

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

**Agenda – Ordinary P&C Meeting  
Wednesday 9 Sept 2015, 7:00 pm**

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Secondary Staff Room, NSW Crescent, Barton

1. Apologies/Attendance	5 min
2. Approval of P&C Meeting Minutes of 29 July, 2015	5 min
3. Report from Principal – attachment	10 min
4. Report from the Board – verbal report	10 min
5. Report from P&C President – verbal report	10 min
6. Report from Proviseur – verbal report	5 min
7. Report from Treasurer – verbal report	5 min
8. Report from P&C Delegate	5 min
9. Report from P&C Communications Officer – verbal report	10 min
10. Update on Master Plan process	10 min
11. Subcommittee reports and updates	
• BASC Subcommittee – verbal report	10 min
o Discussion on the accreditation process.	
• Fundraising Subcommittee	5 min
• Save Our Sporting Fields Subcommittee	5 min
• Traffic Subcommittee	5 min
12. A.O.B.	10 min
• Expression of appreciation of financial support for Ebba and Georgia Barnes.	
• Draft Code of Conduct Policy and Grievance Procedure	
Estimated closing time	8:50 pm

### Minutes of Wed, 29 July 2015 SPECIAL Meeting

<b>Minutes of Wed, 29 July 2015 SPECIAL Meeting</b>			
<b>Subject Matter:</b>	P&C Association Special Meeting		
<b>Purpose:</b>	Scheduled special meeting – election of replacement vice President.		
<b>Attendees:</b>	Andrew Medlin Drew Baker Perry Head Emma Burns (meeting chair) Jacinda Still Anita Gardner Julien Dugas Kerrie Blain Justin Brown Ginny Toller Andrea Graziadelli	Vaishali Goel Bernadette Kelly Rani Austin Manon Gosselin Tom Spollard Kathy Solomko Noel Derwort	<b>Date:</b> 29 July 2015 <b>Time:</b> 7:00pm-9:00pm <b>Location:</b> Secondary Staff Room, NSW Crescent, Barton
<b>Apologies:</b>	Paul Haesler Debbie Tucek Emmanuel Texier Catriona Dove		
<b>Commenced 7:05</b>			

<b>Agenda Item</b>	<b>Discussion / Actions</b>
2. Approval of minutes	Emma proposed motion to endorse minutes of 17 June 2015 meeting. No-one was able to second so it was decided to seek seconding of the motion out of session. Anita asked how to access these minutes, and was advised that they are posted on the TPS P&C website.
3. Nominations for election of VP	Emma acknowledged Drew's contribution over many years and formally thanked him from the P&C. Drew gave an overview of the VP role. He talked about how he endeavored to build links between the Board and the P&C. Drew suggested this a major responsibility for the role. Laura mentioned that in the past there was regular cross-attendance between Board and P&C Meetings. Emma handed over to the Principal for nominations. One nomination was received for Laura Beacroft. Kerrie asked for further nominations, and no others were forthcoming. Drew tabled Laura's resume. Nomination for Laura and P&C co-VP was accepted by the meeting on a show of hands. Drew indicated he will forward Laura's resume to the Secretary for tabling.
4. Report from Principal	Kerrie provided a written report in advance of the meeting. Verbally, Kerrie reported on the unveiling of the war memorial at the front of school and spoke of the sacrifice of former Teloceans who died in WWII. Some of the families of these veterans were in attendance. Kerrie spoke of the year 5 excursion to the Hawkesbury River which is in the planning (Milson's Island). Anita asked for an update on the master plan. Kerrie commented that the plan is progressing and gave a broad overview of the directions of the project. It was noted that the playground redevelopment is now tied up by the master plan, as the plans must be coordinated.
5. Report from Board	Jacinda tabled a draft letter as an attachment. Jacinda reported that the board met last night (28 July). The master plan was discussed. The Playing Fields subcommittee has prepared a letter for Jacinda to sign on behalf of the board. A copy will be provided to the P&C when finalized. Andrew asked if Board meeting agendas could be distributed to the P&C exec before the meeting. Jacinda said that could be done – Mary will be asked to do this. It was agreed this arrangement should also be reciprocal, so Andrew should ensure a Board contact receives P&C Meeting Agendas.

