

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

Agenda
Wednesday 30 November 2016, 7.00pm

SECONDARY STAFF ROOM, NSW CRESCENT, BARTON

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| 1. | Apologies/Attendance | 5 min |
| 2. | Minutes | |
| | <ul style="list-style-type: none">• 4 May 2016• 7 September 2016• 19 October 2016 (notes only) | |
| 3. | Business Arising | |
| | Action Items from previous meeting | 5 min |
| 4. | Report from P&C President | 5 min |
| 5. | Report from Principal(written) | 5 min |
| 6. | Report from Proviseur(verbal) | 5 min |
| 7. | Report from Before and After School Care Sub-Committee(verbal) | 5 min |
| 8. | Report from P&C Communications Officer(written) | 5 min |
| 9. | Report from Treasurer | 5 min |
| 10. | Allocation of funds | 30 min |
| 11. | AOB | |

Estimated closing time 8.20pm

Telopea P&C Ordinary Meeting 4 May 2016

Subject Matter:		P&C Association Ordinary Meeting	
Purpose:		Scheduled ordinary meeting	Date: Wed,4 May 2016 Time: 7.07pm – 8.36pm Location: Secondary Staff Room, NSW Crescent, Barton
Attendees:		Paul Haesler David Pullen Pauline Cullen Kerrie Blain Justin Brown Emma Perkins Lisa Wallace Julie Glasgow Lisa McGoulty	Catriona Dove Andrea Grazziadelli Anita Gardner Hugh Griffin David Pullen Peter Roberts Nancy Waites Cathy Marot Debbie Tuček
Apologies:		Jacinda Still Tom Kobal Emmanuel Texier	
Agenda Item		Discussion / Actions	
2.	Minutes 23 March	Minutes adopted Moved D.Pullen Seconded C.Marot Motion carried	
3.	Business arising	The document outlining the long-term risks and opportunities for Telopea Park School from redevelopment has progressed but there is less urgency now due to the announcement by the ACT Government that no redevelopment would take place prior to the Test Match scheduled for the summer of 2018-19.	

4.	Report President	<p>The President noted a recent Canberra Times article of 17 April 2016 regarding Telopea Park School and the impact of Manuka Green. There was some discussion about a way forward for the school and the options for ensuring that the schools existing facilities are retained. The Principal, Kerrie Blain emphasized the importance of ensuring that the tennis courts and oval are not lost and perhaps repurposed as a language learning centre. Hugh Griffin spoke on an issues paper he prepared which presents an option of closing NSW Crescent between the school and Montgomery Oval, noting that NSW Crescent is in the Territory Plan.</p> <p>ACTION ITEM- Recommend that the School Board consider this idea and ask the Minister to look into it as a possibility. Moved P.Haesler, Seconded H. Griffin</p>
5.	Report - Principal	<p>The Principal reported on a busy term as per tabled report. Road Safety was again raised as an issue. The Principal noted that if there is large group of students who do not have access to a bus, the school can intervene.</p>
6.	Report – Proviseur	<p>The Proviseur noted the following:</p> <ul style="list-style-type: none"> • The French Prime Minister was in Canberra on Monday, a small group of students did an interview for the web radio, which is getting around 200 listeners per week and involves schools in the Asia Pacific region. The students were in Years 6 and 10. • Mr Frederick Adamiak, the Conseiller Pedagogique for the AEFÉ Asian Pacific Region visited the Primary classrooms. He also ran a workshop for the K-6 French staff and provided advice on the teaching of Physical Education in Kindergarten to year 6. . • The formal exchange with Noumea will be Year 6 in 2016 who will be billets for the return visit in 2017. • An update was provided on upcoming staffing changes in July noting that there were no teacher departures in 2015 but a larger component in 2016.
7.	Report Treasurer	<p>Treasurer presented a report as tabled. There was discussion on the a contract with Pickles from 10 years ago and whether it needed to be renegotiated. There was also a query regarding the lost property sales.</p> <p>ACTION ITEM: Check if lost property officer Christine Gustafson has organised any lost property sales in 2016</p>
8.	Report - Playground subcommittee	<p>An update was provided on the My Park Rules competition, the school was shortlisted and won a design from a local landscape designer. The final will be announced on 6 May. The Parkour climbing ropes course design was circulated showing final design, location and final quote will be provided to the Treasurer. The course will be suited to Years 4-6 and takes 13 weeks to order, 4 days to install and can take place during school time as installers have experience in this. There will be a ground-breaking ceremony.</p>

