

**Annual General Meeting**

Wednesday 21<sup>st</sup> February 2007 – 7.00pm

**ACCEPTED MINUTES**

1. Apologies / Attendance.....	2
2. Correspondence.....	2
3. Previous Minutes.....	2
4. Actions arising from previous meetings were dealt with as they arose in following items.....	2
5. P&C President's Report.....	2
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## **1. Apologies / Attendance**

**1.1 Apologies:** Robyn Mellor, Ruth Mills, Debra Parker, Kerrie Blain

**1.2 Attendance:** Peter Roberts, Laura Beacroft, Tony Atkinson, Jon Claoue-Long, Stefanie Zutter, Nicki Epina y, France Meyer, Carol Blake, Arthur Camilleri, Kathy Leigh, Renata Dyer, Alan Bunsell, Janice Wykes, Mary Welsh, Alison Purvis, Rauf Rahim, Marina Thompson, Lex Clark, Michelle Richardson

**Staff:** Kate Sutherland, Jean-Paul Clement, Maria Magdic

President Tim Baker-Finch opened the Meeting at 7.10pm.

## **2. Correspondence**

### **2.1 Correspondence In**

- Notice from ACT Council of P&C Associations about their meeting and elections on 27 February 2007.

### **2.2 Correspondence Out**

- Sympathy card to John Donovan on the recent death of Ann Donovan. John and Ann have been great supporters of the School through support for the annual raffle.
- Submission to ACTPLA regarding the recent Development Application to build two eight-storey residential towers within the Section 27 (old Macquarie Hotel site) development across NSW Crescent from the School.

## **3. Previous Minutes**

Draft Minutes of the monthly P&C meeting held on 06 December 2006 had been previously circulated by email and copies were available at the meeting. There were no requests for amendment. Tim Baker-Finch moved a motion that they be approved. This was seconded by Peter Roberts and carried. These will be forwarded to our new webmaster Renata Dyer to be placed on the P&C Website as approved Minutes.

## **4. Actions arising from previous meetings were dealt with as they arose in following items.**

## **5. P&C President's Report**

This was tabled and read by Tim Baker-Finch. (See **Attachment A Report from P&C President** on Page 8).

## **6. P&C Treasurer's Report**

Alan Bunsell tabled and read his report. (See **Attachment B Report from P&C Treasurer** on Page 10).

**7. Principal's Report**

Kate Sutherland tabled and read a monthly report. (See **Attachment C Report from Principal** on Page 15).

**8. Provisieur's Report**

Jean-Paul Clement provided a short oral report in which he said he was looking forward to the arrival of the new Principal, Mr Michael Maniska, for the increased opportunities his knowledge and language skills will bring for the French and English streams of the school to work together. He also thanked Steve Kyzburz for his work and Kate Sutherland and Kerrie Blain for their ongoing work in the Principal's role.

**9. Board Chair's Report**

Jonathan Claoué-Long tabled and read his report. (See

**Attachment D Report from School Board Chair on Page 16)**

#### **10. Report from P&C Council Delegate(s)**

Mary Welsh and Rauf Rahim attended most of the ACT Council of P&C Associations meetings throughout the year. Mary provided a brief report of the meetings saying that in the main, the meetings were taken up with the ACT Government's *Towards 2020* proposals and work to support the schools due to close. Mary said she thought it important that our P&C continue to be represented at the meetings.

#### **11. Status Reports from Parent Reps on School committees or Chairs of P&C sub-committees:**

This is a standing Agenda Item. Reports were given as follows:

##### **11.1 Canteen sub-committee**

Tony Atkinson had provided a report previously by email which was tabled. (See **Attachment E Report from Canteen Sub-committee** on Page 18)

##### **11.2 Uniform subcommittee of the P&C**

Melissa Sykes had provided a report previously by email which was tabled. (See **Attachment F Report from Uniform Sub-committee** on Page 18)

##### **11.3 After School Care Program subcommittee**

Marina Thompson had provided a report previously by email which was tabled (See **Attachment G Report from After School Care Sub-committee** on Page 18)

##### **11.4 Curriculum Committee of the P&C**

Mary Welsh had provided a report previously by email which was tabled. (See **Attachment H Report from Curriculum Committee** on Page 19)

##### **11.5 Finance Committee**

Arthur Camilleri had provided a report previously by email which was tabled. (See **Attachment I Report from Finance Committee** on Page 20)

##### **11.6 Health promoting and Safe Schools Committee**

Mary Welsh had provided a report previously by email which was tabled. (See **Attachment J Report from Health Promoting and Safe Schools Committee** on Page 20)

##### **11.8 Grounds committee (joint school/parent)**

Lex Clark had previously provided a report by email and this was tabled. (See **Attachment K Report from Grounds Committee** on Page 21)

## **12. Election of new P&C Officeholders**

All P&C positions were declared vacant by the Principal and elections of new officeholders for P&C 2007 were held. Results as follows, including volunteers for vacant positions since the AGM:

President	Tony Atkinson
Vice President	Peter Roberts
Vice President	Vacant
Secretary	Mary Welsh
Assistant Secretary	Janice Wykes
Treasurer	Alan Bunsell
Assistant Treasurer	Rauf Rahim
After School Care/Program Chair	Marina Thompson
After School Care/Program Treasurer	David Carn
After School Care/Program Secretary	Vacant
Public Officer	Lex Clark
P & C Council Delegates (2)	Vacant
P & C Council Assistant Delegates (2)	Vacant
P&C Webmaster	Renata Dyer
Canteen Sub-Committee	Tony Atkinson
Uniform Sub-Committee	Carol Blake
Fundraising Sub-Committee	Tanya Clarke Debra Parker
Le Burp/Fete Sub-Committee	
Health Promoting & Safe Schools Sub-Committee	Debra Parker Kathy Leigh Josephine Drake Mary Welsh

Communications Sub-Committee

Convenor	Renata Dyer
Kindy rep	
Year 1 rep	Kathy Leigh
Year 2 rep	Maree Graham
Year 3 rep	
Year 4 rep	
Year 5 rep	
Year 6 rep	Carol Blake
Year 7 rep	
Year 8 rep	Rauf Rahim
Year 9 rep	
Year 10 rep	

Grounds Sub-Committee

Lex Clark  
Carol Blake  
Iain Ffrench  
Janice Wykes  
Debra Parker

Curriculum Sub-Committee

Iain Ffrench  
Nicki Epinay  
Stefanie Zutter

Finance Sub-Committee

Arthur Camilleri  
Greg Cristofani

Challenge Committee

Debra Parker

Capital Grants Committee

Lex Clark  
Iain Ffrench  
Arthur Camilleri

The K-2 Sub-Committee which was created last year has been subsumed into the Communications Sub-Committee.

**13. Other Business:**

P&C meeting dates for 2007 were confirmed as follows:

Term 1

21 Feb, week 3, AGM

14 Mar, week 6

11 Apr, week 10

Term 2

9 May, week 2

6 Jun, week 6

4 Jul, week 10, Funding Review

Term 3

1 Aug, week 2

29 Aug, week 6

26 Sep, week 10

Term 4  
31 Oct, week 3  
5 Dec, week 8, Funding Allocations

Tony Atkinson, as incoming President, thanked Tim Baker-Finch for his work with both the P&C and Le Burp over the past three years and also thanked Irene Baker-Finch for her work on sub-committees, acknowledging the efforts both have put into benefiting the school.

There was no other business.

#### **14. Close**

The meeting closed at 9.22pm.

