



Teloopa Park School Board Meeting

AGENDA and Minutes



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| Date: | 18 th February 2025 | Time: | 5.15pm – 6.37pm | Chair: | Paul De Fombelle | Minutes: | Jodie H |
| Attending | Michelle Morthorpe (Principal), Florence Llopis (Provisseure), Paul De Fombelle (Board Chair) (Parent's Rep), Francesco Colonna-Romano (French Gov Rep / Deputy Board Chair), Magali Rozborski (Teacher's Rep), Rosaline Rimes-Reich (Appointed Member), Olivia Stossich (Australian Government Rep), Stephen Bouwhuis (Parent's Rep), Joanna Shapley (Parent's Rep), Jodie Hinton (Finance/Secretariat) | | | Apologies: | Cymantha Cantrill (School Appointed Member), Lachlan Li (Student's Rep), Adam Ayad (Student's Rep), Stacey Griffiths (Teacher's Rep) | | |

Norms:

- Speak to each other with kindness and respect – Consideration to set out a board charter
- 1 speaker at a time – goes through the chair
- Names connected to agenda items – discuss for 5 minutes, around the table
- Timekeeper – will notify if we run to the time limit
- Start and finish times – 5.15 to 7pm
- Minutes – keep items short and without names, but include an action / outcome column
- Sharing of information – comes only
- Hands up and goes through the chair
- Agenda goes out 1 week in advance with relevant papers
 - o Suggestions for agenda items will be called from members
 - o Board chair and Principal will determine the agenda
 - o Input to the minutes
 - Email suggestions
 - Comes to the meeting for discussion
 - Voted and then approved with amendments
- Voting – can either all vote (hands up) or can call for any opposition – if not then it is taken as passed

- Act as a team – and focus on strategic priorities

Agenda and Minutes

Acknowledgement of country

I would like to acknowledge the Nggunawal People as the Traditional Custodians of the ACT and region upon which we live and work; and recognise any other people or families with connection to the lands of the ACT and region. I pay respect to their Elders past, present and emerging and acknowledge any Aboriginal and Torres Strait Islander people present today.

| Item and Description | Who | Time | Minutes | Action / Outcome |
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| 1 Meeting opening 1.1 Acknowledgement of country 1.2 Apologies 1.3 Disclosure of interests 1.4 Minutes of previous meeting (actions outstanding) | Chair | 5 mins | Cymantha Cantrill, Stacey Griffiths, Lachlan Li, Adam Ayad NIL Moved: O Stossich Seconded: J Shapley | |
| 2.0 General business. 2.1 Work Plan - Build better relationships between French and Australian streams - Handbook | | 25 mins 20 mins | <ul style="list-style-type: none"> • Discussion continued from the last board meeting in relation to the workplan, with the outstanding items being improving communication, noting that two of the issues listed were discussed last year, Building Better Relationships at August's meeting and Behaviour at November's meeting. The board noted that Building Better Relationships between the 2 streams will require further discussion in future meetings. • The board asked what the plan was to approach the workplan in 2025, what the board's ongoing role is with this and how specific the work plan is set for each year. • Michelle suggested that the board members request the specific questions that will need to be asked prior to the meeting, so that we can focus on specific issue. Board | |

