete. • Outstanding items for Raffle are: <ul style="list-style-type: none"> • To organise barrel • To pick up the prizes • Main item: to arrange processing of credit card payments. • Katrina Lourie queried if there were any posters that could be put up at the workplaces, Action: GB to provide posters. • Nicola Smith provided update on the progress of Fete preparations. • External stall holders had a walk around tonight. • Sally Aplin and Ameena have put together an entertainment program and Sally provided an update on what will be on the day. • Full afternoon of entertainment – 215-700 combined band, Choir. • 2 performances by Kulture Break • 2 performances by Coco Loco • Taekwondo by after school care group • Hundred swords – medieval battle • Alive Fitness – Interactive gym display • Ex-student Eddie is an MC • Realistic schedule is a challenge. Last year there was not enough time between performances. Views on running a few performances concurrently, as the program is full, not enough time, proposal is to use concurrently the stage and a soccer oval. • NS described the 100 swords activity. • Durkins rides – pre-paid forms have gone out by emails. Also hard copies are available. There is CC payment option, there is an understanding that the BASC Eftpos machine can be made available for processing, need to talk to Andrea Graziadelli. • NS described the layout of the Fete. Still working on how to manage long queues to rides. Last year there was an issue with the long rides to collect pre-paid tickets. NS will look into it. • All stall holders will come back to NS with requirements based on last year's numbers. • Katrina Lourie confirmed that the Fete had been approved for Liquor License.

6.	P&C President report	Paul Haesler (PH) provided an update. There has not been much to report as PH returned from a few weeks trip. During his absence there have been a few emails, one is from the journalist student, and a few from people who wish to book stalls for Fete, PH has forwarded Fete related emails to NS and a query from journalist student to the P&C Executive Committee.
7.	Report from Principal	<p>Kerrie Blain tabled her report and invited participants to submit questions in relation to her report.</p> <p>Further updates in addition to the report were:</p> <ul style="list-style-type: none"> • KB prepared 3 reports in one week – reason is that the School Board meeting is in the same week as the P&C meeting and requested that the P&C Committee plan meetings taking into account whole of school calendar. • School satisfaction survey responses are back. 384 parents responded – total of 1200 students at school. 84% of respondents are satisfied with the school, results similar to last few years. • Health Forum on Resilience was a big success. • Review of school – senior inspector visit to school – Inspectuer Generale from Paris together with the Australian reviewer, invitation to P&C parents for next Thursday interviews, 330 pm – Primary School Parents, 4 pm – Secondary School parents interview. School culture and quality of education. • Solar panels on the library, sustainable school • Preparing a room for the 4th Kindergarten class in 2014. • Minister Birch visited school today, the School executive noted that the school needs a new 3 storey building to address over capacity in High School, demand on High school will grow even more in the next few years, due to significant residential developments in the area. <p>Full report is available at Attachment B.</p>
8.	Report from Proviseur	<p>Muriel Martin provided an update on behalf of Emmanuel Texier. Not very many things to report since the last P&C meeting in September.:</p> <ul style="list-style-type: none"> • Noumea trip is going well, students are returning on 30 October. • French National Assessments are underway, to be sat by Year 5 students in Week 4. The assessment is similar to NAPLAN, however, the results are compared with Asia-Pacific zone schools, and not with French National results. • This is first time the assessments are run at the end of the Australian School year, unlike previous years assessments done at the end of the French school year. • French readers are being put in place. • Work with vulnerable people certificate – all parents who help at school are required to have it from 1st of November.
9.	Report from the P&C delegate	<p>Kirstin Langton (KL) tabled P&C delegate report.</p> <ul style="list-style-type: none"> • Few concerns regarding relationships between School Boards and Schools were raised at the ACT P&C Association meeting. • ACT Department of Education – ongoing problems with IT across ACT schools. • KB noted that there are not enough points for school Wi-Fi, the school building is old and has thick walls.

		<ul style="list-style-type: none"> • There will a National Conference 17-18 October – National Body of the P7C Associations. KL invited interested parents to attend. <p>Full report is available at Attachment C.</p>
10.	Treasurer report	<p>Justin Brown (JB) - Treasurer tabled his report.</p> <ul style="list-style-type: none"> • More funds have been coming in than going out in the last month – stall fees, cook book sales, \$2000 deposit Fete sponsorship. • Credit card facility in the Unifrom shop – met with shop owner, they sell 2nd hand items for cash only, they could generate more revenue from 2nd hand sales (direct profit to the P&C) if they could offer CC payment option. Discussions continue. • JB met with Mary Ryan about payments for approved projects. • Review and recommended Auditors, JB is waiting for the BASC Treasurer to review, then be able to finalise. • 2nd hand cloth belongs to the P&C, money belongs to the P&C. <p>Full report is available at Attachment D.</p>
11.	A.O.B.	<ul style="list-style-type: none"> • Muriel Martin raised an issue of unifrom design. There are no hooks on jackets, the jackets fall from the hooks.
12.	Meeting Closed	<ul style="list-style-type: none"> • Meeting closed at 8:30 pm
		Prepared By: JI 15 Nov 2013
		Approved By: P&C Exec 18 Nov 2013

