

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

Agenda
Wednesday 23 July 2014, 7pm

Secondary School Staff Room, NSW Crescent, Barton

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|-----|---|--------|
| 1. | Apologies/ Attendance | 5 min |
| 2. | Minutes of previous meeting of June 2014 – Attachment A | 5 min |
| 3. | Business Arising | |
| | • Action Items from previous meetings | 5 min |
| | • Sponsorship and raffle 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 – Attachment C | 10 min |
| 8. | Report from BASC – verbal update | 10 min |
| 9. | Report from P&C Delegate – Attachment D | 10 min |
| 10. | A.O.B. | 5 min |

Principal's Report for the P&C Meeting
23 July 2014

A warm welcome to the new term and a new semester. The staff and I are looking forward to working with your children and you in partnership so that together, student learning is our number one goal again this term. My best wishes for a happy and successful term.

As is usual at this time of year, we are welcoming several new teachers to the school. Primary staff changes include Jennie Jordan and Stephanie Ritchard returning to the Year 3 Australian position. Both Jennie and Stephanie have been on maternity leave from Telopea Park School. Michael Ellis was employed to fill this position last semester. It was gratifying that many parents expressed their thanks to Michael for his excellent work at the end of last term. We value your feedback. Michael has now agreed to fill in for Trish Connor (Year 5) who will be on long service leave this term.

We welcomed several new French teachers to the school this week as well as several new teachers in the Secondary Sector. The French staff are:

Vincent Boutraud and Cécile Guignonnet in Primary with Tatiana Torres (3-12)

In Secondary, the new French staff are: Eric Dostal (Mathematics); Jillian Erin-Agot (Humanities); Véronique Gauthier-Barret (Mathematics and Science); and Agnès Boutraud (Philisophy).

Not all of the French teachers have arrived in Australia as yet.

We also welcomed back to the school:

Patricia Blumstein, Head of Secondary Languages – absent on long service leave for Term 2

Meredith Box – Japanese teacher – absent in Semester 1 on study leave

Steve Ryan – Secondary PE teacher - absent on long service leave for Term 2

Robin McEwen will be replacing teachers this semester in the Humanities Faculty.

As you know, we will be farewelling Muryel Martin, the Primary Conseillère Pedagogique in Primary at the end of July. You are invited to join us in farewelling Muryel on Thursday 24 July at 3.45pm at the school.

We have also welcomed some new students joining the school from other Australian states as well as overseas. We hope they enjoy their time at Telopea and take advantage of all that the school has to offer.

The enrolment process for Kindergarten and Year 7, 2015, is continuing with the Review panels being conducted this week.

I ask all parents and carers who wish to request financial assistance to do so in writing to me. We are very happy to support those families in need.

I am also asking for second-hand uniforms, clean and in good condition, to be brought back to the school for re-sale and/or donation.

We ask again this term that you continue to take care when driving near the school delivering and collecting your children. Student safety on the roads around the school is always a concern, so please be mindful of this.

School hours remain unchanged with Primary children starting school at 9am and secondary at 8.45am. Supervision is provided for half an hour before the start of school. Please make sure that



your children do not arrive at school before these times. School ends at 3.15pm in both sectors with supervision for half an hour after lessons are completed.

A new term offers the opportunities for all students to put their best effort into their studies. I urge your children to do this. The school offers many avenues for students to do their best in academic, leadership and sporting endeavours. We wish all students well this term and encourage them to work hard and be proud of their school.

Warm regards
Kerrie Blain
21 July 2014

Treasurer's Report, July 2014

- As at 18 July 2014, the P&C has approximately \$159K in the bank. Of this...
 - \$120K is allocated for school projects in 2014
 - School projects completed in 2014 will be 'invoiced' at the end of Term 3
 - Main income is \$2,125 from Primary Disco
 - Main expenses were Annual Insurance Renewal (\$965) and ACT P&C Council Affiliation (\$1,202)
- Crowe Horwath are working on our 2013 Audit
 - Draft financial statements for P&C and BASC have been provided
 - Due to outstanding questions from BASC... audit will continue when BASC team are available in August
- 3 signatories (President and Vice Presidents) have been added to the P&C accounts
 - Online access and 2-person-approval for transfer/payments is working
- Open Actions:
 - Have approached NAB for quote for credit card facility. Action is with Treasurer to finalize proposal for approval and setup.

