

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

**Agenda – Annual General Meeting
Wednesday 8 February 2017, 7.00pm**

SECONDARY STAFF ROOM, NSW CRESCENT, BARTON

- | | | |
|----|---|---------|
| 1. | Apologies/Attendance | 5 min |
| 2. | Approval of P&C Meeting Minutes of 30 November 2016 | 2.5 min |
| 3. | Approval of P&C AGM Minutes of 10 February 2016 | 2.5 min |
| 4. | Presentation of Annual Report from P&C President | 10 min |
| 5. | Presentation of P&C Accounts from P&C Treasurer | 10 min |
| 6. | Principal's Welcome Note | 10 min |
| 7. | School Board Representative's Comment | 5 min |
| 8. | Election of Executive and Office Bearers | 45 min |

Position

President

Vice President (2)

Secretary

Treasurer

Public Officer

ACT P&C Council delegate

Communications Officer

Assistant Secretary

Assistant Treasurer

BASC Coordinator

Grants Officer

Lost Property

Returning Officer for School Board Elections

Fete Coordinator

Raffle Coordinator

Outgoing holder

Paul Haesler

Peter Roberts, David Pullen

Pauline Cullen

Justin Brown

Catriona Dove

Julie Glasgow

Emma Perkins/Lisa Wallace

Anita Gardner

Philippe Moncuquet

Andrea Graziadelli

Andrew Koc-McDonald

Christine Gustafson

Peter Roberts

Lisa Lockey

Ginny Toller

- | | | |
|-----|---|--------|
| 9. | Acknowledgement to the Fete Coordinator and Raffle Coordinator | 5 min |
| 10. | School and P&C subcommittees – notification and call for interest | 10 min |
| 11. | A.O.B. 10 min | 5 min |

Estimated closing time

8.50pm

Telopea P&C Ordinary Meeting 30 November 2016

Subject Matter:		P&C Association Ordinary Meeting		
Purpose:		Scheduled ordinary meeting	Date:	Wed, 30 November 2016
			Time:	7.15pm – 8.39pm
			Location:	Secondary Staff Room, NSW Crescent, Barton
Attendees:		Paul Haesler Pauline Cullen Justin Brown Lisa Wallace Catriona Dove Michelle McLoughlin	Andrea Grazziadelli Manon Gosselin Peter Roberts Julie Glasgow Kerrie Blain David Pullen	
Apologies:		Emmanuel Texier Anita Gardner	Andrew Koc-McDonald	
Discussion / Actions				
2.	Minutes of previous meeting	<p>Motion to approve the Minutes OGM – 4 May 2016 (remove David Pullen from being on list twice) Moved David Pullen, Seconded Julie Glasgow Motion carried</p> <p>Motion to approve the Minutes OGM – 7 September 2016 Moved Lisa Wallace, Seconded David Pullen Motion carried</p>		

3.	Business arising	<ol style="list-style-type: none"> 1. BYOD -President has spoken to Harvey Norman and they are setting up a website which will available post consultation with the school, likely to be later this week. 2. Playground is being built 3. Fete happened and was awesome 4. School has provided a wishlist to be discussed at a later agenda item.
4.	Report – President	<p>Fete was excellent, Treasurer will provide a report later in the meeting.</p> <p>President and School Board President met with the Deputy Executive of the Directorate (Meredith Whitton) to talk about getting school representation on the Manuka redevelopment panel, the group is under the responsibility of the Economic Directorate and no decisions have been made yet. Disucussion also took into account the increase in apartments in the area, and the potential for higher enrolments.</p>
5.	Report –Principal	<p>As tabled.</p> <ul style="list-style-type: none"> • Recommendation that teachers are informed about raffle tickets needing to be distributed before being placed in teacher’s pigeon holes. • There was some discussion about the increase in the raffle price – the concern that the price per book is too high • Road safety the corner will be updated, with a crossing provided with lights and a zebra crossing but not flashing lights based on a traffic study • Fete was very successful and there was positive feedback that the set-up was better, with the central area. • Two extra classes in primary, Year 6 and Year 3. • Accommodation is still an issue, with the Principal noting that students moving into area to attend the school in Year 6.
6.	Report - Proviseur	<p>Mock exams for Year 10 French stream in Week 9, Year 10 English students will finish at the end of week 8.</p>
7.	Before and After school care	<p>Applying for an increase in numbers and staff, but no increase in facilities required. Enrolements have been exceeded on some days so they have been closed. The waiting list will operate. A priority list will also be applied. Decision may not be until January 2017.</p>