6.	Update from Vice President (Emma)	<p>Emma explained how the exec met on Sunday 26 July to review the P&amp;C exec processes and performance recently. The exec decided to update the regular P&amp;C meeting Agenda to have a standing item for Board update, and that we have reciprocal meeting reps from the Board and P&amp;C at ordinary meetings.</p> <p>Anita suggested that the reason this (the lack of co-attendance between P&amp;C and Board meetings) has come about is because the elections of Board and P&amp;C are not synchronized.</p> <p>Emma spoke of the need to revisit our constitution once more to correct problems and clarify some aspects.</p> <p>Emma explained we want to have more separation between the executive and the activities of the subcommittees to promote proper oversight, such as funding oversight, and to provide reasonable distance and objectivity. Regarding funding, in reviewing the guidelines Emma observed that currently we could be criticized for our processes around funding of subcommittees. Under the P&amp;C constitution there is supposed to be an "Administrative Committee".</p> <p>Regarding the Playing Fields subcommittee campaign budget, Emma raised the cap of \$3000 initially proposed by the executive on 26 July, so fairly reflect the current total spend of the that committee in good faith. There was discussion around formally documenting the projected forward spend of the Playing Fields subcommittee on campaign activities and make it subject to executive approval.</p> <p>Someone raised the question of why some on the exec thought any of the spending on the Playing Fields campaign might have been 'inappropriate'. Emma explained that the spending on the Playing Fields is peculiar to the usual spending guidelines for ACT P&amp;C councils. In order to function within the rules, a rationale should be identified, e.g. one could argue the spending on preserving the grounds is in the interests of enriching the school community. However it is not absolutely clear cut and should at least be subject to debate. There was no suggestion whatsoever of impropriety, just concern about the quality of processes.</p> <p>Rani voice her thoughts that the Playing Fields campaign is an example to kids of the need for civic responsibility. Rani expressed that the subcommittee has not had much guidance or questions from the exec, and that there is a need for due process.</p> <p>Emma summarized that there is agreement to get a budget proposal, and the need for more formal process and review. Anita commented that this is welcome, but there are large uncertainties that also need to be allowed for.</p> <p>Emma opened the floor for ideas about what is a reasonable amount - is \$3000 enough? Emma pointed out that as a matter of principle, we clearly don't want campaigns or fundraising events to be run as if the organizers can spend without limit.</p> <p>Rani asked if records of the pro-bono work should also be provided. Emma expressed strong support for this and that this would be valuable and help with community buy-in.</p> <p>Someone noted that some pro-bono contributors may or may not want public acknowledgement, so it is important to check with</p>
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		<p>them first.</p> <p>The Playing Fields subcommittee and P&amp;C exec committed to turning around any budgetary approvals quickly, so it doesn't hold up the subcommittee's work.</p> <p><b>ACTION:</b> Playing Fields committee put together a proposal for a budget. The exec will review and vote on it.</p>
7.	Report from Provisieur	<p>Julien read through Emmanuel's submitted written report. See meeting pack.</p>
8.	Report from Treasurer	<p>Justin tabled the audited financial statement. The audit covers both BASC and P&amp;C for the 2014 calendar year. Justin noted that the management letter raised some issues. Justin spoke to the \$7000 discrepancy related to advance fete spending funds. It is a bit technical but not an issue of funds missing or misplaced.</p> <p>Justin noted that for the raffle we don't have much control over the reconciliation of the revenue received from the sale of fete raffle tickets, which is not ideal.</p> <p>Justin reported that the audit fee was \$2400. However, next time the auditors have indicated they will ask for \$4500. (See Justin's tabled documents.) The financial statements indicate that the amount of money the P&amp;C can grant to the school is growing year on year.</p> <p>Justin proposed a motion to accept the audit report. The motion was accepted on show of hands.</p> <p>The P&amp;C now has approximately \$150000 cash in the bank.</p>
9.	Report from P&C Delegate	<p><b>ACTION:</b> Perry will ask P&amp;C council/assoc about private corporate sponsorship.</p> <p><b>ACTION:</b> Perry to request ACT P&amp;C council for support on playing fields campaign.</p> <p>Perry summarized some of the main policy revisions which are being considered at the upcoming P&amp;C Policy conference.</p> <p>Perry has asked for input from P&amp;C members for the conference. Emma pointed out that the conference proposals are on the P&amp;C website.</p> <p>Perry identified Noel Derwort as the contact person for ideas around traffic for the policy conference.</p> <p>Perry also briefly recounted some of the recent P&amp;C council decisions and advised the next ACT P&amp;C council meeting is 27 August.</p>