Account summary		Export data	
Account	Current balance	Available balance?	
 0082968790230766 BSB: 082-968 Acct No: 79-023-0766 Transactions Pay bill Transfer funds Account details	9,929.12 CR	9,929.12	
 0082968791075737 BSB: 082-968 Acct No: 79-107-5737 Transactions Pay bill Transfer funds Account details	148,946.72 CR	148,946.72	
Credit balance:		158,875.84 CR	
Debit balance:		0.00 DR	
Net position:		158,875.84 CR	

Accounts as at 18 July 2014:

TELOPEA PARK SCHOOL PARENTS & CITIZENS ASSOCIATION			
STATEMENT OF FINANCIAL POSITION AS AT 18 Jul 2014			
		\$	\$
	NAB - General Account		44,406.08
	NAB - Cash Maximiser		107,471.54
Balance Bank Accounts as at 1 January 2014			151,877.62
Add: Income year to date			12,761.72
Fete proceeds	800.00		
Raffle proceeds	0.00		
Interest	1,475.18		
GST Holding Account	237.28		
Uniform shop	5,838.06		
Debtors receipts			
Other	4,411.20		
Less: Expenditure			5,763.50
TPS Grants (see attached schedule)	0.00		
Bank Fees	0.00		
Catering	806.46		
Fete Expenses	2,552.33		
Raffle Expenses	0.00		
GST Holding account	96.44		
Other	2,308.27		
Add: Unpresented cheques			0.00
Operating balance as at 18 Jul 2014			158,875.84
	NAB - General Account	9,929.12	
	NAB - Cash Maximiser	148,946.72	
Cash in bank as at 18 Jul 2014			158,875.84

Income

TELOPEA PARK SCHOOL P&C INCOME RECEIVED							
DATE	FETE PROCEEDS \$	RAFFLE PROCEEDS \$	INTEREST \$	GST HOLDING \$	UNIFORM SHOP \$	OTHER \$	TOTAL \$
31-Jan-2014			214.50				214.50 interest on cash maximizer account
4-Feb-2014						170.00	170.00 Cookbook Sales (cash)
13-Feb-2014						540.00	540.00 Cookbook Sales (cheque from BASC for CC transactions)
28-Feb-2014			194.12				194.12 interest on cash maximizer account
31-Mar-2014					3,103.53		3,103.53 Pickles Uniform Shop 5% commission H1 2013
31-Mar-2014			215.31				215.31 interest on cash maximizer account
8-Apr-2014						220.00	220.00 Cookbook Sales (cash)
8-Apr-2014	800.00						800.00 HSBC Fete Donation (Invoice 2013-012)
11-Apr-2014					395.00		395.00 Uniform Shop second-hand sales
17-Apr-2014						400.00	400.00 Cookbook Sales (cash)
30-Apr-2014			268.01				268.01 interest on cash maximizer account
8-May-2014						40.00	40.00 Cookbook Sales (cash)
8-May-2014				237.28			237.28 GST Refund for 2013
8-May-2014						83.40	83.40 Cookbook Sales (Peter Pal Library Invoice 2014-001)
28-May-2014						292.50	292.50 Cookbook Sales (PaperChain Books Invoice 2014-002)
29-May-2014					360.00		360.00 Uniform Shop second-hand sales (CC processed thru BASC)
30-May-2014			286.56				286.56 interest on cash maximizer account
2-Jun-2014						440.00	440.00 Cookbook Sales (cash)
5-Jun-2014					1,979.53		1,979.53 Pickles Uniform Shop 5% commission H2 2013
11-Jun-2014						2,125.30	2,125.30 Primary Disco May-2014
30-Jun-2014						100.00	100.00 Cookbook Sales (transfer from BASC for CC transactions)
30-Jun-2014			296.68				296.68 interest on cash maximizer account
	<u>800.00</u>	<u>0.00</u>	<u>1,475.18</u>	<u>237.28</u>	<u>5,838.06</u>	<u>4,411.20</u>	<u>12,761.72</u>
							12,761.72