Michelle Richardson  
P&C Assistant Secretary 2006  
6 March 2007

## **Attachment A Report from P&C President**

Welcome and thank you all for coming. Tonight, we will hear reports from the Treasurer, Principal, Proviseur, and Chair of the School Board summarising 2006. There are printed copies available of a number of reports from P&C Sub-committees and members of School Committees. These reports will be included with the minutes of tonight's meeting, along with any other similar reports. After the reports, the Principal will declare all positions vacant and call nominations for 2007.

### **After School Care Program**

The sub-committee has focused on preparing and reviewing the budget. Thanks very much to David Cam for his work on this. As a result of this review, fees were increased halfway through 2006. After discussion at P&C meetings and with the Principal, agreement was reached on ASC accommodation. In term 4, the co-ordinator and bookkeeping positions were advertised. The new co-ordinators are Stephen Baker and Kylie Brown and the new bookkeeper/office assistant is Saowanee Riding. Many thanks to Marilyn and Terrie for their hard work in running the Program up until now, and to Tracey for her bookkeeping over the last two years. Long-serving ASC Secretary, Geoff Thompson, will not be continuing in 2007. Geoff has a great wealth of knowledge about the Program and has helped develop policies and documentation required for the Program's accreditation. Many thanks to Geoff for his hard work and guidance over the years.

### **Canteen**

The canteen continued to provide high quality and healthy food choices for the School. After much discussion and correspondence, agreement was reached with canteen provider (Fresh Express) in December 2006 on the payment of overdue fees and contract renewal. Vicki, the Canteen Manager for the last three years, has moved on and Fresh Express has replaced her with someone who has local experience and knowledge. As agreed at the P&C Funding Allocation meeting in December 2006, some cooling and security work will be undertaken to improve the general Canteen environment.

### **Uniform**

The major focus in 2006 for the uniform sub-committee was to prepare and re-negotiate a new contract for provision of a uniform service. In October, the contract was agreed and signed by the P&C and the current uniform service provider (Your Uniform Shop). The secondary focus was to choose and introduce a new high school summer dress. Late in 2006, a suitable dress was introduced to the senior school for sale. The dress has been well received so far.

### **Capital Grants**

Two applications were submitted in 2005 for the *Investing in Our Schools* (IIOS) Federal funding programme, one for improving the acoustics of the school hall, one for the Music Room forecourt improvements. In mid-February 2006, we received verbal notification that both applications were approved and that we had been granted over \$102,000. On 8 May 2006, I received a letter confirming the grant and giving details of how to access this grant. I later received funding agreements which were signed and returned to DEST for processing and payment. Cheques for both grants were received in July 2006.

A new round of IIOS grants was announced in mid-2006. The acting Principal (Steve Kyburz) put in a submission for more IT equipment. There is an overall limit of \$150,000 (presumably plus GST) that can be granted to any one school in the four-year funding programme announced in early 2005. Therefore, Teloepa Park School could receive around \$50,000 in further IIOS grants.

### **Hall Acoustics**

The aim of this project is to reduce sound reverberation in the school hall by fixing acoustic absorption panels to the walls and the ceiling of the hall. In November 2004, the P&C allocated \$25,000 to this work and this money was still allocated and available in 2006. The available IIOS grant for this project was now \$37,000 giving total available funds of \$62,000. Designs were developed in 2005 and three quotes were obtained in 2006, all around \$77,000 for both wall and ceiling panels. The acoustic engineer advised that the ceiling panels would give the most benefit. The preferred tenderer provided a revised quote of \$57,200 for just the ceiling panels and this quote was accepted. Construction and installation of the ceiling acoustic panels was completed during the school holidays between Term 2 and 3 in 2006. There's been a noticeable improvement in the sound quality since then.

**Music Room Forecourt Paving**

The available IIOS grant for this project was \$74,000. Tender documents were sent out in April 2006 and several detailed quotes have been obtained. After some discussion and design adjustments, the preferred quote came to a little over \$111,000 leaving a difference of about \$37,000. The original intention (in November 2004) was to do this project in two stages and the P&C allocated up to \$70,000 to cover the first stage (of which \$56,000 was still allocated and available in 2006). To avoid double-handling, planning approval was obtained for the whole project. The quotes mentioned above also cover both stages of the project. However, it would have been difficult and (in the end) more expensive to do the build in two stages. After discussion at a P&C meeting, the contract for this work has let. Work began in Term 2 of 2006 and was completed & handed over in the last week of that term.

**Section 27 Redevelopment (Macquarie Hotel Site)**

The developer of Section 27 (DOMA) submitted a DA (Development Application) in late November to build two eight-storey residential towers on the part of the site closest to the School. Submissions were due in early January (good timing!) and I provided one on behalf of the P&C, mainly focusing on traffic, road safety, public transport, and parking issues and concerns. Approval of the DA was expected in early February but this has been deferred, pending a more detailed traffic & parking study.

**Grounds**

In 2006, the P&C continued to assist with the re-establishment of the complete double ring of trees around the School Oval (as originally planted in the late 1920's). The P&C funded approx \$20,000 for the purchase, planting and on-going maintenance and watering of these trees. The Grounds committee also assisted the Principal with investigations into Montgomery Field, its legal status, and the past use of it by the school. We are working towards the School gaining formal, long-term control of Montgomery Field.

**Helping New Arrivals**

A big "Thank-You" to the many parents who volunteered to be support contacts for the new French teachers who arrived during the July school holidays. In fact, we had many more volunteers than we actually needed! So if you know of any other teachers or families who are new to our school and need some help settling in, please let me know and I can put them in touch with our volunteers.

**Fantastic Fete: 04 November 2006**

As you know, last year's Fete was held on Saturday 4 November. Thanks to the energetic group of volunteers, co-ordinators, stallholders, teachers, staff and students, the whole production went off very well. In particular, I would like to thank the embassies and high commissions who established new food stalls at this year's Fete. Despite heavy rain the day before, Saturday was very good Fete weather and big crowds enjoyed the fine food, dancing, music, and other activities. On behalf of the P&C, thank you all for coming and making the Fete a great day out for members of our school community.

**Raffle Extraordinaire 2006!**

All 27 prizes in the raffle were drawn at the fete. Congratulations to the winners and a big "thank-you" to all who sold and bought raffle tickets. This is a major fundraising activity for the P&C. On behalf of the P&C, a special "thank-you" to Annie Collins and Maree Graham and the rest of the Fundraising sub-committee for all their hard work on organising the raffle.

**Annual Funding Allocations: Wed 06 December 2006**

Treasurer Alan Bunsell summarised the financial position of the P&C and advised that there was around \$95,000 available for allocation. The meeting then discussed funding ideas from parents and P&C sub-committees and items on the school's wishlist (previously circulated by email). The meeting then decided which items had the highest priority, the results as summarised below:

Upgrades to Montgomery Field	\$15,000	French Home Readers/Library Book	\$7,500
Trees (and watering) on main school oval	\$6,000	Subscription for French magazines	\$2,500
Canteen air-conditioning and fly screens	\$20,000	Bilingual picture dictionaries	\$1,500
Kindi playground toys & equipment	\$1,000	5 sets of mineral slides (for geology)	\$900
Primary playground toys & equipment	\$500	2 Hard drive DVD Cameras	\$2,000
Primary Performing Arts Fund	\$1,600	Pipehenge	\$3,500
Interactive Whiteboards (5 @ \$5,600)	\$28,000	Debating financial request	\$600
Awards evenings for Primary and Secondary	\$4,500	Music (instrument repairs, chamber festival)	\$2,300

**Thank-You!**

A big thank-you from me to all members of the P&C for all their hard work during this year. Special thanks to members of P&C sub-committees and parent representatives on School committees for all their hard work and support during this year. Finally, on behalf of the P&C, our warm thanks to all the dedicated staff at the School, the school executive, the teachers, and the support staff. Your long days (and often long nights) at this school are very much appreciated.

