

**Telopea Park School / Lycée Franco-Australien de Canberra**  
**Parents & Citizens Association DRAFT Meeting Minutes**  
**Open meeting**

**Wednesday 26 October 2022 6:30pm – 8:34pm**

**Location: Google Meet ([meet.google.com/mzc-bwzm-vxj](https://meet.google.com/mzc-bwzm-vxj)) or open Google Meet and enter this code: mzc-bwzm-vxj or join by phone 02 9051 5171 (PIN: 476527624) & In Person at Telopea Park School**

Item	Lead	Time
<b>1.</b> P&C President's Update	Jenn F	<b>26 mins</b>
<ul style="list-style-type: none"> <li>- Welcome to guests and acknowledgement of Country</li> <li>- Apologies: Jasna</li> <li>- Approval of previous minutes: Larissa confirmed and seconded by Bernice</li> <li>- Matters arising from the minutes of previous meeting               <ul style="list-style-type: none"> <li>o Meeting with school executives around readers and outdoor equipment so money can be allocated across the multiple projects. There is money sitting in the account that can be used. Need to understand what projects will the school be focussing on and if funding is not achieved, which portion of funding will be adequate to progress preferred projects.</li> <li>o Seek a second webmaster to support Kate. Need someone with IT skills. [ACTION]</li> </ul> </li> <li>- Correspondence               <ul style="list-style-type: none"> <li>o Highschool parent contacted about almost running over a child. Lollypop program being investigated. Another crossing is being considered (on NSW Crescent at the primary end). Jenn to forward the email.</li> <li>o Canberra Times front page – good feedback. Lots of publicity (radio interview and newspaper). No inflatable jumping castle for Fete. ACT Directorate has communicated to school but not to P&amp;C. For future reference P&amp;C council will communicate to the TPS P&amp;C. Directorate decision.</li> <li>o Prizes for Fete (raffles):                   <ul style="list-style-type: none"> <li>▪ Travel voucher with France Travel</li> <li>▪ Parents travel from Doma Group</li> <li>▪ Martial Arts voucher for families</li> <li>▪ Wine French cookbooks</li> <li>▪ Oscar Bakery vouchers</li> <li>▪ Volunteer required for French Baguettes (Lindsay Drennen)</li> </ul> </li> </ul> </li> <li>- Matters arising from correspondence</li> <li>- General Update               <ul style="list-style-type: none"> <li>o Week 8 meetings booked for East Lakes Football Club (3 Oxkley street Griffith)</li> <li>o Jenn will not be running for president next year</li> <li>o Google workspace set up for document repository. Well done Jasna.</li> <li>o Information session around hygiene, consent, use of devices, cyber safety, personal safety, anxiety management, consent across the board – Stacey was keen to get some ideas on information sessions for Yr 7 to Yr 10 cohort. Please free to send feedback to school executives and P&amp;C committee members.</li> </ul> </li> </ul>		

○ P&C Storeroom key is missing. Please return it if you have it.			
2.	Principal's address and report	Jason H	10 min
<ul style="list-style-type: none"> <li>- Jason provided the update which was shared with the wider group. Jason opened the floor for discussion.</li> <li>- Beth thanked Jason for the work to open school up for reading and other activities.</li> <li>- Year Coordinators are coordinating for readers. People can email Patrice/Anna for protocols regarding readers.</li> </ul>			
3.	Proviseur's address and report	Florence L	10 min
<ul style="list-style-type: none"> <li>- No report received</li> <li>- Florence was checking whether report was received from parent representative.</li> <li>- Meeting with Alliance Francaise – implement the DEF (Diploma to recognise the level of French language)</li> <li>- Special project in 2023 with AF about Cinema at all levels and get students to watch the movies and have debates with Adults. To encourage children to speak about the movies (in French)</li> </ul>			
4.	Community Q&A	All	20 min
<ul style="list-style-type: none"> <li>- Theft of money and belongings – Jason and Anna indicated that its not a common problem. Isolated incident in year 3. Some items were not returned. Reports were coming after market day, where there were reports of theft of money. Parents usually email school when there are issues around theft. Forrest primary school used a ticket system to replace money.</li> </ul> <p>Anna advised to inform the teachers and the school executives in circumstances of theft in the first instance so they can action asap.</p> <ul style="list-style-type: none"> <li>- Air quality measured within a classroom – Jason could not accept CO2 monitor from a parent. CO2 monitors has been provided for classes. Not enough monitors for every classroom in the school. Some classes where windows could not be opened have been identified as priorities. If monitor identifies that there is a CO2 issue and no windows available, the class will be moved to a different class with better CO2 reading. Need to go back to directorates to see if monitors can be redirected to schools that do not need as many CO2 monitors as have been allocated. Need to know how much it costs.</li> </ul> <p><b>ACTION: Jason to reach out to ACT Directorate and provide feedback within 1 week.</b></p> <p><b>ACTION: Noel and Jenn will reach out to the parent and advise on what is being done in that regards</b></p>			