9.	Report – BASC Sub-Committee	<p>Andrea noted the difficulty of recruiting staff, 3rd and 4th year students are considered qualified. Consideration was given to advertising on Gumtree. There are a few people on the waitlist but it is difficult to increase capacity with staffing issues. It was highlighted that fees may need to increase. Andrea also raised the situation where BASC is still part of the P&C and would require a constitution change which may be required as the current model is pushing the limits and there needs to be some clarification around governance.</p> <p>ACTION ITEM: Options paper to be developed which explores the options for BASC.</p>
10.	Grants Officer	<p>The Grants Officer provided some information on possible grants and there was discussion on which one we should support. Yes to the Southern Cross Club as long as there is not a push for membership. Information from ACT Health Promotion will be passed onto the Playground Sub-Committee.</p> <p>It was suggested that standard information regarding grants be put on Google docs to assist applying for grants.</p>
11.	Report – Communications Officer	<p>The Communications officer noted a steady subscription rate to the e-newsletter. There is also a rolling Telopea Topics item which can promote meetings etc. A query was made on the website archiving protocol, and it was agreed that papers from 2014 would be removed. It was noted that there was a need for a central depository for electronic documents.</p> <p>ACTION ITEM: Investigate a depository for electronic documents.</p>
12.	Need for 2016 Fund raising committee	<p>Catriona highlighted the need for a 2016 fund raising sub-committee. There is also a need for a coordinator especially for the fete and raffle. It was suggested that a recruitment campaign is undertaken, there is a need for about 7 people but a key coordinator would be valuable. There is a large amount of supporting material to assist any volunteers.</p> <p>ACTION ITEM: Communication officer to draft a recruitment notice.</p>
13.	AOB	<p><u>Cathy Marmot</u> – Wakakirri coordinator was seeking funding support for 2016 performance, for costumes and makeup some of which could be used again.</p> <p>ACTION ITEM: Send request via email – there is in principle agreement</p> <p><u>Hugh Griffin</u> noted that the recent presentation to the Inner South Canberra Community Council highlighted that there was knowledge about the GWS bid at least 8 months before public notification of the tennis court issue.</p>

		David Pullen queried whether there were any opportunities or implications to the school from the recent successful submarine bid by the French company DCNS.		
14.	Meeting closed	8.36pm		
		Prepared By:	PC	7 June 16
		Approved By:	P&C Exec	not yet approved

Telopea P&C Ordinary Meeting 7 September 2016

Subject Matter:		P&C Association Ordinary Meeting		
Purpose:		Scheduled ordinary meeting	Date:	Wed, 7 September 2016
			Time:	7.00pm – 8.39pm
			Location:	Secondary Staff Room, NSW Crescent, Barton
Attendees:		Paul Haesler Pauline Cullen Justin Brown Lisa Wallace Catriona Dove Michelle McLoughlin Emma Perkins Peter Clayden David Pullen Manon Gosselin	Lisa Lockey Robin Egerton Peter Roberts Philip Moncuquet Christine Sarfian Kerrie Blain Caroline Gunning-Trant Julie Glasgow Sophie Burton	
Apologies:		Emmanuel Texier Anita Gardner	Andrew Koc-McDonald Andrea Grazziadelli	
		Discussion / Actions		
2.	Minutes of previous meeting	<p>Motion to approve the Minutes SGM – 15 June 2016 Moved Lisa Wallace, Seconded Catriona Dove Motion carried</p> <p>Motion to approve the Minutes OGM – 15 June 2016 Moved Peter Roberts, Seconded Lisa Wallace Motion carried</p> <p>Motion to approve the Minutes OGM – 27 July 2016 Moved Peter Roberts, Seconded Lisa Wallace Motion carried</p>		