Tim Baker-Finch, P&C President 2006

**Attachment B Report from P&C Treasurer**

Audited accounts for 2006 follow:

**TELOPEA PARK PARENTS & CITIZENS ASSOCIATION Inc**

**INCOME & EXPENDITURE STATEMENT**

**FOR THE YEAR ENDED 31 DECEMBER 2006**

General Account	2006	2005
<b>INCOME</b>	<b>\$</b>	<b>\$</b>
Fund raising	76,794.65	55,865.17
Interest received	6,784.29	4,235.68
Canteen contract	10,499.82	27,368.19
Transfer - After School Care Programs	30,000.00	23,600.00
Uniform Shop - Commission	3,931.13	3,976.49
Sale of Clothing	995.00	6,317.55
Other income		7,075.49
Grants received	<u>114,042.00</u>	
<b>Total Income</b>	<b><u>243,046.89</u></b>	<b><u>128,438.57</u></b>
<b>EXPENDITURE</b>		
Administration, comprising	15,436.91	6,528.54
- Affiliation Fees	886.91	931.60
- Audit fees	400.00	850.00
- Bank Fees	125.65	265.73
- Hospitality Functions	1,521.96	897.35
- Insurance	1,606.45	2,214.66
- Insurance ASC Programs	7,050.79	
- Legal fees	2,014.00	
- Web Hosting	325.00	225.00
- Other	1,506.15	1,144.20
Canteen Equipment Repairs	2,225.10	387.20
Fund Raising Expenses	39,145.54	20,974.46
Grants to Telopea Park School	189,281.11	88,355.06
Grants in aid to Students	600.00	1,200.00
Teaching Staff - Hospitality	1,748.26	622.25
Stock of uniforms written off		9,092.85
<b>Total Expenditure</b>	<b><u>248,436.92</u></b>	<b><u>127,160.36</u></b>
<b>Surplus/(Deficit) transferred to Accumulated Funds</b>	<b><u>-5,390.03</u></b>	<b><u>1,278.21</u></b>

**TELOPEA PARK SCHOOL PARENTS & CITIZENS ASSOCIATION Inc.**  
**CONSOLIDATED BALANCE SHEET**  
**AS AT 31 DECEMBER 2006**

	Notes	2006 \$	2005 \$
<b>Equity</b>			
Accumulated Funds as at 1 January		71,458.44	80,058.17
Deficit for the year	1	<u>-22,673.74</u>	<u>-8,599.73</u>
<b>Total Equity</b>		<u><b>48,784.70</b></u>	<u><b>71,458.44</b></u>
<b>Represented by</b>			
<b>Current Assets</b>		\$	\$
Cash at bank and on hand	2	196,636.03	258,676.21
Sundry Debtors	3	17,074.37	5,698.40
<b>Total Current Assets</b>		<u><b>213,710.40</b></u>	<u><b>264,374.61</b></u>
<b>Non Current Assets</b>			
Property, Plant and Equipment	4	3,248.95	3,248.95
<b>Total Non Current Assets</b>		<u><b>3,248.95</b></u>	<u><b>3,248.95</b></u>
<b>Total Assets</b>		<u><b>216,959.35</b></u>	<u><b>267,623.56</b></u>
<b>Current Liabilities</b>		\$	\$
Sundry Creditors	5	168,174.65	196,165.12
<b>Total Current Liabilities</b>		<u><b>168,174.65</b></u>	<u><b>196,165.12</b></u>
<b>Total Liabilities</b>		<u><b>168,174.65</b></u>	<u><b>196,165.12</b></u>
<b>Net Assets</b>		<u><b>48,784.70</b></u>	<u><b>71,458.44</b></u>
		2006 \$	2005 \$
<b>NOTE 1 - SURPLUS/(DEFICIT) FOR THE YEAR</b>			
General Account		-5,390.03	1,278.21
After School Care		<u>-17,283.71</u>	<u>-9,877.94</u>
		<u><b>-22,673.74</b></u>	<u><b>-8,599.73</b></u>
<b>NOTE 2 - CASH AT BANK and ON HAND</b>			
General Account		8,870.48	120,137.88
Raffle Account			28,224.06
After School Care		42,650.42	34,214.83
Cash Management Account		<u>145,115.13</u>	<u>76,099.44</u>
		<u><b>196,636.03</b></u>	<u><b>258,676.21</b></u>
<b>NOTE 3 - SUNDRY DEBTORS</b>			
ASC Fees			4,650.06
Before School Fees			341.33
HP Fee			707.01
P&C GST		<u>17,074.37</u>	
		<u><b>17,074.37</b></u>	<u><b>5,698.40</b></u>
<b>NOTE 4 - PROPERTY, PLANT and EQUIPMENT</b>			
Canteen Equipment - at valuation		800.00	800.00
After School Care Equipment - at valuation		<u>2,448.95</u>	<u>2,448.95</u>
		<u><b>3,248.95</b></u>	<u><b>3,248.95</b></u>
<b>NOTE 5 - SUNDRY CREDITORS</b>			
After School Care - GST		-3.15	151.60
After School Care - PAYG		7,136.50	10,155.50
After School Care - Superannuation		35,541.30	10,872.33
P&C - GST			511.37
General Account		125,500.00	173,000.00
Sundry Creditors			<u>1,474.32</u>
		<u><b>168,174.65</b></u>	<u><b>196,165.12</b></u>

**TELOPEA PARK SCHOOL PARENTS & CITIZENS ASSOCIATION Inc**  
**SCHOOL CARE PROGRAMS**  
**INCOME AND EXPENDITURE STATEMENT**  
**FOR THE YEAR ENDED 31 DECEMBER 2006**

	<b>2006</b>	<b>2005</b>
	<b>\$</b>	<b>\$</b>
<b>After School Care Program</b>		
<b>Income</b>		
Program fees (net of refunds)	142,270.72	132,686.72
Casual fees	<u>788.00</u>	<u>1,343.00</u>
	<b>143,058.72</b>	<b>134,029.72</b>
 <b>Expenditure</b>		
Food	12,641.27	11,361.26
Supplies	1,426.66	1,885.51
Equipment	730.89	973.65
Accounting services	13,095.00	9,044.25
Administrative costs	4,182.36	3,649.34
Advertising	329.74	543.93
Fees & charges	4,300.99	6,213.77
Memberships	242.00	95.00
Miscellaneous costs	6,007.54	2,374.70
Rent	2,234.31	1,566.99
Salaries & wages	115,971.69	116,586.53
Superannuation	29,692.97	16,942.90
Staff costs	<u>113.64</u>	<u>1,081.01</u>
	<b>190,969.06</b>	<b>172,318.84</b>
 <b>Operating deficit for the year</b>	<b>-47,910.34</b>	<b>-38,289.12</b>
 <b>Non-operating income</b>		
Child Care Benefits	50,291.32	15,825.28
Interest	57.77	100.73
Miscellaneous income	<u>397.89</u>	<u>24.76</u>
	<b>50,746.98</b>	<b>15,950.77</b>
 <b>Surplus/(Deficit) transferred to Accumulated Funds</b>	<b><u>2,836.64</u></b>	<b><u>-22,338.35</u></b>

