

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

Wednesday 17 May 2023 6.30pm – 8.30pm

Location: Senior Staff Room / Google Meet

To join the video meeting, click this link: <https://meet.google.com/gbt-waor-nrj>
 Otherwise, to join by phone, dial +61 3 8594 8321 and enter this PIN: 197 480 957#
 To view more phone numbers, click this link: <https://tel.meet/gbt-waor-nrj?hs=5>

Item	Lead	Time
1. P&C President's Update	Alison	20 mins
<ul style="list-style-type: none"> - Welcome to guests and acknowledgement of Country - Apologies - Approval of previous minutes - Matters arising from the minutes of previous meeting - Correspondence - Matters arising from correspondence - General Update 		
2. Principal's address and report	Jason H	10 min
3. Proviseur's address and report	Florence L	10 min
4. Community Q&A	All	30 min
5. School Board Report	Stephen B	10 min
6. OOSCH Report	Tui D	10 mins
7. Treasurer's report	Marty P	10 mins
8. Fundraising Report / Update	Jeannot D / Rebecca S	10 mins
9. General Business	All	
No items raised to be added to General Business		

2023 expected meeting dates:

Term 1

Week 8: Wednesday 22 March, P&C and parents meeting – welcome drinks & AGM,
Offsite/Online

Term 2

Week 4: Wed 17 May, P&C and Parents and School, TPS Senior Staff Room & Google Meet

Week 8: Wed 14 June, P&C position holders, location TBC

Term 3

Week 4: Wed 9 August, P&C and Parents and school, TPS Senior Staff Room

Week 8: Wed 6 September, P&C position holders, location TBC

Term 4

Week 4: Wed 1 November, P&C and Parents and school, TPS Senior Staff Room

Week 8: Wed 29 November, P&C position holders, location TBD

Telopea Park School / Lycée Franco-Australien de Canberra
Parents & Citizens Association
AGM and Ordinary General Meeting Agenda
Wednesday 22 March 2023 6.30 – 8.27pm (via Video Conference and In Person – High School Staff Room)

Item	Lead	Time	
1.	Acknowledgement of Country, apologies, welcome from Chair and confirmation of agenda.	Jeannot	5 mins
<ul style="list-style-type: none"> ▪ President's Address delivered by Jeannot. ▪ Jeannot also thanked Jenn for her service as president. 			
2.	School Principal's address	Jason	30 min
<ul style="list-style-type: none"> ▪ Learning in classroom has been great ▪ Lots of discussion about planning excursions and camps with the staff <ul style="list-style-type: none"> ○ Surfing with kids at red camp ○ Jason also visited camps (interacting with students and staff in a different setting) ▪ Students behaviour changing and Jason is continuing to work with a behavioural agenda. Flow chards to show how the school manages behaviours will be shared. ▪ Parents feedback still in place and reminder will be sent shortly ▪ Last survey feedback: <ul style="list-style-type: none"> ○ Learning was a key focus ○ Communication was a strong theme from parents and carers ○ Priority was also about improving school outcomes with focus on literacy and numeracy ▪ Update on psychological support for both primary and secondary psychologist. There are 2 psychologists (on a part time basis) – 3 days for primary school support and 4 days for secondary school support 			
3.	Proviseur's address	Florence	1 min
<ul style="list-style-type: none"> ▪ Jason presented Florence's apologies 			
4.	OOSHC report	Tui	5 mins
<ul style="list-style-type: none"> • OOSHC statement is rolled into P&C Statement • OOSHC sustained a \$39K loss for last financial year • COVID had impacted the financials for the year • Leon – New director in place • Final comment P&C owns OOSHC and parents who sent their kids to OOSHC are supporting the P&C. • Financial report: Jeannot proposed and Kavin seconded. 			
5.	Treasurers report	Marty	5 mins
<ul style="list-style-type: none"> • P&C has a net position of \$118,933 in the NAB general accounts • OOSHC contributed \$45K • Lowers commission \$12,599 • Fete and raffle profit \$10,748 			
6.	Fund Raising and Events	Jeannot	10 min