P&C Principal's Report
16 October 2013

Welcome to term 4, a busy one for us all. The term has started well with all staff positions satisfied. I thank Michele McLoughlin for her acting secondary deputy principal role during the last three weeks of term 3 to replace Tom Kobal while he was on long service leave. Tom visited several IB schools in Europe and will continue to brief the executive team on his experiences. Kathy Solomko, Executive Teacher, Kindergarten – Year 2 was also absent for the last few weeks of term 3 on long service leave. She was replaced by Laurence Barthélemy who did an excellent job. This was the first time that a French teacher has taken on the role of an Australian executive teacher. This is an example of how well the two systems are harmonised and can work successfully in cooperation and collaboration. This term Mandy Trethowan, the executive teacher of Humanities is also on long service leave for the first four weeks and is replaced by Natalie Bray.

Next week will see the Bi-national Review of Telopea Park School taking place. The two reviewers, M. François Monnanteuil from Paris and Dr Jane Kovacs from Melbourne, will be present in the school from Tuesday 22 October to Friday 25 October when they will give the Senior Leadership Team their oral feedback. The written report will be delivered in early December. They will be interviewing members of the school community during the week to gain a better understanding of the leadership and operation of the school.

School Satisfaction Surveys – all families received the invitation to complete these surveys last term. This year 364 parents/carers did so. The results have been released and indicate that 84% of these parents were satisfied with their child's education at Telopea Park School. This compares with 84% last year and 80% in 2011. The full report is available on request. Likewise the NAPLAN report was released at the end of last term and once again the results are excellent. As is usual they give us a direction for improvement in various areas. A summary report will be prepared for this P&C meeting. Individual student reports have been delayed this year, but should be ready to be sent home early in the term.

At the end of last term, we heard that the school had been awarded a grant of \$15 000 from the ACT Heritage Council to restore the heritage painting that hangs in the secondary stairwell. We were delighted by this and must thank Esther Davies, our archivist, for her hard work in applying for the grant. The work will be carried out during the Christmas holidays.

The Secondary SRC, guided by the Executive Teacher of Pastoral Care, Mary De Poorter, joined with the SRCs from Alfred Deakin, Melrose and Stromlo High Schools to launch the You RU Day – a day to celebrate individuality and respect for all people. This is the third consecutive year that the four high schools in our Network have joined to celebrate a theme of their choice. Last year they celebrated RED Day (Respect, Equity and Diversity). The day was held on our Montgomery Oval and was successful for all concerned.

Secondary reports were sent home with students on Friday 20 September preceding parent/teacher interviews on Tuesday 24th and Wednesday 25th September. All parents were invited to meet with the teachers to discuss their children's academic progress. Any parent who missed these meetings is invited to contact the school for an individual meeting at a suitable time. We encourage all parents to communicate with their children's teachers.

Following the parent/teacher meeting on Tuesday 24th September, we held this semester's Health Promoting School Forum. The topic for discussion was *Helping your child to cope with change*. The guest speaker was Dr Thomas Nielson from the University of Canberra, an expert in the field of resilience and happiness. I am pleased that many more parents attended than in the past. The topics for our Health Promoting School Forums are chosen carefully to suit the professional learning of parents and teachers alike.

Finally, I wish all members of our school community a happy and rewarding term.

Kerrie Blain

Principal

13 October 2013

Delegate report – October 2013

EMERGING COMMUNITIES EDUCATION FORUM & TEACHER, PRINCIPAL, SCHOOL AWARDS 19 Nov 13

P&Cs are encouraged to nominate teachers for these awards which recognize teachers who make a difference in educating and assisting migrant/refugee children. Details and forms are available at:

<https://www.companionhouse.org.au/index.php/8-news/36-recognition-of-excellence-awards-for-teachers>

CONSULTATIVE FORUM ON REVISED ETD POLICY ON GIFTED STUDENTS – Date to be advised

Anyone interested in attending this, contact the Council office for details when they are available.