**SCHOOL CARE PROGRAMS  
 INCOME AND EXPENDITURE STATEMENT  
 FOR THE YEAR ENDED 31 DECEMBER 2006**

	<b>2006</b>	<b>2005</b>
<b>Extra Curricular Activities</b>		
<b>Income</b>	<b>\$</b>	<b>\$</b>
Program fees	<b>62,666.44</b>	<b>80,511.53</b>
<b>Expenditure</b>		
Accounting services	3,460.00	3,902.50
Rent	5,256.56	2,687.65
Supplies	8,452.64	11,851.77
Wages	30,768.71	10,952.00
Wages (contract)	<u>13,664.03</u>	<u>19,338.63</u>
	<b>61,601.94</b>	<b>48,732.55</b>
<b>Operating surplus for the year</b>	<b><u>1,064.50</u></b>	<b><u>31,778.98</u></b>
<b>School Holiday Program</b>		
<b>Income</b>		
Program fees	<b>22,013.52</b>	<b>12,613.74</b>
<b>Expenditure</b>		
Entertainment	1,758.45	685.46
Miscellaneous (including Rent)	643.99	261.00
Wages	<u>16,356.08</u>	<u>8,655.10</u>
	<b>18,758.52</b>	<b>9,601.56</b>
<b>Operating surplus for the year</b>	<b><u>3,255.00</u></b>	<b><u>3,012.18</u></b>
<b>Before School Care Program</b>		
<b>Income</b>		
Program fees	<b>6,458.07</b>	<b>5,286.34</b>
<b>Expenditure</b>		
Miscellaneous (including Rent)	647.20	322.00
Wages	<u>4,130.00</u>	<u>4,500.00</u>
	<b>4,777.20</b>	<b>4,822.00</b>
<b>Operating surplus for the year</b>	<b><u>1,680.87</u></b>	<b><u>464.34</u></b>
	<b>2006</b>	<b>2005</b>
<b>Summary - Surplus/ (deficits) transferred to Accumulated Funds</b>	<b>\$</b>	<b>\$</b>
After School Care Program	2,836.64	-22,338.35
Extra Curricular Activities	1,064.50	31,778.48
Holiday Program	3,255.00	3,012.18
Before School Care Program	1,680.87	464.34
Unallocated Income		805.41
Stale Cheques written back	<u>3,879.28</u>	<u>13,722.06</u>
	<b>12,716.29</b>	<b>13,722.06</b>
Transfer to Parents & Citizens Association General Account	<b>-30,000.00</b>	<b>-23,600.00</b>
<b>Surplus/(Deficit) transferred to Accumulated Funds</b>	<b><u>-17,283.71</u></b>	<b><u>-9,877.94</u></b>

**TELOPEA PARK SCHOOL PARENTS & CITIZENS ASSOCIATION INC.  
 SCHOOL CARE PROGRAMS  
 BALANCE SHEET AS AT 31 DECEMBER 2006**

	Notes	2006 \$	2005 \$
<b>Equity</b>			
Accumulated Funds as at 1 January		19,708.43	27,242.37
Adjustment to opening bank balances (ASC - ECA)			805.41
Surplus/(Deficit) for the year		-17,283.71	-8,339.35
<b>Total Equity</b>		<b>2,424.72</b>	<b>19,708.43</b>
<b>Represented by</b>			
<b>Current Assets</b>			
		\$	\$
Cash at bank and on hand		39,605.27	33,981.76
Clearing account		3,045.15	233.07
Sundry debtors			5,698.40
<b>Total Current Assets</b>		<b>42,650.42</b>	<b>39,913.23</b>
<b>Non Current Assets</b>			
Office Equipment at valuation		942.00	942.00
Kitchen Renovations at valuation		1,506.95	1,506.95
<b>Total Non Current Assets</b>		<b>2,448.95</b>	<b>2,448.95</b>
<b>Total Assets</b>		<b>45,099.37</b>	<b>42,362.18</b>
<b>Current Liabilities</b>			
		\$	\$
GST paid on purchases		-3.15	151.60
PAYG payable		7,136.50	10,155.50
Superannuation payable		35,541.30	10,872.33
Sundry creditors			1,474.32
<b>Total Current Liabilities</b>		<b>42,674.65</b>	<b>22,653.75</b>
<b>Total Liabilities</b>		<b>42,674.65</b>	<b>22,653.75</b>
<b>Net Assets</b>		<b>2,424.72</b>	<b>19,708.43</b>

ALAN BUNSELL  
 February 2007

### **Attachment C Report from Principal**

2007 has begun with some unusual adjustments being necessary. Firstly, as you are probably aware, our new Principal, Mr. Michael Maniska has been appointed and will arrive at the beginning of Term 2, 2007. On Friday, 9<sup>th</sup> February Michael visited the school with our Director (Ms. Joanne Howard) between midday and 4:00 p.m. In his tour of the school he not only saw classrooms and students at work, but some of the recently completed projects (tree planting, music room forecourt) and the general nature of the buildings. He met many staff and all the executive team. Whilst we await Michael's arrival I am Acting Principal for the first half of Term 1 and Kerrie Blain will be Acting Principal in the second half. These changes have meant that temporary changes have been made to other positions.

Secondly, I would like to thank Steve Kyburz for his fine work as Interim Principal. He proactively sought ways of advancing the school and made many improvements. His entrepreneurial approach ensured Telopea was well positioned to take advantage of current national and ACT government initiatives. Kerrie and I are continuing with these projects.

Thirdly, since staffing arrangements were delayed in 2006, we received our 19 new staff at the end of January. Michele McLoughlin returns as School Leader C as does Cathy Marot to Year 1. Three other staff members continue with us in new positions. The other 14 new staff are spread across all faculties. Gai Britt has won a position in the office and has left the school. We thank her very much for her diverse work and professional commitment in her five years at the school. Also, given some staff are operating in higher duties positions there have been some temporary appointments. Maria Magdic is Acting Deputy Principal K-6 and Kathy Solomko is doing Maria's School Leader C, K-2. Uraj Singh is acting in the English SLC position for Term 1. Elizabeth Courtois has won a temporary position in the office for semester 1. Patricia Blumstein is undertaking higher duties in Languages. Valerie Sharpe is acting SLC in Yrs 3-6 as point five (.5) initially for Term 1.

The beginning of the term has been very smooth, which is a great credit to the whole staff team. At this stage, there have been the usual settling in matters and these have gone well.

- Kindergarten students have settled (all classes full). We are working our way down the waiting list.
- Year 7 and new secondary students have been inducted and settled. We have a small number of students from Kambah High School, a school marked for closure.
- Enrolments are around 1,100 (420, K-6 & 701, 7-10). In the high school we are slightly over capacity but this is being managed.

The German trip went well. At short notice, Bev Carroll accompanied the students with Patrick Dunaud. All students arrived home safely and without incident.

Year 6 students attended camp at Borambola near Wagga Wagga last week.

Information evenings for primary parents and Year 7 parents are being held this week.

Kate Sutherland  
Acting Principal

20 February 2007

## Attachment D Report from School Board Chair

### **Board report on the 2006 school year, 19 February 2007**

The year 2006 was crowded with events that will have far-reaching effects in the development of this school, and significant changes in our senior leadership. I particularly wish to thank our two Deputy Principals, Kate Sutherland and Kerrie Blain, for their steady and continuing leadership through many transitions.