3.	Business arising	<p>Action items from previous meeting (27 July 16)</p> <ul style="list-style-type: none"> • Ordering of French readers <ul style="list-style-type: none"> ○ Emmanuel Texier noted by email that the French readers have not yet been ordered but that he would ensure that they were ordered as soon as possible.
4.	Report – President	<p>The President has been talking with the Chair of the School Board about the GWS Manuka Oval proposal which the government recently announced was no longer currently under consideration. The school is seeking to be represented on the the recently announced community consultation panel.</p> <p>On a related note, the letter from P&C to Board to the Minister re NSW Crescent received a response indicating that closing NSW Crescent was not possible. The P&C and Board are still working on the traffic issues</p>
5.	Report – Deputy Principal	<p>Mr Clayden tabled the <i>National School Assessment Tool – Self assessment</i> and was seeking input from the parent body. Particularly in sections 1,3 and 9.</p> <p>Document will be sent to the President and can be sent to anyone who would like to complete them electronically. Mr Clayden has orgnaised for it to be put in an electronic survey form which will be distributed to parents via email. Responses need to be sent back to the school by 23 Sept 16</p>
6.	Report – Principal	<p>As tabled</p> <p>There was discussion about the French contributions and the rate of payment. Approximately 1/3 of parents in the French stream have paid.</p> <p>There are no French teachers available at the present time and this is making it very difficult for staffing particularly in the primary area.</p> <p>The school is seeking to employ a French teacher for the beginning of next yea despite the lack of resources to fund this from the French contributions.</p> <p>There was some discussion about ways to increase the rate of payment for the French stream.</p>
7.	Report - Proviseur	<p>Julien Degas outlined some of the steps being taken in the partnership between the school and the National Gallery for the Versailles exhibition. These include: choir singing, students recorded for audio guide and providing some input for the guide for teachers.</p> <p>Students from Nouméa are welcome, radio show with this students has been recorded</p> <p>Next week 13-23 Sept Year 6 going to Nouméa with Robin Egerton.</p> <p>Students from secondary will participate with a project European Union, promoting awareness about climate change, at school in the main hall presenting the campagne they have designed</p> <p>Alumni of the Lycee Francaise- names from newsletter purpose is to create links in the community</p> <p>Science Room – Marie Curie Laboratory</p>

8.	Report - Treasurer	<p>As tabled</p> <p>Additional comments</p> <ul style="list-style-type: none"> • Minimal transactions during the period • Successful disco (~\$3000 profit) • Paid deposit for music composition to be composed for the next French trip • Catriona filed the return with ORS and Justin filed the return with ACNC • Need to appoint an Auditor for 2016 – BASC would like to stay with BellChambers <p>Motion to appoint BellChambers as the auditor for 2016 Moved Justin Brown, Seconded Peter Roberts Motion carried</p> <p>Pickles Uniform Shop –</p> <ul style="list-style-type: none"> • School has signed a rental agreement with Pickles, the agreement with Pickles should be tied to the rental agreement • Pickles does not want to be involved in selling second hand uniforms – the P&C needs to come up with a new solution – carried over to the next meeting.
9.	Report – P&C Delegate	<p>As tabled</p> <p>Focus on the upcoming ACT Election from the ACT P&C Council. Two competitions – Colouring competition and Chief Minister’s Anzac competition (win a trip to the Western Front) – Humanities faculty are currently working on this.</p>
10.	Report – P&C Communications Officer	<p>Emma Perkins has stood down from the Communications officer role and therefore P&C are seeking a new communications officer for the remainder of the year. Lisa Wallace will step in and will send out an email to the P&C mailing list requesting for assistance.</p>

