

Telopea Park School / Lycée Franco-Australien de Canberra
Parents & Citizens Association
Open meeting
Wednesday 3 August 2022 6:30pm – 8:30pm

Item	Lead	Time
1. P&C President's Update	Jenn F	15 mins
<ul style="list-style-type: none"> - Acknowledgement of Country - Confirmation of Agenda - Welcome and Apologies - General Update - Passing previous minutes 		
<p>G drive set up, please access and review, provide feedback. Planning to use google space for remote meetings rather than zoom.</p> <p>Telopea topics content to come through in a timely manner please.</p> <p>Lost property please volunteer if you have time.</p> <p>P&C Council has a drop coming up, please feel free to go along and find out more about P&Cs more broadly. There is a P&C communicator email newsletter that you can subscribe for also.</p> <p>Previous minutes passed.</p>		
2. Principal's address and report	Jason H	10 min
<p>Struggling with staffing as are all ACT schools, online meetings are the norm amongst staff. Working closely with Directorate to manage & monitor staffing. Overall focus on continuity of learning. Increase on staff absences. Last term there was a triage plan put in place and older students – mass supervision & online learning. Younger classes, physical supervision in place. Staff have been exceptional and supportive, taking on the extra challenge, ensuring students stay the focus. Recognises for our teachers that is not a long term solution.</p> <p>There has been an impact on things around the school – ability to maintain school improvement efforts have reduced while the triaging of supervision of children.</p> <p>Reminder of pupil free day on Friday 5 August 2022, please contact the school if supervision is required.</p> <p>Parent complaints and concerns – spoke about a form recently provided parents can access and provide concerns or feedback. More than one person will receive the message and the leadership team will decide who is best to respond to the concern, but would appreciate and encourage positive feedback as well! QR code works but don't copy and paste the link as it is case sensitive.</p> <p>Excited that in term 4 we will have a school review. It will look at our progress towards our strategic improvement plan, feedback on what has been achieved, what</p>		

should be improved further and this will be shared. External feedback is very beneficial.

Warm welcome to Patrice, new Director of Primary.

Question – what is available in regard to substitute teachers?

There are a few steady relief teachers, but they are few and far between. There has been a question received from the community about whether they can help. Clarification from the Directorate has been sought, as to whether other community members who are not employed teachers can support in a relief capacity.

Question – Who is on the enrolment acceptance panel?

Miriam, Patrice, Florence, Anna, Kylie and Jason.

Comment - There used to be a parent member on that panel to ensure decisions were transparent and justifiable.

Question – last year there was a human rights complaint lodged, the Directorate and the school refused to engage in a conciliatory process. In December 2021 was told there would be a new approach and policy, but as at August 2022 there has not been any progress. Recommend bringing the Human Rights Commission in for conversation.

Working with governance and legal team at Edu Directorate for advice. Can't progress without being in alignment with the Directorate and is trying to get a timeline.

Comment – suggest parent community feedback form might receive more variety of feedback, rather than a complaints form.

3.	Provisieur's address and report	Florence L	10 min
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Please review report.

Creating a “Communication committee” with some teachers, parents, students and leadership managers of Telopea. This committee could work on external communication: what subject is interesting ? which form ? for whom ?

Representative from each class or each level, to contribute to pedagogy, like a school committee but including representatives of students, parents and teachers. Please share this amongst the community, respectfully, it will be more effective if it is French speaking families involved in this committee.

Parents coffee – very keen to develop community and welcome the community once a month for coffee and pastries. Will need to limit the numbers for now.

Very well received idea – thank you Florence! A request for funding form to follow.

Additional idea for community engagement is to organise a film night with Telopea families and Alliance Francaise.