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| <p>- Behaviour</p> <p>- Improve communications by the school</p> | | | <p>members to email specific questions through to Jodie so these can be discussed in detail at each meeting. With a mostly new board starting in April 2025, recommendations can be made to the new board on outstanding items and areas of success that can be embedded. Workplan is effectively a sub-committee set by the board.</p> <ul style="list-style-type: none"> • It was noted that there has yet to be a presentation of the communication strategy to the board. • A brief report outlining the EFS processes for communication, especially on the primary site was given. • It was noted that the senior leadership were working with a teaching staff member with an allocation of time for media and communications to develop a clearer communications strategy. • Michelle and Florence to report to the Board on these issues. • The board noted that the presentation given around behaviour at a previous board meeting was incredibly useful. • Behaviour at the school is well managed, but the Board noted the external messaging is not necessarily a representation of what is actually happening. • The Board felt, it might be worthwhile sharing the Board presentation with the parent group, to dispel the disjunction between what is happening vs what is the reality. • Discussion around simplifying and streamlining communication from the school. • One parent representative felt that parents are receiving many emails from the school each week. Ideally, there should be a weekly email with as many general and school wide announcements as possible, as this would be more effective to relay information to families. It was noted that the weekly communications will be general and there will still be a need to more frequent communications for any urgent matters. • General feedback from the parent representatives is that teacher led communications to parents, that is very student/class/year specific is ok to come more frequently, | |
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| <p>2.2 Principal Recruitment</p> | <p>Chair</p> | <p>5 mins</p> | <p>as it is important for parents to be kept up to date on what is happening and what the students are doing in the classroom.</p> <ul style="list-style-type: none"> • Currently, Telopea Topics is a fortnightly newsletter for general for the things that are happening at the school. School specific staff are then sending out events like the swimming carnival, school wide events etc. Internally, we have a weekly Infonote, for staff, that has news and directives that are specific to each party. Feedback from staff is that this has reduced the amount of school wide emails being sent, which is positive. This may be a model to explore for parent communications. • Another suggestion was that the school could mimic what Education Directorate do with their weekly updates, where you can read the information that is directly relevant to you/your child and not be overwhelmed with information. • Michelle and Jodie are looking into roles of TPS staff to work out where this school wide comms role will sit and using existing staff to work out the best tool to communicate newsletters out to parents/families. Michelle, Florence and Jodie will mock up a draft version of what we could do in terms of a new parent newsletter. • It was noted that there are many different platforms the school communications are coming from, which can be confusing. There are different platforms for different user groups though (Class Dojo, Pronote, Parent Portal) • The school also needs to define what communication methods exist, what they exist for, why people turning to other forms of unofficial communication and how can we address that with the authorised school communication channels. Need to make it clear to parents on this. • Also noted was the importance of positive communication models between the school and families. <p>The process of recruiting the new Principal has commenced. Paul as Board Chair is on the joint selection panel, which will include a representative from the French Embassy. Applications closed on the 16/2 and interviews will be in early March, with an appointment most likely by April. Michelle noted</p> | |
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| | | | that it is important for board to acknowledge the work undertaken by Paul for the recruitment process and that the school appreciates this also. | |
| <p>Update on continuing items:</p> <ul style="list-style-type: none"> • Legal advice sought • Traffic • Modernisation • Air conditioning in the junior school | <p>Stephen</p> <p>Stephen</p> <p>Michelle</p> <p>Michelle</p> | 10 mins | <p>No update on this and advice is still expected to take some time to complete.</p> <p>A raised pedestrian crosswalk will be installed at the New South Wales Cr/Manuka Cir intersection to slow the traffic down. There was a request for a cross-walk supervisor, but there is no budget for this. In the meantime, it is also about reminding students of all ages to be aware of their surroundings regarding traffic.</p> <p>Update as per principal's report. Michelle and Jodie met with Project Control Group last week and were informed that an update will be likely be provided at the next board meeting. Funding announced by the ACT Government has been assured.</p> <p>The previous Business Manager had the Facilities team come to the school in late 2024 to undertake an initial assessment on cooling solutions and to make some short-term recommendations. The school also purchased portable cooling units, pedestal fans and spray bottles. Facilities team is coming out again on 19/2 to provide an update on HVAC. The school will set up a list of priorities of what areas will need to be addressed first. Staff are recording temp data in the eco portal to back up our claims on conditions. The plan is to have effective cooling solutions in place for next summer.</p> | |
| <ul style="list-style-type: none"> • Correspondence <ul style="list-style-type: none"> ○ In ○ Out | | 5 mins | Out - Board member nominations have been called for, open from 10th-24th February. Election period will be in first week of March. | |

Items carried over to next meeting

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Meeting Dates:

2025 Meeting dates:

25 March 2025

13 May 2025

17 June 2025

5 August 2025

9 September 2025

28 October 2025

2 December 2025