11.	Any other business	<ol style="list-style-type: none"> 1. Playground committee – date for the installation of the Parkour equipment has been approved, Motion to approve the additional costs for mulch and border installation. Moved Seconded..... Motion carried 2. Item regarding absences of teacher in K4 – seeking consistent communication from school, the parents are very disappointed in the fact that they are not getting told what is happening. Parents would like to know what the plan is that the school is doing. Kerrie Blain undertook to put a note into Kindergarten childrens pochettes outlining what is happening when there are absences. 3. BYOD program – request from Tom Spollard – school is recommending Chromebooks, other devices can be used. Supply of chromebooks could be done via the P&C which would assist families in obtaining their devices. Paul Haesler to further investigate. 4. ACT Cancer council have donated 4 portable shade structures to the school which will have the school colours on them and they will hopefully be here for this year’s fete. 5. Year 7 pack going out to students – letter from the P&C will go out. 6. BASC update <ol style="list-style-type: none"> a. reviewing budget and fees for 2017 b. Also undertaking an annual review of the handbook and policies c. Holiday program has been released. 		
12.	Meeting closed	8.39 pm		
		Prepared By:	PC	7 Sept 16
		Approved By:	P&C Exec	Not yet approved

TPS P&C Meeting

Wednesday 19 October 2016

Telopea P&C Ordinary Meeting 19 October 2016		
Subject Matter:	Scheduled ordinary meeting	Date: Wed, 19 October 2016 Time: 7:10pm to 8pm – NO QUORUM Location: Secondary Staff Room, NSW Crescent, Barton
Attendees:	Kerrie Blain Emmanuel Texier Robin Egerton Paul Haesler Anita Gardner Tran Tang Clair Bannerman Ginny Toller Julie Glasgow	Justin Brown Lisa Wallace Catriona Dove Lisa Lockey Andrea Grazziadelli David Pullen (sent apologies arrived late) NO QUORUM
Apologies:	Pauline Cullen	
Agenda Item		
		Discussion/ Actions
2.	Minutes	4 May 2016 Minutes adopted Moved: Seconded: 7 September 2016

		<p>Minutes adopted Moved: Seconded: Were not adopted as no quorum at the meeting</p>
3.	Business Arising	<p>Selling second hand uniform – selling them at the Fete – Mary organizing for washing and will be placed near vintage clothes stall. Issue is where do we put it and what we do with the cash if people are making purchases? Maybe organize a letter box for donations and have an honesty system. Still need to work out the best location for the cupboards.</p> <p>BYOD update – Paul in contact with Tom Spollard – Paul will look into this.</p>
4.	Report from P&C President	<p>Playground committee – school is paying for soft fall under the playground equipment – which is resulting in its delayed installation. The school decided that tan bark is not good for allergies, insects and leaves the kids really dirty.</p> <p>Paul and chair of Board and wrote to Shane Rattenbury about traffic around the school and have received a reply. Roads ACT have investigated around the school several times in last few years which has resulted in a number of changes, including installation of islands and changes to parking. Comparing the data of two years there has been a 62% reduction in road accidents since the changes were made.</p> <p>Roads ACT has done a count on Telopea Park West and it has indicated that a pedestrian crossing is required and this work is going to go ahead subject to consultation.</p> <p>ACT elections have been and gone, however the count has not yet been finalized. – it looks like the status quo continues from the perspective of Telopea P&C.</p>

