

**Telopea Park School / Lycée Franco-Australien de Canberra**  
**Parents & Citizens Association**  
**Parents Meeting Agenda**  
**Wednesday 28 July 2021 6.30 – 8.30pm**  
**Location: Secondary staff room**

Item		Lead	Time
1.	Acknowledgement of Country, apologies, Chair's welcome and confirmation of agenda. <ul style="list-style-type: none"> <li>• General update</li> <li>• Grants update</li> <li>• Fundraising / events</li> <li>• Request for funding</li> </ul>	Jenn F	10 mins
<ul style="list-style-type: none"> <li>• General update               <ul style="list-style-type: none"> <li>○ Things have been quiet on P&amp;C. Talking to the community about bringing French and other together.</li> </ul> </li> <li>• Grants update               <ul style="list-style-type: none"> <li>○ Have applied for AusPost grant yet to hear. Grant we are currently working through, draft document wasn't at the level required, scope clarified and looking forward to next drafts. Some training spend going to BASC, for Director of BASC, starting August.</li> </ul> </li> <li>• Fundraising / events               <ul style="list-style-type: none"> <li>○ Fundraising- Artwork from hallways onto tea towels</li> <li>○ French breakfast and picnic chez-vous are current plans for events</li> <li>○ Suggested to do Easter basket too, chocolatier in school community David will connect us with to explore Easter baskets</li> </ul> </li> <li>• Request for funding               <ul style="list-style-type: none"> <li>○ Funding for readers – approved by 5 executive committee member to the value of \$2000. <i>Alina, please follow up</i></li> <li>○ Get a stamp made so we can show the readers were purchased by the P&amp;C <i>Larissa will look into this</i></li> <li>○ Other requests from the school may include glass painting in corridor. Soft fall under review, partially a Directorate responsibility.</li> <li>○ David to follow up French readers requirement.</li> </ul> </li> <li>• Executive group email address – not being received currently. Please send important emails to personal addresses.</li> </ul>			
2.	Principal's address	Jason Holmes	10 mins
<p>Please refer to report.</p> <p>Is very happy to have accepted the substantive position of the Principal. Not about big changes but focused on understanding. Understands and acknowledges concerns about topics such as communications, bullying and harassment.</p> <p>A lot of changes have happened in staffing, teachers are very hard to find currently. New teachers joining and support staff. Mary Ryan is rejoining on 9 August after a secondment to Directorate and Hayden is moving on. Thank you Hayden.</p> <p>Some plans for Covid changes have been planned by the Directorate, the expected plans have three scenarios and have been shared.</p> <p>School satisfaction survey – <i>request P&amp;C to encourage parents to take part in this.</i></p>			

Presented parent survey term 1 results. Jason will send this to Secretary for distribution to our communication channels.			
<b>3.</b>	Proviseur's address	David Binan	<b>10 mins</b>
<p>Building understanding between binational senior executive. Considering writing a new strategic plan (previously written by Telopea staff executive) that better reflects the binational nature of the school with a goal of working better together. Articulate better the expectations from the French stream, Australian stream. Considering if parents can be involved in developing the new strategic plan – as linked to survey feedback. There is scope to better articulate the special scenario being an ACT public school, but under a treaty between Australian and French Governments.</p> <p>In the case of lockdown the school will ensure that all students have efficient WIFI connection, and devices.</p> <p>Our students have been well prepared for all exams and have done very well in comparison to other AEFEE schools.</p>			
<b>4.</b>	Passing of previous minutes	Larissa	<b>1 min</b>
Passed.			
<b>5.</b>	Indigenous activities for P&C / school to engage in	Melissa Felila	<b>10 mins</b>
<p>Currently completing an indigenous programming course.</p> <p>Look at the reconciliation action plan outline.</p> <p>Contact Des in secondary.</p> <p>Shamus happy to work with Mel.</p>			
<b>6.</b>	Canteen update / introduction to visitor Xavier	Celine / Xavier / Jason	<b>10 mins</b>
<p>There haven't been any suitable applications.</p> <p>Xavier is a parent at the school, and a chef and is applying to the process through the Directorate. Introduce to Canteen committee as next steps. Xavier would also like the opportunity to look at the kitchen, which could be arranged through contacting the office.</p> <p>Any scope for a temporary measure has not been well received by the Directorate but Jason is happy to ask again.</p> <p>Writing to the Directorate from P&amp;C may be helpful.</p>			
<b>7.</b>	Community questions	Jason	<b>10 mins</b>
<ul style="list-style-type: none"> <li>- How was the school photo supplier (MSP) selected and is there any scope to revisit the supplier? Comments about timeliness and quality of preparing the children for the photo (tidying up the children) <ul style="list-style-type: none"> <li>o Can revisit the supplier, school will talk with the provider and encourage them to be timely. School letting families know rather than community talking about it would be helpful</li> </ul> </li> <li>- Have families been reminded about voluntary contributions? <ul style="list-style-type: none"> <li>o Not yet, but Jason is drafting a letter and it should come out next week.</li> </ul> </li> </ul>			
<b>8.</b>	Uniform shop <ul style="list-style-type: none"> <li>• Hats</li> <li>• Funds</li> <li>• New fabric for bags</li> </ul>	Larissa / Noel	<b>10 mins</b>
Hats – Noel to report back and hats need to be returned to MacDonalds.			

Funds – Noel to discuss with Jason.			
Bags – Larissa to get current stock numbers and request a sample full sized bag to view. No decision made on new fabric. (done)			
<b>9.</b>	OOSHC <ul style="list-style-type: none"> <li>National Educators day</li> </ul>	Tui	<b>5 mins</b>
Using a childcare sector headhunter and have had little luck in the tight industry. 2 critical incident reports made in last 3 months. Nothing that was within control of staff and all ok. Tui to let David know about critical incidents so David is aware if Embassy contacts him.			

### Actions tracker

Item	Responsible person	Update
Traffic control around school / buses	Noel Derwort / Nitin	Jason to ask for update on lollipop trial and if Telopea can have a trial. P&C and board to write letter to ACT gov re lollipop person at intersection near school. Larissa to follow up with Matt Roper for action. Encourage fix my street on a crossing.
Google drive and webmaster	Rob McIntosh	Rob looking at website and g drive
Grants update	Jenn Foulcher	
Constitution	Bernice M	Review underway

### Attendees

Jenn Foulcher	Celine	Shamus
Melissa	Xavier	Jason
David Binan	Tui	Matt Roper

### Apologies

Bernice	Alina	
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### 2021 meeting dates

#### Term 1:

*Wed Feb 17, 2021 – 6.30-8pm: . Welcome drinks / new principal and new families.*

*Wed March 3, 2021 – 6.30 pm - AGM – secondary staff room*

*Wed March 31 – Exec meeting – Eastlakes / Zoom*

#### Term 2:

*Wed 5 May - Open*

*Wed 9 June - Exec*

#### Term 3:

*Wed 28 July - Open*

**Wed 1 September - Exec**

**Term 4:**

Wed 20 Oct – Open

Wed 24 Nov - Exec