#### Board membership

The Board brings together representatives from the governments of France, Australia and the ACT, with the school's leadership, students, teachers and parents. Mary Welsh's 2-year term concluded at the end of the year. Alain Rival left mid-year to return to France and was replaced by Christine Williams. Jean Poncet, a long-standing supporter of this school for the French Embassy, returned to France and Anne Bisson has taken his place. All of these people have made significant contributions. Nicole Epinay and Jon Claoué-Long were elected to new parent terms starting this year.

#### School leadership

The Principal, Trish Wilks, the Proviseur, Jean Isidro, and the Conseiller Pédagogique, Dom Doreau, all departed mid-year amid celebrations and thanks for their leadership over several years. Jean-Paul Clément and Laurent Delattre have taken up the French leadership positions and both bring significant experience to these roles.

The process of appointing a new Principal occupied the entire year, with a thorough search for a match to our unique bilingual and bi-national school. Michael Maniska will take up the position in May from his current roles leading French language education in New South Wales. We were very glad that Steve Kyburz, Principal of Narrabundah College, could fill the Telopea Principal role so well while the search for a new Principal was conducted.

#### IBO Authorisation

The year began with the formal authorisation visit of inspectors from the International Baccalaureate Organisation. This involved very thorough benchmarking of our secondary school against international standards as a candidate for operating the IBO Middle Years Program. The receipt of IBO authorisation, which duly arrived in March, is a fundamental assurance of the quality of teaching and learning at this school. Another indication of Telopea's international vibrancy is the range of student excursions during 2006 to France, New Zealand, Japan, Germany and New Caledonia.

#### Binational review and the 2006-9 strategic plan

At the same time as the IBO visit, we received the report of French and Australian inspectors who conducted a review of the school during 2005. They produced a strong endorsement of the bilingual and bi-national programs, and recommendations across several areas of development. The Board convened a special meeting to debate the outcomes and decided to accept and investigate all the recommendations. A strategic planning day in May produced a plan to steer the school towards its next review in 2009.

#### French education system

A landmark was reached in 2006 with a jump to 18 students sitting for the French Baccalaureat as their school-leaving certificate. The outstanding results (12 of the students received grades equivalent to Australian University Admission Index of 95 or above) are a tribute to the quality of bilingual education throughout this school, all the way from kindergarten. Our relatively young bilingual secondary stream is reaching maturity, with about 50 students now regularly sitting the Brevet examination at Year 9, and negotiations in place for automatic equivalence between French Bac grades and Australian UAI scores.

The departure of 18 French teaching staff in June was complicated by the delayed arrival of their replacements due to prolonged visa processes. We hope that negotiations between the French Embassy and the Australian authorities can improve this transition process for future years.

#### The ACT government environment

Telopea is administered within the ACT government school system and experienced significant pressures from that environment in 2006. The year saw an extended dispute over the pay and conditions of teachers: at stake was not just teacher remuneration, but also proposed cuts in teaching staff. Andrew Barr was appointed as new ACT Education Minister and launched proposals for wholesale closures of government schools, some of which are already being implemented. The ACT Budget introduced new stringencies in government school funding which

have been realised as real cuts to Telopea's funding for 2007. The need for parent financial contributions to sustain the rich student experience at Telopea has never been stronger.

Capacity and enrolment

Far from facing closure due to low enrolments, Telopea receives approximately two applications for each place in the K-12 bilingual immersion program. Students unable to enrol cannot obtain a comparable education elsewhere and this causes significant distress in the community. Similarly, more than 100 applicants for Year 7 entry to the IBO-authorized secondary school could not be accommodated this year. In October the Board convened a special meeting to discuss these issues and submitted proposals to the ACT government to better meet the community's demand for Telopea's programs.

School infrastructure

Ad hoc government grants are an increasing feature of school financing and the P&C won significant Commonwealth grants in 2006 towards a music room forecourt and sound insulation for the Hall. The ACT paid for comprehensive repainting of the school over the Christmas break and we are lobbying for access to other Commonwealth and ACT special funding. The very successful fundraising of our P&C is providing the school with much-needed upgrades to the grounds, interactive whiteboards, and bilingual teaching materials.

Street safety, traffic and parking have moved from emerging to urgent problems in the face of rapid urban renewal. The school, together with the neighbouring Wesley Church and affected Barton residents, is mounting a campaign to have our needs recognised in planning for the Barton area. This will be a major issue for the whole school community during 2007.

A-E and comparative school reporting

The professional way in which staff implemented complex new requirements for reporting student progress to parents was impressive. The new A-E reports have been well received. Parents can gauge the complexity of the task from the fact that this school's reports now combine the reporting requirements of the Commonwealth government, the ACT government, the French government, and the International Baccalaureate Organisation.

In tandem with this, the school's annual report for 2006 will be the first to meet new requirements that publish details of student outcomes and other measures of individual schools against certain benchmarks.

Curriculum

Telopea's curriculum is constantly being renewed as we move to deepen the harmonisation of Australian and French teaching in the primary school, adopt regular updating of the French national curriculum, engage with the curriculum renewal process of the ACT, and embed the IBO's Middle Years Program. During 2006 the Board approved a new description of the primary school's harmonised science and technology curriculum, and received a French contribution to the Hub description of the whole school that is being developed.

Communication and translation

A recurring item in Board discussions is the communication and cultural issues that arise for Australian and French staff, students, and families in a bi-national environment. The challenge is to resource translation of all school communications and documents, including the website and Telopea Topics, in the face of reduced government funding.

The 2007 School Year

From Term 2 of this year the new leadership team will be complete. The cycle of inspections and renewal will move on to use the outcomes of our very thorough scrutiny in 2005-6 and emphasise forming, and achieving, school development goals for the next three years.

Jon Claoué-Long, Board Chair  
21 February 2007

### **Attachment E Report from Canteen Sub-committee**

The canteen continued to provide high quality and healthy food choices for the School. There were no complaints received about food quality or service.

After much discussion and correspondence on overdue fees and contract renewal during 2006, the P&C President and Treasurer met representatives of the canteen provider (Fresh Express) on December 7. At this meeting, they reached agreement on the payment of outstanding fees due to the P&C in 2006. They also reached agreement on renewal of the contract for a period of five years at an initial annual license fee of \$10,500 (plus GST) with automatic annual CPI indexation.

Vicki, the Canteen Manager for the last three years, has moved on and Fresh Express has replaced her with someone who has local experience and knowledge.

As agreed at the P&C Funding Allocation meeting in December 2006, some cooling and security work will be undertaken to improve the general Canteen environment.

Tony Atkinson and Tim Baker-Finch  
February 2007

### **Attachment F Report from Uniform Sub-committee**

The major focus in 2006 for the uniform sub-committee was to prepare and re-negotiate a new contract for the uniform service provider. In October the contract was finally signed by the P&C and YUS. I would like to thank Debra Parker and Tim Baker-Finch for their assistance in preparing and negotiating the contract. This was a large and time consuming task.

The secondary focus was to choose and introduce a new high school summer dress. Late in 2006, a suitable dress was introduced to the senior school for sale. The dress has been well received so far.

Late last year, the School Board approached the committee to investigate official school bags on wheels for the primary school students. This is currently being investigated by YUS with a promise that samples would be made available for consideration by the uniform committee and the School board early in 2007.

Melissa Sykes  
February 2007

### **Attachment G Report from After School Care Sub-committee**

Main objective for the year – work on the budget figures to determine if we are operating with a good margin or if fees and expenses need to be checked more carefully.