5.	Report from Principal	<p>(tabled)</p> <p>Term 4 has started well. The school ran the peer support program during year 9 camp for first time and is has been successful. However one problem is that 60 out of 210 children didn't attend the camp. The camp was \$300 – some students were supported financially by the school, when they asked for assistance. But not sure what the reasons are for everyone that did not go.</p> <p>Year 7 camp to get to know everyone. Year 9 is important especially with the peer support program component.</p> <p>Learning Journey was today and was very good. The problem with parking was raised and whether to split times for different years. The school will open the Oval for parking next year. And probably change day (not Wednesday).</p> <p>Staffing for next year is going well for next year. Kerrie will be away in week 5 and 6 of term and will miss the fete. Robin acting principal in this time.</p>
6.	Report from Proviseur	<p>Teloepa was visited by the President and the Minister of Education of the Government of New Caledonia. A small assembly with year 6 and year 10 students and the choir was held in honour of the visit last week. The visit is important as government representatives of New Caledonia are involved in the group of countries that are working on the creation and implementation of the French-Australian curriculum. Not much will change at Teloepa as a result of this work, but it will enable the school to provide a diploma with recognition from both countries. So State recognition from other countries is important as the curriculum will be implemented elsewhere, starting in Nouméa. The visit to Teloepa received good press coverage in New Caledonia</p> <p>Teloepa organized with the French Embassy a conference on bilingualism in partnership with ANU. It was a one day event on bilingualism in education. At the conference interventions were heard about bilingualism in Aboriginal languages and English and this was very interesting. The conference also considered the</p>

		<p>cognitive benefits on the brain on Alzheimer's and dementia. The conference ended with a Melbourne professor on Friday that was open to the public and was well attended.</p> <p>It is French science week at the moment. Yr 11 and 12 visited a nuclear lab at ANU this week and will be visiting a display at the Botanical Garden on a French investigation into similar plants between Europe and Australia.</p> <p>On 2 November the Telopea School choir is going to Sydney to perform in a friendly competitions with Killarney Heights and Lycée Condorcet known as the Le Voix de Sud</p> <p>The school has also been invited to participate in a swimming championship in Sydney next year. Telopea can only send a team of 24 students from primary to secondary – for year 5 to year 12 – for April next year. All 10 Lycée from Asia-Pacific will participate in this mini Olympics for swimming. There are minimal costs involved as the children will be hosted by families from other schools in Sydney.</p>
7.	Report from Treasurer	<p>(tabled)</p> <p>Balance is mostly unchanged from last meeting.</p> <p>Still have sufficient funds to pay for playground.</p> <p>Agreed to go ahead with BellChambers for audit – have engagement letters – all set to go.</p> <p>Uniform shop – for Pickles – still chasing updated contract.</p> <p>Sent out six invoices to external store holders in relation to the fete.</p>
8.	Report from BASC sub-committee	<p>All going well here. The BASC is trialing a new process with Kindies to determine if we can take increased numbers next year as we are over subscribed with families on waiting list.</p> <p>The school indicated that there will be an addition class in year 3 and year 6 next year – this will increase numbers to 560 students next year.</p> <p>The BASC is planning to hand over \$40,000 in November to the P&C.</p> <p>The BASC are planning to increase rates up for \$1 per hour next year as have not raised fees for a number</p>

		of years.		
9.	Report from P&C Comms Officer	All go – updates to website are taking place. Currently the focus is on pushing online volunteers list for fete as the numbers are low. BASC – can be updated – send to Lisa Wallace. There are a number of details on the website that are out of date or not correct. Lisa is gradually updating this. If you see something – please email her and bring it to her attention.		
10.	AOB	Fete – more volunteers are needed to ensure the fete is a success. Please encourage everyone to give a couple of hours and to sign up now so that we know what to anticipate. Next meeting is the last meeting for the year and will be fundraising discussion. By week 8 (Wed 30 Nov) we will know the outcome of fundraising from the fete – but won't not the raffle – drawing the raffle on the last day of term this year. Paul will ask the school for a wish list – send to Mary in writing.		
11.	Meeting closed	8pm		
			Prepared by:	P&C 20 October
			Approved by:	P&C Exec

P&C Principal's Report
30 November 2016

This is now week 8 of term, when we say goodbye to our year 10 students. They will entertain the secondary school with the traditional Year 10 Concert next Friday; a parting gift to the school when they will showcase the immense talent that exists in our student body.

