

**Telopea Park School / Lycée Franco-Australien de Canberra**  
**Parents & Citizens Association**  
**P&C Position Holders**

**Wednesday 15 June 2022 6.30pm – 8.30pm**

**Location: Zoom**

Item	Lead	Time
<b>1.</b>	Acknowledgement of Country, apologies, Chair's welcome and confirmation of agenda.	Jenn <b>15 mins</b>
<ul style="list-style-type: none"> <li>• Welcome All</li> <li>• Proposal to change day/time for P&amp;C meetings.               <ul style="list-style-type: none"> <li>○ Week 3 to be Face to Face at School</li> <li>○ Week 8 to be held on Thursday instead of Wednesday</li> </ul> </li> <li>• Big thanks to <b>Jeannot</b> for assisting <b>Xavier</b>.               <ul style="list-style-type: none"> <li>○ Proposal for canteen to be open from 3-4 on Fridays</li> <li>○ <b>Jenn</b> to send <b>Jeannot</b> survey for parents.</li> </ul> </li> </ul>		
<b>2.</b>	Passing of previous minutes	Kavin <b>1 min</b>
<b>Bernice</b> confirmed and <b>Martin</b> seconded		
<b>3.</b>	Administrative Officer	Jasna <b>25 mins</b>
<ul style="list-style-type: none"> <li>• Overview of role of responsibilities</li> <li>• Review of the documentation that came out of the gap analysis ensuring:               <ul style="list-style-type: none"> <li>○ Goals of the P&amp;C and what's in the constitution align well</li> <li>○ Review and clarification of P&amp;C roles and responsibilities</li> <li>○ Review of the different sub-committees</li> <li>○ Develop standard operating procedures and schedule of activities</li> </ul> </li> <li>• <b>Jasna</b> to confirm whether committee has any recommendation of priorities</li> <li>• Develop a communications plan</li> <li>• <b>Alina</b> and <b>Kate</b> to support <b>Jasna</b> in the review of subcommittees and their yearly close off and review of SWOT analytical tool during brain storming session to understand key next steps</li> <li>• <b>Jasna</b> will also review community engagement and set targets for these engagements</li> <li>• <b>Kate</b> and <b>Jenn</b> to organise for Google forms to be available to review responses on community engagements.</li> <li>• Proposal to organise topic/issue based events to increase engagements (e.g. Gifted Children Committee)</li> </ul>		
<b>4.</b>	Treasurer's report	Martin <b>10 mins</b>
<ul style="list-style-type: none"> <li>• Cash injection – OOSHC (\$45K)</li> <li>• Net receipt for Ukraine Appeal - \$840</li> <li>• Net receipt for Election Day - \$1200</li> <li>• Between the 2 accounts - \$123K</li> </ul>		
<b>5.</b>	School Funding Request	Alina <b>15 mins</b>
<ul style="list-style-type: none"> <li>• Review requests from <b>Mary Ryan's</b> email and identify small scale projects that P&amp;C can support such as benches and tables</li> <li>• <b>Alina</b> has requested for more information around the information around the larger projects such as:</li> </ul>		

	<ul style="list-style-type: none"> <li>○ outdoor gym equipment</li> <li>○ replacement of tanbark under primary school equipment with runner soft fall</li> <li>○ re-surfacing and extending the primary basketball courts and an added area for painted games for students to use (similar to primary courtyard)</li> </ul> <ul style="list-style-type: none"> <li>● <b>Noel's</b> advice was to find out whether focus should be in primary or secondary and shape the outcome and to be more strategic in prioritisation approach to funding.</li> <li>● <b>Jasna's</b> recommendation was that the strategic plan will provide the strategic goals that will drive funding</li> <li>● <b>Alina's</b> advice was P&amp;C needs to understand what the school wants to fund and that the P&amp;C was not aware of the school priorities for funding.</li> <li>● <b>Jenn</b> will go back to Mary Ryan and get details on what the Department of Education should be funding v/s what the P&amp;C should be funding.</li> </ul>		
<b>6.</b>	OOSHC Update	Tui	<b>10 mins</b>
	<ul style="list-style-type: none"> <li>● COVID has been tough with sickness among the OOSHC staff</li> <li>● Staffing has been reduced to 15 v/s the usual 30 and requesting parents to alleviate the work burden where possible</li> <li>● Head hunter has been engaged to replace Billy, who will be going back to being a casual staff after his placement. The target market is usually university students</li> <li>● Increase in minimum wages by 5% from July 1 to the OOSHC staff.</li> </ul>		
<b>7.</b>	Fund Raising Update	Jeannot	<b>10 mins</b>
	<ul style="list-style-type: none"> <li>● Big Thanks and well done to <b>Kate</b> for her leadership and stellar contributions at the Multicultural event.</li> <li>● Grande Fete is proposed to be scheduled for 5<sup>th</sup> November</li> <li>● No date and location finalised for Petit Dejeuner (potential location is on school ground sometime around end of August)</li> </ul>		
<b>8.</b>	Board Update	Noel	<b>15 mins</b>
	<ul style="list-style-type: none"> <li>● Enquiries about French Australian inequities raised. Need to ensure that Australian Government is matching French Government contributions <ul style="list-style-type: none"> <li>○ Big thanks to <b>Kate</b> for drafting letter to new Government to address funding discrepancy and seek support for additional funding from current Government.</li> <li>○ <b>Noel</b> is in the process of merging the draft from <b>Kate</b> to a letter to bring to the attention of Ministers Wong and Clare as there is a need to capitalise on the new Government's positive view from the French Government.</li> </ul> </li> <li>● Addressing limitation updates on website (not primary focus) and ensuring that age-appropriate messages are being put forward.</li> <li>● Summary of meeting to be shared</li> <li>● SRC Rep attending the board meeting – feedback around the canteen is that the food is expensive for what the students are getting.</li> <li>● Review of the process that the school deals with behavioural issues (restorative practices) and the need for understanding consequences</li> <li>● Review of whether policies that are on the Teacher's website can be replicated on the P&amp;C website</li> </ul>		
<b>9.</b>	Constitution	Kate	<b>15 mins</b>
	<ul style="list-style-type: none"> <li>● <b>Kate</b> has proposed some draft changes to the Constitution based on Bernice's version (please refer to attachments)</li> <li>● <b>Alina</b> and <b>Jasna</b> to review the proposed changes.</li> </ul>		

<ul style="list-style-type: none"> <li>Need to ensure that we do not deviate too much from the proposed version that has been already through rigorous consultation</li> </ul>			
<b>10</b>	AOB	All	<b>5 mins</b>
<ul style="list-style-type: none"> <li><b>Martin</b> raised request for Canteen Operator to have WiFi so payments can be made via EFTPOS</li> <li><b>Jenn</b> confirmed that WiFi has been organised for the Canteen.</li> </ul>			
<b>Meeting Close</b>			

### 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.
Constitution	Jasna	Review underway

### Attendees

Jenn Foulcher	Larissa Lefevre	Rebecca Sweett
Kavin Arnasalon	Lee Hayward	Noel Dewort
Jasna Mitic	Jeannot De Nadjitein	Felicity Williams
Martin Pawlukowski	Marsha Gomez	Mary Gilliver
Alina Bryleva	Bernice McIntosh	Adam Poulter
Kate Gauthier		

### Apologies

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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*