<p>10. Report from Comms Officer</p>	<p>Debbie has tabled a report. Emma read the key points from the report.</p> <p>Kerrie has announced that the Skoolbag trial is over and it will be purchased for the school, hopefully this week. Emma asked people to try the app and provide feedback and suggestions about how the P&amp;C could use the app to maximum effect. Andrea commented that BASC may use it too.</p> <p>It is not yet on Android, but is anticipated to be available in Sept.</p> <p>Emma brought up the question of capturing new parents' email addresses at signup time at the beginning of the year. The P&amp;C is requesting an opt-out system so that the P&amp;C will have better access to comms with parents. Kerrie replied <b>that the school is not allowed to use an opt-out method</b>. Noel added that he thinks it gets people off-side more than it gets people on-side, as many people are likely to get opted in against their will.</p> <p>Catriona commented that the main thing would be for the P&amp;C to get their opt-in on the electronic enrolment form. Kerrie said it is now an online form run by the FTD, so it is outside the control of the school. Catriona raised this last year with the P&amp;C association and they said it is a common and difficult issue for P&amp;Cs in ACT. Perry said if someone emails him about this, he's happy to raise it with the ACT P&amp;C assoc.</p>
<p>11. Subcommittee updates</p>	<p><b>BASC:</b> Andrea reported Term 2 is very busy, and new director Robin is working out really well. Andrea recounted an incident with a staff member that was a major incident, the staff member has been removed. There was also an external accreditation assessment. The accreditation outcome was 'working towards' which is considered a reasonably good result - this is common and not flagging a problem. Andrea commented that the heating was a problem during the school break, as the heating can only be turned on for whole school, and so is left off.</p> <p><b>Fundraising committee:</b></p> <p>Grants: Bernadette has applied for a \$1000 land care grant to increase biodiversity in the school – namely a vegetable patch and bug hotel.</p> <p>Fundraising: The Disco and Fete de la Musique went well. Next year is suggested by Andrea to increase the disco ticket price to \$10. The Disco made \$2000 profit.</p> <p>Fete: Planning is well underway. The organizers need stall coordinators for the ice cream stall, international food and French cafe. Jacinda noted that the French parent participation is lower than we wish. Emma commented that if a French contingent can't be found, the French cafe will not be run. Traditionally it is the most profitable stall and is one of the biggest draw cards at the fete. Kerrie commented that this is the time we have to send a letter asking permission from directorate to serve alcohol at the school. This is a pre-requisite for applying for the liquor licence for the event.</p> <p><b>ACTION:</b> Julien to call for French coordinator of French café.</p> <p><b>Playing Fields committee:</b></p>

	<p>Anita summarized the plans and activities. Anita pointed out that the tabled report is not on website – this will be corrected by Debbie. Anita tabled a printed synopsis report. See tabled report for details.</p> <p>Emma asked about Shane Brattenbury’s current level of support - Anita affirmed he is still involved and supportive. Noel queried the transparency with which P&amp;C members attend residents associations - Anita confirmed the P&amp;C attendance at residents’ association meetings is transparent and they are fully aware of who we are.</p> <p><b>ACTION:</b> Planned action is to engage P&amp;C association around the issue of govt community engagement and the threat the playing fields situation poses to all schools.</p> <p><b>ACTION:</b> Update meeting pack and web site to include attachment for letter from school Board to Chief Minister Barr.</p> <p><b>Playground subcommittee:</b> Manon asked if Redbox could provide at least the master plan for the section which the committee has under consideration, as this blocks the committee’s activities.</p> <p><b>ACTION:</b> Manon to send request to Kerrie for priority information from Redbox on playground plans.</p> <p><b>Traffic committee:</b> Noel said feedback from parents indicates everyone thinks traffic is a problem. The committee will be seeking consultants to advise on the traffic problems.</p>		
12.	<p><b>AOB</b></p> <p>Hockey funding support request:</p> <p>Emma read out the letter from the Barnes family to the meeting. Kerrie commented that historically the P&amp;C has always supported such things in the past. There is a precedent for \$100 or \$200 per child - it is in previous minutes. Emma noted this is not covered in the P&amp;C’s funding policy. Andrew asked if it is necessary for the P&amp;C to receive evidence of the offer the kids have to play interstate. People commented that is a bit onerous and it is reasonable do this on faith.</p> <p><b>ACTION:</b> Check previous mins for the amount and seek agreement on the funding amount by consensus out-of-session.</p>		
Meeting closed 9:00 pm.			
	Prepared By:	AM	27 Aug 2015
	Approved By:	P&C Exec	

### **Present Enrolment**

The August census was taken on Friday 7 August. There were 1276 students enrolled with 465 in primary and 811 in secondary.