David Carn was able to put together a suggested budget based on past figures. These figures were looked at in the first meeting. Further discussions, in relation to the budget and fees were raised in the following meetings. David proposed a budget for growth of the program, its activities and possibly accommodation requirement.

It was agreed, during the year, that the fees for the after school care needed to go up. David prepared a letter for the parents. Fees went up for the start of Term 3. It has been proposed that the fees should be reviewed annually.

Accommodation requirements were raised in the P&C meeting, and further discussions were held with the then acting Principal, Steve Kyburz. While it was suggested that it would be nice to have specific accommodation for the After School Program, it was considered that the current arrangements would have to continue for now. The suggestion of additional buildings with the intention to include space for the Program was not supported, as current school grounds are already below space requirements for the population of the school and the cost was another major factor. The members of the P&C and sub-committee were given an assurance that the Program should be able to operate as it has been, using the old craft room and the Kindy classrooms (with permission of the teachers in these classrooms) and other rooms and grounds as required and used up until now.

During the year Marilyn and Terrie expressed their intentions for the future, which meant that their positions would need to be advertised. It was decided that all the positions would be advertised, and that the successful applicants would be offered a written agreement.

In term 4, three positions were advertised in the papers and further canvassing by word of mouth. For the co-ordinator's positions we received three applications. For the on-site bookkeeper/office assistant, we had one applicant. Interviews were held in the last few weeks of Term 4, and the applicants were advised of their success before the end of the term.

The co-ordinator positions were filled by Stephen Baker and Kylie Brown. Saowanee Riding will be doing the bookkeeping and financial activities and general office activities of the Program. They have started already in 2007 along side Marilyn and Terrie. Marilyn, Terrie and Tracey (our bookkeeper until now) have agreed to assist the new co-ordinators with the events of the Program so far, and the paperwork and bookkeeping activities of the Program.

We would like to extend our thanks to Marilyn and Terrie for their hard work in running the Program up until now, and wish them well in the future. We would also like to extend our thanks to Tracey for her hard work with the bookkeeping requirements for the Program, and wish her well in the future.

The Secretary, Geoff Thompson, who has served in the sub-committee for well over 10 years, and possibly the longest serving member of this sub-committee, has advised that he will not be continuing in 2007. Geoff has been a great wealth of historical information, in relation to the Program, and has helped the committee in developing the policies and the policy document as required for the Program's accreditation. We would like to thank Geoff for all his guidance over the years, and wish him well in the future.

We would also like to thank all the parents who attended the few meetings throughout the year and provided their input into the running of the program. We hope that in the new year returning parents will join us, and new parents will join us in the sub-committee with ideas and to support the new members of staff in their further development of the Program.

It is hoped in 2007 the budget for the Program is further developed for decision making purposes. Support is given to the new Co-ordinators for a continuing successful Program.

Chair: Marina Thompson, Treasurer: David Carn, Secretary: Geoff Thompson  
February 2007

### **Attachment H Report from Curriculum Committee**

Chair: Kerrie Blain, Parent representatives: Ian Ffrench, Louise Owens and Mary Welsh

The Curriculum Committee includes executive staff from the primary and secondary sectors, heads of department and parent representatives. It meets once a term. 2006 was an important year for Telopea Park in terms of establishing its International Baccalaureate (IB) Middle Years Programme in Years 7-10. The Curriculum Committee considered the MYP Reporting Summary and updated Assessment Booklet (available on the school website), both of which provide guidance on the assessment of students.

The primary Science and Technology Curriculum document was reviewed. This sets out the 'harmonised' curriculum for K-6, bringing together the requirements of the French curriculum with the local ACT school-based curriculum. The document illustrates how French and Australian staff plan and work together to deliver curriculum content in both languages to promote understanding and interest in science and technology among primary students.

As the ACT Department of Education and Training's curriculum framework is itself undergoing a major development, the Committee considered the document, '*Every chance to learn*', for P-10. The curriculum is described through twenty-six 'essential learning achievements' which will be trialled and validated in schools in 2007. Telopea Park School is one of twenty trial sites across the ACT. Together with the implementation of the MYP programme, this means that the school is going through an exciting period of curriculum renewal, with new approaches to devising curricula, delivering content and assessing students.

The Committee also considered a new document, *Introduction to Year 7*, to be used with incoming Year 7s in 2007.

Mary Welsh, P&C Representative  
20 February 2007

### **Attachment I    Report from Finance Committee**

The School Finance Committee met once in 2006, on 21 November, to allocate school funds to the individual school 'faculties' for 2007. A total of \$150,000 was allocated to the faculties, the same level of funding as allocated in 2006. Budget submissions (funding bids) for 2007 from the faculties to the Committee added up to a significantly larger amount of around \$295,000 in total. The distribution across the faculties of the \$150,000 in school funds for 2007 was broadly similar to that in 2006.

As in previous years, the faculties sought funding from the P&C for items and projects in 2007 that were not able to be funded directly by the school. At its meeting of 6 December 2006 the P&C considered a faculties' wish list for funding amounting to about \$120,000 in total, and voted about \$53,000 from P&C funds towards various items on the wish list. This is about the same level of funding for the faculties as provided by the P&C for 2006. (In total, the P&C voted \$95,000 towards new P&C and school projects in 2007).

P&C funds have again provided a significant proportion (around 25 per cent) of the overall funding for the faculties, and have helped maintain the faculties' overall level of funding in 2007 at about the same level as in 2006 – a good outcome for the school.

Arthur Camilleri  
P&C Representative on the School Finance Committee  
20 February 2007

### **Attachment J    Report from Health Promoting and Safe Schools Committee**

Chair: Paul Andrews  
Parent representatives: Vanessa Barker, Kathy Leigh, Kelly Sault, Mary Welsh

Last year the Health Promoting & Safe Schools Committee met once a term. School, parent and student representatives discussed a number of important issues and planned activities. Road safety remains a pressing issue for the school. It has been taken up by the School Board in light of the development at the old Macquarie Hostel site opposite the school. There have been representations to the ACT Government, as well as to the site's developers.

During 2006 two parents' forums were held on health-related topics with invited speakers in May and November. The first one, 'Food Fitness for Peak Performance', focussed on good nutrition for students and the second, on student mental health. Both forums attracted parental interest and good discussion.

In July 2006 the school was successful in getting a \$1500 Department of Health and Ageing grant under the *Healthy Schools Initiative Programme* as a result of an application made by the Committee late in 2005. Money from the grant was spent on Nutrition Australia curriculum resources, a Health and PE curriculum resource for the primary school, support for the Breakfast Club (run by the school's Youth Support Worker, Christine Dean), subsidised apples and apple parers for use in the primary and high school and at the school fete as part of a 'Let's Get Fruity' campaign.

During the year the Committee reviewed the school's reporting template for the National Safe Schools Framework required reporting to the ACT Government and Federal Government. This template illustrates the wide range of policies, approaches and initiatives that the school has which focus on good student engagement and management and promote a 'safe' school.

Members of the Committee also provided comment on behalf of the School Board on ACT-wide policies for school on health promotion, anti-bullying and other 'safe schools' issues. The Committee also considered issues raised

by the Board on the amount of physical exercise undertaken by primary students, canteen food and the size of the school bag.

Mary Welsh, P&C Representative  
20 February 2007

### **Attachment K Report from Grounds Committee**

The following is a summary of P&C activities in Grounds Committee during 2006.

