**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

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| **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**