<ul style="list-style-type: none"> ▪ Range of activities for the purpose of raising funds to be organised ▪ Events needs to be organised to build community and others to raise funding ▪ Draft calendar will be circulated by events team covering future events 			
7.	Election	Jason	15 mins
<ul style="list-style-type: none"> ▪ 29 members in attendance ▪ Election results as follows <p>Office bearers</p> <ul style="list-style-type: none"> ▪ President – Alison Behie ▪ Vice President – Jeannot De Nadjitein ▪ Secretary – Kavin Arnasalon ▪ Assistant Secretary – Rebecca Sweett ▪ Treasurer – Martin Pawlukowski ▪ Assistant Treasurer – Alina Bryleva <p>Roles</p> <ul style="list-style-type: none"> ▪ Grants Officer – Ro Mitchell ▪ Public Officer – Colin Sweett ▪ ACT P&C Council Delegate – Daniel Hughes ▪ Webmaster – Kate Gauthier ▪ Communication Officers – Celine Oudin ▪ Communication Assistant (Translators) – Rebecca Sweett & Rim Bohle ▪ Vice-President/Chair (Out of School Hours Care (OOSCH) - Tui Davidson ▪ Lost Property Coordinator – Vacant ▪ Second Hand Uniform Shop – Mia, Audrey Michiels ▪ Uniform Shop Coordinator - Wendy Ho ▪ Assistant Returning Officer for School Board Elections – Tui Davidson ▪ Events / Fundraising Lead – Jeannot De Nadjitein ▪ New Teacher Welcome Coordinator – Rim Bohle ▪ Raffle Coordinator - Vacant ▪ Year Coordinators <ul style="list-style-type: none"> - Kindy – Eglantine Staunton - 1 – Barbara M, Eva Bruenisholz - 2 – Lindsay Drennan, Emma - 3 – Racheline Jackson - 4 – Barbara M - 5 – Marsha Gomez - 6 – Felicity Dowden - 7 – Stephanie Ane, Christine Williams - 8 – Brenda Carlson - 9 – Adam Poulter - 10 – Celine Oudin <p>Official part of AGM closes</p>			
8.	General Business / Community Questions	All	5 mins
<ul style="list-style-type: none"> ▪ Pupil Free days <ul style="list-style-type: none"> - No more pupil free days planned for the rest of the year - Early communication to parents so they can plan better ▪ Appointment of special members <ul style="list-style-type: none"> - Proposal to appoint special members was objected by Larissa. ▪ Notes from board meeting shared 			

Attendees

Jeannot De Nadjitein	Jason Holmes	Leon Mason
Rebecca Sweett	Eglantine Stauton	Kavin Arnasalon
Martin Pawlukowski	Rim Bohle	Ben Panzer
Lindsay Drennan	Sarajini Mitchell	Emily Pollinitz
Lee Hayward	Nick Mitchell	Marsha Gomez
Nicole Thompason	Daniel Hughes	Melissa
Antonia Pannell	Tui Davidson	Andi
Alison Behie	Larissa	Racheline
Fiona	Cherie	Jessica
Antoine		

Apologies

Jenn	Noel	Florence

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Dear Parents and Carers,

Term 2 started well across the school, with students slipping back into productive learning behaviours quickly and staff ensuring high quality learning and support was offered right from day one.

Events

To date this year, we've had successful swimming and cross-country carnivals, where students have been able to 'shine' in different ways, and there have been year level and subject specific camps and excursions to enrich student learning. We've also commemorated ANZAC Day and this Wednesday, 17 May, we will recognise and celebrate the **International Day Against Homophobia, Biphobia, Interphobia and Transphobia (IDAHOBIT)**. Our parent/carer information sessions for Kindergarten and Year 7 for 2024 ran smoothly and the general feedback from our guests was very positive. Planning for our Centenary in September has stepped up a gear and we are seeking to engage staff, parents/carers and students to help with ideas and organisation of events. We are also liaising with the Education Directorate for support. 2023 is a busy year in ACT Education with Telopea Park School celebrating 100 years of operation, Lycee franco-australien de Canberra celebrating 40 years, ACT Public Education celebrating 50 years, and the Instrumental Music Program also celebrating 50 years.