#### **Music Room Forecourt**

The new Music Room Forecourt was designed by P&C Parent Michael Reeves working with dsb Architects. While the P&C allocated some \$70,000 to this project, Michael also put together a submission under the Investing in Our Schools Program which granted around \$110,000 for this and the acoustic treatment of the Main Hall. Approval to go ahead with the Forecourt was obtained in February 2006, construction under Michael Reeves oversight was carried out through March/May and the final approved Forecourt was officially opened at Le Burp by Senator Gary Humphries. A suitable plaque has been made and will be attached. Further developments include:

- Four aluminium combined bench seat/tables were rounded up from around the School and installed them alongside the Forecourt to provide additional seating for Students. More seating will be looked at.
- The School art classes are finishing off a ceramic mural that is to go on the wall behind the Forecourt this year 2007.
- The large Poplar in the middle of the Forecourt will eventually be replaced by one of the new Shademasters when it is assessed as being too dangerous, in line with the other old Poplars which have been removed over the last three years or so.

#### **Trees**

Following on the condemning and removal of a number of Poplars and Robineas from the Oval ring of trees over the last three years, the P&C continued over 2006 the re-establishment of the complete double ring of trees more or less as originally planted back in the late 1920's. The P&C funded to some \$20,000 the purchase of these trees, their planting and on-going maintenance to help ensure proper establishment. This involved:

- Together with the new Poplar saplings planted over 2004/2005 to replace Poplars which were already missing or which had been condemned as being too dangerous, four more new Poplars were planted in 2006 to complete the inner ring of 29 Poplars Alba. This inner ring perimeter (at approx 75 metre radius) has been rotated by some 15 metres so that the few remaining large Poplars are not interfered with, but can be removed at some later date leaving a new, complete and evenly spaced inner ring of new Poplars.
- At the same time in 2006, 25 new Gleditsia Shademaster saplings were planted in the outer ring (approximately 80 metre radius) to replace the removed Robineas plus missing trees which have been removed at other times in the past. The use of Gleditsia Shademasters to replace the old Robineas was recommended by the Conservator of Flora and Fauna under the Tree Protection Act 2005. When the last few old trees are replaced, the new outer ring will have 29 Shademasters (e.g. the existing Poplar in the new Forecourt will be replaced by a Shademaster due to the slight rotating of the inner and outer rings together to retain the original tree spacing). As with the original 1920's two rings of trees, when the new two rings of trees are grown, their foliages will overlap to provide a continuous shade ring around the School Oval, apart from an opening at the bottom (Telopea Park) end to give access to tall vehicles.
- The spacing of the tree rings was worked out by Jon Claoue-Long while the selection and procurement of the trees was carried out by France Meyer (together with some mothering of vandalised saplings).
- As with the earlier Poplars, the contract in 2004 by the P&C to hand water the new Poplars was extended in 2006 to cover all new saplings i.e. doubling of original number.

#### **Sport and Playgrounds**

Funded by the P&C to some \$10,000, the Oval was refurbished over the 2005/2006 Christmas break and is standing up reasonably well to the drought conditions, although watering in these conditions is requiring a fairly heavy bill for the School, together with meeting water use regulations. Other improvements include:

- The remarking of the surface of the Oval to Paul Andrew's requirements was carried out in 2006, and paid for by the School. This clearly defined the correct athletics track and the Rugby field. There are still some hollows and holes in the main Oval that need to be rectified. The present dustbowl around the edges of the Oval is another issue, and may be included with the possible redevelopment of the Oval fence/hedge.

- The new Rugby goal posts were purchase from P&C funds (some \$8,000) in 2006 and have just replaced the old, battered and wobbly ones.
- The P&C funded by some \$6,000 the remarking of the various Tennis, Netball, Basketball and Handball courts, together with the purchase of some new equipment for these courts. This was also carried out over the 2005/2006 Christmas break. The present Primary Netball hoops and nets are not sufficiently vandal proof and need to be upgraded.
- The reorganising of the main Oval surfaces also included the moving of the Soccer field across the road to the Montgomery field alongside the Tennis Courts. Montgomery was laid out in 1977 as a Soccer/Hockey field and the present irrigation system is located to cover this. However, the posting at the end of 2006 of a Notice on Montgomery stating "Site Reserved for Future Development – Enquiries: Canberra Connect 13 22 81" has caused some concern. The School has again pointed out to the Government that the combined areas of the main Oval and Montgomery still do not meet Student number/area Government requirements. The P&C allocated in 2006 some \$15,000 for refurbishment of the Montgomery field for Soccer and other sporting activities in 2007, but the unclear ownership situation noted above has put this on hold (hopefully only temporarily).

#### School Front Entrance and War Memorial

The rather battered and very dry small garden and somewhat decaying World War 2 War Memorial at the front entrance of the School facing Parliament House has been a particular concern for the appearance of this historic Canberra School. The School obtained a quote late in 2006 for an irrigation system to be installed in this small front lawn and garden, based on an earlier irrigation scheme drawing. There is no system there at present, resulting in dying grass, a few straggling bushes and a couple of historic trees/bushes. The small World War 2 War Memorial is a central part of this front garden, lying on the axis between Parliament House and the School entrance. The School can find no record as to when and how this Memorial came to be built. It has one brass plaque which states "To Commemorate the Services of those Students of this School who Served in the Second World War 1939-1945". At least 42 past Students of Telopea Park apparently died while serving in WW2. It was proposed in 2006 that this Memorial should be refurbished as an important part of new landscaping of School entrance.

#### Refurbishing Canberra's Older Schools

A copy of a letter from Andrew Barr, the Education Minister, was received by the School and the P&C late in 2006 referring to the \$90 million budgeted over four years by the Government for improving Canberra's older Schools, particularly their outside appearance. As part of this program, Telopea Park School had its exterior repainted over the 2006/2007 Christmas break. It was agreed at the end of 2006 that the Grounds Committee needed to put together a list of proposals and priorities for Grounds related requirements. These would then need to be costed and included in the School's case for allocation of some of these funds. Suggested options include:

- Upgrading the Front of the School and the Primary School entrance areas.
- Fence and refurbish Montgomery as a Soccer and other sports/athletics field.
- Replace existing battered/gapped hedge around Oval with a new fence/hedge and gates.
- Refurbish the unwatered dustbowl between the new tree ring and the boundary fence right around the Oval.
- Work on removing the old demountable next to the Oval, and then refurbish and bring into use the present strip of land under the three story building.
- Develop a new class gardening and hot house location for horticultural teaching and growing purposes.
- Develop Canteen environment and quadrangle to become a café style environment, along with upgraded lunchtime requirements for students (e.g. more seating under trees).
- Develop and implement an integrated car parking and vehicle movement plan and areas right around the School.
- Help develop improved facilities and monitoring procedures for the P&C operated After School Care Program

6. These developments will need to be discussed and added to by Staff and Students before final costing and prioritising by the Grounds Committee for passing them on to the Principal. There are some interesting opportunities and projects ahead in 2007, many of which will have long term benefits to the historic Telopea Park School, its Staff, Students and Parents, as well as to the ACT and the Canberra community.

Lex Clark  
P&C Coordinator  
Grounds Committee

## **Attachment L P&C Roles and Responsibilities**

### **P&C Office Bearers (borrowed from ACT Council of P&C Associations)**

Below are suggestions about the roles. However, the work of the office bearers is less onerous if all committee members are willing to share the responsibility for operating a successful P&C.