Expenditure

TELOPEA PARK SCHOOL P&C EXPENDITURE											
DATE	CHQ #	PAYEE	TPS GRANTS \$	BANK FEES \$	Catering \$	FETE EXPENSES \$	Raffle Expenses \$	GST HOLDING \$	MISC. \$	TOTAL \$	
18-Feb-2014	online	Focus Press				117.70				117.70	Poster Printing Inv# 93673
31-Mar-2014	online	Genplus Hire				2,286.63				2,286.63	Power Generation Inv# 9283/13
31-Mar-2014	online	Kerrie Blain			144.00					144.00	Heritage Painting Launch Event
19-May-2014	online	Paul Haesler			204.83					204.83	Catering & Flowers
23-Jun-2014	online	Katrina Lourie			457.63					457.63	Cookbook Launch Wine Sep-2013
23-Jun-2014	online	Katrina Lourie							142.00	142.00	ORS filings for 2011 & 2012 returns
23-Jun-2014	online	Katrina Lourie				148.00				148.00	ORS Liquor Permit for 2013 Fete
23-Jun-2014	online	ACT P&C Council							1,201.86	1,201.86	ACT P&C Council Affiliation Annual Fee
18-Jul-2014	online	Civic Insurance Brokers						87.77	877.68	965.45	P&C Insurance thru to 30-Jun-2015
18-Jul-2014	online	Debbie Tucek						8.67	86.73	95.40	P&C Internet Hosting thru to 14-Jul-2015
			<u>0.00</u>	<u>0.00</u>	<u>806.46</u>	<u>2,552.33</u>	<u>0.00</u>	<u>96.44</u>	<u>2,308.27</u>	<u>5,763.50</u>	
										5,763.50	

DELEGATE REPORT - NOTES FROM THE ACT COUNCIL OF P&C ASSOCIATIONS

FROM HOT TOPICS/ISSUES MEETING OF 24 JUNE 2014

PARENT PARTICIPATION PROJECT BY ARACY

Dr Stacey Fox explained the aim of the project and its expected outcomes which include a guide for schools, a model for measuring the effectiveness of parental engagement and its impact on children, a tool box of resources for parents and schools. She discussed the current research phase which will lead to a survey and then to the deliverables by the end of next year. Defining what parental engagement means is the first step in the research and delegates gave their input to this definition. The ultimate aim of the project is to improve the learning and wellbeing of ACT school students and families.

CHAPLAINCY PROGRAM MOTIONS

The ACT Council of P&C Associations is concerned at the Federal Government's failure to recognise the secular nature of public schools and their misdirection of funds to the Chaplaincy in schools program, when scarce funds should be directed to meet the need for more school counsellors and student welfare officers.

The Council agreed that, following the High Court judgement on the Federal government's funding of the Chaplaincy Program, we refrain from the proposed action plan until it is clear what the Federal and ACT governments will do with the allocated funds. Council has already raised this matter with the Minister at our recent meeting and she seems to mostly agree with our position.

SCHOOL PARKING AND TRAFFIC ISSUES

Nearly all the schools represented at the meeting continued to have parking and set down/pickup problems. The newer and future planned schools seem to have avoided this problem. To provide Council with detailed evidence to take to the Government, it is planned to conduct an online survey. We also need to know what action the school P&C and /or Principal have taken to raise their problems with ETD or TAMS. Council will take the problems to both Ministers concerned.

I welcome any updated input on this issue at Telopea.

ETD TEACHER COMPLAINTS SYSTEM

Council provided advice for how parents about the correct process for making complaints about a teacher. It advised that solutions are to talk either through the P&C or individually to the Principal, if no resolution achieved refer the matter to the ETD via their complaints system or to P&C Council in writing. There is a link on Council website to the ETD website complaints page. Parents can also ask to speak to the School Net Work Leader. Information will be included in the next Council newsletter.