**Telopea Park School / Lycée Franco-Australien de Canberra**

**Parents & Citizens Association**

**Meeting Minutes**

**Wednesday 1 November 2023 6.30pm – 8.00pm**

**Location: Senior Staff Room / Google Meet**

**Attendees:** Antonia, Marty, Alison, Kate, Xavier, Becky, Daniel, Patrice, Florence, Jason, Kylie

**Online attendees:** Alina, Angus, Chris, Elsa, Barbara, Jeannot, Jessica, Lee, Lindsay, Marly, Marsha, Stephen, Tami, Kavin, Tui

|  |  |  |
| --- | --- | --- |
| **Item** | **Lead** | **Time** |
|  | P&C President’s Update  | Alison | 1. **mins**
 |
| * Welcome to guests and acknowledgement of Country
* Apologies
* Approval of previous Open meeting minutes (Meeting Minutes approved)
* President’s Update – Key points below (**separate document attached – Presidents note and community questions**)
* Special thanks to the Kindy group for their Centenary Picnic organisation. A profit of $3000 was made from the event.
* Good Feedback regarding Cyber Security workshop. Special thanks to Hebe for organising.
* P&C was unsuccessful in securing the Road Safety grant.
* Fund raising
	+ Need to consider a Fund Raising coordinator role with P&C.
	+ Need to look at cost benefit analysis regarding fund raising priorities so consistency of decision making can be achieved.
	+ P&C funds to be used to update/upgrade readers.
 |
|  | Principal’s Address | Jason H | **10 mins** |
| * Principal and Proviseure Report Attached **(Principal comments in Black)**
* Staffing – Some teaching positions still need filling.
* Government Funding – Members from the Education Directorate met with Parent representative and Student representative. The Education Directorate members expressed their willingness to consult further with school and the community.
* End of Semester reporting changes
	+ Primary unchanged
	+ Secondary report will include generalised comments of student achievement against the Baccalaureate standard.
* Change of Time table proposal discussed and how that will impact extra learning.
	+ Concerns raised around impacts to kids learning & concentration levels with breaktime reduction
	+ Concern raised around pick up time
	+ Confirmation that pick up window of 15 mins will still be maintained
	+ Need to consider After School Care impact as they will need to align with new school timing.
 |
|  | Proviseur’s Address  | Florence L | **10 mins** |
| * Principal and Proviseure Report Attached **(Proviseure’s comments in Blue)**
* New project that requires the support of the P&C (Badminton Championship)
	+ Organisation of AAFEBS Badminton CHampionshipt to be organised at TPS
	+ School from Sydney, Melbourne, Brisbane and New Caledonia to participate.
	+ Plan is to welcome the students over 3 days with cultural activities including dance and BBQ.
	+ Meetings will be organised in the evenings
 |
|  | NAPLAN Results | Jason H | **10 mins** |
| * **NAPLAN report from Principal attached**
* Key commentary
	+ Reporting has changed in 2023
	+ Band Summaries no longer available
	+ 2023 data provides school wide insights on student achievement across 5 different components (Reading, Writing, Spelling, Grammar and Punctuation).
	+ Overall TPS students have performed quite well
 |
|  | Community Q&A  | Alison to Lead | **30 mins** |
| * Refer to President Report with Community Questions (**separate document attached**)
	+ Sunscreen application (perception is that sunscreen is considered optional. Is the school developing a procedure to ensure it is mandatory especially with younger kids). **[Kylie to review procedure that was updated in April 2023]**
	+ Kids feeling they have to eat very quickly so they can play. **[Kylie to investigate]**
		- Sporting Team – Does TPS have one. Confirmation that TPS has sporting team. For highschoolers, TPS send team to football, track & field event, soccer, mountain biking etc.. Notice board in P.E section has the details.
		- Discussion around organising Petanque championship. P&C require volunteers to organise**. [Alison, Barbara and Leon to discuss]**
	+ Readers – P&C funds to be used to update both French and English readers
	+ Unsafe Driving – concern around unsafe driving and illegal parking at drop off and pick up.
		- Jason to use regular comms channel to remind parents
		- Jason to discuss with Police liaison officer to be present at random times and report to Access Canberra where parents are being unsafe.
		- Staggered pick ups is an option that can be considered.
	+ Increase use of Class Dojo – parents very appreciative that executives are using Class Dojo more regularly.
 |
|  | School Board Update | Stephen B | **10 mins** |
| * **Stephen to share**
 |
|  | OOSCH Report | Tui D | **5 mins** |
| * New Assistant Director has commenced.
* Educational Leader recruited and will commence in late November. Joining on a casual basis and then full time employment in 2024.
* Successful October school holiday program and planning for January school holiday program is tracking well.
* 2024 enrolment process to be finalised in a couple of weeks.
* Staffing number tracking well.
 |
|  | Treasurer’s report (**separate document attached**) | Marty P | **10 mins** |
| * $116K in the bank
* $5000 repaid out of $20000 grant
* Profit on Centenary picnic $3,800
* Profit on centenary hoodies $3,200
* New Account Manager for Lowes (7.5% school rebate to be continued along with 2 free school captains blazers per year)
* Need to get a volunteer to support Grants Officer role.
 |
|  | Fundraising Report / Fete Update | Rebecca S | **10 mins** |
| * Over 50 Stalls
* $7,300 expenses to date and $5,400 external stall contributor to date.
* Telopea Talents on main stage
* Petite corner with FAPS and Kindy
* Silent Auction
* Fete to be registered as a sustainable event
* Big thanks to Becky, Hannah, Warwick, Marty, Marsha and many others who are doing an incredible job to organise the event
 |
| **10** | Other General Business | All | **5 mins** |
| * None sent prior.
 |

**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 & Online

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**