Board

We recently held our first Board meeting with the new members. It was a productive meeting and I am excited to have continuation of the enthusiasm that our outgoing members brought to the table. Congratulations to Stephen Bouwhuis for his election to the position of Board Chair and to Kate Gauthier for her election to the position of Deputy Board Chair. A summary of discussions and decisions will be distributed to our parent/carer community as soon as practicable after each meeting.

Staffing

While our term has started well, like many other ACT schools, we are experiencing staffing challenges as the term progresses. We have a couple of vacancies to fill, some staff on planned leave, and we are starting to see increased unplanned absence due to illness. We are having to split or collapse classes on occasions as well as modifying the operation of some specialist areas. We are proactively planning to minimise disruption to classes and provide good continuity of learning, although there are times that this may mean that excursions and staff professional learning may not be able to happen. In instances where excursions need to be cancelled, we will attempt to provide as much notice as possible.

2023 School Improvement

In conjunction with the Education Directorate School Improvement team and through further review of student learning data we have altered our proposed School Improvement priorities from:

- Priority 1: To maximise the growth in learning for all students

- Priority 2: To strengthen student connectedness to/across the school community
- to:
- Priority 1: Strengthen student connectedness to/across the school community
 - Priority 2: Improve student growth in literacy
 - Priority 3: Improve student growth in numeracy

We are attempting to have a narrow and deep focus through our school improvement priorities, although we have identified draft ones give us scope to be adaptive as we progress and identify key improvement strategies in our Annual Plans that relate specifically to what our data is telling us. We are close to finalising the School Improvement Plan and will share it when done.

Family Financial Statements

Family statements for voluntary contributions were sent out in Term 1. To date, we have received approximately \$180,772, which is 62% of our budgeted projection. Many thanks to parents/carers who have been able to pay their voluntary contributions. The monies received are used in many ways across the school, including purchasing resources, improving learning environments and providing additional staffing.

Staff Learning

One benefit of being an AEFÉ Partner School is access to high quality professional learning (PL) for staff. This normally takes the form of identified French staff attending conferences and/or targeted PL in AEFÉ Asia-Pacific hubs such as Vietnam. For these PL, the school pays a base rate, and the AEFÉ covers costs over and above these. We also had two AEFÉ trainers visit the school on 4-5 May to present PL to both French and Australian staff. All staff also continue to undertake Trauma-informed Aboriginal and Torres Strait Islander Cultural Capability training to improve our understanding and capacity to support students.

Canteen

I'm pleased to announce that the school has extended the current canteen lease with Xavier until the end of the year. We organised for an audit of the canteen menu during Term 1 by ACT Nutrition Support Services. The audit identified that the menu meets the minimum proportion of green items, however there were 15% red items, which made it non-compliant with the ACT Healthy Food and Drink policy. Recommendations were made in the report to help meet compliance and Xavier has implement the necessary changes.

Positive Behaviour for Learning (PBL)

Our PBL focus continues to be on active and passive outdoor spaces. The learning developed by the PBL team clarified expected behaviours (and activities) in the different areas and the signage reinforces the expected behaviours and provides a handy script for staff and an easy 'go to' for students. We are hosting an introductory parent/carer information session on Thursday 18 May from 5:00 - 5:30 in the secondary library. We will also attempt to stream the presentation too.

Centenary Planning

We continue to prepare for the School's Centenary. Mary Ryan continues to seek parent/carer, student and staff involvement in planning and organising events. Many thanks to the parents/carers who attended last week's meeting. The current thinking for the celebration is for it to occur over four days:

- Friday 8 September Evening reception for dignitaries and invited guests
- Saturday 9 September Tours of the school
- Sunday 10 September Community picnic on the school oval
- Monday 11 September Day of celebration with students

Mary recently met with Alison and Rebecca to seek P&C support for meeting some of the costs associated with the reception, and we are grateful for the support offered. Florence has been working with one of our French teachers to develop a logo that incorporates 100 years of Telopea Park School and 40 years of Lycee franco-australien de Canberra. I've sent an email to the Education Director General to seek any support the Directorate may be able to offer us.