8.	Report – P&C Delegate	<p>As tabled</p> <p>Seeking advice on how P&Cs may make decisions on funding ad-hoc requests for individual students often to representative sport levels. There have been some requests for Telopea P&C maybe 2 to 3 requests a year but it may be in the funding policy which needs to be updated. Perhaps it could be an item for Telopea Topics in 2016</p>
9.	Report – P&C Communications Officer	<p>Work has been continuing around sharing information and in the lead up to the fete undertaking promotion. Debbie has been promoting the playground redevelopment.</p>
10.	Report - Treasurer	<p>As tabled</p> <p>Report contains Fete reconciliation as well</p> <p>Around \$175K in accounts but there are some outgoing still to happen around playground etc, there is probably around \$90K that can be allocated.</p> <p>Fete made more than \$20K profit (compared to \$16K in 2015 and \$21K in 2014).</p> <ul style="list-style-type: none"> • AV rental costs were higher this year, the previous provider, Tony Brighton, had donated his time to the school. • Electricity (GenPlus) has gone up by around \$1200, query about the increase. • Barlens cost has come down however it is still high • Concern that the waiting time for rides is still to high and the students are not happy • Register appreciation for the organisation of the fete, thanks to Lisa Lockey <p>p.2 Summary of the \$175K</p> <p>p.3 Fete</p> <p>p.4 5 major debits and credits – stand out items \$60K for playground</p> <p>p.6 Grants approved in 2016, school have invoiced us less that the original which is being clarified by Mary Ryan, P&C owes the school \$18K. Playground budget was \$130K and we are well on the way to that</p> <p>2017 Budget as per page 6</p> <p>There was some discussion about the estimate for the raffle earnings and whether given the increase in ticket cost whether the estimate is reasonable. The amount is a variable at this stage.</p>

11.	Allocation of funds	<p>2017 Wish list</p> <p>Approved Funding</p> <p>Primary awards \$2 000</p> <p>Secondary awards \$5 000</p> <p>Journalist club \$1 500</p> <p>Secondary quadrangle Balance</p> <p>Moved Paul Haesler Seconded Peter Roberts</p> <p>Motion carried</p>		
12.	Any other business	<ul style="list-style-type: none"> Concern with the Parkour equipment being used over the holiday, it will be used by the Holiday program from second week of January 2017. 		
13.	Meeting closed	8.29 pm		
		Prepared By:	PC	30 Nov 16
		Approved By:	P&C Exec	Not yet approved

Minutes of Wed, 10 Feb 2016 Annual General Meeting

Subject Matter:	P&C Association Annual General Meeting		
Purpose:	Annual General Meeting (AGM).	Date:	10 Feb 2016
		Scheduled Time:	7:00pm-9:00pm
		Location:	Secondary Staff Room, NSW Crescent, Barton
Attendees:	Paul Haesler Andrew Medlin Kerrie Blain Justin Brown Debbie Tucek Catriona Dove Andrea Grazziadelli Robin Egerton Anita Gardner Michele McLoughlin Manon Gosselin Lisa McGourty Julie Glasgow Andrew Everard	Philippe Macleod Lisa Wallace Neri Lopez Bertotti Philippe Moncuquet Sarah Milligan Dean Cottam Christine Gustafson Matthew Bold Nancy Waites Laura Beacroft Stassia Saad Pauline Cullen Matthew Roper David Pullen	Penelope Cole Colombe Bories Peter Roberts Graham Bannerman Sophie Beauvais Derya Koc-McDonald Andrew Koc-McDonald Pascale Boulanger Noel Derwort
Apologies:	Emma Burns Christine Williams Jacinda Still Tom Kobal Emmanuel Texier Perry Head Ginny Toller		
Commenced 7:00			