CELEBRATING THE SCHOOL COMMUNITY

It was agreed at the Council meeting that a week should be held in the second term of 2014, to “Celebrate the School Community”. This would involve all P&Cs and schools holding an event or events within that week and the P&C Council conducting a central keynote event. Council would promote and advertise the week to the community throughout the ACT, with schools/P&Cs promoting it in their areas. It would target the whole community not just school parents eg business, sporting groups, government etc. A plan is to be developed by the Council office to be circulated for P&Cs to consider.

UNDERSTANDING THE ROLE OF THE SCHOOL BOARD, PRINCIPAL AND P&C

Situations were discussed where there was no feedback to the P&C from the parent representative on the school board. It was agreed that the parent representative should have as part of their school board duty, the requirement to report to the P&C. Where this does not happen, the Principal should report back to the P&C. Where communication with the Principal breaks down and every attempt to fix the problem has failed, then the P&C may refer the matter to the Council who can consult with ETD to find a solution. Parents may also submit formal complaints to ETD via the ETD website complaints process. This should always be the last resort.

It was agreed that a protocol was needed to handle situations where there was a total breakdown in communication and co-operation between the Principal, the P&C and or the school board.

INTRODUCING NEW TEACHING METHODS IN ACT SCHOOLS

ETD has invited the Council to a meeting at CTL Stirling to discuss this topic and how programs such as QLA are introduced to schools. Interested parents are invited to attend and should register their interest by contacting the Council Office. The date and time will be advised as soon as known but will probably be in the first or second week after the school term break.

IT IN SCHOOLS

There are ongoing claims that IT logon times in schools persist, in spite of the new School Net system being introduced. Given the long time that IT problems have been reported and seem to continue, Council plan to take the matter to a higher level in the ETD and if necessary to the Minister. With some schools reporting the ETD directive to discard computers over 4 years old, Council will also include IT renewal in schools in our ACT budget submission. Council seeks to gather specific evidence and examples to take to ETD, so P&Cs are asked to obtain such info as screen shots, timings for logon etc and email to the Council office. Council may also use the ACT Opposition to raise questions on this matter in the Legislative Assembly. Some schools are looking at leasing computers to students who will own them at the end of the lease period. Council wants to see an IT plan for all schools, which identifies what is needed annually, what is provided by ETD, what is needed from parents etc.

Treasurer's Report, October 2013

- As at 13 October 2013, the P&C has approximately \$165K in the bank.
 - Of this, \$121K is allocated for school projects
 - Asking for P&C members to identify some of the deposits made to the accounts over the past few months (noted in red on the last page of this report).
- Fete income from stallholders and donations is \$2,200
- Auditor analysis and recommendation has been provided to the Executive and BASC teams.



STATEMENT OF FINANCIAL POSITION AS AT 13 Oct 2013

	\$	\$
Balance General Account as at 1 January 2012		158,843.56
Add: Income year to date		38,158.70
Fete proceeds	2,200.00	
Raffle proceeds	0.00	
Interest	2,946.42	
GST Holding Account	0.00	
Uniform shop	1,809.49	
Debtors receipts		
Other	31,202.79	
Less: Expenditure		32,249.96
TPS Grants (see attached schedule)	9,896.00	
Bank Fees	0.00	
Catering	0.00	
Fete Expenses	2,603.95	
Raffle Expenses	3,674.84	
GST Holding account	0.00	
Other	16,075.17	
Add: Unpresented cheques		0.00
 Operating balance as at 13 Oct 2013		<u>164,752.30</u>
	NAB - General Account	18,068.90
	NAB - Cash Maximiser	<u>146,683.40</u>
Cash in bank as at 13 Oct 2013		<u>164,752.30</u>

Grants to Teloepa Park School

Description	Budget \$	Paid \$	Re-allocated \$	Remaining \$
2013 Allocation				
Awards K-10	(5) 7,000			7,000
Primary French resources and readers	(5) 15,000			15,000
Shade structures	(5) 50,000			50,000
Primary and secondary IT	(5) 20,000			20,000
Rugby league/Union jerseys with socks	(5) 2,400			2,400
Marking of playing fields	(5) 1,000			1,000
Installation of science equipment	(5) 5,000			5,000
Notice board	(5) 150			150
Playground equipment/improvement	(5) 16,000			16,000
	116,550	0	0	116,550
2012 Allocation				
Library shelving	(3) 10,000	10,000		0 #447
Awards K-10	(3) 7,000	7,000		0 #447
Outdoor park seating	(3,4) 4,400	0	4,400	0 Re-allocated
Shade structure, PE area	(3,4) 15,000	0	15,000	0 Re-allocated
Primary French Readers	(3) 10,000	10,000		0 19,20,22 Feb & 8 March
Year 5 Drums program	(3) 5,500	5,500		0 #447
Sport/PE facility	(3) 5,200	5,200		0 #447
Humanities	(3) 2,497	2,497		0 #447
Arts facility	(3) 6,175	6,175		0 #447
Science faculty	(3) 4,700	4,700		0 #447
Pastrol care	(3) 3,000	3,000		0 #447
Lower primary circuit equipment	(3) 3,500	3,500		0 #447
Playground equipment/improvement	(3) 4,000	0		4,000
Multi-purpose building (2010 Allocation)	(1,2,4) 5,000	0	5,000.00	0 Re-allocated
	85,972	57,572	24,400	4,000
	202,522	57,572	24,400	120,550

