

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

Wednesday 23 March 2022 6.30pm – 8.26pm

Location: Zoom

Item	Lead	Time
1. Acknowledgement of Country, apologies, Chair's welcome and confirmation of agenda.	Jenn	15 mins
<ul style="list-style-type: none"> • Welcome to country. • How is everyone going? • Confirming that Ric and Noel are apologies, and no board update will be provided in the meeting • Jenn to provide update on meeting with Anna & Meeting with Jason • Update on business review and further discussion on next steps 		
2. Passing of previous minutes	Kavin	1 min
Jeannot Confirmed and Alina seconded		
3. Treasurer's report	Alina	10 mins
<ul style="list-style-type: none"> • \$62,475 in NAB Account • Spreadsheet documenting income and expenditure sent. • Budget not prepared so far. • Banking details have been changed with Lowes for rebates to come directly in P&C account • Alina to investigate whether previous rebates can be recuperated from TPS – previous rebate amounts to approximately \$9K. 		
4. Meeting with Anna and Meeting with Jason	Jenn	40 min
<ul style="list-style-type: none"> • Regarding the issue around unhygienic toilets, the year coordinators are doing a great job. • The school executives (Anna & Jason) are aware of the letters that have been written by parents and the toilet topic came up in the board meeting. • Suggestion from Brenda: looking at a project that Red Hill school has conducted a "Dunny Project" to increase awareness with students. • Toilet project was unsuccessful for Australia Post grant. • School has a policy where toilets are cleaned regularly and within 30 mins of being reported as unhygienic by student. Jason has confirmed that there will be more transparency around policies that are in place in the TPS. • Choir Practice – Awaiting Directorate direction (potentially Term 2) • Regarding buses – Jason and Anna will look at whether there can be a teacher at the front of the foyer to start duty of care when kids step off the buses. • Sunscreen application – Anna confirmed that sunscreen is applied twice a day but not communicated effectively to parents. This communication will need to be improved in the future. • Concerns around bigger kids turning off toilet lights and scaring little kids have also been discussed with Anna. • Concerns raised that a group of students was spoken to by Anna after they raised issues around un hygienic toilets. Kate will aim to provide details on what was communicated by Anna 		

<ul style="list-style-type: none"> There seems to be a disconnect between what parents are saying and what TPS executives are exposed to. A suggestion was to copy Jason in emails if parents feel that their grievances are not heard. 			
5.	Canteen Update	Jenn /Jeannot	5 min
<ul style="list-style-type: none"> Met with the Department of Education Only a couple of applications received Second stage of process to be completed by end of term (narrow down to 1 party) Preferred tenderer will commence negotiations on terms with school. 			
6.	Events and Fund Raising	Jenn	5 min
<ul style="list-style-type: none"> Official advice from directorate on whether events and fund raising activities can take place is still pending. ETA end of March/April for advice. 			
7.	Business Review	Jenn	20 min
<ul style="list-style-type: none"> Audit still in Draft version. Need the interview notes from the last set of interviews and consultant will provide the details Strategic plan to be put together once audit is finalised and clear directions are received from directorate. Future meetings / interviews should be recorded Need to address business continuity and succession planning. Suggestion is to employ someone in the community to assist. 			
8.	Grant Update	Mary	15 min
<ul style="list-style-type: none"> Still investigating all the Grants that are currently available Interest in funding for shading and new playground (over \$100K). Executives need to advise on what is needed so Mary can identify the Grants that may apply. Jeannot to reach out to Mary to provide briefing on ANU course he attended. 			
9.	Other Business	All	5 min
<ul style="list-style-type: none"> Request lollypop person for after school. Investigating options to fund our own traffic management analysis to determine how dangerous the traffic situation is. Lee and Marsha will liaise with Noel and obtain details of consultant. Design parent awareness flyer for school pickups to remind parents of rules. Need to get more clarity around the rules surrounding allowing older siblings to pick up younger siblings. Parents need to be reminded to be respectful of others on social media 			
Meeting Close			

Actions tracker

Item	Responsible person	Update
Traffic control around school / buses	Noel Derwort	Lee and Marsha will liaise with Noel and obtain details of Traffic management consultant.
Previous Lowes rebates	Alina	Alina to investigate whether previous rebates can be recuperated from TPS – previous

		rebate amounts to approximately \$9K.
Constitution	Bernice M	Review underway

Attendees

Jenn	Jeannot	Kavin
Larissa	Martin	Alina
Mary	Kate	Celine
Tui	Beth	Marsha
Lee		

Apologies

Ric	Noel	
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2022 expected meeting dates:

Term 1

Week 3: Wednesday 16 February, P&C and parents meeting – welcome drinks & AGM, Offsite

Week 8: Wed 23 March, P&C position holders, location Zoom

Term 2

Week 3: Wed 11 May, P&C and Parents and school, TPS Senior Staff Room

Week 8: Wed 15 June, P&C position holders, location TBC

Term 3

Week 3: Wed 3 August, P&C and Parents and school, TPS Senior Staff Room

Week 8: Wed 7 September, P&C position holders, location TBC

Term 4

Week 3: Wed 26 October, P&C and Parents and school, TPS Senior Staff Room

Week 8: Wed 30 November, P&C position holders, location TBD