4.	Community Q&A	Jason, Florence, Jenn	20 min
<ul style="list-style-type: none"> - What is the School’s response to bullying issues? <ul style="list-style-type: none"> o Comments from community, recent issues dealt with well. Ensure parent voice will be heard and in review for processes. o What will be put in place for expert support in terms of learning or social difficulties? Is it the role of the parent or the teachers to call out? <ul style="list-style-type: none"> ▪ Teachers are welcoming of support, there are students who have behaviour support and LSA, there is also an allied support team who is accessed as appropriate. Teachers are willing to participate. Parents can call out concerns and ask for help, contact the school. - When can parents expect the release of school board minutes. <ul style="list-style-type: none"> o Looking to share board agenda with population, then a summary of the conversation. The advice from Governance is the specific minutes should not be shared because of the nature of board conversations, board members and invited guests, which can contain sensitive information. o Goal is to have agenda out close to meeting and a report within around a week. Board Chair wants to ensure it is transparent <i>and</i> effective communications, eg not sending minutes for the sake of it, with no content. - Booking Sports Hall <ul style="list-style-type: none"> o Is the Sport Hall used at full capacity? o How is the booking managed? o How do we get more visibility of capacity availability for the Hall <ul style="list-style-type: none"> ▪ Best way is to get in touch with Business Manager. People wanting to hire school facilities will need to have PL insurance, there are a couple of limitations, but if we can open the school to different community groups, become more of a community hub, that would be great. - Request that the school upgrade the meeting room infrastructure to support hybrid face/video meetings in the interest of supporting both health and flexibility needs of staff, parents and students. Consideration of P&C support - advocacy and/or funding - if necessary. <ul style="list-style-type: none"> o There are facilities available and are used for staff meetings etc. There is an ITO. P&C will talk to the ITO to see what is possible for future large meetings. 			
5.	Constitution Voting	Jenn / All	10 min
<p>Questions on changes in total – none</p> <p>Propose to repeal in entirety and accept in entirety the amended constitution - Accepted unanimously.</p>			

New constitution to be signed and sealed.			
6.	OOSCH Update	Tui D	5 mins
<p>Billy has stepped down as assistant director. Struggling to find a replacement. Last subcommittee meeting went to a recruitment company and trying to find an assistance director. Liz has been off sick with covid since school holidays. Financials are available through sub committee.</p> <p>Always welcome feedback on OOSCH, please contact Tui directly.</p> <p><i>Not charged for day of closure, 5 August? Tui will confirm.</i></p> <p>Jasna is happy to attend subcommittee meeting.</p>			
7.	Treasurer's report	Marty P	5 mins
<p>Refer to report. Understand there are some requests from school to support which will have attention.</p> <p>Fundraising team to follow up with Treasurer.</p> <p>Question about line item for readers – <i>we have allocated budget to support the school in providing readers, but is this allocation still required? Has the school been spending their allocated budget?</i></p> <p>Are we going back to paper readers? <i>If covid restrictions allow.</i></p>			
8.	Fundraising Update	Jeannot D	5 mins
Not in attendance			
9.	Canteen Update	Jeannot D	5 mins
Not in attendance			
10.	Board Update	Noel D	10 mins
<p>Board meets twice per term. There has been some funding requests sent to Gov. There were reports to the board from Principal, Proviseur and SRC.</p> <p>Noel will provide roles and responsibilities of the board to the P&C. Operational running of the school is not the responsibility of the Board. In meeting last night provided a formal thank you to parents. A thanks also to Jason and team for putting in effort for extra care of the school staff community.</p> <p>Enrolments, process, transparency, appeal process. Some of these conversations happening now would not have been possible a few years ago but moving ahead quickly in an open and transparent manner. Making monumental changes for the school.</p> <p>Ideally will change the days between the board and P&C meeting.</p> <p><i>Q: Would be great if the previous board report was on the website</i></p> <p><i>A: will be there soon.</i></p>			
11.	Questionnaire Responses	Jasna	5 mins
Will be addressed via email out of session			

Actions tracker

Item	Responsible person	Update
Constitution Update	Jasna / Alina	Complete
Review of subcommittees	Jasna supported by Alina and Kate	
Traffic subcommittee	Jasna, Noel	

2022 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 & Zoom

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 & Zoom

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

Attendees

Lindsay Drennan	Kate Gauthier	Alison Behie
Rebecca Sweett	Jenn Foulcher	Noel Dewort
A Husain	Nasreen Husain	Ben Tanzer
Cecile Roche Cooper	Patrice Piche	Larissa Lefevre
Bree McDonald	Beth Gilfillan	Florence Llopis
Stacey Griffiths	Jason Holmes	Paul Harris
Abbie Grant	Matt Roper	Marianna Castro
Jasna Mitic	Tui Davidson	Bernice McIntosh
Anna McGowan	Felicity Williams	Marsha Gomez
Marty	Barbara M	Ric Stracchi
Brenda Carlson		

Apologies

Alina

Lee