- Orientation morning tea session for 2023 kindy students: Letters coming out this week. 29<sup>th</sup> November is the selected date.
- Parents back on site question: Jason indicated Monday 31<sup>st</sup> October. Remind that its not the time to have an in-depth discussion with the teacher. If a parent wants to talk to the teacher, please ring school and book time to have an in-depth discussion with teacher.
- Truancy process in secondary school (15 mins window during lunch where toilets are open for students to use): Toilets are locked during the day because of vaping. Kids are having to get a special pass to go to one toilet during the day. Kids are not going to toilet and it poses a problem. Girls menstruate and they need to have access to toilets.

Jason and Stacey: Only time when toilets are shut is when there is vandalism. Toilets are not locked generally. There are processes are in place to record pupils going out of class. No special note required by pupils to use toilets.

5.	School Board Report	Noel D	<b>10 min</b>
<ul style="list-style-type: none"> <li>- School board report next week.</li> <li>- Treaty requires Fed Gov representative on board. Commonwealth representative now on the board</li> </ul> <p><b>ACTION: Noel to circulate report</b></p>			
6.	OOSCH Report	Tui D	<b>10 mins</b>
<p>Key activities:</p> <ol style="list-style-type: none"> <li>1. Before School Care – continuing</li> <li>2. After school care – continuing</li> <li>3. Extra-Curricular Activities – good to have them back. If not on ECA distribution list, please reach out to Tui via website to be added.</li> <li>4. Decisions: 3 weeks shut down at Christmas (19<sup>th</sup> Dec to 6<sup>th</sup> Jan)</li> <li>5. Financial Management: \$5K behind via budget. This is compared to being \$68K behind at the same time last year.</li> </ol>			
7.	Treasurer’s report	Marty P	<b>10 mins</b>
<p>Key activities:</p> <ul style="list-style-type: none"> <li>- Current position \$119, 283.61 (across 2 Accounts)</li> <li>- Lowes payment are utilised to pay for Awards and Publications</li> <li>- Need to return \$5K of Grant as not used</li> <li>- Recommendation for cash boxes (10) and credit card terminals (3x\$330) (NAB v/s Square Accs). \$20 Fee per month per Terminal from NAB and 1.15% transaction fees. <b>ACTION: Alina to send email for approval to execs.</b></li> </ul>			
8.	Fundraising Report / Update	Jeannot D	<b>10 mins</b>
<p>Key activities:</p>			

- Teleopea park P&C fund raising account to be set up for good governance. Unfortunately personal accounts may need to be used for the Square terminal as we may run out of time.
- 25 Stalls (mainly food) – P&C to run 7 stalls.
- Raffles being organised online
- Tombola
- Rides biggest money earner (Carousel + Slide + Jumping castle).
- Grand Fete under the sign of sustainability
- Budget is \$12000, as opposed to \$38,000 from last fete.
- Full schedule of performance for the stage.
- Is the contingency plan in case it rains to use the hall?
- **ACTION: Jason to check with Mary and advise for Gym and Hall as contingency plan.**
- **ACTION: Jason to check with Directorate for alcohol consumption on site. Jeannot to provide the liquor licence.**
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<b>9.</b>	General Business	All	<b>18 mins</b>
	<ul style="list-style-type: none"> <li>- New community Q&amp;A form (Jenn / Jasna)</li> <li>- Out of date page (need to review the documents for accuracy and decide whether to update or remove) - <a href="http://www.teloapeapnc.org.au/what_we_do/pc-documents/">http://www.teloapeapnc.org.au/what_we_do/pc-documents/</a> (Jenn)</li> <li>- Primary school section regarding safety for P&amp;C council for 27<sup>th</sup> October. Jenn to send details</li> </ul>		
<b>10.</b>	Meeting Close – 8:34pm	Jenn F	
Next Meeting – Wednesday 30 November 6:30pm to 8:30pm			

### Actions tracker

Item	Responsible person	Update

### 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**

Kavin Arnasalon	Larissa Lefevre	Jason Holmes
Jenn Foulcher	Lee Hayward	Anna McGown
Martin Pawlukowski	Adam Poulter	Marsha Gomez
Alina Bryleva	Barbara	Eva
Bernice McIntosh	Tui Davidson	Stacey
Jeannot De Nadjitein	Beth	Emma
Rebecca	Noel	

**Apologies**

Jasna Mitic		
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