Agenda Item		Discussion / Actions
2.	Approval of last meeting minutes	Debbie proposed motion to accept last meeting minutes of 9 Dec 2015. Seconded by Peter Roberts. Carried on a show of hands.
3.	Approval of 2015 AGM Minutes	Debbie motion to accept minutes of 2015 AGM. Passed on show of hands.
4.	Annual Report from P&C President	<p>The tennis court battle consumed huge amount of the P&C last year. Paul briefly recounted the story to those present. Paul mentioned Fete income was down a little from the previous years, but the atmosphere and community spirit was fantastic. The P&C is looking for a new parent volunteer to take over the school uniform shop. Andrew Everard (last year's parent volunteer) described the role in the uniform store, which pays \$18 per hour plus super. Current scheduled opening hours are Monday morning, Tuesday afternoon & Wednesday lunchtime. This shop is valuable to the P&C as it does return some significant revenue. Catriona pointed out there is a certain flexibility in the hours of operation, pending negotiation with the school. A new volunteer will likely have some flexibility to nominate hours that fit their schedule. Some parents expressed a non-committal possibility of helping run the uniform shop. The P&C will continue to pursue leads in this regard.</p> <p>Paul commended the attendance at this AGM and appealed to those present to consider dedicating a little of their time to the P&C through the year, as every little bit of extra help lowers the burden for all. Debbie added that more participation helps the parent community of the different parts of the school to mix more and become more integrated.</p>

5.	Accounts Report from P&C Treasurer	<p>Justin submitted a written report before the meeting. Justin summarized his written report and commented that the audited statements are not usually available for the AGM.</p> <p>Justin made note of the following regarding current P&C accounts: \$160K is set aside for school projects. Audit is scheduled to start at end of Feb. The profit from the Fete and Raffle combined is \$35K. Paul recapped the outcomes of the funding meeting of last Nov (minuted in the last P&C Meeting minutes) regarding funding of playground improvements.</p>
6.	Principal's Welcome Note	<p>Kerry apologized for being slightly late. Kerry provided a written report, attached to the meeting pack for this meeting. Kerry thanked the parents for their involvement with the school. Kerry commented that her written report covers mostly same ground as her introductory Telopea Topics (TT) letter. Kerry pointed out that kids arriving too early at school is still a problem.</p> <p>Traffic is an ongoing concern at the school, with parents frequently observed driving in a hurry around the school. Kerry appealed to the community for parents and children to do the right thing. Road safety around the school will be a priority this year. General school safety is also a major theme this year. The school has requested an automatic gate at the side where teachers bring their cars in and out, to relieve the manual inconvenience of having to get out and open and close the gate during the day. Kerry reflected on the school bomb & security threats around Australia recently. In accordance with established drills procedures, the school will have a practice evacuation tomorrow (11 Feb). Tomorrow's practice drill will be a yellow lockdown. A red lockdown drill will have to be exercised at some time during the year. The Front Office have been updated on how to respond to a threatening call in light of recent events.</p> <p>Kerry recapped the need and importance of Voluntary Contributions from parents at TPS. It is critical to the provision of the excellent curriculum, especially the bilingual stream. Debbie asked about the discount structure for 2nd and subsequent children - Kerrie explained this will appear in a pending letter to the school parents.</p> <p>Kerrie explained that BYOD has started this year, grades 6-10, and is going well. The Secondary assessment calendar to parents has recently been sent out. Parents are encouraged to coordinate with kids to teach them organizational skills using this calendar.</p> <p>Emmanuel Texier is not here today. Today there was a secondary inspector from France in the school. Kerrie said the AEFÉ agreement has been signed. TPS is now an official AEFÉ partner school.</p> <p>Kerrie commented that with 527 primary students and 840 secondary students, the school is slightly overcapacity. Kerrie is pushing for a language learning center to help alleviate the pressure. The pressure is mainly in the secondary school, over capacity by about 40 students, due to people moving into area to access the secondary school.</p>

7.	School Board Rep Comment	Paul briefed those present on the role of the School Board, and contrasted with the P&C. The Board is a governing body with members from school, parents (3 reps), French govt, Aust govt, and students. The Board steers the school's strategic direction, meeting once a term between P&C meetings. Parents can access the Board via representatives or by email. The Board also approves curriculum documents, overseas excursions, amongst other things. Laura B commented that the Board Action Plan, which is up on the website, is well worth looking at. Peter Roberts commented there is a parent Board position currently open for consideration this year. Nominations are open for another week.
----	-----------------------------	--

8. Election of Executive and Office Bearers
 Kerrie commenced by declaring all positions vacant. The meeting proceeded to request nominations and voted on formal positions with the following outcomes:

Position	Outgoing holder	Incoming holder
President	Paul Haesler	Paul Haesler
Vice President (2)	Emma Burns, Laura Beacroft	Peter Roberts, David Pullen
Secretary	Andrew Medlin	Pauline Cullen
Treasurer	Justin Brown	Justin Brown
Public Officer	Catriona Dove	Catriona Dove
ACT P&C Council delegate	Perry Head	Julie Glasgow
Communications Office	Debbie Tucek	Emma Perkins
Assistant Secretary	Raana Asgar	Anita Gardner
Assistant Treasurer	Jypara Ismailova	Philippe Moncuquet
BASC Coordinator	Andrea Graziadelli	Andrea Graziadelli
Grants Officer	Bernadette Kelly	Andrew Koc-McDonald
Lost Property	Chris Berg	Christine Gustafson
Returning Officer for School Board Elections	Peter Roberts	Peter Roberts
Fete Coordinator	Jacinda Still	TBD by Fundraising Committee
Raffle Coordinator	Ginny Toller	TBD by Fundraising Committee

Record of nominees and notes:
 President: Paul Haesler.
 Vice Presidents (2): Peter Roberts (seconded by Stassia Saad), Dave Pullen (seconded by Matthew Roper).
 Secretary: Pauline Cullen.
 Treasurer: Justin Brown.
 Assistant Treasurer: Philippe Moncuquet
 Assistant Secretary: Anita Gardner.
 Public Officer: Catriona Dove.
 P&C Council Delegate: Julie Glasgow.
 Comms Officer: Emma Perkins. Debbie is available to assist, just not be the primary person.
 BASC coordinator: Andrea Graziadelli. Andrea indicate a 'succession plan' should be in place as this is a very important role. Andrea is looking for an assistant to start with.
 Grants Officer: Andrew Koc-McDonald.
 Lost property: Christine Gustafson.
 Returning Officer: Peter Roberts.

		<p>Fete Coordinator: No nominations. Pascale suggested engaging the school community to find a nomination ASAP. Debbie commented that we need to call for interest in the Fundraising Committee as it is a very important committee. The following attendees expressed intention to be involved in the Fundraising Committee: Andrew Medlin, Jacinda Still, Pascale Boulanger, Colombe Borie, Penelope Cole, Stassia Saad, Catriona, Dean Cottam, Sarah Milligan, Lisa Wallace, Lisa McGourty.</p> <p>Uniform Shop: Talk to Andrew Everard if interested. Manon suggested also some grandparents may be interested.</p>
9.	Primary Playground presentation	See playground subcommittee notes attached to meeting pack.
10.	Acknowledgement of Fete & Raffle Coordinators	This took place before the formal commencement of the AGM while Jacinda was still present.

11.	School and P&C subcommittees – notice & call for interest	<p>Paul asked for those interested in subcommittees to contact him to find out how to become involved (or attend next P&C meeting).</p> <p>Traffic subcommittee: Noel Derwort - agenda from last year will continue this year.</p> <p>Fundraising subcommittee: see above list of potential volunteers.</p> <p>Playground subcommittee: Manon Gosselin. Manon gave brief overview of the committee activities planned for the year and ongoing discussion with government departments on use of green space. Requested specifically for assistance making a video for a competition entry to try to win quadrangle redevelopment funding. Manon presented a promotional poster outlining the forward plan for improving the playgrounds. Debbie pointed out sample architect sketches posted on the notice board.</p> <p>Music subcommittee: Organizes after hours music lessons. Christine Williams is managing this committee on an ongoing basis.</p>
12.	AOB	<p>Parents can use the P&C web site (http://www.telopeapnc.org.au/) to sign up to P&C mailing list. A notice about the above P&C subcommittees will also come out in TT.</p> <p>Stassia asked for volunteers to help look after the school vegetable garden. Look out in TT for notices that volunteers are required. Normally this work is done within school hours. (Note that participation requires an ACT 'working with vulnerable children' authority.)</p> <p>Debbie mentioned the Skoolbag app, encouraging parents to download and use it.</p>

13.	School Committees	<p>The following school committees are open to parent volunteers:</p> <ul style="list-style-type: none"> Curriculum committee. Gifted talented committee. IT committee. Reconciliation committee. Health promotion committee. Bilingual committee. 		
Meeting closed 8:35 pm.		Prepared By:	AM	14 Feb 2016
		Approved By:	P&C Exec	Not yet approved

As this is the 2017 AGM of the P&C, I would like to sincerely thank all out-going members of the P&C Committee. Your tireless efforts have supported the school in numerous ways for which we are very grateful. I value your commitment to the school so that together we can ensure that every child is supported.

In this report I will include the message I gave to the school community in *Telopea Topics* last Friday.

