

Telopea Park School / Lycée Franco-Australien de Canberra Parents & Citizens Association Meeting Minutes (DRAFT)

Wednesday 7 September 2022 6.30pm – 8.13pm

Location: Google Meet (meet.google.com/pst-bkde-hrb) or open Google Meet and enter this code: pst-bkde-hrb or Dial in (audio only): (AU) +61 2 9051 7499 PIN: 467 196 284#

Item	Lead	Time
1. Acknowledgement of Country, apologies, welcome from Chair and confirmation of agenda.	Kavin	5 mins
<ul style="list-style-type: none"> ● General update ● Apologies: Tui, Jeannot, Jenn, Noel 		
2. Passing of Previous Minutes	Kavin	2 mins
Bernice confirmed and Jasna seconded – Previous minutes accepted		
3. Treasurer’s report	Martin	3 mins
No change from August report		
4. Strategic Plan and Communications Plan discussion	Jasna	20 mins
<p><u>Strategic Plan Discussion</u></p> <ul style="list-style-type: none"> ● Request to P&C members to provide feedback on the strategic plan by 11/09/22. ● Jasna met with Principal and shared some of the feedback that was received: <ul style="list-style-type: none"> ○ Jason prefers the P&C to meet with school administrators ○ Official channel for P&C need to be finalised ● Values: <ul style="list-style-type: none"> ○ Collaboration – welcoming disagreement as a group and we need to work towards a code of conduct in P&C. Currently there is not a set of values in P&C to adhere to, ○ Respectful communication – need to ensure that the school does not use it to shut down communication ● Annual Canteen Feedback survey needs to be carefully considered as the previous one was not successful. Need to ensure that anonymity is maintained regarding the feedback as canteen does not fall under the remit of P&C. ● Need to aim for a minimum of 4 fundraising events targeting \$80000. These events can be both fundraising and social events. Proposal to use a meter for progress as a thermometer was well received. ● Community Building – We need to advise the school of events so it can be included in the calendar of events. ● Subcommittees – Kate proposed that 1 parent board member to sit in the subcommittees such as Education subcommittee and Well Being subcommittee. All committees will need to be set up using the constitutional Terms of Reference. However, we need to ensure we are not duplicating with the French system which has one that is already running but they have not yet met. 		
<p><u>Communication Plan discussion</u></p> <ul style="list-style-type: none"> ● Aim is to foster greater engagement by the P&C ● Communication pathways to be established between the different stakeholders (i.e. coordination of school sporting events). General framework to be established such as: <ol style="list-style-type: none"> 1. when the meetings are taking place, 		

2. what's on the agenda for discussion
3. how the meetings are advertised,
4. how P&C questions are submitted (suggestion box),
5. how many P&C representatives to be part of the discussion (suggestion was a minimum of 2 representatives),
6. how messaging is relayed back to the members.

The above protocol applies for

- Communication with members
- Communication with teachers
- Communication with school executives
- Website and Facebook Posts:
 - Need to be clear on what gets posted as there are currently no process as to how website and Facebook posts are managed (should it be via the communication officers – Rebecca and Celine)
 - Bernice advised that we need to be mindful that we balance process with effectiveness of communication – Constitution requires that communication need to be approved by the P&C committee.
 - Could Class Dojo be an option
 - At the moment there is heavy reliance on Jenn to do all the posting. Could Jenn be supported by the comms officers. Larissa mentioned that we need to acknowledge the amount of work that goes in communication and that the last 3 years have not been normal (COVID Impact) and to note that the communication has been very good given the COVID situation.
 - Kate mentioned that we need to focus on continuous improvement and where do we go from here.
 - Bernice mentioned that Jasna was doing a great job and we need to set up a mechanism for new P&C members to be aware of all the processes in place
 - Jasna encouraged the use of Google Workspace as a channel for communication.

5.	OOSHC Update	N/A	N/A
No update re OOSHC – Tui was an apology			
6.	Fund raising Update –Upcoming fundraising events	N/A	N/A
<ul style="list-style-type: none"> ○ No update re fund raising – Jeannot was an apology ○ An option for fundraising was for exploring family photo fundraising event. Idea was well received 			
7.	Board Update	N/A	N/A
No Board Update – Outstanding item was about sharing the board report (notes from the board) – Lee to follow up. (Note: Board Report was subsequently shared on the same night via email by Noel). Thank you Lee for the follow up and Noel for sending.			
8.	Follow up on outstanding questions from last meetings	All	15 mins
<ul style="list-style-type: none"> ● Satisfaction survey result will be shared by Kate. <ul style="list-style-type: none"> ○ Raw data from 2016 to 2020 that compares TPS to ACT wide indicate that TPS is very low compared to ACT average in listening to parents and teachers ○ NAPLAN shows poor results in TPS 			
9.	General Business	All	10 mins

- This section is renamed to General Business from AOB to ensure that urgent matters are brought to the agenda rather than at the meeting (this is from a change per the new constitution)
- Proposal to do a survey on school safety with parents. Kate will provide high level ideas around survey.
- Jasna to organise year level coordinators meeting to discuss roles and responsibilities
- Alina mentioned lots of rubbish at the gate. Need to keep an eye on this and raise with school execs if trend continues
- Toilet issue needs to get back on the radar as kids are giving feedback again on dirty toilet issue. Bernice will ask Mary Ryan on the schedule for frequency of cleaning of toilets.

Meeting closed at 8:13pm.

Next meeting in Term 4 – Wed 26 October 2022.

Actions tracker

Item	Responsible person	Update
Need to appoint a second webmaster to support Kate	Open	
Defining a process around the communication officer role and how this role can support posting of communication via the current channels	Jasna	
Satisfaction results from 2016 to 2020 (Raw data) to be shared	Kate	
Survey ideas on school safety to be done with parents	Kate	
Organise year level coordinators meeting to discuss roles and responsibilities	Jasna	
To ask Mary Ryan on frequency of cleaning for toilets	Bernice	

Attendees

Kavin Arnasalon	Larissa Lefevre	
Jasna Mitic	Lee Hayward	
Martin Pawlukowski	Adam Poulter	
Alina Bryleva	Barbara	
Kate Gauthier		
Bernice McIntosh		

Apologies

Jenn Foulcher	Tui Davidson	Jeannot De Nadjitein
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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 online via Zoom (Details in Agenda)

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 online via Zoom (Details in Agenda).

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 via Google Meet (details in Agenda)

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