### **Enrolments 2016**

Numbers in Kindergarten and Year 7 for 2016 are as we expected. There will be four classes in Kindergarten giving four classes in the three years, Kindergarten to Year 2 in 2016. This is the plan to maintain the strength of the French Program into Year 7. ie. K-2 four classes; Years 3-5 three classes and two classes in Year 6. In Year 7 the English French Stream (EFS) is two classes for the EFS subjects of Mathematics, Sciences, Humanities and Français (French language studies).

Each year we have the difficult task of turning families away from the school. In year 7 the in-area enrolments continue to rise as families seek in-area accommodation in order to enrol their children.

### **Reports and Parent/Teacher Meetings in Secondary**

This term's *Progress Reports* for all secondary students will be sent home in Week 9 before parent/teacher meetings are held in week 10 – Tuesday 22<sup>nd</sup> 4-6.30pm and Wednesday 23<sup>rd</sup> September 6-8pm. You will receive information soon about the online process for booking meetings. Please ensure that you receive your child's report. If it does not arrive home, please call the front office for another copy which can be collected or sent to you.

### **Staffing**

At this time of year we are progressing the staffing for 2016. Several teachers will be leaving and I am presently working with the ETD to employ new teachers for the school.

We are also finalising the French staffing for 2016.

This term has been a difficult one in Primary with many teachers absent. I am hoping that many more Primary and Secondary French Stream families will be paying the French voluntary contributions. It would be beneficial for all students if we could employ an in-school French relief teacher full time. I would make a commitment to parents to do this if enough families pay the requested contributions.

I can announce that Maria Magdic, the acting Executive Teacher for Years 3 to 6 has now won the position and is the new substantive Executive teacher in Primary. We congratulate Maria on this promotion.

### **Australian Association of French English Bilingual Schools (AAFEBs)**

This association was launched at Telopea Park School on Tuesday 8 September. Principals and other educators from around Australia were invited to attend the launch and to share their bilingual journey. The aims of the association include support for all bilingual French English schools in Australia, to share successes, curricula, staffing and professional learning for teachers.

The Director General of the ACT Education and Training Directorate, Ms Diane Joseph, has agreed to be the inaugural Honorary President and I will be the President for the first year.

### **Report from Committees:**

#### **Master Plan Committee – the Design Working Group (DWG)**

The Landscape Architect, working with the DWG has almost completed the recommendations for the 10-year plan. We will share that with the community when it is sent to us. The P&C Grounds Sub-Committee was invited to the last meeting.

#### **“Bring your own device” (BYOD) Committee**

This committee has completed its input towards implementing BYOD for Years 6 to 10. The school, under the leadership of Tom Spollard, is gathering data around several decisions to be made. These are:

- Which device to recommend to parents that will be the most suitable learning tool for our students as well as being affordable for parents
- The negotiation of purchase packages for parents.

We are also writing the Guidelines for BYOD use in the school. We plan to start the implementation process in Term 4. Parents will be informed of this soon.

#### **Reconciliation Action Plan (RAP) Committee**

This plan has been written in line with ETD requirements. It is now in digital form and will be officially launched in Term 4 and placed on our website.

#### **Curriculum Committee**

This committee met as usual in week 5. Discussions focused on the implementation of Phase 3 of the Australian Curriculum, implementation of the French National Curriculum as well as the impending NAPLAN results for the school. Individual NAPLAN results for students in years 3,5,7,and 9 were mailed home to parents in week 5.

#### **Health Promoting Committee**

This committee met in week 3 and discussed the new Food and Drink Protocol as released by the Directorate. It was developed to promote a consistent, whole school approach to the provision and sale of healthy food and drinks at Telopea Park School. Once approved, this protocol document will be on our website.

The **Gifted and Talented Committee** was postponed this term. It is led by Robin Egerton and she will inform parents when it will be held.

*Kerrie Blain*  
*3 September 2015*