A very warm welcome to the new school year! I hope you have had relaxing and happy summer holidays. This has been a busy week with 88 kindergarten children and over 200 Year 7 students joining the school on Monday. Several students have also joined all other years. Families continue to move into area for their children to be able to access the school. This is affirmation of the high standards that Telopea Park School demonstrates. We welcome all new families to our school community.

School values

Our school values of respect, cooperation, honesty and fairness, as always, underpin all that we do and say. We have high expectations of every child. Academically we would like to see all students doing their best to achieve their potentials. Our teachers will be working with your children to encourage and support them. Our strong pastoral care at the school will support students in their emotional and social growth. Please do not hesitate to call the school and make an appointment if, at any time, you have concerns.

New teachers

Please join with me in welcoming the following new teachers to the school this year:

Primary:

Habiba Ahamada – Year 3

Clare Farr – Years 1 and 2

Naomi Lamb – Years 4 and 6

Véronique Leguay - Kindergarten

Nicole Taylor –Year 2

Peter Usher – Year 6

Secondary:

Ainon Pillai is our new secondary Head of Mathematics

Anais Bonnet – French and EFS History and Geography

Alex Currie – PE and Health

Thomas Feldstein – EFS History and Geography

Rachel Fong – EFS Science

Kathryn Ibbotson – PE and Health

Daphne Lim – Mandarin and Mathematics

Angela Van Dyk – English teacher

We wish them a happy and successful time at Telopea Park School.

School hours

A reminder to all parents and carers of the school hours.

Primary: 9.00am to 3.15pm

Secondary: 8.45am to 3.15pm (3.09pm on Thursdays)

There are 30 minutes of supervision before and after school, so I ask that parents make sure their children do not arrive at school before supervision starts.

School Security

The staff and I are very aware of the need to be vigilant at all times to keep your children safe. Please support us by signing in at the front office (or the primary office) when visiting the school. The primary gates will be locked at 9am. If arriving after that time, please enter the school through the front office. Secondary students arriving after the bell has rung are asked to sign in at the Student Services office under the arches.

Road Safety

Please drive carefully when dropping off and collecting children. This is an exceptionally busy school with very little parking for parents. Primary parents are asked to join the queue at the primary drop-off point, please do not park there and be patient for others to move ahead. You will notice that there are new road markings as well as extended islands adjacent to the school.

We ask that you remind your children of safe behaviour near, and when crossing, roads.

School requests for financial contributions

Thank you to those families who have already paid their school voluntary contributions. These are used to provide the additional resources that help to ensure that the school maintains its reputation as a world school.

Parents of students in the French Program (all primary and the EFS in secondary) are asked to contribute to the delivery of the French National Curriculum. This is the requirement of the AEFÉ, the French government agency that accredits all French Schools Abroad. The money is needed for accreditation of the program, the delivery of the French National Curriculum and to cover some of the costs associated with French staffing. Again, thank you to the French Stream families who have already made these contributions.

Assessment Calendar

Secondary parents please look out for the Term 1 Assessment Calendar. I recommend that this be placed in a prominent position in your home and that your children consult this regularly. It is an opportunity for you to work with them in planning their time wisely. Time management and organisational skills will be supported at school but are also areas where you have an important role to play. *ManageBac*, the learning management system used in secondary, is also a way of connecting with the school and keeping abreast of homework, tests and assignments. New parents will be informed of their log-on details as soon as possible.

Parcours equipment

A sincere thank you to the P&C, and in particular, Manon Gossling and her team, for the parcours equipment which is now fully available to our senior primary students. The children are delighted and are also able to access the equipment during their planned PE lessons. This is a valued addition to the primary playing area. Thank you all!

Invitation to parents to sit on school committees

We invite parents to be part of the planning and to support the operation of the school by nominating to be members of the following committees:

Curriculum Committee (3.30pm)

Gifted and talented Committee (3.30pm)

Safe School Committee (8am)

Reconciliation Action Plan Committee (tba)

Information Technology Committee (tba)

Each committee will meet once a term at either 8am or 3.30pm as shown above.

I wish all members of our school community a happy and rewarding year. I invite you to be involved with the school. I look forward to working with you so that together we can deliver the best possible education for your children in a safe and caring environment.

Special Message to all Parents and Carers

If you are experiencing financial difficulties throughout the year, please do not hesitate to email the Principal and/or make an appointment with her to discuss how you would like the school to assist. There is an Equity Fund in the school for this purpose as we aim for every child in the school to have equity of opportunity to learn.

Kind regards
Kerrie Blain
3 February 2017