Accounts as at 13 October 2013:

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		18,068.90 CR	18,068.90
 0082968791075737 BSB: 082-968 Acct No: 79-107-5737 Transactions Pay bill Transfer funds Account details		146,683.40 CR	146,683.40
	Credit balance:	164,752.30 CR	
	Debit balance:	0.00 DR	
	Net position:	164,752.30 CR	

TELOPEA PARK SCHOOL P&C INCOME RECEIVED							
DATE	FETE PROCEEDS \$	RAFFLE PROCEEDS \$	INTEREST \$	GST HOLDING \$	UNIFORM SHOP \$	OTHER \$	TOTAL \$
4-Jan-2013						120.00	120.00 Office of Childcare... should have gone to BASC
10-Jan-2013						30.00	30.00 Art show proceeds
10-Jan-2013						80.00	80.00 Art show proceeds
31-Jan-2013			379.11				379.11
1-Feb-2013						130.00	130.00 NOT SURE
25-Feb-2013						80.00	80.00 NOT SURE
28-Feb-2013			326.01				326.01
5-Mar-2013						3,759.04	3,759.04 GST 2011,2012 and Pickles donation
13-Mar-2013						675.85	675.85 Breakfast Event
15-Mar-2013						61.50	61.50 Breakfast Event (Coffee)
28-Mar-2013			315.79				315.79
8-Apr-2013						780.80	780.80 NOT SURE
15-Apr-2013						688.00	688.00 Secondhand Uniform Sales
30-Apr-2013			372.99				372.99
1-May-2013			333.40				333.40
18-Jun-2013						20,445.00	20,445.00 \$20k transfer from BASC, \$445 from art show
28-Jun-2013			290.13				290.13
5-Jul-2013						93.00	93.00 Secondhand Uniform Sales
30-Jul-2013					1,809.49		1,809.49 Pickles Uniform Shop 5% of H2 2012
31-Jul-2013			342.62				342.62
30-Aug-2013			294.19				294.19
23-Sep-2013						4,259.60	4,259.60 Cookbook Sales and Launch Event income
24-Sep-2013	150.00						150.00 #006 Paelo Perfection
25-Sep-2013	1,000.00						1,000.00 #013 Orthoclinic
26-Sep-2013	300.00						300.00 #008 French Organic Beauty
27-Sep-2013	150.00						150.00 #009 House in the Sky Candles
27-Sep-2013	300.00						300.00 #011 Provençal Chic
30-Sep-2013	150.00						150.00 #004 French Pate - Rilletes
30-Sep-2013			292.18				292.18
1-Oct-2013	150.00						150.00 #010 Butterfly & Bees Kidswear
	2,200.00	0.00	2,946.42	0.00	1,809.49	31,202.79	38,158.70

EXPENDITURE											
DATE	CHQ #	PAYEE	TPS GRANTS \$	BANK FEES \$	Catering \$	FETE EXPENSES \$	Raffle Expenses \$	GST HOLDING \$	MISC. \$	Cashed	TOTAL \$
19-Feb-2013	.	Telopea Park School	2,500.00								2,500.00 French readers
20-Feb-2013	.	Telopea Park School	2,500.00								2,500.00 French readers
22-Feb-2013	.	Telopea 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	.	Telopea 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	.	Kirsten Langton							131.57		131.57 Teacher Welcome Packs
26-Jul-2013	.	Drew Baker							117.90		117.90 Domain Name & Web Site Hosting
1-Aug-2013	.	Civic Insurance Brokers							1,037.08		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	.	Kulture Break				300.00					300.00 Invoice 806 Fete Entertainment
16-Sep-2013	.	ACT P&C Council							1,156.32		1,156.32 Affiliation Annual Fee
			9,896.00	0.00	0.00	2,603.95	3,674.84	0.00	16,075.17		32,249.96