Each year the Education Directorate names and awards three students from each school to whom Excellence Awards are given. Our students were named last week and are: Olivia Baldwin, Rosa Mason and Sam Parkinson. Congratulations to these exceptional young people who have brought credit to our school. They received their awards from the ACT Minister for Education this week at a ceremony at the Canberra Playhouse. All other year groups have been completing assessment for the semester. A very busy time of year! Year 10 reports will be given at Graduation as part of their ACT Year 10 Portfolio. Reports for all other years will be distributed in week 10 of term.

I was absent from the school earlier this term while I travelled in the US. I had taken long service leave to visit a daughter and her family in North Carolina. Thank you to Robin Egerton for her Acting Principal role and to Peter Clayden who sat in "Robin's chair" and got to know the operation of the primary school better.

Staffing for 2017 is in full swing at the moment. I am working to have the school fully staffed for the start of the new year. There are a few teachers leaving and others arriving, about whom I will inform you when I have more news.

School Fête

As always I would like to sincerely thank the P&C for the huge effort again this year in organising and running La Grande Fête. This was the first Fête I have missed since I have been at the school, but have been told on reliable grounds that it was excellent. Thank you all! I was certainly disappointed not to be there.

Road Safety

I have asked on numerous occasions for all parents and carers to be vigilant on the roads around the school. Students too need to be aware of safety when crossing roads. A traffic study has been completed recently on Telopea West and approval has been given for a crossing to be constructed at the corner of NSW Crescent and Telopea West where many students cross the road. This is a good start to support safety of children around the school.

I look forward to seeing many of you at the special events at the end of term.

I wish you all a happy, relaxing and safe holidays.

Students return to school next year on: Monday 30th January for new students; and Tuesday 31st January for returning students.

Kind regards
Kerrie Blain
25 November 2016

ACT Council of P&C Associations

Report of the Policy Conference and General Meeting, 25 October 2016

The last General Council meeting for the year was held together with the Council's Policy Conference.

At the Policy Conference, Council approved a revised and updated Policy Document. The changes were intended to codify accepted Council practices and did not include major changes to Council policy.

Council discussed the results of the ACT election and Council's lobbying efforts. The Election Forum was considered a useful event for parents and attracted some press coverage. P&Cs had mixed responses to the report card. Council agreed that while the report card was a useful tool to engage politicians, it was less likely to be used and/or distributed by individual P&Cs.

Issues from P&C Associations:

- a) Class carers/coordinator programs: Council discussed different approaches to communicating and engaging with parents, including at the classroom level.
- b) School packs: Council noted that the Arawang P&C will be organising its own Back to School student packs. By doing so, Arawang hopes to raise funds for the P&C while reducing costs for parents (by undercutting the Directorate's preferred provider).
- c) Provision of grants to individual students: Council discussed the capacity for P&Cs to respond to or offer grants to individual students (e.g. for sport or other activities). P&Cs are within their rights to do so (or not); they can also refer students to other grants, including the InterACT scholarship which is decided on a monthly basis.
- d) Workshop on P&Cs and constitutions: Council may hold a workshop on constitutions in May 2017 (no additional information is available at this stage).
- e) Google Suite: P&Cs can use their non-profit status to make use of Google Suite for storing documents, forms and useful links. Dropbox and other cloud-based software products are also used by P&Cs.
- f) Tablets in schools: Council noted that ACT Labor has yet to finalise its policy on there being a tablet for every secondary student in the ACT. Council intends to argue for parents and students to have choice in the type of device to be used.

The **first General Meeting for 2017** will be from 6.45pm on 28 February in Stirling.