Data

I'm keen to run a short session at each P&C meeting to share and unpack some of the data we collect. I'm interested in gauging interest in this concept, and if there is interest, where you'd like to start.

Regards,
Jason.

Issues raised by parents/year coordinators for Community Q&A

1. Concern around decision to change deferral policy – will this impact families that left the school before this decision? What was the consultation with families?
2. Mobile phone use at recess and lunch in the senior school is causing issues for kids without phones. Is there any update on banning phones in school as has been done in other public schools in NSW?
3. Update on toilets has been requested from multiple year groups – concerns around cleanliness and safety and some of them being locked in the afternoons.
4. Concern around interactions between senior school and primary school students – safety of children seeing inappropriate content or behaviour
5. Violence targeted towards girls – is there a policy around misogynistic behaviour?
6. Communication – newsletter is difficult to find all of the info needed – can there be ways to break up newsletter to primary and secondary?
7. Is there a sunscreen policy for younger grades as it seems students are not being asked or reminded to apply sunscreen through the entire day.
8. What is the plan for teacher absences to ensure students keep learning their year curriculum? It seems some students are put into a lower grade class and not given appropriate work to do.
9. Are there any plans to clean out sand pits? There is concern the kindy playground in particular is very dirty.
10. What is the status of the tables and chairs that were being purchased for kids to sit down and eat during morning tea and lunch

Update from the P&C president

We held an Executive meeting on 12 April 2023 and set some strategic aims for 2023

1. Communication subcommittee to work with the school to design a communication strategy. Need parent input – particularly those with communication expertise.
2. Information sessions – P&C would like to organise info sessions for parents about a variety of topics. We would like to call for ideas for things you would like to learn more about and discuss with other parents (gifted and talented kids, cybersecurity, support for anxious children). We would also love volunteers to help organise one or more of these. Doesn't have to be a big time commitment, but make a big difference in terms of getting parents together to discuss important topics facilitated by an expert on the topic.
3. Centenary – Sunday 10 September, P&C family event being planned – people interested in helping can reach out to fund raising committee

Road safety grant – May apply for a grant to do an audit on road safety issues at the school and assist with public awareness of issues – deadline is end of May.

Telopea Park School - School board meeting 9 May 2023

Parent board member meeting notes

Parent members: Lee Hayward, Stephen Bouwhuis, Kate Gauthier

Welcome to new members

- Jason Holmes, Principal welcomed new parent, student and staff members to the board. Outlined the role of the board and the structure of meetings. Noted that the TPS board operates under a disallowable Instrument, which changes our composition and quorum (it is different from other schools)
- Noted parents' request to alter the agenda, to move reports to end of agenda, and to be reported by exception (no need to discuss unless a member has a specific question). This will create greater time for substantive discussion on policy issues. Proposal was supported.
- Parents also noted the need for everyone attending board meetings to be listed by name and the capacity in which they attend.

Outcome: Conducted election of chair and deputy chair. Stephen Bouwhuis (chair) and Kate Gauthier (deputy chair) were nominated and elected unopposed.

Conflict of interest

- Discussion on what constitutes conflicts of interest, noting that staff, parents and students were elected from a specifically stakeholder group and that was not itself a conflict.
- Discussion that in previous board minutes, it was alluded that the parent community had concerns with teacher-parents participating as parents. P&C members confirmed that was not the case. The only concern was to ensure that teacher-parents disclose their conflict of interest whenever that conflict arises, e.g. in parents discussions around school performance. A one-off disclosure was not considered sufficient.

Outcome: The board discussed this in the context of board discussions and noted that people should take a cautious approach and notify early and often for board consideration. Conflicts can be addressed through a range of measures.

Board minutes

The parent members advocated strongly for board minutes to be published, noting that minutes are subject to Freedom of Information (FOI) laws, that to not publish was a breach of the ACT Government's *Open Government* policy, and that the Privacy Act only requires that no personal information of an individual is disclosed. Parents provided a table (see below) that reviews the practice of other similar school boards, noting that one published board minutes and many others hold open meetings and invite parents to attend.