**The PRESIDENT** chairs all general and executive committee meetings of the association. The role of the President includes:

- \* providing leadership
- \* acting as a spokesperson for the association
- \* reporting to P&C meetings about the activities of the P&C
- \* exercising some supervision of the functions of other office bearers
- \* ensuring adequate and efficient communication exists between the members of the association and the members of the school board and
- \* encouraging parents to participate.

**The role of the VICE-PRESIDENT** includes:

- \* presiding as chair at meetings where the President is absent
- \* being familiar with the operation of the P&C
- \* becoming acquainted with the duties of President
- \* having a working understanding of meeting rules and procedure and
- \* undertaking tasks to reduce the burden of the President.

**The duties of the HONORARY SECRETARY** include:

- \* drawing up, in consultation with President, the meeting agendas
- \* keeping full and correct Minutes of the P&C's proceedings
- \* acting upon decisions as directed by the meeting
- \* attending to the correspondence of the association
- \* looking after the association documents and
- \* maintaining a register of financial and ex-officio members if applicable.

**The duties of the TREASURER** include:

- \* responsibility for all funds received and expended by the association and
- \* ultimate responsibility for all funds.

There is a separate Information Sheet (12) on the Treasurer's job.

**The role of the P&C COUNCIL DELEGATE** is to:

- \* attend the monthly meeting of P&C Council
- \* represent the views of the P&C at Council meetings
- \* report back to the association on the meetings and
- \* initiate discussion on system education issues.

There is a separate Information Sheet (29) on Delegates to P&C Council.

**The PUBLIC OFFICER in an incorporated association:**

- \* is the point of contact between the association and the ACT Registrar General's office and
- \* must be a resident of the ACT and over 18 years of age.

### **P&C Sub-committees**

The P&C has the following sub-committees to run its various activities:

#### ***After School Care***

The ASC Subcommittee operates the Telopea Park After School Program. The Program provides before- and after-school care (including after-school activities) for students. This is a significant enterprise which is financially important to the P&C.

The After School Program manages its own finances. The ASC Subcommittee includes its own Treasurer and also employs a bookkeeper to manage day to day finances.

Full details of the ASC Subcommittee's role and functions, as well as operational details, are set out in its Policy and Guidelines document dated 31 August 2004. This document is available on the P & C website ([www.telopeapnc.netspeed.com.au](http://www.telopeapnc.netspeed.com.au)).

### ***Canteen***

The operation of the school canteen is contracted out. The primary functions of the Canteen Subcommittee are to:

- Oversee the general management of the contract, including quality control. In particular the subcommittee will work with the P&C Treasurer to ensure proper financial management of the contract.
- Provide the channel for communication and consultation between the contractor, the P&C and the school. In particular, the subcommittee will provide processes for feedback from parents regarding the performance of the contractor.
- Assist and advise the P&C regarding the expiry and renewal of the contract, or whether a new contract is required. This may include assistance with tender or other selection processes or with contract negotiations.

### ***Uniform***

The operation of a uniform shop at Telopea Park School is contracted out to a company. The primary functions of the Uniform Subcommittee are to:

- Oversee the general management of the outsourced contract, including quality control. In particular the subcommittee will work with the P&C Treasurer to ensure proper financial management of the contract.
- Provide the channel for communication and consultation between the uniform provider, the P&C and the school. In particular, the Uniform Subcommittee will provide processes for feedback from parents regarding the performance of uniform provider. The chair of the Uniform Subcommittee serves as the Parent Liaison Representative under the contract.
- Assist and advise the P&C regarding the expiry and renewal of the contract, or whether a new contract is required. This may include assistance with tender or other selection processes or with contract negotiations.

From time to time the subcommittee may make recommendations to the School and the P&C, on changes to the school dress code.

The subcommittee also operates a second-hand clothing pool. This involves no expenditure and income is recouped through the outsourced provider.

### ***Communications***

The objective of the Communications Subcommittee is to support the School in its task of communicating with parents and other relevant audiences. This support takes two principal forms: advising the School on communication issues and serving as a channel for parent concerns, and identifying and implementing specific initiatives which will enhance School communications. A primary task of the subcommittee is to prepare and circulate a draft communication plan for Telopea Park School, in consultation with the School. The Communications Subcommittee is essentially an advisory body which has no financial implications.

### ***K-2 Issues***

This subcommittee was established at the last P&C meeting on 22 June. Its purpose (subject to clarification) is to investigate ways to arrange an adequate supply of native French speakers to read to/with students, particularly in Kindy

### ***Fundraising***

The Fundraising Subcommittee was established in 2004, with responsibility for all fundraising activities apart from the Fete. Previously, the Fete Subcommittee had also been responsible for other fundraising activities. However, the P&C decided that this represented too great a workload for a single committee and the task was split.

The fundraising Subcommittee's role is to organise the annual raffle and to plan and organise any other fundraising activities which it sees fit.

### ***Capital Grants***

The role of the Grants Subcommittee is to maintain awareness of all the sources of grant funding which might be available to the P&C and to prepare applications for these when required.

This is not a trivial task. There is a wide range of government funding available from different agencies for different purposes and information on these is fragmented. Agencies usually require long and complicated application forms to be completed, often on tight deadlines.

***Fete (Le Burp)***

This subcommittee organises the Telopea Park School Fete (Le Burp) which is held every year in November. This is an important fundraising and social event and a major source of funds for the P&C. The activities of this subcommittee are concentrated in the months leading up to Le Burp. A large number of volunteers are required on the day to staff stalls etc., but these people are not usually required to attend meetings of the Fete Subcommittee. Financial arrangements for fete expenditures are handled in consultation with the Treasurer and the P&C as a whole.

**Parent Representatives on School Committees**

There are a number of school committees in which parents are invited to participate. Parents participate on these committees as representatives of the P&C. Parents are expected to report back to the P&C on the activities of their committee as necessary.

***Grounds:***

While the school has final say over grounds issues, this committee provides a P&C avenue to pass on and express parent interests and concerns in connection with the landscaping and maintenance of the school grounds and their associated equipments and facilities. Other possible roles of P&C representatives on this committee include:

- passing on Parent interests and concerns in connection with the landscaping and maintenance of the school grounds and their associated equipments and facilities.
- assisting in the analysis of options for the development of the school grounds and make recommendations to the P&C for funding.
- finding and requesting, as appropriate, possible assistance from Parents with specialist skills and resources (eg. Landscape Architects, Horticulturists, Engineers, Planners etc) as well as general assistance (eg working bees) in support of the school grounds.
- working parties may be formed to assist the School on special projects such as:
  - Parking and traffic concerns,
  - Landscaping design and approval,
  - Equipment evaluation and procurement,
  - Short and long-term planning,
  - Garden support and maintenance,
  - P&C budget and funds support.

***Health Promoting/ Safe Schools:*** parents work with staff to develop policies and procedures including input into parent education sessions. This committee focuses on aspects of student welfare in the broadest sense. This committee cannot function without parent representation. It also has student representation.

***Challenge:*** parent members bring a different perspective to issues concerning the gifted and talented programs within the school. They may request agenda items and are involved in decision making at the operational level. They may also be involved in the development of policy.

***Curriculum:*** parents provide input into school based curriculum documents when they are presented to this committee prior to going to the board.

***Finance:*** as part of the budget process this committee of staff, parents and students prioritise budget bids from all areas of the school. The amount to be allocated is determined after SBM (School based management items such as cleaning, electricity, etc) demands are met.

***Information Technology:*** parent members on this committee provide technical assistance which complements the educational and technical expertise of staff. They are invaluable members of tender processes and as such work under strict departmental guidelines.