The board was informed that the Education Directorate's policy is that minutes are not published. Board noted that the meeting notes being drafted by teachers/parents in recent years provided more detail than minutes and were better received by the community. It was also noted that breaching the preference of the Directorate would put staff board members in a difficult position.

Outcome: Meeting notes would be used to communicate outcomes instead of minutes. It was also decided that sensitive or confidential matters would be flagged in meetings, to ensure they are documented appropriately in meeting notes. It was further noted that anyone has a right to seek board minutes [under FOI laws](#).

Board appointed member

The board appointed member position was noted to be Deputy Principal of High School in charge of the IB program, Cymantha (Sam) Cantrill. That decision was queried as that the appointment of a staff member was not in alignment with Directorate policy that board appointments should not skew the balance between stakeholder groups. However, it was noted that the IB program requires that the IB manager is a school board member.

Outcome: There was a general understanding the IB program principle took precedence over the Directorate policy and that it was appropriate to appoint the Deputy Principal in charge of the IB program.

Enrolment review

- Jason distributed previously a timeline for enrolment review. A copy was provided to new members, along with results of the parent survey.
- Jason informed the board he had drafted a discussion paper and that is with the Directorate for approval to distribute. Jason will provide that to board after the directorate approves it.
- Parent members asked whether the group that decides on enrolments could include a parent member, as was the practice in the past. Staff disagreed with that approach, but it was agreed to find other solutions to build transparency.

Outcome It was agreed to park the discussion of enrolment decisions, and for this issue to be discussed in greater detail in the future enrolment subcommittee.

Principal report

- Flagged in the past that due to staffing pressures, there may be cases where excursions have to be cancelled, classes done online, leave requests not approved. The chance these measures might be needed are increasing.

Provisieur report

- Currently working on approval for transfer from French BAC to French-IB. Florence to alert parent-members to the working group so they can attend/join.
- Directorate recently decided all international school trips too high risk and cannot be undertaken.
- This impacts the exchange program the school was trying to set up with New Caledonia.
- AEFÉ is trying to establish a program where year 10 students can register for an exchange with another student in another AEFÉ school. Unfortunately this may be in conflict with ACT reviews of risks of international exchanges.
- School is establishing links with Alliance Française to set up groups to support parents who cannot speak French in how to support their children in a bilingual program.
- The conseil de classes discussed the issue of homework school holidays. The Provisieur reported that parents in this forum supported homework being given during school holidays. However, a system would be developed that students could do a modified version of holiday homework. No details were given as to whether students would be marked lower for this.

SRC report

- Range of school and sports projects reported on. World Scholar Cup to be held in May.
- Student members noted that different subjects can have major due dates at the same time, which creates difficulty for students. If the assessment calendar was finalised earlier, that would give greater opportunity to negotiate for changes to clashes.

Subcommittees

- Stephen – noted that subcommittees can involve non-board members and that the parent community includes experts in a range of fields. Will seek parent interest in the following subcommittees: Finance, enrolment, curriculum. There was also some discussion on whether there should be a separate student wellbeing subcommittee or should be part of work of curriculum subcommittee. To be discussed at next board meeting.
- Was noted that the P&C was forming its own communication subcommittee, so there was no need for a board one.

Outcome: Chair to seek parent interest in subcommittees. These to be discussed and committees formed at the next board meeting.

Other business

- Parent members discussed the issue of communication, particularly around how homework is given out via multiple channels, and sometimes does not include complete instructions. Parents provided a sample template that could be used by the school to communicate all tasks to students, so that everyone is very clear on tasks. They noted that having a child's homework listed in the one place (for both English and French) saves parents having to work through the different channels and modes of communication to work out what their child was supposed to be doing each week and that this would make it easier for parents to support their children.

Outcome: Proviseur reported that in term 3, they will be providing training to new teachers on how to hand out homework. It was not clear if that training would include current teachers.